POTTEN END VILLAGE HALL CIO

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2025

The Trustees present their report and financial statements for the year ended 31 December 2025.

The Potten End Village Hall land and buildings were originally the subject of a settlement by the late Miss S R Courtauld in 1928 and held by the National Council for Voluntary Organisations (NCVO) as the Official Custodian Trustee of it.

On 13 January 2017 the Trustees of Potten End Village Hall set up a Charitable Incorporated Organisation (CIO) with the Charity Commission (registered number 1171110). The unincorporated charity (registered number 302446) passed a resolution on 8 October 2018 to transfer all assets and liabilities to the new CIO.

The Official Custodian decided to withdraw from acting as 'Custodian Trustee' for the property and pass responsibility to the CIO. Transfer of the legal title was completed in May 2019 and the property is included in the accounts at a deemed carrying value of nil based on the original gift. A professional market valuation has not been sought but for insurance purposes the property has been revalued by us on a reinstatement basis of in excess £1.4M as at 31 December 2025.

The following were Trustees during and at the end of the financial year:

		Appointing organisation
Mr Michael A Wallis	Chair of Trustees	co-opted
Mrs Lynda Clarke	Honorary Secretary	co-opted
Mrs Valerie Gunn	Honorary Treasurer	co-opted
Mr Brendan Minahan	Honorary Buildings Adviser	co-opted
Mr David Grimsdale		Parish Council
Mrs Jane Hazzard		Church Women's Fellowship
Ms Sara Raybould		Holy Trinity Parochial Church Council
Mr Edward Rochford appointed 31 January 2025		Potten End Bowls Club,
Mrs Pat Gale		Independent Villager
Mr Daniel Taylor appointed 3 February 2025		Independent Villager
Mr Christopher Grimsdale appointed 19 November 2025		co-opted

Mrs Valerie Gunn also represents Ashridge DFAS.

As at 31 December 2024 no representative had been put forward by Berkhamsted Strathspey & Reel Club, Potten End Scouts Group, Women's Institute or Brownies and Guides, hence the co-option of Mr Daniel Taylor. Mr Christopher Grimsdale has been appointed to succeed Mr Brendan Minahan when he retires from the charity at the 2026 Annual General Meeting.

Honorary Life

Mrs Val Cole

Caretaker Manager and Designated Premises Supervisor - Mr Gary Brennan

Independent Examiner - Mr Grant Franklin ACA

Bankers - National Westminster Bank Plc, High Street, Berkhamsted, Herts.

POTTEN END VILLAGE HALL CIO

ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2025 (Continued)

Objects, organisation and activities

The objects of the CIO, which mirror those of the 1928 Settlement are to allow the Village Hall Premises to be used for the purposes of physical and mental recreation and social and intellectual development for the benefit of the inhabitants of Nettleden with Potten End Parish. The Hall is available for hire in accordance with a standing hire agreement and on a scale of charges determined by the Trustees. It is intended that the income from hiring should be sufficient to cover all outgoings for the running and maintenance of the Hall.

The Trustees delegate to the Caretaker Manager the day-to-day running of the Hall, including the taking of bookings and cleaning. He has also been appointed to be the Designated Premises Supervisor as defined in the Licensing Act 2003. The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the aims and objectives of the CIO and in planning its future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The five-year Business Plan sets out how the Village Hall sets out the key objectives of it, evaluated by:

- Maintaining a programme of sound Governance processes
- Delivering a Financial Plan that aims to generate sufficient funds to meet all expenditure in connection with the Village Hall
- Carrying out a programme of building maintenance activities
- Delivering a Marketing Plan that aims to ensure local inhabitants and other potential users are aware of the benefits of using Potten End Village Hall
- Ensuring that the Hall's facilities are up to date and fit for purpose
- Support and management to employees

Review of activities

A budget was agreed for 2025 projecting income from lettings of £32,000 which was reviewed at each of the trustee meetings. The lettings outcome was ahead of this at £34,222 due to continued good demand for wedding receptions and parties.

