

## Offord Village Hall

### Trustees' Annual Report

#### 1 November 2022 to 31 October 2023

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

**Charity Number:** 302653

**Village Hall Address:** 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 16 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 17. The Hall is built on land leased from the Ely Diocesan Board of Finance. The current lease runs until 31<sup>st</sup> May 2040.

**ACTIVITIES IN THE YEAR:** This was a good year for activity in the hall. The level of hirings was strong, with village groups all meeting again, supplemented by private hires and an improved range of regular groups providing exercise and dance classes. Our events programme again provided a good range of entertainment and opportunities for community engagement. Over 100 people across the age range attended the Coronation Tea event held on 6<sup>th</sup> May; it was extremely well received. As for improvements to the hall, we completed our major upgrade of the audio-visual facilities and redecorated the main hall. This has, as anticipated, made a big difference to things like film nights, discos and drama events. This was funded from hall resources, supported by a Parish Council grant. The Officers and other Trustees have worked hard to maintain and improve the fabric of the hall and manage it effectively. It was therefore gratifying that the Hall achieved accreditation at Level 3 (the highest) of the Hallmark scheme, one of only four in Cambridgeshire to have done so.

**Financial Review and Policy on Reserves:** The Charity had three principal sources of unrestricted funds in 2022-23:

1. Hiring income – both from village organisations and private hirers (65%)
2. Fundraising via 300+Club and events (23%)
3. Grants/donations (12%)

After three successive years of Covid support, the hall received no Government funding in 2022-23.

Nevertheless, 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. Spending to complete the costly AV project was met mainly out of reserves. Running costs however have risen sharply, with the cost of energy in particular now at unprecedented levels.

The Charity aims to maintain a General Reserve representing approximately 6 months expenditure, which in 2022-23 was £7000. Grants (other than Parish Council) are maintained as Restricted Funds to meet specific projects. Other funds are 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 over £60.00 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 1-3 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**

<b>FULL NAME</b>	Kathy Millward
<b>POSITION</b>	Chairman
<b>DATE</b>	28 <sup>th</sup> November 2023

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

<b>Name</b>	<b>Group/Status</b>	<b>Role/Notes</b>
Kathy Millward	Elected	Chairman
Helen Ellis	Elected	Secretary
John Kirby	Elected	Treasurer
Helen Bosworth	Elected	Bookings Secretary & 300 Club
Sarah Cutworth	Elected	
Rebecca Davis-Marsh	Elected	Safeguarding & Environment
Patrick Ruddy	Elected	Premises
Elizabeth Scott	Senior Citizens	
Will Headen	The Offord Players	
Jenny Murby	PCC	
Steve Iddon	Offord Gardeners' Association	Green Spaces
Angela Simpson	Thursday Club	
Rod Arnold	Bowls Club	
Simon Young	Parish Council	
Louise Byam-Cook	Offord Tots	
Margaret Pullen	WI	
Vacant	Brownies	

## FINAL ACCOUNTS FOR THE YEAR 1.11.2022 TO 31.10.2023 (with previous FY)

	1.11.2022 TO 31.10.2023			1.11.2021 TO 31.10.2022		
	£	£	£	£	£	£
<b>INCOME</b>						
<b>GRANTS AND DONATIONS</b>						
Donations		39.00			51.00	
Parish Council		2500.00			2500.00	
Covid Support Grants		<u>0.00</u>	2539.00		2667.00	5218.00
<b>OPERATING ACTIVITIES</b>						
<b>Village Organisations Hirings</b>						
Offord Tots	771.00			473.00		
Parish Council	503.00			285.00		
PCC	408.00			322.00		
Thursday Club	683.00			573.00		
Gardeners Association	306.00			256.00		
Senior Citizens	246.00			206.00		
TOPS	815.00			614.00		
Brownies/Rainbows/Guides	510.00			402.00		
WI	408.00			280.00		
Bowls	818.00			841.00		
Others (eg Poors/Crafters/N'Watch)	<u>278.00</u>	5746.00		17.00	4269.00	
Private Hirings-General		2649.00			2765.50	
Private Hirings-Regular		5131.50			4154.50	
Miscellaneous		<u>0.00</u>	13526.50		14.75	11203.75
<b>OPERATING ACTIVITIES TO GENERATE FUNDS</b>						
Fund Raising - General		5704.57			4317.34	
300 Club		2163.00			2189.50	
Bar		<u>1432.81</u>	9300.38		1301.98	7806.82
<b>INVESTMENT INCOME RECEIPTS</b>						
CAFScot Widows Account		<u>62.61</u>	62.61		9.54	9.54
<b>TOTAL RECEIPTS</b>			<u>25428.49</u>			24240.11

