



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

Trustees' Annual Report 2024

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 45 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) 4 days a week. Several local groups and schools hold annual events such as Arts Festival, Beer Festival, Summer Festival, Craft Fairs and Christmas pantomime. The Hall is also used as the local polling station and as a meeting place for 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 several private company training events and also a new recreational activity, Facial Yoga.

Over the past year a number of improvements and repairs have been undertaken. The replacement of the flat roof in the main kitchen and café area took place over the summer and was funded from the Hall's own reserves. It had over the years been repaired and patched a number of times and it is reassuring to know it now has a twenty-five year guarantee.

A review of the signage and branding was undertaken. A new logo was developed which was used to commission new signs which are now proudly displayed on the exterior of the building. New external notice boards have been purchased and are well used to promote activities at the hall.



The beech floor of the main floor was refurbished over Easter, with new lines put down for both badminton and walking netball to use.

Overhanging trees in the car park have been attended to and effort has been made to maintain the small garden that is used by the café. The tables and benches have been refurbished and are much appreciated by users of the hall.

Plans for the future

The trustee's aim is to continue to maintain and upgrade the 100-year building.

There are several projects under consideration including updating the meeting room to make it more attractive to hirers, decorating and updating the Lantern room and the adjacent small kitchen.

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

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 11 trustees who aim to meet on a four to six weekly 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.

This year a part time administrator has been appointed. The role is to deal with hirers, bookings and invoices. The appointment has been a positive experience and hopefully, will develop further this coming year.



Risk Management

The Village Hall is insured with Ansvar Insurance Company, having buildings cover of £2,254,967, contents cover of £59,922 and business interruption cover of £159,244.

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
Richard Ormondroyd
Chris Rose
Anne Davies
David Taylor
Chris Broadbent

Les Brown, Christine Harrison and Wendy Cochran plan to stand down at the AGM. The impact they have had on our charity over the years cannot be overstated. We thank them for their contribution, dedication and hard work that has enabled the hall to evolve and continue to be of service to its community.

Volunteers

Management costs are kept to a minimum by using trustees and volunteers. A number of tasks alongside the part time admin support 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 £42,388.



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).

We do not segregate reserves from cash balances however we have opened a Virgin Money Business Deposit account in order to earn credit interest on some of our reserves. On 1 September 2024 we held £54,018 in cash so we carried forward ample reserves.

The principal source of income is fees from hirers accounting for 78% of the Hall's income, the remaining 22% comes from fundraising events such as the annual Arts Festival, Fashion Shows and the Craft Fair etc. Total administrative costs amounted to £58,292 of which 29% was for staffing.

In addition to normal operating activities, we received grant income of £24,296 towards the Jubilee room project. The remainder of the grant income for this project fell in the previous financial year. We incurred £49,233 of expenditure towards the Jubilee room project in this financial year.

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. As expected, our utilities cost increased significantly due to the previous 5-year contract coming to an end.

Our repairs and maintenance costs increased significantly. This was due to the refurbishment of the main hall floor, the installation of a web-based system to control the heating, a roof repair and some redecoration.

Accompanying this report is a copy of the Profit and Loss Account and Balance Sheet for the year ending 31 August 2024.

Declaration

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

Signed on behalf of the charity's trustees.

Signature *Carol Taylor.*

Signature *Joanne Sabin*

Full Name Carol Taylor

Full Name Joanne Sabin

Position Chair

Position Treasurer

Date. 13 January 2025

Profit and Loss

Boston Spa Village Hall

For the year ended 31 August 2024

	2024	2023
Turnover		
Antique Fair	-	146.27
Art Festival	4,581.00	3,506.07
Beer Festival	2,300.00	-
Bookings	62,381.53	58,365.12
Concerts	-	3,212.97
Donation	1,565.71	1,675.00
Family Day	-	1,067.45
Fashion Show	2,184.08	2,516.27
Fundraising	4,948.06	2,979.35
Miscellaneous	-	177.58
Nostalgia	1,430.00	975.00
Parish Council	3,500.00	3,500.00
Xmas Fair	297.35	1,501.75
Total Turnover	83,187.73	79,622.83
Gross Profit	83,187.73	79,622.83
Administrative Costs		
Audit & Accountancy fees	54.00	-
Bank Fees	87.12	83.39
Cleaning	1,128.77	1,587.02
Electricity	5,821.35	1,974.59
Employers National Insurance	0.62	-
FCC Project	-	15,798.03
Fundraising expenses	2,500.66	3,291.73
Gas	4,511.33	3,747.64
General Expenses	1,042.61	290.58
Insurance	2,162.09	2,147.89
IT Software and Consumables	669.60	941.21
Jubilee Room Refurbishment	49,232.53	85,666.59
Licences	1,575.36	180.00
Misc Expenses	100.00	43.99
Printing & Stationery	-	5.90
Rates	265.97	485.80
Repairs & Maintenance	19,237.62	4,034.75
Salaries	16,945.34	14,573.27
Waste	1,340.38	1,265.82
Water	848.96	655.87
Total Administrative Costs	107,524.31	136,774.07
Operating Profit	(24,336.58)	(57,151.24)

	2024	2023
Other Income		
Grant income	24,295.97	75,438.63
Savings interest	312.21	-
Total Other Income	24,608.18	75,438.63
Profit on Ordinary Activities Before Taxation	271.60	18,287.39
Profit after Taxation	271.60	18,287.39

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 2024.

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: 06/01/2025