



# STEVENINGTON VILLAGE HALL

REGISTERED CHARITY: 1204630

Stevington Village Hall  
Court Lane  
Stevington  
MK43 7QT  
10/09/2025

## Stevington Village Hall Trustees Annual Report for 2024

Version 1.2

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## ***Introduction***

The village of Stevington with a population of circa 750 people is situated approximately 6 miles northwest of Bedford. The Village Hall in Stevington is managed by Stevington Village Hall (SVH), a Charitable Incorporated Organisation (CIO), in conjunction with Stevington Parish Council who hold the land and buildings in trust on behalf of the residents of the village of Stevington.

The CIO was created in September 2023 with the closing down of Stevington Social Centre (an Unincorporated Charity) who previously managed the Village Hall. The CIO ([Charitable Incorporated Organisation](#)), is a legal structure specifically for charities in the UK, providing them with corporate benefits like limited liability for trustees and the ability to hold assets and contracts in their own name.

The assets managed include: the village hall building; car park; play area; and the recreation area including football pitch. In addition to managing the Village Hall assets, Stevington Village Hall promote cultural and social events on behalf of the village.

The Stevington Village Hall CIO, have formally requested the transfer of the land and buildings from Stevington Parish Council (SPC) to the Stevington Village Hall CIO. The SPC have replied that they see this transfer as an unnecessary activity and a potentially complex process, consequently are not minded to action this request. The SPC and the SVH Trustees are likely to have further discussions around this topic.



## ***Objectives and Activities***

### **Charitable Objectives**

The objectives of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the parish of Stevington and the surrounding area ("area of benefit") 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.

### **Activities**

The activities of Stevington Village Hall (SVH) are to:

- (1) Support the recreational and sporting use of the hall and grounds for all ages
- (2) Organise, provide and promote educational and cultural activities throughout the year reflecting the interests of the residents
- (3) Increase and widen the participation for events in the Village Hall
- (4) Ensuring that the hall and grounds comply with all statutory requirements
- (5) Maintaining the assets of the Holding Trustees (Stevington Parish Council) and those of Stevington Village Hall CIO
- (6) Providing a safe environment for all users of the hall
- (7) Operating the hall and grounds in a manner which is financially independent from Stevington Parish Council, with a limited number of exceptions such as insurance and certain aspects of grounds maintenance. These activities are delivered along semi commercial lines by making the assets available for hire to people and organisations who are residents and non-residents, reflecting those differences in the charging structure.

### **Guidance issued by the Charity Commission**

The trustees have had regard to the guidance issued by the Charity Commission on public benefit

### **Contribution made by volunteers**

All of the Stevington Village Hall activities are delivered by volunteers. The Stevington Village Hall does not directly employ any people. It is estimated that throughout the year we have approximately 60 volunteers. All activities are delivered by volunteers or contractors and we need to take steps to ensure that their status as regular contractors are maintained and that they are not classed as employees.

We would like to thank all volunteers for their services in 2024 with a particular mention to Hugo Van Kempen for managing the 100 Club.



## ***Achievements and Performance***

2024 has been a challenging year with a transition between the old Stevington Social Centre committee and the new CIO management team. The outgoing committee has continued to provide support during the handover.

### **Hall Management**

The outgoing committee took the proactive decision to introduce the role of Hall and Bookings Manager. The work is not regular and is contracted out.

Along with the routine tasks that this role is required to undertake, a key part of it, is to promote the Hall as a good venue available for hire. The Committee plan to sit down soon to discuss additional ways to promote the hall as a venue and thereby increasing the Revenue that this role brings in.

### **Events organised during the Year**

- 12k race
- Picnic in the park
- Fireworks display
- Christmas party
- Christmas film
- Guitar concerts

### **Regular Clubs**

- Cinema Club
- Bowls club
- 100 club (thanks to Hugo Van Kempen).
- Football Club (Oakley)
- Table Tennis
- Yoga / Pilates class (stopped during 2024)

### **Bookings General Update**

- Tariffs have been updated
- NHS bookings have stopped

### **Website & Marketing**

- We now have an updated website content
- A new SVH logo has been created
- A Facebook page has been created to promote Village Hall events
- Contributions to the Village Magazine articles have been made every quarter

### **Structure & Fabric work undertaken**

- Cladding refurbishment has been completed
- New LED lighting has been installed to reduce our power consumption and cost
- New fire extinguishers have been installed

## Emergency Resilience Centre

- The committee is pleased to be able to offer the Hall as a resilience centre for emergencies.

