

MARKET HALL

England & Wales · Charity number 221157

Details

Other names CLEOBURY MORTIMER MARKET HALL

Status Registered

Legal form Other

Registered 1964-04-16

Register [View on the Charity Commission register](#)

Contact

Address The Market Hall
Church Street
Cleobury Mortimer
Kidderminster
DY14 8BX

Phone 07752 542 853

Email CLEOBURYMARKETHALL1@GMAIL.COM

Website http://www.cleobury.org.uk/blog/?page_id=126

Activities

Objects: FOR THE USE OF THE INHABITANTS OF CLEOBURY MORTIMER AS THE COUNCIL THINK FIT, THE INCOME OF WHICH IS USED FOR THE UPKEEP OF SAME.

Activities: Community building where all kinds of activities can take place.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Religious Activities, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** CLEOBURY MORTIMER
- Shropshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£22,079	£35,234	-	-
2024-03-31	£39,753	£40,685	-	-
2023-03-31	£12,524	£16,568	-	-
2022-03-31	£30,144	£19,977	-	-
2021-03-31	£16,273	£22,127	-	-

Trustees

Name	Role	Appointed
CLEOBURY MORTIMER TOWN COUNCIL		

MARKET HALL

England & Wales - Charity number 221157

Accounts



Trustees' Annual Report for the period

Period start date		Period end date					
From	Day 1 st	Month APRIL	Year 2024	To	Day 31 st	Month March	Year 2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Cleobury Mortimer Town Council	Councillors		
2				
3				
4				
5				
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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Trust Deed
How the charity is constituted <i>(eg. trust, association, company)</i>	Trust
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Appointed

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.*

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Section C Objectives and activities

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

Market Hall shall be appropriated for the benefit of the inhabitants of Cleobury Mortimer as a Public Hall or Assembly Room to be used for meetings, entertainments and other like objects.

The Market Hall is used by a number of community groups including:
St Mary's Parish Church
Cleobury Compassionate Communities
WI
Various dance, yoga and fitness classes for all ages
Cleobury Mortimer Food Bank
Cleobury Mortimer Craft Club
Cleobury Mortimer Camera Club
Cleobury Mortimer Town Council – Drop in Surgery
Monthly Market Hall – Local Market.

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)

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.*

Summary of the main achievements of the charity during the year

The Market Hall continues to offer a welcoming space to the Community of Cleobury Mortimer.

The building has been enhanced this year with a new lift control panel of which the old one was obsolete, so it was important that this facility was updated to enable access to the upper floor for elderly and disabled users. This was achieved thanks to a substantial grant from the National Lottery for which we are extremely grateful.

The meeting room and function room have both been equipped with new blinds, which offers better seclusion and comfort to users of the room.

This year has been a struggle, although the facility is popular with local groups there needs to be constant focus on trying to sell the space available for local events/projects. A new website will be developed in 2025 to highlight the facilities and streamline the booking process.

Section E

Financial review

Brief statement of the charity's policy on reserves

N/A

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 charity's principle source of funding is the rental of the offices within the Hall and the rental of the Function Room and Meeting Room. All funds are correctly used to maintain the building & equipment within in to ensure safe use for the public.

Section F

Other optional information

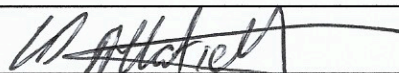
Section G

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)

GRAZIANO DAVID
ABBATIELLO

Position (eg Secretary, Chair, etc)

