

COTTERED VILLAGE HALL

England & Wales · Charity number 302358

Details

Status Registered

Legal form Other

Registered 1963-11-13

Register [View on the Charity Commission register](#)

Contact

Address Stocking Hill Farm
Cottered
Buntingford
SG9 9PX

Phone 01763281581

Email jhb@cotte.red

Website www.cotteredvillagehall.com

Activities

Objects: VILLAGE HALL.

Activities: Management and support of the Cottered Village Trust to maintain, develop and sustain Cottered Village Hall for the benefit of the local community and other user organisations.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** COTTERED AND NEIGHBOURHOOD
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£29,504	£23,538	-	-
2023-12-31	£24,201	£19,735	-	-
2022-12-31	£29,552	£16,521	-	-
2021-12-31	£16,205	£12,791	-	-
2020-12-31	£13,306	£12,399	-	-

Trustees

Name	Role	Appointed
COLIN BAYLES	Chair	
Elisa Bellomo		2023-04-24

COTTERED VILLAGE HALL

England & Wales - Charity number 302358

Accounts

Cottered Village Hall Trust

Charity No 302358

Minutes of the Annual General Meeting of the Trust

&

Trustees Report

Held in Cottered Village Hall

19th April 2025 at 7pm

Present: Chairman : Colin Bayles

Acting Secretary: John Harwood-Bee

Trustees Present:

David Broxup

Nigel Bentley

Allen Chamberlain

Tina Reed

Alison Tregoning

The meeting was opened by the Chairman at 7.00pm who welcomed the committee members and explained that it was an important meeting.

Apologies for absence were received from: Elisa Bellomo, Brian Murchie

The minutes of the 2023/ 24 AGM having been previously circulated and there being no amendments, adoption of the minutes was proposed by David Broxup seconded by Tina Reed and approved by a unanimous show of hands.

Matters Arising

There were no matters arising from the 2023/4 AGM minutes

Chairman's report: Colin opened by saying that the primary purpose of the meeting was to review the activity of the Trust during the past year, to receive the annual Report & Accounts and to elect the Trustees and management committee members for the ensuing year. Colin made some references to events that had occurred on this day in the past. He expressed surprise that there were no members of the public attending despite notice of the meeting having been given. He thanked the trustees for the excellent job that they do in running the hall and commented on the purposes of the meeting. – public report of activities during last year and presentation of the accounts. It is a chance for public to ask questions and make comments – no public attending and I read into this that they know what we are and do, and they think we are doing a good job – as indeed we/you are

For public and as reminder to trustees he explained our operational framework of the Declaration of Trust 1963 and Charity Commission Scheme 1977

Members of management committee = Managing Trustees

Trustees to declare acceptance and willingness to act in trusts. He explained the need to

Elect 5 members and appoint (up to) 7 members to represent local organisations.

The Chairman then went on to explain that as a self financing body it was essential to encourage the use of the hall by both local residents and other interested parties. Both were essential to finance the charity and allow for the proper maintenance of the hall. Although we receive limited assistance by way of rates relief it is imperative that we earn more than we spend.

Running costs .The Chairman then commented on the requirements and problems and costs of solving/avoiding those - similar to all our own households and businesses – e.g. maintenance, repairs, water, electricity, heating, plumbing, lighting, decorating, cleaning, phone/broadband, banking, record keeping, safeguarding, regulations, security.

Huge amount of attention to and time spent by trustees and committee members on these - For reference you can see the WhatsApp site to measure the input.

Targets and achievements Have we done and sorted everything mentioned at last year's AGM – No
Have we made progress with everything mentioned – Yes
Have we dealt with things not mentioned/expected at last year's AGM – Yes
This set of answers indicates an active and ambitious trust .

Next year and beyond Listen to “specialist” officer reports following mine
My own general and practical assessment, based on my observation and involvement last year and on their expert guidance, is that we are doing well and are well placed to continue doing well

Village Hall = Village Hub – This is an attractive/appropriate aim for us and consistent with our Deed of Trust 1963 – competition for this role (e.g. cricket pavilion, church, Guide centre but we are best placed – involves facilitating/accommodating activities,
Examples of this working well –
Christmas Light The Night, The VE80 evening –Friday indoor sports evenings

Our people – Elisa Bellomo – JHB - Alison Tregoning - thanks to all for commitment, common sense, expertise and hard work

Finally – I look forward to continuing successful teamwork with you in 2025/2026

Secretary's report:

The secretary informed the meeting that they would be delighted to hear that he had little to report from the past year. The Cottered involvement with the Hertfordshire Village Halls Consortium continued and our involvement with the annual conference was gratefully appreciated. JHB is still on the committee.

