

CRICKLADE TOWN HALL

England & Wales · Charity number 305499

Details

Status Registered

Legal form Trust

Registered 1962-10-15

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

Contact

Address 1 Pleydells
Cricklade
Swindon
SN6 6NG

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Activities

Objects: THE PURPOSES OF A NON-SECTARIAN AND NON-POLITICAL PLACE OF RECREATION AND SOCIAL INTERCOURSE FOR THE BENEFIT OF THE PEOPLE RESIDING IN THE BENEFICIAL AREA.

Activities: Cricklade Town Hall offers good-sized, flexible facilities comprising a Main Hall and an Annex. These can be hired separately or together. Both are self contained with their own facilities such as kitchen and toilets. The Main Hall has a large raised stage; ideal for concerts etc.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF CRICKLADE
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£46,162	£52,379	-	-
2024-09-30	£53,096	£43,052	-	-
2023-09-30	£42,076	£30,668	-	-
2022-09-30	£46,103	£28,698	-	-
2021-09-30	£61,091	£50,083	-	-

Trustees

Name	Role	Appointed
Mandy Joyce Hewer	Chair	2020-01-21
Beverley Williams		2021-07-20
Brenda Helen Muir		2015-04-14
DAVID NIGEL TETLOW		
Jane Holloway		2024-07-30
Jim Muir		2017-11-09
Julie Karen Norman		2017-11-09
Kelvin Michael Gwilt		2024-07-30
Lester Buck		2014-09-16
PAUL MICHAEL MARLEY		2017-11-09
Paul Hewer		2017-04-18
RUSSELL OSMAN		2017-11-09
Rev Deborah Mary Dewes		2022-02-07
Sara Huntingdon		2026-01-28
Tim Norman		2015-11-02
Viv Tomkins		2015-01-20

CRICKLADE TOWN HALL

England & Wales - Charity number 305499

Accounts



CRICKLADE TOWN HALL

Trustees Annual Report for the period 1st October 2024 to 30th September 2025

Section A – Structure, Governance, Management and Administration Details

The name of the Charity is **Cricklade Town Hall**, registered with the Charity Commission under registration number 305499.

The Charity's principal address is **Cricklade Town Hall, High Street, Cricklade, Swindon, SN6 6AE**.

The Charity is constituted as a trust and governed by a **Trust Deed dated 11 July 1933**, as amended by Appointment of Trustees Deeds dated **10 April 1986, 8 May 1989, 19 September 2005, and 30 October 2017**. Under the terms of the Trust, as amended, the **custodian (or holding) trustees are the Vicar of St Sampson's, Cricklade (ex officio), Julie Norman, Paul Marley, Jim Muir, and Russell Osman**. There were no changes during the reporting period.

The property of the Trust comprises **two separate buildings: the Town Hall and the Old Weighbridge**. Both are registered with HM Land Registry under title numbers **WT437920** and **WT437935** respectively. The registered proprietors for both are **Julie Norman, Paul Marley, Jim Muir, and Russell Osman**.

Part of the land registered to the Town Hall is leased to **Cricklade Town Council** for use as a **car park**. The lease, for a term of **21 years from 1 April 2021**, was signed on **20 December 2022** and is registered with HM Land Registry under title number **WT468882**.

Under the terms of the Trust, the property is managed by a management committee (*the Town Hall Committee*), which during the reporting period comprised the following charity trustees:

Name	Office	Term of Office
Alan Armstrong	Trustee	First appointed on 29/01/2019, reappointed at the AGM on 01/11/2022 and resigned 27/01/2025
Lester Buck	Trustee	First appointed on 16/09/2014 and reappointed at the AGM on 31/10/2023
Kelvin Gwilt	Trustee	Co-opted 30/07/2024
Mandy Hewer	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 31/10/2023
Paul Hewer	Trustee	First appointed on 18/04/2017 and reappointed at the AGM on 05/11/2024
Jane Holloway	Trustee	First appointed on 30/07/2024 and reappointed at the AGM on 05/11/2024
Brenda Muir	Trustee	First appointed on 14/04/2015 and reappointed at the AGM on 01/11/2022
Timothy Norman	Trustee	First appointed on 02/11/2015 and reappointed at the AGM on 05/11/2024

David Tetlow	Chairman & Trustee	First appointed as Chairman on 17/01/2005 (date first appointed as a Trustee to be confirmed) and reappointed at the AGM on 31/10/2023
Amy Thomson	Trustee	First appointed on 21/01/2020, reappointed at the AGM on 31/10/2023 and resigned 31/10/2024
Vivienne Tomkins	Trustee	First appointed on 20/01/2015 and reappointed at the AGM on 01/11/2022
Beverley Williams	Trustee	First appointed on 20/07/2021 and reappointed at the AGM on 05/11/2024

According to the Trust, the Committee comprises **12 members**, with **four appointed each year** to serve three-year terms. Appointments are made by election at the **Annual General Meeting (AGM)**. **Casual vacancies** arising during the year are filled for the **remainder of the original term**, and additional members may be **co-opted** by the Committee as required. The Committee currently has **two vacancies**.

The Town Hall currently employs **two staff members**:

- **Nicola Fry**, Committee & Bookings Secretary (in post since 01/11/2014)
- **Debbie Tanner**, Caretaker (in post since 01/06/2008)

The Town Hall is a member of **Community First**, and the **Wiltshire Village Halls Association**, which provide advice and support as needed. It is also registered with the **Information Commissioner's Office (ICO)**.

Policies and procedures are a standing agenda item at each Committee meeting, as are any **health and safety matters** arising between meetings. Copies of the **Health & Safety Manual** are available in each kitchen and provided to all hirers as part of the booking process.

The **Fire Risk Assessment** is reviewed annually, and the Town Hall carries out regular checks on key services, including:

- Annual gas safety inspection
- Annual fire safety check
- Annual Portable Appliance Testing (PAT)

A **five-year Electrical Installation Condition Report (EICR)** was last completed on **25 July 2022** for the Town Hall and 27 July 2022 for the Old Weighbridge, both with satisfactory outcomes.

The Town Hall Committee maintains **appropriate insurance** to cover its property and assets.

Section B – Objects and Activities

Objects

The objects of the Charity, as set out in the Trust Deed, are:

“to permit the Town Hall to be used as a non-sectarian and non-political place of recreation and social intercourse and for the holding of meetings, concerts, dances or other forms of entertainment, as a Petty Sessional Court or for any other purpose for which a Town Hall is usually or may conveniently be used, and generally for the advantage or benefit of the inhabitants of the Parish of Cricklade.”

The Town Hall Committee continues to have due regard to the Charity Commission's guidance on **public benefit** when deciding what activities the Charity should undertake. The **primary activity** remains the

provision of the Town Hall for hire to groups and individuals whose activities are consistent with the Charity's stated objectives.

Facilities & Charging Structure

Cricklade Town Hall offers **flexible and well-equipped facilities** comprising a **Main Hall** and an **Annexe**, which may be hired separately or together. Both are self-contained, each with its own kitchen and toilet facilities. The Main Hall features a **large, raised stage**, suitable for concerts, performances, and community events. A **Committee Room** is also available for independent hire.

The Town Hall charges for use of its facilities on an **hourly basis**, with a **20% discount** available where the hire falls into one of the following categories:

- **Community Use:** Hire by a *local not-for-profit organisation* (e.g., unincorporated clubs, charities, community benefit societies). This does not include regional organisations without an active Cricklade branch, such as Age Concern or the RSPCA.
- **Commercial Use:** Hire by a *business or trader* providing a service to Cricklade residents (for example, baby classes, dog or puppy training, dance, yoga, or Pilates).
- **Private Use:** Hire by an *individual resident* of the Parish of Cricklade, provided the event is not classed as a *Function* (defined as an event for 50 or more people, or where alcohol is generally available). This category typically includes pre-teen children's parties.

Hirers who sell alcohol pay an **additional fee** for use of the Town Hall's **Premises Licence**. This charge is lower than the cost of a Temporary Event Notice and saves hirers the time and effort of making a separate application.

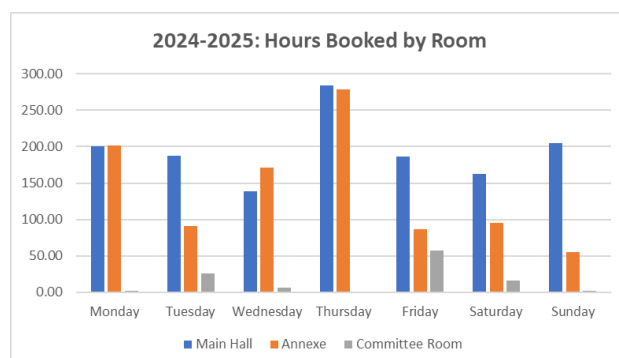
Bookings

The Town Hall remained open throughout the financial year. **Bookings fell by 8%** compared with the previous year, representing the **lowest level in the past four years**.

	2024-2025	2023-2024	2022-2023	2021-2022
Bookings	739	802	778	805
Hours – Main Hall	1363.25	1,452.00	1,379.00	1,571.50
Hours – Annexe	978.50	1,248.08	1,283.75	1,475.25
Hours – Committee Room	110.00	114.50	168.50	149.50

The **Main Hall** and **Annexe** continue to be heavily used, while the **Committee Room** remains less frequently booked.

Analysis of bookings by day of the week indicates that **Saturday and Sunday** usage was **significantly lower** than in the previous year.



Measuring **occupancy** precisely is difficult for a facility such as ours, but when expressed as the proportion of days in the year on which at least one room was hired, occupancy was as follows:

Days on which one of our rooms is hired	88%	(93% 92%)
Main Hall	81%	(85% 82%)
Annexe	65%	(69% 69%)
Committee Room	8%	(6% 9%)

Across the year, the premises hosted an **average of 2.3 hirers per occupied day** (compared with 2.4 and 2.3 in the previous two financial years). Although the reduction in overall usage is a concern, the trustees note a **recent upturn in bookings** and will continue to **monitor trends closely** during the next financial period.

Nature of Bookings

Bookings from **23 different local businesses and organisations**, each accounting for **five or more bookings** during the year demonstrate the **wide range of community activities** supported by the Charity. These **regular hirers** represented **77.5%** of the total invoiced value of bookings, which showed a significant increase from **71%** in the previous year.

A detailed schedule of current hirers, listed in order of their financial contribution for 2024–2025, is set out below.

	2024-2025			2023-2024			2022-2023			2021-2022		
	Rank	Bookings	Charge	Rank	Bookings	Charge	Rank	Bookings	Charge	Rank	Bookings	Charge
Slimming World	1	105	£3,924.00	1	105	£4,040.96	1	104	£3,948.00	1	104	£4,084.00
The Cricklade Band	2	85	£2,744.66	2	88	£2,620.22	2	81	£2,478.82	2	80	£2,331.20
Bea Bonifacio - Baby Yoga	3	34	£1,815.00	14	11	£594.00						
Cricklade Art Group	4	19	£1,588.32	3	19	£1,516.32	5	18	£1,456.32	4	18	£1,612.86
Stay & Play 2	5	40	£1,440.00	4	42	£1,512.00	6	39	£1,422.00	6	37	£1,422.00
Ballroom Dancing	6	44	£1,422.00	6	36	£1,362.00	3	45	£1,634.00	3	47	£1,986.19
Thursday Afternoon Art Group	7	50	£1,250.00	8	51	£1,020.00	9	49	£980.00	11	49	£990.00
Friday Night Dance	8	20	£1,211.84	7	21	£1,249.92	7	22	£1,318.08	7	21	£1,324.32
Line Dancing	9	42	£1,020.00	9	42	£820.00	10	41	£820.00	12	43	£876.50
Yoga	10	37	£925.00	10	39	£780.00	12	36	£727.50	13	38	£760.00
Lex Davison - Litle Voices	11	36	£900.00	17	26	£520.00						
Blood Donors	12	5	£885.60	11	4	£667.44	8	6	£1,062.72	9	6	£1,119.99
Sing & Sign	13	30	£750.00	13	30	£600.00	15	32	£648.00	16	22	£440.00
Cavy Club	14	6	£614.40	12	6	£624.96	16	6	£624.96			
Ros McCarthy - Balance Bikes	15	21	£525.00	18	24	£480.00						
Cricklade Cinema!	16	11	£427.00	20	11	£412.00	13	11	£712.38	15	11	£445.00
Memory Café	17	15	£396.00	26	8	£179.20						
Cricklade WI	18	12	£388.56	22	13	£349.60	19	13	£338.80	18	12	£328.95
Cricklade Camera Club	19	13	£372.68	23	12	£309.60	18	15	£370.20	20	10	£277.35
Gardening Club	20	10	£318.00	24	10	£273.00	21	10	£295.83	21	9	£256.00
Tara Cirikoro	21	8	£300.00	19	8	£477.24						
Cricklade Historical Society	22	7	£216.72	21	10	£395.67	17	10	£436.23	17	7	£361.75
Chloe Walker - Baby College	23	8	£200.00	27	6	£120.00						
Hartbeeps				5	36	£1,440.00	4	38	£1,520.00	8	49	£1,220.20
Kathryn Hopes - Baby College				15	28	£560.00	14	33	£660.00	10	39	£1,108.60
Julian Tyrrell				16	8	£556.88						
Lauren Paget - Mum & Baby Fitness				25	12	£240.00						
Sonbelles							11	31	£794.90			
Cotswold Pheasant & Poultry Club							20	10	£318.00	22	5	£166.95
Breast Feeding Group							22	14	£280.00			
Sheila Styles Ballet							23	11	£220.00			
Jewellery Valuation Service							24	5	£210.75			
Swindon Training							25	5	£150.00			
Totals		658	£23,634.78		706	£23,721.01		685	£23,427.49		607	£21,111.86

(Amounts shown reflect invoices issued and may differ from receipts due to timing differences.)

Summary

The Town Hall fulfils its charitable objects **daily** by providing well-maintained community facilities available to the public throughout the year. Demand for the premises remains strong, particularly among local organisations and residents.

The Charity's **hiring policy** ensures that facilities are made available on a **non-sectarian and non-political** basis, with **priority given**—where appropriate—to users with a **local connection**.

Section C – Achievements and Performance

Planned Project Activities

Each year, the Charity aims to invest in its facilities and allocates a specific budget for this purpose. The **project budget for 2023–2024** was set at **£10,000**, and this allocation **was maintained for 2024–2025**.

During the reporting year, the Trustees undertook several significant projects, intentionally exceeding the approved budget.

In **October 2024**, **Diamond Exteriors** replaced all guttering, downpipes, fascias, and soffits across the building—approximately **112 metres in total**—using new PVC materials. The work also incorporated roof ventilation improvements and remedied a long-standing drainage issue on the flat roof.



In **November 2024**, the same contractor installed **new cladding to the south-facing apex** of the main building.



Further exterior work took place in **March 2025**, when **20 failed double-glazed window units** were replaced together with several **new interior window handles**.

That same month, the entire exterior was **repainted** with a breathable masonry paint in the Town Hall's standard magnolia colour. Together with the **roof-tile cleaning completed the previous year**, these works have left the exterior in excellent condition for many years ahead.

In addition to the above, **two internal projects** were completed:

- The purchase of **20 new conference-style chairs**, continuing the phased replacement of older seating; and
- The installation of a **new Worcester 1000 30 kW combi boiler** in the Annexe kitchen in **June 2025**, resolving previous heating complaints from hirers.



The **total cost** of all project work during the year amounted to **£21,844**, more than double the original budget allocation.

Maintenance

Given the heavy use of the Town Hall's facilities, continual maintenance and minor improvements are essential to address normal wear and tear. Encouragingly, unlike the previous year, **no major damage or incidents** attributable to hirers required attention.

Several smaller maintenance and improvement works were completed during 2024–2025, including:

1. Replacement of several storeroom light fittings.
2. Cleaning and battery replacement for the Annexe doorbell, restoring it to full working order.
3. Replacement and upgrading of CCTV cameras—one repositioned to widen coverage of the car park, one installed inside the Annexe, and another overlooking the Annexe side facing the Old Weighbridge.
4. Installation of **outdoor electrical sockets**, one beside the Annexe gate and another inside a large storage shed.
5. Repair of the Annexe heating timer, using salvaged parts from the Committee Room timer.
6. Installation of **coloured exterior lighting** to illuminate the apex and architectural features.
7. Fitting of a **large water butt** between the two halls in **March 2025**, enabling **Cricklade Bloomers** to water nearby floral displays more easily, complete with a simple lever-style tap.
8. Installation of a **new electrical circuit** in the Annexe kitchen to address a recurring RCD tripping issue.
9. Adjustment of the **stable door** in the kitchen to ensure smooth operation.

The Town Hall is indebted to all the volunteers who assist with upkeep, and particularly to **Tim Norman**, the Trustee responsible for building maintenance, for his expertise and oversight of these works.

Administrative Matters

At the most recent **Annual General Meeting**, **Paul Hewer**, **Tim Norman**, and **Beverley Williams** were re-elected to the Committee, and **Jane Holloway** was newly elected.

Although the year began with a full complement of trustees, **Amy Thomson** and **Alan Armstrong** subsequently resigned following their moves away from Cricklade. The Trustees express their thanks for the valuable contribution both made to the management of the Town Hall. These **two vacancies remain unfilled**, and the Committee intends to prioritise recruitment in the coming year.

The Town Hall could not operate effectively without a committed management committee. The Trustees collectively shoulder the responsibilities of running a registered charity, and the Committee wishes to record its **sincere thanks to all members** for their time and dedication in serving both the Charity and the wider community.

Special recognition is also due to our staff:

- **Nicola Fry**, Committee & Bookings Secretary, who—despite relocating to the South Coast—continues to fulfil her role remotely and has now served for **11 years**; and
- **Debbie Tanner**, Caretaker, who has provided over **17 years** of loyal service.

Together, they form an **excellent team**, supporting hirers, maintaining smooth operations, and safeguarding the reputation and condition of the Town Hall. The Trustees are extremely grateful for their ongoing commitment and professionalism.

Section D – Financial Review

This section sets out the charity's financial results for the year and the Trustees' approach to managing reserves, investments, and hiring charges. The Trustees continue to take a prudent and long-term view of the Town Hall's finances, balancing the need for ongoing reinvestment in the facilities with the careful stewardship of funds.

Operating Results

The Town Hall made an operating loss in the year of **£6,217**, the first such loss in the past ten years. This outcome, however, is **not a cause for concern**, reflecting instead the Trustees' conscious decision to deliver a number of significant capital projects during the year. Had expenditure remained within the original project budget of £10,000, the Town Hall would once again have achieved an operating surplus.

