

Stinchcombe Village Hall

Charity Registration Number: 270121



Annual Report and Financial Statements

For the year ended 30th September 2024

Stinchcombe Village Hall

Contents

Reference and Administrative Details	1
Trustees' Report	2 - 7
Trustees' Responsibilities	8
Independent Examiner's Report	9
Statement of financial activities	10
Balance Sheet	11
Notes to the financial statement	12 - 16
The following pages do not form part of the statutory financial statements:	
Statement of financial activities per fund	17
Net incoming / (outgoing) resources	18

Charity Name	Stinchcombe Village Hall	
Charity Registration Number	270121	
Principal Office	Stinchcombe Village Hall The Street Stinchcombe Gloucestershire GL11 6AW	
Registered Office	Stinchcombe Village Hall The Street Stinchcombe Gloucestershire GL11 6AW	
Trustees	Charlie Oakhill - Chair	
	Marian Shaw - Secretary	
	Nola Bradley - Secretary	
	Margaret Wannell - Bookings Officer	
	Sarah Tweed - Treasurer	Resigned 15.01.24
	Lyn Glinos - Treasurer	Appointed 15.01.24
	Gareth Jones	
	Martin Longstreth	
	Pippa Leggate	Resigned 23.07.24
	Richard Wall	Appointed 15.01.24

1 Introduction

1.1 Background

Stinchcombe Village Hall opened in October 1955. The Village Hall Trustees, known as the Management Committee, are responsible for its upkeep and development. The 'Custodian Trustee' is Stinchcombe Parish Council.

This document is the annual report for the accounting year 1st October 2023 – 30th September 2024 by the Chair of the Trustees and Management Committee of Stinchcombe Village Hall, registered Charity 27021, under the trust deed dated 24 June 1954. It has been prepared for presentation to the Annual General Meeting of the trust being held at the Stinchcombe Village Hall on 4th February 2025. A copy of the report will be available on the Village Hall's web site: stinchcombehall.org.uk.

1.2 Objectives and activities for the Public Benefit

The main purposes of the trust were set out in the trust deed:

- The property is held on trust "for the benefit of the inhabitants of the Parish of Stinchcombe ... and its immediate vicinity without distinction of sex or of political religious or other opinions" ...
- "for the purposes of physical and mental training and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient..."
- Monies received are to be used for repairing and insuring the premises and contents, paying for outgoings, equipment and materials, upkeep and improving the premises.
- The Trustees confirm that they have complied with the duty, contained in Section 4 of the Charities Act 2011 to have due regard to the guidance on public benefit issued by the Charity Commission. The charitable purpose of the charity within the meaning of the Act is contained within its objectives stated above.

2 Management and Operations

2.1 The Management Committee - The Trustees

The charity is managed and administered by a Management Committee, currently comprising eight people.

At the start of 2023-2024 the Committee consisted of nine members. However, there were two resignations: Treasurer Sarah Tweed resigned, as did Pippa Leggate. Lyn Glinos joined taking Sarah's place as Treasurer.

The Management Committee is responsible for the day-to-day running of the Village Hall, for its continued maintenance, and for planning for its improvement and future use. All of its members are trustees of the Village Hall Trust, and as such are required by law to act in the best interest of the trust and not the body that appointed them or from which they were co-opted.

At the AGM aforementioned, the following people were confirmed as members of the Management Committee and trustees:

Chair:	Charlie Oakhill
Treasurer:	Lyn Glinos
Bookings Officer:	Margaret Wannell
Secretary and Parish Council Appointee:	Marian Shaw
Secretary:	Nola Bradley
	Martin Longstreth
	Richard Wall
	Gareth Jones

2.2 Volunteers

Other residents have supported the Management Committee in running the Hall. We would like to thank everyone who has helped in any way and also Margaret Wannell and Lyn Glinos for continuing in the important positions of Bookings Officer and Treasurer respectively; these are very busy and important posts. David Clare continues as a volunteer.

Paul Creamer continues to support our website.

2.3 Parish Council

Stinchcombe Parish Council is the Custodian Trustee for the Village Hall. A custodian trustee holds the title deeds on behalf of the Trust but has no role in the management of the Hall. The Parish Council holds its meetings at the Village Hall and continues to be supportive of the Hall and its Management Committee

2.4 Policies and Assessments

The Management Committee reviews and updates the following policies and procedures annually:

Equal Opportunities policy.

