

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 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



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Little Downham Village Hall

No (if any)  
289116

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Sep-24

To

Period end date  
31-Aug-25

### 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 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 to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Current Account	2,562	-	-
	Lloyds Deposit Account	22,278	-	-
	Floats	555	-	-
	<b>Total cash funds</b>	<b>25,395</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

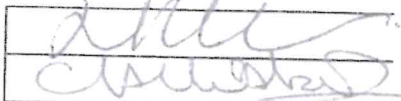

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
	Bar Stock	2,067	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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