

Trustees' Annual Report – Information required for Trustees and others, and to send to the Charity Commission when annual income exceeds £25,000.

Extract from the Charity Commission Website:

“ Reports for small non-company charities

If your charity's income is under £500,000 (and providing it doesn't have assets worth more than £3.26million), prepare a simple report including:

- your charity's name, registration number, address and trustee names
- its structure and details of how it is managed, including how it recruits trustees
- its activities and objectives in the year
- its achievements and performance, including reporting on its public benefit
- details of any funds held as a custodian trustee
- a financial review including any debts and details of your reserves policy (if applicable)

You can put more detail into your trustees' annual report if you want to. You only have to send a copy to the commission with **your annual return** if your income is more than £25,000. But you need to send the commission a copy if it asks for it. End of extract.

Trustees' Annual Report JULY 2023

Charity Name: LEONARD STANLEY VILLAGE HALL

Registration Number: 284371 Date of Registration: 06 May 1982

Governing Document: Conveyance dated 10th November 1981

Charity Address: Marsh Road Leonard Stanley Stonehouse Gloucestershire GL10 3NH
The Village Hall was until 1981 the Village School.

The Charity currently comprises 6 Trustees:

- 1 David Pearson (Official Charity Trustee Contact) The Cedars Church Road Leonard Stanley GL10 3NP
- 2 Richard Mark Hubble (LSVH Chairman) 21 Lyndon Morgan Way Leonard Stanley Stonehouse Gloucestershire GL10 3GF
- 3 Bobbie Ireland (Roberta) (Treasurer) 10 St Swithins Marsh Road Leonard Stanley Stonehouse Gloucestershire GL10 3NF
- 4 Jan Bogdiukiewicz 3 Withy Lea The Street Leonard Stanley Stonehouse Gloucestershire GL10 3NS
- 5 Phillip Ian Henry Herbert Old Quoins The Street Leonard Stanley Stonehouse Gloucestershire GL10 3NR
- 6 John William Webb 13 Dozule Close Leonard Stanley Stonehouse Gloucestershire GL10 3NL

Trustees meet as a body approx. 6 times a year in the Hall to oversee the smooth and safe running of the hall. Meetings are publicised and open to the public. All users of the hall are invited to meetings and form part of the Committee of Management according to the terms of the Conveyance. Minutes are circulated and published on the Hall website.

Day to day running and bookings are dealt with by a Manager who reports problems to Trustees. A Cleaner is also appointed. Recently a Caretaker was appointed to check the Hall regularly to deal with minor issues. He reports to the Manager.

Two additional Trustees were recruited within the last two years following changes in the management when the then Chairman, Secretary and Treasurer retired. Fortunately, these vital posts were filled and the Chairman and Treasurer are both Trustees. The Secretary currently files the Charity Annual Returns.

There have been no particular campaigns to recruit additional Trustees but the current Trustees would consider that if the situation demands. Trustees must be recruited from within the Parish of Leonard Stanley.

The primary objective of the Charity is to provide a hall for the use of the inhabitants of the Parish of Leonard Stanley without distinction of political, religious or other opinions with the object of improving the conditions of life for the said inhabitants. The hall is available to individuals or group hirers on a regular or occasional basis.

The main activity and objective for the past two years has been fundraising for a new roof as the old School roof is well past its prime. Whilst it is not in a dangerous state the bell tower had to be removed as that was becoming an unsafe structure. This activity will continue until a target in the region of £40,000 is achieved.

Fundraising is a regular feature of our years now, eg Quiz Nights, Christmas and summer indoor events and the occasional concert. A larger outdoor fete is in the offing for summer 2024. It is intended to reach a target of £15,000 to qualify for a substantial government grant, having successfully met the first stage criteria. Current total funds raised (23.5.23) is £13,308.66.

Trustees believe that the Hall is on a fairly sustainable footing, despite rising energy costs. The Manager works hard to secure new and regular hirers to maximise use and income. The Trustees' aim is to keep the Hall financially viable and to that end the current balance sheet shows a credit of £26,766.96.

Leonard Stanley Social Club is a tenant of one section of the Hall. It was established when the Village Hall was created to provide an income to help sustain the Hall. It is run separately but shares toilet facilities and occasional use of the kitchen. It has recently made a grant towards the new roof fund.

The public benefit is that the Village Hall is available at very reasonable hire prices, which are currently under review.

The Parish Council is the custodian trustee of the charity. The Parish Council does not hold funds on behalf of the Village Hall, although it has in the past made grants to the Village Hall. It sends a representative to meetings.

Profit and Loss

Leonard Stanley Village Hall Management Committee For the year ended 31 March 2023

	2023	2022	2021
Turnover			
Cinema Club	-	328.00	-
Coffee Morning	-	70.00	-
Donations	-	245.00	190.00
Fund Raising	5,428.80	605.00	-
Hall Hire (occasional bookings)	2,267.50	3,542.00	(1.42)
Hall Hire (regular)	9,235.00	6,148.50	772.00
Interest Income	13.37	-	-
LS Parish Council grant	1,741.00	-	-
Other Revenue	-	410.58	1,000.00
SDC Grant	200.00	12,168.00	19,669.21
Social Club	18,100.00	6,580.00	1,900.00
Total Turnover	36,985.67	30,097.08	23,529.79
Gross Profit	36,985.67	30,097.08	23,529.79
Administrative Costs			
Advertising & Marketing	65.00	338.60	65.00
Cleaning	5,252.78	3,371.52	818.26
Contract services/licences	751.27	672.10	561.86
Employers National Insurance	-	22.00	-
General Expenses	973.28	779.23	1,045.97
Insurance	1,142.55	1,087.05	1,329.45
Printing & Stationery	11.99	40.49	-
Repairs & Maintenance	3,217.19	12,317.27	6,564.20
Salaries	3,780.00	3,930.00	3,140.00
Subscriptions	464.16	410.40	538.28
Telephone & Internet	341.10	291.77	111.00
Utilities	7,122.32	3,115.26	1,684.95
Total Administrative Costs	23,121.64	26,375.69	15,858.97
Operating Profit	13,864.03	3,721.39	7,670.82
Profit on Ordinary Activities Before Taxation	13,864.03	3,721.39	7,670.82
Profit after Taxation	13,864.03	3,721.39	7,670.82

Independent Examiner's Report on the Accounts (Accruals Accounts)

Report to the members of Leonard Stanley Village Hall

Re accounts for the year ended 31st March 2023

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 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

Basis of the Independent Examiner's Statement:

The 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent Examiner's statement:

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respect the requirements to keep proper account records have not been met.
- b) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date

Name

Address