

**BOSTON SPA VILLAGE HALL CIO (1194792)**  
**199 High Street, Boston Spa, West Yorkshire LS23 6AA**

**Trustees' Annual Report**

**Summary of the purposes of the charity as set out in its governing document**

The objects of the CIO are to establish and run a Village Hall and to promote for the benefit of the inhabitants of the Parish of Boston Spa and surrounding parishes. This is without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

**Summary of the main activities**

The Village Hall is in the heart of the village and is the focal point of many varied community-based activities. These activities cater for the very young to the elderly population and everyone in between.

The building consists of the Main Hall, Jubilee Room, Lantern Room, Committee Room, Cafe area and two kitchens. On average 50 groups use the Hall on a weekly basis. These are made up of exercise classes, educational classes, music groups which includes regular live Saturday Evening entertainment, elderly social gatherings and numerous children's activities. A Community Cafe is run by Wetherby In Support of the Elderly (WISE) 3 days a week. Several local groups and schools hold annual events such as an arts festival, beer festival, summer festival, craft fairs and a Christmas pantomime. The Hall is also used as the local polling station and as a meeting place for monthly Parish Council meetings.

**Summary of the main achievements**

The trustees work hard to ensure the Hall is attractive to users and measure success by the range of users hiring the facility. During the last twelve months we have attracted new regular hirers for yoga and baby and young children's activities.

In 2023 we applied for grants from Biffa Award, the Garfield Weston Foundation, the Bernard Sunley Foundation, Boston Spa Parish Council and Wetherby Ward Councillor Penny Stables totalling over £100,000. During the financial year, £75,439 was received in grant income with the remainder being received in the 2023/4 financial year. The trustees also contributed £30,000 towards a major refurbishment project from reserves built up from a year of active fund raising.

The grant monies were used to reduce the carbon footprint and to renovate the Jubilee Room. The work consisted of new uPVC windows, creating a new insulated ceiling,



reconfiguring the toilets to provide three gender neutral toilets and one fully accessible toilet with baby changing facilities, electrical work to replace the old wiring and installing LED lighting and redecoration. The work was completed on time and to budget. The refurbished room has received many positive responses from hirers.

### **Plans for the future**

The trustees aim is to continue to maintain and upgrade the 100-year building.

There are several projects under consideration including improving signage, updating the toilets and decorating the Lantern room and refurbishing the Main Hall floor.

This work is contingent on income derived from lettings and an active fund-raising programme.

### **Structure, Governance and Management**

Boston Spa Village Hall Charitable Incorporated Organisation (the 'CIO') is governed by the current Constitution dated 20 May 2021. The constitution governs the appointment of trustees who can be elected or co-opted at the Annual General Meeting. In the event of a casual vacancy among elected or co-opted Charity trustees, the trustees may appoint a person who is willing to act to be a Charity trustee.

Newly appointed trustees are given the Charity Commission guidance on becoming a trustee and a copy of the Constitution, this ensures that the new trustees are aware of the scope of their responsibilities under the Charities Act. Each trustee signs the annual declaration of acceptance of office at the Annual General Meeting.

There are currently 10 trustees who aim to meet on a monthly basis with attendance being good. The trustees are responsible for all decisions taken in relation to the running of the hall, maintenance of the building and activities held within.

Each trustee has a nominated area of interest and reports back at meetings as necessary. There are times, such as when applying for grant funding or fundraising event planning, that sub-committees are formed.

The Hall employs two part-time caretakers who are responsible for cleaning and setting up rooms as required by hirers.

### **Risk Management**

The Village Hall is insured with Ansvar Insurance Company, having buildings cover of £2,202,116, contents cover of £59,922 and business interruption cover of £110,000.

Our hirers are asked to provide a copy of their Public Liability Insurance. The trustees are conscious that a large, uninsured, event that damaged the building would be a risk to the

Charity and we ensure that all such events are adequately insured before agreeing to the hire and copies of the relevant Insurance is received.

The Hall has a Premises Licence through the Local Authority which includes alcohol. The Hall also has a PPL/PRS Licence.

We undertake annual PAT testing of electrical appliances and review and testing of fire safety equipment.

