



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name Cleobury Mortimer Market Hall Trust

Other names charity is known by

Registered charity number (if any) 221157

Charity's principal address The Market Hall, Church Street,
Cleobury Mortimer

Postcode DY14 8BX

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 (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	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.

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)

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.

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

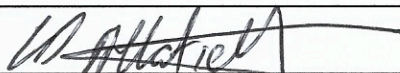
Section G

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)

GRAZIAND DAVID
ABBATIELLO

Position (eg Secretary, Chair, etc)

CHAIR

Date

21/Nov/2024

CLEOBURY MORTIMER MARKET HALL TRUST

BANK RECONCILIATION

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

01/04/2023

2023/24 ACTUAL

21,084.33

16,478.96

0.00

0.00

1,111.89

36,451.40

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

31/03/2024

19,780.61

16,670.79

36,451.40

0.00

0.00

36,451.40

Signed..... 

Independent Examiner

Signed..... 

Manager

Signed..... 

Trustee

CLEOBURY MORTIMER MARKET HALL TRUST

RECEIPTS & PAYMENTS A/C														
	2023/24 BUDGET	2023/24 ACTUAL	2024/25 BUDGET	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13
RECEIPTS	14,405.00	39,573.66	24,047.00	13,524	30,144	16,277	24,161	14,248	14,907	15,693	17,905	14,836	17,708	16,639
OFFICE LEASES & AGREEMENTS	5,900.83	7,847.00	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		180	1,325	719	279	905						
Office 2 - MFG	3,900.00	3,575.00		3,900	3,900	4,225	3,900	3,900	3,900	3,900				
Office 3 - Hygro Woman	500.00	208.33		225	1,840	205	3,045	450	2,970	3,640				
Office 4 - Town Council	500.00	737.50		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	1,223.50		4,769	3,220	641	881	1,145	2,089	2,525				
FR - Regular	4,000.00	9,257.50		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	1,493	0	0	0	0
MR - Casual	1,000.00	2,203.75		1,140	1,192	322	840	941	782	878				
FR - Casual	1,000.00	441.25		370	0	117	855	947	985	615				
OTHER RECEIPTS	505.00	21,356.83	1,200.00	1,115	17,448	10,004	10,297	597	413	365	830	509	1,016	1,346
Equipment Hire	0.00	0.00		18	0	0	10	5	10	15				
Donations	0.00	10.00		0	0	0	0	4	5	2				
Bank interest	5.00	191.83		15	2	4	8	8	8	8	8	8	8	8
Market Stalls	500.00	580.00		0	0	0	385	580	390	340				
Miscellaneous	0.00	75.00		1,000	15	0	0	0	0	0	822	500	291	38
Grant Funding	0.00	20,500.00		82	17,431	10,000	9,894	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	18,576	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		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		2,083	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												
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		1,864	1,435	1,696	2,865	2,622	1,840	2,706	2,012	2,572	3,433	2,294
Fixtures & Fittings	1,000.00	708.21		541	3,024	0	1,044	963	430	256	623	305	1,238	900
Heating Costs	2,000.00	2,260.64		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		738	1,257	972	1,369	921	960	1,431	1,348	1,507	1,415	1,300
Lift Costs (phone, service, repair)	1,000.00	332.88		702	467	758	562	1,137	1,437	2,850	825	1,170	956	1,040
Insurance Costs	1,000.00	1,290.73		1,303	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	994	232	1,071	1,294	1,317	1,281	501	524	618	506
Phones and broadband	360.00	665.82		701	474	0	580	748	918	797	501	524	618	506
Licence Costs	200.00	410.00		364	360	105	180	180	180	180				
Audit Costs	100.00	400.00		0	0	0	120	72	72	96				
Advertising	100.00	116.42		0	0	0	69	0	0	0				
Postage, stationery, other admin	150.00	124.02		0	160	127	123	294	147	207				
PROJECTS	14,100.00	16,797.00	11,100.00	0	1,272	9,894	84	0	0	0	0	5,972	36	0
Project 1 - Replacement windows		0.00		0	0	9,894	84	0	0	0				
Project 2 - Function room wall		0.00		0	0	0	0	0	0	0				
Project 3 - Repair	3000	5,697.00	0.00	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				
Project 5 -		0.00	0.00	0	0	0	0	0	0	0		5,972	36	
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	95,120.79	38,064.07	2,514.11	-6,787.27	-1,069.44	1,854.84
Excess of Payments over Receipts	-18,865.00	-1,111.89	-11,023.00	-4,043.93	10,166.91	-6,476.62	6,494.87	-2,504.88	-733.59	-2,943.28				
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	94,324.94	85,120.79	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