More concerning, though not requiring immediate action, is the **decline in hiring income**. At **£28,434**, this represents only **89% of the annual budget** and a reduction of **£6,054** compared with the previous year. This shortfall reflects a reduction in the number of bookings, as noted earlier in this report.

In overall financial terms, the Town Hall remains in a **strong position**, with **cash balances exceeding £168,000** and **working capital of just under £43,000** at year-end.

Reserves Policy

The Trustees reviewed the reserves policy during the year and confirmed the following designated reserves as at **30th September 2025**:

- **Income Producing Deposits – £75,641**

Representing funds invested in the Cambridge & Counties Bank and United Trust Bank deposit accounts, which have been nominally allocated to this reserve.

- **Safety Inspections – £2,000**

The last inspections were carried out in 2022 at a cost of £1,560. Allowing for inflation over a five-year period, the Trustees consider £2,000 an appropriate amount to set aside for the next round of inspections due in 2027.

- **Asset Replacement – £18,110**

This represents the estimated replacement cost of 120 conference-style chairs, 100 bucket-style poly chairs, 42 premier Go-Pak tables, and 10 bistro-style tables. The reserve will be reviewed next year against an updated specification.

- **Major Works – £25,000**

As the cost of unforeseen major events is inherently uncertain, the Trustees continue to take a prudent approach by maintaining a reserve of £25,000. This amount is reviewed annually.

Investment Review

The Trustees' investment policy continues to prioritise **low-risk deposits**. Funds held with **Cambridge & Counties Bank, United Trust Bank, Redwood Bank, Lloyds Bank (32-day notice account, instant access account, and current account)** all remain protected under the **Financial Services Compensation Scheme (FSCS)**.

Given the current high inflation and interest rate environment, the Trustees **regularly review** all deposit arrangements. A recent decision has been taken to **move part of our instant access funds** from Lloyds Bank to a comparable account with **Hampshire Trust Bank**, offering a better return while maintaining capital security.

Hiring Charges

Despite ongoing cost pressures, the Management Committee has agreed **not to increase hiring charges** from **1st January 2026**. The position will be **kept under regular review** to ensure future sustainability.

Section E – Declaration

The Trustees declare that they have reviewed and approved the above Trustees' Report for the financial year **2024–2025**.

Signed on behalf of the Charity's Trustees:

Signature:



Full Name: David Nigel Tetlow

Paul Marley

Position: Chairman and Trustee

Holding & Charity Trustee

Date: 14th October 2025

14th October 2025



INCOME ACCOUNT FROM 1ST OCTOBER TO

30 SEPTEMBER

	2025	2024
HIRING INCOME		
Hiring Fees	£ 28,234.39	£ 34,487.99
	<u>£ 28,234.39</u>	<u>£ 34,487.99</u>
ASSETS		
Use of Alcohol Licence	£ -	£ 220.00
Table/Chair Hire	£ -	£ -
Crockery Hire	£ 20.00	£ 20.00
	<u>£ 20.00</u>	<u>£ 240.00</u>
THE OLD WEIGHBRIDGE		
Weighbridge Rent	£ 6,288.60	£ 6,065.44
Weighbridge Additional Rent	£ 773.30	£ 1,194.43
	<u>£ 7,061.90</u>	<u>£ 7,259.87</u>
OTHER LAND		
Car Park Rent	£ 931.76	£ 901.01
Storage Fees	£ 685.00	£ 685.00
SEB Wayleave payment	£ 2.00	£ 2.00
	<u>£ 1,618.76</u>	<u>£ 1,588.01</u>
INVESTMENT INCOME		
Interest	£ 5,591.01	£ 5,464.90
	<u>£ 5,591.01</u>	<u>£ 5,464.90</u>
OTHER INCOME		
Cinema Club Insurance Recovery	£ 50.40	£ 47.95
Donations	£ 2,416.55	£ 1,920.96
Sundry Income	£ 168.81	£ 271.77
	<u>£ 2,635.76</u>	<u>£ 2,240.68</u>
GRANTS		
Grants	£ -	£ -
	<u>£ -</u>	<u>£ -</u>
DEPOSITS		
Security Deposits	£ 1,000.00	£ 1,815.00
	<u>£ 1,000.00</u>	<u>£ 1,815.00</u>
TOTAL RECEIPTS	<u><u>£ 46,161.82</u></u>	<u><u>£ 53,096.45</u></u>



EXPENDITURE ACCOUNT FROM 1ST OCTOBER TO

30 SEPTEMBER

	2025	2024
PERSONNEL COSTS		
Bookings Secretary	£ 8,630.20	£ 8,113.60
Caretaker	£ 9,319.40	£ 9,101.20
PAYE payments to HMRC	£ 2,045.40	£ 1,910.20
	<u>£ 19,995.00</u>	<u>£ 19,125.00</u>
UTILITIES		
Gas	£ 1,845.32	£ 2,272.37
Electricity	£ 2,357.88	£ 3,219.53
Water	£ 652.99	£ 717.85
Broadband	£ 307.29	£ 265.96
Waste Collection	£ 282.99	£ 348.36
	<u>£ 5,446.47</u>	<u>£ 6,824.07</u>
MAINTENANCE/CONSUMABLES		
Maintenance/Repairs	£ 499.00	£ 838.00
Maintenance Materials	£ 915.70	£ 2,723.18
Cleaning Requisites	£ 261.58	£ 561.72
Hanging Baskets	£ 120.00	£ 110.00
	<u>£ 1,796.28</u>	<u>£ 4,232.90</u>
OVERHEADS		
Administration Costs	£ 196.96	£ 150.95
Performing Rights Society	£ 355.06	£ 640.80
Premises Licence	£ 180.00	£ 180.00
Legal Expenses	£ -	£ -
Insurance	£ 1,465.10	£ 1,394.68
	<u>£ 2,197.12</u>	<u>£ 2,366.43</u>
PROJECT COSTS		
Projects	£ 21,843.92	£ 8,498.23
	<u>£ 21,843.92</u>	<u>£ 8,498.23</u>
DEPOSITS		
Security Deposits	£ 1,100.00	£ 2,005.00
	<u>£ 1,100.00</u>	<u>£ 2,005.00</u>
TOTAL PAYMENTS	<u><u>£ 52,378.79</u></u>	<u><u>£ 43,051.63</u></u>
NET OPERATING SURPLUS	<u><u>-£ 6,216.97</u></u>	<u><u>£ 10,044.82</u></u>

CRICKLADE TOWN HALL



BALANCE SHEET

AS AT

30 SEPTEMBER 2025

ACCUMULATED FUNDS AS AT 01/10/2024 **£ 50,593.04**

PLUS INCOME ACCOUNT	£	46,161.82
LESS EXPENDITURE ACCOUNT	£	52,378.79
LESS INCREASE IN RECEIPTS IN ADVANCE	-£	1,167.17
LESS INCREASE IN CREDITORS	-£	100.00
LESS INCREASE IN UNRESTRICTED PROVISIONS	£	2,902.28

ACCUMULATED FUNDS AS AT 30/09/2025 **£ 42,740.96**

REPRESENTED BY

CURRENT ACCOUNT	£	3,431.20	
LLOYDS DEPOSIT ACCOUNT	£	18,916.99	instant access @ 0.60%
LLOYDS 32 DAY NOTICE ACCOUNT	£	-	32 day notice account @ 1.95%
C&C - 3 YEAR FIXED BOND	£	48,823.29	not accessible until 1/6/26 @4.20%
UNITED TRUST - 3 yr Charity Bond	£	26,817.88	matures 27/2/2026 @3.6%
REDWOOD BANK - 35 DAY NOTICE	£	70,000.00	35 day notice account @ 2.72%
CDF	£	50.00	
CASH AT BANK			£ 168,039.36

LESS RECEIPTS IN ADVANCE

BOOKINGS	£	2,673.17	
WEIGHBRIDGE SERVICE CHARGE	£	144.06	
		£ 2,817.23	
			£ 165,222.13

LESS CREDITORS

SECURITY DEPOSITS	£	1,730.00	
		£ 1,730.00	
			£ 163,492.13

LESS UN-RESTRICTED PROVISIONS

INCOME PRODUCING DEPOSITS	£	75,641.17	
5 YEAR H&S CHECKS	£	2,000.00	
ASSET REPLACEMENT	£	18,110.00	
MAJOR WORKS	£	25,000.00	
		£ 120,751.17	

WORKING CAPITAL AS AT 30/09/2025 **£ 42,740.96**



NOTES TO THE ACCOUNTS

1) Where a charity's annual income is over £25,000, the Trustees must arrange for an independent person or accountancy firm to carry out either an audit or an independent examination of the Charity's accounts.

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

2) The accounting provisions have been set in line with the Charity's Reserves Policy.

3) Cricklade Town Hall own two properties, the values of which are not incorporated into the annual accounts. Their insurance value, as at 16th February 2025 is however stated for information purposes:

- * Cricklade Town Hall, High Street, Cricklade SN6 6AE £1,387,687
- * The Old Weighbridge, 116 High Street, Cricklade SN6 6AE £ 93,007

Both the Town Hall and the Old Weighbridge were valued on an open market basis as at 25th September 2017

PREPARED BY

Accounts prepared by the Treasurer, David Tetlow, 1 Pleydells, Cricklade, Wiltshire, SN6 6NG

INDEPENDENT FINANCIAL EXAMINER'S STATEMENT

It is my responsibility to:

- 1) examine the accounts under section 43 of the 1993 Act,
- 2) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- 3) to state whether particular matters have come to my attention.

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.

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 proper accounting records in accordance with Section 41 of the 1993 Act; and
 - * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Accounts independently examined by John Harman, 56 Pittsfield, Cricklade, Wiltshire SN6 6AW
30th October 2025



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CRICKLADE TOWN HALL

On accounts for the year
ended

30th SEPTEMBER 2025

Charity no
(if any)

305499

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 matter has come to my attention (other than that disclosed below*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30/10/25

Name:

JOHN HARMAN

Relevant professional qualification(s) or body (if any):

Address:

56 PITTSFIELD
CRICKLADE
WILTSHIRE SN6 6AW

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

<p>CRITICAL TO FINANCIAL</p>	<p>Report to the trustee members of</p>
<p>CRITICAL TO FINANCIAL</p>	<p>On separate sheet of paper attach</p>
<p>CRITICAL TO FINANCIAL</p>	<p>Put out on pages 1-2</p>
<p>CRITICAL TO FINANCIAL</p>	<p>Provide major portion of information to trustee and examiner</p>
<p>CRITICAL TO FINANCIAL</p>	<p>Basis of independent examiner's statement</p>
<p>CRITICAL TO FINANCIAL</p>	<p>Independent examiner's statement</p>
<p>CRITICAL TO FINANCIAL</p>	<p>Signed Name Resident professional qualification of trust of trust</p>

CRICKLADE TOWN HALL

England & Wales - Charity number 305499

Accounts



CRICKLADE TOWN HALL

Trustees Annual Report for the period 1st October 2023 to 30th September 2024

Section A – Structure, Governance, Management and Administration Details

The name of the Charity is Cricklade Town Hall and is registered with the Charity Commission, registered number 305499.

The Charity's principal postal address is Cricklade Town Hall, High Street, Cricklade, SWINDON SN6 6AE.

The Charity is constituted as a trust and governed by a Trust Deed dated 11th July 1933 as amended by Appointment of Trustees deeds dated 10th April 1986, 8th May 1989, 19th September 2005, and 30th October 2017. Under the terms of the Trust, as amended, the custodian or holding trustees are the Vicar of St. Sampson's, Cricklade (ex-officio), Julie Norman, Paul Marley, Jim Muir, and Russell Osman. There were no changes during the period of this report.

The property of the Trust comprises two separate buildings: The Town Hall and The Old Weighbridge. Both are registered with the Land Registry, title numbers WT437920 and WT437935 respectively. The registered proprietors for both are Julie Norman, Paul Marley, Jim Muir, and Russell Osman. Part of the property registered to the Town Hall is leased to Cricklade Town Council for the purposes of a Car Park. The lease, for 21 years from 1st April 2021, was signed on 20th December 2022 and Cricklade Town Council are currently in the process of registering the lease with the Land Registry.

Under the terms of the Trust the property is managed by a management committee (the Town Hall Committee) which, over the reporting period, comprised of the following charity trustee members:

Name	Office	Term of Office
Alan Armstrong	Trustee	First appointed on 29/01/2019 and reappointed at the AGM on 01/11/2022
Lester Buck	Trustee	First appointed on 16/09/2014 and reappointed at the AGM on 31/10/2023
Kelvin Gwilt	Trustee	Co-opted 30/07/2024
Mandy Hewer	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 31/10/2023
Paul Hewer	Trustee	First appointed on 18/04/2017 and reappointed at the AGM on 02/11/2021
Jane Holloway	Trustee	Co-opted 30/07/2024
Brenda Muir	Trustee	First appointed on 14/04/2015 and reappointed at the AGM on 01/11/2022
Timothy Norman	Trustee	First appointed on 02/11/2015 and reappointed at the AGM on 02/11/2021
David Tetlow	Chairman & Trustee	First appointed as Chairman on 17/01/2005 (not sure when first appointed as a Trustee) and reappointed at the AGM on 31/10/2023

Amy Thomson	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 31/10/2023
Vivienne Tomkins	Trustee	First appointed on 20/01/2015 and reappointed at the AGM on 01/11/2022
Beverly Williams	Trustee	First appointed on 20/07/2021 and reappointed at the AGM on 02/11/2021

According to the Trust there are 12 Committee members, with four being appointed each year for 3 years at a time. Appointments are made by election at the AGM. Casual vacancies are filled during the year, inheriting the re-election date of the previous appointee. Others may be co-opted by the Town Hall Committee at their discretion.

The Town Hall currently employs two people: a Committee & Bookings Secretary, Nicola Fry, who has been in post since 01/11/2014; and a Caretaker, Debbie Tanner, who has been in post since 01/06/2008.

The Town Hall is a member of Community First, and the Wiltshire Village Halls Association provide appropriate support as and when needed. It is also registered with the Information Commissioner's Office.

Policies and procedures are a standing item on the agenda at each meeting, as are any health & safety issues that arise between meetings. Copies of the Health & Safety Manual are kept in each kitchen and a copy is given to each hirer of the premises as part of the bookings process. The Fire Risk Assessment is updated annually, and the Town Hall continues to undertake regular checks on key services. This includes an annual gas safety check, an annual fire safety check and annual electrical PAT tests. The Town Hall also arranges a comprehensive five-year electrical installation condition report, which was last completed satisfactorily on 25th July 2022 for the Town Hall and on 27th July 2022 for the Old Weighbridge. The Town Hall Committee takes out appropriate insurance to cover its assets.

Section B – Objects and Activities

Objects

The objects of the Charity, as set out in the Trust Deed are *"to permit the Town Hall to be used as a non-sectarian and non-political place of recreation and social intercourse and for the holding of meetings, concerts, dances or other forms of entertainment, as a Petty Sessional Court or for any other purpose for which a Town Hall is usually or may conveniently be used and generally for the advantage or benefit of the inhabitants of the Parish of Cricklade"*.

The Town Hall Committee continue to pay due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The primary activity remains however making available the Town Hall to interested hirers, for use consistent with our stated objectives.

Facilities & Charging Structure

Cricklade Town Hall offers good-sized, flexible facilities comprising a Main Hall and an Annexe. These can be hired separately or together. Both are self-contained with their own kitchen and toilets. The Main Hall has a large, raised stage, ideal for concerts, etc. In addition, there is a separate Committee Room that can also be independently hired.

The Town Hall adopted a new and simpler charging structure effective from 1st January 2022, which charges for the use of its facilities on an hourly basis rather than the previous concept of "sessions". We offer a 20% discount to our standard rates where the hire falls into any one of the following categories:

- **Community Use:** Any hire from a local not for profit organisation (i.e., unincorporated clubs, charities, community benefit societies, etc). This would not include regional organisations that have no active Cricklade branch like Age Concern, RSPCA, etc.
- **Commercial Use:** Any hire by a business or trade where the owner provides a service to Cricklade residents e.g., baby classes, dog or puppy training, dancing classes, Yoga or Pilates classes and similar hires.
- **Private Use:** Any private hiring from an individual who is resident in the Parish of Cricklade if it is not for a Function (functions are defined as events for 50 or more people or where alcohol is generally available). The discount does therefore typically apply to pre-teen children's parties.

Hirers who sell alcohol also pay an additional fee for the use of our Premises Licence, although this is less than the fee payable for a Temporary Event Notice and clearly saves the hirer the time and trouble of making the necessary application.

Bookings

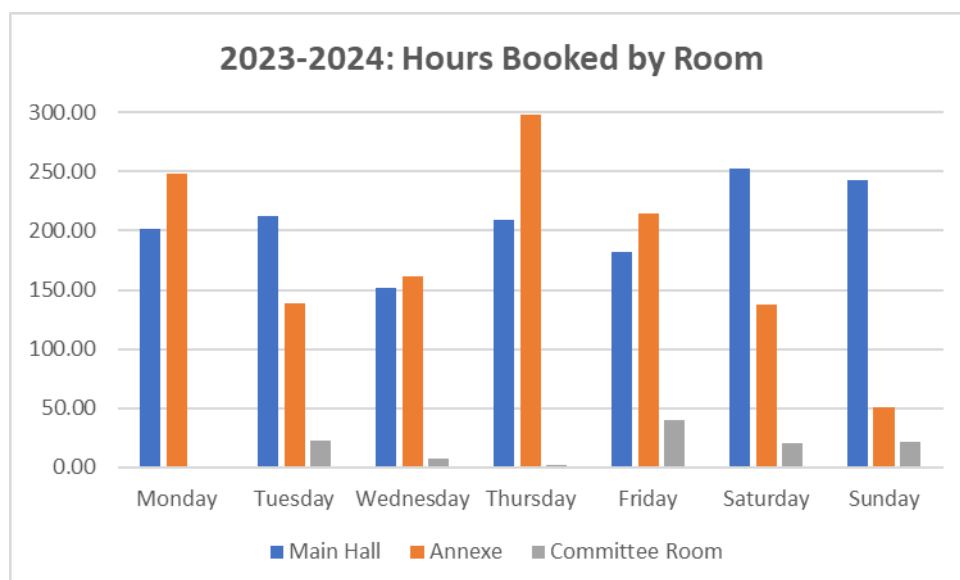
The Town Hall remained open throughout the financial year and bookings were consistently strong, at similar levels to the previous 2 years.

