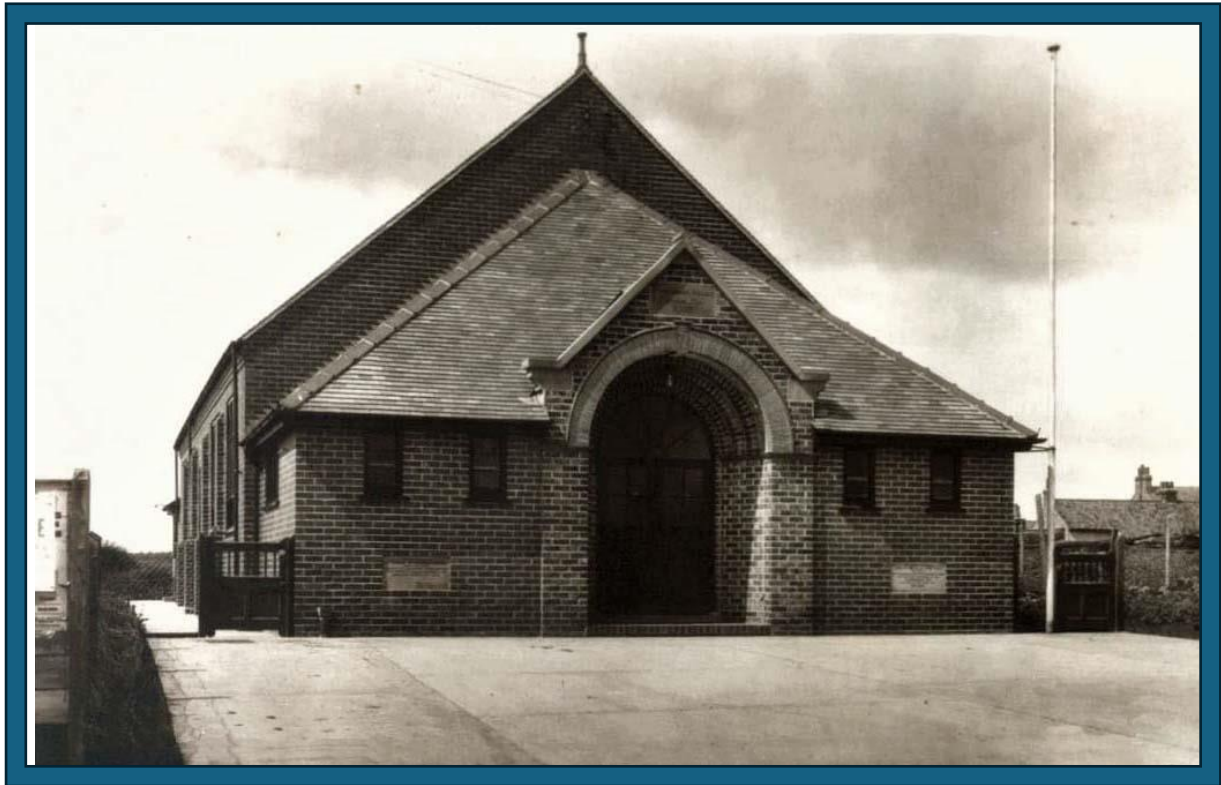


Flamborough Village Hall



Registered Charity No. 1202852

Trustees' Annual Report

26th April 2023 – 30th June 2024

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1. Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of Charity	Flamborough Village Hall
Charity Registration Number	1202852
Registered Address	South Sea Road Flamborough East Yorkshire YO15 1NG
Correspondence Address	4 Pearson Close Flamborough East Yorkshire YO15 1BP

Names of Trustees who served during the year were as follows:

Alec Grainger	Chair
Audrey Heywood	Secretary/Bookings Secretary
Linda James	Treasurer

No Trustee received any financial reward for his or her duties as Trustee.

The Charity had no employees but since March 2024 engaged the services of cleaner on a self-employed basis.