Health & Safety policy.

Finance policy.

Usage and Lettings policy.

Data Protection policy and procedures.

Conflict of Interest policy.

Vulnerable Users policy and register; and an 'Organisation and Operations.'

The Committee also conducts an annual Risk Assessment and Fire Risk Assessment.

2.5 Professional Advisors and Services

2.5.1. Bank Branch:

HSBC 79 Regent Street, Kingswood, Bristol, BS15 8LH

The account signatories are Lyn Glinos, Margaret Wannell, Marian Shaw

2.5.2. Bank Online:

HSBC. The online facility to our banking account(s) allows access by the Treasurer Lyn Glinos (primary) for day to day running. Margaret Wannell also has access.

2.5.3 Insurers:

"Insure your Village Hall", via Norris & Fisher Insurance Brokers, provides cover.

2.5.4 Music Licence:

"The Music Licence" agreement is provided by PPL PRS Ltd.

2.6 Marketing and Communication

The website www.stinchcombehall.org.uk is regularly kept up to date and is supported by Stinchcombe resident, Paul Creamer. The Committee is very grateful to him for this. Two Committee members maintain the Village Hall Facebook page. Forthcoming activities are publicised regularly through the Stinchcombe newsletter and "Stinchcombe e-news".

3 Staff

The village Hall does not employ any staff. Excellent cleaning services are provided by Ian Wilkins who is self-employed.

4 Hall Usage and Activities

Village hall activities for this year have slightly increased and we now have a total of 19 regular users throughout the financial year. This includes the Blood Donation Service who used the Hall on 6 occasions during the year. Our popular Crafts Fayre was held on the 25th November 2023 and now in its 10th year a further one is scheduled for 30th November 2024. A Ladies Pamper and Shopping Evening was held in May 2024 with another one scheduled for 15th November 2024,

4.1 Regular Users

Regular users continue to be our main and good source of income for the Village Hall. Whilst we have lost Cook Stars due to closure of their business, we have three gains, being Deanne Pilates, Longboarders, and Stinchcombe Quilters (who have returned to their roots)

4.2 Bookings

There have been some parties and three wedding receptions held in the Main Hall this year. The Committee Room has been used for private bookings, as well as by The Palette Club who meet weekly. Parish Council also hold their committee meetings in the committee room. Children's parties are still slightly down in number due to the Trustees decision to not allow bouncy castles for safety and insurance reasons, along with other like-minded Halls.

4.3 Events

In addition to the Craft Fayre and the Ladies Pamper and Shopping Evening, there have been Village History Society meetings, a plant sale, and a Comedy evening.

I am pleased to report that we are doing extremely well with bookings, with several dates already reserved for 2025

Margaret Wannell.

5 Finances

5.1 The Accounts

Trustees' Report

The accounts have been prepared by our Treasurer following the guidance set out in CC15 'Charity reporting and Accounting: the essentials'. Roger Batty has again kindly conducted an independent examination of the records. The accounts are available for inspection on the web site or a paper copy can be provided if requested.

5.1.1 Income

The accounts 2023-24 show an income total of £31,921, an increase of £9,640 on last year. Expenditure for the year totalled £17,587, a decrease of £384. This gives a carry forward to the year 2024-25 of £14,334, an increase of £10,024.

5.1.2. Income Sources

The main sources of income from activities for the year ending 30 September 2024 are:
£16,673 - Regular Users (2023 - £12,806)

4,829 - Single Users (2023 - £4,590)

525 - Car parking (2023 - £472)

6,176 - Events/Fund Raising (2023 - £3,944)

1,263 - Other (2023 - £22)

5.1.3 Savings

In June 2024 a Business Money Manager saving account was opened with HSBC and £35,000 transferred into it from the current account. This was done by Committee agreement in order to realise some interest. Interest realised by year end 30 September 2024 was £209.