The general administration and the working relationship between the administrative trustees was excellent.

Treasurers Report:

The 2024 accounts to Dec 31st were presented and discussed. These were accepted by the Trustees.

Lettings Secretary:

We have had a continued steady number of enquiries for hiring the hall and lettings have continued at a satisfactory rate. There are a number of local groups using the hall on a regular basis. There are also exercise groups from outside the village who are regular hirers.

Election of the Trustees

Following the reports the Chairman called for the election of five Trustees as required by the Trust Deed .

He asked for nominations and listed the following:

Colin Bayles, Tina Reed, John Harwood-Bee ,Brian Murchie and Elisa Bellomo

Tina Reed proposed and Allen Chamberlain seconded the proposition that those persons be elected as trustees. This was carried unanimously by a show of hands.

The representative members of the committee were as follows:

Allen Chamberlain	Football Club
Nigel Bentley	Co opted member
David Broxup	Cottered Voices
Alison Tregoning	Treasurer

This was proposed by Colin Bayles and seconded by Tina Reed and was carried unanimously by show of hands.

There being no other business the AGM was closed at 7.40 pm.

The date for the next AGM would be advised in due course.

A general committee meeting would immediately follow this AGM.

Cottered Village Hall Trust Accounts. Year end 31st December 2024

To The Trustees of

Cottered Village Hall Trust

Charity Number:

302358

I report on the Receipts and Payments Accounts set on the attached Financial Statement page 1 for the above named Trust for the year ended 31st December 2024.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 act
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 act and
- state whether particular matters have come to my attention.

Bases of Independent Examiner's report

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 you as 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 prove a 'true and fair view' and the report is limited to those matters set out in the next statement.

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:

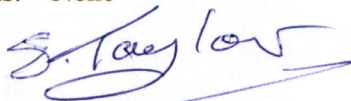
- to keep records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

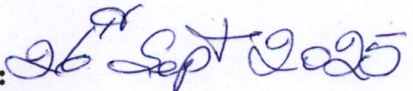
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Comments: None

Signed:



Date:



Name: Stewart Taylor

Address: 37 Sundown Avenue. Dunstable. Beds. LU5 4AJ

Cottered Village Hall Accounts at 31 December 2024

Income	2024	2023
Lettings	24624.05	26977.10
Interest	760.18	476.55
Bar	525.00	805.00
Deposit cash & cheques (not allocated yet)	1,975.00	0.00
Football Pitches	630.00	1,450.00
Miscellaneous	990.00	150.00
Total	29,504.23	29,858.65

Expenditure

Oil	2,582.94	4,536.23
Electricity	4,199.52	4,549.48
Waste disposal	1,094.60	954.72
Telephone	233.29	332.98
Broadband	1,083.27	1,193.01
Joint Telephone & Broadband	149.46	
CDA Herts		72.00
Premises Licence		
Water and sewage	422.36	463.85
Garden maintenance	175.00	950.00
Radiator and Boiler maintenance	379.80	738.84
Fire extinguisher service	435.00	
Fire alarm maintenance contract	581.36	571.80
Electrical Equipment		1,453.00
Pristine Services	412.90	550.80
Insurance	2,305.23	2,008.52
Maintenance	352.00	790.90
Cleaner	1,475.00	2,411.25
Parish Council Pitch & grass cutting	2,764.80	
Cleaning Materials		414.36
Miscellaneous	4,891.51	200.00
Total	23,538.04	22,191.74

Excess of income over expenditure	5,966.19	7,666.91
Last years balance	87,443.11	79,776.20
Total Funds	93,409.30	87,443.11

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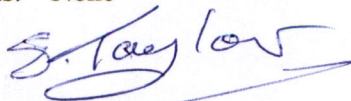
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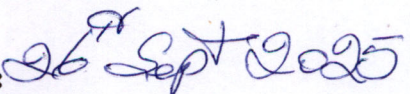
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COTTERED VILLAGE HALL

England & Wales - Charity number 302358

Accounts

Cottered Village Hall Trust

Minutes of the Annual General Meeting of the Trust

Held in Cottered Village Hall

26th April 2022 at 6.45pm

Present: Chairman : Colin Bayles
Secretary: John Harwood-Bee
Treasurer. Bill Graham
David Broxup
Nigel Bentley
Brian Murchie
Gary King
Coral Wild

The meeting was opened by the Chairman at 6.45pm who welcomed the committee members and explained that it was an important meeting.

