

Charity registration number: 1016958

Colwall Village Hall

Annual Report and Financial Statements
For the Year Ended 31st March 2025



The Practice
Chartered Management Accountants
2 New Street
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Colwall Village Hall

Annual Report of Colwall Village Hall Management Committee

Year ending 31 May 2025

Colwall Village Hall is a registered Charity (No 1016958) established by the trust deed dated 15th January 1993. The Charity was established to manage the facility for the community and thereby enhance village and community life for the inhabitants of Colwall and its environs through their use of the Hall.

The address of the charity is Mill Lane, Colwall, Malvern, Worcs, WR13 6EQ

The day to day running and upkeep of the Village Hall is the responsibility of the trustees (Village Hall Management Committee). There are nine trustees, five of whom are elected for a maximum period of five years, two appointed by the parish council plus one representative of the Church Room Trustees (landlord of the village hall) and one representative of the Colwall Players (major user of the hall). A Secretary and Treasurer are appointed by the committee, neither of whom need necessarily be a member of the committee (trustee). A chairman and vice-chairman of the committee are elected for the following year, at the first committee meeting after the AGM held in June each year. The Management Committee can appoint a maximum of 2 co-opted members during the year. All trustees act voluntarily as required by the Charities Act, although they will receive recompense for any purchases made by them necessary to the running of the hall.

There have been a number of changes in the Management Committee this year by virtue of resignations and currently we are below the target of nine trustees. At the time of writing, the members and the body they represent (where applicable) were:

Keith Pieri: Chairman - Parish Council
Iain Young: Vice-Chairman - elected
Rod Lane: Secretary - elected
Fred Bentley: Treasurer - elected
Maria Lock: Booking Clerk
Irene Bentley: Colwall players
Phil Probert - Parish Council
Rev. Melanie Horton: The Church Room Trustees - landlord

The hall is available for hire by organisations and individuals in accordance with a standard hire agreement, subject to the nature of the event sitting within the remit of the hall's charitable aims, at the scale of charges current at the time. These charges are reviewed annually and designed to make the hire of the venue competitive with similar venues and to keep in step with inflation. There are discounted rates for regular users and volunteer-led educational purposes.

The scale of charges is set with the aim that the operation is self-financing but to provide a modest surplus over and above normal running costs, which is then transferred into the dedicated reserves fund for renovations or purchases.

The charity has no employees but pays for services on an as need basis. While we previously had an independent caretaker, we have over the year been asking regular groups to set out their own tables, chairs etc as is the practice in many other halls. For one-off parties and

other functions, help may still be provided where necessary.

The officers of the management committee are responsible for all administrative duties and confer regularly by electronic means to make decisions on the day-to-day running.

The full management committee meets typically every month to review the overall status and for forward planning but may also meet/vote electronically where a decision on some matter needs to be made urgently.

The Hall is available to hire throughout the year. Regular users this year, have been typically: the Colwall Players (local amateur dramatics group) the Horticultural Society, the Village Society, the Arts Society (Malvern Hills), The Ladies' Club, a Bridge club, an Indoor Bowls club, Pilates, Strengthology and Yoga groups, Art Classes, Dance Classes, Admiral's Café (dementia support group), Colwall Flicks and the Colwall Parish Council. Children's parties regularly take up slots at the weekends together with wedding receptions and full-day events.

During the year we funded some minor repair work to the car park. We also had the village hall floor resurfaced. We continue to monitor the available grants for improvements to village halls. With the continuing dramatic increase in energy costs we have had to raise our hire rates proportionately.

We have undertaken an upgrade to an online booking system called Hallmaster which, after some teething problems, now appears to be working efficiently.

The hall continues to be a popular and well-used facility, witness that we have very few weekday slots now available to hire. We are very lucky in that, unlike some other village halls, we do not seem to have to work hard to promote the venue as presumably our reputation and facilities speak for themselves and potential hirers come to us. We do of course have a list of projects we would like to pursue or purchases we would like to make and our long term planning continues to develop.

