



# Trustees' Annual Report for the period

Period start date  
From 01 Jan 2024 To Day 31 Dec 2024  
Period end date

## Section A Reference and administration details

Charity name HARSTON VILLAGE HALL

Other names charity is known by

Registered charity number (if any) 300397

Charity's principal address Harston Village Hall

20 High Street

Harston Cambridge

CB22 7PX

### 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	Mr G Marriott	Chairman		
2	Mr S Mynott	Administrator		
3	Mr T Stafford	Treasurer		
4	Mr D Benning			
5	Mr R Pearce-Gould			
6	Ms R A Craven			
7	Mrs J Boakes			
8	Mr R Dick			
9	Mrs S Turnbull			
10	Mr J Smith		19/02/24 onwards	
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



### 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

(eg. trust deed, constitution)

Declaration of Trust dated 27<sup>th</sup> November 1933 as varied or affected by a scheme of the Charity Commissioners of 18<sup>th</sup> April 1947 and in the matter of the Charities Act 1993.

How the charity is constituted

(eg. trust, association, company)

Trust

Trustee selection methods

(eg. appointed by, elected by)

Selection by existing trustees in the best interest of the charity.

### 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.

A Cloud-based software package, Clearbooks, has been used throughout 2024 as the primary accounting system. A separate system Payroo has been used for wages and statutory reporting to HMRC.

## Section C Objectives and activities

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

The charity is established to benefit the inhabitants of Harston by providing facilities for communal activities. The Village Hall is available for hire by any individual or organisation in accordance with the standard hiring agreement. It is intended that the scale of charges be sufficient to generate income to meet the annual running costs of the Hall and for its upkeep in the longer term.

The charity is managed by residents of the village, some of whom are elected, others being nominated by village organisations, with a Managing Committee which meets monthly.

Day to day tasks are undertaken by a paid Booking Secretary and Caretaker and by Trustees as volunteers.

The Hall is being promoted through both our own website and via Cambridge ACRE as an attractive venue for regular users to hold classes, courses, events and meetings and also as a suitable venue for local families to hold weddings, parties and funeral related events.

The Annual General Meeting was held on 7<sup>th</sup> May 2024 at 7:00 pm. There were no issues or concerns raised at the meeting.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**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)**



Many people have given freely of their time to ensure the smooth operation of the Hall during 2024 for which we extend grateful thanks.

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**

Net income from hirings was £28,467.42 (£27,931 2023).  
Operating costs amounted to £30,274 (£29,014 2023).

Cash funds at year end totalled £32,366 (£40,073 2023).

Trustees organised monthly coffee and cake events and two quiz evenings during the year for the local community raising £3,097 towards Hall funds.

Trustees carried out a programme of further refurbishment and improvement during 2024 supported from accumulated cash and a grant of £10,000 from South Cambs DC Rural England Prosperity Fund. The kitchen was completely replaced with new units, worktops, sinks and flooring, the access door from the kitchen into the hall was moved to improve access for those with disability. A wooden bench was purchased and installed outside the hall entrance engraved to commemorate the hall centenary 1923 to 2023.

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

A reserve of £22,000 will be held against emergency repairs and other non-budgeted costs. This equates to approximately one-year essential operating costs plus a provision for essential maintenance.

**Details of any funds materially in deficit**

None.

**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.

Accounts for 2024 have been prepared on a Receipts and Payments basis as in previous years and as allowed under Charity Commission rules.

Two accounts are used for day-to-day Hall operation, a Lloyds current account and a Lloyds instant access deposit account. The deposit account pays interest at 1.3% and receipts of £397 were recorded for 2024.

A Paypal account was set up during 2019 to accommodate a new hirer who wished to pay using this method. The hirer no longer uses the hall but the account remains open for further use.

During 2022 the hall invested in a SumUp card reader system linked to the hall current account allowing users attending hall events run by trustees to pay for purchases using their credit/debit cards.

**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) Grant Marriott

Position (eg Secretary, Chair, Chairman etc)

Date

17/01/25



Anthony Stafford

Treasurer

17/01/25





Charity Name Village Hall (Harston)	No. (if any) 100397
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## Receipts and payments accounts

For the period from	Period start date 01/01/2024	To	Period end date 31/12/2024
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### 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>					
Hiring	28,467	-	-	28,467	26,358
Donations	10,000	-	-	10,000	383
Interest	397	-	-	397	385
Fund raising	3,097	-	-	3,097	2,256
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>41,962</b>	<b>-</b>	<b>-</b>	<b>41,962</b>	<b>29,381</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>41,962</b>	<b>-</b>	<b>-</b>	<b>41,962</b>	<b>29,381</b>
<b>A3 Payments</b>					
Utilities	9,850	-	-	9,850	7,833
Insurance	1,549	-	-	1,549	1,510
Repairs & Renewals	6,323	-	-	6,323	7,337
Cleaning & Maintenance	720	-	-	720	289
Wages	10,143	-	-	10,143	8,460
Refurbishment project	19,395	-	-	19,395	10,678
Subs & Licences	1,275	-	-	1,275	881
Fund raising	50	-	-	50	2,272
Misc	365	-	-	365	115
<b>Sub total</b>	<b>49,669</b>	<b>-</b>	<b>-</b>	<b>49,669</b>	<b>39,376</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>49,669</b>	<b>-</b>	<b>-</b>	<b>49,669</b>	<b>39,376</b>
<b>Net of receipts/(payments)</b>	<b>- 7,707</b>	<b>-</b>	<b>-</b>	<b>- 7,707</b>	<b>- 9,994</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>40,073</b>	<b>-</b>	<b>-</b>	<b>40,073</b>	<b>50,068</b>
<b>Cash funds this year end</b>	<b>32,366</b>	<b>-</b>	<b>-</b>	<b>32,366</b>	<b>40,073</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 £
<b>B1 Cash funds</b>		32,366	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,366</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Various items of furniture and kitchen appliances, sound system, video system		-	-
	Freehold deeds of Village Hall and land held in the name of The Charity Commission.		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Utilities, electricity and gas monthly, water half-yearly, in arrears.		-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Grant Marriott	17/01/25
	Anthony Stafford	17/1/25





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Harston Village Hall

On accounts for the year  
ended

31<sup>st</sup> December 2024

Charity no  
(if any)

300397

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

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.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

12/3/25

Name:

ROGER DICKERSON

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

AC13 (RETRD)

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