Apologies for absence were received from: John Patterson, Trish Agnew

The minutes of the 2021 AGM having been previously circulated and there being no amendments, adoption of the minutes was proposed by Nigel Bentley, seconded by Brian Murchie and approved by a unanimous show of hands.

Matters Arising

There were no matters arising from the 2021 AGM minutes

Chairman's report: Colin opened by saying that the primary purpose of the meeting was to review the activity of the Trust during the past year, to receive the annual Report & Accounts and to elect the Trustees and management committee members for the ensuing year.

He referred to the Trust deed that requires all Trustees and members to sign the deed of acceptance to acknowledge their responsibilities.

He commented on the effects of the Covid pandemic saying that just two years ago when the lockdown had just started we had entered uncharted territory and had to learn as we went along. By the AGM one year ago we had learned to live with the rules and restrictions and had formulated procedures and support to enable the hall to continue to operate albeit with severe restrictions

This year with the formal legislation lifted and our ability to function fully again we still had to exercise caution with Covid continuing as a feature in our lives. Colin speculated on the coming year asking if by next year Covid would be gone and forgotten or still a consideration.

Road to Recovery.

The Chairman commented on the year 2021-22 stating that part of the time had been spent on running the hall still within the framework of Covid restrictions and maintaining such safety elements as are deemed necessary. Now we would be planning and preparing for the running of the hall beyond the shadow of the pandemic. Both elements involved focus and action from the committee members and they had received it.

Throughout the period the hall had managed to continue to be financially viable and remain on a sound financial footing as would be seen by the treasurers report and the annual accounts.

Despite the healthy accounts we should not rest on our laurels. There were many matters that would require our attention in the coming months including the installation of the security system, the ongoing investigation into the viability of an extension, and the possibilities offered by our obtaining a Wedding Venue licence. More immediate matters that would be attended to were the cleaning regime, the bar operation and especially its administration and accounting, the lettings procedures, documentation and liability, the relationship between hirers and the ongoing need for maintenance, repairs and improvements.

The Chairman then went on to refer to the fact that none of the above would be possible without the commitment, enthusiasm, time and effort of the members both individually and collectively and he thanked everybody for all that they had given during the past year. He extended thanks to Peter Thody who was retiring from the committee and welcomed Peters replacement Trish Agnew who would be representing the Lunch Club in place of Peter.

In looking forward to the 2022-23 year Colin considered that a 'steady as you go' element coupled with an ambition for a more diverse, flexible and possibly bigger facility should be the aim but never overlooking the conditions of the Trust Deed in relation to the primary objectives of serving the "inhabitants of Cottered and the neighbourhood without distinction of sex, politics, religion or other opinion 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 conditions of life for the said inhabitants." In again thanking the committee Colin said "The said inhabitants and I value your past, continuing and promised efforts to these ends."

Secretary's report:

The secretary informed the meeting that they would be delighted to hear that he had little to report from the past year given that Covid restrictions had curtailed many external activities that he would have normally been involved in on behalf

of the Trust. He was pleased to report that the Village Halls Consortium had managed to hold meetings throughout the pandemic and that , through the organisation, we continue to receive significant access to advice and support. The PAT test equipment owned by the hall had been earning income from being hired to other halls, normally with himself attached.

There were several matters that affected Cottered Village that would need consideration this year especially with regards to commercial income and these would be dealt with in the coming months.

Treasurers Report:

Bill Graham presented the 2021 annual accounts for approval. For the current year we were running at a minor loss as a result of an expenses claim covering two years. On being questioned by the chairman Bill repeated his opinion that without one specific regular client that lettings at the hall would not cover the overheads of running the building. The Chairman, on behalf of the committee, thanked Bill for all his efforts and his continued management of the hall finances.

Lettings Secretary:

Coral Wild had submitted the following report .

We have had a continued steady number of enquiries for hiring the hall when it reopens and we have managed to fit in all our current bookings that were held over from last year.

Election of the Trustees

Following the reports the Chairman called for the election of five Trustees as required by the Trust Deed .

He asked for nominations and listed the following:

Colin Bayles, Tina Reed, Bill Graham, Brian Murchie and John Harwood-Bee

Tina Reed proposed and Allen Chamberlain seconded the proposition that those persons be elected as trustees. This was carried unanimously by a show of hands.

