CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 January 2024 Period start date To 31 December 2024 Period end date

Charity name: Clopton Village Hall

Charity registration number: 1192415

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a village hall and playing field for the use of the inhabitants of Clopton and surrounding area without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants. The hall is the property of the parish council and is held on a peppercorn rent. The charity operates the hall.
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	The hall and playing field are hired for meetings and functions. The hall is used as a polling station. Frequent uses include keep fit, dancing, social events and visiting groups of caravanners. There is play equipment, such as swings and a football area for use at no charge.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes.

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not give grants, but local residents have lower hire charges.
Policy on social investment including program related investment	Para 1.38	We host coffee mornings for local people and an after-school club but do not invest in other things.

Contribution made by volunteers	Para 1.38	Trustees and other volunteers perform most of the routine tasks such as grass cutting, painting and management.
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	

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	Income has exceeded expenditure**.**
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	Bank Balance £12,284.05
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are kept allowing continuing maintenance and other expenses as well as future developments.
Amount of reserves held	Para 1.22	£12,000
Reasons for holding zero reserves	Para 1.22	None
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	None

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	Hire charges.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We have no financial investments. We aim to support the local people.
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO Constitution
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	We seek volunteers from local people and institutions.

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	Incoming trustees are given copies of the Constitution and accounts for the past and current year.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The trustees usually invite interested parties to meetings. We get advice and support from Community Action Suffolk.
Relationship with any related parties	Para 1.51	We are tenants of the parish council. We report important happenings to them.
Other		

Reference and Administrative details

Charity name	Clopton Village Hall
Other name the charity uses	
Registered charity number	1192415
Charity's principal address	Clopton Village Hall Clopton Woodbridge IP13 6QN

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	John Dawson	Chairman		
2	David Hayhow	Hon Treasurer		
3	Steven Cant	Booking Secretary		
4				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
General	Community Action Suffolk	60 Hadleigh Rd, Ipswich IP2 0HH

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

Clopton Village Hall Management Committee

Report for the Hall AGM and Clopton Annual Parish Meeting

Overall situation

The level of use of the hall has increased slightly over the past year with new regular users and more individual users. There have been few problems with increased wear and tear or extra cleaning. Users are generally satisfied with the standard of the hall and we sometimes receive compliments.

One notable new use of the hall has been the establishment of regular “Off the Bus” sessions one afternoon a week in term time for children returning from school.

There are still some unfilled regular weekly slots, particularly on Mondays and Fridays and many weekends with no bookings. It would be good to see the hall used more.

Financial position

The money from hire fees comfortably covers the basic running costs of the hall and leaves a little for improvements. We also received some extra money from the New Year's Eve dance (this year just for the Village Hall, not shared). Following our earlier decision, this money will be available for hall improvements. There will be a dance next New Year but it will not be a Village Hall event.

The financial year for the hall is the calendar year with the annual accounts presented and agreed at the hall AGM.

General maintenance of the hall and grounds

The hall is cleaned weekly by a local lady who always maintains a high standard.

The hall and grounds have been kept in good condition by volunteers and committee members who have generously given their time. Regular cutting of the grass all summer gave first class care without using an outside contractor. Where contractors have been used in the past, this has been a major expense. There was a late summer tidy-up of the field margins with volunteer help and late winter work on some of the boundary hedges, again by volunteers.

The daffodil bulbs planted last winter (volunteers again!) put on a splendid display this spring.

Fire alarms, extinguishers and emergency lights are checked regularly by an electrical contractor, who also does PAT testing.

Equipment on the playing field is inspected annually by ROSPA . The report from September 2024 included some more significant issues. The report was copied to the Parish Council who have obtained some external funding and propose to carry out improvement work.

The shelter on the field next to the play equipment has been re-roofed.

Other maintenance jobs, such as small repairs to the building fabric and small decorating jobs are carried out by volunteers.

Improvements to the hall

General guidance to organisations like ours is to keep reserve funds sufficient to cover a year's outgoings. We now have a balance considerably in excess of this and we are looking for improvements using the extra money (always looking for good value of course).

Already decided are the provision of fibre broadband to the hall and an upgrade to fire alarms. These are not high-cost items.

Under consideration are improving insulation above the main hall ceiling, with the work done by volunteers and the construction of a paved terrace on the field side of the hall. These are more costly and more complex but may be possible with the funds available.

Upgrading the heating to heat pump instead of oil-fired is higher cost. Three external sources of funding have been investigated in the last year, but our hall falls short of the criteria to be met for funding.

As a separate project, “Off the Bus” have secured some external funding and will be making some small changes in and around the hall to support this activity.

The Management Committee

For the past year, the committee has had six members (it can go up to 15) one of whom was a parish councillor for the first part of the year. Councillor Pete Raffell has also attended as a Parish Council representative and it has been agreed that the Parish Council will continue to send a representative. We hold committee meetings every three months and the AGM in April.

They are all public meetings and we welcome input to the meetings from residents.

We are always looking for new people to help with the work and to bring new ideas. It is not onerous and residents are welcome to come to meetings, see what we do and perhaps decide to join us.

John Dawson, Chairperson, Village Hall Management Committee
April 2025

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 Hayhow	
Position (eg Secretary, Chair, etc)	Hon Treasurer	
Date	24 October 2025	

Clopton Village Hall – Finances 2024

Start of Year Balance – £9,340.07
Profit for year £2,943.98
End of Year Balance - 12,284.05

Balance 2024

	Income 2024	Expenditure 2024	Balance 2024	Notes
Hire Other	3432.00		3432.00	
Dance	1275.00		1275.00	
Spinners	937.50		937.50	
Quantrill	625.00		625.00	
Hobbies	195.00		195.00	
Parish Council	15.00		15.00	
Building fund	0.00	0.00	0.00	
Grounds		0.00	0.00	
Lighting Grant	0.00	0.00	0.00	
Water		77.33	-77.33	
Deposits	100.00	200.00	-100.00	
Management		103.59	-103.59	
Electricity	87.00	384.38	-297.38	
Property	0.00	531.89	-531.89	
Insurance	0.00	702.99	-702.99	
Heating		720.00	-720.00	
Cleaning		1002.34	-1002.34	
			2943.98	Check
Total	**6666.50**	**3722.52**	**2943.98**	
2024 Trading Profit	**2943.98**			



