



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2023		31	March	2024

## Section A

## Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Michael Dixon			
2	Madeline Seymour			
3	Carol Ann Austin	Deputy Chair		
4	Steve Williams		01/04/23 – 31/12/23	
5	Seija Wentworth			
6	Susan Dawn Mayall			
7	Roger Callaghan			
8	Martin Stenzhorn			
9	Peter Charles Lewis	Treasurer		
10	Rosemary Ann Packer			
11	Janet Warren	Chair		
12	Mary Wyatt			
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
Official Custodian for Charities	

### 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)	1 Representative appointed by each regular hirer, upto 4 members appointed by the Parish Council, upto 2 elected members

### 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

A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF STANFORD IN THE VALE WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHE OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

**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 charity manages and maintains the Village Hall to the highest possible standards in order to provide modern, inclusive and sustainable facilities for the benefit of the public. The charity seeks to provide facilities at the heart of the community supporting leisure-time occupations including the development of social and educational needs, sports, health and fitness with the objective of improving the quality of life for all residents of Stanford in the Vale and the wider area through the provision, maintenance and management of the Village Hall as a community centre.

To facilitate this in a cost effective manner, the charity pursues a number of fund-raising activities each year, which enable us to seek continuous improvements whilst minimising costs to end users.

In carrying out this review, the trustees have considered the Charity Commission's general guidance on public benefit.

#### **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**

Efforts to encourage additional hirers, combined with greater confidence amongst the public has seen occupation and income return to pre-pandemic levels.

During the period under review the charity has introduced a new community cinema offering, providing a regular, all-age social opportunity for the benefit of the local community, as well establishing a new income stream for the charity.

**Chair's remarks:**

There are 33 (24 last year) regular bookings each week in the hall plus other monthly bookings. Children's parties are the main extra weekend bookings, with many coming from outside the village, although there are 3 wedding receptions in the Summer.

An audio-visual system has been installed in the hall. After many hiccups with the installation, it was in working order for the first film showing of "Wonka" in February where we had an audience of 72 people. We have an enthusiastic group of helpers with the film club, and have introduced card only payments to streamline operations.

4 rose bushes were donated by the Parish Council.

Safety checks and general maintenance have continued throughout the year to ensure the hall continues to meet or exceed appropriate standards, and our existing arrangements with contract cleaners continues ensuring the building's interior is of a suitable standard for hirers every day.

Hall Fees were reviewed resulting in a small increase for casual hirers which started in September.

There are various projects being looked into to upgrade the hall including car park markings, solar panels, new stage curtains and shelving in the small hall cupboard to aid storage.

Finally, thanks to all the committee members, representing various village hall user groups, for dealing with the many and varied duties involved with keeping the village hall a safe and welcoming venue for so many activities.

**Section E****Financial review****Brief statement of the charity's policy on reserves**

The charity seeks to maintain reserves to cover a minimum of 12 months of operational expenditure, designed to act as a safety net against a catastrophic event, or an unexpected, significant expenditure item urgently required to continue operations.

**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 vast majority of the charity's income (approximately 90%) stems from hire charges from the venue's numerous users. The remaining 10% relates to fundraising activities undertaken by the trustees/volunteers. In addition to the above, just under £560 of interest was earned on the charity's cash deposits. Additionally, the charity actively seeks grant funding to support major projects/improvements.

Income generated covered the charity's operational expenditure for the year, as well as approximately £1,200 of improvement works, leaving a surplus of £2,819.81, compared to a loss in the previous year of (£9,873.12).

Inflationary pressures affecting electricity, heating oil and labour continue to add pressure to general running costs. The trustees are exploring options to offset some of this through the installation of a solar PV array.

**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)

*Janet Warren*

*Peter Lewis*

Full name(s)

Janet Warren

Peter Lewis

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

14/05/2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Stanford in the Vale Village Hall