The following table misses out the two Covid-19 affected years:

	2023-2024	2022-2023	2021-2022	2018-2019
Bookings	802	778	805	790
Hours – Main Hall	1,452.00	1,379.00	1,571.50	n/a
Hours – Annexe	1,248.08	1,283.75	1,475.25	n/a
Hours – Committee Room	114.50	168.50	149.50	n/a

Both the Main Hall and the Annexe continue to be extensively booked, with little use being made of the Committee Room.

This can be broken down into the days of the week and the diagram on the right illustrates the relative popularity of different days.



Occupancy is difficult to measure for a facility such as ours. However, if we look at the days on which our facilities are used as a proportion of the days in a year then our occupancy rates are:

Days on which one of our rooms is hired	93% (92%)
Main Hall	85% (82%)
Annexe	69% (69%)
Committee Room	6% (9%)

On average, across the entire premises, we had 2.4 hirers (2.3) per occupied day throughout the hiring period. Figures in brackets are the corresponding figures for the previous financial year.

Nature of Bookings

Bookings from 27 different local businesses and/or organisations who represent 5 or more bookings in the last 12 months, continues to demonstrate the wide range of local activities that we support. It should be noted that these regular hirers represent 71% of the total amount invoiced, slightly down from 72% in the previous year.

Our current hirers, in order of financial importance to us during 2023-2024, are as follows:

	2023-2024			2022-2023			2021-2022		
	Rank	Bookings	Charge	Rank	Bookings	Charge	Rank	Bookings	Charge
Slimming World	1	105	£4,040.96	1	104	£3,948.00	1	104	£4,084.00
The Cricklade Band	2	88	£2,620.22	2	81	£2,478.82	2	80	£2,331.20
Cricklade Art Group	3	19	£1,516.32	5	18	£1,456.32	4	18	£1,612.86
Stay & Play 2	4	42	£1,512.00	6	39	£1,422.00	6	37	£1,422.00
Hartbeeps	5	36	£1,440.00	4	38	£1,520.00	8	49	£1,220.20
Ballroom Dancing	6	36	£1,362.00	3	45	£1,634.00	3	47	£1,986.19
Friday Night Dance	7	21	£1,249.92	7	22	£1,318.08	7	21	£1,324.32
Thursday Afternoon Art Group	8	51	£1,020.00	9	49	£980.00	11	49	£990.00
Line Dancing	9	42	£820.00	10	41	£820.00	12	43	£876.50
Yoga	10	39	£780.00	12	36	£727.50	13	38	£760.00
Blood Donors	11	4	£667.44	8	6	£1,062.72	9	6	£1,119.99
Cavy Club	12	6	£624.96	16	6	£624.96			
Sing & Sign	13	30	£600.00	15	32	£648.00	16	22	£440.00
Bea Bonifacio - Baby Yoga	14	11	£594.00						
Kathryn Hopes - Baby College	15	28	£560.00	14	33	£660.00	10	39	£1,108.60
Julian Tyrrell	16	8	£556.88						
Lex Davison - Little Voices	17	26	£520.00						
Ros McCarthy - Balance Bikes	18	24	£480.00						
Tara Cirikoro	19	8	£477.24						
Cricklade Cinema!	20	11	£412.00	13	11	£712.38	15	11	£445.00
Cricklade Historical Society	21	10	£395.67	17	10	£436.23	17	7	£361.75
Cricklade WI	22	13	£349.60	19	13	£338.80	18	12	£328.95
Cricklade Camera Club	23	12	£309.60	18	15	£370.20	20	10	£277.35
Gardening Club	24	10	£273.00	21	10	£295.83	21	9	£256.00
Lauren Paget - Mum & Baby Fitness	25	12	£240.00						
Vona Wagner Memory Café	26	8	£179.20						
Chloe Walker - Baby College	27	6	£120.00						
Sonbelles				11	31	£794.90			
Cotswold Pheasant & Poultry Club				20	10	£318.00	22	5	£166.95
Breast Feeding Group				22	14	£280.00			
Sheila Styles Ballet				23	11	£220.00			
Jewellery Valuation Service				24	5	£210.75			
Swindon Training				25	5	£150.00			
Totals		706	£23,721.01		685	£23,427.49			

Please note that the amounts shown above are the amounts on the invoices issued and may be different to the actual receipts due to timing differences.

Summary

The Town Hall meets its charitable objects daily by continuing to make facilities available to the public throughout the year and the analysis shows a significant demand for such facilities. Our hiring policy is to make the facilities available on a non-sectarian and non-political basis. Priority is given, where appropriate, to hirers with a local connection.

Section C – Achievements and Performance

Planned Project Activities

Each year the charity aims to make an investment in its facilities and sets aside a budget for this purpose. In recent years the project budget has been set at £5,000 and the Charity actively seeks grants to further increase this to enhance the facilities on offer. For 2023-2024 the budget was set at £10,000 to try and catch up to a certain extent.

During 2023-2024 the Trustees have worked on three projects.

The first was the continuation and completion of the work to replace the Main Hall window curtains. In practice this work was extended to replacing those in the Committee Room and the curtains at the side of the stage, where new curtain tracks were also installed.

The trustees obtained three quotations for cleaning the roofs of both the Main Hall and the Annexe of moss and chemically treating them to prevent its recurrence. This work was carried out by Stag Softwash and has returned the Main Hall roof to its original golden colour. Our insurers were advised of the work in accordance with the terms and conditions of our insurance policy. As part of this work the gutters were all checked and cleared.

Finally, we purchased 20 new conference style chairs to meet the needs of our hirer, Cricklade Cinema! This also allowed us to recycle several of the older conference chairs that were past their best. In purchasing the new chairs, we have identified a new supplier, Trent Furniture, where the cost per chair is significantly below what had previously been paid. The trustees have agreed to purchase future chairs, as needed, from the new supplier.

The cost of the three projects delivered was approximately £8,500, well within the £10,000 budget set at the start of the year.

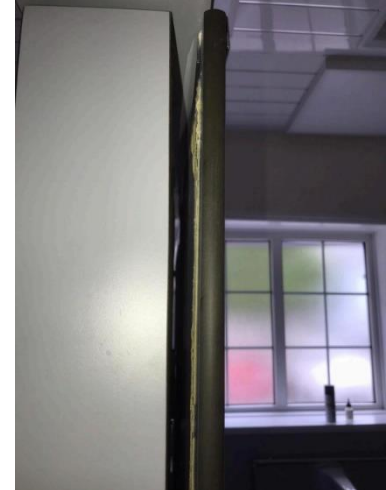
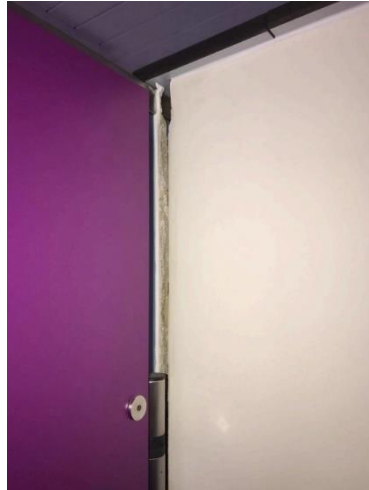
Maintenance

The facilities that we provide to our hirers continually suffer from the “wear and tear” associated with high usage and in some cases the unfortunate tendencies for people not to treat the facilities and/or the contents with the same respect that they might at home. There is therefore a continuous need to repair, refurbish and improve upon and this is at the heart of what we do. Unfortunately this year we had two significant issues that needed attention:

- Damage to the Annexe wall underneath a window, where an enthusiastic youngster had managed to put a foot through the wall. Further inspection revealed the fact that there was an underlying damp issue that had contributed to this that needed addressing.



- Following a booking by the local Rugby Club damage was noted to the cubicle in the Gents toilets in the Main Hall that, in time, will require the replacement of a cubicle panel.



Contractors were brought in to deal with the first of these whilst a temporary repair has been made to the second by Tim Norman, our Trustee responsible for maintenance. The cost of sorting both these issues is estimated at circa £1,000. As a result of these two incidents we have increased our security deposit to £300 for one-off / high risk bookings.

As is always the case there were several minor improvements and maintenance jobs that were undertaken during 2023-2024:

1. A new LED strip light was fitted in the Band cupboard.
2. The main RCD was replaced as it had started to malfunction – a not insignificant job.
3. The CCTV cameras needed attention as they were not working and needed re-setting.
4. The connection between the cistern and the pan in the toilet next to the Committee Room needed repairing.

5. The old floor polisher failed its PAT test so we purchased a smaller new one, following which we repaired the old floor polisher which can still be used if necessary.
6. The lights in the Annexe were all replaced with new modern LED units similar to those in the Main Hall, thereby once again reducing our energy usage.
7. The temperature valves on the radiators in both the Main Hall and the Annexe were problematic. The ones in the Annexe were replaced during the working party days (see below) and sufficient new valves have been purchased to replace the valves in the Main Hall.
8. Repairs have again been made to the boiler in the Annexe kitchen. Whilst still functional we may need a new boiler, perhaps at the same time as when we refurbish the Annexe kitchen area.
9. Following an email from Cricklade Town Council, the gutters were all cleared of weeds and other detritus.
10. We have contracted with a window cleaner to have the exterior windows cleaned every six weeks. This is arranged through the Caretaker.
11. The Old Weighbridge Yale lock failed resulting in the tenant's inability to gain access to the building. This was sorted by Tim Norman at very short notice who gained entry and has replaced the Yale lock with a new one. The new lock fortunately had five keys with it and all the sets of keys have been updated.
12. The strip lighting in the Storeroom area has been replaced with modern LED strip lighting.
13. The two large storage sheds have been treated with Bartoline Creocote, which is an oil-based wood treatment, effective when applied to exterior timbers. We will need to schedule retreating this in 2-3 years time.

During August we arranged four work party days where volunteers made themselves available for a range of tasks. As a result, several jobs were completed, including:

- Painting the wooden slats at the front of the Annexe with coloured preservative
- Painting the three large wooden gates by the Annexe with clear preservative.
- Fitting a new down pipe from the roof over the front of the Annexe and alongside the outside of the kitchen leading into the outside drain by the Annexe kitchen. This was necessary to address the damp problem that had created the damp issue inside the Annexe, causing the interior wall to fail.
- Giving the Annexe kitchen, including the contents of the cupboards, a deep clean and installing ventilation.
- Adjusting the stable door in the Annexe kitchen so that it could once again close properly.
- Painting the Annexe hall walls in magnolia and touching up the doors and skirting boards where necessary.
- Fitting a "Please Ring" sign by the Main Hall front door doorbell.

- Removing a broken concrete drain cover and cleaning out to fit a new stone cover over an old disused drain. We also fitted three new grills over open drains to protect them from leaves and other detritus.
- Weeding the entire rear yard area and scraping off the build up of moss that had accumulated on the surface of the tarmac. We also cut back the ivy that was growing on the fencing panels and tidied up some of the breeze blocks.
- Fitted a new hose reel on the wall outside the exit from the Committee Room to the rear yard and wrapped the hose around it, thereby addressing an identified Health & Safety issue.
- Removed the old speaker boxes from the Main Hall as they were no longer being used.
- Replaced the existing karaoke style microphones with a new microphone system and updated the setup.
- Checked the Main Hall for sticky tape, pins and plastic ties and generally dusted all the high level dust trap areas.

The Town Hall are indebted to all our volunteers who help to maintain the premises, but particularly to Tim Norman, our Trustee responsible for maintaining the building for his expertise and oversight of everything that takes place.

Administrative Matters

In terms of the Management Committee, Lester Buck, Mandy Hewer, David Tetlow and Amy Thomson were re-elected to the Committee at the last AGM, which left two vacancies on the Management Committee. During the year we went on to co-opt two new people on to the Management Committee, Kelvin Gwilt and Jane Holloway. Kelvin will be taking on responsibility for our IT issues and sound systems whilst Jane will be shadowing David Tetlow in his role as Treasurer. We now have a full complement of 12 Committee Members.

Paul Marley and Jane Holloway have been added as signatories to the Town Hall's bank account.

During the year several Trustees took on the responsibility of reviewing key policy documents and as a result all of the following were reviewed and, after amendment where necessary, adopted: Campaigns & Political Activity Policy; Complaints Handling Policy; Data Protection Policy; Equal Opportunities Policy; Harassment, Discrimination & Bullying Policy; Health & Safety Policy; Paying Staff Policy; Safeguarding Policy review; Serious Incident Reporting Policy; and our Volunteer Management Policy.

The Town Hall would not be able to operate without a strong management committee, who take on some of the onerous responsibilities involved in running a Charity and would like to thank all the Trustees for giving their time for the benefit of both the Charity and the local community.

Our Bookings Secretary, Nicola Fry, has now been in post for 10 years and our Caretaker, Debbie Tanner, for over 16 years. They work as an excellent team in meeting the needs of both the hirers who book one or more of our facilities and safeguarding our venue. The Trustees are grateful for their diligence and contribution to the operation of the Town Hall.

Section D – Financial Review

Financial Performance

The Town Hall made an operating surplus last year of £10,044 against the background of a small surplus budget. This is the ninth year in succession that the Town Hall has delivered an operating surplus.

Against budget, hiring income was up £2,578 and just under £2,000 better than the previous year's figure. This reflects the increase in bookings and is a creditable result.

Other notable contributions to last year's operating surplus come from interest earnings (£3,801 more than the previous year), other income (primarily donations from the use of our parking area by off-street traders), which was an increase of £1,175 over the previous year, and rental income from The Old Weighbridge (£4,974 more than the previous year).

These factors more than outweighed the increasing salary, utility and maintenance costs.

Finally, it should be noted that £8,498 was spent on projects out of a budget of £10,000.

In overall financial terms the Town Hall is well positioned with in excess of £174,000 cash at the bank and working capital of over £50,000.

During the year a new asset, a painting by Edward Buttar, called "Stormy Evening", was donated by Tom Nightingale to Cricklade Town Hall. We would like to thank Tom, who travelled from Norfolk to make the donation, for his generosity and thoughtfulness. The painting has been hung along with our other two Edward Buttar paintings on the West wall of the Main Hall.



Reserves Policy

The trustees revisited their reserves policy such that Charity holds the following designated reserves as of 30th September 2024:

Income Producing Deposits: £72,738.89 – this is the amount invested in the Cambridge & Counties and the United Trust deposit accounts, which has nominally been allocated to this reserve.

Safety Inspections: The last inspections were carried out in 2022 at a cost of £1,560. Allowing for inflation over a 5-year period, the trustees believe that we should be setting aside £2,000 for this work to be carried out in 2027.

Asset Replacement: The estimated cost of replacing 120 conference-style chairs, 100 bucket-style poly chairs, 42 premier Go-Pak tables and 10 bistro style tables is currently around £18,110, a reduction of £2,165 from last year's figure of £20,275 reflecting the lower cost of the conference style chairs. This will continue to be reviewed annually against a set specification and the reserve adjusted accordingly.

Major Works: It is difficult to predict the cost of an unknown major event, but the Trustees continue to believe that a prudent approach is to hold £25,000 as a reserve for unforeseen major works. This will be reviewed annually.

Investment Review

Our investment policy remains to invest in low risk deposits. Our investments with Cambridge & Counties Bank, United Trust Bank, Redwood Bank, Lloyds Bank 32-day notice account, instant access account and current account are all covered by the Financial Services Compensation Scheme.

As reported last year, our existing fixed term contracts matured in 2023, and these were rolled over into new fixed term contracts at higher interest rates in both February and June that year. The United Trust investment of just under £25,000 was placed in a 3-year Charity Bond account earning 3.6%, and the Cambridge & Counties Bank investment of just under £45,000 was placed in a 3 year fixed term bond earning 4.2%.

In November 2023 we recognised that we were holding more money in Lloyds Bank than was protected under the Financial Services Compensation Scheme. We took action to remedy this and opened a 35 day notice account with Redwood Bank, transferring funds from the Lloyds Bank 32 day notice account. The Redwood Bank account has a significantly better rate of interest than the Lloyds Bank equivalent account.

We continue to keep all our accounts under regular review, especially in the current high inflation/interest rate environment.

Hiring Charges

Our hiring charges have remained the same since 1st January 2022.

We carried out a quick review of the market and found that the Town Hall remains extremely competitive in terms of pricing and especially so for the use of the Annexe for daytime use during the week. Our costs are however continuing to creep upwards because of increasing salary and utility costs and so, as an interim step, the decision was taken to apply a surcharge of 10% to all bookings that do not benefit from a local/charity discount. A more in depth review of our hiring charges will be undertaken next year.

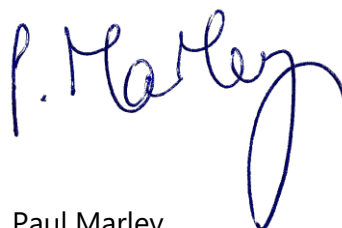
Hiring charges for local groups/charities will remain at the same level for 2025, now the fourth year in succession with no change to their hiring charges.

Section E – Declaration

The Trustees declare that they have reviewed and approved the above Trustees' report for the financial year 2023-2024.

