

# THE COMBERTON VILLAGE INSTITUTE

England & Wales · Charity number 1189495

## Details

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**Other names** COMBERTON VILLAGE HALL

**Status** Registered

**Legal form** CIO

**Registered** 2020-05-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Comberton Village Hall  
Green End  
Comberton  
Cambridge  
CB23 7DY

**Phone** 07435324408

**Email** [combertonvh@gmail.com](mailto:combertonvh@gmail.com)

**Website** [www.combertonvillagehall.org](http://www.combertonvillagehall.org)

## Activities

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**Objects:** TO MANAGE A VILLAGE HALL FOR USE BY THE INHABITANTS OF COMBERTON AND THE NEIGHBOURHOOD ("AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX OR RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS AND IN PARTICULAR FOR USE FOR MEETINGS, LECTURES, AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS

**Activities:** To manage a village hall for use by the inhabitants of Comberton and the neighbourhood without distinction of sex or race or of political, religious or other opinions and in particular for use for meetings, lectures, and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

## Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** Children/young People, Elderly/old People, Other Defined Groups

## Geography

- Cambridgeshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£43,357	£39,796	-	-
2023-12-31	£41,252	£28,183	-	-
2022-12-31	£42,944	£36,482	-	-
2021-12-31	£51,031	£54,308	-	-
2020-12-31	£12,494	£35,021	-	-

## Trustees

Name	Role	Appointed
<b>Dr BRIAN JOHN MCCABE</b>	Chair	2020-06-01
ANDREW BURNSIDE HOLLICK		2020-06-01
Angela Donnelly		2020-06-01
Bella Fuerst		2025-12-16
Eileen Marsh		2025-02-18
Neil Banks		2024-11-19
PENELOPE EVELYN ANN COOK		2020-06-01
Stephanie Young		2021-05-17
Vijayalakshmi Churchman		2021-05-17
WILLIAM MARTIN LEE		2020-06-01

**THE COMBERTON VILLAGE INSTITUTE**

England & Wales - Charity number 1189495

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# Accounts

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# Trustees' Annual Report for the period

Period start date

Period end date

January 2024

31 December 2024

To

## Section A

## Reference and administration details

Charity name **COMBERTON VILLAGE INSTITUTE TRUST**

Other names charity is known by **COMBERTON VILLAGE HALL**

Registered charity number (if any) **1189495**

Charity's principal address **Green End**

**Comberton**

**Cambridge**

**Postcode**

**CB23 7DY**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Vijayalakshmi Churchman	Treasurer		Trustees
2	Penelope E A Cook	Vice-Chair		"
3	Angela Donnelly	Vice-Chair	20.3.24 – 31.12.24	"
4	Marian E Dymott	Vice-Chair	1.1.24 - 19.3.24	"
5	Andrew B Hollick			"
6	Sandra Hyde		1.1.24 – 17.9.24	"
7	William Lee			"
8	Dr Brian J McCabe	Chair		"
9	Dr Jane Reed	Secretary		"
10	Stephanie Young			"
11	Neil Banks		19.11.24 – 31.12.24	"
12				
13				
14				
15				
16				
17				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Independent Reviewer	Nicholas Cliffe & Co Limited, Chartered Accountants	Mill House, Mill Court, Great Shelford, Cambridge, CB22 5LD

Name of chief executive or names of senior staff members (Optional information)

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document	Trust Constitution
How the charity is constituted	Charitable Incorporated Organisation (CIO)
Trustee selection methods	Appointed by existing trustees

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have an induction pack of information for new trustees. Trustees are continually available for advice as new trustees become familiar with their duties.

The required risk assessments and procedures are reviewed annually.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trust will deliver public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with its objectives. The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

Village groups using the hall regularly are encouraged to pay a small affiliation fee annually which gives them reduced hiring rates. Village residents also pay lower hire fees than non-village hirers. All individuals and groups must pay to hire the hall.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

**Additional details of objectives and activities (Optional information)**

The hall is managed by Trustees who are all volunteers. They were assisted by a cleaner, a caretaker and an administrator, all part-time. Otherwise all the operational work was carried out by Trustees, volunteers or contractors employed to carry out specific specialist tasks.

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Trustees and volunteers continued to stage community events, in particular, the Easter and Christmas Fairs. These are important, longstanding events, which bring villagers together at these significant times of the year. They also supplement the income from letting charges.

The Village Hall continued to operate a weekly café, monthly Bingo, film screenings, and opera showings. These activities are appreciated by many individuals and community groups. They combat loneliness and enhance community social life.

The Trustees continued the long-established tradition of hosting a meal for the over 65's in the village. This year the Trustees hosted an afternoon tea with live entertainment. This was received positively by the guests.

The Trustees continued to encourage and support many local group activities catering for a range of ages, from pre-school to post-retirement.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity has a reserve for future expenses including ongoing refurbishment, replacement of depreciating items and unforeseen requirements.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

#### Principal sources of funds

Letting charges, affiliation fees, trustee sponsored events, small donations and income from commercial rents.

#### Expenditure

Expenditure was devoted to maintaining the Hall facilities at a high level.

