

THE BOARD OF MANAGEMENT  
OF  
THE STUART MEMORIAL HALL  
TEMPSFORD  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR  
2024



# Tempusford Stuart Memorial Village Hall

Registered Charity No. 200249

## Trustees' Annual Report

1<sup>st</sup> January 2024 – 31<sup>st</sup> December 2024

Chairman: Andy Wines  
59 Station Road, Tempusford, Sandy, Bedfordshire, SG19 2AU  
Tel: 07768 035056 e-mail: [awines@prestigecharities.com](mailto:awines@prestigecharities.com)

## Names of Trustees

Andy Wines (Chairman)  
Brian Harrison (Vice-Chairman)  
Tracy Hiron (Treasurer)  
Anne Francis (Secretary)  
Linda Collins (Bookings Secretary)  
Kay Quinn  
Jon Hewitt  
Vanessa Biggs

## Sources of advice and support

Bank: Barclays plc., Leicester, LE87 2BB  
Solicitors: Woodfines Solicitors, Brickstone House, Priory Business Park, Stannard Way, Bedford, MK44 3WG  
Independent examiner: Antoinette Gorst FCCA CTA, Anstee Gorst, Unit 4 Eaton Court, Colworth Business Park, Eaton Socon, St Neots, Cambridgeshire, PE19 8ER

## Governance

Tempusford Stuart Memorial Village Hall was established as a charity by a Trust Deed dated 12<sup>th</sup> December 1935. The hall was originally built as a village hall by Dugald and Milllicent Stuart of Tempusford Hall in memory of their son Esme who was killed in the First World War.

An Operating Manual for the Hall covers Governance in detail as well as the Constitution and Operating Procedures.



## **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. Eight trustees are elected at the Annual General Meeting held in April. The two longest serving Trustees must retire at each AGM. In addition, certain regular user groups eg. Tempusford Museum & Archives can each nominate one member of the Management Committee. The Trustees and nominated members form the Management Committee of the Village Hall, which has the power to co-opt up to 2 further members on an annual basis. Tracy Hirons and Brian Harrison retired from the Trustees as required by the Trust Deed but were re-elected, leaving no vacancies.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been produced:

- Health & Safety Policy
- Fire Safety Policy
- Young and Vulnerable People Policy

Copies of these policies are included in the Operating Manual.

## **Hire of Hall**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music. Alcohol licencing is done via Temporary Event Notices.

## **Risk Management**

## **Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Ansva Insurance, Policy No: 2261928 (£1,405,553 cover). It is insured with the same company with respect to contents (up to £18,315) public liability (£5,000,000) employers' liability (£10,000,000) and legal assistance (£250,000).

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.



- The hall is in use most days of the week for a variety of activities including Cardiac Exercise Class, Table Tennis, Yoga, Fitness classes and Dog Training.
- The Hall also houses the Tempsford Museum & Archives (a separate charitable trust), which is open to the public on the first Sunday of every month.
- A village community group called Tempsford Meet-up Group (T-Mug) started in 2021 and has regular activities with the aim of providing greater community social connections. The group now has activities including a book club, a craft club, and a beer appreciation group, which all meet in the Hall on a regular basis.
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions, concerts, theatre performances and various clubs.
- The Hall also runs and hosts the annual Tempsford Show. Held in September 2024, the show continues to be successful with many visitors and a healthy profit going towards the hall upkeep.
- During 2023, the hall committee has started a programme of community social events, and this gained further momentum during the 2024 year. Events included a sell-out Murder Mystery evening with 100 tickets sold, an Adult Panto performance, and the hall hosted 2 Comedy Nights.

### **Principal Activities in pursuit of Objectives**

- Provision of a village hall for the benefit of the inhabitants of the Parish of Tempsford without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants
- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

### **Objectives of the Charity**

The hall has a good CCTV system. The system works well and can be monitored remotely.

### **Security**

- In recent years, the hall committee has completed a significant amount of refurbishment at the hall with monies raised from grants. As a result 2024 saw a smaller amount of expenditure than in some previous years.
- The main building repairs in 2024 included small improvements to facilities in the men's and ladies toilets.
- Volunteers from the Committee carry out other regular maintenance checks.

### **Building Issues**



## **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the Hall are set to achieve this. From time to time the Hall also applies for grants to fund specific projects.

## **Volunteers' Effort**

Management costs are kept to a minimum through the use of volunteers for running Hall events and for regular maintenance. Some cleaning is done by volunteers but we also employ a cleaner on a one day a week basis. We do not keep timesheets (except for the cleaner) but we estimate that at least 20 hours of volunteer time are given each week to cover routine tasks such as maintenance, meetings, administration, etc. In addition, trustees and other volunteers give many hours a year in organising and running fund raising events.

## **2024 Achievements**

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy, as well as revenues earned. After the extensive redecoration of the hall between 2019 and 2022, 2024 was a year of more limited maintenance expenditure.

The Tempsford Meet Up Group (T-Mugs) which is intended to appeal to the whole community and to their interests has continued to develop positively. The book club meets monthly and has now reached full capacity. The craft club and beer appreciation club also meet regularly and numbers are growing.

The Tempsford Show was repeated in 2024 after its post-Covid comeback in 2022. The Show was well attended and raised a healthy profit towards Hall revenues.

## **Reserves Policy**

The current Trustees have decided to maintain a reserve fund of £5000. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held, as reported above. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan).