Other relevant organisations:

- Current account - The Cooperative Bank
- Savings
 - Skipton Building Society
 - CCLA – Charities Investment Fund
- Solicitors - Rollits LLP
- East Riding Village Halls Network (ERVHN)

2. Governance, Structure and Management

Flamborough Village Hall (the Hall) was established in February 1938, governed by Deed of Conveyance and registered with the Charity Commission as a charitable trust in 1963 under charity number 224795.

From April 2023 the Hall became a Charitable Incorporated Organisation, re-registered with the Charity Commission and governed by its Constitution dated 24th April 2023.

The Charity was managed by a Management Committee wholly constituted of 3 volunteer Trustees and 1 volunteer. The members of the Management Committee were elected at the Annual General Meeting (AGM) held in July, by the members of the Charity and serve for a one-year term until the next AGM at which they can be re-elected.

New Trustees sign a Trustee Declaration Form and undergo the following induction training:

- a discussion about the role and responsibilities of Trustees and issue of the Charity Commissions 'Charity Trustees Welcome Pack' and 'The Essential Trustee'
- the activities, aims and objectives of the Charity
- the structure of the organisation and general procedures of the organisation

The Management Committee met regularly during the year and received regular reports on the Charity's financial standing, the levels of usage and the condition of the Charity's property. All decisions relating to expenditure, other than routine running costs, and the entering into any agreements or contracts were taken by the Management Committee in quorate meetings.

3. Objectives of the Charity

The provision and maintenance of a village hall for the use of the inhabitants of the parish of Flamborough without distinction of political, religious or other opinions, including use for:

(a) meetings, lectures and classes, and

(b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants and in the county of East Yorkshire and its immediate vicinity.

4. Policies and Procedures

Five policy statements were in place which help with the management of the Hall, and these were reviewed periodically:

- Hall Booking
- Health and Safety
- Finance
- Data Protection
- Safeguarding

To promote the safe use of the Hall premises and its equipment, information via the Hall's Handbook, was available for hirers.

Hiring of the Hall was subject to completion of a Booking Form which had to be signed by the hirer when booking. This form refers to the Conditions of Hire which clearly identified the respective responsibilities of each party to the agreement.

5. Licences

The Hall had a Music Licence (combining PRS and PPL licenses) for live and recorded music.

2 Temporary Events Notices were applied for during this period for the Fashion Shows in Sept 23 and June 24.

East Riding Council have advised that the Hall does not need a Premises Licence.

6. Insurance

The Management Committee recognised that it had a legal obligation to protect the building, its members, volunteers, users of the hall, and contractors through adequate and appropriate insurance.

The Hall had insurance with Covea Insurance plc via Norris & Fisher (Insurance Brokers) Ltd under a 3-year undertaking which expires in May 2027. This undertaking offered a 5% discount.

The Hall worked to acquire Hallmark 1 and 2 (acquired in January 2022 and January 2024 respectively) and this resulted in a 10% reduction on the Hall's insurance which covered buildings and accidental damage/contents/public and products liability/employers' liability/personal accident.

To ensure that the level of insurance continues to be appropriate the Hall building is valued every 5 years and was last valued in January 2021.

7. Risk Management

All systems and procedures were reviewed regularly to ensure that they continued to meet Charity law and the Charity's organisations aims and objectives.

An annual Health and Safety Risk Assessment was carried out and a copy filed in the Health and Safety folder kept in the Main Hall.

8. Building and External Works Issues

The Management Committee carried out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and where appropriate, arranged for works to be undertaken, following quotation, by using local labour, wherever reasonable.

