

St Leonards & St Ives Village Hall

Annual Report and Accounts 2024/25



Public Benefit

When planning actions and activities the Trustees pursue the stated objectives and have complied with their duty to have due regard to the commission's public benefit guidance when reviewing the charity's aims, objectives and in planning future activities.

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Braeside Road, St Leonards, Dorset

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Purpose of the Annual Report

This Annual Report (the report) has been prepared to discharge the Trustees responsibility to ensure that the charity is publicly accountable to its stakeholders for the stewardship and management of the funds it holds on trust. It aims to provide a fair, balanced and understandable review of the charity's structure, legal purposes, objectives, activities, financial performance and financial position.

[Read more on our website](#)



Chairman's Report

This year St Leonards & St Ives Village Hall is celebrating its 50th anniversary. It is one of the largest village halls in Dorset and is a very popular venue for both regular hirers and private parties. The building consists of 3 halls, 2 kitchens, multiple toilets, disabled toilets and baby changing facilities.

Although the building is owned by the Parish Council the Village Hall Management Committee, who are all volunteers, are responsible for the running and maintenance of it as a charity. This is not an easy task as there are always things that need attention or updating. We apply for grants to have the work done where we can and hopefully get an annual grant from the Parish Council.

One way of raising funds for the hall is by holding events. In the last year we have had exceptionally well attended Quiz nights, an Easter Egg Hunt and a Sunday Funday. These events do not run themselves and require a lot of hard work and planning and it's thanks to our Administrator and the Committee that they are so successful.

Hallmark accreditation is a nationally recognized quality standards scheme for village halls and community buildings, created by Action with Communities in Rural England (ACRE). It provides a framework for managing these spaces, recognizing good practices, and encouraging continuous improvement. The scheme is administered locally and involves a series of assessments that lead to different levels of accreditation (Level 1, 2, and 3), each building on the previous one. The scheme uses a set of quality standards to assess various aspects of hall management, including administration, health and safety, security, and community engagement. Hallmark accreditation can bring several benefits, including recognition of good management practices, potential insurance discounts, and improved public perception of the hall. We applied for all 3 levels, and I am pleased to say that we have been awarded levels 1 and 2 and are awaiting a decision on level 3.

We now look forward to another successful year.

Margaret Goringe
Chairman



The Women's Institute Christmas Pantomime

Objectives and Activities

The VHMC is committed to providing an outstanding village hall for the use of residents of St Leonards and St Ives parish without distinction of political, religious or other opinions and with the object of improving their lives including use for meetings, lectures and classes, and other forms of recreation and leisure time occupation. Later in this report are details of our achievements this year and the financial results.

When planning actions and activities the Trustees pursue the stated objectives and have complied with their duty to have due regard to the commission's public benefit guidance when reviewing the charity's aims, objectives and in planning future activities.

Achievements and Performance

Hirers

The number of hirers using the hall and rooms in the Village Hall has increased throughout the year.

	2023-24	2024-25	Change
Regular hirers	1,365	1,538	+173
Ad-hoc hirers	37	28	-9
Total	1,402	1,566	+164

The uses to which the hall and rooms are used are varied, ranging from sports activities such as indoor bowls and badminton to crafting and hobby pastimes.

Fundraising Activities

The community fundraising activities undertaken in the year included the provision of the Computer Cafe on a weekly basis and a series of one-off events. With support from the parish council and local businesses we managed to provide a Summer Fun Day enjoyed by many families with free entry and entertainment ranging from live artists to children's games. We also provided stalls for sellers and food and bar drinks.

The one-off events included:

- Summer Fun Day;
- Quiz Night (x2);
- Easter Egg Hunt;



All the events were well attended and feedback was positive.

Staff

We had a small amount of staff turnover in the year. A new member of cleaning staff has already been recruited and a cleaning company contracted to maintain cleaning standards.

Maintenance

Some major works were undertaken in the Village Hall during the year. These improved the safety, access and aesthetic appeal of the facilities. These included:

- Improved entry to the Russell Room;
- New ceiling and lighting in the Russell Room along with redecoration;
- Installation of new sets of fire doors where necessary along with other fire safety works.

Additionally, other minor items of maintenance were needed in the year.