CHAIR

Date

21/NOV/2024

CLEOBURY MORTIMER MARKET HALL TRUST

BANK RECONCILIATION

2023/24 ACTUAL

01/04/2023

OPENING BANK BALANCES

Bank a/c 1 00082365

Bank a/c 2 07069089

2022/23 payments cleared this year

2022/23 receipts cleared this year

Excess of Payments over Receipts

CLOSING BANK BALANCE

	21,084.33
	16,478.96
	0.00
	0.00
-	1,111.89
	36,451.40
	36,451.40

31/03/2024

Bank Reconciliation as at

Bank a/c 1 00082365

Bank a/c 2 07069089

C/fwd (add) receipts not yet credited

C/fwd (deduct) payments not yet cleared

	19,780.61
	16,670.79
	36,451.40
	0.00
	0.00
	36,451.40
	36,451.40

Signed..... *Alquest*

Signed..... *W.D.A.*

Signed..... *A. Pittard*

Independent Examiner

Manager

Trustee

CLEOBURY MORTIMER MARKET HALL TRUST

	2023/24 BUDGET	2023/24 ACTUAL	2024/25 BUDGET	Prior year actuals											
				Unreliable						Covid					
				2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	
RECEIPTS & PAYMENTS A/C	14,405.00	39,573.66	24,047.00	12,524	30,144	16,277	24,161	14,248	14,907	15,693	17,905	14,836	17,708	16,639	
RECEIPTS	5,900.00	5,090.83	7,847.00	5,105	8,284	5,149	6,249	6,255	7,370	8,540	12,275	9,893	12,501	11,885	
Office 1 - Food Bank	1,000.00	570.00	850.00	180	1,325	719	279	305	0	0	0	0	0	0	
Office 2 - MFG	3,900.00	3,575.00	3,900.00	3,900	3,900	4,225	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	
Office 3 - Hypno Woman	500.00	208.33	2,297.00	225	1,840	205	3,045	450	2,970	3,640	0	0	0	0	
Office 4 - Town Council	500.00	737.50	800.00	800	1,219	0	0	1,000	500	1,000	12,275	9,893	12,501	11,885	
REGULAR BOOKINGS	6,000.00	10,481.00	12,000.00	4,794	3,220	686	5,920	5,508	5,358	5,235	4,800	4,435	4,191	3,408	
MR - Regular	2,800.00	1,235.50	2,000.00	4,769	3,220	641	881	1,145	2,089	2,525	4,800	4,435	4,191	3,408	
FR - Regular	4,000.00	9,257.50	9,500.00	25	0	45	5,039	4,364	3,268	2,710	4,800	4,435	4,191	3,408	
CASUAL BOOKINGS	2,000.00	2,645.00	3,000.00	1,510	1,192	439	1,695	1,887	1,767	1,463	0	0	0	0	
MR - Casual	1,000.00	2,205.75	2,300.00	1,140	1,192	322	840	941	782	878	0	0	0	0	
FR - Casual	1,000.00	441.25	700.00	370	0	117	855	947	985	615	0	0	0	0	
OTHER RECEIPTS	505.00	21,356.83	1,200.00	1,115	17,448	10,004	10,297	597	413	365	880	509	1,016	1,346	
Equipment Hire	0.00	0.00	0.00	18	0	0	10	5	10	15	0	0	0	0	
Donations	0.00	10.00	0.00	0	0	0	4	4	5	2	0	0	0	0	
Bank Interest	5.00	191.83	100.00	15	2	4	8	8	8	8	8	8	8	8	
Market Stalls	500.00	580.00	600.00	0	0	0	385	580	390	340	0	0	0	0	
Miscellaneous	0.00	75.00	0.00	1,000	15	0	0	0	0	0	822	500	291	38	
Grant Funding	0.00	20,500.00	500.00	82	17,431	10,000	9,894	0	0	0	0	0	717	1,300	
PAYMENTS	33,270.00	40,685.55	35,070.00	16,567	19,977	22,752	17,666	17,153	15,641	16,576	15,391	21,624	18,778	14,784	
SALARIES	10,160.00	12,772.79	12,300.00	7,883	8,572	7,110	7,957	6,822	6,944	7,578	7,849	7,164	6,904	5,470	
Manager's Salary	4,860.00	8,440.21	9,200.00	5,800	6,190	4,150	5,130	4,283	4,560	5,098	4,920	4,550	4,260	3,390	
Cleaner's Salary	2,800.00	2,473.80	2,400.00	2,083	2,382	2,960	2,827	2,539	2,384	2,480	2,929	2,614	2,643	2,080	
HMRC	2,500.00	1,858.78	1,700.00	0	0	0	0	0	0	0	0	0	0	0	
BUILDING COSTS	8,100.00	9,399.50	10,150.00	7,619	9,138	5,516	8,554	9,038	7,380	9,588	7,041	7,964	11,220	8,808	
Maintenance, cleaning and running costs	1,900.00	2,925.12	2,800.00	1,864	1,435	1,696	2,865	2,622	1,840	2,706	2,012	2,572	3,433	2,294	
Furniture & Fittings	1,000.00	708.21	500.00	541	3,024	0	1,044	963	430	256	623	305	1,238	900	
Heating Costs	2,000.00	2,280.64	3,000.00	2,471	1,811	1,079	1,739	2,408	1,814	1,480	1,130	1,332	3,159	2,878	
Electricity Costs	1,200.00	1,861.92	2,000.00	738	1,257	972	1,369	921	960	1,431	1,348	1,507	1,413	1,300	
Lift Costs (phone, service, repair)	1,000.00	332.88	500.00	702	467	758	562	1,137	1,437	2,850	825	1,170	956	1,040	
Insurance Costs	1,000.00	1,290.73	1,350.00	1,303	1,145	1,011	974	986	900	866	1,103	1,078	1,018	996	
ADMINISTRATION	910.00	1,716.26	1,520.00	1,065	984	232	1,071	1,294	1,317	1,281	501	524	618	506	
Phones and broadband	360.00	685.82	600.00	701	474	0	580	748	918	787	501	524	618	506	
Licence Costs	200.00	410.00	450.00	364	360	105	180	180	180	180	0	0	0	0	
Audit Costs	100.00	400.00	200.00	0	0	0	120	72	72	96	0	0	0	0	
Advertising	100.00	116.42	120.00	0	0	0	69	0	0	0	0	0	0	0	
Postage, stationery, other admin	150.00	124.02	150.00	0	160	127	123	294	147	207	0	0	0	0	
PROJECTS	14,100.00	16,797.00	11,100.00	0	1,272	9,894	84	0	0	0	0	0	0	0	
Project 1 - Replacement windows	0.00	0.00	0.00	0	0	9,894	84	0	0	0	0	0	0	0	
Project 2 - Function room wall	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Project 3 - Repair	3000	5,697.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Project 4 - Lift control panel	11,100.00	11,100.00	11,100.00	0	1,272	0	0	0	0	0	0	0	0	0	
Project 5 -	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
OPENING BANK BALANCE	37,563.29	37,563.29	36,451.40	41,607.22	31,440.31	37,914.93	31,420.06	34,324.94	35,120.79	38,064.07	2,514.11	-6,787.27	-1,069.44	1,854.34	
Excess of Payments over Receipts	-18,865.00	-1,111.89	-11,023.00	-4,048.93	10,166.91	-6,474.62	6,494.87	-2,904.88	-733.59	-2,943.28	0	0	0	0	
CLOSING BANK BALANCE	18,698.29	36,451.40	25,428.40	37,563.29	41,607.22	31,440.31	37,914.93	31,420.06	34,324.94	35,120.79	0	0	0	0	

