

# LITTLE DOWNHAM VILLAGE HALL

England & Wales · Charity number 289116

## Details

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**Other names** VILLAGE HALL COMMITTEE

**Status** Registered

**Legal form** Other

**Registered** 1984-06-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Village Hall  
Main Street  
Little Downham  
Ely  
Cambridgeshire  
CB6 2ST

**Phone** 01353 699430

**Email** [ldvhtreasurer@gmail.com](mailto:ldvhtreasurer@gmail.com)

## Activities

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**Objects:** A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF LITTLE DOWNHAM IN THE COUNTY OF CAMBRIDGE AND ISLE OF ELY WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER 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.

**Activities:** A village hall available for all local people. Regular groups include Brownies, a Youth Theatre Group, U3A music and scrabble, dancing groups, special sessions for people with disabilities, Carpet Bowls, local conservation group and other local interest groups. The hall runs a Book Cafe two days a week and is a designated Warm Hub. The hall is also available for hire for parties, wakes and events

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Recreation, Other Charitable Purposes
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** PARISH OF LITTLE DOWNHAM
- Cambridgeshire

## Finances

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| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-08-31 | £78,807 | £71,709     | -      | -         |
| 2024-08-31 | £71,709 | £63,594     | -      | -         |
| 2023-08-31 | £51,624 | £42,717     | -      | -         |
| 2022-08-31 | £28,781 | £41,741     | -      | -         |
| 2021-08-31 | £23,548 | £17,416     | -      | -         |

## Trustees

| Name                 | Role | Appointed  |
|----------------------|------|------------|
| Alan Witts           |      | 2019-11-29 |
| Amber Marie Collins  |      | 2023-01-10 |
| Carol Hebbard        |      | 2023-01-10 |
| Dale Parson          |      | 2021-01-15 |
| Daniel Godsmark      |      | 2025-11-24 |
| Joanne Louise Waters |      | 2023-01-10 |
| Linda Hutchinson     |      | 2022-08-02 |
| Mark Dean            |      | 2023-11-15 |
| Mark Winters         |      | 2023-11-15 |
| Michael Shearer      |      | 2025-11-24 |
| Sarah Louise Winters |      | 2023-11-15 |

**LITTLE DOWNHAM VILLAGE HALL**

England & Wales - Charity number 289116

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# Accounts

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LITTLE DOWNHAM VILLAGE HALL  
REGISTERED CHARITY 289116

STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDED  
31 AUGUST 2025

WHITINGS LLP  
GEORGE COURT  
BARTHOLMEW'S WALK  
ELY  
CAMBRIDGESHIRE  
CB7 4JW

## **Little Downham Village Hall**

Registered Charity No. 289116

### **Trustees' Annual Report**

1<sup>st</sup> September 2024 – 31 August 2025

Prepared by Mrs Linda Hutchinson  
Treasurer  
Little Downham Village Hall  
Main Street  
Little Downham  
Ely CB6 2ST

#### **Names of Trustees**

|                      |                                   |
|----------------------|-----------------------------------|
| Mrs Jo Waters        | Chair                             |
| Mr Mark Dean         | Vice-Chair                        |
| Mrs Linda Hutchinson | Treasurer                         |
| Ms Amber Collins     | Secretary and Bookings Clerk      |
| Mrs Vicky Dean       | Appointed 18 Nov 2024<br>Resigned |
| Mrs Carol Hebbard    |                                   |
| Mr Sean McManus      |                                   |
| Mr Dale Parson       |                                   |
| Ms Olivia Seidler    | From 18 November 2024             |
| Mr Peter Travers     | From 18 November 2024             |
| Mr Mark Winters      |                                   |
| Mrs Sarah Winters    |                                   |
| Mr Alan Witts        |                                   |

#### **Sources of Advice and Support**

##### **Staff**

Cleaner – Ms. Nicky Martin-Leavey  
Casual Bar/Cleaning Staff – Mrs Clare Scott, Mr Hayden Collins

**Main Bankers**  
Lloyds Bank  
Victoria Branch

**Accountants**  
Whitings LLP  
Ely

**Village Hall Support**  
Cambridgeshire Acre  
Littleport

### **Governance**

Little Downham Village Hall was constituted by a Conveyance dated 23 October 1972. This was the sole governing document until two resolutions were passed in 2018, one on 6 February reducing the number of representative Trustees from 12 to 6 and a further resolution on 18 November 2018 clarifying the clause on Committee resignations. A further resolution was passed on 15 November 2023 reducing the numbers of re-defined user groups to five and increasing the number of elected Trustees to seven..

### **Appointment of Trustees**

The Conveyance, together with the Resolutions lodged with the Charity Commission, governs the appointment of trustees and the management of the charity.

Seven Trustees are elected at the Annual General Meeting, with each Trustee serving for a period of one year. In addition, five defined user group each nominate one Trustee and these groups are :

Little Downham Parish Council

Little Downham Youth Group

Carpet Bowls

Book Cafe

Conservation Group

The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 3 further trustees on an annual basis.

### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

Broadband Access Policy

CCTV and Data Protection Policy

Complaints Policy

Conflict of Interest Policy

Disclosure Policy

Environmental Policy

Equal Opportunities Policy

Financial Procedures Policy

Health and Safety Policy

Hiring Policy

Lone Working Policy

Noise Policy

Reserves Policy

Safeguarding Policy

All policies are reviewed annually and updated where necessary.

