

Offord Village Hall Trustees' Annual Report 1 November 2023 to 31 October 2024

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 (as amended on 4 February 2019)

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 level of hirings remained strong, with village groups, private hires, and a range of regular groups providing exercise and dance classes, using the hall. Our events programme continued to provide a good range of entertainment and opportunities for community engagement. The main project focus this year has been on the installation of solar panels and two new triple-glazed windows. This work is part of our aim to improve the hall's sustainability and impact on the environment - as well as cost savings. This overall project to "green" the hall will continue into the coming year and is funded principally by a grant of £35,000 from Cambridgeshire Priorities Capital Fund. In addition, we have redecorated the foyer using funding from the Cotton Wind Farm Community Benefit Fund and have embarked on a major project using a team of volunteers, to improve the green space around the hall. This latter work has received financial support from the Cambridge & Peterborough Fund for Nature.

The hall has continued to receive very welcome financial support from the Parish Council.

Financial Review and Policy on Reserves: The Charity had three principal sources of unrestricted funds in 2023-24:

1. Hiring income – both from village organisations and private hirers (71%)
2. Fundraising via 300+Club and events (18%)
3. Grants/donations (11%)

The level of hiring income and fund-raising activities, including a local lottery, along with the grant from the Parish Council, provided sufficient finance to meet regular expenditure and to undertake various sundry repairs and services. Running costs however continued to rise sharply, with the cost of energy in particular now at unprecedented levels. This latter was mitigated in part by tight management on usage. A specific project to repair the entrance path and gates, was funded from reserves.

The Charity aims to maintain a General Reserve representing approximately 6 months expenditure, which in 2023-24 was increased to £10000. 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 or project expenditure are held in a low-risk deposit account with Scottish Widows Bank that attracted just over £194.00 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 licences are also held. The hall has achieved Levels 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

FULL NAME	Kathy Millward
POSITION	Chairman
DATE	19 th November 2024

The Offords' Recreation Hut (Offord Village Hall)
List of Trustees (as at 31/10/24)

Name	Group/Status	Role/Notes
Kathy Millward	Elected	Chairman
Helen Ellis	Elected	Secretary
John Kirby	Elected	Treasurer
Louise Burmeister	Elected	Bookings Secretary
Sarah Cutworth	Elected	Events
Rebecca Davis-Marsh	Elected	Safeguarding & Environment
Patrick Ruddy	Elected	Premises
Helen Bosworth	WI	300 Club
Elizabeth Scott	Senior Citizens	
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	

OFFORD VILLAGE HALL - Registered Charity no.302653

FINAL ACCOUNTS FOR THE YEAR 1.11.2023 TO 31.10.2024 (with previous FY)

	1.11.2023 TO 31.10.2024			1.11.2022 TO 31.10.2023		
	£	£	£	£	£	£
INCOME						
GRANTS AND DONATIONS						
Donations		78.00			39.00	
Parish Council		<u>2500.00</u>	2578.00		<u>2500.00</u>	2539.00
OPERATING ACTIVITIES						
Village Organisations Hirings						
Offord Tots	740.00			771.00		
Parish Council	482.00			503.00		
PCC	643.38			408.00		
Thursday Club	765.00			683.00		
Gardeners Association	360.00			306.00		
Senior Citizens	257.00			246.00		
TOPS	214.00			815.00		
Brownies/Rainbows/Guides	408.00			510.00		
WI	476.00			408.00		
Bowls	920.00			818.00		
Others (eg Poors/Crafters/N'Watch)	<u>776.00</u>	6041.38		<u>278.00</u>	5746.00	
Private Hirings-General		4106.40			2649.00	
Private Hirings-Regular		<u>7770.00</u>	17917.78		<u>5131.50</u>	13526.50
Miscellaneous		<u>116.52</u>	116.52		0.00	0.00
OPERATING ACTIVITIES TO GENERATE FUNDS						
Fund Raising - General		4124.27			5704.57	
300 Club		2130.00			2183.00	
Bar		<u>1351.94</u>	7606.21		<u>1432.81</u>	9300.38
INVESTMENT INCOME RECEIPTS						
CAFScot Widows Account		<u>194.27</u>	194.27		<u>62.61</u>	62.61
TOTAL RECEIPTS			<u>28412.78</u>			<u>25428.49</u>

U. Seedlings
06/11/2024

OFFORD VILLAGE HALL

FINAL ACCOUNTS FOR THE YEAR 1.11.2023 TO 31.10.2024 (with previous FY)