A routine programme of servicing, maintenance and inspections, were carried out to ensure not only that the Hall was kept in good condition but that the safety of members, volunteers, users of the Hall, and contractors was protected:

- Gas appliances and portable electrical appliances were tested by qualified personnel
- Firefighting appliances were inspected by qualified personnel
- An annual Fire Safety Risk Assessment was carried out

9. Achievements and Performance

The Trustees are satisfied that in 2023-2024 their work reflected the Charity's objectives and the Charity's resources were well managed by:

- Maximising bookings from as wide a range of users as possible
 - the Hall and its events, continued to be promoted in a number of ways including its own website, Facebook, local press, local radio and posters/banners
- Holding the fund-raising events listed below to assist with the running costs of the Hall
 - Table Top Sales in Summer 23 / Christmas 23 / Easter 24
 - Craft Fayres in September 23 / May 24
 - Fashion Shows in September 23 / June 24
- Maintaining the fabric of the building inside and out, by carrying out essential maintenance and improvements, in a safe and lawful manner
 - Repairs to the apex roof at the front of the building
 - Treatment of woodworm under wooden stage and loft area over stage
 - Lowering of external kitchen door to reduce step rise - identified as a Health and Safety issue in annual Risk Assessment
 - Installation of fire doors into the Main Hall and associated redecoration
 - Good upkeep of the Hall's decoration and facilities
- Preserving the security and cleanliness of the Hall
 - Every fortnight the Hall had a self-employed cleaner (between these times the Trustees carried out the cleaning)

10. Finance Review

Funding Strategy

The Trustees sought to generate income to match or exceed outgoings to maintain a sound financial position. Income came primarily from booking fees, fund-raising events and the application for grant funding where possible.

The hire rate for the rooms in the Hall is the same for all hirers but differs depending upon the room being hired. The rates were considered competitive with similar venues. In view of increasing utility costs, the hire rates were reviewed.

During this period, the use of the Hall and associated fund-raising activities covered the running costs of the Hall; the payments of £4,879.20 being considered 'one off' costs ie solicitors costs associated with moving from a Charitable Trust to a CIO. Taking this into due consideration, it was agreed not to increase hire rates for the forthcoming year.

Within this reporting period there was a grant of £747.15 from the Co-op Community Fund, which was spent on replacing the internal doors to the Main Hall with fire doors.

Reserves Policy

The Charity had two Skipton Building Society Accounts which were reinvested to get the best interest rate yearly and a COIF account. These accounts hold at least 2 years' worth of general spend.

Financial Report

The Charity had income below £250,000 and therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011 and the Charity's trustees considered that an audit was not required for this year under section 144 of the Charities Act 2011 (the Charities Act).

The Financial Statement is attached at Appendix A.

11. Future Plans for year ending 2025

The Trustees will continue to work towards sustaining the usage of the Hall to ensure its continued financial viability and maintaining it as a warm and welcoming environment that people wish to use and visit, by:

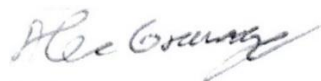
- Continuing to maintain the fabric of the building inside and out
- Improving the quality of one of the external 'emergency exit' paths by replacing its loose gravel surface with a firm, hard surface
- Maintaining funding for the cleaner and look to increase cleaning to weekly
- Reviewing the strategy for reserves and the utilisation of high interest accounts

Trustee Declaration

The Trustees declare that they have approved the Trustees Annual Report.

Signed on behalf of the Charity's Trustees

Alec Grainger



Chair of the board of Trustees

Date: 28.07.24

FLAMBOROUGH VILLAGE HALL - REGISTERED CHARITY 1202852
Receipts and Payments Account for the period 26th April 2023 to 30th June 2024 area highlighted

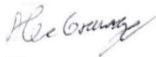
These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a Charity of this size.
The Charity's financial year runs for 12 months from 1st July to 30th June. Comparative figures are included for the years ending 30 June 2023 and 30 June 2024.