Copies of these policies are available in the Hall or on the Hall's website

### **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which accompanies all booking agreements and hirers confirm on their booking form that they have read the agreement. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

### **Licences**

The hall has a Premises Licence from the Local Authority including an alcohol licence. The hall is licensed by the Performing Rights Society for live and recorded music and is also registered with the Information Commissioners Office.

### **Risk Management**

#### **Insurance**

Following an updated evaluation of the building and contents, the cover was increased in February 2024. The village hall is now insured with respect to property damage and rebuilding costs for £2,364,000. It is insured with the same company with respect to contents (up to £40,000) public liability (£5,000,000) employers' liability (£10,000,000), trustee indemnity (£500,000) business interruption (£1200,000) and legal fees (250,000)

The valuation was reviewed in February 2025 but no changes were needed.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### **Building Issues**

The building, together with the freehold land, is vested in the Official Custodian for Charities.

The Management Committee recognises the need to keep the building and its contents in a sound and safe condition to protect the users, staff, volunteers, environment and community and undertakes an annual Risk Assessment and Buildings Assessment. This includes :

A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.

Gas appliances and portable electrical appliances are tested by qualified personnel annually.  
Annual checking of the mains electrical installation and gas installation by a qualified engineer

Fire fighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee and staff carry out other regular maintenance checks including fire alarms and fire exits

External training for Trustees and staff on Fire Prevention and Safety

### **Objectives of the Charity**

Provision of a village hall for the benefit of the inhabitants of the Parish of Little Downham without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions

Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

### **Principal Activities in pursuit of Objectives**

The hall is in use most days of the week for a variety of activities.

Regular users include :

Bingo

Book Café

Carpet Bowls

Conservation Group

Downham Society

Exercise and Fitness Classes

Good Companions

Holly Cottage ((adults with additional needs)

Parish Council

U3A Scrabble Group

Yoga

Youth Theatre Group

In addition, it is regularly hired by other groups for meetings and one-off events.

The hall is also available for hire for private functions including children's parties, wedding receptions, funeral wakes, village social functions and fund raising events.

In January 2024, the Hall was awarded a one year contract with Cambridgeshire and Peterborough NHS for twice weekly sessions for Cardiac, Diabetes and Respiratory Support for local people. This was renewed for 2025 and is now classed as a regular hall user.

## **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The hiring charges paid by users of the hall are set to achieve this.

The charity held unrestricted cash funds of £25,395 at the year end of the financial year. This cash is available for expenditure in relation to building maintenance or urgent furniture or equipment replacement. On reviewing the Reserves Policy, it was agreed that the amount of cash held as a designated reserve be increased to £10,000, enabling the Charity to hold funds for unexpected repairs and to meet its liabilities in the unlikely event of the need to discontinue the use of the Hall.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken, including grant applications, with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted.

The Trustees carried out a full evaluation of the work needed in the Hall, with advice from Cambridgeshire Acre, and as major work is needed with regard to the porch at the front of the building and the windows, which are in a poor state of repair, such applications are likely to be made in the current financial year.

## **Volunteers' Effort**

Management costs are kept to a minimum through the Trustees, all of whom are volunteers and others, undertaking bookings, administration, minor repairs and maintaining the bar. .

## **Achievements 1 September 2024 – 31 August 2025**

The Trustee Board continued to build on the foundations of the previous two financial years, with the bar coming under direct control of the Trustees and the Governance issues being resolved to the satisfaction of the Charity Commission. For the third year running, the Hall had a small operating surplus, bringing the total cash reserves to a more acceptable level for a Charity of the size of the Village Hall.

Despite the increase in hiring fees last year, the Hall remains competitively priced for the local area and has attracted several new regular user groups.

Several fund-raising events have been held and while some, notably Burns Night and New Year, have been successful, several others have had to be cancelled due to poor ticket sales. The Trustees need input from the villagers of the events that people want to attend.

In addition to striving to ensure that the hall is fully utilised, the main efforts of the Trustees have concentrated on improvements to the fabric of the hall and its equipment, making sure

that it is not only fully compliant with all Regulations but that it is appealing to users and potential users.

Main works have included :

- Major repairs to the roof, chimney, fascia boards and guttering
- Repairs, resealing and revarnishing of the floor in the main hall
- Commencement of work on the front porch
- Further refurbishment of the bar and cooler systems
- Upgrading of audio visual and CCTV systems
- Further electrical repairs and re-wiring
- Replacement of faulty/outdated kitchen and bar appliances
- External seating at the back of the hall, thanks to a donation

The problem with the front porch is ongoing, with discussions still underway with Structural Engineers, the insurers and East Cambs District Council.

Trustees and staff undertook training in Fire Prevention and Safety, Safeguarding, Allergies, Food Hygiene, First Aid, Health and Safety, Pat Testing and GDPR.

#### **Future Plans**

In addition to ongoing maintenance and repairs, the main project for the 2025/26 financial year is to resolve the issues with the front porch.

Other priorities include making the building more environmentally efficient by preventing heat loss, recruiting additional pro-active Trustees and engaging with the local population to identify their wants and needs.

