

# Little Gransden Village Hall

7-9 Primrose Hill,

Little Gransden,

SG19 3DP

**Charity number: 300404**

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## Trustees Annual Report

**For the Year Ending 30 September 2024**

Little Gransden Village Hall, Registered Charity No 300404  
Trustees Annual Report – Year Ended 30 September 2024

The Trustees' Annual Report and Accounts for Little Gransden Village Hall are included in this report covering the period from 1 October 2023 to 30 September 2024.

#### Section A - Reference and administration details

Charity name: Village Hall, Little Gransden

Registered charity number: 300404

Charity's principal address: Primrose Hill, Little Gransden, SG19 3DP

Names of the charity trustees who manage the charity are:

1	Sue Chase, Chair
2	Elaine Boyd, Secretary
3	Lynne Taylor, Treasurer (from March 24)
4	Rachel Fogg, Bookings Officer
5	Brian Fox, Buildings Manager
6	Emma Ward
7	Kerin Sequiera

Type of Advisor	Name	Address
Bank	Barclays Bank	St Neots

#### Section B - Structure, governance and management

Below are details of the structure, governance and management of the Group.

<b>Type of Governing Document</b>	The Village Hall is governed by the Declaration of Trust dated 12 January 1955 and amended on 19 July 2018.
<b>How the Charity is constituted</b>	The Trust is managed by a committee of Trustees appointed specifically for the task.
<b>Trustee Selection Methods</b>	The Trustees are appointed in accordance with the dictates of the Declaration of Trust 1955.
<b>Additional Governance Information</b>	The Hall is maintained by a Management Committee, the members of which are the 'Charity Trustees'. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

	<p>The Committee consists of 8 Trustees. 5 of these Trustees have been nominated by the user groups named on the Declaration of Trust as representative trustees and the remaining 3 have been elected by the Committee.</p> <p>This Management Committee exists to maintain the Village Hall and ensure that it carries out the aims laid out in the Declaration of Trust:</p> <ul style="list-style-type: none"><li>• Providing a safe and secure venue for the inhabitants of the Parish of Little Gransden and immediate vicinity to engage in recreational activities;</li><li>• The maintenance of Trust property;</li><li>• The raising of funds and the administration of Trust Finance;</li><li>• The insurance of persons, property and equipment.</li></ul>
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### Section C - Objectives and Activities

The objectives of the Committee are laid down in the 1955 Declaration of Trust. "... for the purposes of physical and mental training and recreation and social moral and intellectual lectures classes recreations and entertainments ..." The Committee ensures that the Hall is well maintained and kept in a suitable condition for regular use by local residents for a wide variety of activities. It also monitors the finances of the Hall to ensure continued financial viability.

### Section D - Achievements and performance

The Hall continues to be self-financing for general running costs although Grant Funding is sought for major projects.

Hallmark I was successfully passed for the third time and plans are in place to take Hallmark III for the first time.

The website was launched successfully and continues to be updated with news and photographs of events held.

Volunteers came and worked at the Hall for The Big Spring Clean in June 2024. This is set to be an annual event and is an ideal opportunity to have a sort out.

2024 saw the second year of hosting the Gransdens Farmers Market. This second year was even more successful than the first, attracting a greater number of visitors from the local area and putting the Hall on the map as an excellent venue.

### Section E - Financial Review

It has been an excellent year and the first full year following the integration of the Gransden Farmers Market into the accounts, giving a complete view of The Village Hall financial position.

Little Gransden Village Hall, Registered Charity No 300404  
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The total income was £26.9k, with associated costs of £20.8k, providing a surplus of £6.1k. The Farmers Market income was £11.2k with costs of £5.6k. Use of the Hall increased by over 11.2% to £13.3k. We have attracted new customers, with our Individual Hall hire increasing by 37.8%. Our Balance Sheet is strong and overall, our reserves have increased by 17.4%.

