

GRANTCHESTER VILLAGE HALL
Registered Charity No. 300387
TRUSTEES ANNUAL REPORT

1st April 2024 to 31st March 2025



1. Trustees

Francesca E Crawford	Chair
Tim Lancaster	Secretary
Judith Barwise	Treasurer
Margaret Barwise	Bookings Secretary
Ditte Wells	Facilities
Maria Brown	Facilities support
Ann Lerner	Village groups representative
Jonathan Graffy	Special projects
Maggie Challis	Parish council representative

2. Sources of Advice

Cambridgeshire ACRE
Professional accountants

3. Governance

Grantchester Village Hall is held upon Trust by the Permanent Trustee (currently Grantchester Parish Council) per the Trust Deeds dated 1928. The Hall is controlled and managed by the [Grantchester Village Hall, GVH] Charity as specified in the Trust Deeds.

The hall was originally the village primary school. Since the school closed in the 1960s the committee of GVH have run the facility for the benefit of the community. No rent is payable, and the village hall management committee is responsible for keeping the building in good state of repair.

4. Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity.

There is no limit on the number of Trustees and no specific term. Any Trustee wishing to retire does so at the AGM held in May.

New Trustees join the committee following majority approval at a meeting of GVHC and are required to complete a Statement of Eligibility and Willingness to act.

The trustees form the Management Committee of the Village Hall

5. Policies and Procedures

The following policies are in place:

- Health & Safety Policy
- Safeguarding policy
- Complaints Procedure

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- Finance Policy
- Reserves Policy

Copies of these policies are available on the secure GVH Google Drive available to committee members.

6. Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

7. Licences

The hall is licensed by the Performing Right Society for live and recorded music.

8. Risk Management

Insurance

The village hall is insured with respect to property damage and rebuilding costs (buildings insurance) for £1.25M. It is insured with the same company with respect to contents (up to £25k) public liability (£5M) employers' liability (£10M) and legal assistance. (250k)

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

- A building condition survey is undertaken at approximately 5-year intervals by a qualified surveyor.
- portable electrical appliances are tested by qualified personnel annually.
- A Fire Safety Risk Assessment is updated annually by the Committee's Fire Safety Officer as required by law.
- Fire fighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

9. Objectives of the Charity

To provide a community facility for events and private meetings, primarily for residents of Grantchester but also available to others outside the village, subject to availability.

1st April 2024 to 31st March 2025



10. Principal Activities in pursuit of Objectives

Bookings are taken for the Hall and Reading Room either separately or at times both together. The Hall is very heavily booked given its larger size /flexibility, whilst the Reading Room has some vacancy. The ratio of bookings for the hall: reading room are approximately 3:1

Examples of events are

- **Private Hire:** birthdays, family parties etc
- **Community Use:** clubs, music related (singing groups, mandolin orchestra, folk music), local meetings such as psychology sessions. Pilates class
- **Regular/ educational** – Dog training, University of the Third Age
- **Events:** including Art exhibitions, charity night quiz

Local groups such as the Tuesday Computer club, Cam Valley Forum and After 8’s use the facilities as a village hub as they have done in previous years.

11. Funding Strategy

The committee’s objective is to run the Charity on a breakeven basis. As income is variable, some years may return a small profit an others may incur a small loss which is handled within the reserves. The main variable is maintenance costs. If maintenance costs above budget are required, the Committee discusses whether to meet the cost from reserves or whether to undertake a focused fund raising. Where an upgrade is undertaken, separate grant funding is sought and the project is not undertaken unless such finance is forthcoming.

12. Key Highlights of 2025

- **Facility Improvements:**
 - Installation of energy-efficient lighting and heating systems.
 - Improved sound system
 - Self-closing taps in all toilets for safety purposes
 - Interior and exterior decoration

Handwritten signature of Dr Francesca E Crawford.