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

**Signed on behalf of the charity's trustees**

Signature(s) .....



Full name(s) Mrs Joanne Waters

Position Chair

Date 3 - 11 - 25

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LITTLE DOWNHAM VILLAGE HALL

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INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 AUGUST 2025

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LITTLE DOWNHAM VILLAGE HALL (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2025.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:.....



Dated:.....

29-08-25

I.G. C. Piper F.C.A

Partner  
Whitings LLP  
George Court  
Bartholomew's Walk  
Ely  
Cambridgeshire  
CB7 4JW

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Little Downham Village Hall

No (if any)  
289116

CC16a

## Receipts and payments accounts

|                     |                                |    |                              |
|---------------------|--------------------------------|----|------------------------------|
| For the period from | Period start date<br>01-Sep-24 | To | Period end date<br>31-Aug-25 |
|---------------------|--------------------------------|----|------------------------------|

### Section A Receipts and payments

|                                                       | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|-------------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                           |                                      |                                     |                                 |                               |
| Hall Hire Regular                                     | 24,011                                    | -                                    | -                                   | 24,011                          | 19,207                        |
| Hall Hire Occasional                                  | 17,031                                    | -                                    | -                                   | 17,031                          | 14,877                        |
| Events                                                | 5,830                                     | -                                    | -                                   | 5,830                           | 6,351                         |
| Bar                                                   | 30,471                                    | -                                    | -                                   | 30,471                          | 30,954                        |
| Bank Interest                                         | 157                                       | -                                    | -                                   | 157                             | 123                           |
| Clothes Bin                                           | 275                                       | -                                    | -                                   | 275                             | 197                           |
| Grants                                                | -                                         | -                                    | -                                   | -                               | -                             |
| Donations                                             | 1,032                                     | -                                    | -                                   | 1,032                           | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>78,807</b>                             | <b>-</b>                             | <b>-</b>                            | <b>78,807</b>                   | <b>71,709</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>78,807</b>                             | <b>-</b>                             | <b>-</b>                            | <b>78,807</b>                   | <b>71,709</b>                 |
| <b>A3 Payments</b>                                    |                                           |                                      |                                     |                                 |                               |
| Wages permanent staff                                 | 4,116                                     | -                                    | -                                   | 4,116                           | 4,143                         |
| Wages casual bar staff                                | 1,739                                     | -                                    | -                                   | 1,739                           | 1,373                         |
| Bar Consumables                                       | 17,603                                    | -                                    | -                                   | 17,603                          | 16,156                        |
| Events                                                | 5,149                                     | -                                    | -                                   | 5,149                           | 6,780                         |
| Utilities                                             | 9,554                                     | -                                    | -                                   | 9,554                           | 6,018                         |
| Insurance                                             | 2,837                                     | -                                    | -                                   | 2,837                           | 2,186                         |
| Cleaning and in house maintenance                     | 1,894                                     | -                                    | -                                   | 1,894                           | 2,118                         |
| Maintenance and repairs contractors                   | 21,460                                    | -                                    | -                                   | 21,460                          | 18,473                        |
| Professional fees and licences                        | 1,579                                     | -                                    | -                                   | 1,579                           | 2,796                         |
| Equipment and fittings                                | 10,735                                    | -                                    | -                                   | 10,735                          | 3,200                         |
| Post, stationery and mileage                          | 452                                       | -                                    | -                                   | 452                             | 351                           |
| <b>Sub total</b>                                      | <b>77,118</b>                             | <b>-</b>                             | <b>-</b>                            | <b>77,117</b>                   | <b>63,594</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |                                           |                                      |                                     |                                 |                               |
|                                                       | -                                         | -                                    | -                                   | -                               | -                             |
|                                                       | -                                         | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>77,118</b>                             | <b>-</b>                             | <b>-</b>                            | <b>77,118</b>                   | <b>63,594</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>1,689</b>                              | <b>-</b>                             | <b>-</b>                            | <b>1,689</b>                    | <b>8,115</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>23,706</b>                             | <b>-</b>                             | <b>-</b>                            | <b>23,706</b>                   | <b>15,591</b>                 |
| <b>Cash funds this year end</b>                       | <b>25,395</b>                             | <b>-</b>                             | <b>-</b>                            | <b>25,395</b>                   | <b>23,706</b>                 |

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

| Categories           | Details                 | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Lloyds Current Account  | 2,562                              | -                                | -                               |
|                      | Lloyds Deposit Account  | 22,278                             | -                                | -                               |
|                      |                         |                                    |                                  |                                 |
|                      | Floats                  | 555                                | -                                | -                               |
|                      | <b>Total cash funds</b> |                                    | <b>25,395</b>                    | <b>-</b>                        |

(agree balances with receipts and payments account(s))

| Details   | OK<br>Unrestricted funds<br>to nearest £ | OK<br>Restricted funds<br>to nearest £ | OK<br>Endowment funds<br>to nearest £ |
|-----------|------------------------------------------|----------------------------------------|---------------------------------------|
|           | -                                        | -                                      | -                                     |
| Bar Stock | 2,067                                    | -                                      | -                                     |
|           | -                                        | -                                      | -                                     |
|           | -                                        | -                                      | -                                     |
|           | -                                        | -                                      | -                                     |
|           | -                                        | -                                      | -                                     |

