

**Bishop Burton Village Hall**  
**Trustees' Annual Report**  
**for the period 16/2/2024 – 15/2/2025**

**Section A – Reference and administration details:**

**Charity name:** Bishop Burton Village Hall

**Registered charity number:** 523225

**Charity's principal address :** Bishop Burton Village Hall, Cold Harbour View, Bishop Burton,  
East Riding of Yorkshire, HU17 8QJ.

**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	S.Ellerington	Chairman		Bishop Burton Parish Council
2	M.Gray	Vice Chairman		Bishop Burton Parish Council
3	A.Gibson	Secretary		
4	M.Hebb	Treasurer		
5	J.Biden	Booking Manager		
6	M.Henderson			Bishop Burton Parish Council
7	R.Ward			
8	S.Thomas			
9	S.Jones			

**Names of the trustees for the charity**

Name	Dates acted if not for whole year
S.P.Ellerington	
M.Gray	
M.Henderson	
L.Byass	
R.B.Jones	
L.Byass	

## **Section B – Structure, governance and management**

### **Description of the charity's trusts:**

*Type of governing document:* Trust deed, Constitution

*How the charity is constituted:* Trust

*Trustee selection methods:* Trustees of the charity are appointed by the Parish Council. Charity trustees are appointed at the AGM

### **Additional governance matters**

The status of the registered charity "Bishop Burton Village Hall" arises from, and is defined in, the Declaration of Trust dated 24th February 1954 which sets down the objects of the charity and the administration and management provisions for the Charity. This is supplemented by the constitution.

The title to both the land on which the Village Hall stands and the Village Hall Car Park is held in the name of The East Riding of Yorkshire Council and leased to Bishop Burton Parish Council as detailed in the lease dated 6th July 2015. The lease is for a period of 25 years subject to payment of a nominal yearly rent of £100 and to the covenants and provisions contained therein. The title to the Village Hall building is held in the name of the holding trustees. The property is managed by the Village Hall Committee ("the Committee") on behalf of the holding trustees. Under the provisions of Section 22(2) of the Charities Act 1993 the Committee may carry out a transaction as if the property were held in the names of individual Committee Members.

The Charity is responsible for the management of both the activities of Bishop Burton Village Hall and the physical property as defined in the Declaration of Trust.

The Charity Trustees form the Management Committee and manage and administer the charity on a day-to-day basis. They act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960.

Annually at the AGM the Management Committee is elected by those present.

## **Section B – Objectives and activities**

### **Summary of the objects of the charity set out in its governing document:**

As set out in the constitution, the Charity is to provide and maintain the Hall for the use of the inhabitants of the Parish and its environs without distinction of political, religious or other opinions etc, to advance education and provide facilities in the interest of social welfare for

recreational and leisure-time activities with the object of improving the conditions of life for said inhabitants.

**Summary of the main activities undertaken for the public benefit in relation to these objectives:**

The objectives are achieved through the Village Hall Committee which includes at least one representative trustee (in accordance with the Constitution). All members are residents of the parish and act in a voluntary capacity.

The Committee meets regularly to review the finances and agree on any maintenance and improvements required. The day-to-day running of the hall is undertaken principally by the Treasurer and Booking Manager with other committee members helping as and when required.

The Hall is professionally cleaned once a week. If the cleaner notices any matters requiring attention, she reports them to the Treasurer who organises, with other committee members if appropriate, for the matter to be dealt with in a timely fashion.

Twice a year the Committee and villagers undertake any minor maintenance jobs required and tidy up the grounds and gardens.

The objectives for the year were:

- to continue to maintain the Hall at a high standard
- to endeavour to maximise bookings
- to continue to provide events for the benefit of the local community and wider environs
- to continue fundraising to improve the hall and apply for grants.

In setting the objectives, managing the facility, and planning activities the Management Committee and Trustees have given careful consideration to the Charity Commission's public benefit guidance.

## **Section D – Achievements and performance**

**Summary of the main achievements of the charity during the year**

**Hall Improvements.** In June 2023, the Committee applied for a £54,400 UKSPF grant from East Riding of Yorkshire Council towards much needed hall improvements of £68,000. These included expanding storage, adding ramped access for inclusivity, creating outdoor space, and installing secure bike storage. The Committee were very pleased to hear in July 2023 that the application had been successful.



The work began in March 2024 after plans and permissions were secured. Construction aimed to minimise disruption, with major work completed by July 2024.

