

## CATTERALL VILLAGE HALL

### REGISTRATION NUMBER 1007196

#### TRUSTEES' ANNUAL REPORT 1 OCTOBER 2022 TO 30 SEPTEMBER 2023

#### **Objectives, Activities and Achievements**

Catterall Village Hall is a small charity responsible for managing and maintaining the village hall for the use of Catterall residents with the object of improving the conditions of life for those residents. The Village Hall and the neighbouring QEII Playing Field owned by Catterall Parish Council, are the only community facilities in the village which has grown significantly in recent years with an influx of new housing.

It is run by a small number of volunteers who are Trustees of the Charity and form the Committee.

In all we do we keep in mind the Charity Commission's guidance on public benefit. We aim to ensure that Catterall Village Hall provides a safe and cost effective place for community, social, recreational and educational activities.

The range of regular activities in this reporting year has included belly dancing, pilates, Catterall Brownies and Catterall Rainbows, modern dance (adults), Coffee Stop, children's dance, baby rhythm time, keep fit, Warm Space, Little Voices (children's acting and singing), Catterall Parish Council, choir, Christian Fellowship group and a twice weekly post office. It has also hosted private events such as children's parties.

No groups have priority or exclusive access (other than the parish council which has a small office in the village hall which is not available to hire by anyone else).

The Committee agreed to take part in Village Halls Week in January by holding an Open Day to show residents the improved facilities. Unfortunately it was not well attended by either user groups or residents.

The Committee continues to manage the hall in as cost effective a way as possible and to invest in the facilities available for the benefit of users.

We now have an online booking facility which saves time for both committee members and hirers. This has been linked to our accounting software so that invoices are generated automatically and reminders sent out regularly until payment is made.

The Committee takes health and safety seriously and ensures that all necessary inspections and testing are carried out on a timely basis. There is a risk assessment for the hall and car park and this is reviewed on a quarterly basis. All inspection and testing certificates are published on the website.

The committee has been successful this year in applying for grants. Catterall Village Hall has received the following:

- National Lottery Awards for All grant of £6,000 for new tables and chairs
- Lancashire County Council Local Member Grants of £300 towards the cost of new furniture and £360 towards new internal notice boards
- Duchy of Lancaster Benevolent Fund grant of £1000 for new furniture
- Wyre Council Cost of Living Grant of £506.32 to subsidise running costs for the period 1 January to 31 March 2023 to avoid the Committee having to increase the hire charge any earlier than necessary.
- Lancashire Environmental Fund grant of £18,500 for the refurbishment of the washrooms.

A new fridge and hoover have been purchased.

The Committee has, at long last, managed to get a Smart Meter fitted in the village hall and this has enabled the full use of the solar panels both for the benefit of the hall directly but also by selling the surplus solar energy generated. This both saves money on energy bills and generates income.

Despite every effort to contain running costs the Committee had to take the decision to make a small increase to hire rates to keep pace with inflation.

### **Additional information**

The Committee is grateful to Towers and Gornall Accountants who independently verified the 2021/22 accounts free of charge.

### **Financial Review**

Review of the charity's financial position at the end of the period	At the end of the financial year (30 September 2023) the closing balance was £17,720
Statement explaining the policy for holding reserves stating why they are held	The committee's policy is to hold reserves of a minimum of £15,000 to ensure sufficient funds to deal with emergency or urgent needs
Amount of reserves held	£15,000
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	None
Explanation of any uncertainties about the charity continuing as a going concern	None

### **Structure, Governance and Management**

Description of charity's trusts:

Type of governing document	Lease and Trust Deed signed 29.11.91 Schedule 1 updated and signed 17.11.21
How is the charity constituted?	Charitable Trust
Trustee selection methods	Trustees are appointed or reappointed at the Annual General Meeting in November

### **Reference and Administrative details**

Charity Name	Catterall Village Hall
Other Name the Charity Uses	None
Registered Charity Number	1007196
Charity's Principal Address	Catterall Village Hall, Garstang Road, Catterall PR3 1XN


## Charity Trustees

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Simon Kirkman	Chair		
Jan Finch	Secretary		
Amy Holland	Booking Secretary		Catterall Brownies
Debbie Clift	Treasurer		Catterall Rainbows
Carl Boardman			
Joan Mackenzie			Catterall Parish Council
Emma Tyrell			
Tony Maguire		29.11.22 to 20.01.23	

## Declarations

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

Signed on behalf of the charity's trustees

Signature	
Full Name	SIMON KIRKMAN
Position	CHAIRMAN
Date	14 / 12 / 2023

CATTERALL VILLAGE HALL

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UNAUDITED FINANCIAL ACCOUNTS

FOR THE YEAR ENDED

30<sup>th</sup> SEPTEMBER 2023

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Wyre Accountancy Services  
Accountants & Business Advisors  
Lancashire

Catterall Village Hall  
Unaudited Financial Accounts  
For The Year Ended 30<sup>th</sup> September 2023

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	3	Independent Examiner's Report
	4	Income & Expenditure Account
	5	Balance Sheet
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Catterall Village Hall  
Trustees Report  
For The Year Ended 30<sup>th</sup> September 2023

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The trustees are pleased to present their annual directors' report together with the consolidated accounts for the year ended 30<sup>th</sup> September 2023. The financial statements comply with the Charities Act 2011, and Accounting and Reporting by Charities: Statement of Recommended Practice (2005) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

TRUSTEES

Mr CN Boardman  
Mrs DJ Clift  
Ms JE Finch  
Mrs AJ Holland  
Mr SG Kirkman  
Mrs JM MacKenzie  
Mr K O'Hanlon (Resigned 29<sup>th</sup> November 2022)  
Mr A McGuire (Appointed 29<sup>th</sup> November 2022, Resigned 20<sup>th</sup> January 2023)  
Ms EL Tyrell (Appointed 29<sup>th</sup> November 2022, Resigned 28<sup>th</sup> November 2023)

REGISTERED CHARITY NUMBER

1007196

PRINCIPAL ADDRESS

32A Cock Robin Lane  
Catterall  
Preston  
PR3 1YL

INDEPENDENT EXAMINERS

Wyre Accountancy Services  
Accountants & Business Advisors  
4 Brockholes Way  
Claughton on Brock  
Preston  
PR3 0PZ

**Governing Document**

The charity is governed by its governing document, a deed of trust. It is registered as an unincorporated charity with the Charity Commission.