**B3 Investment assets**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

**B4 Assets retained for the charity's own use**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

**B5 Liabilities**

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---------|---------------------------------|-----------------------|---------------------|
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

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

|           |                  |                  |
|-----------|------------------|------------------|
| Signature | Print Name       | Date of approval |
|           | Linda Hutchinson | 26-10-25         |
|           | Carol Hebbard    | 26-10-25         |

**LITTLE DOWNHAM VILLAGE HALL**

England & Wales - Charity number 289116

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# Accounts

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*“Serving the community since 1779”*

LITTLE DOWNHAM VILLAGE HALL

REGISTERED CHARITY 289116

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

31 AUGUST 2024

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GEORGE COURT

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## **Little Downham Village Hall**

Registered Charity No. 289116

### **Trustees' Annual Report**

1<sup>st</sup> September 2023 – 31 August 2024

Prepared by Mrs Linda Hutchinson  
Treasurer  
Little Downham Village Hall  
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#### **Names of Trustees**

|                               |                              |
|-------------------------------|------------------------------|
| Mrs Jo Waters                 | Chair                        |
| Ms Georgina Hebbard           | Vice-Chair                   |
| Mrs Linda Hutchinson          | Treasurer                    |
| Ms Amber Collins              | Secretary and Bookings Clerk |
| Ms Trudy Buckingham (coopted) | Resigned 15 Nov 2023         |
| Mr Mark Dean                  | From 15 Nov 2023             |
| Mrs Vicky Dean (coopted)      | From 15 Nov 2023             |
| Mrs Carol Hebbard             |                              |
| Mr Sean McManus               |                              |
| Mr Dale Parson                |                              |
| Mr Mark Winters               | From 15 Nov 2023             |
| Mrs Sarah Winters             | From 15 Nov 2023             |
| Mr Alan Witts                 |                              |

#### **Sources of Advice and Support**

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Victoria Branch

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Mr Peter Korn  
Interface Legal Advisory Service

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The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

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Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

### **Principal Activities in pursuit of Objectives**

The hall is in use most days of the week for a variety of activities.

Regular users include :

Bingo

Book Café

Carpet Bowls

Conservation Group

Downham Society

Exercise and Fitness Classes

Good Companions

Holly Cottage ((adults with additional needs)

Parish Council

Playford Dancing

U3A Scrabble Group

Yoga

Youth Theatre Group

In addition, it is regularly hired by other groups for meetings and one-off events.

The hall is also available for hire for private functions including children's parties, wedding receptions, funeral wakes, village social functions and fund raising events.

In January 2024, the Hall was awarded a one year contract with Cambridgeshire and Peterborough NHS for twice weekly sessions for Cardiac, Diabetes and Respiratory Support for local people and it is hoped that this will continue throughout 2025.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self- financing basis. The hiring charges paid by users of the hall are set to achieve this.

The charity held unrestricted cash funds of £26 at the year end of the financial year. This cash is available for expenditure in relation to building maintenance or urgent furniture or equipment replacement. It should be noted that approximately £6,000 has been committed to the work to repair the roof and chimney. In accordance with the Reserves Policy, £5000 of the unrestricted cash is held as a designated reserve, enabling the Charity to meet its liabilities in the unlikely event of the need to discontinue the use of the Hall.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken, including grant applications, with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted.

### **Volunteers' Effort**

Management costs are kept to a minimum through the Trustees, all of whom are volunteers and others, undertaking bookings, administration, minor repairs and maintaining the bar. .

### **Achievements 1 September 2023 – 31 August 2024**

The Trustee Board continued to build on the foundations of the previous financial year, with the bar coming under direct control of the Trustees and the Governance issues being resolved to the satisfaction of the Charity Commission. For the second year running, the Hall had an operating surplus, bringing the total cash reserves to a more acceptable level for a Charity of the size of the Village Hall.

Despite the increase in hiring fees last year, the Hall remains competitively priced for the local area and has attracted several new regular user groups this year including Living Sport, Jazzercise, Cambridgeshire and Peterborough NHS and other fitness groups plus the return of one of the groups who left the hall last year. Successful fund-raising events, including Burns Night, Ouse Valley Singles, an Abba Tribute band, Boogie Nights and Quiz nights were held.

In addition to striving to ensure that the hall is fully utilised, the main efforts of the Trustees have concentrated on improvements to the fabric of the hall and its equipment, making sure that it is not only fully compliant with all Regulations but that it is appealing to users and potential users.

Main works have included :

Major repairs to the roof, chimney and guttering

Improved access to the stage, ensuring that it meets health and safety regulations

Decoration and new flooring in the foyer with the addition of a storage cupboard

Rewiring and replacing sockets

Upgraded external lighting and CCTV

Improvements to the security, storage and working conditions of the bar

Commenced new audio-visual systems in both rooms with boosted broadband and wi-fi

New appliances for the kitchen and bar and a cold storage for beers

Redecoration of the main hall

Renovation of toilets and wash basins

Cambridgeshire Acre Hall Mark regained

A problem was identified with the front porch which appears to be cracking due to subsidence. This is currently being investigated by the insurers and loss adjustors.

