

INSTOW VILLAGE HALL
Registered Charity No. 300873

TRUSTEES' REPORT FOR YEAR ENDED 31 MARCH 2024

Correspondence address:
5 Lighthouse View, Anstey Way,
Instow, Bideford, Devon, EX39 4JG

Trustees

The Instow Village Hall trustee board is made up of representatives appointed by regular user groups and elected members of the public (MOP). Trustees at the date of approval of this Report are:

Chair – Brian Moores – (MOP)
Vice Chair - Sheila Moores (Community on Show)
Treasurer – Rachel Stenton (WI)
Secretary – Jo Holman (MOP)
Letting Officer - Carolyn Maynard (Twinning)
Health & Safety Officer – Anne Thorn (St John the Baptist Parish Church)
Regeneration – Patricia Lancaster (MOP)
Mike Foster (Parish Council)
Susie McCrum (Parish Council)
Roger Levick (NIPS)

Others who served as trustees during the year ended 31 March 2024 were:

Cheryl Chidrawi
Michael Green
Patti Champion
Alan Slade
Pearl Hackett

Instow Parish Council is custodial trustee of the Charity and owns the freehold of the Village Hall.

Governance

The Village Hall, which is located in Quay Lane, Instow, Devon, was donated to the parishioners of Instow in 1969 for community use, and the conveyance forms the governing document.

The Charity has responsibility for the management of the Hall, and all revenue and expenditure relating to the use of the Hall is included in the accompanying accounts.

Objectives and activities

The conveyance to the parishioners includes the covenant that the Hall is 'to be held upon trust for the purposes of a Village Hall for the use of the inhabitants and neighbourhood without distinction of sex or of political, religious or other opinions and in particular for use for meetings, lectures

and classes and for other forms of recreation and leisure time occupation with the object of improving the life for the said inhabitants.'

The Hall is regarded within the village of Instow as a valuable community facility. It is let to users on commercial terms and is used for a wide variety of purposes, including sports and leisure activities, social events, meetings and stage performances, and it is also used for events organised by the trustees.

The Trustees have complied with the duty in the Charities Act 2011 to have due regard to guidance on the public benefit requirement.

Achievements and performance

2023 was a year of change for Instow Village Hall. Although a vibrant part of the community's life for over 50 years, hosting numerous events, parties and clubs, usage of the Hall by hirers failed to recover following the Covid pandemic closure. Fixed costs remained high but there was little income, and the hall was in danger of closure.

The dedicated team of volunteer trustees and committee members, some of whom had served for 20+ years, sought a replacement team to breathe new life into the hall. That team was put in place in the first quarter of 2023, and plans to regenerate the hall were made. The team has done an amazing job in organising a varied programme of events which are proving popular and, importantly, successful in raising much needed funds. These will be ongoing throughout 2024.

Instow Community on Show was reinstated in August 2023, with a fantastic day of events in the hall and on the beach that attracted locals and tourists alike.

Financial review

Largely as a result of money-raising events held by the trustees, the Charity's cash funds increased in the year from £17,103 to £34,374. A restricted fund was established in the previous year named the Save Our Hall fund which, at 31 March 2024, held £9,284. There is also a designated fund, the Maintenance Reserve Fund, with a balance at 31 March 2024 of £10,337, set aside for future repairs and renovation of the Village Hall premises.

During the year, the Charity applied to take advantage of Gift Aid on donations, which will provide additional income in future years.

Report approved by the trustees and signed by the Chairman on their behalf:

Signature Date
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Instow Village Hall

No (if any)
300873

CC16a

Receipts and payments accounts

For the period from	Period start date 1st April 2023	To	Period end date 31st March 2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Designated funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire	4,239	-	-	4,239	2,374
Meter Money	368	-	-	368	333
Donations	10,285	-	-	10,285	-
Grants	-	4,143	-	4,143	350
Gift Aid	500	-	-	500	-
Fundraising	-	210	-	210	1,800
Save Our Hall Events	-	14,816	-	14,816	450
Other	189	-	-	189	10
Community on Show	-	1,219	-	1,219	-
Sub total (Gross income for AR)	15,582	20,387	-	35,969	5,317
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,582	20,387	-	35,969	5,317
A3 Payments					
Water	294	-	-	294	-
Electricity	1,884	-	-	1,884	1,146
Cleaners Wages	1,927	-	-	1,927	1,303
Cleaning Materials	313	-	-	313	-
Admin	299	-	-	299	99
Licences	308	-	-	308	164
Equipment Purchases	888	2,277	-	3,165	-
Refurbishment Cost	-	-	-	-	2,716
Repairs and Maintenance	655	453	-	1,107	1,294
Insurance	1,042	-	-	1,042	904
Broadband	275	-	-	275	-
Save Our Hall Event Costs	-	7,605	-	7,605	959
Other	149	-	-	149	25
Community On Show	-	329	-	329	50
Sub total	8,034	10,664	-	18,698	8,660
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,034	10,664	-	18,698	8,660
Net of receipts/(payments)	7,547	9,723	-	17,271	- 3,343
A5 Transfers between funds	- 10,000	-	10,000	-	-
A6 Cash funds last year end	15,147	1,619	337	17,103	20,446
Cash funds this year end	12,694	11,342	10,337	34,374	17,103

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Designated funds to nearest £
B1 Cash funds	Save our Hall Fund	-	9,284	-
	General Fund	12,694	-	-
	Maintenance Reserve			10,337
	Community on Show	-	2,058	-
	Total cash funds	12,694	11,342	10,337
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Designated funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	Sound Equipment	General	-	3,400
	Chairs	General	-	3,400
	Tables	General	-	2,300
	Kitchen light Equipment	General	-	1,500
	Kitchen Equipment	General	-	10,000
			-	-
			-	-
			-	-
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



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Instow Village Hall

**On accounts for the year
ended**

31 March 2024

**Charity no
(if any)**

300873

Set out on pages

1 & 2 dated 10 July 2024

(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 31/03/2024

**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:

Michael Green

Date: 10 July 2024

Name:

Michael Green

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

Fellow of the Chartered Institute of Management Accounts

Address:

Bar Beacon, Anstey Way

Instow, Bideford, EX39 4JG