The Village Hall continues to play a key role with the Parish Council and Holy Trinity Church in organising events for the village.

Overall income was £40,584 against budget of £36,600, so a satisfactory outcome for the year.

Total expenditure before depreciation of £39,094 was ahead of budget at £36,559 by £2,535. A budget of £3,060 had been set aside for Repairs and Maintenance but this was exceeded by £5,582 principally as a result of expenditure of £2,844 on the Security and Fire System and Heating System maintenance which were unexpected but necessary.

The three-year contracts with Crown Gas & Power and EDF Energy finished 29 November 2024 for Gas and 31 December 2024 for electricity. This had shielded us from the substantial global increase seen in energy costs. New Contracts were entered into with Yu Energy for two years: Gas 30 November 2024 to 29 November 2026 and Electricity 1 January 2025 to 31 December 2026. Expenditure was £9,009 against a budget of £12,000, offsetting the additional expenditure on Repairs and Maintenance.

Reserves remain at a healthy level with investments maintained with the COIF Charities Investment Fund showing a small decrease to £27,028 and with the Charities Deposit Fund £23,837. A major project has been agreed to refurbish the kitchen in the Caretaker Manager accommodation once funds allow with Grant Funding of £500 agreed towards this from the Parish Council.

Overall, the Trustees are satisfied that the CIO's financial position continues to be sound and adequate to meet its objectives. They recognise the need to carefully monitor continually rising general costs but at the same time ensure that the Hall is maintained to a satisfactory level. The 5 Year Business Plan focuses on ways of increasing revenue by increased usage of the Hall and from regular income from residents of the parish who wish to donate to the charity through the Friends of Potten End Village Hall.

Reserves and Risk Management Policy

The Trustees historically have sought to hold a minimum of 6 months annual running expenses in the General Fund, and this has been maintained.

The Trustees receive financial reports at each of their meetings during the year and compare actual performance to that budgeted at the beginning of the year. The Trustees have considered the major risks to which the charity may be exposed and are satisfied that systems are in place to mitigate exposure to those risks.

Trustees and Officers

Trustees are nominated by local associated organisations and appointed annually at the AGM. The CIO's officers (Chairman, Secretary and Treasurer) are normally co-opted annually at the AGM or during the year to fill a casual vacancy.

Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, and applicable Charities (Accounts and Reports) Regulations.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Trustees are grateful to the Independent Examiner, Mr Grant Franklin, for his continued attention to the Charity's affairs.

Approved by the Trustees on 6/6/26 and signed on its behalf by:

(Chairman)

(Treasurer)

POTTEN END VILLAGE HALL CIO

INDEPENDENT EXAMINER'S REPORT TO POTTEN END VILLAGE HALL CIO

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31st December 2025.

Responsibilities and basis of report

As the Charity's Trustees, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement:

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Mr G D Franklin ACA
Chartered Accountant

