

# Trustees' Annual Report for the period

|      |                   |       |      |    |                 |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
| From | Period start date |       |      | To | Period end date |       |      |
|      | 31                | March | 2024 |    | 1               | APRIL | 2025 |

## Section A Reference and administration details

Charity name

Leadenham Village Hall 2000

Other names charity is known by

None

Registered charity number (if any)

1194574

Charity's principal address

The Village Hall

Main Road

LEADENHAM

Postcode

LN5 0QB

### 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  | Tim Willbond     | Chair           | Chair from 1 Jan 2024             | CIO members                                                   |
| 2  | Jayne Olney      |                 |                                   |                                                               |
| 3  | Richard Nelstrop |                 |                                   |                                                               |
| 4  | Rosie Whitwam    | Treasurer       |                                   |                                                               |
| 5  | Megan Booth      | Secretary       |                                   |                                                               |
| 6  | Sally Beckford   |                 | Stood down 1 Jan 2025             |                                                               |
| 7  |                  |                 |                                   |                                                               |
| 8  |                  |                 |                                   |                                                               |
| 9  |                  |                 |                                   |                                                               |
| 10 |                  |                 |                                   |                                                               |
| 11 |                  |                 |                                   |                                                               |
| 12 |                  |                 |                                   |                                                               |
| 13 |                  |                 |                                   |                                                               |
| 14 |                  |                 |                                   |                                                               |
| 15 |                  |                 |                                   |                                                               |
| 16 |                  |                 |                                   |                                                               |
| 17 |                  |                 |                                   |                                                               |
| 18 |                  |                 |                                   |                                                               |
| 19 |                  |                 |                                   |                                                               |
| 20 |                  |                 |                                   |                                                               |

### 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 |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

**Description of the charity's trusts**

|                                                                     |                                      |
|---------------------------------------------------------------------|--------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                         |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed by Members of the CIO      |

**Additional governance issues**

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 Charity maintained the following policies over the period of this report

- o WiFi Policy (inc T&Cs)
- o Cookie Policy
- o Data Protection Policy
- o Health & Safety Policy (including Risk Assessment)
- o Legionella Policy (including Risk Assessment)
- o COSHH Review
- o Safeguarding Policy

The CIO is run by its trustees who are supported by an Executive Committee (EC) which includes four supporting members and advisers. The EC worked closely with ACRE over the year.

The Village Hall supplies electricity to two other clubs and maintains close links with these clubs.

The major risk are:

- Financial viability. Action plan will be reported upon next year.
- Recruiting trustees and volunteers. Develop a recruiting strategy

## Section C

## Objectives and activities

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

The provision and maintenance of a village hall for use by the residents of Leadenham and neighbouring villages

**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 sole focus of the Trustees has been to ensure that the CIO delivers a functioning, safe and welcoming village hall for the benefit of the community. Over the year the increasing cost pressures of running a hall combined with the need to undertake a number of unscheduled repairs and alterations to comply with legislation has meant that the CIO had to draw upon reserve funds.

The activities undertaken over the year were mostly directed at raising revenue to run the hall. These revenue generating activities can be separated into two activity streams. The first of which is letting out the hall for the use by clubs, private functions, commercial and corporate organisations. Secondly, as part of the strategy to promote the public benefit the hall provides for the community, the Trustees organised events in the hall which provide a revenue stream

The Trustees are also conscious that the hall provides a community hub that can offer a venue to support community national celebrations and commemorations for the public benefit and plan such events for next year.

**Statutory Declaration**

The Trustees have taken the commission's public benefit guidance into account when making any decisions regarding the running of the charity.

## Section D

## Achievements and performance

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

Weekly classes in yoga, Pilates & ballet (for the over 50s) are held in the hall. These classes are well attended by people from the village and surrounding areas.

The hall continues to be booked by a local amateur dramatic society on a seasonal basis from September to February. Their annual pantomime is performed to full house audiences at the end of January/beginning of February each year.

Bookings for the hall remained constant with most days of the week in use. It is an ideal venue, providing substantial floor space, stage & dressing rooms and a fully functioning kitchen for private functions, meetings, parties and other local activities.