### **Names of the Charity trustees who manage the charity**

Carol Taylor – Chair  
Joanne Sabin – Treasurer  
Wendy Cochran – Secretary  
Les Brown  
Christine Harrison  
Phil Harrison  
Marina Heum  
Richard Ormondroyd  
Chris Rose  
Anne Davies

During 2023 Gill Backhouse and Tina Weston resigned as a trustee. We would like to thank them for their service and dedication to Boston Spa Village Hall.

### **Volunteers**

Management costs are kept to a minimum through the use of trustees and volunteers. Tasks such as bookings, invoicing, communication, maintenance of the building and fund raising are all completed by trustees and volunteers.

We would like to thank all the volunteers who have given their time to help at various fundraising events throughout the year.

### **Financial Review**

At the start of the year our cash balance was £28,727.

The trustees have agreed to maintain a balance of £15,000 on the Bank Account which equates to approximately 6 months of 'normal' running costs. This is to enable us to ensure the building is maintained and serviced if we had an enforced period of closure (e.g. as happened during Covid-19). In addition to this all monies raised through fundraising are allocated to continuous Hall improvements and to support grant applications.

We do not segregate reserves from cash balances. We currently hold £42,388 in cash so have ample reserves at present.



The principal source of income is fees from hirers accounting for 72% of the Hall's income, the remaining 28% comes from fundraising events such as the annual Arts Festival and Christmas Fair. Total administrative costs amounted to £50,047 of which 52% was for staffing.

In addition to normal operating activities, we received grant income of £75,438 towards the Jubilee room project. The remainder of the grant income for this project fell in the subsequent financial year. We incurred £85,666 of expenditure towards the Jubilee room project in this financial year and also £15,798 which was the balance of the expenditure from the Main Hall project that was done in 2022.

The financial risk for the Hall going forward remains the current economic climate with regard to regular hirers being unable to continue running their activities. However, at present demand is still buoyant. Sadly, our gas and electricity contract finished at the end of this calendar year. We have fixed the prices for 12 months in the hope that we will see a meaningful reduction in wholesale prices in 2024. Utilities will undoubtedly be a larger percentage of our administrative costs in 2024 than in recent years.

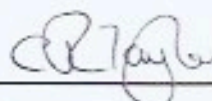
Accompanying this report is a copy of the Profit and Loss Account and Balance Sheet for the year ending 31 August 2023.

#### **Declaration**

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

Signed on behalf of the charity's trustees.

Signature



Full Name Carol Taylor

Position Chair

Signature



Full Name Joanne Sabin

Position Treasurer



# Profit and Loss

## Boston Spa Village Hall

For the year ended 31 August 2023

2023

### Turnover

Antique Fair	146.27
Art Festival	3,506.07
Bookings	58,365.12
Concerts	3,212.97
Donation	1,675.00
Family Day	1,067.45
Fashion Show	2,516.27
Fundraising	2,979.35
Miscellaneous	177.58
Nostalgia	975.00
Parish Council	3,500.00
Xmas Fair	1,501.75
<b>Total Turnover</b>	<b>79,622.83</b>

### Gross Profit

79,622.83

### Administrative Costs

Bank Fees	83.39
Cleaning	1,587.02
Electricity	1,974.59
FCC Project	15,798.03
Fundraising expenses	3,291.73
Gas	3,747.64
General Expenses	290.58
Insurance	2,147.89
IT Software and Consumables	941.21
Jubilee Room Refurbishment	85,666.59
Licences	180.00
Misc Expenses	43.99
Printing & Stationery	5.90
Rates	485.80
Repairs & Maintenance	4,034.75
Salaries	14,573.27
Waste	1,265.82
Water	655.87
<b>Total Administrative Costs</b>	<b>136,774.07</b>

### Operating Profit

(57,151.24)

### Other Income

Grant income	75,438.63
<b>Total Other Income</b>	<b>75,438.63</b>

	2023
<b>Profit on Ordinary Activities Before Taxation</b>	<b>18,287.39</b>
<b>Profit after Taxation</b>	<b>18,287.39</b>



## **Independent examiner's report to the trustees of Boston Spa Village Hall Charitable Incorporated Organisation**

I report to the trustees on my examination of the accounts of the Boston Spa Village Hall Charitable Incorporated Organisation (the Trust) for the year ended 31 August 2023.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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**

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed: *J White*

Name: Jane White

Relevant professional qualification or membership of professional bodies (if any): ICAS

Address: 10 Spa Mews, LS23 6TR

Date: 17/01/2024