



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: 1 April 2023

To: 31 March 2024

Charity name: Hollesley Village Hall CIO

Charity registration number: 1197877

Objectives and activities

Summary of the purposes of the charity as set out in its governing document	The objects of the CIO are the provision and maintenance of a village hall for the use of the inhabitants of Hollesley and the neighbourhood (the "Area of Benefit") without distinction of sex or of political, religious or other opinions and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
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.	The CIO enables a wide range of groups and practitioners to deliver a diverse programme. Currently, this includes a darts club, Hollesley Women's Institute, Youth Club, Welcome Club, Pilates, Yoga, Tai Chi, Line-dancing, karate, short-mat bowls and Art Class. Additionally, the Parish Council and Gardening club use the hall for their meetings. The CIO works in partnership with local groups to deliver a range of events. The hall is also used for children and adult parties, dances, wakes and weddings.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	As trustees, we are committed to ensuring that the programme and events comply with the objects of the CIO and is of benefit to the community that we serve. In doing so, we have had regard to the Charity Commission's guidance on public benefit, including PBI ("Public Benefit – The Public Benefit Requirement") and related guidance.

Additional information

Contribution made by volunteers	The hall relies solely on volunteers who act as trustees, and undertake minor maintenance tasks. Some of the trustees have nominated positions on the CIO and are heavily involved in the day-to-day management of the facility. In some cases, this can be at least 20 hours per week. The facility like all public buildings, experiences wear and tear. So, as well as key management tasks including finance and bookings, there is also additional cleaning and minor repairs. The user group trustees as well as attending all the meetings of the CIO, may also have responsibilities within their user groups. Trustees are expected to perform an ambassadorial role for the hall since all are
---------------------------------	--

	<p>committed to seeing it used and ensuring that it is cost-effective and accessible to all. Volunteers assist at community functions and have helped in planning and delivering fund-raising activities.</p> <p>Our thanks must also go to the volunteers who have contributed their invaluable time, expertise and labour to ensure that the decoration of parts of the building and the installation of a new ramp have been completed to a high standard.</p>
--	---

Achievements and performance

Summary of the main achievements of the charity,	<p>The Hollesley Village Hall Community Incorporated Organisation continues to provide facilities for a wide range of regular activities to take place, all of which are linked to the wellbeing of our local community as mentioned above. This year we have seen the introduction of a line dance session. The youth club continues with an age adjustment to encourage a slightly younger attendance group. Village Voices provided funding to <i>Just 42</i> to run some holiday events for children at the hall. A Qi-Gong class ran for several months but sadly attendance fell and it could no longer be sustained. Both Cricket Tots and latterly, the Women's choir had to close due to lack of support and Hollesley Players were not able to produce their annual pantomime this year.</p> <p>Other events this year have included support for the Fete and the Coronation event. The Community Café continues to operate each month except in the Summer using profits to provide donations to local charities. As well as trustees, the café is run by volunteers and we are very grateful for their support.</p> <p>We have continued to provide registered caravan clubs with the opportunity to utilise our facilities and the recreation ground for 14 nights each year.</p> <p>We were delighted to have a fund-raising event last year with a wonderful evening of entertainment provided by the Suffolk Male Police Choir.</p> <p>We successfully became a food stop for a large cycling event throughout Norfolk and Suffolk that raises funds for charity.</p> <p>The facility was also used for staff training by an Ipswich financial company and the Prison Service.</p> <p>The Peninsula Practice GP surgery utilised the hall for their flu and Covid vaccination programme and East Suffolk, for all Elections.</p> <p>We have also successfully facilitated a craft fair and an art exhibition and sale.</p> <p>The village hall trustees have obtained the Deed of Surrender to legally secure the end of the lease with the GP Peninsula Practice. Trustees were very disappointed at the GP's decision to close the surgery last year. However, trustees were not prepared to sit on their haunches and agreed to develop a Wellness Centre. We now have 11 registered Practitioners who are able to hire a room, all of which have been upgraded and there is a wide range of Wellness therapies now available</p>
--	--

	<p>including acupuncture, counselling, massage, support for children with dyslexia, aromatherapy and homeopathy.</p> <p>The CIO constitution has been amended and approved by the Charity Commission and we continue to be financially supported by a donor to ensure that we are able to employ the services of a specialist charity solicitor to conclude all necessary procedures. Following engagement with the Charity Commission by the solicitors, a letter from the solicitors, requesting support to conclude negotiations for the transfer of the village title has now been sent to the Parish Council.</p> <p>We remain committed to the provision of high standard facilities and are very pleased and heartened to receive the many compliments - some of whom consider that Hollesley Village Hall it is the best village hall they have visited. However, we are aware that sadly, many village halls are being forced to close as attendances at classes/clubs and events reduce whilst utility and maintenance costs increase. Your continued support in attending these clubs and fund-raising events is extremely important to the continued success of our village hall and of course, very much appreciated.</p> <p>We have recently established a fund-raising events group and a programme is being developed commencing in the Autumn. We do hope you will support this initiative.</p>
--	--

