

FOWLMERE RECREATION GROUND & village hall

Registered Charity No. 284524

Trustees' Annual Report

1 September 2024 - 31 August 2025

Secretary to the Trustees

Mrs Julie Fletcher, 21 Ryecroft Lane, Fowlmere, SG8 7TT. Tel: 01763 208621

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Names of Trustees

Mrs Dorothy Woods	Chairman
Mrs Kay Davis	Vice Chairman
Mrs Dorothy Woods	Secretary (Acting)
Mrs Jane Cryer	Treasurer
Mrs Dorothy Woods	Bookings Secretary
Mrs Carol Sims	Trustee
Mr A J Bearpark	Trustee
Mr C Westwood	Trustee (co-opted)
Mrs Deborah Roberts	Representative Trustee PC
Mrs G Perry	Representative Trustee Badminton

Sources of advice and support

Cambridgeshire ACRE

HCR Hewitsons Solicitors, Newmarket Road, Cambridge

Governance

Fowlmere Recreation Ground & Village Hall was established as a charity by Trust Deed and Lease dated 2nd March 1982. The grounds were originally farmland and the Parish Council purchased the land from the local farmer.

The Lease is a full maintenance lease that the upkeep of the grounds is the responsibility of the Village Hall Management Committee. The VHMC pay an annual peppercorn rent to the Parish Council. The Village Hall building is vested with the Charity Commission and it is the duty of the VHMC to maintain, upgrade the premises.

Appointment of Trustees

The Trust Deed governs the appointment of the management of the charity

Six trustees are elected at the Annual General meeting held in October. There is no limit on the length of time elected trustees can serve.

In addition each regular **annual** user group can nominate one representative Trustee. The trustees form the Management Committee of the Recreation Ground and Village Hall which has the power to co-opt up to 6 members should this be necessary.

Policies and Procedures

The VHMC have a number of Policies and Procedures in place. .

These policies and procedures are updated each year, the Trustees agree any changes and adopt the policies at their September meeting

Bar protocol, Booking Officer Duties, Booking Procedure, Bouncy Castle conditions of hire, Building Access policy, Caravan procedure, Children &, Safeguarding policy, Energy & Environment Policy, Dogs on Recreation Ground policy, Equal opportunities policy, Finance policy, Fire risk policy, General Risk policy, General Data Protection policy, Health & Safety policy, Hiring

policy, Key Policy, Legionella Policy, Media & PR policy, Reserves Policy, Teenage Party Hire policy.

Copies of these policies and procedures are included in the Trustee's Welcome Pack

Hiring agreement

Use of the Recreation Ground and Village Hall is the subject of Hiring/Booking form which must be signed by each hirer agreeing also to the Terms and Conditions which are issued at the time of booking and which identify the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (not including the sale of alcohol) Should hirers wish to sell alcohol they must apply for a Temporary Event Licence from SCDC, a copy of which is to be given to the Booking Officer before their event. The hall is licensed by the Performing Right Society for live and recorded music.

Risk Management

Insurance:

Employers Liability,
Public and Products Liability - (£5,000,000 Indemnity, £5,000,000 Terrorism Indemnity)
Buildings - £1,676,724
Playing Surfaces - £110,000
Other Contents - £40,000
Floodlights - £10,000

Building issues

Portable electric appliances are PAT tested bi-annually
The mains electrical installation is checked by a qualified engineer every 3 years
A Fire Risk Assessment is updated annually by the Committee's own nominated Trustee.
Fire extinguishers are inspected and serviced annually under contract with the supplier
Appointed Trustees carry out regular maintenance checks.

Objectives of the Charity

Provisions of a Recreation Ground and Village Hall for the benefit of the inhabitants of the Parish of Fowlmere without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the village hall for meetings, events, classes and other forms of recreation with the object of improving the social conditions of the life of the inhabitants. The use of the Recreation Ground for seasonal sports including junior football and cricket . A limited number of Caravan Clubs use the recreation ground throughout the years. Also, for recreational purposes using children's play equipment and our outside adult gym equipment.

The Trustees consider these objectives to be consistent with the Charity Commission guidance on providing for the public benefit.

Principal Activities in pursuit of the Objectives

The hall is in use most days of the week for a variety of activities including Little Ducklings playgroup, Badminton (2 different clubs), Aerobics, Fitness Training, Pilates (two different classes), Yoga, Ceroc Dancing, Indoor bowls, Aerobics, Craft group. Friendship Club, Karate plus seasonal use of recreation ground for cricket training and matches and junior football training and matches

and caravan clubs.

Funding Strategy

It is a strategy of the Trustees to manage the revenue of the facility on a self-financing basis. The contributions made by hire to users of the hall and grounds achieve this. No funding is received from Fowlmere Parish Council Precept

Volunteers' efforts

In addition to the Trustees we have a group of volunteers who organise the outdoor production by Illyria each year.

2024/2025 achievements

The Trustees work hard to make the hall and recreation ground attractive to potential users and measure their success by the range of users and the hall occupancy.

Trustees have carried out the following improvements: in the last year

- Automated blinds to the high windows in the main hall
- New internal double glazed door to the internal entrance to the main hall.

This is in addition to all the other general upgrade/maintenance

Reserves policy

The Charity had £20,000 in the bank in unrestricted reserves at the end of the year. The cash is available to cover operating costs for one year.

The Trustees are responsible for the maintenance of the recreation ground and village hall and projects are carried out from revenue earned by bookings and events etc. They do not receive any money from the Parish precept.

Future plans

The Trustees have a Development plan in place based on an urgency requirement and when funds are available.

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

Signed on behalf of the charity's trustees

Signature:

Full Name: Mrs Dorothy Woods

Position: Chairman

Dated: 11 November 2025

Audited accounts attached