#### Investment policy

N/A

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>V. Churchman</i>	<i>B. J. McCabe</i>
<b>Full name(s)</b>	Vijayalakshmi Churchman	Brian McCabe
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>	21 October 2025	

**CHARITY NUMBER 1189495**

**THE COMBERTON VILLAGE INSTITUTE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**THE COMBERTON VILLAGE INSTITUTE**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND  
ADVISERS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**TRUSTEES**

Dr. B.J. McCabe (Chair)  
Mr. N. Banks (appointed 19 November 2024)  
Mrs. V. Churchman (Treasurer)  
Mrs. P.E.A. Cook  
Mrs. A. Donnelly  
Mrs. M.E. Dymott (retired 19 March 2024)  
Mr. A.B. Hollick  
Mrs. S. Hyde (retired 17 September 2024)  
Mr. W.M. Lee  
Mrs. E. Marsh (appointed 18 February 2025)  
Dr. J. Reed  
Mrs. S. Young

**CHARITY REGISTRATION  
NUMBER**

1189495

**PRINCIPAL OFFICE**

Comberton Village Institute  
Green End  
Comberton  
Cambridge  
CB23 7DY

**BANKERS**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**INDEPENDENT EXAMINER**

A.N. Cliffe  
Affinity Associates (Cambridge) Limited  
Accountants and Statutory Auditors  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**TRUSTEES' REPORT**

**Principal address**

The Charity's principal address is:

Comberton Village Hall  
Green End  
Comberton  
Cambridge  
CB23 7DY

**Charitable purpose**

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**Principal activities and public benefit**

The Trust delivers public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with our objectives.

The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

The hall is managed by Trustees who are all volunteers. They are assisted by a part-time cleaner, a part-time caretaker and a part-time administrator. Otherwise, all the operational work is carried out by Trustees or contractors employed to carry out specific specialist tasks.

Trustees and friends (volunteers) work together to stage fundraising events to augment the income from letting charges. In particular, the Easter and Christmas Fairs are very important and also serve to bring villagers together at these significant times of the year.

Village groups using the hall regularly are encouraged to pay a small affiliation fee annually which gives them reduced hiring rates. Village residents also pay lower hire fees than non-village hirers. All individuals and groups must pay to hire the hall.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**TRUSTEES' REPORT (continued)**

**Principal activities and public benefit (continued)**

The Village Hall operates a weekly café, monthly Bingo, film screenings, and opera showings. These activities are appreciated by many lonely individuals and community groups.

The Trustees continue the long-established tradition of hosting a Supper for the over 65's in the village. This year the Trustees hosted an Afternoon Tea instead of the Supper with live entertainment. This was received positively by the attendees.

The Trustees also encourage and support many local group activities for all ages.

**Trustees**

The Trustees of the Charity are as stated on page 2 of this report.

**Financial report**

The trustees report a surplus of £3,561 (2023 - surplus £13,069) which was in line with expectations.

**Reserves' policy**

The charity has a reserve for future expenses including ongoing refurbishment and replacement of depreciating items.

This figure includes some designated expenditure:

- Upgrade the security system to include a camera pointing towards the oil tank
- To meet ongoing running costs in case of unforeseen circumstances

The Trustees have approved the above report and authorised the Chair to sign it on their behalf.



**Dr B. J. McCabe – Chair**

**Date: 21 October 2025**

## THE COMBERTON VILLAGE INSTITUTE

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

#### FOR THE YEAR ENDED 31 DECEMBER 2024.

I report on the accounts for the year ended 31 December 2024 set out on pages 6 to 9.

#### **Respective responsibilities of the Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of the Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequentially no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material aspect, the requirements

- to keep accounting records in accordance with Section 130 of the Act 2011; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A.N. Cliffe  
Affinity Associates (Cambridge) Limited  
Accountants and Statutory Auditors  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**Date: 21 October 2025**

**THE COMBERTON VILLAGE INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

<b>Notes</b>	<b>31 December 2024</b>	<b>31 December 2023</b>
	<b>Total £</b>	<b>Total £</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Income from rentals	<b>42,594</b>	40,493
Grants	-	-
Donations	<b>10</b>	200
Bank interest and other	<b>753</b>	559
<b>Total incoming resources</b>	<b>43,357</b>	41,252
<b>RESOURCES EXPENDED</b>		
<b>Cost of generating funds</b>		
Property expenses	<b>39,741</b>	28,123
Governance costs	-	-
Other resources expended	<b>55</b>	60
<b>Total resources expended</b>	<b>39,796</b>	28,183
<b>Net resources received/(expended), being net movement in funds</b>	<b>3,561</b>	13,069
<b>RECONCILIATION OF FUNDS</b>		
<b>Total funds brought forward</b>	<b>55,777</b>	42,708
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>59,338</b>	55,777

The notes on pages 8 and 9 form part of these financial statements

# THE COMBERTON VILLAGE INSTITUTE

## BALANCE SHEET

AS AT 31 DECEMBER 2024

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
Fixed assets	3	2,450	3,023
<b>CURRENT ASSETS</b>			
Debtors and deposits		5,913	5,250
Cash at bank		56,810	53,566
		<u>62,723</u>	<u>58,816</u>
<b>CURRENT LIABILITIES</b>			
		<u>(5,835)</u>	<u>(6,062)</u>
<b>Total net assets</b>		<u>59,338</u>	<u>55,777</u>
<b>Represented by:</b>			
<b>Unrestricted funds</b>			
Income and general fund		31,888	27,754
Designated fund (for fixed assets)		2,450	3,023
Restricted reserve fund		25,000	25,000
		<u>59,338</u>	<u>55,777</u>
<b>Total funds</b>		<u>59,338</u>	<u>55,777</u>

The financial statements were approved by the Trustees on 21 October 2025 and signed on their behalf by:



Dr B. J. McCabe (Chair)

The notes on pages 8 and 9 form part of these financial statements

**THE COMBERTON VILLAGE INSTITUTE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**1. Accounting policies**

***Basis of preparation***

The accounts (financial statements) have been prepared on the accruals basis, with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

***Incoming resources***

All incoming resources are included in the Statement of Financial Activities ("SOFA") when received by the charity.

***Resources expended***

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular categories, they have been allocated to activities on a basis consistent with the use of resources.

***Taxation***

The charity is exempt from tax on its charitable activities.

***Fixed assets***

Tangible fixed assets are recorded at cost, less accumulated depreciation.

Depreciation is charged at 25% on a reducing balance basis.

