



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' annual report for the period

From: 1 April 2024

To: 31 March 2025

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	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, Line Dance, Youth Club, Welcome Club, Pilates, Yoga, Tai Chi, Karate, Short-mat Bowls, Art Class and the Wellness centre. 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
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	<p>committed to seeing it used and ensuring that it is cost-effective and accessible to all.</p> <p>Our thanks must also go to the community volunteers who have contributed their invaluable time, expertise and labour to ensure that the events programme has been so successful.</p>
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## 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 the Peninsula Men's Shed. Hollesley Players were able to produce their annual pantomime this year.</p> <p>Unusual bookings included a venue for the National Long Distance Walking event, in which walkers travel non stop over 100 miles. Our hall was open throughout to accommodate the needs of 500 stoic ramblers.</p> <p>We also acted as a food stop for a large cycling event throughout Norfolk and Suffolk that raises funds for charity.</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. This provides invaluable income which helps to offset the increasing operational costs.</p> <p>This year we saw the introduction of a programme of events. Aimed at raising some funds but also to enable a diverse range of entertainment to come to Hollesley, the group is led by Andrew Barlow. Comprised of both trustees and members of the community, the group has organised a programme including Quiz Night, music from The Three Chordettes, a cabaret evening, Suffolk Phoenix Brass Band, Artisan Market and Boot Fair and Jazz night. Forthcoming attractions include the return of the Suffolk Police Choir and a special Dusty and Cilla evening.</p> <p>The Peninsula Practice GP surgery utilised the hall for their flu and Covid vaccination programme.</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>
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## Financial review

<p>Review of the charity's financial position at the end of the period</p>	<p>The CIO accounts have been audited in compliance with Charity Commission requirements for the period required to 31 March 2025. Income amounted to £26,547 with an additional grant of £1,273 from Councillor Mallinder towards the installation of a projector, screen and sound system. Donations included offset costs of legal fees of £2,768. The items under other include deposits for bookings. Expenditure was £29,044. Upgrades included:</p> <ul style="list-style-type: none"> <li>• Stage Flooring installation costing £2,145</li> <li>• Decoration and curtain dying £500</li> <li>• New chairs and 2 tables £2,365</li> <li>• Defibrillation installation and electrics £1,461</li> </ul> <p>Expenditure for the community cafe and the events to March totalled £3,824 and the income set against that was £5,478.</p> <p>As our insurance crossed into two financial years - the total cost for insurance for 2024/5 was £1,899. This included a supplement of £710 when the hall was valued for full replacement in the event of total destruction. Our rebuild which covers all costs, has gone from £750,000 to £1.5 million. Our insurance has cost £2,600 as a result in the new financial year 2025/6.</p> <p>The accounts closed with a balance of £35,518</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<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>
<p>Reserves held</p>	<p>As at 31 March, the CIO held unrestricted funds of £21,245, a contingency fund of £13,000 and restricted funds £1,273.</p>

## 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	Trustees are selected via two different methods – either as “Elected” trustees or “Representative” trustees. 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). Representative Trustees are appointed by different user groups who use the village hall. Up to a maximum of 16 Representative Trustees may be appointed.

## 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	Gerry Bathe	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	Linda Winslade	

## 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	18 June 2025	



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  
Hollesley Village Hall CIO

On accounts for the year  
ended

March 2025

Charity no  
(if any)

11977877

Set out on pages

6-7

(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 31/03/2025.

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:

13/06/2025

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




CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Hollesley Village Hall CIO		No (if any) 11977877		CC16a
Receipts and payments accounts				
For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025	

## 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 £
<b>A1 Receipts</b>					
Transfer from Antecedant Organisation		-	-	-	41,672
Hall Hire	16,937	-	-	16,937	15,193
Donations	8,900	1,273	-	10,173	17,229
Interest	302	-	-	302	242
Other	408	-	-	408	618
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>26,547</b>	<b>1,273</b>	<b>-</b>	<b>27,820</b>	<b>74,954</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,547</b>	<b>1,273</b>	<b>-</b>	<b>27,820</b>	<b>74,954</b>
<b>A3 Payments</b>					
Cleaning	3,262	-	-	3,262	3,244
Maintenance	5,406	-	-	5,406	3,963
Utility	4,332	-	-	4,332	4,177
Insurance	710	-	-	710	1,189
Projects	10,302	-	-	10,302	10,926
Acc&Legal	3,028	-	-	3,028	12,100
Licenses	680	-	-	680	1,163
Refunds & Donations	1,324	-	-	1,324	1,776
	-	-	-	-	-
<b>Sub total</b>	<b>29,044</b>	<b>-</b>	<b>-</b>	<b>29,044</b>	<b>38,539</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>29,044</b>	<b>-</b>	<b>-</b>	<b>29,044</b>	<b>38,539</b>
<b>Net of receipts/(payments)</b>	<b>- 2,497</b>	<b>1,273</b>	<b>-</b>	<b>- 1,224</b>	<b>36,415</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>36,742</b>	<b>-</b>	<b>-</b>	<b>36,742</b>	<b>327</b>
<b>Cash funds this year end</b>	<b>34,245</b>	<b>1,273</b>	<b>-</b>	<b>35,518</b>	<b>36,742</b>

## 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		34,245	1,273	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>34,245</b>	<b>1,273</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	18 June 25	