Financial review

Review of the charity's financial position at the end of the period	<p>The CIO accounts have been audited in compliance with Charity Commission requirements for the period required to 31 March 2024.</p> <p>Income</p> <p>Following the closure of Trust related bank accounts, the transfer income was £41,672.</p> <p>We received £15,193 for the hire of the hall of which £2,801 was for private hire.</p> <p>£18,282 was donated with £11,750 used to offset the legal fees.</p> <p>Other income was £618 which were primarily deposits for parties.</p> <p>Expenditure</p> <p>Cleaning costs were £3244, Maintenance, £3963 Utilities, £4,177 and insurance of £1,189.</p> <p>Projects this year included:</p> <ul style="list-style-type: none"> • Carpet installation costing £1,325 • the restoration of the main hall floor at £5,400 • the replacement of the stage curtain which cost £2171 and • the installation of a modern compliant fire alarm system at £2,030. <p>So, the total project expenditure was £10,926.</p> <p>Legal and accounting fees were £12,100 with legal fees at £11,750 and accounts, £350.</p> <p>Licenses this year were £1,163 which included shared use of the large bins with the Parish Council, premises and music and performance licenses.</p>
---	--

	<p>Refunds and donations totalled £1,776 of which £1,190 through profit from the community café, was shared between other chosen charities.</p> <p>The accounts closed with a balance of £36,742</p>
Statement explaining the policy for holding reserves stating why they are held	<p>As part of the effective management of the financial assets of the charity, the following allocations are used: Unrestricted funds: the balance of funds held in all bank accounts not identified for specific purposes - these are held as reserves to pay for special projects.</p> <p>Designated funds: Unrestricted funds designated as a contingency fund. The purpose of the contingency fund is to allow the charity to cover the running costs of the village hall for a period of one year. The contingency fund is £13,000 needed to run the village hall for one year without income</p>
Reserves held	As at 31 March, the CIO itself held unrestricted funds of £23,742 and a contingency fund of £13,000

Structure, governance and management

Description of charity's trust	Charitable Incorporated Organisation
Type of governing document	Foundation Model
How is the charity constituted?	CIO
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	<p>Trustees are selected via two different methods – either as “Elected” trustees or “Representative” trustees.</p> <p>Elected trustees are appointed by a vote of eligible local residents at the CIO's AGM. The number of Elected trustees appointed each year is 50% (or the number nearest 50% rounding up) of the number of Representative Trustees in office at the time that the AGM is held (up to a maximum of eight).</p> <p>Representative Trustees are appointed by different user groups who use the village hall. Up to a maximum of 16 Representative Trustees may be appointed.</p>

Reference and administrative details

Charity name	Hollesley Village Hall CIO
Registered charity number	1197877
Charity's principal address	Woodbridge Road, Hollesley, Woodbridge IP12 3QR



	Trustee name	Office (if any)
1	Tara Foy	Chair
2	Ruth Bentley	Treasurer
3	Cheryl Gray	Secretary
4	Catherine Carr	
5	Joan Brookes	
6	Juliet Johnson	
7	Anna Yates	

8	Meryl Montague	Bookings manager
9	Judy Perry	
10	Angie Mills	
11	Gerry Bathe	

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)	Cheryl Gray	Ruth Bentley
Position	Secretary	Treasurer
Date	10/7/24	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Holesley Village Hall CIO

**On accounts for the year
ended**

March 2024

Charity no
(if any) 1197 877

Set out on pages

3 and 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**Responsibilities and
basis of report**

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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:

Date:

13/06/2024

Name:

Kelly-Anne Byres

**Relevant professional
qualification(s) or body
(if any):**

ICPA

Address:

Unit 3-5, Alton Business Centre, Valley Lane, Wherstead, IP9 2AX

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

--



CHARITY COMMISSION
FOR ENGLAND AND WALES

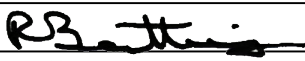

Charity Name Hollesley Village Hall CIO		No (if any) 1197877		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Transfer from Antecedant Organisation	41,672	-	-	41,672	-
Hall Hire	15,193	-	-	15,193	-
Donations	17,229	-	-	17,229	-
Interest	242	-	-	242	-
Other	618	-	-	618	327
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	74,954	-	-	74,954	327
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	74,954	-	-	74,954	327
A3 Payments					
Cleaning	3,244	-	-	3,244	-
Maintenance	3,963	-	-	3,963	-
Utility	4,177	-	-	4,177	-
Insurance	1,189	-	-	1,189	-
Projects	10,926	-	-	10,926	-
Acc&Legal	12,100	-	-	12,100	-
Licenses	1,163	-	-	1,163	-
Refunds and donations	1,776	-	-	1,776	-
	-	-	-	-	-
Sub total	38,539	-	-	38,539	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	38,539	-	-	38,539	-
Net of receipts/(payments)	36,415	-	-	36,415	327
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	327	-	-	327	-
Cash funds this year end	36,742	-	-	36,742	327

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		36,742	-	-
		-	-	-
		-	-	-
	Total cash funds	36,742	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Ruth Bentley	10/07/24
		Geraldine Bathe	10/07/24