***Fund accounting***

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

A separate designated fund is held for the potential replacement of fixed assets and an unrestricted fund for emergency expenditure.

**THE COMBERTON VILLAGE INSTITUTE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024 (cont.)**

**2. Trustees' remuneration and benefits**

There were no Trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

There were no Trustees' expenses paid for the year ended 31 December 2024, nor for the year ended 31 December 2023.

**3. Tangible fixed assets**

<b>Cost</b>	<b>2024</b> <b>£</b>	<b>2023</b> <b>£</b>
Cost at 1 January 2024	8,536	8,536
Additions	<u>245</u>	<u>-</u>
Cost at 31 December 2024	<b><u>8,781</u></b>	<b><u>8,536</u></b>
 <b>Depreciation</b>		
At 1 January 2024	5,513	4,506
Charge for year	<u>818</u>	<u>1,007</u>
At 31 December 2024	<b><u>6,331</u></b>	<b><u>5,513</u></b>
Net Book Value 31 December 2024	<b><u>2,450</u></b>	<b><u>3,023</u></b>

## THE COMBERTON VILLAGE INSTITUTE

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

#### FOR THE YEAR ENDED 31 DECEMBER 2024.

I report on the accounts for the year ended 31 December 2024 set out on pages 6 to 9.

#### **Respective responsibilities of the Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of the Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequentially no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material aspect, the requirements

- to keep accounting records in accordance with Section 130 of the Act 2011; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A.N. Cliffe  
Affinity Associates (Cambridge) Limited  
Accountants and Statutory Auditors  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**Date: 21 October 2025**

**THE COMBERTON VILLAGE INSTITUTE**

England & Wales - Charity number 1189495

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# Accounts

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**CHARITY NUMBER 1189495**

**THE COMBERTON VILLAGE INSTITUTE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**THE COMBERTON VILLAGE INSTITUTE**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS  
TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**TRUSTEES**

Mrs. P.E.A. Cook  
Mrs. V. Churchman (Treasurer)  
Mrs. A. Donnelly  
Mrs. M.E. Dymott  
Mr. A.B. Hollick  
Mrs. S. Hyde  
Mr. W.M. Lee  
Dr. B.J. McCabe (Chair)  
Dr. J. Reed  
Mrs. S. Young

**CHARITY REGISTRATION  
NUMBER**

1189495

**PRINCIPAL OFFICE**

Comberton Village Institute  
Green End  
Comberton  
Cambridge  
CB23 7DY

**BANKERS**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**INDEPENDENT EXAMINER**

A.N. Cliffe  
Nicholas Cliffe & Co. Limited  
Chartered Accountants  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**TRUSTEES' REPORT**

**Principal address**

The Charity's principal address is:

Comberton Village Hall  
Green End  
Comberton  
Cambridge  
CB23 7DY

**Charitable purpose**

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**Principal activities and public benefit**

The Trust delivers public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with our objectives.

The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

The hall is managed by Trustees who are all volunteers. They are assisted by a cleaner, a care-taker and an administrator, all part-time. Otherwise, all the operational work is carried out by Trustees or contractors employed to carry out specific specialist tasks.

Trustees and friends (volunteers) work together to stage fundraising events to augment the income from letting charges. In particular, the Easter and Christmas Fairs are very important and also serve to bring villagers together at these significant times of the year.

Village groups using the hall regularly are encouraged to pay a small affiliation fee annually which gives them reduced hiring rates. Village residents also pay lower hire fees than non-village hirers. All individuals and groups must pay to hire the hall.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**TRUSTEES' REPORT (continued)**

**Principal activities and public benefit (continued)**

The Village Hall operates a weekly café, monthly Bingo, film screenings, and opera showings.

These activities are appreciated by many lonely individuals and community groups.

The Trustees continue the long-established tradition of hosting a meal for the over-65's in the village.

The Trustees also encourage and support many local group activities for all ages.

**Trustees**

The Trustees of the Charity are as stated on page 2 of this report.

**Financial report**

The trustees report a surplus of £13,069 (2022 - surplus £6,462) which was in line with expectations.

**Reserves' policy**

The charity has a reserve for future expenses including ongoing refurbishment and replacement of depreciating items.

This figure includes some designated expenditure:

- Upgrade the security system to include a camera pointing towards the oil tank
- To meet ongoing running costs in case of unforeseen circumstances

The Trustees have approved the above report and authorised the Chair to sign it on their behalf.

**Dr B. J. McCabe – Chair**

**Date: 15 October 2024**



**THE COMBERTON VILLAGE INSTITUTE**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

I report on the accounts for the year ended 31 December 2023 set out on pages 6 to 9.

**Respective responsibilities of the Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequentially no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.


**Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material aspect, the requirements
  - to keep accounting records in accordance with Section 130 of the Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A.N. Cliffe  
Nicholas Cliffe & Co. Limited  
Chartered Accountants  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**Date: 15 October 2024**

**THE COMBERTON VILLAGE INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

Notes	<b>31 December 2023</b>	<b>31 December 2022</b>
	<b>Total £</b>	<b>Total £</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Income from rentals	40,493	37,217
Grants	-	2,667
Donations	200	130
Bank interest and other	559	2,930
	<b>41,252</b>	<b>42,944</b>
<b>RESOURCES EXPENDED</b>		
<b>Cost of generating funds</b>		
Property expenses	28,123	35,153
Governance costs	-	1,248
Other resources expended	60	81
	<b>28,183</b>	<b>36,482</b>
<b>Net resources received/(expended), being net movement in funds</b>	<b>13,069</b>	<b>6,462</b>
 <b>RECONCILIATION OF FUNDS</b>		
<b>Total funds brought forward</b>	<b>42,708</b>	<b>36,246</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>55,777</b>	<b>42,708</b>

