

**MINSTEAD HALL TRUST**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**  
**Charity Commission Reference Number: 301892**

**MINSTEAD HALL TRUST  
SIGNIFICANT INFORMATION**

**1. TRUSTEES DURING THE YEAR**

Marion Ashby  
Anne Cooper  
David Balfour MBE  
Marian Young

**2. OFFICERS OF THE HALL MANAGEMENT COMMITTEE**

<b>Name</b>	<b>Organisation Represented/ Responsibility</b>
Bill Andrews	Chairperson, Finance & Parish Council
Anne Cooper	Finance
Kirstie Rodd	General Secretary
Roger Colvin	Treasurer & Finance Chair
Mike Hutton	Fabric
Kay Nicholson	Minstead Players
Cally Van der Pauw	Publicity Chair, lettings & Junior Minstead Representative
Marion Ashby	WOW Representative
Bill Andrews	PCC
Jo Instrall	Vice Chair, Lettings Chair, Publicity & Flower Show
Lisa Marley	Fabric Chair
Aaron Gibbons	Fabric
Jo Dutton	Junior Minstead
Isobel Farmer	Fabric
Colin Bundy	Social Club Representative

**3. WARDEN**

Carol Kasamale

**4. PRINCIPAL ADDRESS**

Minstead Village Hall  
Minstead  
Lyndhurst  
SO43 7FX

**5. INDEPENDENT EXAMINER**

Ms L Wilson FCA  
Rothmans LLP  
Chilworth Point  
1 Chilworth Road  
Southampton  
SO16 7JQ

**6. BANKERS**

Lloyds Bank plc  
39 High Street  
Lymington  
Hampshire

**7. SOLICITORS**

McCarrahers  
2A High Street  
Hythe  
Southampton

## **MINSTEAD HALL TRUST**

### **TRUSTEES' REPORT**

The Trustees present their report and accounts for the year ended 31 March 2025. These comply with current statutory requirements and the Trust's governing documents. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102).

#### **STRUCTURE, GOVERNANCE & MANAGEMENT**

##### **Governing Document**

The Minstead Hall Trust is registered as a charity with the Charity Commission for England and Wales and was constituted by a conveyance dated 21 July 1951 as a Charitable Trust.

##### **Appointment of Trustees**

The power to appoint new Trustees is vested in the existing or continuing Trustee, who carefully consider the Trust's needs together with the mix of skills required to meet the professional obligations of a Trustee. The induction and training of new Trustees is also overseen by existing or continuing Trustees

#### **OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT**

The Trust Deed of the Charitable Trust lays down the restrictions that funds are to be used in order to provide premises to be used for the benefit of the inhabitants of the Parish of Minstead and its immediate vicinity. The Trustees confirm they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

#### **ACHIEVEMENTS AND PERFORMANCE**

During the year, the Trust's main source of revenue was in respect of the hire of the hall for private functions, and to local organisations including Minstead Social Club. Revenue generated was utilised to improve the Hall for general public use.

#### **FINANCIAL REVIEW**

##### **Reserves Policy**

The position of the unrestricted reserves is reviewed at each Trustee meeting and the reserves policy is reviewed annually when the financial statements are being approved.

The main items of expenditure of the Trust are the general maintenance of the hall and associated overheads and therefore the funding required by the Trust can fluctuate greatly from year to year. The Trustees consider the expected future requirements for charitable expenditure, in particular with regards to the repairs and maintenance to be carried out. The Trustees have determined that the unrestricted reserves held as at 31 March 2025 of £59,054 are appropriate for the Trust to run efficiently.

The Trustees review the amount in the reserves from time to time according to the Hall's expected requirements.

#### **FUNDS HELD AS CUSTODIAN TRUSTEES**

Minstead Village Hall is being held in trust on behalf of the village of Minstead. The general management and control of the premises is vested in the Management Committee. The Committee has twelve members together with three representatives of the village organisations mentioned in the Third Schedule to the Conveyance (as amended). The Village Hall is segregated from the Trust's own assets, by being classified as the 'restricted' fund.

## MINSTEAD HALL TRUST

### TRUSTEES' REPORT

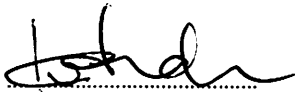
#### TRUSTEES' RESPONSIBILITY FOR THE ACCOUNTS

Charity law requires the Trustees to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing those financial statements, the Trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, Charities SORP (FRS 102) and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on <sup>H</sup> 24 July 2025 and signed on their behalf by:-



Bill Andrews  
Chairperson

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF

### MINSTEAD HALL TRUST

I report on the accounts of the Trust for the year ended 31 March 2025, which are set out on pages 5 to 9.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the association's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 144(2) of the Charities Act 2011 (2011 Act) does not apply.