1.11.2023 TO 31.10.2024

1.11.2022 TO 31.10.2023

EXPENDITURE

PAYMENTS FOR GENERATING FUNDS

Fundraising Costs	1254.57		2493.42	
300 Club	1045.00		1052.00	
Bar	901.11	3200.68	872.38	4417.80

DIRECT VILLAGE HALL EXPENDITURE

Repairs and Services	4001.09		1766.99	
Cleaning and Caretaking	4571.95		4767.75	
Cleaning Materials	596.33		780.63	
Rates	167.02		201.76	
Land rent	400.00		400.00	
Water	696.89		477.76	
Gas	3798.72		548.90	
Electricity	2876.83		1303.19	
Insurance	1398.25		1243.75	
Subscriptions	160.00		155.00	
PRS/PPL	390.00		302.42	
Broadband/Hallmaster	463.99		226.80	
Website	130.00		160.00	
Miscellaneous	155.64	19806.71	326.13	12561.08

MANAGEMENT AND ADMINISTRATION

Stationery	2.25		23.36	
Printing and Photocopying	0.00		0.00	
Postage	0.00		0.00	
Audit Fee	50.00		50.00	
Bank Charges	0.00	52.25	0.00	73.36

OTHER PAYMENTS

Purchase of Assets	95.99		0.00	
Projects (unrestricted funds)	2100.00	2195.99	20095.04	20095.04

TOTAL EXPENDITURE

25255.63

37247.28

RESTRICTED FUNDS

INCOME

Wind Farm Grant	1650.00		0.00	
Cambs Priorities Capital Fund	14430.00		0.00	
Fund for Nature	0.00		0.00	
Unpresented Cheques & Hiring Deposits	1865.00	17945.00	1400.00	1400.00

EXPENDITURE

Wind Farm Grant	1650.00		0.00	
Cambs Priorities Capital Fund	14430.00		0.00	
Fund for Nature	0.00		0.00	
Unpresented Cheques & Hiring Deposits	1465.00	17545.00	1400.00	1400.00

W. Seedlings
06/11/2024

OFFORD VILLAGE HALL

FINAL ACCOUNTS FOR THE YEAR 1.11.2023 TO 31.10.2024 (with previous FY)

	1.11.2023 TO 31.10.2024		1.11.2022 TO 31.10.2023	
	£	£	£	£
BALANCES				
Balances B/F				
Cash	0.00		0.00	
Current Account	19398.12		31279.52	
CAFScotWidows	<u>7063.85</u>	26461.97	<u>7001.24</u>	38280.78
Add				
Unrestricted Receipts	28412.78		25428.49	
Less Unrestricted Expenditure	<u>25255.63</u>	3157.15	<u>37247.28</u>	-11818.79
Add				
Restricted Receipts	17945.00		1400.00	
Less Restricted Expenditure	<u>17545.00</u>	400.00	<u>1400.00</u>	0.00
		<u>30019.12</u>		<u>26461.97</u>
Balances C/F				
Cash in hand		0.00		0.00
Current Account		19811.00		19398.12
CAFScot Widows Account		<u>10208.12</u>		<u>7063.85</u>
		<u>30019.12</u>		<u>26461.97</u>
FUND BALANCES				
UNRESTRICTED		29344.12		26186.97
RESTRICTED				
Wind Farm Grant		0.00		0.00
Cambs Priorities Capital Fund		0.00		0.00
Fund for Nature		0.00		0.00
Unpresented Cheques & Hiring Deposits		675.00		275.00
TOTAL		<u>30019.12</u>		<u>26461.97</u>

STATEMENT OF ASSETS AND LIABILITIES

Monetary Assets				
Cash in hand	0.00		0.00	
Current Account	19811.00		19398.12	
CAFScot Widows Account	<u>10208.12</u>	30019.12	<u>7063.85</u>	26461.97
Non Monetary Assets				
Village Hall (Insured value)	874675.00		834614.00	
Village Hall Contents (Insured value)	<u>76489.00</u>	951164.00	<u>76489.00</u>	911103.00
Bar Stock				
Estimated Value	400.00			
Liabilities				
Unpresented Cheques & Hiring Deposits		675.00	275.00	

U-Seakings
 06/11/2024

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 Offord Village Hall for the year ended 31st October 2024, which are set out in pages 1 to 3.

Responsibility and the 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')

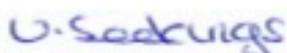
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no 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 Seekings

Date: 6th November 2024

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