The notes on pages 8 and 9 form part of these financial statements

**THE COMBERTON VILLAGE INSTITUTE**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2023**

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
Fixed assets	3	<b>3,023</b>	4,030
<b>CURRENT ASSETS</b>			
Debtors and deposits		<b>5,250</b>	4,056
Cash at bank		<b>53,566</b>	44,026
		<b>58,816</b>	48,082
<b>CURRENT LIABILITIES</b>			
		<b>(6,062)</b>	(9,404)
<b>Total net assets</b>		<b>55,777</b>	42,708
<b>Represented by:</b>			
<b>Unrestricted funds</b>			
Income and general fund		<b>27,754</b>	13,678
Designated fund		<b>3,023</b>	4,030
Restricted reserve fund		<b>25,000</b>	25,000
<b>Total funds</b>		<b>55,777</b>	42,708

The financial statements were approved by the Trustees on 15 October 2024 and signed on their behalf by:

  
.....  
**Dr B. J. McCabe (Chair)**

The notes on pages 8 and 9 form part of these financial statements

**THE COMBERTON VILLAGE INSTITUTE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. Accounting policies**

***Basis of preparation***

The accounts (financial statements) have been prepared on the accruals basis, with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

***Incoming resources***

All incoming resources are included in the Statement of Financial Activities ("SOFA") when received by the charity.

***Resources expended***

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular categories, they have been allocated to activities on a basis consistent with the use of resources.

***Taxation***

The charity is exempt from tax on its charitable activities.

***Fixed assets***

Tangible fixed assets are recorded at cost, less accumulated depreciation.

Depreciation is charged at 25% on a reducing balance basis.

***Fund accounting***

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

A separate designated fund is held for the potential replacement of fixed assets and an unrestricted fund for emergency expenditure.

**THE COMBERTON VILLAGE INSTITUTE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (cont.)**

**2. Trustees' remuneration and benefits**

There were no Trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

There were no Trustees' expenses paid for the year ended 31 December 2023, nor for the year ended 31 December 2022.

**3. Tangible fixed assets**

<b>Cost</b>	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
Cost at 1 January 2023	8,536	8,536
Additions	<u>-</u>	<u>-</u>
Cost at 31 December 2023	<b><u>8,536</u></b>	<b><u>8,536</u></b>
 <b>Depreciation</b>		
At 1 January 2023	4,506	3,163
Charge for year	<u>1,007</u>	<u>1,343</u>
At 31 December 2023	<b><u>5,513</u></b>	<b><u>4,506</u></b>
Net Book Value 31 December 2023	<b><u>3,023</u></b>	<b><u>4,030</u></b>

**THE COMBERTON VILLAGE INSTITUTE**

England & Wales - Charity number 1189495

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# Accounts

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**CHARITY NUMBER 1189495**

**THE COMBERTON VILLAGE INSTITUTE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**THE COMBERTON VILLAGE INSTITUTE**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS  
TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 DECEMBER 2022**

**TRUSTEES**

Mrs. P.E.A. Cook  
Mrs. V. Churchman (Treasurer)  
Mrs. A. Donnelly  
Mrs. M.E. Dymott  
Mr. A.B. Hollick  
Mrs. S. Hyde  
Mr. W.M. Lee  
Dr. B.J. McCabe (Chair)  
Dr. J. Reed  
Mrs. S. Young

**CHARITY REGISTRATION  
NUMBER**

1189495

**PRINCIPAL OFFICE**

Comberton Village Institute  
Green End  
Comberton  
Cambridge  
CB23 7DY

**BANKERS**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**FINANCIAL ADVISERS**

Nicholas Cliffe & Co. Limited  
Chartered Accountants  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**TRUSTEES' REPORT**

**Principal address**

The Charity's principal address is:

Comberton Village Hall  
Green End  
Comberton  
Cambridge  
CB23 7DY

**Charitable purpose**

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**Principal activities and public benefit**

The Trust delivers public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with our objectives.

The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

The hall is managed by Trustees who are all volunteers. They are assisted by a part-time cleaner and a part-time administrator. Otherwise, all the operational work was carried out by Trustees or contractors employed to carry out specific specialist tasks.

Trustees and friends (volunteers) work together to stage fundraising events to augment the income from letting charges. In particular, the Easter and Christmas Fairs are very important and also serve to bring villagers together at these significant times of the year.

Village groups using the hall regularly are encouraged to pay a small affiliation fee annually which gives them reduced hiring rates. Village residents also pay lower hire fees than non-village hirers. All individuals and groups must pay to hire the hall.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**TRUSTEES' REPORT (continued)**

**Principal activities and public benefit (continued)**

The Village Hall operates a weekly café, monthly Bingo, film screenings, and opera showings.

These activities are appreciated by many lonely individuals and community groups.

The Trustees continued the long-established tradition of hosting a Supper for the over 65's in the village.

The Trustees also encourage and support many local group activities for all ages.

**Trustees**

The Trustees of the Charity are as stated on page 2 of this report.

**Financial report**

The trustees report a surplus of £6,462 (2021 - deficit £3,277) which was in line with expectations.

