

Trustees Annual Report 25-Nov-2024
Yoxall Village Hall, Haslington, CW1 5QZ

Original Trustees:

Stephen Underwood, Graham Criddle (resigned 12 April 2024), Jemma Sharrock

Co-opted Trustees:

Jo Criddle, Judy Littlewood, John Lewis, Bev Moon, Graham Sawyer, Pete Threadgold, Rohit Topiwalla

Appointed Trustees:

Cllr Mark Trigger (Haslington Parish Council)

Volunteers:

Amy Hayhurst, Tony Peake

Independent Examiner:

Richard G. Hovey, 5 Mulcaster Court, Haslington, Crewe, Cheshire CW1 5WF

The Trustees and Volunteers of the charity are recruited locally and work on a voluntary basis to manage the Yoxall Village Hall for the use of organisations and individuals in the area of Haslington, Cheshire. They work in line with the charity's constitution, registered with the Charity Commission, and subject to various agreed policies which are published on the YVH website at yoxallvillagehall.co.uk.

The charity was set up as a Charitable Incorporated Organisation on 13 November 2023, to take over the running of the YVH from the Yoxall Haslington Village Institute (Charity # 221859), introducing limited liability for the Trustees and a modern constitution with up-to-date policies.

The Trustees normally meet six times a year, on the 4th Monday of January, March, July, September and the 2nd Monday in June. The AGM precedes the final Trustee Meeting of the year on the 4th Monday in November.

Running the YVH involves Trustee and Volunteers in the following roles:

Chairman	A figurehead for the YVH, running meetings in accordance with the Constitution, checking that Committees are working within guidelines & keeping overall track of the charity.
Secretary	Organising Trustee Meetings & AGM, deals with correspondence & keeps records for the charity.
Treasurer	Keeping track of YVH income & expenditure, book-keeping, online banking, preparing reports for the Trustee meetings & AGM, & planning the YVH finances with the Finance Committee.
Regular Booking Clerk	Liaising with groups & individuals hiring the YVH on a regular basis (weekly, monthly, annually), setting up hire agreements, populating the YVH website calendar, sending out payment invoices.
Casual Booking Clerk	Liaising with groups & individuals hiring the YVH on a casual or one-off basis, setting up hire agreements, populating the YVH website calendar, taking payments, refunding cancellations.
Maintenance Committee	A small group of Trustees & Volunteers looking after the fabric of the YVH building, contents & grounds, ensuring everything is well maintained. Organising contractors for repairs, arranging regular statutory inspections & replenishing consumable items used in the YVH. Researching & planning improvements to the YVH before reporting to the charity Trustees for approval.
Finance Committee	A small group of Trustees who concentrate on the finances of the YVH. They are often also signatories of the YVH bank & investment accounts. They keep an eye on financial planning, review hire charges & advise the Trustees regarding financial decisions.
Safeguarding Team	Acting as the contact point for any Safeguarding issues & checking that Trustees, Volunteers & certain Hiring Groups are aware of their Safeguarding responsibilities.
Advertising Team	Maintaining the YVH social media page on Facebook & dealing with advertising for events at the YVH including the AGM as well as Trustee recruitment.
Website Team	Maintaining the YVH website with information about the YVH facilities, the booking calendar, hirer information, details of regular hiring groups as well as information about how the YVH is run.

Activities 2023-24

For the first few months of 2024, the business of the charity included cooperation with the Trustees of the YHVI charity in preparation for taking on the running of the YVH. This included transferring the assets of the YHVI charity to the new charity on 1 April 2024. Having co-opted across a number of YHVI Trustees, the new charity Trustees did a lot of administrative work, including transferring utility contracts across, establishing new hire agreements with existing hirers and drafting and adopting the policies and committee terms of reference required to

operate the YVH. Furthermore a number of the YVH processes have been updated, including increased use of role e-mail accounts, secure on-line document storage, dual signature bank accounts and tackling Safeguarding. All this at the same time as the normal business of running and maintaining the YVH as a safe, well-functioning environment, meeting all regulatory requirements for use by hirers in the locality.