The project was completed with a minor overspend of 3% as hard surfacing was added to improve accessible parking bringing the total cost to just over £70,000. The work was managed to ensure that the facilities remained open and minimised disruption to users. The improvements have been well received.

**Ongoing matters.** During the year the Committee continued to put on events for the villagers and environs. All the events were very well received and continue to be well attended. The Committee would like to take this opportunity to thank everyone for attending the events and making them successful and both ArtERY without whom the events would not be possible.

In addition to the above the Committee continues the day-to-day management of the hall.

## **Section E – Financial review**

**Brief statement of the charity's policy on reserves:** The Committee maintains sufficient reserves to cover future expected one-off costs along with a contingency for unexpected matters.

In addition, the Committee is now looking to the final phase of improvements – the refurbishment of the main hall and corridors and is holding reserves and looking to raise further funds to build the reserves to facilitate this, hopefully alongside a grant.

**Financial review of the year:** During the year the charity's main source of regular funding, lettings (£10,219), has been maintained at a very similar level to the prior year (£9,916). Income from music events and other fundraising events (£6,395), was slightly down on the prior year (£6,852). Together these two income streams made a small surplus of £443.


As mentioned earlier, thanks to the award of a £54,600 UKSPF grant towards a £68,000 project the Committee was able to undertake major improvements to the hall, expanding storage, adding an accessible door into the main hall, creating outdoor space, and installing secure bike storage. The total cost of the project was £70,082. The contribution from Village Hall funds was £15,682.

This combined with the small surplus from other income result in an overall deficit of just over £15,000.

## Section G – Declaration

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 EUXINGTON	
Position (eg Secretary, Chair, etc)	CHAIR	

Date

24.11.25

**BISHOP BURTON VILLAGE HALL**  
**STATEMENT OF ACCOUNTS 16/2/24 TO 15/2/25**

	<u>2024/25</u>	<u>2024/25</u>	<u>2023/24</u>
<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
<b>RECEIPTS</b>			
Fund raising	769.79	769.79	627.63
Lettings	9,918.99	9,918.99	9,696.38
Donation	0.00	0.00	1,200.00
Car Parking	300.00	300.00	220.00
Events	5,625.75	5,625.75	6,225.12
UKSPF Grant	54,400.00	0.00	54,400.00
	<u>54,400.00</u>	<u>16,614.53</u>	<u>71,014.53</u>
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<b>PAYMENTS</b>			
Equipment	2,866.80	2,866.80	0.00
Repairs & Maintenance	1,325.97	1,325.97	989.84
Cleaning	2,332.50	2,332.50	2,202.00
Gas	2,450.68	2,450.68	1,898.87
Electric	2,285.40	2,285.40	1,299.51
Water	412.78	412.78	373.80
Telephone	512.39	512.39	534.42
Insurance	598.77	598.77	526.67
Events	2,844.92	2,844.92	3,133.14
Admin	541.66	541.66	318.31
UKSPF Project Costs	54,400.00	15,681.80	70,081.80
	<u>54,400.00</u>	<u>31,853.67</u>	<u>86,253.67</u>
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Balance as at 16/2/24	66,475.33	Balance b/f	59,782.76
Receipts	71,014.53	Receipts	17,969.13
Payments	86,253.67	Payments	11,276.56
Balance at 15/2/25	<u>51,236.19</u>	Balance c/f	<u>66,475.33</u>

Balance per bank statement 15/2/25	51,353.00	Year end balance per bank	66,852.45
less:unpresented cheques	377.12	less:unpresented cheques	377.12
add:uncredited lodgements	260.31	add:uncredited lodgements	0.00
Balance as at 15/2/25	<u>51,236.19</u>	Balance per accounts	<u>66,475.33</u>

Prepared by:

Date:



12/11/25

Margaret Hebb, Treasurer

Reviewed by:

Date



12/11/25

Amanda Day FCCA

Approved by the Trustee on behalf of all Trustees



24.11.25

**BISHOP BURTON VILLAGE HALL - ASSETS**

Village Hall building - including fixtures eg boiler, windows doors etc.  
Tables  
Chairs  
Kitchen white goods etc - water boiler, dishwasher  
hot cupboard, drinks coolers, fridge  
Kitchen equipment - crockery (for 100), glasses (for 100)  
cutlery (for 100), cooking equipment etc etc  
Security lights  
Notice boards - bus shelter; pavement board.  
Performance equipment - Stage, lighting rig and lights,  
microphone, juggler, curtains, uplighters