



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From: 1 May 2023 To: 30 April 2024

Charity name: Claypole Village Hall

Charity registration number: 228354

Objectives and Activities

| | SORP reference | |
|--|---------------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | "To be used in perpetuity as a non-sectarian and non-political place of recreation mental and physical culture and social intercourse under the name of Claypole Village Hall for the advantage and benefit of the inhabitants of Claypole". |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The hall is used for community groups, such as Girl Guiding, Claypole Women's Institute, Crafty Cuppa Club, Claypole Cinema Club, as well as for fitness classes, craft workshops, family fun days, the annual village litter pick, seasonal activities, training and business meetings, national occasions, and for family gatherings and celebrations. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | We can confirm that the Trustees have had regard to the Charity Commission's guidance on public benefit |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|---------------------------|--|
| Policy on grant making | Para 1.38 | n/a |
| Policy on social investment including program related investment | Para 1.38 | n/a |
| Contribution made by volunteers | Para 1.38 | The Village Hall is managed solely by team of committed volunteers with a wide range |

| | | |
|--|--|---|
| | | of skills – fundraising/bid writing, finance/accountancy, admin & project management, health & safety, DIY, gardening & horticulture to name a few. We are incredibly grateful for each and every contribution by management team & social team volunteers. |
|--|--|---|

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>During the financial year 2023-24, Claypole Village Hall celebrated its centenary year. As well as being a time for celebration of this significant milestone for the Hall, it was also a year of national celebration, with the coronation of King Charles III. Events were held at the Hall to mark both of these special occasions:</p> <ul style="list-style-type: none"> - an afternoon tea event for the centenary, with a model of the VH in cake, which was cut by our oldest resident Mrs Eileen Milner, also in her 100th year - a display of the Hall's history and treasured items for local residents to learn more about the Hall and its benefactor - a coronation family fun day & BBQ and the planting of a coronation tree in the Village Hall grounds - a volunteering day at the Hall in recognition of the King's service. <p>In November 2023, the team was delighted to be awarded funding of almost £20k by South Kesteven's UK Shared Prosperity Fund to refurbish the Hall's outdated kitchen and work was completed in January 2024. This was the final stage of the Hall's internal renovations, following works to the main hall and former library, the renovation of the caretaker's cottage and installation of new AV equipment in the previous 5 years. The new kitchen has brought new hirers and new activities to the Hall – cookery demonstrations/workshops, children's baking classes – and all hirers' bookings are enhanced by the much-improved facilities.</p> <p>In March 2024, an event was held to launch the new kitchen and the renovated library and showcase the new facilities to local residents and to thank all those who worked on the projects.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|-----|
| Achievements against objectives set | Para 1.41 | n/a |
| Performance of fundraising activities against objectives set | Para 1.41 | n/a |
| Investment performance against objectives | Para 1.41 | n/a |
| Other | | n/a |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | <p>The charity is in a stronger financial position than it has ever been. There are sufficient reserves to fund 4 months of working capital, if hall hire were to cease unexpectedly, and pay for a new boiler and contribute to a new kitchen for the hall. Incoming cash has increased significantly due to the increase in wedding reception hall hire packages. Along with grant funding, this has meant that we've been able renovate an old unused room into a smaller meeting room for hire by community groups and upgrade the kitchen with new facilities.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The Management Team has discussed the following factors in setting out the Reserves Policy:</p> <ul style="list-style-type: none">• Money should only be kept in reserve for specific reasons. These shall include: holding funding awards/bequests whilst securing the total sum required for a project, to fundraise for a specific event or project, to meet the costs of a medium/long term buildings maintenance plan• A requirement to have 4 months working capital costs in cash reserves in case of a major problem such as a loss of income• To hold back 20% of hall hire and Side House rental income for any minor works likely to need doing in any one year.• To hold back an amount in cash reserves for match funding entered on a funding application for capital projects. |

