

# Trustees' Annual Report for the period

Period start date

Period end date

From

To

## Section A

### Reference and administration details

Charity name

DOWNLEY WAR MEMORIAL HALL

Other names charity is known by

Registered charity number (if any) 292143

Charity's principal address

HIGH STREET

DOWNLEY

HIGH WYCOMBE

Postcode

HP13 5XJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alan Baker	Chair		
2	John Roden			
3	Janet Vale	Secretary		
4	Avril Fagan			
5	Pamela Brooks	Treasurer		
6	Pat Syme		01/10/2022 – 30/09/2023	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
DOWNLEY PARISH COUNCIL (Custodian Trustee)	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document

1997 Charity Scheme

How the charity is constituted

Unincorporated Charity

Trustee selection methods

Elected Trustees appointed at the AGM  
Representative Trustees appointed by outside organisations and the custodian trustee

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have a problem recruiting Trustees/Members.

The organisations that should appoint Representative Trustees no longer use the hall or have disbanded, therefore, we do not have any Representative Trustees. Also the custodian trustee no longer uses the hall and has not appointed any Trustees for the past few years.

Only one of the Additional Members is still living. So currently there are only Elected Members and one Additional Member.

The current Trustees/Members are looking into the possibility of changing the structure of the charity to a CIO, as this type of organisation gives more security to the Trustees/Members, and it may make it easier to recruit younger people to become Trustees/Members.

## Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The provision and maintenance of a village hall for the use of the inhabitants of the local area, without distinction of political, religious and other opinions, for the use of meetings, lectures and classes, and for other forms of recreation and leisure-time occupations, with the object of improving the conditions of life for the said inhabitants.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main  
achievements of the charity  
during the year**

A large, empty rectangular box with a thin black border, intended for the charity to provide a summary of its main achievements during the year. The box occupies the majority of the page area below the header and to the right of the section title.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

As the building is now 100 years old the charity maintains a contingency fund which is designed to deal with any unforeseen expenditure and for the ongoing maintenance of the fabric of the building  
Total reserves held £36,500 at 31<sup>st</sup> December 2023

**Details of any funds materially in deficit**

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funds comes from the hiring of the hall.

## Section F

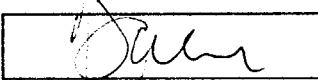
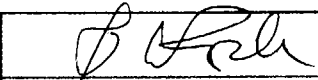
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ALAN BAKER	JOHN LLEWELLYN ROWE
Position (eg Secretary, Chair, etc)	CHAIR	Trustee
Date	7/5/24	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

DOWNLEY WAR MEMORIAL HALL

292143

## Receipts and payments accounts

CC16a

For the period  
from

01/10/2022

To

31/12/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Hall Hire	27,464	-	-	27,464	-
Donations	640	-	-	640	-
Bank Interest	702	-	-	702	-
Remembrance Service Collection (for Poppy Appeal)	361	-	-	361	-
Fund Raising Income	-	-	-	-	-
Surety Deposits	1,108	-	-	1,108	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>30,275</b>	<b>-</b>	<b>-</b>	<b>30,275</b>	<b>-</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>30,275</b>	<b>-</b>	<b>-</b>	<b>30,275</b>	<b>-</b>
<b>A3 Payments</b>					
Business Rate	-	-	-	-	-
Water & Waste Water	266	-	-	266	-
Electric	3,892	-	-	3,892	-
Gas	3,235	-	-	3,235	-
Insurance	2,137	-	-	2,137	-
Refurbishment Costs	3,000	-	-	3,000	-
General Equipment Repairs/Renewals	3,571	-	-	3,571	-
General Maintenance	2,813	-	-	2,813	-
Cleaning Costs	1,480	-	-	1,480	-
Bank Charges	55	-	-	55	-
Admin Costs	451	-	-	451	-
Poppy Appeal	361	-	-	361	-
Gifts	145	-	-	145	-
Surety Deposit Refunds	1,192	-	-	1,192	-
<b>Sub total</b>	<b>22,598</b>	<b>-</b>	<b>-</b>	<b>22,598</b>	<b>-</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>22,598</b>	<b>-</b>	<b>-</b>	<b>22,598</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>7,677</b>	<b>-</b>	<b>-</b>	<b>7,677</b>	<b>-</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>32,876</b>	<b>-</b>	<b>-</b>	<b>32,876</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>40,553</b>	<b>-</b>	<b>-</b>	<b>40,553</b>	<b>-</b>

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

### B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Current Accounts	569	-	-
Deposit Accounts	39,984	-	-
Cash	-	-	-
<b>Total cash funds</b>	<b>40,553</b>	<b>-</b>	<b>-</b>

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

### B2 Other monetary assets

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Debtors	360	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

### B3 Investment assets

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

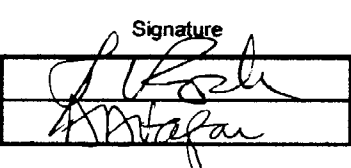
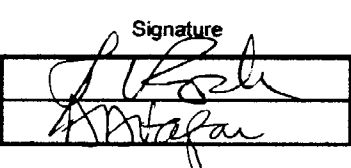
### B4 Assets retained for the charity's own use

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

### B5 Liabilities

	Fund to which liability relates	Amount due (optional)	When due (optional)
Creditors		-	
Surety Deposits	50	-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	JOHN RODEN	7/5/24
	A. FRAZAN	7/5/24



Section A

Independent Examiner's Report

Report to the trustees/  
members of

DOWNLEY WAR MEMORIAL HALL

On accounts for the year  
ended

31<sup>st</sup> December 2023

Charity no  
(if any)

292143

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Robert Peter Cook*

Date:

2 Feb 2024

Name:

ROBERT PETER COOK

Relevant professional  
qualification(s) or body  
(if any):

N/A

Address:

105 LITTLENORTH ROAD

DOWNLEY

HIGH WYCOMBE, BUCCS HP13 5XA



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.