



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 To 31st March 2024

Charity name: Steeple Aston Village Hall

Charity registration number: 1197962

Please note that the minutes of the AGM and the accompanying Chairperson's and Treasurer's Report form part of this Trustee's Report and have been incorporated into this document.

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a village hall for the use of the inhabitants of Steeple Aston and the surrounding area without distinction of political, religious or other opinions, including use for: a) meetings, lectures and classes, and b) other forms of recreation and leisure
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.	Para 1.17 and 1.19	Maintenance of Steeple Aston Village Hall in order that it is available for hire. Running of fund raising activities to keep costs low for village residents.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	See Chairman's report

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See treasurer's report
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The policy is to hold the approximate equivalent of one year's expenditure. This is reviewed periodically.
Amount of reserves held	Para 1.22	£10,500
Reasons for holding zero reserves	Para 1.22	Not Applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal income is from Letting the hall for social, educational and exercise classes. Some additional income is derived from specific fundraising events (eg Village Quiz).
Investment policy and objectives including any social investment policy adopted	Para 1.46	Investment is low risk in a bank deposit account.
A description of the principal risks facing the charity	Para 1.46	The charity has no long term liabilities or debts and therefore no financial risks. The building structure is maintained by the Parish Council and leased for a peppercorn rent from the Parish Council.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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	Para 1.25	Trustees are proposed by societies that use the facility and are then elected by the existing trustees.

Reference and Administrative details

Charity name	Steeple Aston Village Hall
Registered charity number	1197962
Charity's principal address	Contact address (Secretary); 32, Grange Park, Steeple Aston, Bicester, OX25 4SR

Names of the charity trustees who manage the charity - see attached AGM Minutes

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE STEEPLE ASTON VILLAGE HALL
MANAGEMENT COMMITTEE**

Monday 13 May 2024

Present: B. Brewer (Chair); M. Bulleyment (Secretary); C. Clarke; J. Coley; S. Cooper; A. Moran; D. Morris; R. Preston.

Apologies S. Cummins; T. McLusky; J. White.

1. Minutes of the Meeting were approved and accepted – D. Morris and R. Preston.

2. Matters Arising: Cathy Fleet, Parish Council Representative, has resigned from the committee.

3. Chairperson's Report:

Barbara Brewer had circulated her report in advance. (**Full copy attached.*)

She reported that between July 2023 and January 2024, five regular lettings had been lost, which was disappointing, but a new term-time letting, *Gurgle and Co.* now had weekly sessions. The annual events, Quiz Night, Bonfire Night, Open Gardens and the Wassail continue to be popular and well supported.

New funding \$106 from the Townend housing development had been welcomed and will be used for a new ladder, upgrade of the lighting and sound systems and soon, internet connection.

During August and September, the village hall had set up its own website to market the hall.

Bookings continue to be well-managed by Angela Smith and the cleaning of the hall, by Amy Green.

Barbara thanked John White and Stuart Cummins for their help with various jobs and problems; John and Helen White for keeping the accounts in order and to Margaret Bulleyment for maintaining the paperwork.

Finally, she thanked the whole committee as trustees, for their invaluable help and support over the year.

4. Treasurer's Report: John White had circulated his report to the Committee in advance. (**Full copy attached.*)

'At the end of the year Total Funds are £43.5K, being £11K in the Reserve Fund; £6K in the Sink Fund and £26.5K in the General Fund.

Overall deficit for the year is £462.56, however £2K has been put into the Sink Fund over the year.

The income of £9.5K divides roughly into £7.5K from lettings and £2K from fundraising. Outgoings of £10.4K are divided between £4.6K staff; £2K Utilities; £750 Insurance/Licences and £2K into the Sink Fund.

Capital projects are underway using S106 funding but these are not shown in the accounts as they go directly through the Parish Council.

Income has returned to pre-Covid levels and we are now able to balance income and expenditure again, even if rather dependent on a few regular bookings which make us somewhat vulnerable financially. However, one year's income is held in the Reserve Fund. There is no doubt the hall would benefit from increased income from lettings, particularly from outside of the village, enabling us to fund further capital projects and/or subsidise use of the village hall for residents.'

5. Election of Officers:

Richard Preston thanked Barbara Brewer and took over the Chair to elect the following –

	<i>Proposed by:</i>		<i>Seconded by</i>
Chairperson:	Barbara Brewer	John Coley	Margaret Bulleyment
Secretary:	Margaret Bulleyment	Chris Clarke	John Coley
Treasurer:	John White	Richard Preston	Debbie Morris

6. Election of Representatives:

It was decided to elect the Representatives en bloc:

Archive:	Stuart Cummins
Badminton – Tuesday:	Barbara Brewer

Badminton – Thursday:	Alison Moran
Choral Society:	Margaret Bulleyment
Garden Club:	John Coley
Valentine Club/Deputy Chair:	Richard Preston
PCC:	Chris Clarke
Sports and Recreation Trust:	Torquil McLusky
Utilities and Audio-Visual Co-ordinator:	John White
W.I. :	Sally Cooper
Village Rep/Sponsorship Co-ordinator:	Debbie Morris
Village Rep.:	<i>Position vacant</i>

7. Any other Business:

Barbara Brewer on accepting her nomination for 2024/5, stated that she wishes this to be her last year as Chair. She is happy to stay on the committee, but thinks that a new chair is needed after twenty years. The committee agreed that information about the VHMC needs to be circulated around the village during the next year, so that a suitable candidate can be selected.