The Gransdens Farmers Market goes from strength to strength with an increasing footfall approaching 1000. In addition, we are oversubscribed for vendors having a regular 40 varied vendors every month. The Farmers' Market is now an integral part of Little Gransden Village Hall activities and a significant financial contributor to our success.

We have had significant issues with the billing from our electricity supplier, resulting in incorrect invoices. Our last correct invoice was November 2023. We have involved the Energy Ombudsman to seek a resolution and receive the correct charges. Unfortunately, the correct charges for the Financial Year 23/24 will now be pushed forward to Financial Year 24/25 and will significantly reduce our financial surplus for that year.

The 100 Club has been a good income stream, started and managed by Barry Girling since 2019. Barry was an enthusiastic member of our team providing great support to the Village Hall; the Trustees recognise the contribution made by Barry and offer our best wishes to his family.

Donations from our community are always welcome and this year we received £1,600 plus in donations from various people and organisations. Thanks go to all who donated, their actions are greatly appreciated.

Key to the success of all Village Hall activities, including the 100 Club and Farmers Market is the army of volunteers who give their time and expertise to support and manage all our activities. Thank you to all our volunteers who are vital to our success.

Lynne Taylor

30 September 2024

**Section F - Declaration**

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

Signature(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_

Full name(s) Lynne Taylor

Full name(s) Sue Chase

Date: 27 March 2025

Date: 27 March 2025

Position: Treasurer

Position: Chair

**Receipts and Payments Account**

Little Gransden Village Hall, Registered Charity No 300404  
Trustees Annual Report – Year Ended 30 September 2024

<b>Little Gransden Village Hall</b>			Charity no:
<b>Accounts for the year ended 30th September 2024</b>			<b>300404</b>
<b><u>Receipts</u></b>		<b><u>2023/24</u></b>	<b><u>2022/23</u></b>
Akido		255.00	550.00
Badminton		0.00	285.00
Bowls		1,500.00	1,500.00
Brownies		685.50	618.75
Buzzi Bodies		900.00	900.00
Evergreens		262.50	404.50
Farmers Market		1,100.00	550.00
NAFFI		629.60	725.44
Occasional Regulars		1,681.00	1,499.00
Parish Council (use)		270.00	250.00
Pilates		840.00	960.00
Revellers		907.50	853.00
Yoga		570.00	170.00
Sundry		0.00	0.00
		9,601.10	9,265.69
Individual hall hire		3,655.50	2,653.50
	<b>Total Hire Income</b>	<b>13,256.60</b>	<b>11,919.19</b>
Solar		-	-
Bank Interest		438.48	193.85
		<b>13,695.08</b>	<b>12,113.04</b>
100 Club income		460.00	970.00
Farmers Market income		11,245.39	-
Contribution towards insurance and internet		-	446.25
Donations		1,503.15	3,015.27
	<b>Total Receipts</b>	<b>26,903.62</b>	<b>16,544.56</b>
<b><u>Payments</u></b>			
Electricity		3,152.61	3,628.35
Water & Sewage		370.00	344.00
Repairs & Maintenance		1,352.80	1,983.98
Refuse collection		575.16	464.08
Cleaning & supplies		4,187.70	3,640.00
Loan repayment		1,218.00	1,205.90
Loan interest		13.76	25.86
Insurance		1,045.71	1,008.00
Subscriptions, Premises Licence, PRS & PPI tariff		835.37	409.20
Internet		143.54	647.74
Sundry		54.95	309.01
		<b>12,949.60</b>	<b>13,666.12</b>
100 Club Prizes		410.00	560.00
Farmers Market expenses		5,578.37	-
Purchase of Hall Chairs		1,877.28	-
	<b>Total Payments</b>	<b>20,815.25</b>	<b>14,226.12</b>
	<b>Receipts less payments</b>	<b>6,088.37</b>	<b>2,318.44</b>

Little Gransden Village Hall, Registered Charity No 300404  
Trustees Annual Report – Year Ended 30 September 2024