| | | |
|--|-----------|--|
| | | <p>It is the policy of the Village Hall to hold in reserves the equivalent of 4 months working capital requirements.</p> <p>Decisions on spend from the reserves will be made by the majority of the Management Team, and any expense over £5,000 has to be authorised by two of the Trustees.</p> <p>Where practical, decisions should be reached at a Management Team meeting, but Trustee approval can be given via email if they are unable to attend.</p> |
| Amount of reserves held | Para 1.22 | £33,133 |
| Reasons for holding zero reserves | Para 1.22 | Not applicable |
| Details of fund materially in deficit | Para 1.24 | Not applicable |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | None currently. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document | Para 1.25 | Trust Deed |
| How is the charity constituted? | Para 1.25 | Unincorporated |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <p>Candidates for appointment as trustees shall be proposed and seconded by two persons qualified as parishioners to vote at the election at the AGM. These may be existing Committee members. Candidates should have a proven local connection to the Parish of Claypole. Notice of intention to stand should be made at least 14 days in advance of the meeting and advertised by the usual published and electronic methods of communication.</p> <p>Trustees should serve for a 3-year term and then either stand down or stand for re-election at the next AGM.</p> <p>Trustees can also be co-opted where a specific need is identified by the Committee.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Claypole Village Hall |
| Other name the charity uses | None |
| Registered charity number | 228354 |
| Charity's principal address | Claypole Village Hall, Main Street, Claypole, Lincolnshire, NG23 5BA |

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 | Canon Anthony Tucker | Rural Dean (now retired) | | |
| 2 | Bridget Rosewell | Churchwarden | 31/5/23 to 30/4/24 | |
| 3 | Dean Revill | | 31/5/23 to 30/4/24 | |
| 4 | John Padley | Churchwarden | | |
| 5 | Robert Prabucki | Churchwarden | 31/5/23 to 30/04/24 - stood down at the 2024 AGM | |
| 6 | Graham Briggs | | Appointed 16/10/24 (after this financial year end) | |
| 7 | | | | |
| 8 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------|--|--|
| Not applicable | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|----------------|-----------------------------------|--|
| Not applicable | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|----------------|
| Description of the assets held in this capacity | Not applicable |
| Name and objects of the charity on whose behalf the assets are held. and how these fall within the custodian charity's objectives | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | Not applicable |

Names and addresses of advisers

| Type of adviser | Name | Address |
|-----------------|------|---------|
| None | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members

Not applicable

Exemptions from disclosure

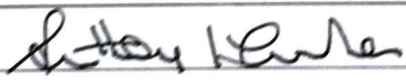
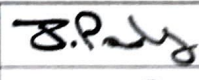
Reason for non-disclosure of key personnel details

None

Other optional information**Declarations**

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

Signed on behalf of the charity's trustees

| | | |
|---------------------------------------|---|--|
| Signature(s) |  |  |
| Full name(s) | Anthony I Tucker | Sandra Paoletti |
| Position (e.g. Secretary, Chair, etc) | Trustee | Trustee |
| Date | 19/2/25 | 19/2/25 |

Names and addresses of advisers

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

| | | |
|------|--|--|
| None | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members

Not applicable

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information**Declarations**

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 (e.g. Secretary, Chair, etc) | Chairperson | Treasurer |
| Date | | |

Claypole Village Hall

Apr-24

Income and expense summary

Year ended 30 April 2024

| | YTD 2024 | YTD 2023 | YEAR 2022 |
|-----------------------------------|---------------|---------------|---------------|
| Income | | | |
| Hall hire and rent received | 30,178 | 17,867 | 13,717 |
| Grants and funding | 29,393 | 1,447 | 26,914 |
| Deposit account interest received | 502 | 55 | - |
| Total income | 60,074 | 19,370 | 40,631 |
| Expenses | | | |
| Light & heat | 6,392 | 3,309 | 1,620 |
| Council tax and water | 1,097 | 953 | 497 |
| Insurance | 2,152 | 1,545 | 1,392 |
| Cleaning | 3,766 | 1,719 | 1,133 |
| Repairs & maint | 51,724 | 23,788 | 5,210 |
| VH events | 3,548 | 664 | 3,568 |
| Other expenses | 842 | 878 | - |
| Total expenses | 69,522 | 32,855 | 13,421 |

Bank account summary

| | |
|---------------------------|--------------------------------------|
| | £ |
| Opening bank balances | 45,542 |
| Closing bank balances | 36,095 |
| Cash in/(out) flow | - 9,448 |
| | |
| | £ |
| Reserves held | 20,092 |
| Side House deposit | 1,083 |
| Deposits held | 11,958 also includes deferred income |
| | 33,133 |

| | | | |
|-----------------------------------|---------|----------|--------|
| Cash in/(out) flow for the period | - 9,448 | - 13,485 | 27,211 |
|-----------------------------------|---------|----------|--------|



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Claypole Village Hall

On accounts for the year
ended

30th April 2024

Charity no
(if any)

228354

Set out on pages

(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 DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

21/2/25

Name:

Elizabeth Taylor

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

ICAEW FCA

Address: 4 Franklin Way, Cherry Willingham, Lincoln, LN3 4GL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.