

CARYFORD COMMUNITY HALL ASSOCIATION

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

30 APRIL 2025

Charity Number 1192922

Introduction

The trustees of the Caryford Community Hall Association ("CCHA") are pleased to present their annual report together with the financial statements of the charity for the year ending 30 April 2025.

The financial statements comply with the Charities Act 2011, and the provisions of the constitution.

Objectives and activities

The following are the objects found in the constitution of the CCHA and registered with the Charity Commission:

- To promote the benefit of the inhabitants of the civil Parishes of Castle Cary and Ansford and all inhabitants within a radius of two miles outside the said Parish boundaries (hereinafter called "the area of benefit") without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- To establish or to secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

These objects have been delivered throughout the reporting period by offering, at reasonable cost, a community space for hirers to put on a range of activities for people of all ages: Tiddlywinks Parents and Toddlers, sensory classes for babies, bridge club, "Saturday Stitch", circuit training, martial arts, pickleball, roller skating, , majorettes, short mat bowls, short tennis, yoga, pilates and Tai Chi. Castle Cary Gardening Club and its History Society held meetings in the hall and classes in British Sign Language held. u3a group sessions on art, scrabble, and mahjong have used the hall together with u3a monthly lectures. The Arts Society has held monthly lectures and Cinema in Caryford Film Screenings have taken place 11 times. Glastonbury Festival organisers booked the hall for training sessions for stewards before the 2024 event.

The Hall has been also used for official purposes. NHS blood donation sessions were regularly arranged; Ansford Parish Council held their meetings in the Hall; the Hall was

used as a Polling Station in national and local elections, and there have been Planning Application consultation events. Somerset Council has hired the hall for several of its regular local network meetings of councillors, officers and local parish and town councils.

In addition, the Hall has been hired for numerous private functions such as children's parties, birthday celebrations, wedding receptions and funeral wakes.

The Committee additionally mounted its own regular events in the Hall and elsewhere in the town aimed at raising funds for Hall operating expenses and towards the costs of the Building Extension Project. As well as the regular Christmas Craft Fair, live performances of music and drama were held to good audiences. Take Art, the Somerset based scheme financially supporting local drama and music performances, supported several of these performances. In addition, the Committee organised a highly successful Open Gardens Day, giving visitors the opportunity to see ten private gardens in the town and enjoy tea and cake at the Market House. Over £3,000 was raised at this event towards the costs of the Extension Project.

Achievements and performance

Extension Project (Phase 2)

The final construction and fitting out costs were made in the FY to complete the second phase of the hall extension project. Phase 2 of the project was completed on time and on budget and has provided two additional spaces to hire (the Small Hall and Churchouse Room), a small kitchenette area serving both spaces, and a new ladies washroom.

The extension was officially opened on 20 July 2024 by Mrs Lee Mosley, a former trustee involved with the Hall since its creation, in the presence of local residents, user groups, councillors, Somerset Community Council, and Action with Communities in Rural England (ACRE).

Hiring Performance

The additional spaces created by the second phase of the extension project have been a huge success. Hirers have commented on the flexibility now offered by having three hiring spaces, with some hirers making use of all these spaces for their larger events. A comparison of bookings for two comparable months (March 2024 and March 2025) before and after the extension was opened indicate an almost doubling of bookings and booked hours.

CARYFORD COMMUNITY HALL ASSOCIATION
TRUSTEES' ANNUAL REPORT
YEAR ENDING 30 APRIL 2025

	March 2024	March 2025
Total Hours booked	166	317
Total number of bookings	67	125

New Policies and Procedures

Managing the extended hall, with a new fire alarm system installed, has required new or revised policies and procedures. During the period of this report, the Committee has comprehensively revised its Health and Safety Procedure statement; conducted a fresh Health and Safety Risk Assessment and implemented actions arising from this; introduced a new Fire Evacuation Policy and procedure and carried out the annual Fire Safety Risk Assessment process taking account of the newly configured building.

Financial Review

As reported above, the final payments associated with the extension project were completed during the FY. Ignoring these one-off costs enables an examination of the normal operations of the hall.

Considering normal operations, the increase in hirings reported above generated hiring revenue from all three spaces of £28,404, a 40% increase over the previous year. Increased revenue was also achieved by Cinema in Caryford that contributed £3,329 of hiring income.

The hall also benefited from £13,300 of grants during the year that provided confidence to the trustees to agree to additional unbudgeted hall maintenance and capital expenditure of £10,440. This included additional curtains in the main hall, a new floor cleaner to replace one which had failed, additional staging and tree clearance around the carpark and outdoor spaces.

Considering just normal operations, the CCHA generated a cash surplus (income over expenditure) of £8,922 during the year.

At the end of the year, the total cash reserves of the charity were £61,756 held across the following funds:

- Unrestricted: £23,884
- Sinking Fund: £10,000
- Craft Fair: £ 1,094
- EP Fundraising: £24,663
- Cinema in Caryford: £ 2,115

Reserves

In line with Hallmark recommendations, the CCHA Financial Policy requires reserves to be at least 60% of forecast expenditure for the year. Assuming similar levels of expenditure in FY25/26, the current unrestricted cash reserves of £25,999 (Unrestricted plus Cinema in Caryford) meet this target. In addition, a further £2,000 was added to the 'Sinking Fund' during the reporting period, bringing the total held in this fund to £10,000.

Plans for future periods

The CCHA will continue to provide a venue to support the community as described by its constitution. It will organise cultural events, Cinema in Caryford film nights and maintain the current old and new facilities to ensure the safety of all users of the hall.