## **Future Plans**

2025 is a major milestone year for the hall, as it is the 100 year anniversary of the building of the being completed and presented to the village. This original ceremony took place on July 27<sup>th</sup> 1925 and to commemorate the anniversary, the hall is hosting an open day and celebration on Saturday July 26<sup>th</sup> this year, with the event being open to all villagers.



The programme of larger community events is continuing in 2025, with Murder Mystery, Comedy Club and Adult Panto evenings planned.

The Tempsford Show will run again in 2025 with 6<sup>th</sup> September having been booked for this.

We intend to continue maintenance and refurbishment tasks for which we have funding.

## Financial Review

Following the increase to hire rates for the Hall in 2023 it was decided in early 2024 that the current rates would be held the same for a further period of 12 months as these are still competitive with other Village Halls in the surrounding area.

There was a steady increase in both regular and one off bookings throughout 2024 which resulted in the income from hirers increasing by just over 20% to £18,239 compared with £15,175 in 2023.

The Tempsford Village Show was once again a great success and raised a net income of over £3,000. In addition to this, the Hall Committee continued to run an extensive schedule of events for villagers and the local community including Murder Mystery Evenings, Comedy Clubs and an Adult Panto which also raised a combined total of over £3,000.

As of the 31<sup>st</sup> December 2024 the Hall had Unrestricted Funds of £40,745 comprising of £27,313 in a Barclays current account and £13,432 in a National Savings & Investment Account.

The Hall has Restricted Investment Funds in COIF Charities Investment Fund and Blackrock which in 2024 together generated an income of £586 compared to £491 in 2023. A combination of the increased income from hirers, additional revenue from the events and falling energy prices resulted in the Hall's available unrestricted funds increasing by nearly £8,000 in 2024. This has given us the opportunity to start to implement a much needed programme of repairs and improvements in 2025.

The law applicable to the charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Make judgments that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements
- Prepare ongoing financial statements

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations and the Provisions of the Trust Deed. The Trustees are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Charity prepares accounts on a receipts and payments basis.

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

**Signed on behalf of the charity's trustees**

Signature(s)

Full name(s)

Position

Date



## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

The Board of Management

of

THE STUART MEMORIAL HALL, TEMPSFORD

I report on the accounts of the Trust for the year ended 31st December 2024, which are set out on pages 9 and 10.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination include a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the account, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention.

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: A Gorst FCCA CTA

Address: Anstee Gorst  
Ground Floor Offices, Eaton Court  
Colmworth Business Park, Eaton Socon  
St Neots, Cambs  
PE19 8ER

Date:



The Board of Management  
of  
THE STUART MEMORIAL HALL, TEMPSFORD

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024	2023
<b>RECEIPTS</b>		
Endowment fund investments	586	491
Hall hire receipts	18,239	15,175
Events	7,173	2,918
Security bond - refundable	300	1,200
Donations	7	7
Grants	0	366
Village show and raffle	4,792	3,843
	<u>23,097</u>	<u>24,000</u>
<b>PAYMENTS</b>		
Cleaning and caretaking	2,803	2,925
Insurance	1,696	1,650
Light and heat	3,190	6,020
Water	510	411
Repairs, maintenance and replacements	2,649	3,398
General	1,024	641
Capital	300	1,050
Security bond refund	77	10
Postage, stationery and telephone	2,970	3,044
Booking clerk	1,800	1,107
Licenses and subscriptions	510	510
Accountancy and professional fees	4,073	1,726
Event costs	1,618	1,486
Village show costs	23,220	23,978
	<u>7,877</u>	<u>22</u>
<b>EXCESS OF PAYMENTS OVER RECEIPTS</b>		

The Board of Management  
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THE STUART MEMORIAL HALL, TEMPSFORD  
STATEMENT OF ASSETS AT 31 DECEMBER 2024

	2024	2023
£	£	£
<b>ENDOWMENT FUND (RESTRICTED)</b>		
(see footnote)		
at 1 January 2024	8,782	8,782
at 31 December 2024	8,782	8,782
<b>CASH AT BANK AND IN HAND</b>		
Cash: at bank and in hand	27,313	19,539
Post Office Investment account	13,432	13,329
	<u>40,745</u>	<u>32,868</u>
<b>TOTAL FUNDS AT 31 DECEMBER 2024</b>	<u>49,527</u>	<u>41,650</u>
<b>REPRESENTED BY:</b>		
<b>ACCUMULATED FUND (UNRESTRICTED)</b>		
at 1 January 2024	32,868	32,846
Excess of payments over receipts for the year	<u>7,877</u>	<u>22</u>
at 31 December 2023	<u>40,745</u>	<u>32,868</u>
Endowment Fund:		
Quoted investments at 1993 valuation		
and subsequent cost:		
2393.85 Charinco Common Investment Fund units	4,504	4,504
614.03 COIF Charities Investment Fund Inc. Units	<u>4,278</u>	<u>4,278</u>
Market value £15,855 (2023: £15,737)	8,782	8,782
	<u>49,527</u>	<u>41,650</u>

NOTES:

The Endowment Fund was created by Deed of Trust dated 12 December 1935 and is a restricted fund in that only the income of the fund can be applied to meet the running expenses of the Stuart Memorial Hall.

In addition to the above, the Charity owns the building and associated land known as the Stuart Memorial Hall. However as this was gifted to the Charity and the Charity's accounts are prepared on a receipts and payments basis, no value for the building and associated land has been recognised historically in the statement of assets. Although no market value for the building and associated land is readily available, the Trustees believe that the rebuild cost of the building itself would be in the region of £1,250,000

APPROVED BY THE BOARD OF MANAGEMENT ON

AND SIGNED ON ITS BEHALF

2025