Signed on behalf of the Charity's Trustees:

Signature:



Full Name: David Nigel Tetlow

Paul Marley

Position: Chairman and Trustee

Holding & Charity Trustee

Date: 15th October 2024

15th October 2024



**INCOME ACCOUNT
FROM 1ST OCTOBER TO
100%**

30 SEPTEMBER

	2024	2023
HIRING INCOME		
Hiring Fees	£ 34,577.99	£ 32,594.02
	<u>£ 34,577.99</u>	<u>£ 32,594.02</u>
ASSETS		
Use of Alcohol Licence	£ 200.00	£ 240.00
Table/Chair Hire	£ -	£ 70.00
Crockery Hire	£ 20.00	£ 70.00
	<u>£ 220.00</u>	<u>£ 380.00</u>
THE OLD WEIGHBRIDGE		
Weighbridge Rent	£ 6,065.44	£ 2,000.00
Weighbridge Additional Rent	£ 1,194.43	£ 285.84
	<u>£ 7,259.87</u>	<u>£ 2,285.84</u>
OTHER LAND		
Car Park Rent	£ 901.01	£ 861.99
Storage Fees	£ 685.00	£ 695.00
SEB Wayleave payment	£ 2.00	£ 2.00
	<u>£ 1,588.01</u>	<u>£ 1,558.99</u>
INVESTMENT INCOME		
Interest	£ 5,464.90	£ 1,663.25
	<u>£ 5,464.90</u>	<u>£ 1,663.25</u>
OTHER INCOME		
Cinema Club Insurance Recovery	£ 47.95	£ 43.59
Donations	£ 1,850.96	£ 831.61
Sundry Income	£ 271.77	£ 119.62
	<u>£ 2,170.68</u>	<u>£ 994.82</u>
GRANTS		
Grants	£ -	£ -
	<u>£ -</u>	<u>£ -</u>
DEPOSITS		
Security Deposits	£ 1,815.00	£ 2,600.00
	<u>£ 1,815.00</u>	<u>£ 2,600.00</u>
TOTAL RECEIPTS	<u><u>£ 53,096.45</u></u>	<u><u>£ 42,076.92</u></u>



**EXPENDITURE ACCOUNT
FROM 1ST OCTOBER TO
100%**

30 SEPTEMBER

	2024	2023
PERSONNEL COSTS		
Bookings Secretary	£ 8,113.60	£ 7,207.60
Caretaker	£ 9,101.20	£ 9,130.80
PAYE payments to HMRC	£ 1,910.20	£ 986.60
	<u>£ 19,125.00</u>	<u>£ 17,325.00</u>
UTILITIES		
Gas	£ 2,272.37	£ 2,406.38
Electricity	£ 3,219.53	£ 2,515.13
Water	£ 717.85	£ 420.65
Broadband	£ 265.96	£ 277.72
Waste Collection	£ 348.36	£ 324.43
	<u>£ 6,824.07</u>	<u>£ 5,944.31</u>
MAINTENANCE/CONSUMABLES		
Maintenance/Repairs	£ 838.00	£ 995.00
Maintenance Materials	£ 2,723.18	£ 880.62
Cleaning Requisites	£ 561.72	£ 192.92
Hanging Baskets	£ 110.00	£ 100.00
	<u>£ 4,232.90</u>	<u>£ 2,168.54</u>
OVERHEADS		
Administration Costs	£ 150.95	£ 169.09
Performing Rights Society	£ 640.80	£ 814.94
Premises Licence	£ 180.00	£ 180.00
Legal Expenses	£ -	£ -
Insurance	£ 1,394.68	£ 1,366.86
	<u>£ 2,366.43</u>	<u>£ 2,530.89</u>
PROJECT COSTS		
Projects	£ 8,498.23	£ -
	<u>£ 8,498.23</u>	<u>£ -</u>
DEPOSITS		
Security Deposits	£ 2,005.00	£ 2,700.00
	<u>£ 2,005.00</u>	<u>£ 2,700.00</u>
TOTAL PAYMENTS	<u><u>£ 43,051.63</u></u>	<u><u>£ 30,668.74</u></u>
NET OPERATING SURPLUS	<u><u>£ 10,044.82</u></u>	<u><u>£ 11,408.18</u></u>

CRICKLADE TOWN HALL



BALANCE SHEET

AS AT

30 SEPTEMBER 2024

ACCUMULATED FUNDS AS AT	01/10/2023		£ 41,872.33
PLUS INCOME ACCOUNT	£	53,096.45	
LESS EXPENDITURE ACCOUNT	£	43,051.63	
LESS INCREASE IN RECEIPTS IN ADVANCE	£	886.11	
LESS INCREASE IN CREDITORS	-£	190.00	
LESS INCREASE IN UNRESTRICTED PROVISIONS	£	628.00	
ACCUMULATED FUNDS AS AT	30/09/2024		£ 50,593.04
REPRESENTED BY			
CURRENT ACCOUNT	£	5,340.84	
LLOYDS DEPOSIT ACCOUNT	£	14,063.61	instant access @ 1.00%
LLOYDS 32 DAY NOTICE ACCOUNT	£	12,062.99	32 day notice account @ 2.50%
C&C - 3 YEAR FIXED BOND	£	46,855.37	not accessible until 1/6/26 @4.20%
UNITED TRUST - 3 yr Charity Bond	£	25,883.52	matures 27/2/2026 @3.6%
REDWOOD BANK - 35 DAY NOTICE	£	70,000.00	35 day notice account @ 3.69%
CDF	£	50.00	
CASH AT BANK			£ 174,256.33
LESS RECEIPTS IN ADVANCE			
BOOKINGS	£	3,768.73	
WEIGHBRIDGE SERVICE CHARGE	£	215.67	
			£ 3,984.40
			£ 170,271.93
LESS CREDITORS			
SECURITY DEPOSITS	£	1,830.00	
			£ 1,830.00
			£ 168,441.93
LESS UN-RESTRICTED PROVISIONS			
INCOME PRODUCING DEPOSITS	£	72,738.89	
5 YEAR H&S CHECKS	£	2,000.00	
ASSET REPLACEMENT	£	18,110.00	
MAJOR WORKS	£	25,000.00	
			£ 117,848.89
WORKING CAPITAL AS AT	30/09/2024		£ 50,593.04



NOTES TO THE ACCOUNTS

1) Where a charity's annual income is over £25,000, the Trustees must arrange for an independent person or accountancy firm to carry out either an audit or an independent examination of the Charity's accounts.

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

2) The accounting provisions have been set in line with the Charity's Reserves Policy.

3) Cricklade Town Hall own two properties, the values of which are not incorporated into the annual accounts. Their insurance value, as at 16th February 2024 is however stated for information purposes:

* Cricklade Town Hall, High Street, Cricklade SN6 6AE	£1,352,522
* The Old Weighbridge, 116 High Street, Cricklade SN6 6AE	£ 90,650

Both the Town Hall and the Old Weighbridge were valued on an open market basis as at 25th September 2017 at £350,000 and £120,000 respectively.

PREPARED BY

Accounts prepared by the Treasurer, David Tetlow, 1 Pleydells, Cricklade, Wiltshire, SN6 6NG

INDEPENDENT FINANCIAL EXAMINER'S STATEMENT

It is my responsibility to:

- 1) examine the accounts under section 43 of the 1993 Act,
- 2) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- 3) to state whether particular matters have come to my attention.

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.

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 proper accounting records in accordance with Section 41 of the 1993 Act; and
 - * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Accounts independently examined by Sam Foxtou, 3 Pleydells, Cricklade, Wiltshire SN6 6NG
10th October 2024



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CRICKLADE TOWN HALL

On accounts for the year
ended

30th SEPTEMBER 2024
Charity no (if any) 305499

Set out on pages

1 - 2
(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 matter has come to my attention (other than that disclosed below*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Hayden Foxton

Date:

10/10/24

Name:

HAYDEN FOXTON

Relevant professional
qualification(s) or body
(if any):

Address:

3 PLEYDELLS
CRICKLADE
WILTSHIRE SN6 6NG

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

<p>30th SEPTEMBER 2024</p> <p>Charity No (if any) 302493</p>		<p>Report to the trustees members of</p>
<p>1 - 2</p>		<p>On accounts for the year ended</p>
<p>Set out on pages</p>		<p>Respective responsibilities of trustees and examiner</p>
<p>Basis of independent examiner's statement</p>		<p>Independent examiner's statement</p>
<p>Signed:</p>		<p>Relevant professional qualification(s) or body (if any):</p>
<p>Name:</p>		<p>Address:</p>
<p>HAYDEN FOXTON</p>		<p>3 PLEYBELLS CRICKLADE WILTSHIRE SN8 0NG</p>

CRICKLADE TOWN HALL

England & Wales - Charity number 305499

Accounts



CRICKLADE TOWN HALL

Trustees Annual Report for the period 1st October 2022 to 30th September 2023

Section A – Structure, Governance, Management and Administration Details

The name of the Charity is Cricklade Town Hall and is registered with the Charity Commission, registered number 305499.

The Charity's principal postal address is Cricklade Town Hall, High Street, Cricklade, SWINDON SN6 6AE.

The Charity is constituted as a trust and governed by a Trust Deed dated 11th July 1933 as amended by Appointment of Trustees deeds dated 10th April 1986, 8th May 1989, 19th September 2005, and 30th October 2017. Under the terms of the Trust, as amended, the custodian or holding trustees are the Vicar of St. Sampson's, Cricklade (ex-officio), Julie Norman, Paul Marley, Jim Muir, and Russell Osman. There were no changes during the period of this report.

The property of the Trust comprises two separate buildings: The Town Hall and The Old Weighbridge. Both are registered with the Land Registry, title numbers WT437920 and WT437935 respectively. The registered proprietors for both are Julie Norman, Paul Marley, Jim Muir, and Russell Osman. Part of the property registered to the Town Hall is leased to Cricklade Town Council for the purposes of a Car Park. The lease, for 21 years from 1st April 2021, was ultimately signed on 20th December 2022 and Cricklade Town Council are currently in the process of registering the lease with the Land Registry.

Under the terms of the Trust the property is managed by a management committee (the Town Hall Committee) which, over the reporting period, comprised of the following charity trustee members:

Name	Office	Term of Office
Alan Armstrong	Trustee	First appointed on 29/01/2019 and reappointed at the AGM on 01/11/2022
Lester Buck	Trustee	First appointed on 16/09/2014 and reappointed at the AGM on 03/11/2020
Mandy Hewer	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 03/11/2020
Paul Hewer	Trustee	First appointed on 18/04/2017 and reappointed at the AGM on 02/11/2021
Brenda Muir	Trustee	First appointed on 14/04/2015 and reappointed at the AGM on 01/11/2022
Timothy Norman	Trustee	First appointed on 02/11/2015 and reappointed at the AGM on 02/11/2021
David Tetlow	Chairman & Trustee	First appointed as Chairman on 17/01/2005 (not sure when first appointed as a Trustee) and reappointed at the AGM on 03/11/2020
Amy Thomson	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 03/11/2020

Vivienne Tomkins	Trustee	First appointed on 20/01/2015 and reappointed at the AGM on 01/11/2022
Beverly Williams	Trustee	First appointed on 20/07/2021 and reappointed at the AGM on 02/11/2021

John Robinson did not seek re-election at the 2022 AGM and the Trustees would like to formally record their thanks to John for having given more than 9 years of service to the Town Hall.

According to the Trust there are 12 Committee members, with four being appointed each year for 3 years at a time. Appointments are made by election at the AGM. Casual vacancies are filled during the year, inheriting the re-election date of the previous appointee. Others may be co-opted by the Town Hall Committee at their discretion.

The Town Hall currently employs two people: a Committee & Bookings Secretary, Nicola Fry, who has been in post since 01/11/2014; and a Caretaker, Debbie Tanner, who has been in post since 01/06/2008.

The Town Hall is a member of Community First, and the Wiltshire Village Halls Association provide appropriate support as and when needed. It is also registered with the Information Commissioner’s Office.

Policies and procedures are a standing item on the agenda at each meeting, as are any health & safety issues that arise between meetings. Copies of the Health & Safety Manual are kept in each kitchen and a copy is given to each hirer of the premises as part of the bookings process. The Fire Risk Assessment is updated annually, and the Town Hall continues to undertake regular checks on key services. This includes an annual gas safety check, an annual fire safety check and annual electrical PAT tests. The Town Hall also arranges a comprehensive five-year electrical installation condition report, which was last completed satisfactorily on 25th July 2022 for the Town Hall and on 27th July 2022 for the Old Weighbridge. The Town Hall Committee takes out appropriate insurance to cover its assets.

Section B – Objects and Activities

Objects

The objects of the Charity, as set out in the Trust Deed are *“to permit the Town Hall to be used as a non-sectarian and non-political place of recreation and social intercourse and for the holding of meetings, concerts, dances or other forms of entertainment, as a Petty Sessional Court or for any other purpose for which a Town Hall is usually or may conveniently be used and generally for the advantage or benefit of the inhabitants of the Parish of Cricklade”*.

The Town Hall Committee continue to pay due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The primary activity remains however making available the Town Hall to interested hirers, for use consistent with our stated objectives.

Facilities & Charging Structure

Cricklade Town Hall offers good-sized, flexible facilities comprising a Main Hall and an Annexe. These can be hired separately or together. Both are self-contained with their own kitchen and toilets. The Main Hall has a large, raised stage, ideal for concerts, etc. In addition, there is a separate Committee Room that can also be independently hired.

The Town Hall adopted a new and simpler charging structure effective from 1st January 2022, which charges for the use of its facilities on an hourly basis rather than the previous concept of "sessions". We offer a 20% discount to our standard rates where the hire falls into any one of the following categories:

- **Community Use:** Any hire from a local not for profit organisation (i.e., unincorporated clubs, charities, community benefit societies, etc). This would not include regional organisations that have no active Cricklade branch like Age Concern, RSPCA, etc.
- **Commercial Use:** Any hire by a business or trade where the owner provides a service to Cricklade residents e.g., baby classes, dog or puppy training, dancing classes, Yoga or Pilates classes and similar hires.
- **Private Use:** Any private hiring from an individual who is resident in the Parish of Cricklade if it is not for a Function (functions are defined as events for 50 or more people or where alcohol is generally available). The discount does therefore typically apply to pre-teen children's parties.

Hirers who sell alcohol also pay an additional fee for the use of our Premises Licence, although this is less than the fee payable for a Temporary Event Notice and clearly saves the hirer the time and trouble of making the necessary application.

Bookings

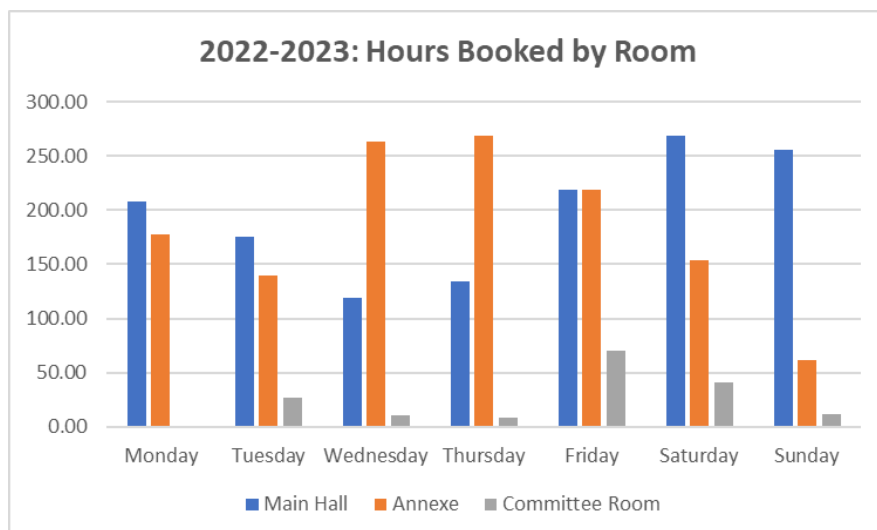
2022-2023 is the first time in the last four years where there has been no perceived impact of the Covid-19 global pandemic. The Town Hall remained open throughout the financial year and bookings were consistently strong, albeit at a level slightly down from the previous year.

The following table misses out the two Covid-19 affected years:

	2022-2023	2021-2022	2018-2019
Bookings	778	805	790
Hours – Main Hall	1,379.00	1,571.50	n/a
Hours – Annexe	1,283.75	1,475.25	n/a
Hours – Committee Room	168.50	149.50	n/a

Both the Main Hall and the Annexe are extensively booked, with little use being made of the Committee Room.

This can be broken down into the days of the week and the diagram on the right illustrates the relative popularity of different days.



Occupancy is difficult to measure for a facility such as ours. However, if we look at the days on which our facilities are used as a proportion of the days in a year then our occupancy rates are:

Days on which one of our rooms is hired	92% (94%)
Main Hall	82% (84%)
Annexe	69% (79%)
Committee Room	9% (6%)

On average, across the entire premises, we had 2.3 hirers (2.3) per occupied day throughout the hiring period. Figures in brackets are the corresponding figures for the previous financial year.

Nature of Bookings

Bookings from 25 different local businesses and/or organisations who represent 5 or more bookings in the last 12 months, continues to demonstrate the wide range of local activities that we support. It should be noted that these regular hirers now represent 72% of the total amount invoiced, up from 65% in the previous year.

Our current hirers, in order of financial importance to us during 2022-2023, are as follows:

	2022-2023			2021-2022		
	Rank	Bookings	Charge	Rank	Bookings	Charge
Slimming World	1	104	£3,948.00	1	104	£4,084.00
The Cricklade Band	2	81	£2,478.82	2	80	£2,331.20
Ballroom Dancing	3	45	£1,634.00	3	47	£1,986.19
Hartbeeps	4	38	£1,520.00	8	49	£1,220.20
Cricklade Art Group	5	18	£1,456.32	4	18	£1,612.86
Stay & Play 2	6	39	£1,422.00	6	37	£1,422.00
Friday Night Dance	7	22	£1,318.08	7	21	£1,324.32
Blood Donors	8	6	£1,062.72	9	6	£1,119.99
Thursday Afternoon Art Group	9	49	£980.00	11	49	£990.00
Line Dancing	10	41	£820.00	12	43	£876.50
Sonbelles	11	31	£794.90			
Yoga	12	36	£727.50	13	38	£760.00
Cricklade Cinema!	13	11	£712.38	15	11	£445.00
Baby College	14	33	£660.00	10	39	£1,108.60
Sing & Sign	15	32	£648.00	16	22	£440.00
Cavy Club	16	6	£624.96			
Cricklade Historical Society	17	10	£436.23	17	7	£361.75
Cricklade Camera Club	18	15	£370.20	20	10	£277.35
Cricklade WI	19	13	£338.80	18	12	£328.95
Cotswold Pheasant & Poultry Club	20	10	£318.00	22	5	£166.95
Gardening Club	21	10	£295.83	21	9	£256.00
Breast Feeding Group	22	14	£280.00			
Sheila Styles Ballet	23	11	£220.00			
Jewellery Valuation Service	24	5	£210.75			
Swindon Training	25	5	£150.00			
Totals		685	£23,427.49			

Please note that the amounts shown above are the amounts on the invoices issued and may be different to the actual receipts due to timing differences.

Summary

The Town Hall meets its charitable objects daily by continuing to make facilities available to the public throughout the year and the analysis shows a significant demand for such facilities. Our hiring policy is to make the facilities available on a non-sectarian and non-political basis. Priority is given, where appropriate, to hirers with a local connection.

Section C – Achievements and Performance

Planned Project Activities

Each year the charity aims to make an investment in its facilities and sets aside a budget for this purpose. In recent years the project budget has been set at £5,000 and the Charity actively seeks grants to further increase this to enhance the facilities on offer.

During 2022-2023 the Trustees have worked on two potential projects.

The first was to check the wooden floors in both the Main Hall and the Annexe and to seek quotations for their refurbishment. Three quotations were obtained and in each case the surveyor was asked to address the issue concerning the uneven floor in the Main Hall and whether it might be necessary to lift some of the existing boards to identify the underlying issue. In all cases we were advised this was not necessary and that a light sanding of the floor was all that was needed. In fact, there seemed to be considerable surprise at the age of the floor given its good condition. The three quotations varied widely from just under £6,000 to around £9,500 and whilst Total Floor Care was deemed the most appropriate it was felt that no sanding was necessary. This potential project was therefore shelved for the time being, with a view that we might be able to undertake the task ourselves with a bit of planning and the support of volunteers.

