



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2024 Period start date To 31st December 2024
Period end date

Charity name: Littleport Village Hall

Charity registration number: 279914

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the charity is the provision of a village hall for meetings, lectures and classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants of the said parish of Littleport.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activity of the hall is to provide for hire a facility to the local community for a variety of social and educational events. These include, weddings and receptions, social dances and dance classes, acting classes, health and wellbeing events including spiritualist and healing groups, and religious events. The Hall is also used by the local council for electoral purposes.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the guidance issued by the Charity Commission on public benefit. The trustees can confirm that they have complied with the duty on public benefit and there has been no departure from this policy. The trustees have actively taken the guidance into account when making decisions relevant to their charity's purposes and activities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not offer grants and therefore does not hold a policy on grant making.
	Para 1.38	The Charity does not engage in financial social investment and therefore does not hold a policy on social investment, beyond

Policy on social investment including program related investment		providing a local venue for activities in the local community of Littleport
Contribution made by volunteers	Para 1.38	The trustees of the Charity all act on a voluntary basis and receive no income or financial reimbursement from the Charity. The trustees may therefore be regarded as volunteers. However, the Charity does not have any other volunteers making any form of contribution to the Charity
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The main achievements of the Charity are to provide a facility for a variety of social, education and health and wellbeing events for the local Littleport Community. The activities of the Charity have demonstrable benefit to its users and the trustees receive numerous messages of thanks and appreciation from those, individuals, groups and societies that use the Hall. The benefits of the Charity to the community in providing the facility to the community improve the sense of wellbeing, a feeling of community, a sense of unity, kindness and cooperation which is evident in our local community. If the Village Hall were not available, there would be no central facility for the wide range of events we are able to host and support.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We do not set specific objectives for the Charity beyond providing a facility for our local community
Performance of fundraising activities against objectives set	Para 1.41	Not applicable
Investment performance against objectives	Para 1.41	Not applicable

Other		Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The net receipts of the charity during the 2024 year period were £27,360. The net payments made by the Charity £31,989. Therefore the charity for this period operated at a £4608 loss. The charity was able to tolerate this loss by utilising its reserves held in a savings account and the Charity despite this small loss still held savings at the end of year 2024 (reserves) of £12,942.99. The balance of the current accounts was £8393.73, at the end of the year 2024. This was significant increase in income and expenditure for the year 2023. For 2023 receipts were £15,781 and payments were £14,217, creating a surplus of £1,564.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity does not hold reserves other than the £12,942.99 held in its saving accounts. The savings are held in case of unforeseen occurrences, emergency repairs to the infrastructure of the hall (plumbing, electricity, lighting, heating etc). These repairs fall outside of the normal insurance cover and therefore the charity needs to protect itself from such occurrences. It is for these reasons that savings/reserves are held by the charity
Amount of reserves held	Para 1.22	£12,942.99
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	Currently the Charity is not in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>The uncertainties which may affect the charity as a going concern include the following</p> <ol style="list-style-type: none"> 1. Significant structural damage to the hall, which may include 'acts of God', 2. Public violence to the hall making the Hall unusable as a community venue 3. A loss of interest and bookings by the local community

Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.47	The main source of funding for the charity is fees for booking use of the hall by member
--	-----------	--

The charity's principal sources of funds (including any fundraising)		so the local community and local council/government for electoral purposes
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Charity does not operate and investment policy
A description of the principal risks facing the charity	Para 1.46	<p>Risks to the Charity include:</p> <ol style="list-style-type: none"> 1. Financial pressures such as increased operational and maintenance costs of running the Hall. The Charity will consider increasing in fees for hire to meet the increasing financial pressures of the Charity. This may reduce the number of booking for the Hall and may put the charity at further risk. 2. Competing Demands. Other venues in the East Cambridgeshire region may provide more favourable hiring terms which may reduce income to the charity thereby affecting its ability to operate. 3. Trustee Skills and Commitment: While we have a highly committed and skilled collection of trustees, the charity would be at risk if several of our trustees decide to retire from their positions. This would leave the charity needing to find new trustees which would not immediately have the necessary set of skills to operate the Charity. This matter will be discussed at our next AGM meeting
Other		Not applicable

Structure, Governance and Management

Description of charity's trusts:		The assets of the Charity are managed and held by the trustees of the charity. The assets are used for public benefit for use as a venue for the local Littleport community
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated constitution
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees selection methods are as follows. <ol style="list-style-type: none"> 1. New trustees are nominated by a member of the current trustees. 2. The new trustees candidacy and credentials are considered by the committee (trustees) at the annual general meeting. 3. The new appointee is seconded by another existing member of the trustees. 4. The current trustees vote on the appointment of a new trustee at the AGM. 5. The vote must be unanimous in favour for a new trustee to be appointed