It is my responsibility to:

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

#### BASIS OF INDEPENDENT EXAMINER'S REPORT

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.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in reference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

#### INDEPENDENT EXAMINER'S 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 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met
- 2) Or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



..... (signature of independent examiner)

Name: *Ms L Wilson FCA*

Date: 30 July 2025

Relevant professional qualification or body: *Chartered Accountant*

Address: *Rothmans LLP, Chilworth Point, 1 Chilworth Road, Southampton, Hampshire, SO16 7JQ*

**MINSTEAD HALL TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2025**


		<b>2025</b>		<b>2024</b>
	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>	<b>Total Funds £</b>
<b>Incoming resources</b>				
Income from Trading Activities				
Rent - Social club	9,654	-	9,654	9,654
Rent – Private and commercial	33,225	-	33,225	38,096
Donations & Fund Raising	907	-	907	845
	<u>43,786</u>	<u>-</u>	<u>43,786</u>	<u>48,595</u>
Investments				
Bank Deposit Interest	1,053	-	1,053	-
<b>Total Income</b>	<b>44,839</b>	<b>-</b>	<b>44,839</b>	<b>48,595</b>
<b>Resources expended</b>				
Charitable activities				
Repairs and maintenance	25,686	-	25,686	4,370
Wardens remuneration	9,169	-	9,169	7,913
Rent and rates	539	-	539	314
Telephone and internet	1,033	-	1,033	1,093
Insurance	6,285	-	6,285	4,934
Sundry expenses and cleaning	2,001	-	2,001	3,036
Light and heat	6,748	-	6,748	4,384
Performing rights	600	-	600	690
Licences	180	-	180	180
Accountancy	698	-	698	600
<b>Total Expenditure</b>	<u>52,939</u>	<u>-</u>	<u>52,939</u>	<u>27,514</u>
<b>Net income/ (expenditure)</b>	<b>(8,100)</b>		<b>(8,100)</b>	<b>21,081</b>
<b>Total funds brought forward</b>				
Restricted	-	194,458	194,458	194,458
Unrestricted	67,154	-	67,154	46,073
<b>Total funds carried forward</b>	<u>£59,054</u>	<u>£194,458</u>	<u>£253,512</u>	<u>£261,612</u>

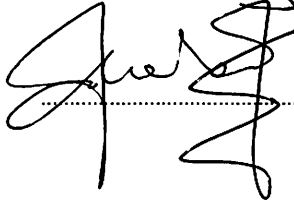
**MINSTEAD HALL TRUST**  
**BALANCE SHEET AS AT 31 MARCH 2025**

	Note	2025	2024
<b>Fixed Assets</b>		<b>£</b>	<b>£</b>
Tangible assets	2	195,000	195,000
<b>Current Assets</b>			
Stocks		50	50
Debtors	3	209	159
Cash at bank and in hand		65,259	73,037
		<hr/>	<hr/>
		65,518	73,246
<b>Liabilities: Amounts falling due within one year</b>	4	(7,006)	(6,634)
		<hr/>	<hr/>
<b>Net Current Assets</b>		58,512	66,612
		<hr/>	<hr/>
<b>Total Assets Less Current Liabilities</b>		<b><u>£253,512</u></b>	<b><u>£261,612</u></b>
<b>Restricted Funds</b>			
Capital fund	5	194,458	194,458
<b>Unrestricted Funds</b>			
General fund	5	59,054	67,154
		<hr/>	<hr/>
<b>Total Funds</b>		<b><u>£253,512</u></b>	<b><u>£261,612</u></b>

The financial statements were approved by the Trustees on: 24<sup>th</sup> July 2025

Signed on behalf of the Trustees

 MRS M ASHBY

 MRS A COOPER

## **MINSTEAD HALL TRUST**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

#### **1. ACCOUNTING POLICIES**

##### **Basis of Preparation**

The financial statements of the trust, have been prepared in accordance with the trust's governing documents, the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Charities Act 2011. The Trust meets the definition of a public benefit under FRS 102.

The financial statements have been prepared on an accruals basis and under the historic cost convention, with the exception that the Freehold Property which is included at the most recent valuation.

The accounts are prepared in sterling, which is the functional currency of the Trust. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

##### **Going Concern**

As the charity holds sufficient reserves to fulfil its charitable objectives for the foreseeable future the Trustees have prepared the accounts on the Going Concern basis.

