



## Trustees' Annual Report for the period

From 01 April 2023    Period start date  
To 31 March 2024    Period end date

Charity name: Sutton Courtenay Village Hall

Charity registration number: 300213

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>A village hall for the use of the inhabitants of Sutton Courtenay and the neighbourhood without distinction of sex or of political, religious or other opinions and for the use of meetings lectures and classes and for other leisure time occupations with the object of improving the conditions and life of the said inhabitants.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The main activity is providing and managing the hire of the village hall for indoor sports, keep fit, dance group, young people's groups together with other members of the public who hire the hall for special occasions. It is also used as a polling station and for village emergencies.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have given due regard to the Charity Commission's guidance on public benefit and have carried out the management and hire of the hall for the benefit of individuals and user groups in the area of benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not Applicable</b>
Policy on social investment including program related investment	Para 1.38	<b>Not Applicable</b>

Contribution made by volunteers	Para 1.38	<b>All management of the hall is voluntary</b>
Other		<b>During the Covid 19 pandemic the trustees have followed the relevant regulations with regard to use of the hall</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>The hall is used by socio-economically disadvantaged young people who really benefit having this as a safe and accessible place to meet. Keep fit, and Table Tennis enables residents to stay healthy.</b></p> <p><b>The management of the hall and the land also includes management of allotments and a tennis court which is open to the public and free to use. These additional facilities provide further opportunities for the local population to partake in healthy activities.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>The tennis court was refurbished this year. Doors and alarms upgraded and CCTV installed.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Part fund raised for a major refurbishment next year</b>
Investment performance against objectives	Para 1.41	<b>Not Applicable</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>On 31<sup>st</sup> March 2024, the charity held total funds of £87,391.51. This figure reflects grants obtained within 2023/24 for refurbishments to the Sutton Courtenay Village Hall.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The hall was last upgraded in 2004 and needed another upgrade to extend its facilities however, due to Covid pandemic lockdown the work had to be postponed and was completed in 23/24 for which an additional grant of £58K had to be sought to meet increased costs. An amount is also held in reserve for ongoing repair and maintenance as well as any unforeseen work.</b>
Amount of reserves held	Para 1.22	<b>£52,262 is held in reserve</b>
Reasons for holding zero reserves	Para 1.22	<b>Not Applicable</b>
Details of fund materially in deficit	Para 1.24	<b>Not Applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not Applicable</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Hire of the village hall Grant from Sutton Courtenay Parish Council Targeted grant applications as and when refurbishment projects are undertaken. Access to limited s106 funds</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not Applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>Building fabric damage (e.g. roof) Age of building</b>
Other		<b>Not Applicable</b>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The Trust Deed allows for a mixture of elected and appointed trustees. Nominations for elected trustees are invited at a publicly advertised AGM and appointed trustees are put forward by appointing bodies named in the trust deeds (some of which are no longer in existence, so all current regular users are invited to put forward appointees if they so wish). Sutton Courtenay Parish Council is the Custodian trustee and appoints a trustee.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>All trustees given copies of CC3A and trust deeds. We use the Charity Commission's new user-friendly guides for trustees as a reference when needed. Training by knowledge and experience transfer Community First Oxfordshire forums to share good practise</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Community First Oxfordshire</b>
Relationship with any related parties	Para 1.51	<b>Not Applicable</b>
Other		<b>Not Applicable</b>

## Reference and Administrative details

Charity name	<b>SUTTON COURTENAY VILLAGE HALL</b>
Other name the charity uses	<b>N/A</b>
Registered charity number	<b>300213</b>
Charity's principal address	<b>Hobbyhorse Lane, Sutton Courtenay, OX14 4BB</b>
	<b>Correspondence address: 63 Milton Road, Sutton Courtenay Abingdon OX144BP</b>

### 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	Robin Norman	Chair		
2	Rita Atkinson	Secretary		
3	Mary Warrington	Treasurer		
4	Robert Dalby	Trustee	17 May 2023	Sutton Courtenay Parish Council Appointed
5	Karl Gebhart	Trustee		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>Sutton Courtenay Parish Council</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mary Elizabeth Warrington	Rita Atkinson
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date	13 January 2025	

## SUTTON COURTENAY VILLAGE HALL

Accounts for year ending 31 March 2024

	2023/24	Notes
<b>INCOME</b>		
Lettings	£ 13,069.50	
Donations	£ 437.00	
Allotments	£ 383.02	
Heating paid by hirers	£ 111.30	
Fundraising	£ 55.00	
Grants	£ 61,428.87	Includes £54,256.87 s106 grant for 2023/24 refurbishment
Deposits	£ 1,892.00	
Scout Hut Rent	£ 0.00	
Interest on Business Account	£ 1,067.87	
<b>Total income</b>	<b>£ 78,444.56</b>	

**EXPENDITURE**

Deposits refunded	£ 1,778.00	
SSE Electricity	£ 8,951.19	
Castle Water	£ 417.50	
Maintenance of Grounds	£ 9,276.00	
Community First Oxfordshire	£ 50.00	
Zurich Insurance Premiums	£ 2,241.46	
Cleaning and Materials	£ 221.94	
Window Cleaning	£ 50.00	
Licenses:	£ 185.19	
Fire Protection	£ 719.58	
Electrical Repairs	£ 11,595.00	Includes RCD etc. upgrades prior to 2023/24 refurbishment
Communications and Booking system	£ 893.10	
Intruder Alarm & CCTV	£ 126.00	
Sanitary	£ 87.91	
Repairs & Maintenance	£ 0.00	
Refuse Collection	£ 0.00	
Postage	£ 0.00	
Refurbishment costs	£ 108,725.12	
Ongoing costs to support users during refurbishment	£ 276.00	
<b>Total expenditure</b>	<b>£ 145,593.99</b>	

**PROFIT (LOSS)****-£ 67,149.43**

£67,149.43 spent on 2023/24 refurbishment from reserves represented by (FCC CF grant £37,000, SCVH reserves £30,149.43)

**Movements****Represented by:**

Opening Balance Community and Business (incl Cash in Hand)	£ 154,540.94	Closing Balance Community Acc	£35,101.43
Less Expenditure	£ 145,593.99	Closing Balance Business Account	£52,262.60
Plus Income	£ 78,444.56	Cash in Hand	£27.48
Closing Balance	£ 87,391.51	Closing Balance	£87,391.51

Donations received £ 437.00

Grants received £ 61,428.87

Sutton Courtenay Parish Council  
S106 monies (for 2023/24 refurbishment)

I have examined the Village Hall accounts for the year ending 31 March 2024 and I am satisfied that they represent the true state of affairs and that there are no matters requiring further investigation.

Independent Examiner  
Maria Simpson  
34 Green Road  
Didcot, OX11 8SX

Signed *MJS* H.S.  
Date 17/07/2024

Treasurer  
Mary Warrington  
63 Milton Road  
Sutton Courtenay  
OX144BP

Signed *MWarrington*  
Date 19/7/24



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