Colwall Trustees
June 2025

Independent Examiner's Report to the Trustees of Colwall Village Hall

I report on the accounts of Colwall Village Hall, Charity (No.1016958), for the year ended 31st March 2025, which are set out on pages 5 to 7.

Respective responsibilities of the Trustees and examiner

As Trustees you are responsible for the preparation of the accounts. You consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the 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 you, as Trustees, concerning any 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 examiner's statement

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 Trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Charities Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act; or
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Andrew Tannatt Nash FCMA MBA

The Practice
2 New Street
Ledbury
Herefordshire HR8 2DX
15th January 2026



COLWALL VILLAGE HALL

Income and Expenditure for year ended 31st March 2025

<u>OPERATING INCOME</u>	<u>2024/25</u>	<u>2023/24</u>
Bank Interest	813	706
Donations Grants	1088	11,093
Electricity Feed-in Tariff	906	805
Equipment Hire	0	125
Lettings	30,007	25,650
Miscellaneous Income	720	
	<u>33,534</u>	<u>38,379</u>
 <u>OPERATING EXPENDITURE</u>		
Administration	1,018	22
Annual Service Contracts Licences	1,094	969
Bank Charges	60	90
Caretaker Cleaner	3,879	3,722
Crockery Glassware replacement	0	0
General Maintenance Supplies	2,455	4,037
Ground rent lease		
Insurance	1,574	3,008
Performing Rights Levy		
Utilities	8,283	8,600
	<u>18,363</u>	<u>20,448</u>
Operating surplus/deficit	15,171	17,931
 NON-OPERATING INCOME		
	0	0
 NON-OPERATING EXPENDITURE		
Capital Expenditure	3,090	19,364
Equipment replacement	622	2,263
Non-Operating Surplus/Deficit	<u>-3712</u>	<u>-21,627</u>
Net Surplus/Deficit	<u>11,459</u>	<u>-3,696</u>

COLWALL VILLAGE HALL
Asset Statement as at 31st March 2025

	<u>2024/25</u>	<u>2023/24</u>
<u>Notes</u>	<u>£</u>	
Net Assets at 01 April 2024	42,519	46,215
Net Surplus/ Deficit	<u>11,459</u>	<u>-3,696</u>
Net Assets at 31 st March 2025	53,978	42,519
 <u>Represented by:</u>		
Bank Account Current	20,603	9,924
Deposit (Savings) Account	<u>33,375</u>	<u>32,595</u>
	53,978	42,519

COLWALL VILLAGE HALL
Notes to the Accounts for the year ending 31st March 2025

1. Accounting policies

General

The financial statements have been prepared under the cash accounting method in accordance with the provisions of the Charities Act 2011 and the applicable guidelines issued by the Charity Commission for England and Wales. The accounts are prepared on a receipts and payments basis, with transactions recorded at the point cash is received or paid out.

Receipts and Payments Basis:

Income is recorded when received, not when earned.

Expenditure is recorded when paid, not when incurred.

Fixed Assets

Fixtures, fittings, equipment and small improvements to Land and Buildings have traditionally been purchased from the designated fund for this purpose, amassed from fundraising efforts. They are written off in the year of purchase. However, the Committee has now decided to transfer any remaining balance from the annual surplus on the General Operations Account (remaining after the annual transfer to the Repairs Reserve Fund) to meet such expenses. These assets are insured to the value of £71,398.

Restricted and Unrestricted Funds:

The charity maintains records of restricted and unrestricted funds. Restricted funds are used in accordance with the donor's wishes, while unrestricted funds are used at the discretion of the trustees for the general purposes of the charity. Transfers between funds are recorded as cash movements.

Grants and Donations:

Grants and donations are recognised as income when received. Any grant conditions or performance obligations are disclosed separately if material to understanding the charity's financial position.

Going Concern:

The trustees consider the charity to be a going concern, with adequate resources to continue operations for the foreseeable future.

2. Legacy. The Legacy of £10,000, received in 1997, has now been fully spent.

3. Trustees remuneration and expenses

No remuneration, directly or indirectly, was paid, or was payable, out of the funds of the charity to any trustee or to any person, or persons known to be connected, with any trustee during the year. No reimbursement of expenses has been made or is due to be made.