Trustees and staff undertook training in Fire Prevention and Safety, Safeguarding, Allergies, Food Hygiene, First Aid, Health and Safety, Pat Testing and GDPR.

### **Future Plans**

The Trustees have identified further work that needs to be done and, in addition to ongoing maintenance and repairs, the following projects are the priorities for the 2024/2025 financial year :

Replace the windows in line with Listed Building requirements - it is likely that the cost of the windows will need a partial grant so potential sources will be identified.

Complete new audio-visual systems in both rooms with boosted broadband and wi-fi access

Re-sealing the floor in the main hall

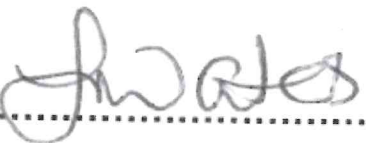
Decoration of the passageway and meeting room

Rear external improvements including seating

Engagement with the local population to identify possible future events and activities

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

Signed on behalf of the charity's trustee

Signature(s)  .....

Full name(s) Mrs Joanne Waters

Position Chair

Date 30 October 2024

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LITTLE DOWNHAM VILLAGE HALL

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INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 AUGUST 2024

---

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LITTLE DOWNHAM VILLAGE HALL (the 'charity')**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2024.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 Act.

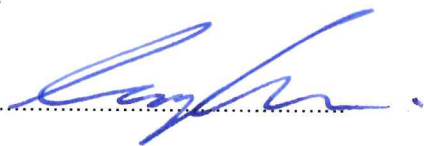
**INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:.....



Dated:.....

1-Nov-24

I.G. C. Piper F.C.A

Partner  
Whitings LLP  
George Court  
Bartholomew's Walk  
Ely  
Cambridgeshire  
CB7 4JW

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Little Downham Village Hall

## Receipts and payments accounts

CC16a

For the period  
from

01-Sep-23

To

31-Aug-24

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                         |                                        |                                 |                               |
| Hall Hire Regular                                     | 19,207                                       | -                                       | -                                      | 19,207                          | 15,738                        |
| Hall Hire Occasional                                  | 14,877                                       | -                                       | -                                      | 14,877                          | 7,941                         |
| Events                                                | 6,351                                        | -                                       | -                                      | 6,351                           | 2,539                         |
| Bar                                                   | 30,954                                       | -                                       | -                                      | 30,954                          | 16,741                        |
| Bank Interests                                        | 123                                          | -                                       | -                                      | 123                             | 23                            |
| Clothes Bin                                           | 197                                          | -                                       | -                                      | 197                             | 58                            |
| Grants                                                | -                                            | -                                       | -                                      | -                               | 8,569                         |
| Donations                                             | -                                            | -                                       | -                                      | -                               | 15                            |
| <b>Sub total (Gross income for AR)</b>                | <b>71,709</b>                                | <b>-</b>                                | <b>-</b>                               | <b>71,709</b>                   | <b>51,624</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>71,709</b>                                | <b>-</b>                                | <b>-</b>                               | <b>71,709</b>                   | <b>51,624</b>                 |
| <b>A3 Payments</b>                                    |                                              |                                         |                                        |                                 |                               |
| Wages Permanent staff                                 | 4,143                                        | -                                       | -                                      | 4,143                           | 5,963                         |
| Wages casual bar staff                                | 1,373                                        | -                                       | -                                      | 1,373                           | 526                           |
| Bar consumables                                       | 16,156                                       | -                                       | -                                      | 16,156                          | 8,656                         |
| Events                                                | 6,780                                        | -                                       | -                                      | 6,780                           | 895                           |
| Utilities                                             | 6,018                                        | -                                       | -                                      | 6,018                           | 3,754                         |
| Insurance                                             | 2,186                                        | -                                       | -                                      | 2,186                           | 2,167                         |
| Cleaning and inhouse maintenance                      | 2,118                                        | -                                       | -                                      | 2,118                           | 2,661                         |
| Maintenance and repairs contractors                   | 18,473                                       | -                                       | -                                      | 18,473                          | 6,562                         |
| Professional fees and licences                        | 2,796                                        | -                                       | -                                      | 2,796                           | 927                           |
| Equipment and fittings                                | 3,200                                        | -                                       | -                                      | 3,200                           | 9,493                         |
| Catering for hall hire                                | -                                            | -                                       | -                                      | -                               | 1,058                         |
| Post Stationery and mileage                           | 351                                          | -                                       | -                                      | 351                             | 55                            |
| <b>Sub total</b>                                      | <b>63,594</b>                                | <b>-</b>                                | <b>-</b>                               | <b>63,594</b>                   | <b>42,717</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>63,594</b>                                | <b>-</b>                                | <b>-</b>                               | <b>63,594</b>                   | <b>42,717</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>8,115</b>                                 | <b>-</b>                                | <b>-</b>                               | <b>8,115</b>                    | <b>8,907</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>15,591</b>                                | <b>-</b>                                | <b>-</b>                               | <b>15,591</b>                   | <b>6,684</b>                  |
| <b>Cash funds this year end</b>                       | <b>23,706</b>                                | <b>-</b>                                | <b>-</b>                               | <b>23,706</b>                   | <b>15,591</b>                 |