The representative members of the committee were as follows:

Allen Chamberlain	Football Club
Nigel Bentley	Co opted member
David Broxup	Cottered Voices
John Patterson	Cottered Horticultural Society
Peter Thody	The Luncheon Club
Coral Wild	Appointed member Lettings
Gary King	Appointed member Lettings.

Brian Murchie proposed and Tina Reed seconded that those members be appointed to the committee. This was carried unanimously by show of hands.

There being no other business the AGM was closed at 7.34 pm.
The date for the next AGM would be advised in due course.

A general committee meeting would immediately follow this AGM at which a decision would be made regarding opening of the hall.

Cottered Village Hall Accounts at 31 December 2022

Income	2022	2021
Lettings	29,552.30	16,205.00
Covid Grant		10,240.93
Interest	4.67	0.04
Cottered Club		88.63
Total	29,556.97	26,534.60

Expenditure

Oil	1,961.69	2,295.56
Electricity	3,137.88	1,898.47
Waste disposal	830.05	721.89
Telephone	355.93	264.01
Broadband	1,053.72	974.16
Premises Licence	180.00	180.00
Water and sewage	487.67	242.55
Garden maintenance	740.00	965.00
Radiator and Boiler maintenance	110.40	138.60
Fire extinguisher service	247.20	
Fire alarm maintenance contract	553.64	534.00
Electrical Equipment	246.23	292.33
Pristine Services	550.80	550.80
Painting shed		352.02
Insurance	1,464.85	1,340.26
Carpets and chairs cleaned		350.00
Maintenance	691.00	258.39
Stage repair kit		132.00
Mrs. Chamberlain's Gratuity	600.00	
Infection control & Cleaning Hall	3,175.11	1,255.00
Miscellaneous	135.69	46.00
Total	16,521.86	12,791.04

Excess of income over expenditure	13,035.11	13,743.56
Last years balance	66,741.09	52,997.53
Total Funds	79,776.20	66,741.09

Balance Sheet as at 31 December 2022

	2022	2021
Fixed Assets	£	£
Cottered Village Hall	380,000.00	380,000.00
Furniture Furnishings and Equipment	4,400.00	4,600.00
Storage Shed	400.00	400.00
	384,800.00	385,000.00
Currency Assets		
Deposit Account	50,056.74	232.07
Current account	29,719.46	66,152.02
	79,776.20	66,384.09
Total Assets	464,576.20	451,384.09
Funds		
Management Fund	78,478.06	65,085.95
Donated Youth Club Fund	1,298.14	1,298.14
Designated Fund (Building and Contents)	384,800.00	385,000.00
	464,576.20	451,384.09

Notes to Balance Sheet

The asset value of the hall is the original cost of construction, including architects and surveyors fees, the acoustic improvements and laying the car park.

The older contents have been written down to a nominal sum of £1,000 but the new cookers and refrigerators have been reduced by £200 to £3400

The shed has been written down to a nominal sum of £400

The insurance company estimate to rebuild the hall is £984,474, we are insured for this amount. The shed and contents are similarly insured on a replacement as new basis

The donated youth club fund is again being shown separately although it is part of the management fund and if necessary can be used.

Notes to Income and Expenditure Account

We are back to full operation this year with lettings at a record £29,552

Profit is slightly down on last year but is fully earned with no Government grant

Expenditure is up but that reflects the increased activity this year.

We are still on a 4 year electricity contract taken out in 2022 before the major increase in energy prices. The increased costs are down to usage but we will almost certainly see an even greater increase in 2024 when this contract ends.

We are renting out the football pitches this year, with that income being shared with the Parish Council. The final decision has not yet been agreed but we expect that it will be shortly

W B Graham
Treasurer

Cottered Village Hall Accounts at 31st December 2022

Basis of Independent Examiners report.

My examination is 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 you as trustees concerning such matters. The procedures undertaken do not provide 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 next statement.

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In connection with my examination no matter has come to my attention

1] which gives reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 130 of the Charities Act 2011, 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.

Signed : *S. Taylor*

Date: 30th APRIL 2025

Name: STUART TAYLOR.

Address: 37. SUNDOWN AVE
DUNSTABLE.
BEDS. LVS 4AJ

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In connection with my examination no matter has come to my attention

1] which gives reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 130 of the Charities Act 2011, 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.

Signed : *S. Taylor*

Date: 30th APRIL 2025

Name: STUART TAYLOR.

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DUNSTABLE.
BEDS. LVS 4AJ