Cleanlyseat Farm
Cleobury Mortimer
Worcs
DY14 8EN

The Market Hall Trustees
The Market Hall
Church Street
Cleobury Mortimer
Kidderminster
Worcs
DY14 8BX.
2024

13 June

Audit Report 2023/24 CMMHT Accounts

Before the report on the 23/24 CMMHT accounts, for context I would like to remind the Trustees of recent years' events:

2019/20

This was the last full year that Ali Sheffield was MH Manager and I audited the accounts. There were no significant issues.

2020/21 and 2021/22

Kim Grenfell took over as Manager at the start of the 20/21 financial year, coinciding with Covid lockdowns. There was very little handover to her on accounting matters. It is clear from the poor bookkeeping practices that Kim had no previous relevant experience she could bring to the position. The accounts that I helped prepare were therefore the best that could be done given that supporting documents and possibly receipts were missing.

Following on from my review for the Trustees in July 2022, the 2022/23 accounts were prepared by Mortimer Associates, using the bank statements and limited supporting documents available. No work was performed on determining whether amounts due for room bookings had been received, and no list of debtors at the year-end was prepared.

Trustees, when looking at annual comparisons and setting budgets, should keep in mind that figures for these three last years were impacted firstly by Covid lockdowns and then by inadequate records.

2023/24

I have completed the audit of the 2023-24 Market Hall accounts and records, prepared by Sam Dolphin who started as Market Hall Manager in May 2023.

In examining the year's opening position, I determined that the bank balance as stated in Mortimer Associates' accounts at the end of 2022/23 included £1,400 which had been recorded as receipts but not yet received by the bank. In examining bank statements in early 2023/24, my best estimate from the supporting records is that £1,290 of this was actually received, plus a further £430 from the previous year. Conversely, some £1,020 payments were included in the bank statements which related to purchases in the previous year. The impact of all the above is that the 2022/23 loss was probably understated by £590, which was transferred into

2023/24. In terms of financial performance, the adjusted £1,112 loss for 2023/24 year could be better regarded as a £522 loss.