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

| Categories           | Details                 | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Lloyds Current account  | 8,029                              | -                                | -                               |
|                      | Lloyds deposit account  | 15,122                             | -                                | -                               |
|                      | Bar and expenses float  | 555                                | -                                | -                               |
|                      | <b>Total cash funds</b> | <b>23,706</b>                      | <b>-</b>                         | <b>-</b>                        |

(agree balances with receipts and payments account(s))

OK

OK

OK

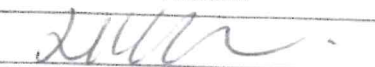

| Categories                      | Details   | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|-----------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |           | -                                  | -                                | -                               |
|                                 | Bar Stock | 2,435                              | -                                | -                               |
|                                 |           | -                                  | -                                | -                               |
|                                 |           | -                                  | -                                | -                               |
|                                 |           | -                                  | -                                | -                               |
|                                 |           | -                                  | -                                | -                               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories                                          | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |

| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

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

|                                                                                                                                                                            |                                   |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------|
| Signature                                                                                                                                                                  | Print Name                        | Date of approval       |
| <br> | Linda Hutchinson<br>Carol Hebbard | 30-Oct-24<br>30-Oct-24 |

**LITTLE DOWNHAM VILLAGE HALL**

England & Wales - Charity number 289116

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# Accounts

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**Little Downham Village Hall  
Main Street,  
Little Downham,  
Ely  
Cambridgeshire CB6 2ST**



**Charity Registration Number: 289116**

*“serving the community since 1779”*

**LITTLE DOWNHAM VILLAGE HALL  
STATEMENT OF ACCOUNTS AND  
ANNUAL REPORT  
YEAR ENDING 31 AUGUST 2023**

**Prepared by Whitings LLP  
George Court, Bartholomew’s Walk  
Ely  
CB7 4JW**

**Little Downham Village Hall**

Registered Charity No. 289116

**Trustees' Annual Report**

1<sup>st</sup> September 2022 – 31 August 2023

Prepared by Mrs Linda Hutchinson

Treasurer

Little Downham Village Hall

Main Street

Little Downham

Ely CB6 2ST

**Names of Trustees**

|                      |                              |
|----------------------|------------------------------|
| Mrs Jo Waters        | Chair                        |
| Ms Georgina Hebbard  | Vice-Chair                   |
| Mrs Linda Hutchinson | Treasurer                    |
| Ms Amber Collins     | Secretary and Bookings Clerk |
| Ms Trudy Buckingham  | Coopted on 13 Mar 2023       |
| Mrs Carol Hebbard    |                              |
| Mr Sean McManus      | From 13 Feb 2023             |
| Mr Dale Parson       |                              |
| Mr Alan Witts        |                              |
| Ms J Gallyer         | 1 Sept 2022 – 10 Jan 2023    |
| Mrs A Hayter-Smith   | 1 Sept 2022 – 10 Jan 2023    |

**Sources of advice and support**

**Staff**

Manager – Mr. Graham. Hayter-Smith (resigned 23 February 2023)

Cleaner – Ms. Nicky Martin-Leavey

Casual Bar/Cleaning Staff – Mrs Clare Scott, Mr Hayden Collins, Miss Olivia Howe

**Main Bankers**

Lloyds Bank

Victoria Branch

**Legal Advisor**  
Mr Peter Korn  
Interface Legal Advisory Service

**Accountants**  
Whiting & Partners  
Ely

**Village Hall Support**  
Cambridgeshire Acre  
Littleport

### **Governance**

Little Downham Village Hall was constituted by a Conveyance dated 23 October 1972. This was the sole governing document until two resolutions were passed in 2018, one on 6 February reducing the number of representative Trustees from 12 to 6 and a further resolution on 18 November 2018 clarifying the clause on Committee resignations.

### **Appointment of Trustees**

The Conveyance, together with the Resolutions lodged with the Charity Commission, governs the appointment of trustees and the management of the charity.

Six trustees are elected at the Annual General Meeting, with each Trustee serving for a period of one year. In addition, six defined user group each nominate one Trustee and these groups are :

Little Downham Parish Council

Downham Feoffees

Little Downham Youth Group

Carpet Bowls

Downham Society

Conservation Group

The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 3 further trustees on an annual basis.

### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

Broadband Access Policy

CCTV policy

Complaints Policy

Conflict of Interest Policy

Data Protection Policy

Disclosure Policy

Environmental Policy

Equal Opportunities Policy

Financial Procedures Policy  
Health and Safety Policy  
Lone Working Policy  
Noise Policy  
Reserves Policy  
Safeguarding Policy

Copies of these policies are available in the Hall or on request.

### **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which accompanies all booking agreements and hirers confirm on their booking form that they have read the agreement. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

### **Licences**

The hall has a Premises Licence from the Local Authority including an alcohol licence.. The hall is licensed by the Performing Rights Society for live and recorded music and is also registered with the Information Commissioners Office.

### **Risk Management**

#### **Insurance**

The village hall is insured with respect to property damage and rebuilding costs for £1,236,452 million. It is insured with the same company with respect to contents (up to £40,000) public liability (£5,000,000) employers' liability (£10,000,000), trustee indemnity (£500,000) business interruption (£80,000) and legal fees (250,000)

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

#### **Building Issues**

The building, together with the freehold land, is vested in the Official Custodian for Charities.