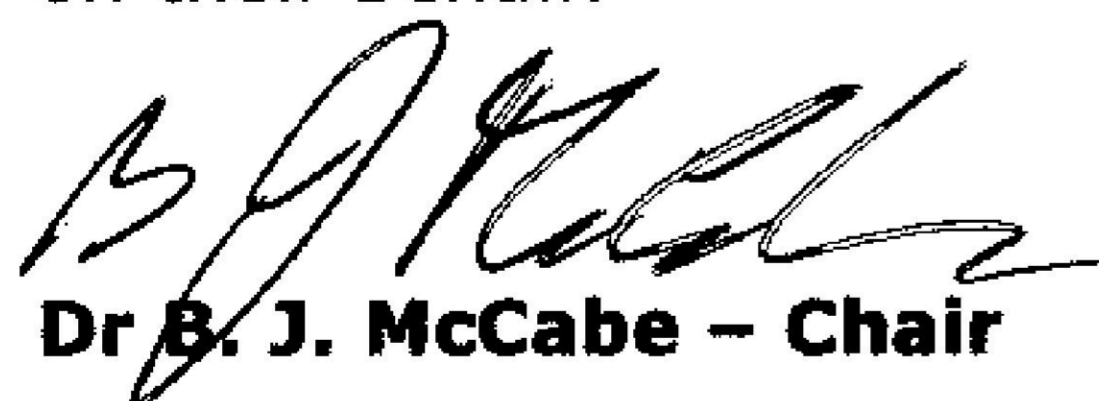
**Reserves' policy**

The charity has a reserve for future expenses including ongoing refurbishment and replacement of depreciating items.

This figure includes some designated expenditure:

- Upgrade the security system to include a camera pointing towards the oil tank
- To meet ongoing running costs in case of unforeseen circumstances

The Trustees have approved the above report and authorised the Chair to sign it on their behalf.

  
**Dr B. J. McCabe – Chair**

**Date: 17 October 2023**

## **THE COMBERTON VILLAGE INSTITUTE**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 DECEMBER 2022**

I report on the accounts for the year ended 31 December 2022 set out on pages 6 to 9.

#### **Respective responsibilities of the Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of the Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequentially no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### **Independent Examiner's statement**

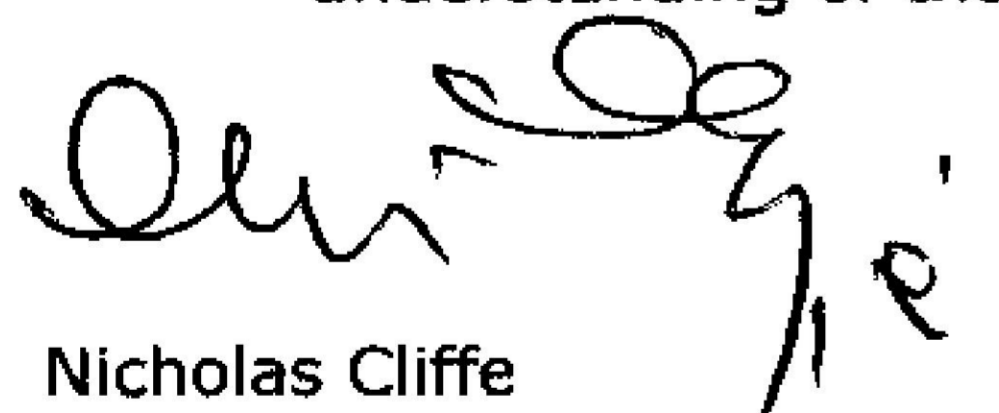
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material aspect, the requirements

- to keep accounting records in accordance with Section 130 of the Act 2011; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Nicholas Cliffe  
Nicholas Cliffe & Co. Limited  
Chartered Accountants  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**Date: 17 October 2023**

**THE COMBERTON VILLAGE INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

<b>Notes</b>	<b>31 December 2022</b>	<b>31 December 2021</b>
	<b>Total £</b>	<b>Total £</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Income from rentals	37,217	27,460
Grants	2,667	23,147
Donations	130	185
Bank interest and other	2,930	
		239
<b>Total incoming resources</b>	<b>42,944</b>	<b>51,031</b>
<b>RESOURCES EXPENDED</b>		
<b>Cost of generating funds</b>		
Property expenses	35,153	53,957
Governance costs	1,248	255
Other resources expended	81	96
<b>Total resources expended</b>	<b>36,482</b>	<b>54,308</b>
<b>Net resources received/(expended), being net movement in funds</b>	<b>6,462</b>	<b>(3,277)</b>
 <b>RECONCILIATION OF FUNDS</b>		
<b>Total funds brought forward</b>	<b>42,708</b>	<b>39,524</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>42,708</b>	<b>36,246</b>

The notes on pages 8 and 9 form part of these financial statements

**THE COMBERTON VILLAGE INSTITUTE**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2022**

	<b>Notes</b>	<b>2022 £</b>	<b>2021 £</b>
<b>FIXED ASSETS</b>			
Fixed assets	3	<b>4,030</b>	5,373
<b>CURRENT ASSETS</b>			
Debtors and deposits		<b>4,056</b>	1,657
Cash at bank		<b>44,026</b>	31,972
		<b>48,082</b>	33,629
<b>CURRENT LIABILITIES</b>			
		<b>(9,404)</b>	(2,756)
<b>Total net assets</b>		<b>42,708</b>	36,246
<b>Represented by:</b>			
<b>Unrestricted funds</b>			
Income and general fund		<b>13,678</b>	5,873
Fixed asset funds		<b>4,030</b>	5,373
Designated funds		<b>25,000</b>	25,000
<b>Total funds</b>		<b>42,708</b>	36,246

The financial statements were approved by the Trustees on 17 October 2023 and signed on their behalf by:

  
.....  
**Dr B. J. McCabe (Chair)**

The notes on pages 8 and 9 form part of these financial statements

**THE COMBERTON VILLAGE INSTITUTE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022 (cont.)**

**2. Trustees' remuneration and benefits**

There were no Trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

There were no Trustees' expenses paid for the year ended 31 December 2022, nor for the year ended 31 December 2021.

