

Offord Village Hall

Trustees' Annual Report

1 November 2021 to 31 October 2022



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. Currently we have 15 Trustees.

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: After the closures imposed by the pandemic, this year saw a near return to normal activity with hirings and fundraising recovering to pre-covid levels. Our events programme was strengthened by new film nights, a highly successful murder mystery evening, a popular family disco as well as a beer festival, a ceilidh and table top sale. Other old favourites such as quiz nights and bingo also saw a welcome return. We unfortunately had to cancel the Christmas and Midsummer dances; partly due to lingering concerns about large numbers. We held a very well-received Platinum Jubilee Tea Party for the village. This was part-funded by a grant from the Cotton Wind Farm Community Benefit Fund. As for hall improvements, we embarked on a major project to upgrade our audio-visual facilities; stage and feature lights, sound system, widescreen projector and associated equipment, as well as a new curtain track. This will complete early in the next financial year and will enable us to show films more easily and to provide better facilities for stage shows, discos, educational programmes etc. This is being funded from hall resources and in part from a grant from the Parish Council.

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 (56%)*
2. *Grants/donations (26%)*
3. *Fundraising via 300+ Club and events (18%)*

The level of hiring income and fund-raising activities, including a local lottery, along with a generous grant from the Parish Council, provided sufficient finance to meet regular expenditure and to undertake various sundry repairs and services. It also enabled the hall to procure several items of equipment and supplement the grant-funded projects. Our 3-year electricity and gas fixed price deal has so far protected us from utility cost rises, but this will change significantly in future years. Our insurance costs have risen in order to cover our new equipment.

The Charity aims to maintain a General Reserve of £7000 (app 6 months expenditure). Grants (other than Parish Council) are maintained as Restricted Funds. The remainder is held, in accordance with the Hall'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 that attracted just under £10.00 in the financial year.

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 and is working towards Level 2.

Declaration

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

Signed on behalf of the Charity's Trustees

FULL NAME	Kathy Millward
POSITION	Chairman
DATE	22 nd November 2022

The Offords' Recreation Hut (Offord Village Hall)
List of Trustees (as at 31/10/22)

Name	Group/Status	Role/Notes
<i>Kathy Millward</i>	<i>Elected</i>	<i>Chairman</i>
<i>Helen Ellis</i>	<i>Elected</i>	<i>Secretary</i>
<i>John Kirby</i>	<i>Elected</i>	<i>Treasurer</i>
<i>Helen Bosworth</i>	<i>Elected</i>	<i>Bookings Secretary & 300 Club</i>
<i>Sarah Cutworth</i>	<i>Elected</i>	
<i>Rebecca Davis-Marsh</i>	<i>Elected</i>	
<i>Marlene Alderman</i>	<i>Senior Citizens</i>	
<i>Will Headen</i>	<i>The Offord Players</i>	
<i>Jenny Murby</i>	<i>PCC</i>	
<i>John Gatward</i>	<i>Offord Gardeners' Association</i>	
<i>Angela Simpson</i>	<i>Thursday Club</i>	
<i>Rod Arnold</i>	<i>Bowls Club</i>	
<i>Simon Young</i>	<i>Parish Council</i>	
<i>Louise Byam-Cook</i>	<i>Offord Tots</i>	
<i>Margaret Pullen</i>	<i>WI</i>	
<i>Vacant</i>	<i>Brownies</i>	

FINAL ACCOUNTS FOR THE YEAR 1.11.2021 TO 31.10.2022 (with previous FY)

1.11.2021 TO 31.10.2022

1.11.2020 TO 31.10.2021

INCOME

GRANTS AND DONATIONS

Donations	£	£	£	£	£	£
Parish Council		51.00			111.00	
Covid Support Grants		2500.00			2500.00	
		2667.00	5218.00		18708.00	21319.00

OPERATING ACTIVITIES

Village Organisations Hirings

Offord Tots	473.00			216.00		
Parish Council	285.00			194.00		
PCC	322.00			0.00		
Offord Pools Charity	17.00			0.00		
Thursday Club	573.00			36.00		
Gardeners Association	256.00			0.00		
Senior Citizens	206.00			0.00		
TOPS	614.00			0.00		
Brownies/Rainbows	402.00			0.00		
WI	280.00			0.00		
Bowls	841.00	4269.00		153.00	589.00	
Private Hirings-General		2765.50			653.00	
Private Hirings-Regular		4154.50			2586.00	
Miscellaneous		14.75	11203.75		0.00	3838.00

