

**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)**

**Position**

**Date**



**Mrs Jo Waters**

**Chair**

**3 November 2023**

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**LITTLE DOWNHAM VILLAGE HALL**

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

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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 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



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

CC16a

For the period  
from

1 September 2022

To

31 August 2023

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year 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, casual 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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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 to nearest £	Restricted funds to nearest £	Endowment funds 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 to nearest £	Restricted funds to nearest £	Endowment funds 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