		26 APRIL 2023 - 30 JUNE 2024			1 JULY 2023 - 30 JUNE 2024			01 JULY 2022- 25 APRIL 2023			26 APRIL 2023 - 30 JUNE 2023			1 JULY 2022 - 30 JUNE 2023		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Notes		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
RECEIPTS																
		96.97		96.97	60.00		60.00	169.55	-	169.55	36.97	-	36.97	206.52	-	206.52
	1	-	747.15	747.15	-	747.15	747.15	-	-	-	-	-	-	-	-	-
		6,799.50		6,799.50	5,862.50		5,862.50	3,872.00	-	3,872.00	937.00	-	937.00	4,809.00	-	4,809.00
		4,839.13		4,839.13	4,839.13		4,839.13	2,423.93	-	2,423.93	-	-	-	2,423.93	-	2,423.93
		930.15		930.15	930.15		930.15	249.99	-	249.99	-	-	-	249.99	-	249.99
		29.50		29.50	29.50		29.50	8.00	-	8.00	-	-	-	8.00	-	8.00
		12,695.25	747.15	13,442.40	11,721.28	747.15	12,468.43	6,723.47	-	6,723.47	973.97	-	973.97	7,697.44	-	7,697.44
PAYMENTS																
		290.69	-	290.69	238.39	-	238.39	188.05	-	188.05	52.30	-	52.30	240.35	-	240.35
		1,461.84	-	1,461.84	1,164.90	-	1,164.90	839.47	-	839.47	296.94	-	296.94	1,136.41	-	1,136.41
	2	4,610.90	969.52	5,580.42	4,545.90	969.52	5,515.42	4,591.06	-	4,591.06	65.00	-	65.00	4,656.06	-	4,656.06
		768.25	-	768.25	700.21	-	700.21	465.55	-	465.55	68.04	-	68.04	533.59	-	533.59
		33.86	-	33.86	33.86	-	33.86	32.27	-	32.27	-	-	-	32.27	-	32.27
		1,595.00	-	1,595.00	793.86	-	793.86	-	-	-	801.14	-	801.14	801.14	-	801.14
		322.53	-	322.53	272.53	-	272.53	167.39	-	167.39	50.00	-	50.00	217.39	-	217.39
		266.17	-	266.17	266.17	-	266.17	248.59	-	248.59	-	-	-	248.59	-	248.59
	3	482.24	-	482.24	482.24	-	482.24	476.84	-	476.84	-	-	-	476.84	-	476.84
	4	120.00	-	120.00	120.00	-	120.00	-	-	-	-	-	-	-	-	-
	5	4,879.20	-	4,879.20	4,099.20	-	4,099.20	4,440.00	-	4,440.00	780.00	-	780.00	5,220.00	-	5,220.00
		14,830.68	969.52	15,800.20	12,717.26	969.52	13,686.78	11,449.22	-	11,449.22	2,113.42	-	2,113.42	13,562.64	-	13,562.64
Net Surplus/Deficit for the Period					-	995.98	-	222.37	-	1,218.35						
Cash and Bank/Savings Balances B/F					41,815.18	344.43	42,159.61									
Cash and Bank/Savings Balances C/F					40,819.20	122.06	40,941.26									

Statement of Assets and Liabilites for financial periods 2023 (1 July 2022 to June 2023) and 2024 (1 July 2023 to 30 June 2024)

	2024	2023
	£	£
Monetary Assets		
Current Account	17,768.74	19,874.54
Deposit Account	-	-
Skipton Building Society & COIF	23,148.74	22,218.59
Petty Cash	23.78	66.48
Total Monetary Assets	40,941.26	42,159.61
Comprising		
Unrestricted Funds	40,819.20	41,815.18
Restricted Funds	122.06	344.43
	40,941.26	42,159.61
Non-Monetary Assets and Liabilities		
Fixed Assets for the Charity's use:		
Village Hall	-	-
Debtors		
Sundry Debtors	-	-
Creditors		
Accounts Fees	-	-

Alec Grainger



Chair of the board of Trustees

Date: 28.07.24

FLAMBOROUGH VILLAGE HALL - REGISTERED CHARITY 1202852

Notes to the Accounts

For the period 26th April 2023 to 30th June 2024.

1 Grants

Restricted grant funding of £747.15 was received from the Co-operative Community Fund during this period and contributed to the installation of fire doors into the Main Hall.