##### **Financial Reporting Standard 102 - Reduced Disclosure Exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;

##### **Fixed Assets**

Freehold property is included at most recent market valuation. Freehold improvements are charged to the Statement of Financial Activities in the year they occur. The cost of tangible fixed assets is purchase cost, together with any incidental costs of acquisition. Changes in fair value are recognised in the profit and loss. No depreciation is provided.

Depreciation of fixed assets, other than freehold property is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Fixtures and Fittings - 15% Straight Line

All assets are used in direct furtherance of the Trust's objectives.

##### **Stocks**

Stocks are stated at the lower of cost and net realisable value.

##### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.



## MINSTEAD HALL TRUST

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

#### Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amounts advanced by the charity. Subsequently, they are measured at cash or other consideration expected to be received.

#### Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

#### Income

Income is recognised when the trust is legally entitled to it, the amounts can be measured reliably, and it is probable that the income will be received.

Income from interest is included when receipt is probable and the amount receivable can be measured reliably by the Trust; this is normally upon notification of the interest paid or payable by the bank.

#### Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the trust. The restricted fund represents a revaluation reserve in respect of the freehold property which was acquired in 1951, and is being held in trust on behalf of the village of Minstead.

#### Significant Judgements and Estimates

The trustees believe there are no significant judgements, estimates and assumptions that may have a material effect on the preparation of the financial statements for the year, other than the one stated below.

The Freehold Property is valued by the trustees, as such there will inevitably be a degree of judgement involved in that the property is and can only ultimately be reliability tested using factors based on the overall property market.

## 2. TANGIBLE FIXED ASSETS

	<b>Fixtures and Fittings</b>	<b>Freehold Property</b>	<b>Total</b>
<b>Cost or valuation</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2024	24,153	195,000	219,153
Additions	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2025	24,153	195,000	219,153
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 April 2024	24,153	-	24,153
Charge for the year	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2025	24,153	-	24,153
	<hr/>	<hr/>	<hr/>
<b>Net Book Value</b>			
At 31 March 2025	<u>£ -</u>	<u>£195,000</u>	<u>£195,000</u>

## MINSTEAD HALL TRUST

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

The property was revalued to £195,000 in 1999 by Richard McNeil Associates, Chartered Surveyors, creating a revised revaluation reserve amounting to £194,458. The Trustees have undertaken regular reviews of the property's value and consider it to be fairly stated in the accounts.

The Trustees do not consider there is any material increase or decrease in the value of the property.

**3. DEBTORS: Amounts falling due within one year**

	2025	2024
	£	£
Trade debtors	209	159
	<u>£ 209</u>	<u>£ 159</u>

**4. CREDITORS: Amounts falling due within one year**

	2025	2024
	£	£
Trade creditors	248	296
Accruals	1,258	1,480
Deferred Income	5,500	4,858
	<u>£7,006</u>	<u>£6,634</u>

The deferred income is in respect of rent for hiring the hall which was received in advance for the next financial year.

**5. ANALYSIS OF CHARITABLE FUNDS**

The analysis of the movement of funds for the year is:-

	Balance at 1 April 2024	Net Outgoing Resources	Balance at 31 March 2025
	£	£	£
Restricted – Capital	194,458	-	194,458
Unrestricted – General	67,154	(8,100)	59,054
	<u>£261,612</u>	<u>(£8,100)</u>	<u>£253,512</u>

The restricted fund represent the revaluation of the freehold property, which is being held in trust on behalf of the village of Minstead

**6. ANALYSIS OF FUND ASSETS AND LIABILITIES**

	2025 Unrestricted Fund	2025 Restricted Fund	2024 Unrestricted Fund	2024 Restricted Fund
	£	£	£	£
Fixed assets	542	194,458	542	194,458
Current assets	65,518	-	73,246	-
Current liabilities	(7,006)	-	(6,634)	-
	<u>£59,054</u>	<u>£194,458</u>	<u>£67,154</u>	<u>£194,458</u>

**MINSTEAD HALL TRUST**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**7. TRANSACTIONS WITH THE TRUSTEES**

No remuneration was paid and no expenses reimbursed to the Trustees during the year.

**8. INDEPENDENT EXAMINER'S REMUNERATION**

This amounted to £698 (2024: £600) during the year and was incurred solely in the examination of the Trust's accounts.

**9. STAFF COSTS**

	<b>2025</b>	<b>2024</b>
Warden's remuneration	9,169	7,913

On average, one member of staff was employed by the Trust for the current and preceding year. No employees received emoluments exceeding £60,000 during either financial period.

Employers national insurance payable during the year ended 31 March 2025 was £99 (2024: £nil)

**10. RELATED PARTY TRANSACTIONS**

There were no related party transactions during the period.