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<ol style="list-style-type: none"> 1. Outgoing trustees offer a transition period of training while the new trustees settles into their new role. 2. Existing trustees offer guidance on policy and procedure of the charity at any time when required by the Charity. 3. New trustees seek additional support from the local Littleport Town Council when required. 4. The Trustees seeks advice and support from the 'Cambridge Acre.' ACRE is a national charity speaking up for and supporting rural communities. It offers advice and support to local charities and communities allowing them to achieve goals.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is managed by Chair of Trustees, a trustee acting as the financial officer or treasurer, ensuring responsible financial management. The Charity also has a trustee acting as an estate manager ensuring compliance with all health and safety requirements. There are 5 further trustees contributing to the management of the charity and its assets

		and facilities. The trustees/committee meets on a 6 weekly basis to review <ol style="list-style-type: none"> 1. Finances. 2. Health and safety regulations. 3. Other issues of significant interest or concern to the charity and its trustees.
Relationship with any related parties	Para 1.51	Not Applicable
Other		

Reference and Administrative details

Charity name	Littleport Village Hall
Other name the charity uses	
Registered charity number	279914
Charity's principal address	Littleport Village Hall 12 Victoria Street Littleport Ely Cambs CB6 1LX

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	Rev Nick Brown	Chair		
2	Christopher Noel Parris	Treasurer	1/10/2024	Trustees committee of Littleport Village Hall
3	Anna Takkula	Events manager	26/10/2024	Trustees committee of Littleport Village Hall
4	Colin John Wicks	Trustee		
5	Ann White	Trustee		
6	Val Rogers	Trustee		
7	Geoffrey Norman	Trustee		
8	Patricia Olive	Trustee		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
Not Applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
See list of trustees above		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	none

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None


Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher N. Parris	
Position (eg Secretary, Chair, etc)	Trustee and Treasurer	
Date	28.9.2025	

Working details for ANNUAL RETURN - Year ended 9 September 2025

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1		24,435	25,945	310		General Reserves
1	Balances brought forward	24,435	25,945	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
3		11,409	18,394	1000	100	Main Hall hire
3		820	1,895	1010	100	Day Centre Hire
3		416	375	1020	100	Bank Interest Received
3		0	53	1025	100	Multipay Charges Refund
3		0	128	1035	100	Refund of bank charges
3		1,960	0	1040	100	Other Income
3		1,100	3,500	1045	100	Deposits Received
3		30	370	1050	100	Stage Lighting & Sound
3		30	50	1055	100	Inflatables
3		15	255	1060	100	Kitchen Hire
3		0	30	1065	100	Table & Chair Hire
3		0	2,300	1070	100	Trade Waste Refund
3		0	10	1075	100	Projector and Screen
3	(+) Total other receipts	15,781	27,360	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6		500	3,000	4045	200	Deposits Refunded
6		0	555	4050	200	Booking Refunds
6		356	356	4060	200	Licences
6		0	210	4065	200	Hallmaster booking system
6		2,115	15,439	4070	200	Repairs & Maintenance
6		551	888	4090	200	Water Rates
6		1,550	1,380	4110	200	Electricity
6		790	3,813	4120	200	Gas
6		1,124	446	4130	200	Cleaning Supplies
6		5,360	5,595	4135	200	Caretaker / Cleaner
6		219	0	4140	200	Trade refuse
6		0	163	4145	200	Sanitary Disposal
6		80	121	4150	200	Bank Charges
6		0	3	4155	200	Multipay Charges
6		1,625	0	4170	200	Other Expenses
6	(-) All other payments	14,271	31,968	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7	(=) Balances carried forward	25,945	21,337	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		8,377	8,394	200		Unity Current A/c
8		17,568	12,943	205		Unity Deposit Account
8	Total value of cash and short	25,945	21,337	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with		

Continued over page

Working details for ANNUAL RETURN - Year ended 9 September 2025

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
	term investments					bank reconciliation.
9	Total fixed assets plus long term investments and assets	0	0			The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Littleport Village Hall

On accounts for the year
ended

31st December 2024

Charity no
(if any)

279914

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2024**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

30/09/2025

Name:

Dr Hussein Al-Ali

Relevant professional
qualification(s) or body
(if any):

PhD in Biomedical Science
Director of Agile Biomedical Consultants Cambridge

Address:

14 Kings Meadow

Cambridge

CB1 3FF

Section B**Disclosure**

Only complete if the examiner needs to highlight 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.

N/A.