2 Repairs and Renewals

The main items of spend during this period were:

- 1. Repairs to the apex roof at the front of the building
- 2. Treatment of woodworm under wooden stage and loft area over stage
- 3. Lowering of external kitchen door to reduce step rise - identified as a Health and Safety issue in annual Risk Assessment
- 4. Installation of fire doors into the Main Hall and associated redecoration.

3 Annual Safety Checks

Servicing of gas appliances and fire fighting equipment and PAT testing of electrical appliances - carried out annually.

4 Wedding Deposit Refunds

A £100 Damage Deposit (to cover against damage to the Hall and/or its contents, or the Hall being left in an unacceptable condition) is applied to the hire charges for a wedding.

The Damage Deposit is refundable in full, subject to the condition of the Hall and its contents at the end of the Hire Period.

There was 1 wedding during this period. A deposit of £150 rather than £100 was made in error so £50 was duly refunded. After the wedding only £70 of the £100 deposit was returned. £30 was retained to repair a damaged toilet.

5 Solicitors Fees

Since 1938 the Hall operated as a Charitable Trust (the only option open to it in 1938) and this had consequences:

As a Charitable Trust, property must be held either by a minimum of two individuals or by a trust corporation (often referred to as Holding Trustees) - in the Charity's case it would have been the former.

The trustees of a Charitable Trust are personally liable for the obligations of the Charity; had the Charity's funds and assets been insufficient to meet its obligations, a claim could have been brought against some or all of the trustees and, should the claim have been successful, they would have been required to make up the shortfall from their own personal assets. Whilst trustee indemnity insurance is available, it was unlikely to cover all liabilities.

The Charity wished to register the Hall with the Land Registry but would have been uncomfortable in it being held in the names of two of the trustees. In addition, if the property had been held by individuals, the Charity would have had to go through a conveyancing process (transferring the property to new trustees) every time those individuals changed, for example, when a trustee retired.

From 2013 an alternative operating model became available, known as a Charitable Incorporated Organisation (CIO). A CIO offers the following benefits over a Charitable Trust :

If a CIO incurs a liability, only the assets held by the Charity are at risk. The liability of trustees is limited, and they would only be liable to contribute to the assets of the CIO if it is wound up, to the degree specified in the CIOs constitution (either up to a specified amount or with no liability at all). The constitution the Charity adopted specifies no liability.

The Charity is able to register the property with the Land Registry with relative ease.

In order to protect those who volunteer to be involved in the running of the Charity, both now and in the future, a decision was made to change from being a Charitable Trust to a CIO and subsequently register the property with the Land Registry.

Such a change was complex and consequently the Charity employed the services of a solicitor - Rollits llp based in Hull - who specialise in such work.

6 Staff Costs

The Charity has no employees, all activities are carried out on a voluntary basis.

7 Restricted Funds

	Balance as at 01/07/23	Incoming	Outgoing	Transfers	Balance as at 30/06/24
	£	£	£	£	£
Co-op Community Fund	122.06	747.15	747.15	-	122.06
Tesco 'Bags of Help'	222.37	-	222.37	-	-
	344.43	747.15	969.52	-	122.06

A brief description of the restricted funds are shown below:

Co-op Community Funds

Over the last few years the Charity has received restricted funding from Co-op Community Funds. The incoming funds were spent on replacing the internal doors to the Main Hall with fire doors.

Tesco 'Bags for Help'

Restricted funds were received from Tesco 'Bags of Help' administered by Groundwork (UK).

Funds were spent on a installation of a loft window, more secure window handles for the windows in the Main Hall and contributed to replacing the internal doors to the Main Hall with fire doors plus associated redecoration.

Taxation

8 Flamborough Village Hall is a registered Charity. All the Charity's income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The Charity is not VAT registered and all expenditure includes irrecoverable VAT.

Trustee Remuneration

9 There was no reimbursement of travel expenses during the year.