

**Trustees' Annual Report for the period**

| Period start date |     |       |      | Period end date |     |       |      |
|-------------------|-----|-------|------|-----------------|-----|-------|------|
|                   | Day | Month | Year |                 | Day | Month | Year |
| From              | 01  | 10    | 2024 | To              | 30  | 09    | 2025 |

Office of the Scottish Charity Regulator

**Reference and administration details**

**Charity name**  
**Other names charity is known by**

**Registered charity number**

**Charity's principal address**

Luthrie Village Hall

SC028458

Luthrie Village Hall

Luthrie

Fife

Postcode KY15 4NU

**Names of the charity trustees on date of approval of Trustees' Annual Report**

|    | Trustee name       | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|--------------------|-----------------|-----------------------------------|---|
| 1  | John MacIver       | Convenor        |                                   |   |
| 2  | Penny Forsyth      | Secretary       |                                   |   |
| 3  | Gordon Cuthill     | Vice Convenor   |                                   |   |
| 4  | Clive Roberts      |                 |                                   |   |
| 5  | David Johnston     |                 |                                   |   |
| 6  | Charlotte Roberts  | Treasurer       | 18/02/25 – Present                |   |
| 7  | Donald Lothian *   | Trustee         |                                   |   |
| 8  | James Alexander *  | Trustee         |                                   |   |
| 9  | Peter Derbyshire * | Trustee         |                                   |   |
| 10 | Margo Hathorn      |                 |                                   |   |
| 11 | Katie Simm         |                 |                                   |   |
| 12 | Mike Green         |                 |                                   |   |
| 13 | Alison Paul*       | Trustee         |                                   |   |

**Reference and administration details**

**Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)**

| Name           | Dates acted if not for whole year |
|----------------|-----------------------------------|
| Elspeth Barker | 1/10/2024 – 18/2/25               |

## Structure, governance and management

### Type of governing document

The organisation is constituted as an unincorporated association. It is governed by its constitution and is managed by a management committee. The members of the management committee are responsible for the overall governance, strategic direction and administration of the charity.

### Trustee recruitment and appointment

The charity is governed by its constitution and is managed by a management committee, the members of which are elected annually at the Annual General Meeting (AGM) from nominations received at that meeting. The management committee comprises up to ten elected members.

In addition, organisations that make regular use of the hall are entitled to nominate one representative to serve on the management committee. The number of such representatives is balanced by an equal number of elected members to ensure that the interests of the wider community are appropriately represented.

The management committee is responsible for the overall governance and strategic direction of the charity.

The committee appoints four individuals to serve as trustees. The trustees are responsible for holding the heritable property of the charity and for appointing an independent examiner to review the annual accounts and report thereon, in accordance with relevant charity legislation and guidance.

The Minister of the local parish church is entitled, ex officio, to be appointed as one of the trustees.

Trustees appointed by the management committee are identified by an asterisk (\*) in the list of trustees included in this report.

Trustees are appointed by the management committee in accordance with the charity's constitution. In making appointments, the committee seeks to ensure an appropriate balance of skills, experience and community representation.

New trustees are provided with an induction to the charity, including information on their roles and responsibilities as trustees, the governing document, and relevant guidance issued by the Office of the Scottish Charity Regulator (OSCR).

The management committee recognises the importance of ongoing training and support for trustees and, where appropriate, trustees are encouraged to undertake relevant training to enable them to fulfil their duties effectively.

## Objectives and activities

### Charitable purposes

The charity's objective is to operate Luthrie Village Hall for the benefit of the local community. Its principal activity is the management, maintenance and development of the hall, ensuring it provides a safe, accessible and well-maintained facility for use by residents and local organisations.

### Summary of the main activities in relation to these objects

Luthrie Village Hall and its facilities are available for hire by both individuals and organisations for the benefit of residents in the surrounding communities.

The premises comprise a main hall and a smaller lesser hall, both of which are available for hire. In addition, the hall complex includes a kitchen and a committee room, which are made available at no additional cost to those hiring either hall.

The majority of users hire the facilities on a regular basis, typically on a weekly or monthly arrangement, while others make use of the hall on an occasional basis. The hall is also used for a range of one-off events including concerts, parties, wedding receptions and funeral wakes, supporting a wide variety of community activities.

The management committee also makes use of the hall to organise fundraising events throughout the year, including games nights, coffee mornings, concerts and an annual ceilidh. These events contribute to the financial sustainability of the charity while also enhancing community engagement.

## Achievements and performance

### Summary of the main achievements of the charity during the financial period

During the year, Luthrie Village Hall has been well maintained, with a number of repairs and improvements undertaken. These included insulation works, maintenance of the alarm system, and the repainting of car parking lines.

The management committee met on a quarterly basis to oversee the governance and operation of the charity.

A number of fundraising events were held during the year, including coffee mornings and quiz nights. The annual ceilidh also took place on New Year's Eve and was well supported by the local community.

The hall continues to be well used by a range of regular user groups, including a walking group, keep fit sessions, art workshops, a craft club, Tai Chi and Pilates classes, demonstrating its ongoing value as a community facility.

The management committee intends to continue and, where possible, expand its programme of activities and events in order to maximise community participation and benefit.

## Financial review

### Brief statement of the charity's policy on reserves

The charity's funds at the year end represent income received, including grant funding, which has not yet been fully utilised in supporting charitable activities and essential repairs.

At 30 September 2025, the charity held cash balances of £16,478.74 in its bank account and £35 in petty cash.

During the year, the charity received grant funding totalling £989. These funds will be applied to support the ongoing maintenance of the hall and delivery of community activities in line with the charity's objectives.

### Details of any deficit

The activities of Luthrie Village Hall generated a small surplus during the year, reflecting the effective management of the charity's resources. As a result, the total funds held in the bank increased by £11.41

### Donated facilities and services (if any)

The charity's principal asset is Luthrie Village Hall, which is held by the trustees on behalf of the management committee, representing the local community. The hall building and the adjacent land were gifted to the community in 1917, having been originally constructed around 1909. No original cost figures are available.

The hall is currently insured for £1,186,563, ensuring protection of this key community asset.

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*I Macle*

*Gordon H. Cuthill*

Full name(s)

LOAN MACLE

GORDON H CUTHILL

Position (e.g. Chair)

CONVENOR

VICE CONVENOR

Date

31-03-2026

31/3/2026