There are currently around 30 community and commercial groups that hire the YVH hall or use the grounds on a regular basis and the venue is often used at the weekends for parties and celebrations by local families. The field is used by the local allotment society and to store equipment owned by a local scout group. The local amateur dramatics group puts on two performances a year and there are a series of charity craft fairs throughout the year.

The buildings and grounds have been maintained to a high standard. Some roof issues have been repaired (with further repairs planned); key-code combination locks have been installed on the doors to both halls of the building; trees and bushes on the YVH grounds have been surveyed; tree surgeons are dealing with excess growth (subject to the Tree Preservation Order in place in certain areas).

Financial Review 2023-24

The charity's financial year ends on 30 September each year. The charity took control of the YHVI charity assets from 1 April 2024, so the accounts only reflect 6 months' operation. *[Figures for the whole year for both charities combined are also shown].*

Receipts from Regular Hire were £10,397, with £1,929 for Casual Hire. *[Combined: £19,080, £4158 respectively]*

Outgoings for the period were £7,987 which included over £3K in maintenance of the grounds, buildings and equipment. *[Combined: £21,273, with around £9K in maintenance, including £4K floor resurfacing]*

Overall this resulted in a surplus of £4339 for the period. *[Combined surplus: £1966]*

Investments have performed well, although interest rates are currently falling:

- **Benjamin Silvester Bostock Investment Fund (CCLA) £52,070** *[Combined gain: £4531]*
The fund is subject to a separate trust agreement which allows only dividends to be used and the capital remain intact. The fund is invested in the COIF charities investment fund and was officially transferred to the new charity on 1 October 2024. The fund delivered £705 in dividends. *[Combined dividends: £1,410]*
- **Meeres White Investment Fund (CCLA) £63,389** *[Combined gain: £5516]*
The fund is invested in the COIF charities investment fund and was officially transferred to the new charity on 1 October 2024. The fund has returned £858 in dividends. *[Combined dividends: £1,717]*
- **COIF Deposit Account £13,893**
The account received £318 in interest plus the dividends above. *[Combined interest: £592 interest]*
- **NatWest Reserve Account £10,636**
There is currently a larger than normal balance in this account due to some potentially large roof replacement/repair bills. The account received £49 interest for the period. *[Combined interest: £95]*

CCLA investments have had 13% benefit over the full year taking dividends and fund increases into account which compares well against cash account interest.

Taking the interest, dividends and other income into account the surplus was £6,418. *[Combined surplus: £5,959]*

The Annual Accounts, signed off by the independent examiner are included below. Also attached is a set of comparative accounts for the entire year for the two charities combined.

Yoxall Village Hall CIO #1205788**Income and Expenditure Account for 01-04-24 to 30-9-24****as at 30-09-2024**

Income	2023-24
Lettings (regular)	10,397.79
Lettings (casual)	1,929.77
Total lettings	<u>12,327.56</u>
Deposits (new hire)	147.42
Deposits (keys)	0.00
Refunds	0.00
Other income	0.00
Total other income	<u>147.42</u>
NW bank interest	49.44
CCLA interest to NW curr	
Interest & Dividends	
Dividend Bostock	705.38
Dividend Meeres White	858.72
Int CCLA(COIF) account	318.33
total int & div	<u>1,882.43</u>
Total receipts	<u>14,406.85</u>
Less Expenditure	<u>7,987.89</u>
Surplus / -overspend	<u>6,418.96</u>

Expenditure	2023-24
Admin	12.59
Broadband	179.64
Cleaner	1,638.00
Cleaning Supplies	375.35
Electricity	571.97
Equipment	0.00
Gas	502.96
Grounds Maint	450.00
Honoraria	0.00
Hygiene contract	0.00
Improvements	0.00
Insurance	0.00
Maintenance	2,884.34
Refunds (casual&keys)	79.40
Refuse	409.53
Repairs	0.00
Return of deposits	48.40
Safety	210.00
Security	1.50
TV Licence	169.50
Water	394.71
Window & Ceiling Cleaning	60.00
Total Expenditure	<u>7,987.89</u>