The second project was to replace the Main Hall curtains. Two quotations have been obtained and the Trustees have agreed to move forward with one of these – the quotation from Custom Group.

Maintenance

The facilities that we provide to our hirers continually suffer from the “wear and tear” associated with high usage and in some cases the unfortunate tendencies for people not to treat the facilities and/or the contents with the same respect that they might at home. There is therefore a continuous need to repair, refurbish and improve upon and this is at the heart of what we do.

Fortunately, as was the case with the previous year, we did not have too many issues during 2022-2023. They included the following minor improvements and maintenance jobs:

1. A replacement water heater and a baby changing unit were fitted in the Ladies Annexe toilets.
2. All the blue conference-style chairs were professionally cleaned.
3. An additional electric projector screen, that had been donated to the Town Hall, was fitted in the Main Hall to provide additional options for hirers of the Main Hall.

4. A broken key was recovered from the lock on the external door by the Committee Room, which opens into the Car Park. A new key has been cut.
5. During some very cold winter mornings the water pipes in the roof space over the Committee Room had frozen. A review of the possible cause of this led to the belief that this was because the temperature in the Committee Room itself had fallen significantly. A frost guard unit has been fitted to the boiler, which should ensure that we do not have any recurrence of the problem. Fortunately, the pipes, being largely plastic, had not fractured. However had they fractured then we realized that another stop cock would have been needed to ensure that the water supply to the Main Hall toilets was not affected. We have therefore fitted a further stop cock in the Storeroom, which isolates the bottom half of the Main Hall.
6. On the electrical front, the Electrical Installation Condition Report identified two issues that needed addressing. The Weighbridge needed a fuse box supplying an Electric Radiator, and the earth spike was not adequate. Both issues have been attended to, with a fuse being fitted and a new earth spike being installed on the exterior side of the Committee Room.
7. We identified a leaking oil-filled radiator in the Old Weighbridge building. This was replaced under warranty.
8. The door cill on the front door of The Old Weighbridge was reconditioned and reset after the door was 'sticking' on being opened and closed.
9. The rear CCTV camera covering the rear yard area was suffering from condensation and so it was replaced with the same style of camera as in use covering the front and side of the Town Hall building. The rear camera has been moved into the Main Hall, where it continues to perform a useful purpose.
10. A broken window handle in the Main Hall was replaced.
11. The fluorescent lights in the Main Hall kitchen were replaced with modern LED lights, which should reduce the amount of energy we use.

Administrative Matters

In terms of the Management Committee, Alan Armstrong, Brenda Muir and Vivienne Tomkins were re-elected to the Committee at the last AGM whilst, as expected, John Robinson did not offer himself for re-election. We therefore currently have two vacancies on the Management Committee. With ten members of the Management Committee, four Holding Trustees and an ex-officio Trustee, the Management Committee are satisfied that this is more than enough to ensure that our charitable and legal obligations continue to be met. We will however continue to seek new members to fill the two vacancies on the management committee.

After considerable delay, the lease between the Town Hall Trustees and Cricklade Town Council relating to the land at the side of the Town Hall, which forms part of the Car Park managed by Cricklade Town Council, was finally signed, and executed on 20th December 2022. The income from this lease during the year amounted to £861 and will increase in future years in line with the Retail Prices Index.

The Valuation Office Agency updated the rateable values for both the Town Hall and the Old Weighbridge with effect from 1st April 2023. The Town Hall rateable value fell from £15,000 to £9,980 whilst the rateable value for the Old Weighbridge, following a check and challenge application to reflect the current internal

structure of the building, resulted in little change, moving from £1,625 to £1,600. Both new valuations are favourable to the Town Hall and our Weighbridge tenant.

During the year several key documents were reviewed. This included our Fire Risk Assessment, which was updated to include a revised floor plan; the Cancellation Policy, where no changes were deemed necessary; a rewritten Reserves Policy more in line with Charity Commission guidance; and an updated Investment Policy. All the changes were discussed and agreed on by the trustees. It was also agreed that existing policy documents would be allocated to various trustees who would be responsible for their regular review and who would take the lead in updating them, as appropriate.

Section D – Financial Review

Financial Performance

The Town Hall made an operating surplus last year of £11,408 against the background of a balanced budget. This is the eighth year in succession that the Town Hall has delivered an operating surplus.

The primary reason for the strong performance is that whilst the hiring income was lower than the previous year (a fall of 5.4%) it was still £4,634 greater than budgeted. Once again, we did not spend the £5,000 budget set aside for project work. Maintenance expenses were lower than budgeted for, reflecting the lower level of activity during the year and our interest earnings were greater than expected. These factors more than outweighed the lower than anticipated rental income from The Old Weighbridge caused by the longer than expected time taken to find a new tenant.

Reserves Policy

The trustees adopted a new reserves policy such that Charity holds the following designated reserves as of 30th September 2023:

Income Producing Deposits: £69,949.89 – this is the amount invested in the Cambridge & Counties and the United Trust deposit accounts, which has nominally been allocated to this reserve.

Safety Inspections: The last inspections were carried out in 2022 at a cost of £1,560. Allowing for inflation over a 5-year period, the trustees believe that we should be setting aside £2,000 for this work to be carried out in 2027.

Asset Replacement: The estimated cost of replacing 120 conference-style chairs, 100 bucket-style poly chairs, 42 premier Go-Pak tables and 10 bistro style tables is currently around £20,275. This will be reviewed annually against a set specification and the reserve adjusted accordingly.

Major Works: It is difficult to predict the cost of an unknown major event, but the Trustees believe that a prudent approach is to hold £25,000 as a reserve for major works. This will be reviewed annually.

Investment Review

Our investment policy remains to invest in low risk deposits. All our investments with Cambridge & Counties Bank, United Trust Bank, Lloyds Bank 32-day notice account, instant access account and current account are covered by the Financial Services Compensation Scheme.

Our existing fixed term contracts matured in 2023 and these were rolled over into new fixed term contracts at higher interest rates in both February and June. The United Trust investment of just under £25,000 was placed in a 3-year Charity Bond account earning 3.6%, and the Cambridge & Counties Bank investment of just under £45,000 was placed in a 3 year fixed term bond earning 4.2%. We continue to keep our other accounts under regular review, especially in the current high inflation/interest rate environment.

Hiring Charges

Our hiring charges have remained the same since 1st January 2022. The overall aim of the last review was to change to a simpler and fairer system whereby hirers were charged for the hours that were booked rather than the historical basis of "session fees". In most cases, for existing regular hirers the new charges were broadly the same as under the previous charging approach. The aim was NOT to increase charges for existing regular hirers although the imposition of a £20 minimum hiring charge was a significant percentage increase for a few. Charges are higher however for private parties and bookings from commercial organisations.

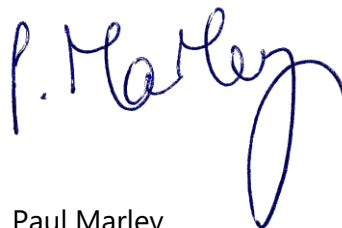
It has been agreed to hold the hiring charges at the same level for 2024, the third year in succession.

Section E – Declaration

The Trustees declare that they have reviewed and approved the above Trustees' report for the financial year 2022-2023.

Signed on behalf of the Charity's Trustees:

Signature:



Full Name: David Nigel Tetlow

Paul Marley

Position: Chairman and Trustee

Holding & Charity Trustee

Date: 17th October 2023

17th October 2023



**INCOME ACCOUNT
FROM 1ST OCTOBER TO
100%**

30TH SEPTEMBER

	2023	2022
HIRING INCOME		
Hiring Fees	£ 32,634.02	£ 33,936.43
	<u>£ 32,634.02</u>	<u>£ 33,936.43</u>
ASSETS		
Use of Alcohol Licence	£ 200.00	£ 260.00
Table/Chair Hire	£ 70.00	£ 20.00
Crockery Hire	£ 70.00	£ 20.00
	<u>£ 340.00</u>	<u>£ 300.00</u>
THE OLD WEIGHBRIDGE		
Weighbridge Rent	£ 2,000.00	£ 4,800.00
Weighbridge Additional Rent	£ 285.84	£ -
	<u>£ 2,285.84</u>	<u>£ 4,800.00</u>
OTHER LAND		
Car Park Rent	£ 861.99	£ 82.17
Storage Fees	£ 695.00	£ 655.00
SEB Wayleave payment	£ 2.00	£ 2.00
	<u>£ 1,558.99</u>	<u>£ 739.17</u>
INVESTMENT INCOME		
Interest	£ 1,663.25	£ 627.56
	<u>£ 1,663.25</u>	<u>£ 627.56</u>
OTHER INCOME		
Cinema Club Insurance Recovery	£ 43.59	£ 38.20
Donations	£ 831.61	£ 390.00
Sundry Income	£ 119.62	£ 104.94
	<u>£ 994.82</u>	<u>£ 533.14</u>
GRANTS		
Grants	£ -	£ 2,667.00
	<u>£ -</u>	<u>£ 2,667.00</u>
DEPOSITS		
Security Deposits	£ 2,600.00	£ 2,500.00
	<u>£ 2,600.00</u>	<u>£ 2,500.00</u>
TOTAL RECEIPTS	<u><u>£ 42,076.92</u></u>	<u><u>£ 46,103.30</u></u>



**EXPENDITURE ACCOUNT
FROM 1ST OCTOBER TO
100%**

30TH SEPTEMBER

	2023	2022
PERSONNEL COSTS		
Bookings Secretary	£ 7,207.60	£ 6,411.40
Caretaker	£ 9,130.80	£ 9,333.00
PAYE payments to HMRC	£ 986.60	£ 281.60
	£ 17,325.00	£ 16,026.00
UTILITIES		
Gas	£ 2,406.38	£ 2,128.02
Electricity	£ 2,515.13	£ 1,356.40
Water	£ 420.65	£ 531.01
Broadband	£ 277.72	£ 250.15
Waste Collection	£ 324.43	£ 279.07
	£ 5,944.31	£ 4,544.65
MAINTENANCE/CONSUMABLES		
Maintenance/Repairs	£ 995.00	£ 2,098.00
Maintenance Materials	£ 880.62	£ 1,346.02
Cleaning Requisites	£ 192.92	£ 324.60
Hanging Baskets	£ 100.00	£ 100.00
	£ 2,168.54	£ 3,868.62
OVERHEADS		
Administration Costs	£ 169.09	£ 261.80
Performing Rights Society	£ 814.94	£ 348.84
Premises Licence	£ 180.00	£ 180.00
Legal Expenses	£ -	£ -
Insurance	£ 1,366.86	£ 1,267.60
	£ 2,530.89	£ 2,058.24
PROJECT COSTS		
Projects	£ -	£ -
	£ -	£ -
DEPOSITS		
Security Deposits	£ 2,700.00	£ 2,200.00
	£ 2,700.00	£ 2,200.00
TOTAL PAYMENTS	£ 30,668.74	£ 28,697.51
NET OPERATING SURPLUS	£ 11,408.18	£ 17,405.79

CRICKLADE TOWN HALL



BALANCE SHEET

AS AT

30 SEPTEMBER 2023

ACCUMULATED FUNDS AS AT	01/10/2022		£ 57,241.66
PLUS INCOME ACCOUNT	£	42,076.92	
LESS EXPENDITURE ACCOUNT	£	30,668.74	
LESS INCREASE IN RECEIPTS IN ADVANCE	£	110.13	
LESS INCREASE IN CREDITORS	-£	100.00	
LESS INCREASE IN UNRESTRICTED PROVISIONS	£	26,767.38	
ACCUMULATED FUNDS AS AT	30/09/2023		£ 41,872.33
REPRESENTED BY			
CURRENT ACCOUNT	£	7,503.36	
LLOYDS DEPOSIT ACCOUNT	£	20,146.63	instant access @ 0.90%
LLOYDS 32 DAY NOTICE ACCOUNT	£	66,565.63	32 day notice account @ 2.60%
C&C - 3 YEAR FIXED BOND	£	44,961.80	not accessible until 1/6/26 @4.20%
UNITED TRUST - 3 yr Charity Bond	£	24,984.09	matures 27/2/2026 @3.6%
CDF	£	50.00	not accessible until at least 11/10/2023
CASH AT BANK			£ 164,211.51
LESS RECEIPTS IN ADVANCE			
BOOKINGS	£	3,098.29	
RENT			
			£ 3,098.29
			£ 161,113.22
LESS CREDITORS			
SECURITY DEPOSITS	£	2,020.00	
			£ 2,020.00
			£ 159,093.22
LESS UN-RESTRICTED PROVISIONS			
INCOME PRODUCING DEPOSITS	£	69,945.89	
5 YEAR H&S CHECKS	£	2,000.00	
ASSET REPLACEMENT	£	20,275.00	
MAJOR WORKS	£	25,000.00	
			£ 117,220.89
WORKING CAPITAL AS AT	30/09/2023		£ 41,872.33



NOTES TO THE ACCOUNTS

1) Where a charity's annual income is over £25,000, the Trustees must arrange for an independent person or accountancy firm to carry out either an audit or an independent examination of the Charity's accounts.

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the 2022-2023 financial year under section 43(2) of the Charities Act 1993 (the 1993 Act) but that an independent examination is appropriate to meet their duty of care.

2) The accounting provisions have been set in line with the Charity's Reserves Policy.

3) Cricklade Town Hall own two properties, the values of which are not incorporated into the annual accounts. Their insurance value, as at 16th February 2023 is however stated for information purposes:

* Cricklade Town Hall, High Street, Cricklade SN6 6AE £1,327,303

* The Old Weighbridge, 116 High Street, Cricklade SN6 6AE £ 88,960

Both the Town Hall and the Old Weighbridge were valued on an open market basis as at 25th September 2017 at £350,000 and £120,000 respectively.

PREPARED BY

Accounts prepared by the Treasurer, David Tetlow, 1 Pleydells, Cricklade, Wiltshire, SN6 6NG

INDEPENDENT FINANCIAL EXAMINER'S STATEMENT

It is my responsibility to:

- 1) examine the accounts under section 43 of the 1993 Act,
- 2) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- 3) to state whether particular matters have come to my attention.

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.

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 proper accounting records in accordance with Section 41 of the 1993 Act; and
 - * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Accounts independently examined by Sam Foxtou, 3 Pleydells, Cricklade, Wiltshire SN6 6NG
10th October 2023



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
CRICKLADE TOWN HALL

**On accounts for the year
ended**

30th SEPTEMBER 2023

**Charity no
(if any)**

305499

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 matter has come to my attention (other than that disclosed below*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Hayden Foxton

Date:

10th Oct '23

Name:

HAYDEN FOXTON

**Relevant professional
qualification(s) or body
(if any):**

Address:

3 PLEYDELLS

CRICKLADE

WILTSHIRE SN6 6NG

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

	Report to the trustee members of
30th SEPTEMBER 2009	On accounts for the year ended
1-2	Set out on pages
<p>The trustee's business and responsibilities for the preparation of the accounts. The trustee's business and responsibilities for the preparation of the accounts for the year under review are set out in section 43(2) of the Charities Act 1993 (the 1993 Act) and that the trustee's business and responsibilities for the preparation of the accounts for the year under review are set out in section 43(2) of the 1993 Act.</p> <ul style="list-style-type: none"> to state whether particular matters have come to the attention of the trustee; to follow the procedures set down in the general directions given by the Charity Commission (under section 43(7) of the 1993 Act) and to examine the accounts under section 43 of the 1993 Act. <p>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 prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustee concerning any such matters. The procedures under which the examination is carried out are set out in the statement of work and fair view and the report is limited to those matters set out in the statement below.</p> <p>In connection with my examination, no matter has come to my attention (other than that disclosed below) which gives me reasonable cause to believe that in any material respect the trustee has failed to comply with the accounting requirements of the 1993 Act.</p> <p>2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please check the words in the brackets if they do not apply.</p>	Respective responsibilities of trustee and examiner
<p>1. which gives me reasonable cause to believe that in any material respect the trustee has failed to comply with the accounting requirements of the 1993 Act.</p> <ul style="list-style-type: none"> to keep accounting records in accordance with section 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act. <p>2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please check the words in the brackets if they do not apply.</p>	Basis of independent examiner's statement
<p>Dated: 30th SEPTEMBER 2009</p>	Independent examiner's statement
<p>HAYDEN FOXTON</p>	Name:
	Relevant professional qualification(s) or body (if any):

Address: 3 FLEYDELS CRICKLADE WILTSHIRE SN6 6NG

CRICKLADE TOWN HALL

England & Wales - Charity number 305499

Accounts



CRICKLADE TOWN HALL

Trustees Annual Report for the period 1st October 2021 to 30th September 2022

Section A – Structure, Governance, Management and Administration Details

The name of the Charity is Cricklade Town Hall and is registered with the Charity Commission, registered number 305499.

The Charity's principal and postal address is Cricklade Town Hall, High Street, Cricklade, SWINDON SN6 6AE.

The Charity is constituted as a trust and governed by a Trust Deed dated 11th July 1933 as amended by Appointment of Trustees deeds dated 10th April 1986, 8th May 1989, 19th September 2005, and 30th October 2017. Under the terms of the Trust, as amended, the custodian or holding trustees are the Vicar of St. Sampson's, Cricklade (ex-officio), Julie Norman, Paul Marley, Jim Muir, and Russell Osman. There were no changes during the period of this report.

The property of the Trust comprises two separate buildings: The Town Hall and The Old Weighbridge. Both are registered with the Land Registry, title numbers WT437920 and WT437935 respectively. The registered proprietors for both are Julie Norman, Paul Marley, Jim Muir, and Russell Osman. Part of the property registered to the Town Hall is leased to Wiltshire Council for the purposes of a Car Park. This is registered with the Land Registry under registered title WT253105.