No (if any)  
272157

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2023		31/03/2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bingo	828	-	-	828	743
Cinema	944	-	-	944	-
Quiz Night	457	-	-	457	741
HALL HIRE	22,656	-	-	22,656	19,401
Interest Income	560	-	-	560	294
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>25,444</b>	<b>-</b>	<b>-</b>	<b>25,444</b>	<b>21,179</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,444</b>	<b>-</b>	<b>-</b>	<b>25,444</b>	<b>21,179</b>
<b>A3 Payments</b>					
Bank Service Charges	123	-	-	123	109
Contract Cleaning	9,108	-	-	9,108	11,369
Dues and Subscriptions	50	-	-	50	50
FUNDRAISING/EVENT COSTS	727	-	-	727	445
Gifts and Donations	48	-	-	48	-
Improvements (see section A4)					
Insurance	1,140	-	-	1,140	1,068
Licenses and Permits	257	-	-	257	180
REPAIRS	1,430	-	-	1,430	7,355
Salaries	1,267	-	-	1,267	1,248
Subscriptions	239	-	-	239	227
Supplies:Cleaning	852	-	-	852	658
Supplies:Heating Oil	2,917	-	-	2,917	2,962
Telephone	411	-	-	411	333
Utilities	2,874	-	-	2,874	2,225
	-	-	-	-	-
<b>Sub total</b>	<b>21,444</b>	<b>-</b>	<b>-</b>	<b>21,444</b>	<b>28,228</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Portrait King Charles II	50	-	-	50	
Cinema kit contribution	636	-	-	636	
Card payment devices	300	-	-	300	
Audio Mixing Desk	195	-	-	195	
	-	-	-	-	2,824
<b>Sub total</b>	<b>1,181</b>	<b>-</b>	<b>-</b>	<b>1,181</b>	<b>2,824</b>
<b>Total payments</b>	<b>22,625</b>	<b>-</b>	<b>-</b>	<b>22,625</b>	<b>31,052</b>
<b>Net of receipts/(payments)</b>	<b>2,820</b>	<b>-</b>	<b>-</b>	<b>2,820</b>	<b>- 9,873</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>32,649</b>	<b>-</b>	<b>-</b>	<b>32,649</b>	<b>42,522</b>
<b>Cash funds this year end</b>	<b>35,469</b>	<b>-</b>	<b>-</b>	<b>35,469</b>	<b>32,649</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Undeposited Funds	828	-	-
	COIF	42		
	Filmbank Media	150		
	Lloyds Bank	3,316		
	Paypal	3,183	-	-
	Redwood Bank	27,832		
	Payments in advance	118	-	-
	<b>Total cash funds</b>	<b>35,469</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Go-Pak std tables	General Fund	1,442	-
	Go-Pak large tables	General Fund	1,318	-
	Wooden card tables	General Fund	180	
	Chairs - metal framed	General Fund	495	
	Chairs - with arms	General Fund	690	
	chairs - folding	General Fund	1,460	
	Chair Trolley	General Fund	264	
	Table Trolley	General Fund	325	
	Filing Cabs	General Fund	270	
	Mobile Bar	General Fund	1,000	
	Curtains	General Fund	3,200	
	Stage Curtains	General Fund	1,500	
	Cutlery	General Fund	500	
	Crockery	General Fund	433	
	Beer glass	General Fund	80	
	Wine glass	General Fund	42	
	General hiball/tumbler	General Fund	40	
	Microwave	General Fund	200	
	Fridge	General Fund	300	
	Urns	General Fund	120	
	Kettles	General Fund	140	

Cleaning equipment	General Fund	350	
Sound System	General Fund	1,800	
1st aid kits	General Fund	66	
Fire extinguishers	General Fund	2,500	
Display Cabs	General Fund	500	
Notice Boards	General Fund	300	
Projection screen	General Fund	266	
Powered projection screen	General Fund	677	
Projector, lens, cage, bracket	General Fund	5,058	-
Cinema kit (5.1 speakers, media centre, wifi adaptor, cabling etc.)	General Fund	2,868	-
Upholstered Chairs	General Fund	2,680	-
Armchairs	General Fund	1,502	-
Chair trolleys	General Fund	300	-
Card Payment Devices	General Fund	300	-
		-	-

## B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
HMRC PAYE	General Fund	-	19 April 2024
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Peter Lewis</i>	PETER LEWIS	14/05/24





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Charity Name

STANFORD IN THE VALE VILLAGE HALL

On accounts for the year  
ended

31 MARCH 2024

Charity no  
(if any)

272157

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

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 31/03/2024

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

~~[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 in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

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

22/01/2025

Name:

MICHAEL FOULKES

Relevant professional  
qualification(s) or body

(if any):

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Address:

3 ENGLEFIELD CLOSE
STANFORD IN THE VALE
FARINGDON, OXFORDSHIRE, SN7 8FT

**Section B**

**Disclosure**

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

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

NONE