5.1.4 Expenditure

The main expenditure to September 2024 is:

£1,284 - Repairs and maintenance (2023 - £7,464 included purchase of party tent)

2,957 - Energy (2023 - £2,746)

823 - Event/Fund raising costs (2023 - £1,232)

2,297 - Cleaning and Waste (2023 - £2,030)

850 - Gardening (2023 - £840)

1,063 - Insurance (2023 - £1,020)

8,311 - Other, including installation of acoustic ceiling tiles in main hall (2023 - £2,638)

5.1.5. Reserves

The Trustees have a policy of holding a minimum of £5,000 in reserves. This has been identified as an appropriate figure to defray sudden loss of income and/or meet unexpectedly high repair bills as the building is now almost 70 years old.

5.2. Fees

Fees are normally examined in January and February in order that users may be advised of any increase taking effect on 1st April annually.

In order to ensure transparency around fees, the Committee agreed a Usage and Lettings Policy which includes a system of 'bands' with different rates.

6 Improvements and General Issues

6.1 Car Park

The overflow car park continues to be a great asset to the Hall allowing visitors and event organisers to alleviate traffic congestion outside in The Street.

6.1.1. Residents Car Parking

Resident occupants of the properties opposite the Hall (The Buildings) are able to apply for and pay a fee for one annual legal licence per vehicle to park regularly in the front car park of the hall. Seven vehicles are currently licenced.

7 General

2023-2024 has been a successful year for fundraising allowing some much needed improvements to take place in the main hall.

7.1 Fund Raising

Several fund raising events were held in 2023-2024 including a fashion show, the annual Craft Fayre, a Comedy evening, and a Ladies Pamper & Shopping evening. We continue to raise funds to cover not only the running costs of the hall but to facilitate and complete our ambitious over all improvement project for the benefit of our current and future diverse user groups.

7.2 Improvements

Acoustic panels were fitted to the ceiling in the main hall at a cost of almost £7000. This was prioritised following public consultations which identified the importance of this part of our project above other improvements. The benefits of the panels are very obvious to Users of the hall, and particularly to speakers trying to address smaller groups.

7.2.1. Main Improvement Project

The main improvement project is to extend the kitchen, the storeroom, and create a new larger entrance and hallway at the side of the building. Also as a bonus, to create an amenity first floor room suitable for smaller groups such as family parties, dance groups etc. Although fund raising has been very good this year, additional monies need to be sourced to complete this project.

7.2.2. Additional Funding

The Chairman has spent a lot of time and energy applying for grants to support the main improvement project. Over 20 Grant applications were turned down but two applications totalling £30,000 have been granted subject to the building work commencing by a specified deadline. There will still be a shortfall of the amount needed so despite this it has been agreed to raise a loan to cover the amount still needed rather than lose the two substantial grants, particularly as build costs would likely rise if the building commencement were delayed and we could easily then be chasing a moving target.

7.3 Future

Stinchcombe Village Hall opened in 1955 and 2025 will be its 70th Anniversary. The world has changed so much along with local needs over those years. We have had to adapt and change to meet today's needs and hopefully will continue to do so in the future to enable the Hall to stay open and not only to meet the needs of Stinchcombe residents,

Trustees' Report

who ultimately own the Hall but to fulfil our obligations to our Constitution by also meeting the needs of our surrounding Parishes.

Charlie Oakhill, Lyn Glinos and Margaret Wannell

On behalf of the Trustees

4th February 2025

Approved by the Trustees and signed on their behalf by:

.....
.....

Charlie Oakhill
Trustee

Lyn Glinos
Trustee

Date

Date

Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to 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 state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report

Independent Examiner's Report to the Trustees

I report on the accounts of the Trust for the year ended 30 September 2023, which are set out on pages 10 to 16 as follows:

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

Basis of Independent Examiner's report

My examination was conducted in accordance with the General Directions given by the Charity Commission. An examination includes 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 accounts and seeking explanations 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:
 - a. to keep accounting records in accordance with section of 130 of the 2011Act;
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirement of the 2011 Act
2. to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached

.....

Roger Batty

Date.....