Under the terms of the Trust the property is managed by a management committee (the Town Hall Committee) which, over the reporting period, comprised of the following charity trustee members:

Name	Office	Term of Office
Alan Armstrong	Trustee	First appointed on 29/01/2019 and reappointed at the AGM on 29/10/2019
Lester Buck	Trustee	First appointed on 16/09/2014 and reappointed at the AGM on 03/11/2020
Mandy Hewer	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 03/11/2020
Paul Hewer	Trustee	First appointed on 18/04/2017 and reappointed at the AGM on 02/11/2021
Brenda Muir	Trustee	First appointed on 14/04/2015 and reappointed at the AGM on 29/10/2019
Timothy Norman	Trustee	First appointed on 02/11/2015 and reappointed at the AGM on 02/11/2021
John Robinson	Trustee	First appointed on 07/02/2013 and reappointed at the AGM on 29/10/2019
David Tetlow	Chairman & Trustee	First appointed as Chairman on 17/01/2005 (not sure when first appointed as a Trustee) and reappointed at the AGM on 03/11/2020
Amy Thomson	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 03/11/2020

Vivienne Tomkins	Trustee	First appointed on 20/01/2015 and reappointed at the AGM on 29/10/2019
Beverly Williams	Trustee	First appointed on 20/07/2021 and reappointed at the AGM on 02/11/2021

Margaret Hunt did not seek re-election at the 2021 AGM and the Trustees would like to formally record their thanks to Margaret for having given more than 12 years of service to the Town Hall. The photo on the right shows Margaret receiving a seasonal planted container in appreciation of her support to the Town Hall as a member of the Management Committee.



According to the Trust there are 12 Committee members, with four being appointed each year for 3 years at a time. Appointments are made by election at the AGM. Casual vacancies are filled during the year, inheriting the re-election date of the previous appointee. Others may be co-opted by the Town Hall Committee at their discretion.

The Town Hall currently employ two people: a Committee & Bookings Secretary, Nicola Fry, who has been in post since 01/11/2014; and a Caretaker, Debbie Tanner, who has been in post since 01/06/2008.

The Town Hall is a member of Community First, and the Wiltshire Village Halls Association, who provide appropriate support as and when needed. It is also registered with the Information Commissioner’s Office.

During the last year, the Town Hall Committee has updated policies and related procedures dealing with the Covid-19 pandemic as and when updates from Community First were received. Policies and procedures are a standing item on the agenda at each meeting, as are any health & safety issues that arise between meetings. Copies of the Health & Safety Manual are kept in each kitchen and a copy is given to each hirer of the premises as part of the bookings process. The Fire Risk Assessment is updated annually, and the Town Hall continues to undertake regular checks on key services. This includes an annual gas safety check, an annual fire safety check and annual electrical PAT tests. The Town Hall also arranges a comprehensive five-year electrical installation condition report, which was last completed satisfactorily on 25th July 2022 for the Town Hall and on 27th July 2022 for the Old Weighbridge. The Town Hall Committee takes out appropriate insurance to cover its assets.

Section B – Objects and Activities

Objects

The objects of the Charity, as set out in the Trust Deed are *“to permit the Town Hall to be used as a non-sectarian and non-political place of recreation and social intercourse and for the holding of meetings, concerts, dances or other forms of entertainment, as a Petty Sessional Court or for any other purpose for which a Town Hall is usually or may conveniently be used and generally for the advantage or benefit of the inhabitants of the Parish of Cricklade”*.

The Town Hall Committee continue to pay due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The primary activity remains however making available the Town Hall to interested hirers, for use consistent with our stated objectives.

Facilities & Charging Structure

Cricklade Town Hall offers good-sized, flexible facilities comprising a Main Hall and an Annexe. These can be hired separately or together. Both are self-contained with their own kitchen and toilets. The Main Hall has a large, raised stage, ideal for concerts, etc. In addition, there is a separate Committee Room that can also be independently hired.

The Town Hall adopted a new and simpler charging structure effective from 1st January 2022, which charges for the use of its facilities on an hourly basis rather than the previous concept of "sessions". We offer a 20% discount to our standard rates where the hire falls into any one of the following categories:

- **Community Use:** Any hire from a local not for profit organisation (i.e., unincorporated clubs, charities, community benefit societies, etc). This would not include regional organisations that have no active Cricklade branch like Age Concern, RSPCA, etc.
- **Commercial Use:** Any hire by a business or trade where the owner provides a service to Cricklade residents e.g., baby classes, dog or puppy training, dancing classes, Yoga or Pilates classes and similar hires.
- **Private Use:** Any private hiring from an individual who is resident in the Parish of Cricklade if it is not for a Function (functions are defined as events for 50 or more people or where alcohol is generally available). The discount does therefore typically apply to pre-teen children's parties.

Hirers who sell alcohol also pay an additional fee for the use of our Premises Licence, although this is less than the fee payable for a Temporary Event Notice and clearly saves the hirer the time and trouble of making the necessary application.

Bookings

2021-2022 continued to be impacted by the Covid-19 global pandemic albeit to a lesser extent than in the previous two years:

- From 10 December 2021 the mask mandate was extended to cinemas, theatres, and similar indoor venues.
- From 13 December 2021 employees were being advised to work from home if possible.
- On 27 January 2022 Plan B measures were lifted in England, bringing an end to the mask mandate.

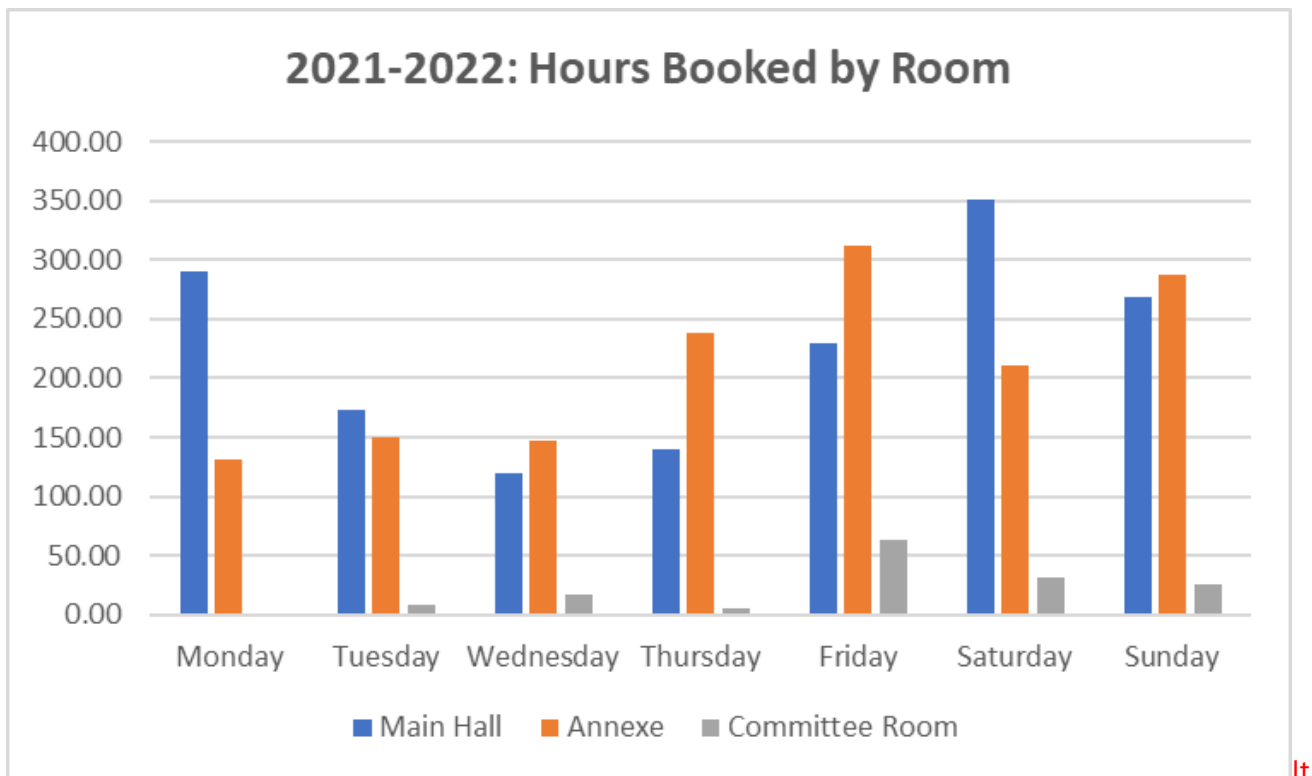
Whilst there is little doubt that the continuing pandemic influenced our bookings, the Town Hall remained open throughout the year and bookings were surprisingly strong post-pandemic.

Bookings, at 805 in 2021-2022, were back to the levels we last saw in 2018-2019 (790). However, with the change in the way we charge for the use of the premises it is no longer appropriate to look at "sessions". Our focus is now on the hours that our facilities are in use.

Both the Main Hall and the Annexe are extensively booked, with little use being made of the Committee Room. In 2021-2022 the number of hours booked by room was as follows:

Main Hall	1,571.50
Annexe	1,475.25
Committee Room	149.50

This can be broken down into the days of the week and the following diagram illustrates the relative popularity of different days.



Occupancy is difficult to measure for a facility such as ours. However, if we look at the days on which our facilities are used as a proportion of the days in a year then our occupancy rates are:

Days on which one of our rooms is hired	94%
Main Hall	84%
Annexe	79%
Committee Room	6%

On average, across the entire premises, we had 2.3 hirers per occupied day throughout the hiring period.

Nature of Bookings

Bookings from 22 different local businesses and/or organisations who represent 5 or more bookings in the last 12 months, continues to demonstrate the wide range of local activities that we support. It should be noted that these regular hirers now represent 65% of the total amount invoiced, down from 82% in the previous year. This reflects the significant increase in bookings from occasional hirers following the pandemic.

Our current hirers, in order of financial importance to us during 2021-2022, are as follows:

2021-2022 Bookings & Invoiced Amount by Hirer		
Slimming World	104	£4,084.00
The Cricklade Band	80	£2,331.20
Ballroom Dancing	47	£1,986.19
Cricklade Art Group	18	£1,612.86
Puppy Training	34	£1,535.45
Stay & Play 2	37	£1,422.00

Friday Night Dance	21	£1,324.32
Hartbeeps	49	£1,220.20
Blood Donors	6	£1,119.99
Kathryn Hopes	39	£1,108.60
Sally Curtis Art	49	£990.00
Line Dancing	43	£876.50
Yoga	38	£760.00
Diddi Dance	30	£600.00
Cricklade Cinema!	11	£445.00
Sing and Sign	22	£440.00
Cricklade Historical Society	7	£361.75
Cricklade WI	12	£328.95
Sarah Summers	16	£320.00
Cricklade Camera Club	10	£277.35
Gardening Club	9	£256.00
Cotswold Pheasant & Poultry Club	5	£166.95
Grand Totals	687	£23,567.31

Please note that the amounts shown above are the amounts on the invoices issued and may be different to the actual receipts due to timing differences.

Summary

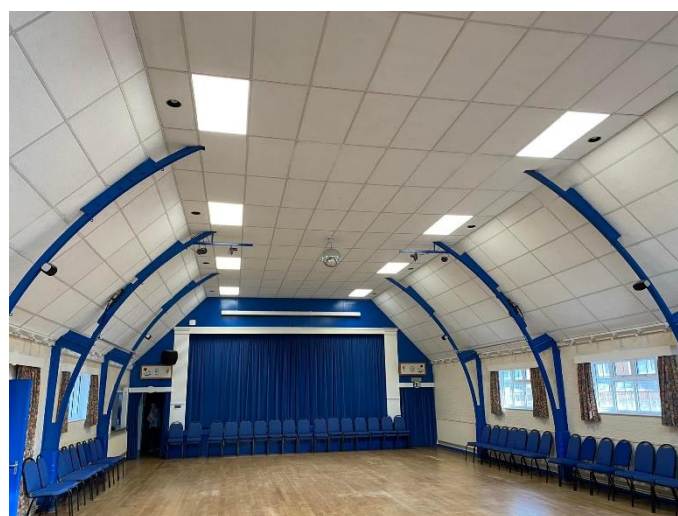
The Town Hall meets its charitable objects daily by continuing to make facilities available to the public throughout the year and the analysis shows a significant demand for such facilities. Our hiring policy is to make the facilities available on a non-sectarian and non-political basis. Priority is given, where appropriate, to hirers with a local connection.

Section C – Achievements and Performance

Planned Project Activities

Each year the charity aims to make an investment in its facilities and sets aside a budget for this purpose. In recent years the project budget has been set at £5,000 and the Charity actively seeks grants to further increase this to enhance the facilities on offer.

2021-2022 has been a quiet year in terms of planned projects, with only the one major undertaking: The 12 existing fluorescent lights in the Main Hall have been replaced with new LED panels. Not only are they brighter (sunglasses now advised 😄) but they use 60% less power! In addition we won't have to buy any more tubes or starters, so savings all round!



Maintenance

The facilities that we provide to our hirers continually suffer from the “wear and tear” associated with high usage and in some cases the unfortunate tendencies for people not to treat the facilities and/or the contents with the same respect that they might at home. There is therefore a continuous need to repair, refurbish and improve upon and this is at the heart of what we do.

Fortunately, we did not have too many issues during 2021-2022. They included the following:

1. In October 2021 the Main Hall surround sound system was Bluetooth enabled so that it can be run from a mobile phone. We also have Wi-Fi microphones available for use by our Main Hall hirers. Full instructions on how to use the sound system are in the Main Hall and the Kitchen.
2. In December 2021 we replaced our Christmas frillary lights on the Southern apex of the building – the previous one had been there several years and had failed.

3. Also In December, we discovered some damage to the new wall in the Main Hall Men’s toilet where the door had been opened with such force that it had driven the doorstop and handle through the plasterboard! Fortunately we had a piece of laminate left over from the refurbishment work, which we were able to put to good use to cover the damage and reinforce the wall, hopefully preventing a similar incident in the future.



4. Repairs, once again, to the water boiler in the Annexe.
5. Erection of no parking signs on the gates by the Old Weighbridge.

Administrative Matters

In terms of the Management Committee, Paul Hewer, Tim Norman, and Beverley Williams were elected/re-elected to the Committee at the last AGM. During the year the new Vicar for the Parish also took up the position as ex-officio Trustee of the Town Hall. The Trustees of the Charity are satisfied that this is enough to ensure that our charitable and legal obligations continue to be met. We currently have one vacancy on the Management Committee although this is likely to increase to two as one of the existing Trustees, John Robinson, has indicated that they will not be offering themselves for re-election at this year’s AGM.

At the time of writing signed leases are waiting to be executed between the Town Hall Trustees and Cricklade Town Council relating to the land at the side of the Town Hall, which forms part of the Car Park managed by Cricklade Town Council.

As promulgated in our last Trustees report we undertook a review of our terms and conditions this year and have amended them to reflect current guidance from Action with Communities in Rural England (ACRE), as disseminated by Community First. They now include a comprehensive section on the use of our Wi-Fi. We took the opportunity to pull together in the one document our general terms and conditions, guidance on

public health (particularly in the light of Covid-19) and the requirements of the licensing authority under our Premises Licence.

Unfortunately no progress has been made with reviewing our policies and procedures.

An area that has taken up a great deal of time has been dealing with utility costs. We reviewed our gas contract with CNG in early October 2021. Unfortunately CNG ceased trading on 3rd November 2021 and our gas contract was taken over by Pozitive Energy Ltd. We undertook a quick review of the market, and our contract was moved to EDF Energy effective from 3rd December 2021 for a period of three years. All this was at a time when energy prices were increasing rapidly and so our utility costs have increased significantly from previous years because we were charged higher rates both on an out of contract basis and under the new contract. We also reviewed our electricity contracts (for both the Town Hall and the Old Weighbridge) and these were also placed with EDF Energy, but for a period of two years. These contracts end on 3rd June 2023. Given our current understanding of the market we anticipate much higher utility costs when our new contracts come to an end. This may necessitate our having to review hiring rates at that time.

Section D – Financial Review

Financial Performance

The Town Hall made an operating surplus last year of £17,405 against a budgeted loss of £269. This is the sixth year in succession that the Town Hall has delivered an operating surplus and is the best result over the last five years.

The primary reason for the strong performance is the record hiring income of £33,956 set against a budget of £23,000. The low budget reflected our concerns last year of an expected slow recovery from the effects of the Covid-19 pandemic. In practice, hirings have recovered strongly and our income reflects both this, and to a lesser extent, the pricing decisions taken to impose a £20 minimum hire charge and increased charges for commercial ventures and private hires for weddings and parties.

We did not spend the £5,000 budget set aside for project work and the Town Hall benefitted from a further Covid-19 Restart Grant of £2,667 in early 2022.

Reserves Policy

The charity has continued with its existing policy on reserves, which is to:

1. Hold restricted reserves in respect of:
 - a) any creditors we owe monies to.
 - b) security and key deposits paid by the Old Weighbridge tenant and regular hirers.
 - c) any monies paid to us in respect of bookings for the following financial year (i.e., unearned income).
2. Hold designated reserves in respect of:
 - a) a reserve to generate an investment income designed to ensure that our hiring fees remain competitive.
 - b) monies needed to fund the electrical installation testing that takes place every five years.
 - c) an asset replacement programme which aims to set aside sufficient funds to purchase new tables and chairs at the end of their expected life.

Restricted reserves have increased by less than £100 during the year.

Designated reserves increased by over £4,000 during the year largely due to the expected increased cost of carrying out the 5-year electrical inspection reports but, more significantly, following a review of the likely amounts needed for our asset replacement programme.

The remaining funds after setting aside the restricted and designated reserves is the Charity's working capital and this significantly increased, starting the year at £43,941 and ending the year at £57,241.

Investment Review

Our investment policy remains to invest in low risk deposits. All our investments with Cambridge & Counties Bank, United Trust Bank, Lloyds Bank 32-day notice account, instant access account and current account are covered by the Financial Services Compensation Scheme.

Notwithstanding our investment policy, the Trustees agreed to make a £50 investment in a local community benefit society, Cricklade Development Foundation Limited.

Hiring Charges

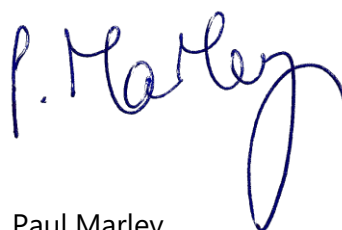
As previously stated in Section B, our hiring charges were amended with effect from 1st January 2022. The overall aim of the review was to change to a simpler and fairer system whereby hirers were charged for the hours that were booked rather than the previous basis of "session fees". In most cases, for existing regular hirers the new charges were broadly the same as under the previous charging approach. The aim was NOT to increase charges for existing regular hirers although the imposition of a £20 minimum hiring charge was a significant percentage increase for a few. Charges are higher however for private parties and bookings from commercial organisations. In practice the change in our charging approach has not resulted in any significant negative feedback.

Section E – Declaration

The Trustees declare that they have reviewed and approved the above Trustees' report for the financial year 2021-2022.

