

## MCH Chairman's AGM Report

Our bookings have been maintained at a good level overall in 2024/25, with a welcome increase in the more lucrative weekend party bookings. We continue to have a good number of repeat occasional bookings and regular bookings. People have let us know that they like the overall package that we offer and also our flexibility and helpfulness. We have maintained a high review rating on Google Business Reviews - 4.5 out of 5 stars as in the previous year.

We've unfortunately lost one of our long-term regular hirers, Sue Lisette. Sue has decided to stop her classes due to falling numbers. Sue is also a trustee, but will seek to retire/be replaced at this AGM. Our sincere thanks to Sue for both her patronage and support as a trustee.

Our financial position can best be described as 'stable(ish)' at present, though our Treasurer will describe our position in more detail in his AGM report. However we do not have any large surplus to embark on e.g. major capital works. Ideally we would be better funded to do such works, to ensure that the hirers continue to enjoy a good experience.

This coming year we face the significant challenges of replacing David and Pat Embery, who will be retiring from their roles by the 2026 AGM at the latest. Trustee Martyn Shakespeare has volunteered to take over as Treasurer. David, Martyn and I will be starting the handover process in May. However we have not had any real interest in the other two roles - Hall Manager and Booking Secretary. If we cannot recruit soon, we may have to look at changes in the way we operate to remain viable. e.g. offering a larger financial package for the Booking Secretary role. As I said last year "We have good facilities and a good reputation". However the facilities (and the administration) will not run themselves!

Our Vivoclean cleaning contract, started 1 July 2024 is been a success. We are paying similar costs to the previous contract, but receiving a considerably better service/value for money.

We continue to run our Community Quizzes four times a year. They are popular (almost always fully booked within a week) and successful. They raise between £500-£600 per event for MCH funds, helping to defer increases in hire fees.

I am prepared to continue as Chairman if re-elected and to do my best to address the challenges I've highlighted.

With a big thank you to all of you and to our quiz volunteers for all the help and support during the 2024/25 year.

Ian Read  
Chairman  
Martlesham Community Hall

**Martlesham Community Hall and Richards Room  
Accounts**

**1<sup>st</sup> February 2024 to 31<sup>st</sup> January 2025**

Registered Charity Number 1009602

**Treasurer  
DWA Embery  
Martlesham Community Hall Management Committee  
Felixstowe Road  
Martlesham  
Woodbridge  
IP12 4PB**

**Independent Examination of Accounts**

**Blooming Balance Limited  
69 Century Drive  
Kesgrave  
Ipswich  
Suffolk  
IP5 2EL**

**Martlesham Community Hall and Richards Room  
Financial Statement**

**1<sup>st</sup> February 2024 to 31<sup>st</sup> January 2025**

<Registered Charity Number 1009602>

**Opening CAF Bank Balance  
1<sup>st</sup> February 2024**

**CAF Bank**

General Account Number 00014968 <Statement Sheet 209 Page 3>	£ 6,469.74
Saving Account Number 00091702 <Statement Sheet 210 Page 1>	£15,393.94
<b>CAF Bank Balance &lt;1<sup>st</sup> February 2024&gt;</b>	<b>£21,863.68</b>

**General Account**

<Number 00014968>

**1<sup>st</sup> February 2024 to 31<sup>st</sup> January 2025**

**Income 2024/25**

<b>Payment Slips/On-line Payments</b>	<See Cash Book>	<b>£ 56,113.43</b>
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**Expend 2024//25**

<b>Online /Standing Order Payments</b>	<See Cash Book>	<b>£58,203.55</b>
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**Expend over Income 2024/5**

Expend	£58,203.55
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Income	£56,113.43
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<b>Balance Expend over Income</b>	<b>- £ 2,090.12</b>
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Opening General Account Balance 1 <sup>st</sup> February 2024	£ 6,469.74
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Expend over Income 31 <sup>st</sup> January 2025	- £ 2,090.12
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<b>General Account Balance 31<sup>st</sup> January 2025</b>	<b>£ 4,379.62</b>
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**Saving Account**

<Number 00091702>

**1<sup>st</sup> February 2023 to 31<sup>st</sup> January 2024**

Opening Balance 1 <sup>st</sup> February 2024	£15,393.94
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Bank Interest 2024/25	£ 382.93
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<b>Saving Account Balance 31<sup>st</sup> January 2025</b>	<b>£ 15,776.87</b>
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**Closing CAF Bank Balance  
31<sup>st</sup> January 2025**

**CAF Bank**

General Account Number 00014968 <Statement Sheet 220< Page 3>	£ 4,379.62
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Saving Account Number 00091702 <Statement Sheet 221 <Page 1>	£15,776.87
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<b>CAF Bank Total Balance &lt;31<sup>st</sup> January 2025&gt;</b>	<b>£20,156.49</b>
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**Martlesham Community Hall and Richards Room  
General Account  
Financial Activities**