<b>Balance Sheet</b>				
			<b><u>2023/24</u></b>	<b><u>2022/23</u></b>
<b>Funds at 1 Oct 23</b>				
	Current Account		1,658.13	2,070.95
	Deposit Account		20,576.83	20,442.35
	Contingency Fund		9,084.50	9,025.13
	100 Club & FM		3,722.41	1,185.00
			35,041.87	32,723.43
	Add:	<b>Surplus for the year</b>	6,088.37	2,318.44
			<b>41,130.24</b>	<b>35,041.87</b>
<b>Gives Funds at 30 Sept 24</b>				
	Current Account		7,198.28	1,658.13
	Deposit Account		20,881.01	20,576.83
	Contingency Fund		9,218.80	9,084.50
	100 Club & FM		3,832.15	3,722.41
			<b>41,130.24</b>	35,041.87
<b><u>Note to the Accounts</u></b>				
1	<i>Loan from ACRE - £615 82 outstanding -to be fully repaid by March 25.</i>			
2	<i>Over payment of 100 Club Fee £140 to be refunded in FY 25.</i>			
3	<i>Due to SSE Electricity billing issues, an estimated £5,300 for electricity used in 2023 and 2024 is still to be paid.</i>			
4	<i>The Farmers Market was adopted into the Village Hall accounts in October 2023.</i>			

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 27 March 2025 and signed on their behalf by:

<b>Signature</b>	<b>Print Name</b>
	Sue Chase, Chair
	Lynne Taylor, Treasurer

### Chair's Report

The Hall has seen a busy and rewarding year.

We passed our Hallmark 1 accreditation for the third time running with full marks again. We have the knowledge and confidence that we have good robust systems in place for the administration of the Hall and keeping track of our finances.

Rachel Fogg took over from Peter Kimpton as Bookings Officer and we took the decision to use the specialist software Hallmaster for all our bookings and invoicing.

We welcomed a new Treasurer at the March AGM and she and her husband have done a sterling job sorting out the errors and overestimates of our electricity supplier as well as putting together the accounts for 2024.

Volunteers have been amazing, supporting us at The Big Spring Clean and working in the kitchen and the carpark at the Farmers Markets and other events.

Our next step is to look at just what the Hall has to offer its users, looking at our strengths and weaknesses and also to update and upgrade our audio visual systems to enable us to host a wider range of events and performances.

My thanks, as always, go to my fellow Trustees for their patience under pressure; their flexibility over meetings; their willingness to discuss issues calmly; their common sense and practicality; and their continual support.

**Sue Chase**

**30 September 2024**

#### **Booking Officer's Report**

Bookings have stayed steady this year with an increasing number of children's parties who find the size of the Hall and the outdoor space a particular benefit.

The Farmers' Markets have continued to be very popular and a Christmas Emporium is planned for the end of the season.

The Hall could still benefit from more regular users on Mondays and Fridays and we are hoping to have new bookings for those days in the New Year.

**Rachel Fogg**

**30 September 2024**

#### **Building Manager's Report**

No major problems have arisen with the building this year and we continue to ensure that regular maintenance is carried out.

Monthly system checks have all been completed and any minor problems sorted. There have been some issues with the Lincat water heater this year and it may be that we need to plan for a replacement next year.

There has been a change of volunteer cutting the grass in the paddock and carpark and we are very appreciative of the time and effort that they put in to keep the grounds tidy.

The building continues to be in good repair.

**Brian Fox, Buildings Manager**

**30 September 2024**

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## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LITTLE GRANSDEN VILLAGE HALL

I report on the accounts for the year ended 30 September 2024 as per the attached schedules .

### Respective responsibilities of the PCC and the 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- follow procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

### Basis of the Independent Examiner's Statement

My examination was carried out in accordance with the 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 PCC committee concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in a full 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 Examiners 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 in accordance with section 103 of the 2011 act, or, to prepare accounts which accord with these accounting records 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.



Helen Fordham  
10 Greenfields  
Eltisley  
PE19 6TN

Date: 13 March 2025