Operating Accounts	Opening balances	Closing balances
Undeposited Receipts	0.00	0.00
Cash	3.50	0.00
Nat West Current A/c	3,218.74	2,306.77
Nat West Reserve A/c	<u>5,184.13</u>	<u>10,636.13</u>
Total operating funds	<u>8,406.37</u>	<u>12,942.90</u>
Withdrawals from CCLA(COIF) to NW	0.00	1,882.43
Surplus / -overspend	<u>6,418.96</u>	<u>0.00</u>
	<u>14,825.33</u>	<u>14,825.33</u>

Reserves	Opening balances	Closing balances
CCLA(COIF) A/c	12,011.01	13,893.44
Meeres White fund	<u>63,895.81</u>	<u>63,389.21</u>
Total reserves	<u>75,906.82</u>	<u>77,282.65</u>
Deposits to CCLA(COIF)	1,882.43	
Deposits to Meeres White fund	0.00	
Meeres White fund gains	<u>-505.60</u>	<u></u>
	<u>77,282.65</u>	<u>77,282.65</u>

Total disposable assets 2023	84,313.19	Total disposable assets 2024	90,225.55
Bostock fund (endowment)	52,486.85	Bostock fund (Endowment)	52,070.71
Bostock fund gains /-losses	<u>-416.14</u>		

I have examined the financial statements prepared by Yoxall Village Hall and in my opinion they represent a true reflection of their books and records:

Name: *R.G. Hovey*

Signature: *Richard C. Hovey*

Date: *22/11/2024*

Yoxall Village Hall CIO #1205788**Income and Expenditure Account for 1-4-24 to 30-9-24****as at 30-09-24****Petty cash account**

01/04/2024	balance b/fwd	3.50			
	transfers from current acc	590.00	payments out	1,668.53	
	transfers from CIO curr	1,080.00	transfers to current acc	4.97	
			transfers to CIO curr	0.00	
30/09/2024			balance c/fwd	0.00	
		<u>1,673.50</u>		<u>1,673.50</u>	

NatWest current account (YHVI)

01/04/2024	balance b/fwd	3,218.74			
	paid in	5,534.36	paid out	1,545.44	
	transfers from petty cash	4.97	transfers to petty cash	590.00	
	transfers from NW reserve acc	5,207.44	transfers to NW reserve acc	0.00	
	transfers from NW CIO current	0.00	transfers to NW CIO current	11,830.07	
30/09/2024			balance c/fwd - CLOSED	0.00	
		<u>13,965.51</u>		<u>13,965.51</u>	

NatWest reserve account (YHVI)

01/04/2024	balance b/fwd	5,184.13			
	interest	23.31			
	transfers from NW current acc	0.00	transfers to current acc	5,207.44	
30/09/2024			balance c/fwd - CLOSED	0.00	
		<u>5,207.44</u>		<u>5,207.44</u>	

CIO NatWest current account

01/04/2024	balance b/fwd	0.00			
	paid in	6,940.62	paid out	4,773.92	
	transfers from petty cash	0.00	transfers to petty cash	1,080.00	
	transfers from YVHI current acc	11,830.07	transfers to CIO reserve acc	10,610.00	
	transfers from CIO reserve acc		balance c/fwd	2,306.77	
30/09/2024				<u>18,770.69</u>	
		<u>18,770.69</u>			

CIO NatWest reserve account

01/04/2024	balance b/fwd	0.00			
	interest	26.13			
	transfers from NW current acc	10,610.00	transfers to current acc		
30/09/2024			balance c/fwd	10,636.13	
		<u>10,636.13</u>		<u>10,636.13</u>	

CCLA COIF account

01/04/2024	balance b/fwd	12,011.01			
	interest	318.33			
	Meeres White fund dividends	858.72			
	BSBostock fund dividends	705.38			
30/09/2024			balance c/fwd	13,893.44	
		<u>13,893.44</u>		<u>13,893.44</u>	

