

TRUSTEES ANNUAL REPORT APRIL 2025 Charity Number 278191

Thank you, Karen, for organising the AGM and a warm welcome to you all for attending this AGM. My role this evening is to look back on the past year and the achievements of the Colne Community Hall.

Our community has seen remarkable progress, and I am proud to share with you the details of our endeavour's and successes. From the major projects undertaken to the meticulous maintenance efforts, every milestone achieved has contributed to the enhancement of our beloved hall and its facilities.

Major Projects 2024 – 2025

Car park Refurbishment – We were successful in in gaining funding towards the car park refurbishment, through National Lottery funding, the work was carried out and completed in November, this included improving the path leading to the front door and paving at the front.

The Parish Council supported this project by contributing towards the completed works

Additionally, the front of the hall has been repainted, external lights replaced with an additional light by the back gate. The large side gate repaired and repainted and new reflective, fluorescent tape has been placed on the corner of the building and fence post to improve viability, the front handrails have been repainted, The Shed wall has been rebuilt, and Colne Community Hall sign has been refurbished. Disabled bay markings have now been completed.

The successful completion of this project marks a significant milestone in our ongoing efforts to improve and maintain the hall facilities. This accomplishment could not have been completed without the dedication of the trustees, with special mention to David, Karen, and Gill for obtaining funding and working tirelessly on this project.

Floor Replacement Main Hall, In May last year, it was noted that some of the floor tiles were lifting in the main hall. Upon closer inspection, it was found that the floor membrane was lifting from the concrete floor, which was re-laid in 1997. David investigated the costs of repair and discovered that the entire floor needed replacing due to a probable moisture issue.

Quotes were obtained for replacing the floor with vinyl flooring that offers a 15-year guarantee. Recognising the potential high expense, Karen sought funding opportunities and found FCC. (Environment Waste Company) With the support of Gill and David, the application form was completed. Colne Parish Council supported this project by being able to offer 3rd party funding. Trustees were thrilled to learn in December that their application was successful.

Further steps were taken to ensure the successful registration of this project with FCC prior to the final funding agreement. The necessary forms were meticulously completed with the collaboration of the dedicated members of the committee. FCC has kindly agreed to release the agreed funding to the Village Hall at the beginning of May. This financial support allowed the committee to promptly engage Superior Finish to commence and complete the refurbishment work in April.

The entire committee is thrilled with the outcome of this significant project. It has truly revitalised the main hall, enhancing its aesthetic and functional qualities. This accomplishment would not have been possible without the unwavering dedication of Karen, David, and Gill, whose efforts in securing the funding were instrumental.

General Maintenance The fire alarm was serviced in November, with Terry's Electrical Services Ltd generously offering to provide this service, along with the servicing of the

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emergency lighting required every six months and annually, at no charge to Colne Village Hall. The committee expressed their gratitude to Terry for this kind offer.

Some members of the committee attended an ACRE event titled Fire Risk Prevention in Your Community Hall. We were pleased to learn that our hall meets the requirements for fire prevention, with just a couple of recommendations that the committee have since completed.

A new electrical smart meter was fitted in October, checks carried out on appliances. A new vacuum cleaner was purchased in November and push button taps were re fitted in the gents and utility sink in the kitchen ensuring that the taps are not left running water. The Gent's toilets have been repaired and we thank Shaun a Village Hall volunteer for carrying out this work. The land outside the hall has been maintained with grass cutting, weed spraying and hedge trimming. Shingle has also been laid down the path to the side of the kitchen wall and outside windows have been cleaned. Karen has made two planters, which have been located in front of the shed and perennials have been planted in them.

Broadband provider has been changed to County broadband, they were able to offer a free service to the Village Hall, compared to previous provider who were planning to increase the monthly charges to over £30.00

All these improvements not only contribute to the safety and convenience of the hall but also enhance its overall appearance and functionality. The generosity of the trustee's time and skills have been instrumental in realising these enhancements. The community's proactive approach to maintaining and upgrading the facilities ensures that Colne Village Hall remains a welcoming and well-equipped venue for all events and activities.

