



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1 Dec 2023 To: 30 Nov 2024

Charity name: Wigmore Village Community Centre

Charity registration number: 1189883

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	When the village hall was built in the 1950s the original constitution cited the objectives as "the physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit if the inhabitants of the village and parish of Wigmore and its immediate vicinity without distinction of sex or of political, religious or other opinions".
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	In the spirit of our founding constitution, the Wigmore Village Community Centre trustees continue to: • Implement a changing programme of community events/services across all tastes, pockets, and age groups, initiated from residents' requests • Maintain links with related community organisations within the county for the benefit of our residents • Provide a base for our local young people's project and for pre-school toddlers • Provide respite for walkers and visitors – public WCs (Wigmore and adjoining areas are popular with local and national walking groups) • Provide a well-equipped meeting space for local businesses, advice centres, and community supply organisations Generically, the Trustees also: • ensure the maintenance and improvement of the Village Hall; • ensure the financial viability of the Village Hall; • monitor the dissemination and adherence to policies and procedures; • maintain positive relationships with key stakeholders;

		• receive appropriate and accurate reporting of management information including financial recording.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All of the activities cited above, relating to our purposes comply with guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	During this financial year, all of the trustees were volunteers. The part-time paid staff members also contributed the same amount of time on a volunteer basis. Volunteers also ran the tots group, tuck shop and on occasion provided oversight during the youth group.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	WVCC continues to host regular events across a wide demographic of the community from a tots group, to yoga classes, to the gardening club, indoor bowls club and open mic nights. In addition we offer ad hoc events such as film nights, supporting the village show and festival-related events such as Halloween kids' disco and Christmas festivities in association with the village church Friends group. All of these provide a safe forum for like-minded people to get together to combat issues of loneliness in a very rural community. All the activities and events staged are at the request of the community identified through

		open days and social media.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Although the bank balance for the charity at the end of the financial year is very positive, most of that is allocated spend to refurb the offices attached to the main hall and to pay for new heating, both funded by the National Lottery Awards for All scheme. Over the year the charity has made an operational loss of just under £6000. This was due to a financial model based on obtaining grant funding to pay for a salaried manager position. Mid-year it was decided that this was unsustainable and significant changes were made to the operational model of the charity. The salaried manager role was terminated. A new chair of Trustees was appointed and two additional trustees were brought on board. A complete review of financial transaction recording and reporting was undertaken in line with the Charity Commission financial controls checklist resulting in much more rigorous financial controls overseen by one of the new trustees who is a chartered accountant. Cost cutting was introduced resulting in switching utilities suppliers, moving bank account and replacing our inefficient heating. These actions resulted in the local parish council determining that the village hall was being run in a way in which they could support and subsequently provided a significant donation which we have established as our cash reserve. In terms of income, our hall hiring was in line with expectation. We are trying to promote rental of office space in the village hall to generate an improved income stream for next year – hence the refurb being financed by the Awards for All grant. Café and tuck shop sales were in line with expectation.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Since the restructuring of our operational model we have established a cash reserve of £2000 and the trustees have approved our Finance Reserves Policy document. What this means in effect is that if the bank balance drops below the reserve threshold

		then the Trustees must implement emergency cost reductions until new funding is acquired. The emergency measures taken will include: •Closure of the public toilets – the toilets will be available solely to customers hiring the hall. •Place the caretaker on reduced hours – no more than 1 hr per week. •Suspend all consumable purchases unless authorised by the Trustees
Amount of reserves held	Para 1.22	£2000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Grants awarded from: • West Mercia Commissioner's Fund • National Grid Warm Bank • National Lottery Awards for All Hall hire Office hire Refreshment Sales Donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable - No investments
A description of the principal risks facing the charity	Para 1.46	On-going funding remains the biggest risk. We have reduced our costs as much as we can but realistically we will still require grant funding to continue operations. In addition, we inhabit an aging building which will inevitably come with increasing maintenance costs.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated by any member of the CIO management team and will be appointed if unanimously supported by all current trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Wigmore Village Community Centre
Other name the charity uses	
Registered charity number	1189883
Charity's principal address	Village Hall, Ford Street, Wigmore, Herefordshire HR6 9UW

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	David Swatton	Chair of Trustees	Trustee from 20 April 2023 Chair from May 2024	
2	Bryan Casbourne	Trustee		
3	Victoria Jill Ireland	Trustee	3 May 2024	
4	Davina Audrey Martin	Trustee	31 May 2024	
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Other optional information

None

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	DAVID SWATTON	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	14 December 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Wigmore Village Community Centre

1189883

CC16a

Receipts and payments accounts

For the period from	01/12/2023	To	30/11/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire	3,070	-	-	3,070	-
Refreshment Sales	940	-	-	940	-
Office Hire	790	-	-	790	-
Grants	6,380	19,450	-	25,830	-
Donations	3,435	-	-	3,435	-
Sub total (Gross income for AR)	14,614	19,450	-	34,064	-
A2 Asset and investment sales, (see table).					
Surplus furniture	125	-	-	125	-
	-	-	-	-	-
Sub total	125	-	-	125	-
Total receipts	14,739	19,450	-	34,189	-
A3 Payments					
Salaries and NI	12,686	-	-	12,686	-
Kitchen supplies	2,139	-	-	2,139	-
Bank, legal and insurance fees	1,017	-	-	1,017	-
Utilities	2,604	-	-	2,604	-
Repairs and maintenance	1,161	-	-	1,161	-
Education Expenditure	111	-	-	111	-
Software and office expenditure	577	-	-	577	-
Marketing	34	-	-	34	-
Building Expenditure		6,823	-	6,823	-
Sub total	20,329	6,823	-	27,152	-
A4 Asset and investment purchases, (see table)					
Not applicable	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,329	6,823	-	27,152	-
Net of receipts/(payments)	- 5,590	12,627	-	7,037	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,665	-	-	9,665	-
Cash funds this year end	4,074	12,627	-	16,701	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	4,074	12,627	-
		-	-	-
		-	-	-
	Total cash funds	4,074	12,627	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Not applicable	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Not applicable		-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Village Hall Building and grounds	Permanent Endowment	-	-
	Coffee Machine	Unrestricted	818	-
	Microwave	Unrestricted	67	-
	Breadmaker	Unrestricted	99	-
	Deep fat fryer	Unrestricted	55	-
	Fridge	Unrestricted	539	-
	Games Table	Unrestricted	339	-
	Basketball hoop	Unrestricted	444	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Not applicable		-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	David Swatton	13-Dec-24
	Bryan Casbourne	13-Dec-24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Wigmore Village Community Centre CIO

On accounts for the year ended

30 Nov 2024

Charity no
(if any) 1189883

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/11/2024**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (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 no concerns and 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:

15/4/25

Name:

LORAIN ATKIN

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

Address:

BARN MEADOW HOUSE, GLEN
VIEW, WIGMORE, LEOMINSTER
HR6 9UU

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.