The Management Committee recognises the need to keep the building and its contents in a sound and safe condition to protect the users, staff, volunteers, environment and community and undertakes an annual Risk Assessment. This includes :

A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.

Gas appliances and portable electrical appliances are tested by qualified personnel annually. Annual checking of the mains electrical installation and gas installation by a qualified engineer

Fire fighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee and staff carry out other regular maintenance checks including fire alarms and fire exits  
External training for Trustees and staff on Fire Prevention and Safety

### **Objectives of the Charity**

Provision of a village hall for the benefit of the inhabitants of the Parish of Little Downham without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions

Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

### **Principal Activities in pursuit of Objectives**

The hall is in use most days of the week for a variety of activities.

Regular users include :

Bingo

Book Café and Warm Hub

Brownies

Carpet Bowls

Conservation Group

Downham Society

Holly Cottage ((adults with additional needs)

Parish Council

Playford Dancing

U3A Guitar Group

U3A Scrabble Group

Yoga

Youth Theatre Group

In addition, it is regularly hired by other groups for meetings and one-off events.

The hall is also available for hire for private functions including children's parties, wedding receptions, funeral wakes, village social functions and fund raising events.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self- financing basis.

The hiring charges paid by users of the hall are set to achieve this.

The charity held unrestricted cash funds of £16,270 at the year end of the financial year. This cash is available for expenditure in relation to building maintenance or urgent furniture or

equipment replacement. In accordance with the Reserves Policy, £5000 of this is held as a designated reserve, enabling the Charity to meet its liabilities in the unlikely event of the need to discontinue the use of the Hall.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken, including grant applications, with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted.

### **Volunteers' Effort**

Management costs are kept to a minimum through the Trustees, all of whom are volunteers and others, for bookings, administration, minor repairs and maintaining the bar.

### **Achievements 1 September 2022 – 31 August 2023**

With new Trustees being appointed to the Committee at the AGM, it was evident that there were some issues facing the hall. These included governance which did not follow the Charity's own governing documents and the relationship between the Village Hall Trustees and the bar, which was operated within the hall as a private limited company. The Trustees consulted a solicitor specialising in Charity Law and were advised that they must bring the governance in line with the constitution, which was done. Having also considered various options for the bar, it was agreed that the best way forward was to bring the bar back under the direct control of the Trustees, who took over the bar work on a voluntary basis, supported by casual bar staff for special events. Mr. Graham Hayter-Smith had been offered the opportunity to continue to run the bar as a private company under a new commercial agreement or to be employed as Bar Manager but he decided to resign.

The Trustees were also concerned that the hall was losing money and it became necessary to increase the prices charged for hiring, which both eliminated the loss and brought the charges in line with similar facilities in the local area. The price increase did result in the loss of two regular groups but these were replaced by new bookings. Successful fund-raising events, including Burns Night and Quiz nights were run, with several others planned. All the income from the bar since March 2023 also came directly to the Charity, enabling monies to be spent on essential repairs and renovations and electrical installations. It also allowed for some much-needed work to re-decorate the hall. A grant had been received from the Lottery to replace the hall curtains, making the hall a more appealing venue for private hire.

Trustees and staff undertook training in Fire Prevention and Safety, Safeguarding, Food Hygiene, First Aid, Health and Safety and GDPR.

The Book Café of the Hall also became a designated Warm Hub for the area.

**Future Plans**

The Trustees have identified the work that needs to be done to make further improvements to the Hall, which include updating the toilet facilities, making the bar area more secure, safer and more energy efficient by installing new shutters and replacing out-of-date equipment. It has also identified the need for improved heating, air conditioning and sound systems in order to make the Hall more appealing and comfortable for users and more energy efficient. To meet these costs, the Trustees are actively investigating available grants and matched funding opportunities.

Although the Hall is in regular use most days, there are times when it is unoccupied and work is underway to find new community groups to move into the Hall on a regular basis. Regular one-off events are also planned, aimed at meeting the diverse requirements of the local community and include music nights, with acts such as Ouse Valley Singles, an Abba Tribute band and Boogie nights plus a children's Christmas Party, Burns Night and regular Quiz nights.

Although the Governance is now compliant with the Hall's own governing documents and Charity Commission requirements, it is recognised that an updated Constitution may be needed and the Trustees are in the process of looking at the alternative ways of achieving this. Any changes will need Charity Commission approval.

The Trustees will also be applying to Cambridgeshire Acre to regain the Hall Mark.

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

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full name(s)**

Mrs Jo Waters

**Position**

Chair

**Date**

3 November 2023

---

LITTLE DOWNHAM VILLAGE HALL

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INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022

---

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LITTLE DOWNHAM VILLAGE HALL (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2023.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:.....

Dated:.....3 - Nov -23.....