Aside (outside audit scope): In terms of ongoing financing, this small loss is after receiving grants of £20,500 and spending almost £17,000 on improvement projects. Room income was good in 2023/24, so probably the best way to bridge the resulting c.£4,000 pa shortfall is to secure better regular office rentals, if possible. The alternative, if grants are not available, would be a gradual erosion of the current healthy bank balance of c.£36,000.

I have made appropriate adjustments in the 2023/24 accounts to reflect the timing differences above, with analysis of their nature made according to my interpretation of the records available. The accounts are therefore reconciled, with opening bank balances less £1,112 loss for the year equalling the closing bank balances. The updated accounts are also attached, and I have signed a printed copy.

As regards 2023/24 year, I was satisfied with the accounting and supporting records. A debtors balance and reconciliation (for amounts owed for room hire) had not been prepared. This was expected as this is the most complex part of the accounts, which had not been explained to Sam when she took on the role. I have taken her through the process, updated the guidance notes, and will be available to support going forward.

Sam was also unaware of the fixed assets record, which has now been updated for control and insurance purposes, although there may have been assets purchased during recent years which are not included because supporting records do not exist.

From June 2023, income tax and National Insurance entries and deductions were correctly made via the HMRC Basic Tools application.

For best practice I recommend that the Trustees agree a budget for 2024/25 year that reflects projects which are planned or require completion (e.g. the lift upgrade, painting) and identifies any shortfall which might be filled by grants and/or additional income. The Trustees (or a nominated Trustee) should also examine the bank statements against the latest accounts regularly as an independent check on the Market Hall Manager.

If you have any queries or require further clarification, I'd be happy to assist.

Yours sincerely,

Alan Guest

MARKET HALL

England & Wales - Charity number 221157

Accounts



Cleobury Mortimer Market Hall – Trustees Annual Report – 21/22

The Market Hall remains financially sound with a steady income from office leases as well as from regular and casual bookings.

The venue is recovering steadily from the aftermath of Covid. We are proud to be working alongside the Cleobury Mortimer Town Council, Cleobury Mortimer Food Bank, West Mercia Police and a range of new community groups that are utilising the facilities we have.

We host a range of casual bookings for local businesses and are keen to promote the Market Hall as a community venue but also one that businesses can hold training and presentations.

We have undertaken minor repairs and maintenance during the year and plan to continue that investment for 22/23.

We are proud of the success of the Market and thanks everyone for their support. We will continue to work hard to ensure that this iconic building in the centre of the town thrives.

