

# **FLITWICK VILLAGE HALL MANAGEMENT COMMITTEE**

(Registered charity, number 300034)

## **Financial statements for the year ended 28 February 2025**

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# **Flitwick Village Hall Management Committee Trustees' annual report for the year ended 28 February 2024**

**Full name** Flitwick Village Hall Management Committee

**Registered charity number** 300034

**Principal Address**

**Dunstable Road, Flitwick, Bedfordshire MK45 1HP**

**Committee members**

Ann Rosemary Lutley	Chairman
Janice Beal	Treasurer
Micheal Eaves	Nominee British Legion
Jenny Saunders	Trustee
Patricia Earles	Trustee

**Bankers**

Barclays Bank Plc, 3 Station Road, Flitwick, Bedford, MK45 1JS

**Governance and management**

The Management Committee was formed by a Trust deed dated 1 January 1968 and registered as a Charity as at 29 April 1970.

**Aims and objectives**

To provide the inhabitants of Flitwick without the distinction of sex or political religious or other opinions and in particular for use for 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 achievements during the period**

**2024/2025 Achievements**

The biggest issue for the hall is the roof works. A crowd funding page was set up and the Flitwick public raised over £8500, of which £4000 has been spent for emergency repairs. More Led Lights were installed in the hall, Back of house decorating, Fire Safety replacements. Biggest saving was a renegotiated Sanitary contract, reducing the annual amount by over £3000.

**Principal Activities in Pursuit of Public Benefit**

The Trustees policy of public benefit has been to encourage a wide range of organisations and ages to use the hall. We have retained most of our regular clients and also some new ones:-

Music 24, Burlesque Chair Dance, Car Park Booking - Boness Vets. And on weekends we now have Monthly Sunday Markets and Regular Auctions

On Fridays we have the weekly market and within the hall, free tea and coffee and biscuits (donations accepted), are provided. The kitchen is manned by volunteers from different organisations this has promoted a lot of community co-operation and raising well needed funding for their charities.

The hall is also available for private functions, wedding receptions, funeral teas and social functions. .

The car park is now also hired for events that take place at the adjacent library

We have also agreed to let CBC put five EV charging points at the front entrance to the car park.

### **Funding strategy**

It is the strategy of the trustees to manage the revenue budget on a self-financing basis with hire charges set to achieve this. The increase in energy price has had a big impact on our finances which we are having to deal with via hire charges.

However based on a review of other halls in our area we still have the most competitive hourly rates..

### **Hiring agreement**

Use of the village hall is subject to a hiring agreement which must be agreed too when signing the booking form. The hiring agreement sets out the terms and conditions of hire and identifies the respective responsibilities of each party to the agreement.

The hall employs its own booking officer to oversee all aspects of hiring the hall.

There are now further risk assessments/ agreements the hirer has to agree to when they allowed to use the hall.

### **Licences**

The hall has a premises Licence (not including alcohol) and is registered with the local authority for music and performances.

### **Policies and Procedures**

The management committee have developed policies and adopted health and safety procedures in exercising its duty of care to members and employees and users of the hall which are reviewed on a regular basis.

### **Future Plans**

**The flat roof of the hall still remains our biggest concern, new quotes to resolve the problems range from £30000 to £110000. We will continue to lobby FTC for access to section 106 monies.**

**The trustees declare that they have approved this report.**

### **The charity's policy on reserves**

The Trustees consider it prudent to maintain an appropriate level of reserves. The optimum level of reserves is considered to be the equivalent of at least six months of operating costs and this is reviewed on a regular basis by the Trustees.

Signed on behalf of the charity's trustees:

Signed .\_\_\_\_\_Janice Beal-----\_

Name: \_\_\_\_\_Janice Beal Position: Treasurer

**Independent examiner's report to the trustees of  
Flitwick Village Hall Management Committee  
for the year ended 28 February 2025**

I report on the accounts of the charity, which are set out on page 5

**Respective responsibilities of trustees and**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

**Basis of independent examiner's report**

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) Which, gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records
- to prepare accounts which accord with the accounting records and comply with the accounting requirements .

have not been met; or

(2) to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed .....Date

*Yvonne Dimbleby 10.7.25*

**Flitwick Village Hall Management Committee**  
**Receipts & payments account**  
**for the year ended 28 February 2025**

2024 £		2025 £
	<b>Receipts</b>	
45358.98.	Hall Hire	36852.81
6506.02	Market	10488
	Hall Prepayments	3244.18
	Return of Tidy Levy	-998
	Bank Interest	94.06
	Other receipts	29.07
	Grants/Other - Roof Donations	8530.93
<b>51865.00</b>	<b>Total receipts</b>	<b>58241.95</b>
	<b>Payments</b>	
23724	Salaries	24298.60
351.70	Gas	456.68
5679.70	Electricity	8230.30
244.18	Water	1058.10
60.80	Council Tax (CBC)	59.25
9031.39	Building Repairs & Maintenance	10375.74
228.06	Replacement Equipment	0
0	Equipment Hire	688.32
1200.07	Cleaning Materials	1009.75
6227.34	Sanitary	3903.03
28.46	Sundry expenses	0
4450.94	Insurance	4599.16
873.18	HMRC	749.88
2247.45	Refund	0
415.98	Stationary & Phone	197.78
<u>56313.25</u>	<b>Total Payments</b>	55626.59
-4448.25	Net receipts/ (payments)	2615.36
10385.41	Bank and cash at the start of the period	12669.61

2024 £		2025 £
	<b>Cash assets</b>	
<b>4310.06</b>	<b>Current Account</b>	<b>4078.67</b>
	<b>including prepayments of 2188.50</b>	
5744.19	Building account - now savings	8590.94
<b>10054.25</b>	<b>Total cash assets</b>	<b>12699.61</b>

Yvonne Dimbleby 10.7.25

**Flitwick Village Hall Committee  
Statement of assets and liabilities  
at 28 February 2025**

**Other assets**

The land and buildings situated on the site of Flitwick Village Hall  
Has a declared value of £1,579'021 and are insured for a sum of  
£1,973,776

**Liabilities**

**None**

These financial statements are accepted on behalf of the charity by:

Signed -----  
*Ann LutleyName,* Chairman

**Flitwick Village Hall Management Committee**  
**Notes to the accounts**  
**for the year ended 28 February 2025**

**1. Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2. Grants & Donations**

Roof repairs donations. £8530.93

**3. Committee members’ remuneration**

No Committee members have received any remuneration for expenses during the financial year