



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/04/2024 Period start date To 31/03/2025 Period end date

Charity name: **Caerwys Public Hall**

Charity registration number: **501027**

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <b>The Trust Deed states: The promotion of the general business and the religious, moral, social and intellectual welfare and the rational ordinary recreation of the inhabitants of and visitors to the town and parish of Caerwys'.</b>   |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>As in previous years, the Hall was used for several weekly exercise classes, meetings of local groups such as the WI and the Caerwys Historical Society, children's parties, evening party-type events, community events and for local and national elections. The local drama group has also staged performances at the Hall.</b> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <b>All Trustees have had regard to the guidance issued by the Charity Commission on public benefit.</b>   |

## Additional information (optional)

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      | <b>Not applicable.</b>   |
| Policy on social investment including program related investment | Para 1.38      | <b>Not applicable</b>  |
| Contribution made by volunteers                                  | Para 1.38      | <b>Volunteer Trustees are responsible for managing the building ensuring it remains fit for purpose in carrying out the objectives and activities noted above.</b> |
| Other  |                |  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p><b>The Town Hall continues to provide a focal point in the Town with many residents making use of the regular exercise classes and attending meetings of the local groups noted above.</b></p> <p><b>In the last year or so, energy costs have risen significantly nationwide, not just at the Town Hall, and it was becoming increasingly difficult to keep an effective or efficient heating system which threatened the continuation of some of the classes.</b></p> <p><b>During the year in question, the Trustees were fortunate to receive a grant from the UK Government funded Prosperous Communities Flintshire Key Fund that enabled the installation of solar panels with battery storage. This has led to a reduction in energy costs as well as allowing for a more effective heating system. The grant also enabled the installation of WiFi which has also been well-received by the local community and regular groups that use the Hall.</b></p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>The 2024-25 P&amp;L Account and Bank Reconciliation statements have been externally audited and presented to the Trustees. The balance of the current bank account as at 31<sup>st</sup> March 2025 was £10,008.77 and the balance of the reserve account on the same date was £2,113.71.</b> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>The Operational Policy states that the Trustees will strive to maintain at all times a cash reserve of a minimum of £2,000 to cover any dip in income, unplanned repair or maintenance and replacement of equipment and furniture it provides to hirers.</b>                                  |
| Amount of reserves held  | Para 1.22 | <b>A minimum of £2,000</b>   |
| Reasons for holding zero reserves  | Para 1.22 | <b>Not applicable</b>  |
| Details of fund materially in deficit  | Para 1.24 | <b>Not applicable</b>  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>Not applicable</b>  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>For the year in question, the most significant source of funds was the grant received from the UK Government funded Prosperous Communities Flintshire Key Fund. Other than that, income is generally generated through the hire fees.</b> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | <b>Not applicable</b>  |
| A description of the principal risks facing the charity                         | Para 1.46 | <b>None</b>  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | <b>Trust Deed</b>   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | <b>Unincorporated</b>   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>The Operational Policy states that the number of serving Trustees as stated in the Trust Deed is a minimum of 5, and no more than 10 at any one time. Should a vacancy arise, any serving Trustee may nominate any potential Trustee and all other Trustees must agree to their appointment. If there are no objections, the potential Trustee will be asked to complete the Trustees Duties and Declaration of Interests form and providing there are no conflicts will at that time be confirmed as a Trustee.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | <b>Caerwys Public Hall</b>                                 |
| Other name the charity uses | <b>Caerwys Town Hall</b>                                   |
| Registered charity number   | <b>501027</b>  |
| Charity's principal address | <b>South Street<br/>Caerwys<br/>Flintshire<br/>CH7 5AF</b> |
|                             |  |

