

Foxton Village Hall
(Registered charity, number 205434)
Annual Report and Accounts
for the year ended 31 December 2023



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**Foxton Village Hall
Trustees' Annual Report
for the year ended 31 December 2023**

Full name Foxton Village Hall

Other names by which the Charity is known Foxton Village Hall and Sports Pavilion

Registered charity number 205434

Principal address

9 Hardman Road, Foxton, Cambridge, CB22 6RN

Trustees

The Trustees of the Charity for the year 2023 were:

Naomi Meese Grove, Chair (Chair from 3 July 2023)

Walter Herriot OBE, Vice Chair (from 3 July 2023)

Timothy Dyke, Secretary (from 16 May 2023)

Robert McComb, Treasurer (from 4 September 2023)

Cecilia Sleigh, (from 31 January 2023)

Sheryl Williamson

Tessa Howell, Chair (until 5 June 2023)

Philip Fawcett (until 3 July 2023)

Peter Howell (until 5 June 2023)

Independent Examiner

Howard Sargent, 2 Church View, Foxton, Cambridge, CB22 6AA

Governance and Management

The Charity is operated under the rules of its constitution adopted on 21 March 2000. Foxton Parish Council is the Custodian Trustee of the Charity. The Charity is managed by a Committee of Management. The Committee consists of up to 16 members as follows: six Elected Members, two Representative Members appointed by Foxton Parish Council, eight Representative Members appointed by specified local organisations. As at 31 December 2023 six members were Elected Members.

Elected Members are elected or re-elected at the Annual General Meeting usually held in May of each year.

Objectives and Activities

The object of the Charity is the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Foxton without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time.

Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the Main Activities Undertaken for the Public Benefit

The main activities at Foxton Village Hall fall into four groups. Firstly, the hall is used by Foxton Village School during the day in term time, whilst other groups use the other rooms. The school accounts for nearly 50% of the building's usage.

The Pavilion is used by the Foxton football and cricket teams in season. Rooms are also used for badminton, yoga, fitness classes, street dancing, preschool dance and zumba.

The third group of users run weekly events held at the hall from fitness and health to community groups and dance. The events are aimed at all age groups. Events include Foxton Pre-School, Foxton Singers, Puppy Play, BabyBoo Bears, WI, U3A, Over 60s groups, camera clubs and band practice sessions.

The final group comprises all social events. This includes children's parties, social evenings, funerals, and wedding receptions.

Summary of the Main Achievements During the Period

2023 has been a year of change for Foxton Village Hall. There were significant organisational changes plus a number of improvement projects. After more than 20 years, Tessa Howell, stood down as Chair and latterly Bookings Clerk. We are immensely grateful to her for her contribution over the years. Other Trustees to retire were Philip Fawcett and Peter Howell, and Treasurer, Martin Smith. We also thank them for their dedication and contribution over many years. We now have new Trustees in office and look forward to working together to provide the village of Foxton with a hall and sports pavilion that all can use.

In 2023 our hiring level increased by 4.4% from 2022 to £22,629. Whilst we are still short of pre-Covid levels of 2019, we are improving year on year. We facilitate a wide range of classes and gatherings for the village as listed above. We are pleased to see signs of increasing demand in the second half of 2023.

The charging rates for hiring the rooms were last reviewed in 2022 when hire charges were increased for all categories of hire except regular local groups. Our energy bills continue to be a significant cost, triple the pre 2019 levels, but we were able to keep the hire charges unchanged in 2023. Rates will be reviewed in 2024 whilst taking steps to protect as far as possible the local and regular hirers, taking note of the primary focus of our charitable objectives.

In 2023 we started a programme of property improvement to ensure the village hall meets the expectations of hirers in the 2020s and meets regulatory standards. The first step was to negotiate a maintenance agreement with Recreation Ground Trust (RGT), the freeholders of the building. This was completed in July 2023. Hirer

demand for better connectivity throughout the building was addressed by the installation in the Main Hall of an Audio Visual Touch Screen with WiFi capability. We commenced redecoration throughout the building which will continue into 2024. In the kitchen we improved the facilities by installing a dishwasher and a new fridge freezer. The programme will require significant investment, but we have the financial resources available within our increased level of reserves. We continue to work with RGT to find solutions for replacing the heating system as it nears the end of its life after 20 years.

In the last quarter of 2023, we started an evaluation of the Hallmaster booking and invoicing software system as well as introducing a secure key safe entry system. This will significantly simplify the overall administrative workload involved in managing the Charity as well as improving security. Following our evaluation, these changes came into effect from January 2024.

We have also continued to benefit from the support of our Maintenance and Cleaning Team staff, Eddie Done, Tony New and Natalie Howard who work hard to keep the facilities in good condition for hirers and rectify any issues which may arise.

The Charity's Policy on Reserves

In 2021 the Trustees approved a minimum level of reserves of £36,800. In the light of anticipated property related expenditure over the next five years, this was reviewed by the Trustees in 2023 and set at £60,000. The reserves policy will be reviewed annually.

Signed on behalf of the Charity's Trustees:

Signed

Walter Herriot, Trustee

Date 10th April 2024.