15/10/2026

POTTEN END VILLAGE HALL CIO

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2025

	Notes	Unrestricted Funds		Restricted Fund	Endowment Fund	2025 Total	2024 Total
		General Fund	Maintenance Fund				
		£	£		£	£	£
INCOME							
Income from lettings		34,222	-	-	-	34,222	34,607
Income from investments	2	-	794	-	-	794	773
Deposit interest	2	-	977	-	-	977	1,259
Fundraising events		4,141	-	-	-	4,141	3,063
Donations and legacies	7	300	-	-	-	300	1,100
Other income	8	150	-	-	-	150	3,390
TOTAL INCOME		38,813	1,771	-	-	40,584	44,192
EXPENDITURE							
Village hall running expenses:							
Caretaker's salary		12,098	-	-	-	12,098	11,879
Water rates		1,366	-	-	-	1,366	1,089
Light and heat		9,009	-	-	-	9,009	6,392
Telephone and internet		879	-	-	-	879	727
Insurances		2,335	-	-	-	2,335	2,045
Licences		701	-	-	-	701	698
Repairs and maintenance	9	8,642	-	-	-	8,642	14,723
Equipment & replacements	10	-	-	-	-	-	191
Laundry and cleaning		2,908	-	-	-	2,908	3,411
Sundry expenditure (inc IT costs)		910	-	-	-	910	970
Depreciation		2,564	-	2,687	-	5,251	5,251
Donation from fundraising		246	-	-	-	246	-
TOTAL EXPENDITURE		41,658	-	2,687	-	44,345	47,376
NET (EXPENDITURE)/INCOME BEFORE GAINS/LOSSES ON INVESTMENTS		(2,845)	1,771	(2,687)	-	(3,761)	(3,184)
NET PROFIT ON INVESTMENTS							
PROFIT ON REVALUATION							
Unrealised	6	-	(1,359)	-	-	(1,359)	627
NET (EXPENDITURE)/INCOME		(2,845)	412	(2,687)	-	(5,120)	(2,557)
FUNDS BROUGHT FORWARD		24,833	54,596	26,608	600	106,637	109,194
TRANSFER BETWEEN FUNDS		-	-	-	-	-	-
FUNDS CARRIED FORWARD	6	21,988	55,008	23,921	600	101,517	106,637

The notes on pages 7 to 10 form part of these accounts

POTTEN END VILLAGE HALL CIO
BALANCE SHEET AS AT 31ST DECEMBER 2025

	Notes	£	2025 £	2024 £
TANGIBLE FIXED ASSETS				
Land and buildings	3		-	-
Extension to building	3		-	-
Heating system	3		2,944	5,889
Windows	3		32,335	34,093
Cottage windows	3		12,607	13,155
Investments	3		27,028	28,387
			74,914	81,524
CURRENT ASSETS				
Debtors and Prepayments	4	3,767		4,342
Charities Deposit Fund		23,837		22,860
Cash at bank and in hand		5,638		6,633
			33,242	33,835
CURRENT LIABILITIES				
Creditors	5		(6,639)	(8,722)
NET CURRENT ASSETS			26,603	25,113
NET ASSETS			101,517	106,637
FUNDS				
Unrestricted Income funds				
General Fund	6		21,988	24,833
Maintenance Fund	6		55,008	54,596
			76,996	79,429
Restricted Income funds				
Restricted Fund	6		23,921	26,608
Endowment Fund	6		600	600
TOTAL FUNDS			101,517	106,637

The notes on pages 7 to 10 form part of these accounts

Approved by the Trustees on 6/6/26 and signed on its behalf by:

Chairman

Treasurer

1. Accounting convention

The accounts have been prepared under the historical cost convention as modified by the revaluation of investments and are in accordance with FRS 102, Charities Act 2011 and, to the extent that it applies to smaller charities, Charities SORP (FRS 102).

2. Accounting policies

(i) Allocation of income - All income (including realised and unrealised gains or losses) from investments and deposit accounts is credited or debited to the Maintenance Fund when receivable.
(ii) Expenses are accounted for on the accruals basis.
(iii) Investments are stated at their quoted market values at the balance sheet date.

3. Tangible fixed assets

(i)The Village Hall and cottage land and buildings were the subject of a settlement by Miss S R Courtauld made on 28th June 1928 of which The Official Custodian for Charities was the Trustee. On 13th May 2019 the Custodian Trustee transferred the legal title of the Village Hall property to the CIO. The property subject to the transfer was considered to have a negligible carrying value at the date of transfer and is therefore included in the financial statements at a value of nil. Capital expenditure incurred on the building subsequent to the 1928 settlement has been recognised in the relevant years financial statements at cost. Legal title of the Village Hall is held by the CIO as permanent endowment on the same trusts, so far as reasonably practicable, on which the property was held immediately prior to its transfer. The buildings are insured by the CIO for in excess of £1,400,000 based on the estimated reinstatement cost.

(ii) The Hall's Heating system was replaced in 2017. This has been recorded in the accounts at cost and is being depreciated based on an estimated useful economic life of 10 years.