OPERATING ACTIVITIES TO GENERATE FUNDS

Fund Raising - General	4317.34			2120.00		
300 Club	2189.50			2092.00		
Bar	1301.98	7808.82		0.00		4212.00

INVESTMENT INCOME RECEIPTS

CAFScot Widows Account	9.54	9.54		3.53	3.53	
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TOTAL RECEIPTS

24240.11 29372.63

OFFORD VILLAGE HALL
FINAL ACCOUNTS FOR THE 1.11.2021 TO 31.10.2022

EXPENDITURE

2302.28	
1045.50	
940.79	4288.57

DIRECT VILLAGE HALL EXPENDITURE

945.44	
4102.12	
418.13	
278.08	
340.66	
354.65	
265.51	
820.27	
1121.62	
82.00	
141.44	
0.00	
120.00	
1114.68	10104.60

Misc /PPL
MANAGEMENT AND ADMINISTRATION

27.25	
0.00	
0.00	
50.00	
0.00	77.25
699.16	
6800.00	7299.16

OTHER PAYMENTS
Purchase of Assets
Projects (unrestricted funds)

TOTAL EXPENDITURE

RESTRICTED FUNDS

INCOME

Wind Farm Grant
HDC Community Chest
Lottery Community Fund
Unpresented Cheques & Hiring Deposits

EXPENDITURE

EXPENDITURE
Wind Farm Grant
HDC Community Chest
Lottery Community Fund
Unpresented Cheques & Hiring Deposits

£ £ £

1035.70
1027.24
0.00 2062.94

2024.64	
4348.00	
303.34	
88.20	
510.99	
189.22	
658.07	
167.24	
979.99	
82.00	
-341.19	
0.00	
872.00	
141.99	
	10022.49

0.00	
0.00	
0.00	
0.00	
0.00	0.00

0,00	
5668,00	5668,00

17751.43

0.00		
0.00		
0.00		
400.00	400.00	400.00

0.00		
0.00		
0.00		
300.00	300.00	300.00

1810.00

1835.00

OFFORD VILLAGE HALL
FINAL ACCOUNTS FOR THE YEAR 1.11.2021 TO 31.10.2022 (with previous FY)

	1.11.2021 TO 31.10.2022		1.11.2020 TO 31.10.2021	
	£	£	£	£
BALANCES				
Balances B/F				
Cash				
Current Account	0.00		0.00	
CAFScotWidows	28843.53		17125.96	
Add	6991.70	35835.23	6988.17	24114.13
Unrestricted Receipts				
Less Unrestricted Expenditure	24240.11		29372.53	
Add	21769.58	2470.53	17751.43	11621.10
Restricted Receipts				
Less Restricted Expenditure	1810.00		400.00	
	1835.00	-25.00	300.00	100.00
Balances C/F				
Cash in hand		0.00		0.00
Current Account		31279.52		28843.53
CAFScot Widows Account		7001.24		6991.70
		38280.76		35835.23
FUND BALANCES				
UNRESTRICTED		38005.76		35535.23
RESTRICTED				
Wind Farm Grant		0.00		0.00
HDC Community Chest		0.00		0.00
Lottery Community Fund		0.00		0.00
Unpresented Cheques & Hiring Deposits		275.00		300.00
TOTAL		38280.76		35835.23

STATEMENT OF ASSETS AND LIABILITIES

Monetary Assets

Cash in hand	0.00		0.00	
Current Account	31279.52		28843.53	
CAFScot Widows Account	7001.24	38280.76	6991.70	35835.23

Non Monetary Assets

Village Hall (Insured value)	741879.00		711976.00	
Village Hall Contents (Insured value)	49749.00	791628.00	47698.00	759674.00

Liabilities

Unpresented Cheques & Hiring Deposits	275.00		300.00	
Costs relating to AV Project	17000.00			

Bar Stock

9 bottles wine; 5 Ales; 47 Lagers (inc 15x0%) Estimated retail value £180

U. Sackings 13/11/2022

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 2022, 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: 

Name: Valerie A Seekings

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

Date: 13 November 2022