The Village Hall trustees, and executive committee organise events such as live music, theatre, dance throughout the year for the benefit of the community as well as a revenue raising exercise.

Since the closure of the public house in the village, the hall is the only social venue; therefore, the Annual Christmas Dinner and New Year's Eve disco is well supported as were the "pub nights" that were held throughout the year.

The Trustees and committee members are all volunteers giving their time and energies to providing a thriving social hub for the village and surrounding areas.

## Section E

## Financial review

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

The CIO did not have a policy on reserves during the year but, at the latter end of the fiscal year, identified that such a policy was required and this will be reported on next year.

### Details of any funds materially in deficit

None. Please see the annual statement of accounts attached

### 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 principal sources of funding are letting out the hall and directly sponsoring events.

All our expenditure has been directed at delivering our charitable purpose to provide a village hall for the public benefit. See attached annual statement of accounts.

The CIO does not have any investments per se

## 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)

Timothy Willbond

Rosie Whitwam

Position (eg Secretary, Chair, etc)

Chairman

Trustee

**Date**

# Leadenham Village Hall 2000

Income and Expenditure Account for year ended 31 Mar 2025

| INCOME              | £                |
|---------------------|------------------|
| Hall Hire           | 12,225.00        |
| Private Functions   | 1,712.00         |
| Events              | 4,367.89         |
| Utilities           | 130.00           |
| Donations           | 2,489.50         |
| Other               | 0.00             |
| <b>TOTAL INCOME</b> | <b>20,924.39</b> |

| EXPENDITURE                   |                  |
|-------------------------------|------------------|
| Hall Hire Refunds             | 402.00           |
| Events                        | 3,433.25         |
| Repairs and Maintenance       | 10,181.29        |
| Fire Safety                   | 1,402.96         |
| Water rates                   | 332.05           |
| Electricity (British Gas)     | 3,310.10         |
| Oil                           | 790.37           |
| NKDC Premises Licence/PPL     | 200.00           |
| Cleaner                       | 3,181.78         |
| Caretaker                     | 1,665.00         |
| Cleaning Materials            | 210.71           |
| Internet                      | 1,128.96         |
| Window cleaner                | 216.00           |
| Licence Fees                  | 248.48           |
| Sundries - consumables        | 82.16            |
| Printing, Postage, Stationery | 127.42           |
| <b>TOTAL EXPENSES</b>         | <b>26,912.53</b> |

Net cash inflow/(outflow) -5,988.14

Balance as at 1 Apr 24 (inc cash) 26,606.48

**Balance as at 31 Mar 25 20,618.34**

LVH2000 Cashbook (Bank) - see note 1 19,693.34

LVH2000 Cashbook (Cash) - see note 2 925.00

**20,618.34**

## Note 1

**Bank Statement as at 31 Mar 25 19,984.32**

Add unrepresented income Jan 25 205.00

Add unrepresented income Feb 25 78.00

Add unrepresented income Mar 25 478.50

Less unrepresented expense Mar 25 804.00

Less unrepresented expense Mar 25 248.48

**LVH2000 Cashbook (Bank) as at 31 Mar 25 19,693.34**

## Debtors

Circus Starlight 205.00

Burnett-Boot - inv 25005 78.00

Victoria Burnett - Silver Swans - inv 25022 84.50

Charlotte Fields - inv 25026 58.50

Leadenham Tennis Club contribution - inv 25030 65.00

Leadenham Bowls Club - inv 25031 65.00

Leadenham CE Primary - inv 25032 128.00

David Crampton - inv 25033 32.00

**716.00**

## Creditors

Live & Local 804.00

PPL PRS 248.48

**1,052.48**

## Note 2

### Cash Breakdown

Hall hire 62.00

Event 833.00

Donations 30.00

**925.00**

### Hall Hire

Mil Club 46.00

Tennis Club 16.00

**62.00**

### Events

Tom Cooper 180.00

NY Disco 350.00

Quiz 108.00

Raffle 150.00

Stop You're Kill 45.00

**833.00**