Signed on behalf of the Charity's Trustees:

Signature:



Full Name: David Nigel Tetlow

Paul Marley

Position: Chairman and Trustee

Holding & Charity Trustee

Date: 18th October 2022

18th October 2022



CRICKLADE TOWN HALL - ACCOUNTS

Accounts period: **01/10/2021** to **30/09/2022**

2022

Revenue Account

	Receipts	Budget			Payments	Budget
INCOME:						
Hiring Charges	£ 33,956.43	£ 23,000		Caretaker	£ 9,333.00	£ 9,333
Use of alcohol licence	£ 240.00	£ -		Bookings Secretary	£ 6,411.40	£ 6,208
	£ 34,196.43	£ 23,000		Inland Revenue	£ 281.60	£ 386
					£ 16,026.00	£ 15,927
Weighbridge Rent	£ 4,800.00	£ 4,800		Gas	£ 2,128.02	£ 1,900
Car Park Rent	£ 82.17	£ 725		Electricity	£ 1,356.40	£ 1,750
Storage Fees	£ 655.00	£ 650		Water	£ 531.01	£ 425
SEB Wayleave payment	£ 2.00	£ 2		Broadband	£ 250.15	£ 300
Table/Chair Hire	£ 20.00	£ -		Waste Collection	£ 279.07	£ 500
	£ 5,559.17	£ 6,177			£ 4,544.65	£ 4,875
Interest	£ 627.56	£ 1,200		Maintenance/Repairs	£ 2,098.00	£ 400
	£ 627.56	£ 1,200		Maintenance Materials	£ 1,346.02	£ 2,000
Donations	£ 390.00	£ -		Cleaning Requisites	£ 324.60	£ 500
Crockery Hire	£ 20.00	£ -		Hanging Baskets	£ 100.00	£ 100
	£ 410.00	£ -			£ 3,868.62	£ 3,000
Weighbridge Insurance	£ -	£ 100		Administration	£ 261.80	£ 200
Cinema Club Insurance	£ 38.20	£ 35		Performing Rights Society	£ 348.84	£ 349
	£ 38.20	£ 135		Premises Licence	£ 180.00	£ 180
Deposits	£ 2,500.00			Legal Expenses	£ -	£ -
Other Income / Refunds	£ 104.94			Insurance	£ 1,267.60	£ 1,250
Grants	£ 2,667.00				£ 2,058.24	£ 1,979
				Returned Deposits	£ 2,200.00	
				Projects	£ -	£ 5,000
					£ -	£ -
					£ -	£ 5,000
Total Income	£ 46,103.30	£ 30,512			£ 28,697.51	£ 30,781
Excess of Income over Expenditure	£ 17,405.79	-£ 269				



CRICKLADE TOWN HALL - ACCOUNTS

Balance Sheet b/f		£ 135,281.54	at	01/10/2021	Balance Sheet c/f		£ 152,803.33	at	30/09/2022	2022
Investments:					Investments:					
Bank Current A/c	£	20,914.20			Bank Current A/c	£	17,758.43			
Lloyds Deposit A/c	£	15,023.34			Lloyds Deposit A/c	£	35,027.69	instant access		
Lloyds 32 day Notice a/c	£	30,541.27			Lloyds 32 day Notice a/c	£	30,569.89	32 day notice account		
Cambridge & Counties Savings A/c	£	44,163.28			Cambridge & Counties Savings A/c	£	44,560.75	not accessible until 1/6/23 @0.90%		
United Trust Savings A/c	£	24,639.45			United Trust Savings A/c	£	24,836.57	1 year notice period		
					Cricklade Development Foundation	£	50.00	not accessible until at least 11/10/2023		
Reserves					Reserves					
Restricted Reserves:	Creditors that we owe money to		£	700.00	Restricted Reserves:	Creditors that we owe money to	£	-		
	Security & Key Deposits		£	1,820.00		Security & Key Deposits	£	2,120.00		
	Unearned Income		£	2,517.04		Unearned Income	£	2,988.16		
				£ 5,037.04						£ 5,108.16
Designated Reserves:	Income producing deposits		£	68,802.73	Designated Reserves:	Income producing deposits	£	69,397.32		
	5 Year H&S Checks		£	1,250.00		5 Year H&S Checks	£	1,805.73		
	Asset Replacement		£	16,250.00		Asset Replacement	£	19,250.46		
				£ 86,302.73						£ 90,453.51
General Reserves:	Working Capital		£	43,941.77	General Reserves:	Working Capital	£	57,241.66		
				£ 43,941.77						£ 57,241.66
Total				£ 135,281.54	Total					£ 152,803.33

In addition Cricklade Town Hall own two properties, the values of which are not incorporated into the annual accounts. Their insurance value is however stated for information purposes:

Cricklade Town Hall, High Street, Cricklade SN6 6AE	£	1,084,326	Cricklade Town Hall, High Street, Cricklade SN6 6AE	£	1,160,230
The Old Weighbridge, 116 High Street, Cricklade SN6 6AE	£	72,675	The Old Weighbridge, 116 High Street, Cricklade SN6 6AE	£	77,762
	£	1,157,001		£	1,237,992

Both the Town Hall and the Old Weighbridge were valued on an open market basis as at 25th September 2017 at £350,000 and £120,000 respectively.

Examined by H Foxton on 11th October 2022

Hayden Foxton

These Accounts were approved by the Town Hall Management Committee at their meeting on 18th October 2022.
Presented at the AGM on 1st November 2022



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CRICKLADE TOWN HALL

On accounts for the year
ended

30th SEPTEMBER 2022 Charity no (if any) 305499

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

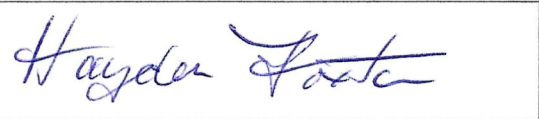
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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.

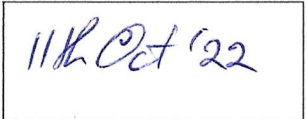
Independent
examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below*~~)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

* Please delete the words in the brackets if they do not apply.

Signed: 

Date: 

Name: HAYDEN FOXTON

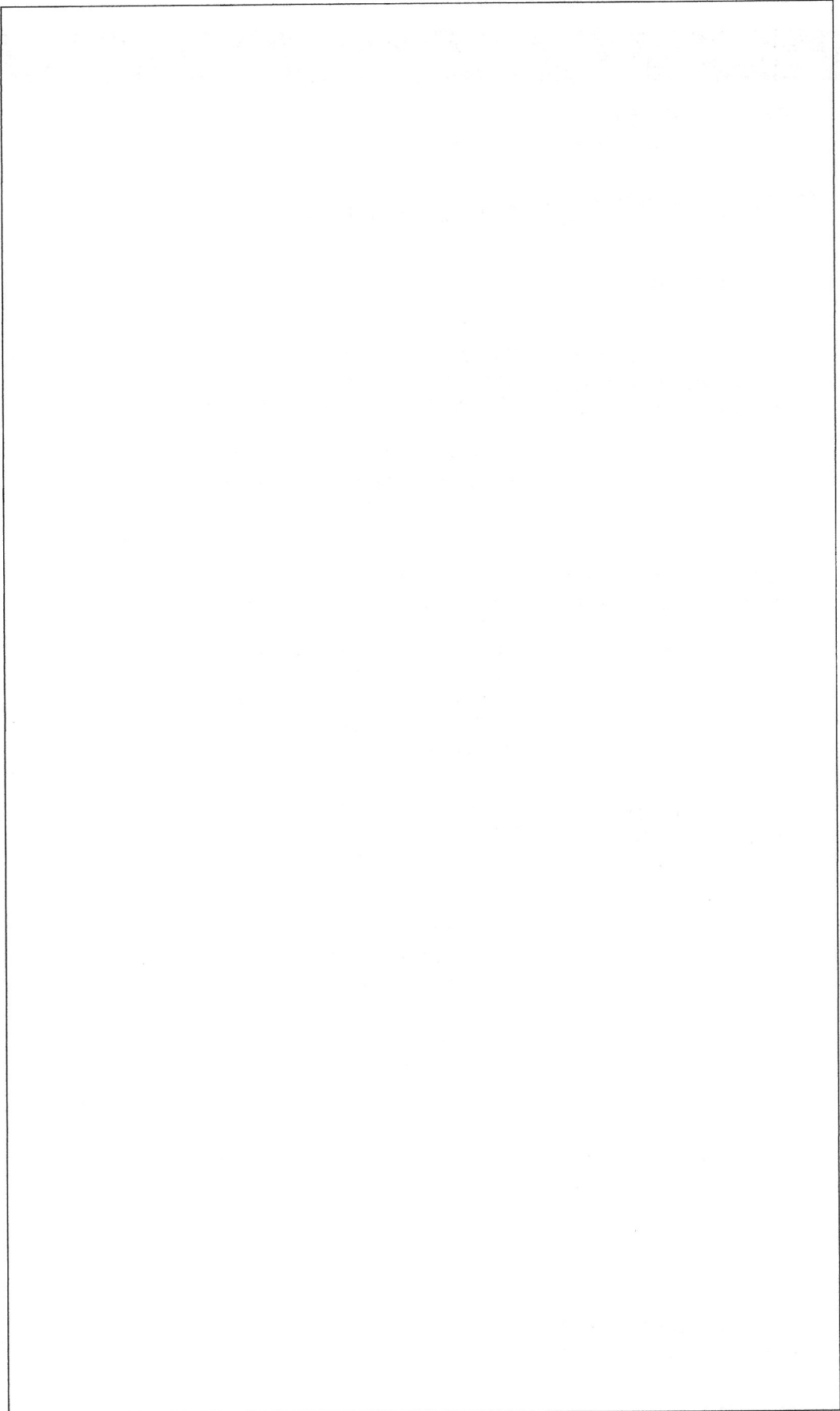
Relevant professional
qualification(s) or body
(if any):

Address:

3 PLEYDELLS
CRICKLADE
WILTSHIRE SN6 6NG

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



CRICKLADE TOWN HALL

England & Wales - Charity number 305499

Accounts



CRICKLADE TOWN HALL

Trustees Annual Report for the period 1st October 2020 to 30th September 2021

Section A – Structure, Governance, Management and Administration Details

The name of the Charity is Cricklade Town Hall and is registered with the Charity Commission, registered number 305499.

The Charity's principal and postal address is Cricklade Town Hall, High Street, Cricklade, SWINDON SN6 6AE.

The Charity is constituted as a trust and governed by a Trust Deed dated 11th July 1933 as amended by Appointment of Trustees deeds dated 10th April 1986, 8th May 1989, 19th September 2005 and 30th October 2017. Under the terms of the Trust, as amended, the custodian or holding trustees are the Vicar of St. Sampson's, Cricklade (ex-officio), Julie Norman, Paul Marley, Jim Muir and Russell Osman. There were no changes during the period of this report.

The property of the Trust comprises two separate buildings: The Town Hall and The Old Weighbridge. Both are registered with the Land Registry, title numbers WT437920 and WT437935 respectively. The registered proprietors for both are Julie Norman, Paul Marley, Jim Muir and Russell Osman. Part of the property registered to the Town Hall is leased to Wiltshire Council for the purposes of a Car Park. This is registered with the Land Registry under registered title WT253105.

Under the terms of the Trust the property is managed by a management committee (the Town Hall Committee) which, over the reporting period, comprised of the following charity trustee members:

Name	Office	Term of Office
Alan Armstrong	Trustee	First appointed on 29/01/2019 and reappointed at the AGM on 29/10/2019
Lester Buck	Trustee	First appointed on 16/09/2014 and reappointed at the AGM on 3/11/2020
Mandy Hewer	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 3/11/2020
Paul Hewer	Trustee	First appointed on 18/04/2017 and reappointed at the AGM on 30/10/2018
Margaret Hunt	Trustee	First appointed on 20/01/2009 and reappointed at the AGM on 30/10/2018
Brenda Muir	Trustee	First appointed on 14/04/2015 and reappointed at the AGM on 29/10/2019
Timothy Norman	Trustee	First appointed on 02/11/2015 and reappointed at the AGM on 30/10/2018
John Robinson	Trustee	First appointed on 07/02/2013 and reappointed at the AGM on 29/10/2019
David Tetlow	Chairman & Trustee	First appointed as Chairman on 17/01/2005 (not sure when first appointed as a Trustee) and reappointed at the AGM on 03/11/2020

Amy Thomson	Trustee	First appointed on 21/01/2020 and reappointed at the AGM on 03/11/2020
Vivienne Tomkins	Trustee	First appointed on 20/01/2015 and reappointed at the AGM on 29/10/2019
Beverly Williams	Trustee	Co-opted by the Town Hall Committee on 20/07/2021

According to the Trust there are 12 Committee members, with four being appointed each year for 3 years at a time. Appointments are made by election at the AGM. Casual vacancies are filled during the year, inheriting the re-election date of the previous appointee. Others may be co-opted by the Town Hall Committee at their discretion.

The Town Hall currently employ two people: a Committee & Bookings Secretary, Nicola Fry, who has been in post since 1/11/2014; and a Caretaker, Debbie Tanner, who has been in post since 1/6/2008.

The Town Hall is a member of Community First, and the Wiltshire Village Halls Association, who provide appropriate support as and when needed. It is also registered with the Information Commissioner's Office.

During the last year, the Town Hall Committee has updated policies and related procedures dealing with the Covid-19 pandemic on several occasions as and when updates from Community First are received. Policies and procedures are a standing item on the agenda at each meeting, as are any health & safety issues that arise between meetings. Copies of the Health & Safety Manual are kept in each kitchen and a copy is given to each hirer of the premises as part of the bookings process. The Fire Risk Assessment is updated annually, and the Town Hall continues to undertake regular checks on key services. This includes an annual gas safety check, an annual fire safety check and annual electrical PAT tests. The Town Hall also arranges a comprehensive five-year electrical installation condition report, which was last completed on 5th June 2017 for the Town Hall and on 26th November 2016 for the Old Weighbridge. The Town Hall Committee takes out appropriate insurance to cover its assets.

Section B – Objects and Activities

Objects

The objects of the Charity, as set out in the Trust Deed are *"to permit the Town Hall to be used as a non-sectarian and non-political place of recreation and social intercourse and for the holding of meetings, concerts, dances or other forms of entertainment, as a Petty Sessional Court or for any other purpose for which a Town Hall is usually or may conveniently be used and generally for the advantage or benefit of the inhabitants of the Parish of Cricklade"*.

The Town Hall Committee continue to pay due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The primary activity remains however making available the Town Hall to interested hirers, for use consistent with our stated objectives.

Facilities & Charging Structure

Cricklade Town Hall offers good-sized, flexible facilities comprising a Main Hall and an Annexe. These can be hired separately or together. Both are self-contained with their own kitchen and toilets. The Main Hall has a large raised stage; ideal for concerts, etc. In addition, there is a separate Committee Room that can also be independently hired.

The Town Hall adopted a simpler charging structure effective from 1st January 2016, since which time there has been no increase in charges. Cricklade Town Hall charges for booking "sessions", there being three sessions each day, namely morning, afternoon and evening. A booking can therefore represent the hire for one or more sessions during the day and for one or more of our facilities. There is also a small additional hourly charge, which is intended to broadly cover the cost of the utilities (gas, water, and electricity consumption). Hirers who sell alcohol also pay an additional fee for the use of our Premises Licence, although this is less than the fee payable for a Temporary Event Notice and clearly saves the hirer the time and trouble of making the necessary application.

Bookings & Sessions

2020-2021 has, like the previous year, been unprecedented because of the Covid-19 global pandemic and the emergency actions taken by the UK Government.

Our facilities were subject to various restrictions throughout 2020-2021, with restrictions finally being lifted on 19th July 2021. These restrictions resulted in a significant fall in bookings even compared to 2019-2020, which had fallen by 47% on the previous year. Bookings in 2020-2021 were 386, a fall of 8% on the previous year.

It remains the case that some hirers, although permitted to use the premises, are reluctant to risk meeting indoors and are being understandably cautious in resuming their previous activities. Events such as parties, discos, or any event where there would be many people attending were not possible within the regulations and even now, with the lifting of the restrictions, are few and far between.

The pandemic had a significant impact on the sessions that were booked and the resulting hiring income, as can be seen from the following bar chart:



In terms of sessions, 562 sessions were booked compared with 677 sessions the year before – a decrease of 17%. 46% of these were for the Main Hall, 50% for the Annexe and the remaining 4% were for the Committee Room. Compared to the previous year there was, unsurprisingly, a significant shift towards the Main Hall.

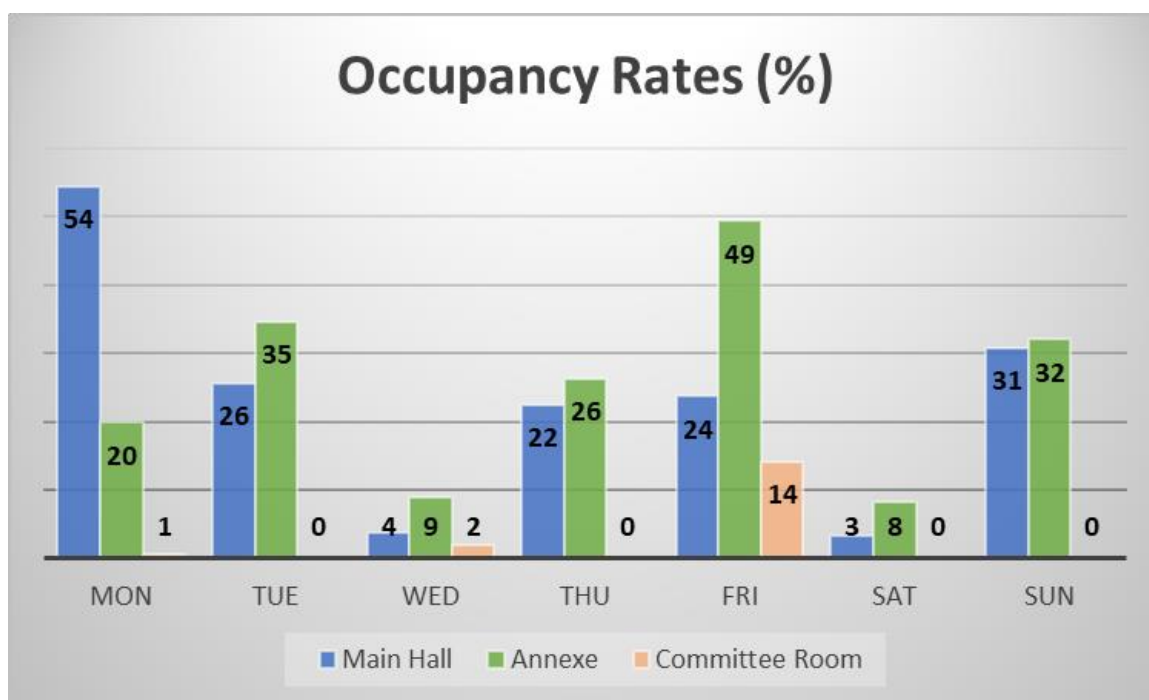
The net effect has been that the last financial year has seen the lowest hiring income for the Charity in the last 15 years, even lower than the previous year. During 2020-2021 hiring income was £14,535. This included £2,517 income paid in advance for bookings after 30th September 2021. The hiring income decreased by 11% from last year's figure of £16,302.

