

Offord Village Hall Trustees' Annual Report 1 November 2020 to 31 October 2021

Charity Name: The Offords' Recreation Hut (known as Offord Village Hall)

Charity Number: 302653

Village Hall Address: 158 High Street Offord Cluny St Neots
Huntingdon Cambs PE19 5RR

Charity's principal address for correspondence:

J F Kirby (Treasurer)
7 Millers Close
Offord Darcy
St Neots
Cambs PE19 5SP

Governing Document: Conveyance and Trust Deed dated 1 November 1966

Object of Charity: To provide a Village Hall for the use of the inhabitants of Offord D'Arcy and Offord Cluny and the neighbourhood.

Structure, Governance and Management: A Management Committee, comprising a maximum 22 Trustees who are elected, nominated by village organisations or co-opted, runs the Village Hall. It meets formally every three months. Trustees are elected or appointed annually in accordance with the Trust Deed. Details concerning the names of the current Trustees and periods of office are shown in the attachment. The Trust Deed names Offord D'arcy Parish Council as Custodian Trustee and has been assumed by the merged Offord Cluny and Offord Darcy Parish Council. The number of Trustees serving at the end of the year was 15.

The Hall is built on land leased from the Ely Diocesan Board of Finance. The current lease runs until 31st May 2040.

ACTIVITIES IN THE YEAR: The hall's normal activities and finances were once again affected by the C-19 pandemic. As a result of government restrictions, the hall closed and reopened several times and has only just begun to fully operate, albeit with some restrictions still in place. Groups and other users have started to return and two fundraising events have taken place, Beerfest and Quiz Night; all much welcomed by the community. Unfortunately, the Ceilidh night had to be cancelled due to poor sales. Despite the closures, it was possible to fund and undertake a number of improvement projects, including redecorating the main hall and repainting the front gates and main doors. It was also necessary to repair the storeroom roof due to storm damage, as well as undertake other maintenance work. During this period the hall also

established a website, which has been well-received and should increasingly improve links with the community. Lastly, CambsACRE reviewed and reconfirmed the hall's Hallmark1 status. Sadly, our Caretaker retired in September after nearly twenty years of service. Arrangements are in hand to cover this important work for the future.

Financial Review and Policy on Reserves: The Charity has three principal sources of unrestricted funds:

1. Hiring income – both from village organisations and private hirers
2. Fundraising via 300+Club and events
3. Grants/donations

As a result of the hall's closure due to the pandemic, hiring income and fundraising were down in total by around 64% compared with 2018-19- the last pre-pandemic year. Even compared with 2019-20 income was down by 27%. Fortunately, due to the receipt of £18708 in Covid support grants coupled with other support/savings measures such as rate relief, underpinned by a sound financial base from previous years, the hall remained financially stable at the end of the year. Trustees agreed to use some reserves to fund the maintenance and repair projects during closure.

Although none were received this year, grants for specific projects are maintained as Restricted Funds. Remaining funds, less any designated as a General Reserve¹ are held, in accordance with the Charity's Financial Policy, to effect improvements in the hall's facilities. Cash assets not required for in-year expenditure are held in a low-risk deposit account with Scottish Widows Bank.

The Financial Year runs from 1 November – 31 October.

Other Information

The Charity continually reviews the major risks it faces and in particular carries insurance with a specialist provider of insurance to Village Halls. It is a member of Cambridgeshire ACRE and Hunts Forum, each providing a source of guidance and support. The premises are licensed under the Licensing Act 2003 by the local District Council for the purposes of public entertainment and the appropriate PRS & PPL music licence is also held. The hall has achieved Level 1 of the Hallmark quality standard scheme.

Declaration

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

¹ Currently set at £7000

FULL NAME Patrick Ruddy
POSITION Chairman
DATE 23rd November 2021

**The Offords' Recreation Hut (Offord Village Hall)
List of Trustees (as at 31/10/21)**

Name	Group/Status	Role/Notes
<i>Mr Patrick Ruddy</i>	<i>Elected</i>	<i>Chairman</i>
<i>Mrs Kathy Millward</i>	<i>Elected</i>	<i>Vice Chair</i>
<i>Mrs Helen Ellis</i>	<i>Elected</i>	<i>Secretary</i>
<i>Mr John Kirby</i>	<i>Elected</i>	<i>Treasurer</i>
<i>Mrs Helen Bosworth</i>	<i>Elected</i>	<i>Bookings Secretary & 300 Club</i>
<i>Mrs Sarah Cutworth</i>	<i>Elected</i>	
<i>Mrs Rebecca Davis-March</i>	<i>Elected</i>	
<i>Mrs Marlene Alderman</i>	<i>Senior Citizens</i>	
<i>Mr Will Headen</i>	<i>The Offord Players</i>	
<i>Mrs Jenny Murby</i>	<i>WI & PCC</i>	
<i>Mr John Gatward</i>	<i>Offord Gardeners' Association</i>	
<i>Mrs Angela Simpson</i>	<i>Thursday Club</i>	
<i>Mr Rod Arnold</i>	<i>Bowls Club</i>	
<i>Mr Simon Young</i>	<i>Parish Council</i>	
<i>Mrs Nikki Mitchell</i>	<i>Offord Tots</i>	
<i>Vacant</i>	<i>Brownies</i>	

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Offord Village Hall (Registered Charity Number 302653)

I report to the trustees on my examination of the accounts of the Offord village Hall for the year ended 31 October 2021, which are set out on page 1 to 3.

Responsibility 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').

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention which gives me cause to believe in, any material respect:

1. accounting records were not kept in accordance with section 130 of the Charities Act;
or
2. 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.

Signed: *V. Seekings*

Name: Valerie A Seekings

Address: 7 Elm Drive, Offord Cluny, St Neots, Cambs. PE19 5RN

Date: 14 November 2021