## Achievements and Performance Summary

- The Trustees are satisfied that the Charity objectives have been met.
- All involved with the Village Hall wish to pay tribute to the late Roger Penney who made a huge contribution towards: appointing a hall manager; maintenance and repair; and the setting up of the new Village Hall Charity.

## **Financial Review**

### **General**

The Stevington Social Centre charity was closed down and a new Stevington Village Hall charity (a CIO) was created with effect from 7 September 2023 and the figures presented in this report are for the 16 months from 7 September 2023 to 31 December 2024, the financial period set by the Charity Commission. Bank accounts and assets were transferred from the Stevington Social Centre charity into the new Stevington Village Hall charity (a CIO).

There were no employees and all work was carried out by volunteers or contractors. The accounts for 2023/24 have been prepared on a cash basis.

### **Income**

Income for the period totalled £25,409. Events held in the period provided a positive cash flow to the Village Hall. The cinema club has continued to be successful and made a net contribution to funds of £2040. The 100 Club with a membership of about 83 people provides regular income for the hall through a monthly lottery. One-off hall hires remained at a similar level to that reported in the year to 31 December 2022. A Total of £751 was received from the hosting of the Guitar concerts, of which £524 was from ticket sales and the balance from bar sales.

For bar and kitchen stock we would normally expect wastage of between 5 and 10% as stock goes out of date or only part consumed. We add 100% markup to the purchase cost of snacks and drinks to cover profit, overheads and wastage and this will be reviewed regularly.

### **Expenses**

Expenses in the period totalled £25,072, as shown in the attached financial statement. As part of the old committee stepping down, it was decided to bring on board a hall manager who is paid on an hourly rate. The increase in caretaking and cleaning in the period represents this additional expenditure. Utility charges in the period were down compared to prior year. It was found in the period that electricity had not been charged at the correct rate. This has now been rectified and an agreed payment plan spread over 12 months has been agreed with the supplier. In the year work was completed on cladding the front elevation of the Hall. The material costs and scaffold costs are included with Repairs and Renewals. A total of £1400 was spent in the purchase of LED light panels and fire extinguishers. These costs will not be shown as fixed assets.

### **Fixed assets**

Stevington Social Centre held assets totalling approximately £80,000. On reviewing records, it appears that most of these assets were bought some years ago. In the social centre, the assets were shown at cost, however, in the new CIO, the assets are now valued at their net realisable value, ie their depreciated value rather than their replacement value. The value of



assets at 31 December 2024, is now significantly lower than the value shown in earlier years.

### **Bank accounts**

There are 4 bank accounts held by the Village Hall, 3 with Barclays and 1 Natwest account. The Natwest Account is purely for the £100 club. There is a general Barclays current account, a Cinema Club current account and a premium savings account into which some surplus funds were transferred in the year. These surplus funds earned interest of £72. This split also provides protection for the reserves as not all payment cards (for example the one held by the Hall Manager) can access all funds.

### **Reporting Public Benefit**

The Social Centre Charity do not make general donations or provide financial support unless linked to the Charity objectives. Public Benefit is delivered through the provision of hall and recreational spaces together with community events and activities as listed earlier in this report. Sometimes these events and activities make a loss, but are still delivered as they are perceived to be delivering a public benefit.

### **Independent Inspection of Accounts**

With income (excluding donations and grants) exceeding £25,000, we are required to have the accounts independently examined by the Charity Commission, but it is also good practice. The Trustees wish to thank Lesley Van Kempen for carrying out an inspection of the accounts and making recommendations for improving financial management and the inspection report is attached to this Trustees Report.

### **Reserves Policy**

A Finance Policy has been developed and adopted by the executive to operate the finances to ensure a minimum bank balance of £1,000 is available to deal with emergency repairs. The balance of any cash reserves is held either in a current bank account or savings account. While interest rates have risen recently providing an opportunity to transfer reserves into savings accounts, interest rates are expected to fall back again soon, hence this doesn't need to be a priority. A maximum float of £250 for cash payments is held by the Treasurer, mainly in coins, to support bar and kitchen turnover in connection with the Cinema Club and live events. These arrangements should be reviewed regularly.

