

# LANGFORD VILLAGE HALL

(Registered charity, number 271829)

## Financial statements For the year ended 31 March 2024

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**Trustees' annual report  
For the year ended 31 March 2024**

**LANGFORD VILLAGE HALL**

Registered charity number 271829

**Principal address**

Church Street  
Langford  
Biggleswade  
Bedfordshire  
SG18 9RR

**Trustees**

Colin Carroll  
Mrs Debra Vince  
Andrew Watson  
Mrs Trudy Emery  
Mrs Joan Rutt

Chair  
Committee Member  
Committee Member  
Committee Member  
Committee Member

**Independent examiner**

SJ Tax Ltd, The Old Stable House, 3 Woodlands Close, Cople, Bedfordshire  
MK44 3UE

**Governance and management**

The charity is operated under the rules of its Trust Deed adopted 16  
January 1975

**Aims and objectives**

The objective of the Charity is to maintain the Village Hall for the  
communal benefit of the inhabitants of Langford and its immediate  
vicinity.

**Summary of the main activities undertaken for the public benefit**

**Regular weekly village activities:**

Judo, dance classes, children's activities, keep fit classes, dog training,

**Regular monthly hirers:**

Langford Parish Council meetings, WI meetings

## LANGFORD VILLAGE HALL

Trustees' annual report (continued)  
For the year ended 31 March 2024.

Summary of the main achievements during the period

### **MINUTES OF LANGFORD VILLAGE HALL MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING held on 13 June 2024**

#### **Present**

Colin Carroll, Chairman, John Shipman, Vice Chairman: Gill Clarke, Facilities Manager, Joan Rutt, Langford Parish Council: Richard Blossom, Bowls: Debra Vince, Langford Youth Football: Andy Watson, Cricket Club Jenny Godwin, Scouts: Trudy Emery, Langford WI, Mike, Payne, Caretaker, Zoe Stacey, Fete Organiser

#### **Apologies**

Caroline Bowers, Tennis, Sarah Gallagher, Treasurer

#### **Chairman's report**

Colin said how pleased he was on the project to turn the number of small rooms into one large room, with the addition of a kitchen and toilets. This made more use of the hall. He wished to record his thanks to Gill and John for their commitment in achieving this worthwhile task, it had not been easy at times and was very time consuming but a success.

In general, the Hall is much admired by users, due in no small part to our high standard of maintenance and cleaning. For this we must thank our team of Gill, Mike and Nicki: while John Shipman as Booking Officer and Sarah Gallagher as Treasurer have provided excellent administration skills.

It remains to thank Langford Parish Council for their continued financial support to us, both day to day running and for capital projects: this is much appreciated.

#### **Treasurer's report**

#### **Approve annual accounts**

Sadly, David Cousins has died and therefore we require another Auditor. Joan Rutt would ask Sarah, daughter if she would be able to assist. If not, then it may be necessary to employ accountants.

#### **Confirm signatories for cheques**

Sarah Jayne Gallagher, Colin Carroll, John Shipman, Joan Rutt

#### **Appoint an Auditor**

Please see above

## Facilities Manager's report

Plans are in place to replace the hall foyer furniture, the solar panels on the roof have been cleaned, the CCTV is up to scratch, and Baker and Son will carry out maintenance in the hall.

**Booking Officer's report,** The Hall is very popular and used at some point each day. There is an increased income now that both rooms can be hired. However, the cost of electricity for the hall has risen due to no longer being on a previous Covid fixed tariff.

## Election of Officers

Position	Nominated	Proposed	Seconded	Appointed
				<b>Colin Carroll</b>
<b>Chairman</b>	Colin Carroll	John Shipman	Jenny Godwin	
<b>V/Chairman</b>	Joan Rutt	Debra Vince	Trudy Emery	<b>Joan Rutt</b>
<b>Treasurer</b>	Sarah Jayne Gallagher	John Shipman	Colin Carroll	<b>Sarah Jayne Gallagher</b>

## Fire Risk Assessment

Members were informed that there was a new fire layout plan to be attached to the Fire Risk Assessment taking in the alterations to the small hall. The Assessment was approved for 2024/25 To be reviewed again at the AGM in June 2025 the maintenance inspection is carried out twice yearly and the 5-year electrical inspection completed this year.

## Increase in hall charges

As agreed, hall hiring charges are to be increased by 5% from 1 January. Now the long standing hirings charges margins are very different and need somehow to be all put in line, which is very difficult. All new bookings start at the agreed new rate.

## Any other business

The insurance company for the hall has commented on the need for someone to be present from the Management Committee to carry out a risk assessment and to supervise if inflatables are used. This is not practical. Gill to contact other halls to see what measures they have in place. To also ask how much additional insurance to provide PLI for inflatables.

The AGM - 12 June 2025 in the Village Hall.

**Colin Carroll**  
**Chairman**

**The charity's policy on reserve** Funds held in the investment account reserve are deemed sufficient to cover six months normal expenditure.

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LANGFORD VILLAGE HALL  
Receipts and payments account  
For the year ended 31 March 2024

**Receipts**

2024  
£

Hire Income	31118.96
Langford Parish Council grant	5000.00
Good Energy	99.69
Misc. Donations (Fete)	1495.28
	-----
	37713.93

**Payments**

Allied Westminster Insurance	3031.80
Anglian Water	922.00
Auditor - Wine 2022-23	32.00
Biffa	1576.59
Booking Officer	3612.00
Treasurer	578.70
British Gas - Electricity	1570.69
Caretaker	1848.00
CBC Licensing Fee	0.00
Cleaner	9482.00
Cleaning Products and Bulbs	129.40
EDF Energy	2804.10
Colin Carroll - Expenses for Hall	83.68
Facilities Manager	6636.00
Gill Clarke expenses	196.22
Hiring returns, deposits, cancellations	3763.00
J Shipman - batteries	168.70
Lockcraft	78.00
Music License	0.00
PHS Group	1280.08
Network Security alarms - CCTV maintenance	242.40
Stevenage Borough Council - CCTV	0.00
St Johns Ambulance - Fete	190.08
Stationery	0.00
Hollidge Plumbing	510.00

Treadaway	0.00
Volvina	0.00
Amida Fire safety	288.00
Wild Science Limited	484.92
MJD Air con maintenance	540.00
Window Cleaning	660.00
	-----
	40608.36

## **LANGFORD VILLAGE HALL**

Statement of assets and liabilities  
As of 31 March 2024

<b>Cash assets</b>	<b>2024</b>
<b>Total Funds in all Village Hall Accounts</b>	

Bank Current account (Everyday account)	5366.88
Bank Account (Fundraising)	198.42



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## **Independent examiner's report to the trustees of Langford Village Hall Charity**

I report on the accounts of the Trust for the year ended 31 March 2024, which are set out on the following pages.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

### **Basis of independent examiner's report**

My examination was carried out 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*SJ Gilpin*

**Sally J Gilpin FCCA, ATT**

**S J Tax Limited**

The Old Stable House, 3 Woodlands Close, Cople, Bedfordshire, MK44 3UE

29/10/2024