CLEOBURY MORTIMER MARKET HALL TRUST

Prior Year actuals

	2022/23 Budget	2021/22 ACTUAL	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13
RECEIPTS & PAYMENTS A/C											
RECEIPTS	0	30,144	16,163	24,161	14,248	16,907	15,633	17,905	14,886	17,706	16,639
OFFICE LEASES & AGREEMENTS	0	8,284	4,824	6,249	6,255	7,370	8,540	12,275	9,883	12,501	11,885
Office 1 - Social Farms & Gardens			719	279	905	0	0	0			
Office 2 - MFG			3,900	2,925	3,900	3,900	3,900	3,660			
Office 3 - Hawkmoor			205	3,045	450	2,970	3,660				
Office 4 -			0	0	1,000	500	1,000				
REGULAR BOOKINGS	0	3,220	686	5,920	5,508	5,358	5,295	4,800	4,435	4,181	3,408
MR - Regular			641	881	1,145	2,069	2,525				
FR - Regular			45	5,039	4,364	3,288	2,770	4,800	4,435	4,191	3,408
CASUAL BOOKINGS	0	1,192	439	1,695	1,887	1,767	1,489	0	0	0	0
MR - Casual			322	840	941	782	878				
FR - Casual			117	855	947	985	615				
OTHER RECEIPTS	0	17,448	10,214	10,297	597	413	365	830	509	1,016	1,346
Equipment Hire			0	0	5	10	11				
Donations			0	0	4	5	2				
Bank Interest			2	4	8	8	8				
Market Stalls			0	385	580	350	340				
Miscellaneous			15	210	0	0	0	822	500	291	38
Grant funding			17,431	10,000	9,894	0	0			717	1,300
PAYMENTS	0	19,977	22,637	17,666	17,158	15,641	18,276	15,991	21,625	18,777	14,784
SALARIES	0	8,572	7,110	7,957	6,822	6,944	7,578	7,849	7,184	6,904	5,470
Manager's Salary			6,190	5,130	4,283	4,550	5,098	4,920	4,550	4,260	3,390
Cleaner's Salary			2,362	2,827	2,539	2,384	2,480	2,929	2,614	2,643	2,080
BUILDING COSTS	0	9,138	5,436	8,554	9,038	7,380	9,718	7,042	7,965	11,219	8,808
Maintenance Costs			220	1,418	1,869	806	367	481	1,361	1,756	1,054
Cleaning Costs			894	899	786	882	840	1,144	776	1,310	1,052
Furniture & Fittings			0	1,044	963	430	256	623	305	1,238	300
Heating Costs			1,079	1,739	2,408	1,814	1,480	1,130	1,332	3,159	2,878
Electricity Costs			872	1,369	924	960	1,431	1,348	1,507	1,415	1,300
Running Costs			502	548	33	132	1,499	387	435	367	188
Lit Costs (phone, service, repair)			467	753	562	1,137	2,850	835	1,170	956	1,040
Insurance Costs			1,145	1,011	974	986	900	866	1,103	1,078	996
ADMINISTRATION	0	994	197	1,071	1,284	1,317	1,281	501	524	618	506
Phones and Broadband			0	580	748	918	797	501	524	618	506
License Costs			105	180	180	180	180				
Adult Costs			0	120	72	72	96				
Advertising			0	0	69	0	0				
Postage, Stationery, other admin			92	123	294	147	207				
PROJECTS	0	1,272	9,894	84	0	0	0	0	5,972	36	0
Project 1 - Replacement windows			9,894	84	0	0	0				
Project 2 - Function room wall			0	0	0	0	0				
Project 3 - Repaint			0	0	0	0	0				
Project 4 -			1,272	0	0	0	0				
Project 5 -			0	0	0	0	0				
OPENING BANK BALANCE	48,081.84	31,440.31	37,915	31,470.06	34,324.94	35,126.79	38,064.07				
Excess of Receipts over Payments	0.00	10,166.91	-6,475	6,494.87	-2,904.88	-733.59	-2,543.28				
CLOSING BANK BALANCE	48,081.84	41,607.22	31,440	37,914.93	31,420.06	34,324.94	35,126.79	2,518.87	-6,788.14	-1,068.96	1,854.76

Reviewed 22 July 2022

CLEOBURY MORTIMER MARKET HALL TRUST

BANK RECONCILIATION

2021/22 ACTUAL

OPENING BANK BALANCES 01/04/2021

Bank a/c 1 00082365
 Bank a/c 2 07069089
 Excess of Receipts over Payments
CLOSING BANK BALANCE

14,978.09
 16,462.22
 10,166.91
41,607.22

Bank Reconciliation as at 31/03/2022

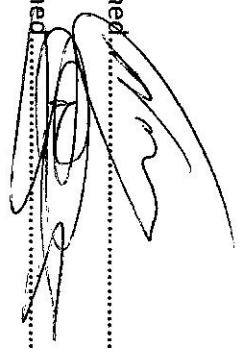
Bank a/c 1 00082365
 Bank a/c 2 07069089

25,143.34
 16,463.88

C/fwd (add) receipts not yet credited
 C/fwd (deduct) payments not yet cleared

220
 0
 41,607.22
 0.00
41,607.22

Diff 0

Signed.....

 Signed.....
 Signed.....

Manager
 Councillor *John Gandy*
 Councillor *N. Smith*



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Cleobury Mortimer Market Hall

On accounts for the year
ended

31 March 2022

Charity no
(if any)

221157

Set out on pages

1 - 2

(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 March 2022.

Responsibilities and
basis of report

As the charity's trustees, 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 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 material matters have come to my attention in connection with the examination other than that disclosed below which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

10 July 2023

Name:

Dean Jarman

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

FCCA

Address:

53 High Street, Cleobury Mortimer, DY14 8DQ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

The audit trail between the bank transactions and the sales and purchases supporting documentation (invoices / booking sheets etc) during the year is not sufficient as a number of items could not be vouched to backing documents. Retention of supporting documents, referencing to the bank and the audit trail for sales and purchases needs to be improved going forward.