**3. Tangible fixed assets**

<b>Cost</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Cost at 1 January 2022	8,536	5,488
Additions	-	3,048
Cost at 31 December 2022	<b>8,536</b>	<b>8,536</b>
<b>Depreciation</b>		
At 1 January 2022	3,163	1,372
Charge for year	1,343	1,791
At 31 December 2022	<b>4,506</b>	<b>3,163</b>
Net Book Value 31 December 2022	<b>4,030</b>	<b>5,373</b>



# Trustees' Annual Report for the period

Period start date

01 January 2022

Period end date

31 December 2022

To

## Section A

## Reference and administration details

Charity name

COMBERTON VILLAGE INSTITUTE TRUST

Other names charity is known by

COMBERTON VILLAGE HALL

Registered charity number (if any)

1189495

Charity's principal address

Green End

Comberton

Cambridge

Postcode

CB23 7DY

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Vijayalakshmi Churchman	Treasurer		
2	Penelope E A Cook	Chair		
3	Angela Donnelly			
4	Marian E Dymott	Vice Chair		
5	Andrew B Hollick			
6	Sandra Hyde			
7	William Lee			
8	Dr Brian J McCabe			
9	Jane Reed	Secretary		
10	Stephanie Young			
11				
12				
13				
14				
15				
16				
17				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Independent Reviewer	Nicholas Cliffe & Co Limited, Chartered Accountants	Mill House, Mill Court, Great Shelford, Cambridge, CB22 5LD

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Trust Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods  
(eg. appointment, election)

Appointed by existing trustees

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have an induction pack of information for new trustees.  
We have the required risk assessments and procedures which are reviewed annually.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trust will deliver public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with our objectives. The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

Village groups using the hall regularly are encouraged to pay a small affiliation fee annually which gives them reduced hiring rates. Village residents also pay lower hire fees than non-village hirers. All individuals and groups must pay to hire the hall.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

**Additional details of objectives and activities (Optional information)**

The hall is managed by Trustees who are all volunteers. They were assisted by a part-time cleaner and a part-time administrator. Otherwise all the operational work was carried out by Trustees or contractors employed to carry out specific specialist tasks..

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Trustees and friends (volunteers) work together to stage fundraising events to augment the income from letting charges. In particular, the Easter and Christmas Fairs are very important and also serve to bring villagers together at these significant times of the year.

The Village Hall operates a weekly café, monthly Bingo, film screenings, and opera showings. These activities are appreciated by many lonely individuals and community groups.

The Trustees continued the long-established tradition of hosting a Supper for the over 65's in the village.

The Trustees also encourage and support many local group activities for all ages.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity has a reserve for future expenses including ongoing refurbishment and replacement of depreciating items.

This figure includes some designated expenditure:

- Upgrade the security system to include a camera pointing towards the oil tank
- To meet ongoing running costs in case of unforeseen circumstances

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

#### Principal sources of funds

Letting charges, affiliation fees, trustee sponsored events, small donations and income from commercial rents.

#### Expenditure

Expenditure was devoted to maintaining the Hall facilities at a high level.

#### Investment policy

N/A

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>V Churchman</i>	<i>M Dymott</i>
Full name(s)	Vijayalakshmi Churchman	Marian Dymott
Position (eg Secretary, Chair, etc)	Treasurer	Vice Chair
Date	17 October 2023	

**THE COMBERTON VILLAGE INSTITUTE**

England & Wales - Charity number 1189495

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# Accounts

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**CHARITY NUMBER 1189495**

**THE COMBERTON VILLAGE INSTITUTE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**THE COMBERTON VILLAGE INSTITUTE**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS  
TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**TRUSTEES**

Mrs. P.E.A. Cook (Chair)  
Mrs. V. Churchman (Treasurer)  
Mrs. A. Donnelly  
Mrs. M.E. Dymott  
Mr. A.B. Hollick  
Mrs. S. Hyde  
Mr. W.M. Lee  
Dr. B.J. McCabe  
Dr. J. Reed  
Mrs. S. Young

**CHARITY REGISTRATION  
NUMBER**

1189495

**PRINCIPAL OFFICE**

Comberton Village Institute  
Green End  
Comberton  
Cambridge  
CB23 7DY

**BANKERS**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**FINANCIAL ADVISERS**

Nicholas Cliffe & Co. Limited  
Chartered Accountants  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**TRUSTEES' REPORT**

**Principal address**

The Charity's principal address is:

Comberton Village Hall  
Green End  
Comberton  
Cambridge  
CB23 7DY

**Charitable purpose**

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**Principal activities and public benefit**

The Trust will deliver public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with our objectives.

The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

The hall is managed by Trustees who are all volunteers. They were assisted by a part-time cleaner and a part-time voluntary bookings secretary: otherwise all the operational work was carried out by Trustees or contractors employed to carry out specific specialist tasks when necessary.

Trustees and friends (volunteers) work together to stage fundraising events to augment the income from letting charges. In particular, the Easter and Christmas Fairs are very important and also serve to bring villagers together at these significant times of the year.

Village groups using the hall regularly are encouraged to pay a small affiliation fee annually which gives them reduced hiring rates. Village residents also pay lower hire fees than non-village hirers. All individuals and groups must pay to hire the hall.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

**THE COMBERTON VILLAGE INSTITUTE**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**TRUSTEES' REPORT (continued)**

**Principal activities and public benefit (continued)**

With appropriate risk assessments and advice; when legally permitted, during the COVID-19 pandemic, the Village Hall was opened for a weekly café, monthly Bingo, film screenings, opera showings and a Christmas Fayre and enabled groups to return as well. This was appreciated by many lonely individuals and community groups after a long period of social isolation.

While the hall was not in use, the trustees took the opportunity to undertake to replace the doors and some windows and carry out internal decoration.

**Trustees**

The Trustees of the Charity are as stated on page 2 of this report.

**Financial report**

The trustees report a deficit of £3,277 (2020 - deficit £22,527) which was in line with expectations.

**Reserves' policy**

The charity has a reserve for future expenses including ongoing refurbishment and replacement of depreciating items.