There being no other business the AGM meeting closed at 8.05.

**The 2025 AGM will be held on Monday 12 May at 8pm
in the Committee Room**

*Committee members had received advance copies of the Chair and Treasurer's respective reports.

'Copies attached' refers to the filed paper ones.

Chairperson's Report for the Village Management Committee

May 13th 2024

During the earlier part of this financial year the regular bookings had been consistent, but between July 2023 and January 2024 we lost five of these lettings: Dance Class; *Funky Pants*, Yoga and Art Class which was very disappointing. However, we gained a weekly term-time booking: *Gurgle and Co*. Our regular annual events: Open Gardens, Bonfire Night, Wassail Evening and the Annual Quiz, continue to be popular and well supported.

This year we have welcomed some valuable funding, \$106 from the Townend housing development which will be used for a new ladder, complete upgrade of the lighting system, provision of a separate sound system for hirers and soon, internet connection.

During August and September, we were able to set up our own village hall marketing and website.

Bookings for the hall continue to be well managed by Angela Smith and the cleaning of the hall, by Amy Green.

My thanks to John White and Stuart Cummins for help with various jobs and problems, to John and Helen White for keeping our accounts in order and to Margaret Bulleyment for her valuable work as secretary.

Lastly my thanks are due to all of you as trustees, for your invaluable help and support over the past year.

Barbara Brewer

Chairperson

Treasurer's report for 2023-2024

At the end of the year total funds are £43.5K, being £11K in the reserve fund, £6K in the sink fund and £26.5K in the general fund.

Overall deficit for the year is £462.56 however we have put £2k into the sink fund over the year.

The income of £9.5K splits into roughly £7.5K from lettings and £2k from fundraising. Our outgoings of £10.4K are split into £4.6K staff, £2K Utilities, £750 Insurance/Licences and £2K into the Sink Fund.

Capital projects are underway using s.106 funding from the Town End housing development (these will of course not be shown in the accounts as they go directly through the Parish Council). These include a complete upgrade of the lighting system and provision of a separate (simpler) sound system primarily for hirer's use.

Income has returned to pre-Covid levels and we are now able to balance income and expenditure again even if rather dependent on a few regular bookings which make us somewhat vulnerable financially. We do however carry at least one year's income in the reserve fund so there is no cause for panic! There is no doubt however that the hall would benefit from increased income from lettings particularly from outside of the village, this would enable us to fund further capital projects and/or subsidise use of the village hall for residents.

John White,

Treasurer

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

B. A. Brewer

M. E. Bulleyett

Full name(s)

BARBARA ANN BREWER

MARGARET EDNA
BULLEYETT

Position (eg Secretary,
Chair, etc)

CHAIR

SECRETARY

Date

21. JAN 2025

Charity Commission Annual Return 2024

STEEPLE ASTON VILLAGE HALL

Charity registration number: 1197962

Financial period

Financial period start date

01/04/2023

Financial period end date

31/03/2024

Income and spending

Income £

£9,979

Spending £

£8,343

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

Income breakdown

Donations and legacies (excluding Endowments Received)

£0

Charitable activities

£9,979

Other trading activities

£0

Investments

£0

Other

£0

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).Individuals

£0

Other charities

£0

Other organisations that are not charities

£0

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ e. None of the trustees have been paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside England & Wales

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

Charity contact address

32 GRANGE PARK

STEEPLE ASTON

Bicester, Oxfordshire

OX25 4SR

Charity Headquarters address

32 GRANGE PARK

STEEPLE ASTON

Bicester, Oxfordshire

OX25 4SR

Membership type

Is the charity part of a wider group structure with a parent body and subsidiary bodies?

no, the charity is not part of a wider group structure

Employment contract types

People were permanently employed by your charity

0

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Yes

Complaints policy and procedures

Yes

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

Yes

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Yes

Investing charity funds policy and procedures

Not applicable

Campaigns and political activity policy and procedures

Not applicable

Bullying and harassment policy and procedures

Yes

Social media policy and procedures

Not applicable

Engaging external speakers at charity events policy and procedures

Not applicable

Safeguarding

Has your charity provided services to children and/or adults at risk in the financial period of the return?

No

External risk and impact

Donations,

Unknown/No Change/Not Applicable

Other income - grants

Unknown/No Change/Not Applicable

Other income - contracts

Unknown/No Change/Not Applicable

Other income - investment

Unknown/No Change/Not Applicable

Expenditure on charitable activities

Negative

Expenditure on overheads

Negative

Number of volunteers

Positive

Number of employees

Unknown/No Change/Not Applicable

Number of trustees

Negative

Fundraising activities

Negative

Capacity to deliver services

Positive

Total service demand

Positive

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

20

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our

statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

Your role at the charity (select one):

☒ Trustee

Given names	MARGARET EDNA
Family name	BULLEYMENT
Telephone number	01869347346
Email	mtheb749@gmail.com
Date submitted	23/07/2024

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.