**Risk management**

The trustees have a risk management strategy which comprises of an annual and ongoing review of the principal risks and uncertainties that the charity faces and the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

By order of the board of trustees  
Mr SG Kirkman  
28th November 2023

Catterall Village Hall  
Independent Examiners Report to the Trustees of  
Catterall Village Hall  
For The Year Ended 30<sup>th</sup> September 2023

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I report on the accounts of the company for the year ended 30<sup>th</sup> September 2023, which are set out on pages 4 to 7.

**Respective responsibilities of Trustees and Independent Examiner**

The trustees are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for the year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income is less than £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act
- to follow the procedure 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 the independent examiners report**

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 trustees concerning 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 Examiners Report**

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:

- a. to keep accounting records; and
- b. to prepare accounts which accord with the accounting records and comply with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Wyre Accountancy Services  
Accountants & Business Advisors  
4 Brockholes Way  
Claughton on Brock  
Preston  
PR3 0PZ

28th November 2023

Catterall Village Hall  
Income & Expenditure Account  
For The Year Ended 30<sup>th</sup> September 2023

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	Notes	2023 £	2022 £
<b>INCOME</b>			
Charitable Activities		12,573	10,207
Grant Income		19,966	2,967
Compensation		800	-
Investment Income		<u>202</u>	<u>110</u>
Total Incoming Resources	2	33,541	13,284
<b>EXPENDITURE</b>			
Expenditure on Charitable Operations	3	<u>40,953</u>	<u>20,164</u>
NET INCOME/EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR		(7,412)	(6,880)
<b>RECONCILIATION OF FUNDS</b>			
Total Funds Brought Forwards		25,132	32,012
Total Funds Carried Forwards		<u>£ 17,720</u> =====	<u>£ 25,132</u> =====

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All income and expenditure derives from continuing operations.

The statement of financial activities includes all gains and losses recognised in the year

Catterall Village Hall  
Balance Sheet  
At 30<sup>th</sup> September 2023

	Note	2023		2022
		£	£	£
<b>CURRENT ASSETS</b>				
Debtors	4	628		1,608
Cash at bank and in hand		17,320		23,562
		<u>17,948</u>		<u>25,170</u>
<b>CREDITORS: Amounts falling due within one year</b>				
	5	228		(36)
<b>NET CURRENT ASSETS</b>		<u>17,720</u>		<u>25,132</u>
<b>NET ASSETS</b>		<u>£ 17,720</u>	£	<u>25,132</u>
<b>FUNDS OF THE CHARITY</b>				
Unrestricted Income Funds		<u>17,720</u>		<u>25,132</u>
<b>ACCUMULATED FUNDS</b>		<u>£ 17,720</u>	£	<u>25,312</u>

The financial statements were approved by the trustees on 28th November 2023 and signed on their behalf by:

Ms JE Finch - Trustee



Mr CN Boardman - Trustee



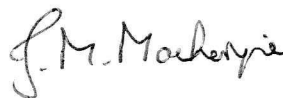
Mrs DJ Clift - Trustee



Mrs AJ Holland - Trustee



Mrs JM MacKenzie - Trustee



Mr SG Kirkman - Trustee



The notes on pages 6 to 7 form part of these financial statements

Catterall Village Hall

Notes to the Accounts  
For The Year Ended 30<sup>th</sup> September 2023

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1. ACCOUNTING POLICIES

1a. Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting for Charities: Statement of Recommended Practice. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

1b. Income recognition policy

Items of income are recognised and included in the accounts when all the following criteria are met:

- The charity has entitlement to the funds
- Any performance conditions attached to the item of income has been met or are fully within the control of the charity
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

1c. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally on notification of the interest paid or payable by the bank.

1d. Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations which the donor has specified are to be used for particular areas of the charities work.

2. INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Room Hire	12,573	10,207
Compensation	800	-
Grants - Income	19,866	2,967
Interest	202	110
	<u>33,541</u>	<u>13,284</u>

Catterall Village Hall

Notes to the Accounts (continued)  
For The Year Ended 30<sup>th</sup> September 2023

3. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2023	2022
	£	£
Rates & Water	136	121
Heat, Light & Power	1,396	1,217
Repairs & Renewals	34,316	15,708
General Insurance	984	750
Post & Stationery	116	133
Sundry Expenses	174	291
Cleaning	<u>3,857</u>	<u>1,944</u>
	<u>40,953</u>	<u>18,076</u>

4. DEBTORS

	2023	2022
	£	£
Trade debtors	628	1,608
	<u>628</u>	<u>1,608</u>
	£ 628	£ 1,608

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade Creditors	228	36
	<u>228</u>	<u>36</u>
	£ 228	£ 36

CATTERALL VILLAGE HALL

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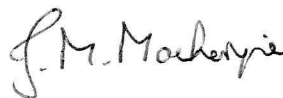
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