(iii) Replacement of the Hall's windows was completed in 2020. In 2024 the windows of the cottage were replaced. These have both been recorded in the accounts at cost and are being depreciated based on an estimated useful economic life of 25 years.

	2025 £	2024 £
(iv) Capitalised element of costs of extension in 2000		
Cost at 31 December 2025	24,000	24,000
Depreciation at 31 December 2025	24,000	24,000
Net book value at 31 December 2025	-	-
(v) Heating System		
Cost at 31 December 2025	29,449	29,449
Depreciation at 1 January 2025	23,560	20,615
Charge for the year	2,945	2,945
Depreciation at 31 December 2025	26,505	23,560
Net book value at 31 December 2025	2,944	5,889

3. Tangible fixed assets (continued)

	2025 £	2024 £
(vi) Windows		
Cost at 31 December 2025	43,942	43,942
Depreciation at 1 January 2025	9,849	8,091
Charge for the year	1,758	1,758
Depreciation at 31 December 2025	11,607	9,849
Net book value at 31 December 2025	32,335	34,093
(vii) Cottage windows		
Cost at 1 January 2025	13,703	-
Additions	-	13,703
Cost at 31 December 2025	13,703	13,703
Depreciation at 1 January 2025	548	-
Charge for the year	548	548
Depreciation at 31 December 2025	1,096	548
Net book value at 31 December 2025	12,607	13,155
(vii) Investments		
General Fund and Maintenance Funds (Unrestricted)		
At 1 January 2025	28,387	27,760
Revaluations in year	(1,359)	627
At 31 December 2025	27,028	28,387

The Investments are all held in the COIF Charities Investment Fund.

4. Debtors and prepayments

Debtors	703	1,291
Other debtors & prepayments	3,064	3,051
	3,767	4,342

5. Creditors

Accruals & deferred income	1,572	2,231
Deposits in advance	5,067	6,491
	6,639	8,722

6. Analysis of funds

	Opening balances	Net income	Transfers	Investment gains	Closing balances
	£	£	£	£	£
Unrestricted funds - General Fund	24,833	(2,845)	-	-	21,988
Unrestricted funds - Maintenance Fund	54,596	1,771	-	(1,359)	55,008
Restricted fund - Heating system	162	(162)	-	-	-
Restricted fund - Replacement windows	23,816	(2,415)	-	-	21,401
Restricted fund - Replacement windows	2,630	(110)	-	-	2,520
Restricted fund - Endowment Fund	600	-	-	-	600
	106,637	(3,761)	-	(1,359)	101,517

General Fund - This is an unrestricted fund that provides the working capital for the CIO's activities.

Maintenance Fund - This is an unrestricted fund established to provide for any future major costs associated with the building.

Restricted Fund - This relates to donations and grants given towards replacing the heating system and windows.

Endowment Fund - This was given by Miss Courtauld in 1931 to assist in meeting the expenses of the Village Hall, with power to use capital as income.

7. Donations and legacies

	2025	2024
	£	£
Donations	300	1,100
	300	1,100

8. Other income

Local authority award	-	500
ACRE Government Grant for windows	-	2,740
Contribution from Potten End Gardening Club	150	150
	150	3,390

9. Repairs and maintenance

	2025 £	2024 £
Roof repairs	-	220
Electrical work	398	1,639
Security and fire systems	1,176	336
Heating system maintenance	1,668	876
General works (incl. water leaks)	709	287
Lawnmower maintenance	155	75
Grounds maintenance	900	864
Car park	1,020	-
Floor refurbishment	-	7,656
Toilet refurbishment	-	2,770
Interior decorating	2,616	-
	8,642	14,723

10. Equipment & replacements

General replacements	-	191
	-	191

11. Trustee's remuneration

None of the Trustees received any remuneration (2024 - none).

The Trustees were reimbursed for expenses totalling £1,008 (2024: £490) incurred by them on behalf of the CIO.

12. Taxation

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.