



Trustees' Annual Report for the period

Period start date

January 2024

Period end date

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

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

Notes	31 December 2024	31 December 2023
	Total £	Total £
INCOMING RESOURCES		
Incoming resources from generated funds		
Income from rentals	42,594	40,493
Grants	-	-
Donations	10	200
Bank interest and other	753	559
Total incoming resources	43,357	41,252
RESOURCES EXPENDED		
Cost of generating funds		
Property expenses	39,741	28,123
Governance costs	-	-
Other resources expended	55	60
Total resources expended	39,796	28,183
Net resources received/(expended), being net movement in funds	3,561	13,069
RECONCILIATION OF FUNDS		
Total funds brought forward	55,777	42,708
TOTAL FUNDS CARRIED FORWARD	59,338	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 £
FIXED ASSETS			
Fixed assets	3	2,450	3,023
CURRENT ASSETS			
Debtors and deposits		5,913	5,250
Cash at bank		56,810	53,566
		<u>62,723</u>	<u>58,816</u>
CURRENT LIABILITIES		<u>(5,835)</u>	<u>(6,062)</u>
Total net assets		<u>59,338</u>	<u>55,777</u>
Represented by:			
Unrestricted funds			
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>
Total funds		<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

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

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