Other

In the year fire safety signage was replaced with improvements.

Financial Review

Income

The main sources of income are:

- Grant Income;
- Hirer Income;
- Fundraising Income;
- Interest Income;

For the year income was:

Income	2024/25	2023/24
Regular Hirer	£41,759	£41,336
Private (Ad-hoc) Hirer	£3,629	£2,921
Fundraising	£7,106	£8,376
Grant Income	£17,000	£20,000
Interest Income	£1,764	£1,638
Other Income	£4,736	£1,607
Total	£75,994	£75,878*

The Village Hall received a £11,000 core-funding (cashflow) grant from St Leonards and St Ives Parish Council (2023/24; £10,000) plus £6,000 in grant aid from the local Homewatch group on its disbanding. (* In 2023/24 £1,136 of grant income was returned to TH Russell).

Other income consists of cupboard hire (£2,269), donations (£536), iCafe income (£1,565) and miscellaneous income (£365).

The increase in hirer income is a reflection of the hire rate increase for the year and overall increased usage of the Village Hall over the course of the year. It should be noted that (i) the rate increase was kept as low as possible at 3% which is below the inflationary cost increases faced by the Village Hall; (ii) the number of 'full cost' private hires decreased while regular hires attract a 'discounted' rate.

Expenditure

The main areas of expenditure are:

- Administration costs (including staffing);
- Charitable activity costs;
- Property costs;

For the year expenditure was:

Expenditure	2024/25	2023/24
Wages	£38,788	£35,177
Premises*	£12,968	£23,540
Fundraising	£2,214	£3,686
Repairs & Maintenance	£28,633	£2,591
Administration	£10,331	£10,275
Total	£92,934	£75,269

*After the end of the accounting period the electricity supply was transferred to a new supplier and in ending the contract a significant reduction in expense was realised with the previous supplier.

Tangible Fixed Assets

- New assets; a new laser printer was purchased.
- Items disposed of; old laser printer.

(It should be noted that the building structure of the Village Hall is accounted for within the financial statements of the Parish Council).

Reserves Policy

The reserves policy takes into account the need to cover fluctuations in income, current liabilities and unplanned expenditure. The minimum operating reserve of 13 weeks operational costs is normally held as cash (unrestricted funds) in the CAF Gold account. There are no major concerns regarding our financial viability for the next 12 months.

Statement of Financial Activities

The statement of financial activities (SoFA) is a single accounting statement that includes all income, gains, expenditure and losses recognised for the reporting period. It provides an analysis of the income received and the expenditure by the charity on its activities, and presents a reconciliation of the movements in a charity's funds for the reporting period.

Statement of Financial Activities

	2024/25				2023/24
	Unrestricted	Restricted	Endowment	Total Funds	
Income					
Income from donations & legacies	-£11,477	-£6,059	£0	-£17,536	-£18,887
Income from other trading activities	-£56,694	£0	£0	-£56,694	-£54,216
Investment Income	-£1,764	£0	£0	-£1,764	-£1,638
Total Income	-£69,935	-£6,059	£0	-£75,994	-£74,741
Expenditure					
Administration Costs	£5,319	£0	£0	£5,319	£4,063
Charitable Activities	£43,800	£0	£0	£43,800	£41,391
Fundraising costs	£2,214	£0	£0	£2,214	£3,686
Property expenses	£26,653	£14,948	£0	£41,601	£26,130
Total Expenditure	£77,986	£14,948	£0	£92,934	£75,269
Net Resource Movement	£8,051	£8,889	£0	£16,940	£528
Net Movement in Funds	£8,051	£8,889	£0	£16,940	£0
Total Funds brought forward	-£92,222	-£10,041	£0	- £102,263	-£102,791
Total Funds carried forward	-£84,170	-£1,152	£0	-£85,322	-£102,263

Balance Sheet

The objective of the balance sheet is to show the resources available to the charity and whether these are available for all purposes of the charity or have to be used for specific purposes because of legal restrictions placed on their use.