**Names of the charity trustees who manage the charity**

|    | Trustee name          | Office (if any)            | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------------|----------------------------|-----------------------------------|---|
| 1  | <b>Carys Biddle</b>   | <b>Chair</b>               |                                   |   |
| 2  | <b>Erica Burney</b>   |                            |                                   |   |
| 3  | <b>Karen Evans</b>    |                            |                                   |   |
| 4  | <b>Phil Evans</b>     |                            |                                   |   |
| 5  | <b>Cerys Hughes</b>   |                            |                                   |   |
| 6  | <b>Paul Melbourne</b> |                            |                                   |   |
| 7  | <b>Sue de Prez</b>    | <b>Secretary/Treasurer</b> |                                   |   |
| 8  | <b>Peter Youd</b>     |                            |                                   |   |
| 9  |                       |                            |                                   |   |
| 10 |                       |                            |                                   |   |
| 11 |                       |                            |                                   |   |
| 12 |                       |                            |                                   |   |
| 13 |                       |                            |                                   |   |
| 14 |                       |                            |                                   |   |
| 15 |                       |                            |                                   |   |
| 16 |                       |                            |                                   |   |
| 17 |                       |                            |                                   |   |
| 18 |                       |                            |                                   |   |
| 19 |                       |                            |                                   |   |
| 20 |                       |                            |                                   |   |

**Corporate trustees – names of the directors at the date the report was approved**

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

**Name of trustees holding title to property belonging to the charity**

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|   |                |
|---|----------------|
| Description of the assets held in this capacity   | Not applicable |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

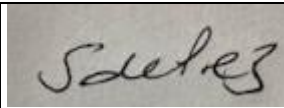
## Other optional information

The Trustees were very grateful to receive £21,400 as the grant from the UK Government funded Prosperous Communities Flintshire Key Fund as noted above. This has led to an exceptional total gross income for 2024-25 of £32,643. This has only been matched once previously and that was when the Welsh Government issued grants during the Covid pandemic. Annual income is generally anticipated to be between £8,000 and £10,000.

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | Susan de Prez   |  |
| Position (eg Secretary, Chair, etc) | Secretary/Treasurer   |  |
| Date                                | 3 <sup>rd</sup> December 2025   |  |

## CAERWYS TOWN HALL PROFIT & LOSS ACCOUNT 2024-25

### RECEIPTS

|  |            |                          |
|--|------------|--------------------------|
| Bookings   | £7,833.20  |                          |
| Brains, Skills & Chance fundraiser - see BS&C spreadsheet for full details | £410.00    |                          |
| Caerwys Town Council grant/Financial assistance                            | £2,000.00  |                          |
| FLVC grant for guttering   | £1,000.00  |                          |
| Cadwyn Clwyd grant for solar panels & battery storage and Wifi             | £21,399.56 |                          |
| <b>TOTAL RECEIPTS</b>  |            | <b><u>£32,642.76</u></b> |

### PAYMENTS

|   |         |            |                          |
|---|---------|------------|--------------------------|
| Payments to cleaner   |         | £1,000.00  |                          |
| Cleaning materials etc  |         | £89.64     |                          |
| Electricity   |         | £4,346.32  |                          |
| Water Rates   |         | £186.89    |                          |
| Miscellaneous:  |         |            |                          |
| Insurance   | £643.34 |            |                          |
| Fire extinguisher check   | £172.80 |            |                          |
| Purchase of additional three tables                                       | £392.94 |            |                          |
| Fitting of external handrail  | £45.00  | £1,254.08  |                          |
| Purchase & installation of solar panels & battery storage                 |         | £21,300.00 |                          |
| Installation of wi-fi - Installation & letter box & shelf for router      |         | £99.56     |                          |
| Monthly payments for broadband.wi-fi                                      |         | £211.10    |                          |
| Maintenance:  |         |            |                          |
| Guttering   | £800.00 |            |                          |
| Electrical work - updating/replacing lighting, checks to fire systems etc | £458.40 |            |                          |
| Misc - electric switch covers, smoke alarms & paint tester                | £37.87  | £1,296.27  |                          |
| <b>TOTAL PAYMENTS</b>   |         |            | <b><u>£29,783.86</u></b> |

### SURPLUS

**£2,858.90**

Audited and found correct.  
Bethan Atkinson  
1st August 2025





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

CAERWYS TOWN HALL TRUSTEES

On accounts for the year  
ended

31.03.25

Charity no  
(if any)

501027

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.03.25.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Beth Atkinson

Date:

1.8.25

Name:

BETHAN ATKINSON (LLOYD JONES)

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

ACA (RETIRED)

Address:

TAENOL  
GELLTOR, RUTHIN  
DENBIGHSHIRE, LL15 1SQ