### **The Management of Cash**

Where possible receipts and payments are managed electronically through our bank accounts, typically online and using debit cards with very occasional payment via cheques. However, income from events and bar activities involve the management of large amounts of cash. Due to Covid there has been a policy of taking cashless payments and these have been met through the use of card reading machines purchased for that purpose in combination with iPads to track the expenditure categories and as Trustees we welcome that change.

## ***Structure Governance and Management***

### **Governing Document**

The structure, governance and management of the Charity is set out in the new CIO Stevington Village Hall governing document.

### **How the Charity is constituted**

For practical purposes the Charity is managed through:

- an Executive (Chair, Treasurer, Secretary);
- a Committee that represents users of the hall together with the Executive;
- Trustees who are also Committee members.

### **The Trustees**

There were five Trustees during 2023/24. The trustees who held office during the year were:

Mr S Cole

Mrs B Collins

Mr G Thomas

Mrs L Penney

Mr R. Penney (now deceased)

Mr J Surtees (Stevington Parish Council representative)

### **Governance updates**

We have a range of policies and procedures covering:

- Financial controls
- Safeguarding
- Financial reserves
- Trustee conflicts of interest
- Health and Safety
- Risk management
- Booking Terms and conditions

These continue to be reviewed and amended.

All as approved by the Trustees:

Steve Cole

Signature.....

Dated.....

22/9/25

Gary Thomas

Signature.....

Dated.....

22/9/25

Linda Penney

Signature.....

Dated.....

22/9/25

Barbara Collins

Signature.....

Dated.....

22/9/25

James Surtees

Signature.....

Dated.....

21/09/2025

Prepared on behalf of the Trustees by:

Fiona Hart Ives (Treasurer)

.....

Dated.....

10/09/2025



## Financial Statement for the Period Ended 31<sup>st</sup> December 2024

Stevington Village Hall			
Income and Expenditure Statement			
Accounts from 7 September 2023 to 31 December 2024	Receipts £	Cash float £	Total £
Events	17,790	568	18,359
100 Club	1,858	-380	1,478
Hire of Hall & Grounds	2,907	552	3,459
Cinema Club	2,040		2,040
Other income	72		72
TOTAL INCOME	24,668	740	25,409
	Expenses £	£	£
Caretaking & Cleaning	4,282		4,282
Utility Charges	6,698		6,698
Licences/Software	1,608		1,608
Repairs & Maintenance	5,288		5,288
Food and Wine	3,312		3,312
PPS	18		18
Equipment/F&F	1,494		1,494
Other Costs	2,190	183	2,374
TOTAL EXPENDITURE	24,889	183	25,072

<b>Stevington Village Hall</b>					
Accounts from 7 September 2023 to 31 December 2024					
Income and Expenditure Statement			Cash float	Total	
		Receipts £	£	£	
Events		17 790	568	18 359	
100 Club		1 858	-380	1 478	
Hire of Hall & Grounds		2 907	552	3 459	
Cinema Club		2 040		2 040	
Other income		72		72	
TOTAL INCOME		24 668	740	25 409	
		Expenses £	£	£	
Caretaking & Cleaning		4 282		4 282	
Utility Charges		6 698		6 698	
Licences/Software		1 608		1 608	
Repairs & Maintenance		5 288		5 288	
Food and Wine		3 312		3 312	
PPS		18		18	
Equipment/F&F		1 494		1 494	
Other Costs		2 190	183	2 374	
Total Expenses		24 889	183	25 072	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Stevington Village Hall

On accounts for the year  
ended

16 months ended 31 December 2024

Charity no  
(if any)

1204630

Set out on pages

(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 31/12/2024

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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Lesley Van Kempen*

Date:

15/9/2025

Name:

Mrs Lesley Van Kempen

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

Address:

14 West End

Stevington

Bedfordshire MK43 7QU



Only complete if the examiner needs to highlight 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.**

Stevington Village Hall (SVH) has transferred assets over from the old charity at the lower of cost and net realisable value. SVH needs to ensure that the same treatment is adopted for any new assets going forward.

Given the cost of bar stock, it would be advisable, if possible, to introduce a stock control system. This is generally good accounting practice.

SVH adopted Zettle fairly recently. It may be beneficial to see if there are additional functions within Zettle that can assist in improving reporting ie stock control

There is a shared cloud storage system that should be used for uploading all documents, receipts and invoices etc. The use of this system remains inconsistent and better use needs to be encouraged.

Ensure that any surplus funds are moved over to a higher interest account.