The CCHA will begin to review and plan for the 3rd phase of the Community Hall extension project which involves updating the entrance space to create a more useful social space for hall users together with upgrading the remaining unimproved toilet accommodation. Following review, the process of securing funding for Phase 3 will commence; the timing of Phase 3 will depend upon the success of this endeavour.

Structure, Governance and Management

The CCHA is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) with a membership. The objects of the CIO are described above. Members of the CCHA are eligible to be trustees of the CIO.

The CCHA trustees form a committee that meets every month. Additionally, there are three CCHA sub-committees made up from trustees and other interested parties. The three CCHA sub-committees report to the monthly trustee meetings as required. The three CCHA sub-committees are:

- Events and Fundraising
- Extension Project
- Grants

Minutes of each trustee meeting and sub-committee meeting are kept as a record of decisions and agreed actions.

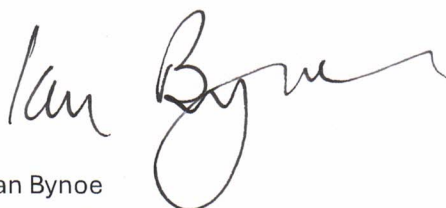
CCHA Members and Trustees are recruited into the organisation in accordance with the CIO constitution.

Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees' Committee and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Ian Bynoe', with a large, stylized loop at the end.

Ian Bynoe
Chair of Trustees

Date: 10 July 2025

CARYFORD COMMUNITY HALL ASSOCIATION

TRUSTEES' ANNUAL REPORT

YEAR ENDING 30 APRIL 2025

Trustees

The trustees who have served during the year, and until the date the accounts have been signed, are:

- Thomas Burr MBE – President
- Ian Bynoe OBE – Chair
- Judith Cole – Vice Chair
- Caroline Reeves
- David Bright – Treasurer
- Jackie Foley
- Annette Bedford
- Christine Davidson – Booking Secretary
- Martin Halford
- Marilyn Simcox

Observers

- Councillor Dave Gill, Representative of Castle Cary Town Council
- Councillor Ray Leary, Representative of Ansford Parish Council
- Helen Leary

Hall Secretary

Laura Napper

Hall Steward

Karla Smith

Registered Office

Caryford Community Hall
Maggs Lane
Castle Cary
Somerset. BA7 7JJ

Independent Examiner

Joshua Kingston, BSc., ACA
Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Bankers

Natwest Bank PLC, 2 Hendford, Yeovil. BA20 1TN.
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent. ME19 4TA.
CCLA Fund Managers Ltd., One Angel Lane, London. EC4R 3AB

CARYFORD COMMUNITY HALL ASSOCIATION
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDING 30 APRIL 2025

I report to the trustees on my examination of the accounts of Caryford Community Hall Association (the Charity) for the year ended 30 April 2025.

Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity'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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

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.

Joshua Kingston

Joshua Kingston ACA
Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 10 July 2025

Caryford Community Hall Association

Total Receipts & Payments Account for the year ended 30 April 2025

	Unrestricted	Restricted	Total
Receipts			
Grants	13,300.00	33,109.00	46,409.00
Fundraising events	3,834.24	16,491.16	20,325.40
Donations	50.00	20.00	70.00
Hiring	28,403.61	-	28,403.61
Licence fees	-	-	-
Bank Interest	2,047.13	-	2,047.13
Deposits	-	-	-
Total receipts	47,634.98	49,620.16	97,255.14
Payments			
Administration	278.55	-	278.55
Publicity	140.00	750.00	890.00
Capital Expenditure	6,470.23	91,734.16	98,204.39
Hall Maintenance	5,369.40	47.00	5,416.40
Licence Fees	1,273.02	-	1,273.02
Insurance	2,697.65	-	2,697.65
Utilities	6,280.69	-	6,280.69
Telecoms	-	-	-
Bank Charges	60.00	-	60.00
Donations	-	25.00	25.00
Hall Steward	7,437.50	-	7,437.50
Miscellaneous	58.00	-	58.00
Cleaning Supplies	1,141.26	-	1,141.26
Hall Secretary	5,580.00	-	5,580.00
Professional Fees	-	9,988.90	9,988.90
Fundraising Expenses	2,035.63	11,905.96	13,941.59
Total payments	38,821.93	114,451.02	153,272.95
Net receipts / (payments)	8,813.05	(64,830.86)	(56,017.81)
Transfer	-	-	-
Balance brought forward	27,186.12	90,588.05	117,774.17
Cash balance carried forward	35,999.17	25,757.19	61,756.36
Made up of:			
CAF Bank			7,255.00
COIF Deposit			36,916.99
Cash			2,869.52
Natwest			14,714.85
			61,756.36

Caryford Community Hall Association

Statement of assets and liabilities at 30 April 2025

	Total £
Assets	
Fixed assets	2,026,470.20
Current assets	
Bank and cash	61,756.36
Hire fees receivable	3,400.00
Total current assets	65,459.03
Current liabilities	
Accruals and deferred income	2,494.00
Other creditors	280.00
Total current liabilities	2,774.00

Cash funds

Fund name	Balance at 1 May 2024 £	Net movement £	Transfers £	Balance at 30 April 2025 £
Unrestricted general	18,364.52	7,519.44	(2,000.00)	23,883.96
Unrestricted sinking fund	8,000.00	-	2,000.00	10,000.00
Unrestricted Cinema in Caryford	821.60	1,293.61	-	2,115.21
Restricted craft fair	1,071.34	871.25	(848.75)	1,093.84
Restricted EP	89,516.71	(65,702.11)	848.75	24,663.35
	117,774.17	(56,017.81)	-	61,756.36

Approval of the accounts

The financial statements were approved at a meeting of the management committee and signed on its behalf by:

Signed:

IAN BYNOE
Name (Management Committee member)

Date: 10 July 2025