



“Serving the community since 1779”

LITTLE DOWNHAM VILLAGE HALL

REGISTERED CHARITY 289116

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

31 AUGUST 2024

WHITINGS LLP

GEORGE COURT

BARTHOLMEW’S WALK

ELY

CAMBRIDGESHIRE

CB7 4JW

Little Downham Village Hall

Registered Charity No. 289116

Trustees' Annual Report

1st September 2023 – 31 August 2024

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)	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**Staff**

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 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 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

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 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

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

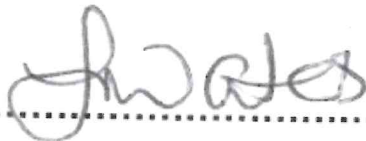
Decoration of the passageway and meeting room

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

LITTLE DOWNHAM VILLAGE HALL

**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.

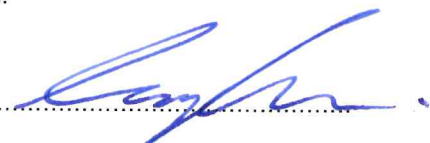
INDEPENDENT EXAMINER'S STATEMENT

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



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 funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
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
Sub total (Gross income for AR)	71,709	-	-	71,709	51,624
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,709	-	-	71,709	51,624
A3 Payments					
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
Sub total	63,594	-	-	63,594	42,717
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	63,594	-	-	63,594	42,717
Net of receipts/(payments)	8,115	-	-	8,115	8,907
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,591	-	-	15,591	6,684
Cash funds this year end	23,706	-	-	23,706	15,591

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 £
B1 Cash funds	Lloyds Current account	8,029	-	-
	Lloyds deposit account	15,122	-	-
	Bar and expenses float	555	-	-
	Total cash funds	23,706	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets		-	-	-
	Bar Stock	2,435	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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	30-Oct-24
	Carol Hebbard	30-Oct-24