I.G. C. Piper F.C.A

Partner  
Whitings LLP  
George Court  
Bartholomew's Walk  
Ely  
Cambridgeshire  
CB7 4JW



|  |  |
|--|--|
|  |  |
|--|--|

|       |
|-------|
| CC16a |
|-------|

## Receipts and payments accounts

|                        |                  |    |                |
|------------------------|------------------|----|----------------|
| For the period<br>from | 1 September 2022 | To | 31 August 2023 |
|------------------------|------------------|----|----------------|

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                         |                                        |                                 |                               |
| Hall hire regulars (Total for last year)              | 15,738                                       | -                                       | -                                      | 15,738                          | 16,478                        |
| Hall hire occasional                                  | 7,941                                        | -                                       | -                                      | 7,941                           | -                             |
| Bar                                                   | 16,741                                       | -                                       | -                                      | 16,741                          | 950                           |
| Events                                                | 2,539                                        | -                                       | -                                      | 2,539                           | -                             |
| Grants                                                | 8,569                                        | -                                       | -                                      | 8,569                           | 5,000                         |
| Interest                                              | 23                                           | -                                       | -                                      | 23                              | 2                             |
| Donations                                             | 15                                           | -                                       | -                                      | 15                              | 490                           |
| Furlough grants                                       | -                                            | -                                       | -                                      | -                               | 4,361                         |
| Loan repayment                                        | -                                            | -                                       | -                                      | -                               | 1,500                         |
| Clothes bin                                           | 58                                           | -                                       | -                                      | 58                              | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>51,624</b>                                | <b>-</b>                                | <b>-</b>                               | <b>51,624</b>                   | <b>28,781</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>51,624</b>                                | <b>-</b>                                | <b>-</b>                               | <b>51,624</b>                   | <b>28,781</b>                 |
| <b>A3 Payments</b>                                    |                                              |                                         |                                        |                                 |                               |
| Wages, permanent staff                                | 5,963                                        | -                                       | -                                      | 5,963                           | 7,280                         |
| Wages, casula bar staff                               | 526                                          | -                                       | -                                      | 526                             | -                             |
| Bar Consumables                                       | 8,656                                        | -                                       | -                                      | 8,656                           | -                             |
| Events                                                | 895                                          | -                                       | -                                      | 895                             | -                             |
| Utilities                                             | 3,754                                        | -                                       | -                                      | 3,754                           | 4,453                         |
| Insurance                                             | 2,167                                        | -                                       | -                                      | 2,167                           | 1,479                         |
| Cleaning and in house maintenance                     | 2,661                                        | -                                       | -                                      | 2,661                           | 2,659                         |
| Maintenance and repairs - contractors                 | 6,562                                        | -                                       | -                                      | 6,562                           | 947                           |
| Professional fees and licences                        | 927                                          | -                                       | -                                      | 927                             | 1,124                         |
| Equipment and fittings                                | 9,493                                        | -                                       | -                                      | 9,493                           | 21,032                        |
| Catering for hall hire                                | 1,058                                        | -                                       | -                                      | 1,058                           | -                             |
| Post and Stationery                                   | 55                                           | -                                       | -                                      | 55                              | 268                           |
| Sundries                                              | -                                            | -                                       | -                                      | -                               | 2,499                         |
| <b>Sub total</b>                                      | <b>42,717</b>                                | <b>-</b>                                | <b>-</b>                               | <b>42,717</b>                   | <b>41,741</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>42,717</b>                                | <b>-</b>                                | <b>-</b>                               | <b>42,717</b>                   | <b>41,741</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>8,907</b>                                 | <b>-</b>                                | <b>-</b>                               | <b>8,907</b>                    | <b>- 12,960</b>               |
| <b>A5 Transfers between funds</b>                     | -                                            | -                                       | -                                      | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | <b>7,363</b>                                 | <b>-</b>                                | <b>-</b>                               | <b>7,363</b>                    | <b>20,323</b>                 |
| <b>Cash funds this year end</b>                       | <b>16,270</b>                                | <b>-</b>                                | <b>-</b>                               | <b>16,270</b>                   | <b>7,363</b>                  |

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

| Categories           | Details                 | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Lloyds Current Account  | 10,947                             | -                                | -                               |
|                      | Lloyds Deposit Account  | 5,003                              | -                                | -                               |
|                      | Bar abd expenses float  | 320                                | -                                | -                               |
|                      | <b>Total cash funds</b> | <b>16,270</b>                      | <b>-</b>                         | <b>-</b>                        |

(agree balances with receipts and payments account(s))



|                                 | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

|                             | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <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> | Bar stock |                             | -               | 2,135                    |
|                                                     |           |                             | -               | -                        |
|                                                     |           |                             | -               | -                        |
|                                                     |           |                             | -               | -                        |
|                                                     |           |                             | -               | -                        |
|                                                     |           |                             | -               | -                        |
|                                                     |           |                             | -               | -                        |
|                                                     |           |                             | -               | -                        |

|                       | Details                        | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|--------------------------------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> | August wages - permanent staff | Unrestricted                    | 492                   |                     |
|                       | August wages - casual staff    | Unrestricted                    | 159                   |                     |
|                       | Cleaning materials             | Unrestricted                    | 27                    |                     |
|                       |                                |                                 | -                     |                     |
|                       |                                |                                 | -                     |                     |

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

| Signature                                                                           | Print Name       | Date of approval |
|-------------------------------------------------------------------------------------|------------------|------------------|
|  | LINDA HUTCHINSON | 3-11-23          |
|  | CAROL HEGGARD    | 3-11-23          |