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Signed by Dr Francesca E Crawford, Chair
for and on behalf of GVHC



CHARITY COMMISSION
FOR ENGLAND AND WALES

Grantchester Village Hall

No (if any)

Receipts and payments accounts

CC16a

For the period
from

01.04.2024

To

31.03.2025

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					
Lettings	20 974	-	-	20 974	20 484
Donation - Grantchester Art Exhibition	233	-	-	233	1 516
Donation - Other	-	-	-	-	-
Project Grants - Other	357	58 180	-	58 537	
Bank Interest		-	-	-	
		-	-	-	
		-	-	-	-
		-	-	-	-
Sub total (Gross income for AR)	21 564	58 180	-	79 744	22 000
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21 564	58 180	-	79 744	22 000
A3 Payments					
Audit & Accountancy	3 072	-	-	3 072	2 494
Bank Fees	70	-	-	70	69
Caretaking	1 832	-	-	1 832	1 100
Charitable Donations	-	-	-	-	-
Cleaners	4 183	-	-	4 183	4 410
Computer Equipment	-	-	-	-	-
Entertainment (business)	-	-	-	-	20
Electricity	5 629	-	-	5 629	6 140
General Expenses	525	-	-	525	916
Insurance	2	-	-	2	3 100
Postage, stationery, subscriptions, mowing		-	-	-	
Repairs and Maintenance inc PAT	9 229	-	-	9 229	1 238
Subscriptions ACRE, Music Licence	297	-	-	297	292
Water Rates	409	-	-	409	485
Energy Efficiency Project	2 499	58 180	-	60 679	-
		- 1	-	-	-

	-	-	-	-	-
Sub total	27 743	58 180	-	85 923	20 264
A4 Asset and investment purchases, (see table)					
Capital purchase	- 231	-	-	- 231	4 203
	-	-	-	-	
Sub total	- 231	-	-	- 231	4 203
Total payments	27 512	58 180	-	85 692	24 467
Net of receipts/(payments)	- 5 948	-	-	- 5 948	- 2 467
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29 767	-	-	29 767	32 234
Cash funds this year end	23 819	-	-	23 819	29 767

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	HSBC	18 346	-	-
	NSI	5 473	-	-
		-	-	-
	Total cash funds	23 819	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Office Equipment	4 521	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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 asset belongs	Cost (optional)	Current value (optional)
Grantchester Village Hall & Reading Room *	Unrestricted	-	-
* controlled & managed by the charity, as specified in a July 1928 Trust Deed with the charity's predecessor entity.		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	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
	Francesca E Crawford	31 Dec 2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Grantchester Village Hall

On accounts for the year
ended

31st March 2025

Charity no
(if any)

300387

Set out on pages

3-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025

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:

Date:

15/12/2025

Name:

Keeley Hazelhurst

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

Associate of the Chartered Institute of Management Accountants

Address:

11 Shiel Hall Medway

Rosewell

Midlothian, EH24 9EW

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.

Profit and Loss

Grantchester Village Hall

For the year ended 31 March 2025

2025

Turnover

Donations	232.50
Hall Hire	20,923.75
Reading Room Hire	50.00
Total Turnover	21,206.25

Gross Profit

21,206.25

Administrative Costs

Audit & Accountancy fees	3,072.00
Bank Fees	69.85
Caretaking	1,831.98
Cleaning	4,182.74
Electricity	5,629.08
General Expenses	524.84
Insurance	(2.28)
Repairs & Maintenance	9,229.12
Subscriptions	297.30
Upgrade Project Expense	60,679.17
Water	409.11
Total Administrative Costs	85,922.91

Operating Profit

(64,716.66)

Other Income

Upgrade Project Income	58,537.36
Total Other Income	58,537.36

Profit on Ordinary Activities Before Taxation

(6,179.30)

Profit after Taxation

(6,179.30)

Balance Sheet

Grantchester Village Hall As at 31 March 2025

31 MAR 2025

Fixed Assets

Tangible Assets

Computer Equipment- Cost	549.00
Office Equipment- Cost	3,972.30
Total Tangible Assets	4,521.30

Total Fixed Assets	4,521.30
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Current Assets

Cash at bank and in hand

HSBC Current Account	18,345.79
NSI	5,472.68
Total Cash at bank and in hand	23,818.47

Accounts Receivable	(80.00)
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Total Current Assets	23,738.47
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Creditors: amounts falling due within one year

Accruals	(80.00)
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Total Creditors: amounts falling due within one year	(80.00)
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Net Current Assets (Liabilities)	23,818.47
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Total Assets less Current Liabilities	28,339.77
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Net Assets	28,339.77
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Capital and Reserves

Current Year Earnings	(6,179.30)
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Retained Earnings	34,519.07
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Total Capital and Reserves	28,339.77
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