This figure includes some designated expenditure:

- Upgrade the security system to include a camera pointing towards the oil tank
- To meet ongoing running costs in case of unforeseen circumstances

The Trustees have approved the above report and authorised the Chair to sign it on their behalf.



Mrs. P.E.A. Cook – Chair

Date: 18.10.2022

**THE COMBERTON VILLAGE INSTITUTE**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

I report on the accounts for the year ended 31 December 2021 set out on pages 6 to 9.

**Respective responsibilities of the Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequentially no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material aspect, the requirements
  - to keep accounting records in accordance with Section 130 of the Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Nicholas Cliffe  
Nicholas Cliffe & Co. Limited  
Chartered Accountants  
Mill House  
Mill Court  
Great Shelford  
Cambridge  
CB22 5LD

Date: 18/10/22

**THE COMBERTON VILLAGE INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>Notes</b>	<b>31 December 2021</b>	<b>31 December 2020</b>
	<b>Total £</b>	<b>Total £</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Income from rentals	27,460	9,700
Grants	23,147	2,668
Donations	185	126
Bank interest and other	239	-
<b>Total incoming resources</b>	<b>51,031</b>	<b>12,494</b>
<b>RESOURCES EXPENDED</b>		
<b>Cost of generating funds</b>		
Property expenses	53,957	34,303
Governance costs	255	718
Other resources expended	96	-
<b>Total resources expended</b>	<b>54,308</b>	<b>35,021</b>
<b>Net resources expended, being net movement in funds</b>	<b>(3,277)</b>	<b>(22,527)</b>
 <b>RECONCILIATION OF FUNDS</b>		
<b>Total funds brought forward</b>	<b>39,524</b>	<b>62,051</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>36,246</b>	<b>39,524</b>

The notes on pages 8 and 9 form part of these financial statements

**THE COMBERTON VILLAGE INSTITUTE**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2021**

	<b>Notes</b>	<b>2021 £</b>	<b>2020 £</b>
<b>FIXED ASSETS</b>			
Fixed assets	3	<b>5,373</b>	4,116
<b>CURRENT ASSETS</b>			
Debtors and deposits		<b>1,657</b>	2,792
Cash at bank		<b>31,972</b>	34,556
		<b>33,629</b>	37,348
<b>CURRENT LIABILITIES</b>			
		<b>(2,756)</b>	(1,940)
<b>Total net assets</b>		<b>36,246</b>	39,524
<b>Represented by:</b>			
<b>Unrestricted fund</b>			
Income and general fund		<b>5,873</b>	10,408
Fixed asset funds		<b>5,373</b>	4,116
Designated funds		<b>25,000</b>	25,000
<b>Total funds</b>		<b>36,246</b>	39,524

The financial statements were approved by the Trustees on 18<sup>th</sup> October 2022 and signed on their behalf by:



.....  
Mrs. P.E.A. Cook (Chair)

The notes on pages 8 and 9 form part of these financial statements

**THE COMBERTON VILLAGE INSTITUTE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. Accounting policies**

***Basis of preparation***

The accounts (financial statements) have been prepared on the accruals basis, with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

***Incoming resources***

All incoming resources are included in the Statement of Financial Activities ("SOFA") when received by the charity.

***Resources expended***

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular categories, they have been allocated to activities on a basis consistent with the use of resources.

***Taxation***

The charity is exempt from tax on its charitable activities.

***Fixed assets***

Tangible fixed assets are recorded at cost, less accumulated depreciation.

Depreciation is charged at 25% on a reducing balance basis.

***Fund accounting***

All funds are unrestricted and can be used in accordance with the charitable objectives at the discretion of the Trustees.

**THE COMBERTON VILLAGE INSTITUTE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021 (cont.)**

**2. Trustees' remuneration and benefits**

There were no Trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

There were no Trustees' expenses paid for the year ended 31 December 2021, nor for the year ended 31 December 2020.

**3. Tangible fixed assets**

<b>Cost</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Cost at 1 January 2021	5,488	5,488
Additions	<u>3,048</u>	<u>-</u>
Cost at 31 December 2021	<u><b>8,536</b></u>	<u><b>5,488</b></u>
<b>Depreciation</b>		
At 1 January 2021	1,372	-
Charge for year	<u>1,791</u>	<u>1,372</u>
At 31 December 2021	<u><b>3,163</b></u>	<u><b>1,372</b></u>
Net Book Value 31 December 2021	<u><b>5,373</b></u>	<u><b>4,116</b></u>

**THE COMBERTON VILLAGE INSTITUTE**

England & Wales - Charity number 1189495

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# Accounts

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# Comberton Village Institute Trust

Registered Charity no 1189495

## Balance Sheet

As at 31<sup>st</sup> December 2020

	<u>2020</u>
<b>Fixed Assets</b>	4,115.90
<b>Current Assets</b>	
Debtors	672.45
Cash at Bank and in hand	34,556.07
Prepayments	<u>2,118.75</u>
	37,347.27
<b>Current Liabilities</b>	1,939.60
<b>Current Assets less Current Liabilities:</b>	<u>35,407.67</u>
<b>Total Assets less Current Liabilities:</b>	<u><u>39,523.57</u></u>
<b>Unrestricted funds</b>	
General funds	10,407.67
Fixed asset funds	4,115.90
Designated funds	<u>25,000.00</u>
	<u><u>39,523.57</u></u>

The financial statements were approved by the trustees and authorised for issue on the *22nd Jan* and are signed on their behalf by: *2021*