Occupancy is difficult to measure for a facility such as ourselves. However, if we look at the days on which our facilities are used as a proportion of the days in a year then our occupancy rates are:

Days on which one of our rooms is hired	50%
Main Hall	39%
Annexe	43%
Committee Room	3%

Given that our hiring income is less than half the figure it was two years ago the above figures are significantly down on what we would normally expect.

Based on sessions (i.e., 3 per day for each room) the average occupancy rate for the Main Hall was only 23% (the same as the previous year), the Annexe was 26% (down from 34% the previous year) and the Committee Room was 3% (down from 4% the previous year). The table below shows how this varies by day of the week:



Analysis of the invoices that we issue shows that the greatest hiring income is derived from Monday bookings closely followed by Friday bookings and then the Sunday bookings. This reflects, in part, the higher charges applicable to weekends, but also the lack of larger bookings on a Saturday because of the restrictions.

Nature of Bookings

Bookings from 18 different local businesses and/or organisations who represent 6 or more bookings in the last 12 months, continues to demonstrate the wide range of local activities that we support. It should be noted that these regular hirers represent 82% of the total amount invoiced, up from 70% in the previous year. This reflects the drop off in bookings from occasional hirers during the pandemic.

Our current hirers, in order of financial importance to us during 2020-2021, are as follows:

Hirer	Bookings	Charges
Slimming World	57	£2,191.50
Amy Thomson Puppy Training	25	£1,313.00
Blood Donors	6	£932.00
The Cricklade Band	28	£919.80
Kathryn Hopes Baby College	25	£816.50
Jo Edwards Dance	22	£801.20
Tony Roberts - Friday Night Dance	14	£714.00
Hartbeeps	33	£619.50
Meadow Park	12	£575.30
Sally Curtis - Art Group	26	£429.00
Annabel Wallis Yoga	20	£320.75
Tai Chi	18	£270.00
Cricklade Cinema!	7	£252.80
Cricklade Art Group	9	£208.50
Gail Harker - Yoga	8	£184.00
Shauna Wheeldon	10	£181.00
Diddidance	9	£102.00
Sweaty Mamas	7	£100.50
Totals	336	£10,931.35

Please note that the charges shown above are the amounts on the invoices issued and may be different to the actual receipts due to timing differences.

Summary

The Town Hall meets its charitable objects daily by continuing to make facilities available to the public throughout the year and the analysis shows a significant demand for such facilities. Our hiring policy is to make the facilities available on a non-sectarian and non-political basis. Priority is given, where appropriate, to hirers with a local connection.

Section C – Achievements and Performance

Planned Project Activities

Each year the charity aims to make an investment in its facilities and sets aside a budget for this purpose. In recent years the project budget has been increased from £3,000 to £5,000 and the Charity actively seeks grants to further increase this to enhance the facilities on offer.

2020-2021 has been an unprecedented year in terms of project expenditure, with a record £31,526 being spent on projects.

£725 was spent on the replacement and enhancement of the existing gates which connect the Old Weighbridge to the Annexe. There is a third part to the gate arrangement that now allows us to open the area immediately behind the Old Weighbridge, whilst still securing the access to the rear of the Annexe and



Main Hall. This is a useful facility on occasion for some of our hirers, especially those requiring an additional two car parking spaces during their hire.

As was indicated In last year's report, it was our intention at the beginning of the financial year to progress the planned refurbishment of the Main Hall toilets and foyer area. Three separate quotations had been obtained for the works needed and these averaged out at around £48,000, with the decision being taken by the Trustees to undertake the work with the use of contractors, who were paid for their time, and volunteers with the cost of materials being borne by the Charity. It was anticipated that this should result in significant savings.

Work on a new Disabled Toilet began in November 2020 and this project was completed by Christmas at a cost of just under £7,500.



Using the results of this work as a portfolio for the remaining parts of the overall project we were successful in obtaining substantial grants towards the costs of refurbishing the Ladies toilet and foyer areas and then the Gents toilet. Stage 2, the Ladies toilet and foyer area, was completed in early April at a cost of just over



£15,500. Stage 3, the Gents toilet, followed in August at a cost of just under £8,000. We were fortunate to be able to carry out most of these significant works whilst the facilities were either closed or little used because of the pandemic.

Because this work was undertaken by us, under the leadership of one of our trustees, we were able to address several maintenance issues, which included:

- ❖ Damp issues in a few locations that needed the walls tanking (the Ladies toilet), the application of PVA to some of our internal brickwork (cupboards and Main Hall) and a new threshold between the foyer and Main Hall where damp was getting into the wooden floorboards.
- ❖ New noticeboards to replace the old ones which were past their best.
- ❖ Dealing with blown plaster throughout.
- ❖ Clearing rubbish from above the false ceiling in the foyer and removal of old water tanks above the main entrance and the roof area above the Gents toilet.

- ❖ Treating woodworm in the roof area above the Ladies toilet.

Overall, this project has been a huge success for the Town Hall and feedback from our hirers has been excellent. The total project was delivered at a net cost to the Town Hall of less than half the average quotation figure – further details are set out in the financial section of this report.

Maintenance

The facilities that we provide to our hirers continually suffer from the “wear and tear” associated with high usage and in some cases the unfortunate tendencies for people not to treat the facilities and/or the contents with the same respect that they might at home. There is therefore a continuous need to repair, refurbish and improve upon and this is at the heart of what we do. The main achievements during 2020-2021, in no particular order, have been:

1. The creation of a new storage area above the disabled toilet, accessible from the Gents toilet.
2. The provision of outside electrical sockets between the two Halls and a new outside tap in the same area.
3. A new oak noticeboard to replace the existing one at the front of the Main Hall.
4. A routed oak sign inscribed with “Cricklade Town Hall” which has been erected above the new noticeboard. Our thanks to the Cricklade resident who made the oak available free of charge and to our trustee who carried out the routing work, varnished the wood, and erected it.
5. 3/4 of a ton of tarmacadam was laid to make good several areas where it had been necessary to lay new pipework or make necessary repairs.
6. The addition of new lighting above the Main Hall entrance doors, with a range of colours that can enhance the appearance of the entrance as desired.



7. The installation of a floor to ceiling mirror in the Committee Room – this was recovered from the Main Hall Ladies toilet and rehung in the Committee Room, where it can be used whenever the Committee Room is being used as a changing room for events involving the use of the Stage in the Main Hall.

Volunteers

The Trustees would like to particularly draw people's attention to the contribution made by our volunteers. This includes several Trustees themselves but also volunteers from the wider community. This has continued in 2020-2021, which has meant that many jobs can be carried out at a cost of the materials only. Of note in this regard was the excellent turn out for the laying of tarmacadam in several locations around the building.

Without this selfless attitude and altruistic contribution by our volunteers the Town Hall facilities would undoubtedly be the worse for it.



Administrative Matters

In terms of the Management Committee, Mandy Hewer and Amy Thomson were elected to the Committee at the last AGM. Beverly Williams was co-opted on to the Committee on 20th July 2021. At the forthcoming AGM it is likely Beverly will fill the remaining vacancy that currently exists. The new Vicar for the Parish has also indicated that they are delighted to take up the position as ex-officio Trustee of the Town Hall. The Trustees of the Charity are satisfied that this is enough to ensure that our charitable and legal obligations continue to be met.

The lease that the Town Hall has granted to Wiltshire Council continues to be "held-over" whilst discussions have continued with Cricklade Town Council over a replacement lease. Although it was anticipated that the final position would be resolved during the last financial year once the Community Asset Transfer had taken place, this proved not to be the case. Discussions continue.

Whilst we had hoped that further progress would be made in developing our policies and procedures the impact of the Covid-19 pandemic has meant that these have been put on hold. The ongoing need to reconsider Health & Safety issues during the period of closure and how to open safely with the emerging Covid-19 pandemic have continued to take precedence. We produced a total of 7 (seven) Hirer's guides to Covid-19, carried out and reviewed our Risk Assessment for opening the premises on a Covid-19 Secure basis, and produced a total of 8 (eight) extended terms and conditions that we expected Hirers to abide by during their hire of our facilities. These have been based on the helpful guidance from Action with Communities in Rural England (ACRE) disseminated by Community First on a regular basis. We are hopeful that we have more stability during the forthcoming financial year and a review of our terms and conditions is likely to take precedence over any further work on policies and procedures.

Section D – Financial Review

Financial Performance

The Town Hall made an operating surplus last year of £11,008 against a budgeted loss of £9,767.

This might seem quite extraordinary in a year when our hiring income fell for the second year in succession, and we spent over £31,500 on projects!

Dealing with the projects first, the cost of these was £31,526 but we secured a total of £9,000 in grants from Wiltshire Council (£5,000), Wayland Estates Charity (£3,000) and Cricklade Town Council (£1,000) – so a net cost of £22,526 to the Town Hall.

The Town Hall benefitted from a further £25,573.20 in Covid-19 related grants. This included the National Restrictions Local Restrictions Support Grant (LRSG) Closed Addendum, the Local Restrictions Support Grant (LRSG) Tier 2, the Local Restrictions Support Grant (LRSG) Tier 2 Open, the Local Restrictions Support Grant (LRSG) Tier 3, the Local Restrictions Closed Addendum and Closed Business Lockdown Payments, the Local Restrictions Support Grant Closed Addendum, and the Restart Grant, as well as ongoing flexi-furlough grant payments for each month.

In broad terms then, the effect of these two items was an operational surplus of approximately £3,000. The remaining £8,000 or so is simply the other revenue income less expenditure and primarily reflects the fact that the hiring income we did manage to achieve more than met the salaries of our employees whilst the other income (Weighbridge rent, donations, storage charges, car park rent etc) more than offset the reduced other expenditure items to the extent of approximately £8,000.

With effect from 1st October 2021, we moved both our employees back on to a full-time basis. The Trustees envisage that 2021-2022 will again be a challenging year although the current year's surplus and level of working capital leaves us in an excellent position to deal with what we anticipate will be a slow recovery, hopefully to the hiring rates we saw in 2018-2019 before the Covid-19 pandemic.

Reserves Policy

The charity has continued with its existing policy on reserves, which is to:

1. Hold restricted reserves in respect of:
 - a) any creditors we owe monies to.
 - b) security and key deposits paid by the Old Weighbridge tenant and regular hirers.
 - c) any monies paid to us in respect of bookings for the following financial year (i.e. unearned income).
2. Hold designated reserves in respect of:
 - a) a reserve to generate an investment income designed to ensure that our hiring fees remain competitive.
 - b) monies needed to fund the electrical installation testing that takes place every five years. This is built up by putting aside £250 each year to meet the estimated cost.
 - c) an asset replacement programme which aims to set aside sufficient funds to purchase new tables and chairs at the end of their expected life.

Restricted reserves increased by just under £3,000 during the year primarily because of the revival in the volume of bookings during August and September, which accounts for almost £2,000 of this.

Designated reserves increased by just under £1,500 during the year because of the reinvested income from the reserve held under 2.a) above and the extra funds put to one side for 2.b) above. There was no change to the funds put to one side as part of the asset replacement programme.

The remaining funds after setting aside the restricted and designated reserves is the Charity's working capital and this significantly increased, starting the year at £37,293 and ending the year at £43,941.

Investment Review

Our investment policy remains to invest in low risk deposits. All our investments with Cambridge & Counties Bank, United Trust Bank, Lloyds Bank 32-day notice account, instant access account and current account are covered by the Financial Services Compensation Scheme.

Hiring Charges

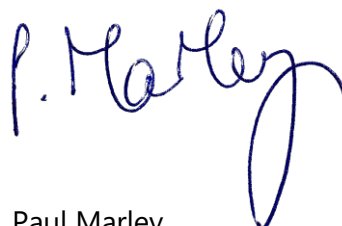
Whilst these have not changed since 1st January 2016 the Trustees are currently carrying out a review of their charges, with a view to moving to an hourly method of charging and away from session fees. The aim is to introduce a fairer charging method and not to raise charges for most of our local groups although any change in basis is likely to have an effect on differing groups of hirers.

Section E – Declaration

The Trustees declare that they have reviewed and approved the above Trustees' report for the financial year 2020-2021.

Signed on behalf of the Charity's Trustees:

Signature:



Full Name: David Nigel Tetlow

Paul Marley

Position: Chairman and Trustee

Holding & Charity Trustee

Date: 19th October 2021

19th October 2021



CRICKLADE TOWN HALL - ACCOUNTS

Accounts period: **01/10/2020** to **30/09/2021**

Revenue Account

2021

INCOME:	Receipts	Budget		EXPENDITURE:	Payments	Budget
Hiring Charges	£ 14,535.18	£ 12,000		Caretaker	£ 7,954.32	£ 9,108
Use of alcohol licence	£ -	£ -		Bookings Secretary	£ 5,009.95	£ 5,460
	£14,535.18	£ -	£ 12,000	Inland Revenue	£ 76.60	£ -
					£ 13,040.87	£ 14,568
Weighbridge Rent	£ 5,999.28	£ 6,000		Gas	£ 829.79	£ 1,300
Wiltshire Council - Car Park Rent	£ 1,414.00	£ 700		Electricity	£ 666.36	£ 1,375
Storage Fees	£ 655.00	£ 630		Water	£ 370.72	£ 425
SEB Wayleave payment	£ 2.00	£ 2		Broadband	£ 268.75	£ 300
Table/Chair Hire	£ -	£ -		Waste Collection	£ 124.10	£ 1,000
	£ 8,070.28	£ -	£ 7,332		£ 2,259.72	£ 4,400
Interest	£ 1,197.66	£ 1,200		Maintenance/Repairs	£ 144.15	£ 750
	£ 1,197.66	£ 1,200		Maintenance Materials	£ 705.98	£ 2,750
Donations	£ 1,740.00	£ -		Cleaning Requisites	£ 159.66	£ 700
Crockery Hire	£ 20.00	£ -		Hanging Baskets	£ 100.00	£ 100
	£ 1,760.00	£ -	£ -		£ 1,109.79	£ 4,300
Weighbridge Insurance	£ 213.16	£ 85		Administration	£ 177.92	£ 250
Cinema Club Insurance	£ 36.38	£ 55		Performing Rights Society	£ 392.68	£ 391
	£ 249.54	£ 140		Premises Licence	£ 180.00	£ 180
Deposits	£ 610.00			Legal Expenses	£ -	£ -
Other Income / Refunds	£ 95.00			Insurance	£ 1,196.00	£ 1,350
Grants	£ 34,573.20				£ 1,946.60	£ 2,171
				Returned Deposits	£ 200.00	
				Projects		
				Weighbridge Gates	£ 724.69	£ 5,000
				Disabled Toilet	£ 7,446.52	
				Ladies Toilet	£ 15,563.10	
				Gents Toilet	£ 7,791.71	
					£ 31,526.02	£ 5,000
Total Income	£ 61,090.86	£ 20,672			£ 50,083.00	£ 30,439
Excess of Income over Expenditure	£ 11,007.86	-£ 9,767				



CRICKLADE TOWN HALL - ACCOUNTS

Balance Sheet b/f	£ 124,273.68	at	01/10/2020
Investments:			
Bank Current A/c	£ 11,104.00		
Lloyds Deposit A/c	£ 15,021.83		
Lloyds 32 day Notice a/c	£ 30,526.66		
Cambridge & Counties Savings A/c	£ 43,295.01		
United Trust Savings A/c	£ 24,326.18		
Reserves			
Restricted Reserves:			
Creditors that we owe money to	£ -		
Security & Key Deposits	£ 1,410.00		
Unearned Income	£ 699.34		
		£	2,109.34
Designated Reserves:			
Income producing deposits	£ 67,621.19		
5 Year H&S Checks	£ 1,000.00		
Asset Replacement	£ 16,250.00		
		£	84,871.19
General Reserves:			
Working Capital	£ 37,293.15		
		£	37,293.15
Total	£124,273.68		

Balance Sheet c/f	£ 135,281.54	at	30/09/2021	2021
Investments:				
Bank Current A/c	£ 20,914.20			
Lloyds Deposit A/c	£ 15,023.34	instant access		
Lloyds 32 day Notice a/c	£ 30,541.27	32 day notice account		
Cambridge & Counties Savings A/c	£ 44,163.28	not accessible until 1/6/23 @0.90%		
United Trust Savings A/c	£ 24,639.45	1 year notice period		
Reserves				
Restricted Reserves:				
Creditors that we owe money to	£ 700.00			
Security & Key Deposits	£ 1,820.00			
Unearned Income	£ 2,517.04			
		£	5,037.04	
Designated Reserves:				
Income producing deposits	£ 68,802.73			
5 Year H&S Checks	£ 1,250.00			
Asset Replacement	£ 16,250.00			
		£	86,302.73	
General Reserves:				
Working Capital	£ 43,941.77			
		£	43,941.77	
Total	£135,281.54			

In addition Cricklade Town Hall own two properties, the values of which are not incorporated into the annual accounts. Their insurance value is however stated for information purposes:

Cricklade Town Hall, High Street, Cricklade SN6 6AE	£ 774,123	Cricklade Town Hall, High Street, Cricklade SN6 6AE	£ 1,084,326
The Old Weighbridge, 116 High Street, Cricklade SN6 6AE	£ 56,096	The Old Weighbridge, 116 High Street, Cricklade SN6 6AE	£ 72,675
	£ 830,219		£ 1,157,001

Both the Town Hall and the Old Weighbridge were valued on an open market basis as at 25th September 2017 at £350,000 and £120,000 respectively.

Examined by H Foxton on 7th October 2021

Hayden Foxton

These Accounts have been approved by the Town Hall Management Committee.
Presented at the AGM on 2nd November 2021



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CRICKLADE TOWN HALL

On accounts for the year
ended

30th SEPTEMBER 2021

Charity no
(if any)

305499

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 matter has come to my attention (~~other than that disclosed below*~~)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Hayden Foxton

Date:

7th Oct '21

Name:

HAYDEN FOXTON

Relevant professional
qualification(s) or body
(if any):

—

Address:

3 PLEYDELLS
CRICKLADE
WILTSHIRE SN6 6NG

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