Balance Sheet

	As at 31 March 2025		31 March 2024
<i>Tangible Fixed Assets</i>			
Computer Equipment	£943		£696
Fixtures and Fittings	£19,284		£22,635
Other Assets	£57		£57
Plant & Machinery	£3,713		£5,269
		£23,996	£28,657
<i>Current Debtors</i>		£4,421	£4,583
<i>Cash at bank & in hand</i>		£70,046	£84,004
<i>Current Creditors</i>			
Trading Creditors	-£3,798		-£4,515
Other Creditors	-£9,342		-£10,465
		-£13,140	-£14,980
<i>Net Assets</i>		£85,322	£102,263
<i>Funds and Reserves</i>			
Restricted Funds		-£1,152	-£10,041
Unrestricted designated Funds		-£21,882	-£21,882
General Funds		-£62,288	-£70,339
<i>Total Funds</i>		-£85,322	-£102,263

Prepared by P. Mylott
 Examined by R. Leivell

Date 30/07/25
 Date 30 July 2025

Structure, Governance and Management

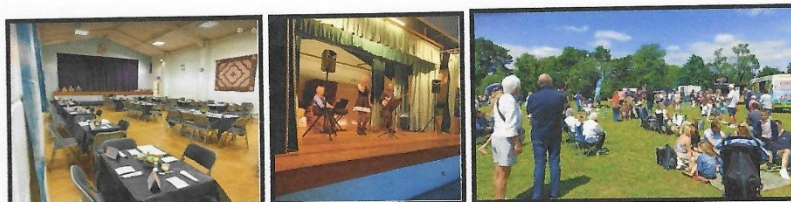
The charity is an unincorporated association operating under a Lease and Trust Deed with the Parish Council and a Constitution, known as the First Schedule, which governs day to day management of the charity. It operates with a small staff of part time paid employees and a committee of volunteers who manage the charity. All members of the committee are drawn from regular users and local residents, they retire together at each Annual General Meeting and can be re-elected or reappointed. All regular user groups are encouraged to join the committee as either a trustee or co-optee, the latter do not hold trustee and voting status. None of the trustees have received benefits from the charity in this financial year.

The unpaid Independent Examiner for this year is **Keith Lewis FCA**.

Risks Policy: Our risks assessment was carried out in the course of the 2024/25 year (having last been undertaken in April 2022). The identification of risks, risk scoring (probability and impact of risks occurring) and the actions being taken to mitigate were agreed by Trustees at the Management Committee meeting of 26 September 2024. No 'major' risks were identified. However, the following risks were identified as 'moderate':

- Trustee commitment and skills; mitigated by induction programme and access to training courses.
- Loss of key staff; mitigated by succession planning and documentation of operational procedures.
- Contracting risk; mitigated by contract approval processes and ability to obtain advice if deemed necessary.
- Volunteers; mitigated by vetting procedures and access to training courses.
- Dependency on income sources; mitigated by monthly monitoring procedures and ability to attract new hirers and determine hire rates.

The review of risks is on-going and continuous.



Reference and Administrative Details

St Leonards & St Ives Village Hall Management Committee (VHMC) was created on 1st October 1975 (registration number 270967). The charity's address is St Leonards & St Ives Village Hall, Braeside Road, St Leonards, RINGWOOD BH24 2PH. The Village Hall is owned by the Parish Council and administered by the charity under a 99 year lease agreement signed in November 1975 which forms part of the Constitution document.

Charity Trustees during the year were:

- Margaret Goringe (Chairperson)
- Vivienne Frecknall (Treasurer)
- Dot Tuck
- Marie Drake
- Myra Barter
- Jill Rix
- Diane Parker
- Jane Adams

Exemptions from Disclosure

No exemptions from disclosure have been made.

Funds held as Custodian Trustees on the behalf of others

No funds are held as custodian trustees on the behalf of others.

Approved on behalf of Trustees

Position

Date

Margaret Goringe
CHAIRPERSON
27/7/25

Independent Examiner's Report to the Trustees of St Leonards and St Ives Village Hall Management Committee (Registered Charity 270967)

I report on the accounts of the Charity for the financial year ended 31 March 2025 which are set out in pages 8 and 9.

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025.

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 which gives me cause to believe that in, any material respect.

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 KJ Lewis

Date 30 July 2025

Name KEITH JOHN LEWIS

Relevant Professional Qualifications F.C.A

Address 12 Willow Close St Leonards
RINGWOOD BH24 2RQ