CCLA Meeres White account

01/04/2024	balance b/fwd	63,895.81			
	dividends	858.72	transfers to CCLA COIF acc	858.72	
	fund gains		fund losses	277.38	
30/09/2024			balance c/fwd	63,389.21	
		<u>64,754.53</u>		<u>64,525.31</u>	

CCLA Benjamin Silvester Bostock account

01/04/2024	balance b/fwd	52,486.85			
	dividends	705.38	transfers to CCLA COIF acc	705.38	
	fund gains		fund losses	227.85	
30/09/2024			balance c/fwd	52,070.71	
		<u>53,192.23</u>		<u>53,003.94</u>	

Richard Gray
22/11/2024

Yoxall Village Hall COMBINED ACCOUNTS - YVH CIO AND YHVI - 2023-2024

	2023-24	2022-23	2021-22		2023-24	2022-23	2021-22
Lettings income				Expenditure			
Lettings (regular)	19,080	17,283	14,946	Admin	26	79	107
Lettings (casual)	4,158	4,295	3,853	Broadband	359	444	377
	23,239	21,578	18,799	Cleaner	3,199	2,789	2,457
				Cleaning Supplies	695	491	390
				Electricity	1,358	1,352	1,238
General income				Equipment	155	270	737
Deposits (new hire)	175	185	0	Gas	1,232	1,045	1,092
Deposits (keys)	0	0	100	Grounds Maint	1,350	3,855	1,390
Other income	5	128	0	Honoraria	800	700	600
	180	314	100	Hygiene contract	319	319	319
				Improvements	0	0	0
Investment income				Insurance	1,300	1,217	1,018
Bank interest	95	32	11	Maintenance	7,455	1,982	31
CCLA interest	592	297	67	Refunds (casual&keys)	79	17	154
Bostock dividends	1,410	1,399	1,389	Refuse	800	733	1,061
Meeres White div'ds	1,717	1,704	859	Repairs	0	0	208
	3,814	3,432	2,326	Return of deposits	207	68	0
				Safety	418	1,331	5,675
				Security	249	0	0
				TV Licence	170	159	0
				Water	842	587	653
				Window & Ceiling Cleani	260	300	1,086
Total income	27,233	25,323	21,225	Total expenditure	21,273	17,739	18,592
Opening balance	20,876	13,292	40,659				
plus income	27,233	25,323	21,225				
less expenditure	-21,273	-17,739	-18,592				
transfers		0	-30,000				
Closing balance	26,836	20,876	13,292				
Held in							
Petty cash	0	0	0				
Nat West current acc	0	3,564	3,399				
Nat West deposit acc	0	7,139	3,107				
Nat West CIO current acc	2,307						
Nat West CIO reserve ac	10,636						
CCLA COIF	13,893	10,174	6,786				
	26,836	20,876	13,292				
Investments							
Meeres White fund				Bostock fund			
Opening	57,874	57,123	30,868	Opening	47,540	46,923	49,919
Transfers		0	30,000	Transfers	0	0	0
Gains (losses)	5,516	751	-3,745	Gains (losses)	4,531	617	-2,996
Closing	63,389	57,874	57,123	Closing	52,071	47,540	46,923

The charity Trustees are guided by a Financial Policy (24 June 2024) and a Reserves Policy (25 November 2024) available on the YVH website: <https://www.yoxallvillagehall.co.uk/who-we-are/important-documents>

Outlook 2024-25

Income for 2024-25 is likely to exceed £25k, changing the Charity Commission reporting requirements. It would be sensible for the Trustees to engage some external help to ensure that they are meeting their reporting obligations in full.

Sadly, following the 2024 AGM, three Trustees vacancies will need to be filled to help share the workload of running of the YVH. Recruitment of new Trustees to maintain the lifeblood of the charity is a priority.

Registration of the YVH and surrounding land with the Land Registry is another urgent project.

The charity also needs to collate and store a number of historical documents held by former Trustees.

Trustees must ensure that the YVH maintains (and hopefully improves) its attractiveness as a local venue for community and commercial groups and local individuals, by modernising and improving the YVH facilities.

Signed:



Trustee Role: *Chairman*

Date: *2 / 12 / 2024*