Hall Hire

The Hall continues to be hired out most days of the week to local organisations, including Carpet Bowls, Yoga, Karate for Kids, WI, Line Dancing, 3C's, Royal British Legion, and Parish Council meetings. We are extremely grateful that these clubs continue to support the Village Hall with their regular bookings. Sadly, we lost 2 groups this year, Mum's and Tot's and Pilates. The Line Dancing Class has replaced the Friday Morning Slot, and we still have availability for any new classes on Wednesday and Thursday mornings. These regular bookings are vital to keep, as this regular income ensures that we can meet all our monthly running costs. In addition to the regular classes, we are fortunate to take one-off bookings, mostly over the weekend, such as Children's Parties, Baby Showers, Christenings, Private Dance Club events, Concerts in aid of Breast Cancer, Adult Parties, and Driver Training Sessions.

These additional bookings are most welcome and so important to meet the continued cost of maintenance that a hall such as ours requires. Funds are boosted with the additional bar service that we can provide free of charge for Adult Celebrations.

It is important that we remain competitive in our pricing structure for hall hire and at the same time be aware of our increasing costs to maintain and run the hall. I believe we need to review our pricing structure so that elements are more aligned and to review the bar costs, with potentially some small increase, but that we still offer value for money for the consumer.

The committee held their own event in November, titled 'Pictures of Colne'. This event was well attended with an enthusiastic audience who participated and gave excellent feedback, asking when there will be another show. Huge thanks go to all committee members who supported this event in various ways, but especially to David and Karen who put together the slideshow of Colne through the ages.

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The committee organised a special event to celebrate the 80th VE Day on Saturday, 10th May. This occasion was marked with an afternoon party featuring a food truck, refreshments, cakes, and the bar was open. A bouncy castle was available for the younger children, and the hall was suitably decorated for the celebration. Music was kindly supplied by Paul Rogers, adding to the festive atmosphere.

Collection boxes were placed, with proceeds going to the Royal British Legion (RBL) and the Cambridge Bomber and Fighter Society. A successful raffle was held, and the Parish Council generously supported the event with a donation to cover the cost of the bouncy castle. Photos of Colne were available for viewing, adding a nostalgic touch to the celebration.

The event was a great success, with many residents attending and enjoying the afternoon. It was heartwarming to see the community come together to commemorate such a significant occasion.

Village Hall Management Committee

The role of the Colne Village Hall Management Committee is to ensure that the community hall remains in good order, both materially and financially, for the benefit of the community of Colne. This dedicated group of trustees and volunteers work tirelessly to maintain the hall, making it a welcoming and well-equipped venue for a variety of events and activities.

Governance provides a structured framework for effective management and operational success. Last year, the committee decided to embark on the first stage of the Hallmark Accreditation with the support of Cambridge ACRE. Achieving this accreditation would serve as a testament to the dedication and competence with which the trustees oversee and sustain the Village Hall.

The journey towards this recognition has offered valuable insights into the roles of trustees through various training sessions. It prompted a thorough review of the Conveyance and Trust Deeds from 1970, leading to necessary updates. An Extraordinary General Meeting held in March facilitated these changes, and the charity webpage has been updated to reflect the amendments.

Moving forward, we plan to review and update our policies, ensuring they remain relevant and practical. Additionally, new policies will be introduced to further enhance our governance framework. Although there is still work to be done before we achieve our Hallmark Accreditation, we remain optimistic about our prospects later this year.

Reserve Funds

A reserves policy provides assurance that the finances of the charity are actively managed, and its activities are sustainable.

