



## Trustees' Annual Report for the period

|      |                   |    |      |    |                 |    |      |
|------|-------------------|----|------|----|-----------------|----|------|
| From | Period start date |    |      | To | Period end date |    |      |
|      | 14                | 05 | 2024 |    | 31              | 03 | 2025 |

### Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

#### Names of the charity trustees who manage the charity

|    | Trustee name  | Office (if any)   | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------|-------------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Sharon Hedges | Treasurer         |                                   |                                                               |
| 2  | Eric Lomas    |                   |                                   |                                                               |
| 3  | Sandra Wynne  |                   |                                   |                                                               |
| 4  | Ian Forrester |                   | 18/01/2025                        |                                                               |
| 5  | Naomi Horlock | Chair / Secretary | 18/01/2025                        |                                                               |
| 6  |               |                   |                                   |                                                               |
| 7  |               |                   |                                   |                                                               |
| 8  |               |                   |                                   |                                                               |
| 9  |               |                   |                                   |                                                               |
| 10 |               |                   |                                   |                                                               |
| 11 |               |                   |                                   |                                                               |
| 12 |               |                   |                                   |                                                               |
| 13 |               |                   |                                   |                                                               |
| 14 |               |                   |                                   |                                                               |
| 15 |               |                   |                                   |                                                               |
| 16 |               |                   |                                   |                                                               |
| 17 |               |                   |                                   |                                                               |
| 18 |               |                   |                                   |                                                               |
| 19 |               |                   |                                   |                                                               |
| 20 |               |                   |                                   |                                                               |

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |

|  |  |
|--|--|
|  |  |
|  |  |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

CIO - Foundation

How the charity is constituted  
(eg. trust, association, company)

Constitution set-up with the Charity Commission in 1989 when charity status granted

Trustee selection methods  
(eg. appointed by, elected by)

All user groups can be represented on the Trustees as per constitution. Community Trustees are actively sought.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity is a member of Flintshire Local Voluntary Council (FLVC)

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To maintain the Institute as a community asset and preserve the Grade 2 listed building for the benefit of the Community.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

QWMI is used as a community venue on a regular basis by a diverse range of groups including:

- Weight Watchers; Slimming World; Deeside Slimmers; NACRO; Dog Training; Yoga and exercise classes; AA and AI -Anon meetings; RSPCA surgeries; Pop Cats (toddlers); Rainbow Biz CIC; Circle; the Veterans & Community Hub (the VC Hub) CIC; Re-live (Songwriting project for military veterans and veteran family members)

Periodically it is used as a polling station, for MP and SM surgeries, and for private functions.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

N/A

N/A

The institute is indebted to a small group of volunteers who support its upkeep.

Section D

Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The Institute performs an important community role by providing a low-cost venue for groups and classes.

Maintains a Grade 2 listed building as an asset of historical importance to Queensferry.

QWMI now hosts two community projects within the Institute grounds:

- Rainbow Biz's Digging Deeside - a community allotment supporting disabled adults to grow plants and vegetables.
- The VC Hub's Therapy Den – the development of a dedicated safe space for military veterans and family members with a specific emphasis on mental health and well-being.

These two organisations have enabled the Institute to increase its use and impact by more diverse communities.



**Brief statement of the charity's policy on reserves**

Reserves are held for three main reasons.

1. To maintain the smooth and continued running of the Institute over extended periods given the unpredictability of reliance on hire fees.
2. To provide funds for ongoing maintenance projects and upgrading facilities
3. To provide an amount of money that could provide at least matched funding for major restoration projects such as roof replacement / renovation.

**Details of any funds materially in deficit**

N/A

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Institute does not raise funds from the general public directly. All income is from hall hire or grants. Occasionally donations are made from individuals.

The Institute has a 'ring fenced' savings account for anticipated major roof repairs.

**Section F Other optional information****Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

|       |         |
|-------|---------|
| Naomi | Horlock |
|-------|---------|

Position (eg Secretary, Chair, etc)

|       |  |
|-------|--|
| Chair |  |
|-------|--|

Date

31/ 01/ 2026



## QUEENSFERRY WAR MEMORIAL INSTITUTE

### RECEIPTS & PAYMENTS for YEAR ENDED 31st MARCH 2025

#### RECEIPTS

|                |                   |
|----------------|-------------------|
| Room hire      | <b>£15,500.00</b> |
| Bank interest  | <b>£247.93</b>    |
| Car parking    | <b>£100.00</b>    |
| Donations      | <b>£0</b>         |
| Queensferry CC | <b>£1000.00</b>   |
| CCLA           | <b>£802.71</b>    |
| Opus refund    | <b>£12.70</b>     |

**£119.81**

**£53.84**

|                    |                   |
|--------------------|-------------------|
| Sub Total          | <b>£17,663.34</b> |
| Balance on 31.3.24 | <b>£64,435.78</b> |
|                    | <b>£82,099.12</b> |

#### PAYMENTS

|                  |                 |
|------------------|-----------------|
| Insurance        | <b>£1176.68</b> |
| Gas              | <b>£2099.07</b> |
| Maintenance      | <b>£607.56</b>  |
| Electric         | <b>£1241.42</b> |
| Cleaning         | <b>£3730.00</b> |
| Trustees payment | <b>£1200.00</b> |
| Water            | <b>£162.00</b>  |

Sundries

Website (Freeola)

Internet (Daisy) **£196.56**

Cathedral Hygiene/NWR **£339.33**

|                    |                          |
|--------------------|--------------------------|
| Sub Total          | <b>£10,926.27</b>        |
| Balance on 31.3.25 | <b><u>£71,172.85</u></b> |
|                    | <b>£82,099.12</b>        |

|         |              |                   |
|---------|--------------|-------------------|
| 31.3.24 | Current      | £42,210.14        |
|         | Savings      | £22,225.64        |
|         | <b>Total</b> | <b>£64,435.78</b> |

|         |              |                   |
|---------|--------------|-------------------|
| 31.3.25 | Current      | £48,699.28        |
|         | Savings      | £22,473.57        |
|         | <b>Total</b> | <b>£71,172.85</b> |

### Room Hire

|                  |                |
|------------------|----------------|
| VC Hub           | £580           |
| Vets RE-Live     | £1260          |
| SW Emily         | £2025          |
| Deeside Slimmers | £615           |
| NACRO Abi        | £960           |
| Dog Club         | £1715          |
| AA               | £1290          |
| Clubbersize      | £325           |
| Weight Watchers  | £1325          |
| RSPCA            | £1200          |
| Rainbow Biz      | £1705          |
| Popcats          | £1975          |
| Circle           | £105           |
| Additional hire  | £420           |
| <b>Total</b>     | <b>£15,500</b> |