Penny Cook  
Chairman of Trustees

# Comberton Village Institute Trust

Registered charity no. 1189495

## Income and Expenditure Report

For the year ending 31<sup>st</sup> December 2020

	<u>2020</u>
<b>Income</b>	
Village Hall Lettings	881.50
Commercial Centre rents	7,957.29
Other income	861.20
Donations	125.63
Grants	2,668.00
Previous year adjustment	0.00
Interest receivable	0.36
Total	<u>12,493.98</u>
 <b>Charitable Expenditure</b>	
Community Events	0.00
Premises costs	31,717.03
Depreciation	1,371.96
Wages and Salaries	1,214.57
Honorarium	500.00
Administration costs	217.80
Total	<u>35,021.36</u>
 <b>Profit/Deficit for the period</b>	 <b>-£22,527.38</b>

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Comberton Village Institute Trust

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

1189495

**Set out on pages**

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



**Section C**

**Notes to the accounts**

**Note 1 Basis of preparation**

*This section should be completed by all charities .*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\*  Accounting Standards;
- or  Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

**Give details in this box if a different standard has been followed.**

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

**Give details in this box of any material changes that have been made.**

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

**Give details in this box of any material changes that have been made.**

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 5** Details of certain items of expenditure**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

	This year	Last year
	3	0
Running charity		
£	242.69	£ 0

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

	This year £	Last year £
	0	0
	0	0

**Note 6**                      **Paid employees***Please complete this note if the charity has any employees.***6.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	1,714.57	0.00
Employer's National Insurance costs	0.00	0.00
Pension costs	0.00	0.00
	-	-
<b>Total staff costs</b>	<b>1,714.57</b>	<b>0.00</b>

**6.2 Average number of full-time equivalent employees in the year**

The parts of the charity in which the employees work

	This year Number	Last year Number
Cleaning	1-	0-
	-	-
	-	-
<b>Total</b>	<b>1-</b>	<b>0-</b>

**6.3 Defined contribution pension scheme***Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

--

The costs of the scheme to the charity for the year

The amount of any contributions outstanding at the year end

The amount of any contributions prepaid at the year end

	This year £	Last year £



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	01	06	2020	<b>To</b>	31	12	2020

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Green End
Comberton
Cambridge
<b>Postcode</b> <input type="text" value="CB23 7DY"/>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Anne Collins		From 1/6/20	
2	Mrs Sandra Hyde		From 1/6/20	
3	Mr Andrew Hollick		From 1/6/20	
4	Mr John Collins	Vice Chairman	From 1/6/20	
5	Mrs Marian Dymott	Vice Chairman	From 1/6/20	
6	Mrs Penny Cook	Chairman	From 1/6/20	
7	Mrs Tracy Pemberton	Secretary	From 1/6/20	
8	Mr William Lee		From 1/6/20	
9	Mrs Maxine Jefferson		From 1/6/20 to 13/11/20	
10	Dr Brian Burton	Treasurer	From 1/6/20	
11	Mr Roger Musto		From 1/6/20	
12	Dr Brian McCabe		From 1/6/20	
13	Mrs Angela Donnelly		From 1/6/20	
14				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bookkeeping and Payroll	Balancing Act	Pipers Cottage, 3 Church Walk, Little Gransden, Sandy, Cambs, SG19 3DY

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charitable Incorporated Organisation was inaugurated on the 1<sup>st</sup> June 2020 with the same trustees and objectives as its predecessor unincorporated charity 300379. The CIO was registered with the Charity Commission with registration number 1189495. Authorisation was received from the Charity Commission on the 15<sup>th</sup> June 2020 to transfer all assets and liabilities from charity 300379 to CIO 1189495 and the trustees resolved that this should be effected on the 30<sup>th</sup> June 2020. In addition the leases on the former institute building and the village hall and the subleases for the Commercial Centre were also transferred to the CIO.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To provide leisure, recreational and educational facilities for the residents of Comberton and its neighbourhood.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trust will deliver public benefits by operating the village hall efficiently, safely and to high standards on behalf of the community; by developing its facilities for the benefit of users and potential users; and by initiating new community activities consistent with our objectives. The hall facilities are available to all residents of Comberton and its neighbourhood, irrespective of gender, age, race, or political or religious persuasion.

No hall membership charge is levied but individuals and groups must pay for the hire of the hall. The Trust offered discounts to residents and local community groups in line with our aims, and substantial reductions to the *Brownies*.

In carrying out these activities, the Trust has taken into account the guidelines on public benefit laid down by the Charity Commission.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The hall is managed by Trustees who are all volunteers. They were assisted by a part-time cleaner and a part-time voluntary bookings secretary: otherwise all the operational work was carried out by Trustees or contractors employed to carry out specific specialist tasks when necessary.

Trustees and friends work together to stage money raising events to augment the income from letting charges. In particular, the Easter and Christmas Fairs are very important and also serve to bring villagers together at these significant times of the year.

**Summary of the main achievements of the charity during the year**

2020 was a year of significant change. The CIO took responsibility for operation of Comberton Village Hall on the 1<sup>st</sup> July but by that time all activities in the hall were cancelled because of government Covid restrictions. Restrictions were partially lifted in September which allowed groups which could comply with government rules to meet, ie Monday Studio, Toddlers Group, Dance Class and the Worldwide Church of God.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity has a reserve for future expenses including ongoing refurbishment and replacement of depreciating items.

The reserve for 2021 is £25,000.

This figure includes some designated expenditure:

eg Hall Floor sanding and sealing £2,500 (2021); Legal fees for the transfer of leases from 300379 to the CIO (£1,000).

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The CIO completed the refurbishment of the Commercial Centre in the period. This property provides a significant income which allows us to subsidise letting charges in the village hall and also covers hall maintenance and development costs. The work involved substantial cost but was carried out by the Trustees to meet government energy efficiency regulations and to make the building future proof, rendering it more attractive for lease renewal or for new tenants. The CIO received four Covid-related grants from the local authority to compensate for loss of income during the restrictions.

## Section F



## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Penny Cook	Mr John Patrick Collins
Position (eg Secretary, Chair, etc)	Chairman	Vice-Chairman

Date

22nd January 2021