- Reserve funds may be used for:
- Unforeseen expenses or emergencies (e.g.-equipment failure, unexpected legal costs)
- Funding planned projects or initiatives that are not covered by regular income
- Supporting operational needs during periods of reduced income

To ensure our financial stability, The Committee agreed that it would be prudent to maintain a reserve equivalent to six months of operating expenses. The agreed figure to be held in reserves is **£ 7,320** which will provide a safeguard against unforeseen events or emergencies.

With thanks

I would like to take this opportunity to pass on my personal thanks to all the members of the Committee who help make my role enjoyable and stress free.

With special thanks to David, who manages the building maintenance, meeting contractors and getting quotations, ensuring that any work is carried out to our specifications. To Tony and his wife Freda who have continued to manage hall bookings and overseeing the cleaning of the hall. To Margaret for her role as treasurer, who always ensures we are fully aware of all costs and expenditure and to Karen for her role as secretary, who with the support of Gill has played a fundamental role in seeking and gaining grants to support the car park refurbishment and replacement of the floor in the main hall.

I would also like to thank Vanessa Watson, who continues to keep the hall clean and tidy for all users. Finally, I cannot thank all members of the Committee enough for their continued dedication and support, to Gill, Henry, Paul, Terry and Shaun for the work everyone puts in behind the scenes to make all past events and, no doubt, future events great successes. We always welcome some additional members especially from our regular hall users who will have the opportunity to support the facility that they use on a weekly basis.

Operation of Community Hall	To 31/3/25	To 31/3/24	Variance
INCOME	£	£	£
Hall Hire	10111.50	9916.75	194.75
Fundraising	456.50	0.00	456.50
Grants	20000.00	0.00	20000.00
Donations	457.80	395.28	62.52
Bar	1643.88	2595.44	-951.56
Sundry	0.00	0.00	0.00
Total Income	32669.68	12907.47	19762.21
EXPENDITURE			
Council Tax	102.29	145.66	-43.37
Water Rates	686.99	631.14	55.85
Light/Power/Heat	2439.68	2087.72	351.96
Insurance	2415.09	2257.11	157.98
Cleaner/Washing/Admin	1008.18	1027.75	-19.57
Cleaning Materials	194.85	197.78	-2.93
Internal Repairs & Maintenance	198.50	180.15	18.35
External Repairs & Maintenance	26104.32	484.60	25619.72
Stationery	34.07	2.99	31.08
Sundries	96.16	250.64	-154.48
Fundraising Expenses	102.71	0.00	102.71
Small Equipment	97.58	0.00	97.58
Capital Equipment	0.00	0.00	0.00
Licenses	346.46	287.93	58.53
Donations	50.00	2200.00	-2150.00
Bar	661.01	848.28	-187.27
BT Internet	103.56	406.80	-303.24
Total Expenditure	34641.45	11008.55	23632.90
Net Income From Operations	-1971.77	1898.92	

RECEIPTS & PAYMENTS SUMMARY

For Year Ending	To 31/3/25	To 31/3/24
	£	£
Balance Brought Forward	29327.74	27428.82
Add Total Income	32669.68	12907.47
	61997.42	40336.29
Less Total Expenditure	34641.45	11008.55
Balance Carried Forward	27355.97	29327.74
Balance Carried Forward Represented By	£	£
Current Account Balance	27137.35	28345.95
Unrepresented Income	0.00	477.27
Petty Cash In Hand	218.62	504.52
	27355.97	29327.74

Comboro, Earith Road, Colne, Cambs, PE28 3NL

heljasmith@btinternet.com

24th September 2025

Re: Colne Community Hall, Charity Number 278191

Financial Statements for the Year 1st April 2024 - 31st March 2025

Having reviewed the above financial statements comprising of the Income & Expenditure Statement and all supporting documentation, I hereby verify that all financial records and information have been fully and accurately recorded in the statements and that the closing balances at March 31st 2025 reflect the true financial position of the Charity.

I have 33 years' experience in financial management roles in the video game industry and therefore confirm that I possess the required knowledge and competency to perform this verification.



Helen J Smith

Currently: Accounting & Consolidation Senior Director