Statement of Financial Activities for year Ended 30 September 2024

	Unrestrict ed Funds	Restrict ed Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Incoming Resources				
Income from Activities	29,771	2,150	31,921	22,281
Total Incoming Resources	<u>29,771</u>	<u>2,150</u>	<u>31,921</u>	<u>22,281</u>
Resources Expended				
Costs of generating funds	17,587	-	17,587	17,971
Total resources expended	<u>17,587</u>	<u>-</u>	<u>17,587</u>	<u>17,971</u>
Net movement in funds	12184	2,150	14,334	4,310
Reconciliation of funds				
Total funds brought forward	62,748	10,962	73,710	69,400
Total funds carried forward	<u>74,932</u>	<u>13,112</u>	<u>88,044</u>	<u>73,710</u>

Notes on pages 12 – 16 form an integral part of these financial statements

Balance Sheet as at 30 September 2024

		2024		2023	
	Not e	£	£	£	£
Fixed Assets			35,664		35,664
Tangible Assets	7				
Current Assets					
Cash at bank and in hand		<u>52,380</u>		39,176	
Creditors :					
Amounts falling due within one year	9			<u>-1,130</u>	
Net Current Assets			<u>52,380</u>		<u>38,046</u>
Net Assets			<u>88,044</u>		<u>73,710</u>
The funds of the Charity			10,962		10,962
Restricted Funds			77,082		62,748
Unrestricted Funds			<u>2</u>		<u>2</u>
Total Charity Funds			<u>88,044</u>		<u>73,710</u>

Approved by the Trustees on _____ and signed on their behalf by:

.....
 Charlie Oakhill
 Trustee

.....
 Lyn Glinos
 Trustee

Notes to Financial Statements for year ended 30 September 2024

1 Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1st January 2015) - (Charities SORP (FRS 102), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 12) and the Charities Act 2011.

Stinchcombe Village Hall meets the definition of a public benefit entity under FRS 102.

1.2 Fund Accounting Policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity;

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose;

Further details of each fund are disclosed in note 11

1.3 Incoming Resources

Income derived from events is recognised as earned (that is, as the related goods or services are provided.

1.4 Resources Expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

1.5 Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

1.6 Fixed Assets

Individual fixed assets costing £10 or more are initially recorded at cost

1.7 Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Freehold interest in land and buildings (including heritage)

No depreciation

2 Grants receivable

	Unrestrict ed funds	Restrict ed funds	Total Funds	Total Funds
	£	£	2024	2023
			£	£
UK Government Grants				
Grants – other Agencies		2,150	2,150	
		2,150	2,150	

3 Activities for generating funds

	Unrestrict ed funds	Restrict ed funds	Total Funds	Total Funds
	£	£	2024	2023
			£	£
Village Hall				
Donations	601		601	446
Grants – other Agencies		2150	2,150	-
Fund raising Events	6,176		6,176	3,944
Car Parking	525		525	472
Hall Rental	21,205		21,205	17,397
Other income	1,263		1,263	22
Total	29,771	2,150	31,921	22,281

4 Other incoming resources

	Unrestrict ed funds	Restrict ed funds	Total Funds	Total Funds
	£	£	2024	2023
			£	£
Other Income				
UK Government Grants	-	-	-	-

5 Total Resources Expended

Village Total

	Hall £	£
Direct costs		
Repairs and Maintenance	1,284	1,284
Cleaning	2,038	2,038
Garden Maintenance	850	850
Waste Disposal (Initial Services)	51	51
Events / Fund Raising	81	81
Water	208	208
Premises Insurance	1,063	1,063
Electricity	1,122	1,122
Gas	1,834	1,834
Office Stationery / Sundries	225	225
Broadband / Internet	419	419
Web Hosting	57	57
Bank Charges	79	79
Bar / Music Licence	423	423
Other Expenditure	7,529	7,529
Bar / Refreshments	297	297
Ladies Pamper Evening 15 Nov 24	-	-
Craft Fayre 30 Nov 24	-	-
	<u>17587</u>	<u>17587</u>

6 Trustees Remuneration and expenses

No Trustees received any remuneration during the year

7 Tangible Fixed Assets

**Freehold interest in land and buildings
(including heritage assets)**
£

Notes to the Financial Statement

Cost

As at 1 st October 2023 and 30 September 2024	35,664
--	--------

Net Book Value

As at 30 September 2024	35,664
-------------------------	--------

As at 30 September 2023	35,664
-------------------------	--------

8 Debtors

	2024 £	2023 £
Trade Debtors	-	-

9 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade Creditors	-	378
Other Creditors	-	500
Accruals and deferred income	-	250
Total	-	1130

Creditors amounts falling due within one year include deferred income:

	2024 £	2023 £
Amount deferred in the year as at 30 th September	-	252

10 Related parties**Controlling entity.**

The charity is controlled by the Trustees

11 Analysis of funds

	At 01 Oct 23 £	Incoming resource s £	Resourc es expend ed £	At 30 Sep 24 £
General Funds				
Unrestricted income fund	62,748	29,771	17,587	77,082
Restricted funds				
Restricted Income Fund		2,150		
Car park fund	10,962		-	10,962

<u>73,710</u>	<u>31,921</u>	<u>17,587</u>	<u>88,044</u>
---------------	---------------	---------------	---------------

12 Net Assets by fund

	Unrestrict ed Funds	Total Funds 2024	Total Funds 2023
	£	£	£
Tangible Assets	35,664	35,664	35,664
Current Assets	52,380	52,380	39,176
Creditors: Amounts falling due within one year			1,130
Net Assets	<u>88,044</u>	<u>88,044</u>	<u>73,710</u>

Statement of Financial Activities per Fund

	Unrestrict ed Income Fund 2024	Unrestrict ed Income Fund 2023
	£	£
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds		22,281
Other incoming resources		-
Total incoming resources		22,281
Resources Expended		
Costs of generating funds		
Fund raising trading: cost of goods sold & other costs		17,971
Total resources expended		17,971
Net Movement in Funds		4310
Reconciliation of funds		
Total funds brought forward		58,438
Total funds carried forward		62,748

Statement of financial activities by Fund Year Ended 30th September 2024

	Unrestrict ed Income Fund 2024	Unrestrict ed Income Fund 2023
	£	£
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds	29,771	22,281
Other incoming resources	2,150	-
Total incoming resources	31,921	22,281
Resources Expended		
Costs of generating funds		
Fund raising trading: cost of goods sold & other costs	17,587	17,971
Total resources expended	17,587	17,971
Net Movement in Funds	14334	4310
Reconciliation of funds		
Total funds brought forward	62,748	58,438

Statement of Financial Activities per Fund

Total funds carried forward	<u>77,082</u>	<u>62,748</u>
	Car Park Fund 2024	Car Park Fund 2023
	£	£
Net Movement in Funds		
Reconciliation of funds		
Total funds brought forward	<u>10,962</u>	<u>10,962</u>
Total funds carried forward	<u>10,962</u>	<u>10,962</u>

This page does not form part of the statutory financial statements

Statement of Net Incoming and outgoing Resources

	2024	2023
	£	£
Income resources		
Regular Hall Bookings	16,673	17,397
One Off Hall Bookings	4,604	
Fund Raising Events	4,759	3,944
Fund Raising Events (Cash)	1,281	
Donations	1,601	446
Other income	322	22
Grants	1,150	-
Lucky Severn Lottery	381	
Car Parking Licences 2024-25	525	472
Deposits Held / Refunded	(299)	
Bar / Refreshments	185	
BMM Savings A/C Interest	209	
Charity Cabaret 5 Oct 24	200	
Ladies Pamper Eve 15 Nov 24	112	
Craft Fayre 30 Nov 24	214	
Total Income	<u>31,921</u>	<u>22,281</u>
Outgoing Resources		
Repairs and Maintenance	1,284	7,464
Equipment Repairs and Renewals		86
	2,03	
Cleaning	8	2,030
	85	
Garden Maintenance	0	840
Waste Disposal (Initial Services)	51	
	8	
Events / Fund Raising	1	1,232
	20	
Water	8	179
	1,06	
Premises Insurance	3	1,020
	1,12	
Electricity	2	
	1,83	
Gas	4	
<i>Light, heat, power</i>		2746
Office Stationery / Sundries	225	806
	41	
Broadband / Internet	9	351
Web Hosting	57	
	7	
Bank Charges	9	71
	42	
Bar / Music Licence	3	276
<i>Legal Fees</i>		869
	7,52	
Other Expenditure	9	
	29	
Bar / Refreshments	7	

Stinchcombe Village Hall

Net Incoming / (Outgoing) resources

	2	
Charity Cabaret 5 Oct 24	1	
Ladies Pamper Eve 15 Nov 24	-	
Craft Fayre 30 Nov 24	-	
Total Expenses	<u>17,587</u>	<u>17,971</u>

This page does not form part of the statutory financial statements