**Independent Examiner's Report to the Trustees
of Foxton Village Hall for the year ended
31 December 2023**

I report to the Trustees on my examination of the accounts of Foxton Village Hall (the Charity) for the year ended 31 December 2023.

Responsibilities and Basis of Report

As the Trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed  Date 14/4/2024
Howard Sargent
2 Church View
Foxton
Cambridge CB22 6AA

Receipts & Payments Account for the year ended 31 December 2023

| Income and Expenditure | | Notes | 2023 | 2022 |
|-----------------------------|----------------------------|------------|-----------------|-----------------|
| | | 1,2 | | |
| INCOME | | | | |
| Hirers | | £22,629 | £21,666 | |
| School (CCC) | | £12,622 | £7,277 | |
| | | | £35,251 | £28,943 |
| Interest Income | | | £2,035 | £984 |
| TOTAL INCOME | | | £37,285 | £29,927 |
| EXPENDITURE | | | | |
| Utilities | Electricity | -£11,620 | -£3,923 | |
| | Gas | -£5,247 | -£3,566 | |
| | Refuse Disposal | -£1,287 | -£1,072 | |
| | Internet | -£333 | | |
| | Phone | -£1 | | |
| | Water | -£377 | £951 | |
| | Waste Water | £36 | | |
| | | | -£18,829 | -£7,610 |
| Maintenance | Boiler | -£323 | -£1,786 | |
| | Premises | -£297 | -£9,631 | |
| | Electric | -£54 | -£7,835 | |
| | Plumbing | -£74 | | |
| | Fire | -£156 | -£1,000 | |
| | Alarm | -£332 | | |
| | Sundry Maintenance | -£254 | | |
| | Windows | -£160 | | |
| | Redecoration | -£928 | | |
| | | | -£2,578 | -£20,252 |
| Other | Cleaning Materials | 3 -£1,117 | -£4,324 | |
| | Health & Hygiene supplies | 4 | -£1,103 | |
| | Insurance | -£570 | -£1,676 | |
| | Licences & Membership Fees | -£514 | -£354 | |
| | IT & Software costs | -£696 | | |
| | Admin & Sundry | 5 -£331 | -£905 | |
| | Bank Charges | -£60 | | |
| | Small Equipment (net) | -£938 | -£672 | |
| | | | -£4,227 | -£9,034 |
| Payroll | Payroll operating costs | -£125 | | |
| | Payroll | 5 -£10,106 | -£3,142 | |
| | | | -£10,231 | -£3,142 |
| TOTAL EXPENDITURE | | | -£35,865 | -£40,038 |
| NET INCOME/(DEFICIT) | | | £1,421 | -£10,111 |

Statement of Assets and Liabilities at 31 December 2023

Statement of Assets and Liabilities

| | | General Fund | Reserve Fund | Total |
|----------------------------|-------------|--------------|--------------|---------|
| Assets | | | | |
| Opening Balance as at | 01 Jan 2023 | £46,337 | £36,800 | £83,137 |
| Transfers | | -£23,200 | £23,200 | £0 |
| Surplus/(Deficit) for year | | £1,421 | | £1,421 |
| Closing Balance as at | 31 Dec 2023 | £24,558 | £60,000 | £84,558 |
| Liabilities | | | | |
| | | | | Nil |

Assets are represented by:

| | | CAF | Redwood | Cash | Total |
|-----------------------|-------------|---------|---------|------|---------|
| Opening Balance as at | 01 Jan 2023 | £12,333 | £70,790 | £14 | £83,137 |
| Movement for year | | -£1,167 | £2,002 | £586 | £1,421 |
| Closing Balance as at | 31 Dec 2023 | £11,166 | £72,792 | £600 | £84,558 |

These financial statements are accepted on behalf of the Charity by:

Signed Robert McComb Dated 10 April 2024
Robert McComb, Treasurer

Notes to the Accounts for the year ended 31 December 2023

1. Receipts & Payments Accounts

In previous years Foxton Village Hall accounts were prepared on an accruals basis. In 2023 the Trustees decided to move to a receipts and payments basis under section 1.3 of the Charities Commission guidelines on Charity Reporting and Accounting as the revenue falls below £250,000. The Receipts and Payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period.

2. Comparison of 2022 v 2023

As already stated the 2022 figures were prepared on an accruals basis and the 2023 figures on a receipts and payments basis. As such, they are not directly comparable this year; however, they give some general comparison.

3. Cleaning

2022 figures include the payroll costs of the cleaning staff. In 2023 these costs are included in Payroll.

4. Health & Hygiene

In 2022 Health & Hygiene costs were identified as a separate item. In 2023 they are included in Cleaning.

5. Admin

In 2022 Admin & Sundry included the cost of the payroll software licence, ACRE membership, bank charges and website maintenance costs. In 2023 these were reclassified as payroll operating costs, membership fees, bank charges and IT and software costs respectively.

6. Premises & Staff

The premises are currently owned by the registered charity, Recreation Ground Trust (No 802045). Foxton Parish Council is the Custodian Trustee of the charity. Foxton Village Hall employs three staff (2022 – 3).

7. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.