**1<sup>st</sup> February 2023 to 31<sup>st</sup> January 2024**

<Registered Charity Number 1009602>

<b>Income</b>	<b>Year 2024/25</b>	<b>Year 2023/24</b>
Community Hall Hire Fees	£28,172.00	£25,520.00
Richards Room Hire Fees	£19,406.50	£17,640.00
Error Payment <RR2101>	£2,011.00	Nil
Donations/Sold items/Legacies	£4,065.18	£300.17
Community Hall Quiz Evenings	£2,441.70	£507.20
Bank Interest	£17.05	£17.37
<b>Total Income</b>	<b>£56,113.43</b>	<b>£43,984.74</b>

<b>Expenditure</b>	<b>Year 2024/25</b>	<b>Year 2023/24</b>
Contract Cleaning	£31,853.93	£28,340.98
Cleaning Consumables	£716.62	Nil
Building Insurance	£1,323.88	£1,419.59
Electricity <Light and Heat>	£10,271.20	£11,529.78
Anglian Water	£1,752.00	£2,209.29
Electrical Remedial works and Test Certification	£307.48	£1,740.14
Fire Safety Inspection	£216.00	£210.00
Booking Secretary	£1,500.00	£1,500.00
Stationery and Stamps	£34.85	£22.88
Accountancy Fees	£540.00	£444.00
Performing Rights Licence <Music PRS Licence>	£500.31	£476.63
Telephone/Broadband/Wi-Fi	£504.98	£794.52
Building /Refurbish works	£3,692.58	£540.00
Community Hall Quiz Materials	£173.81	£146.53
Equipment/Furnishings	£577.96	£51.82
Maintenance and Repair	£75.32	£227.34
Plumbing and Drainage	£582.18	£488.60
Refuse Collection	£507.60	£313.78
Window /Gutter Cleaning	£337.00	£125.00
Miscellaneous/Sundries	£95.10	£319.00
Returned cheques/Deposits	£2,580.00	£421.17
Bank Account Fee	£60.75	£60.75
<b>Total Expenditure</b>	<b>£58,203.55</b>	<b>£51,381.40</b>

**Supporting Documents**

1. General and Savings Account Cash Book Page 1-12
2. General Account Item Expenditure 2024/25
3. General Account Monthly Cash Flow 2024/25
4. Community Hall Hire Fee Ref 4,000 to 4,232
5. Richards Room Hire Fee Ref 2,000 to 2,203
6. CAF Bank Statements General Account No 00014968 Page 209 Sheet 3 to Page 222 Sheet 34
7. CAF Bank Statements Saving Account No 00091702 Page 210 Sheet 1 to Page 222 Sheet 1
8. CAF Bank General Account Pay In-Book No 11< Slips 000601 and 000602> Code Book 000661 to 000700
9. Income Payment sheets 1-3
10. Expenditure Receipts
11. Quiz Balance Sheets
12. List of Trustee's 2025

## Martlesham Community Hall and Richards Room

### Reconciled Assets Less Liabilities

<Advanced Payments >		<Outstanding Payments>	
Banked 2024/25	Amount	Ref	Amount
CH 4128	£63.00	CH 4091	£60.00
CH 4147	£42.00	CH 4114	£80.00
CH 4190	£180.00	CH 4166	£84.00
CH 4191	£126.00	Woodland Supplies	
CH 4212	£222.00		
CH 4227	£42.00		
RR 2162	£42.00		
RR 2164	£42.00		
RR 2197	£42.00		
RR2203	£42.00		
<b>Total</b>	<b>£843.00</b>	<b>Total</b>	<b>£224.00</b>

CAF Bank Balance <See Page 2>	£20,156.49
Outstanding Payments for 2024/25	£ 224.00
Advanced payments for 2025/26	-£ 843.00
<b>Reconciled Balance 31<sup>st</sup> January 2025</b>	<b>£19,537.49</b>
<b>Confectionary Stock from Quiz 7<sup>th</sup> December 2024</b>	<b>£21.00</b>

#### Treasurers Comment

1. The Assets are monetary only, as the property is leased from Martlesham Parish Council and all fixtures/fittings are written off annually
2. It is not possible to calculate the Richards Room and Community Hall expenditure separately, as some common expenditure <Cleaning costs>, are charged to the same invoice.
3. I recommend a special meeting is convened should our working capital drop below £15,000.
4. The hire fees are fixed at the discretion of the Trustees, which I recommend is reviewed at the first meeting after the AGM.

DWA Embery  
February 2025

Treasurer 2024/25  
Martlesham Community Hall Management Committee.



**Independent Examiner's Report to the Trustees of  
Martlesham Community Hall**

**Independent examiner's report to the trustees of Martlesham Community Hall**

I report to the charity trustees on my examination of the accounts of Martlesham Community Hall (the Trust) for the year ended 31 January 2025.

**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 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act;  
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Jonathan Pocock

Blooming Balance Limited  
69 Century Drive  
Kesgrave  
IP5 2EL

31<sup>st</sup> March 2025