G. Seddings 10/11/2023

# OFFORD VILLAGE HALL

## FINAL ACCOUNTS FOR THE YEAR 1.11.2022 TO 31.10.2023 (with previous FY)

1.11.2022 TO 31.10.2023

1.11.2021 TO 31.10.2022

£ £ £

£ £ £

### EXPENDITURE

#### PAYMENTS FOR GENERATING FUNDS

Fundraising Costs	2493.42			2302.28		
300 Club	1052.00			1045.50		
Bar	<u>872.38</u>	4417.80		940.79	4288.57	

#### DIRECT VILLAGE HALL EXPENDITURE

Repairs and Services	1766.99			945.44		
Cleaning and Caretaking	4767.75			4102.12		
Cleaning Materials	780.63			418.13		
Rates	201.76			278.08		
Land rent	400.00			340.66		
Water	477.76			354.85		
Gas	548.90			265.51		
Electricity	1303.19			820.27		
Insurance	1243.75			1121.62		
Subscriptions	155.00			82.00		
PRS/PPL	302.42			141.44		
Broadband/Hallmaster	226.80			0.00		
Website	160.00			120.00		
Miscellaneous	<u>326.13</u>	12661.08		1114.68	10104.60	

#### MANAGEMENT AND ADMINISTRATION

Stationery	23.36			27.25		
Printing and Photocopying	0.00			0.00		
Postage	0.00			0.00		
Audit Fee	50.00			50.00		
Bank Charges	<u>0.00</u>	73.36		0.00	77.25	

#### OTHER PAYMENTS

Purchase of Assets	0.00			699.16		
Projects (unrestricted funds)	<u>20095.04</u>	20095.04		8600.00	7299.16	

#### TOTAL EXPENDITURE

37247.28

21769.58

### RESTRICTED FUNDS

#### INCOME

Wind Farm Grant	0.00			500.00		
HDC Community Chest	0.00			0.00		
Lottery Community Fund	0.00			0.00		
Unpresented Cheques & Hiring Deposits	<u>1400.00</u>	1400.00		1310.00	1810.00	1810.00

#### EXPENDITURE

Wind Farm Grant	0.00			500.00		
HDC Community Chest	0.00			0.00		
Lottery Community Fund	0.00			0.00		
Unpresented Cheques & Hiring Deposits	<u>1400.00</u>	1400.00		1335.00	1835.00	1835.00

U. Soakings 10/11/2023

**OFFORD VILLAGE HALL**  
**FINAL ACCOUNTS FOR THE YEAR 1.11.2022 TO 31.10.2023 (with previous FY)**

	1.11.2022 TO 31.10.2023		1.11.2021 TO 31.10.2022	
	£	£	£	£
<b>BALANCES</b>				
<b>Balances B/F</b>				
Cash	0.00		0.00	
Current Account	31279.52		26943.53	
CAFScotWidows	<u>7001.24</u>	38280.76	6991.70	35835.23
<b>Add</b>				
Unrestricted Receipts	25428.49		24240.11	
Less Unrestricted Expenditure	<u>37247.28</u>	-11818.79	21789.58	2470.53
<b>Add</b>				
Restricted Receipts	1400.00		1810.00	
Less Restricted Expenditure	<u>1400.00</u>	0.00	1835.00	-25.00
<b>Balances C/F</b>				
Cash in hand		0.00		0.00
Current Account		19398.12		31279.52
CAFScot Widows Account		7063.85		7001.24
<b>FUND BALANCES</b>				
<b>UNRESTRICTED</b>		26186.97		38005.76
<b>RESTRICTED</b>				
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		<u>275.00</u>		<u>275.00</u>
<b>TOTAL</b>		<u><b>26461.97</b></u>		<b>38280.76</b>

**STATEMENT OF ASSETS AND LIABILITIES**

<b>Monetary Assets</b>				
Cash in hand	0.00		0.00	
Current Account	19398.12		31279.52	
CAFScot Widows Account	<u>7063.85</u>	<b>26461.97</b>	7001.24	38280.76
<b>Non Cash Assets</b>				
Village Hall (Insured value)	834814.00		741879.00	
Village Hall Contents (Insured value)	<u>76489.00</u>	<b>911103.00</b>	48749.00	791628.00
<b>Liabilities</b>				
Unpresented Cheques & Hiring Deposits		<b>275.00</b>	275.00	
Costs relating to AV Project			17000	
<b>Bar Stock</b>				
Wine & Beer; Estimated retail value £310				

W. Seddings 10/11/2023

# 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 2023 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: 10 November 2023