CHARITY COMMISSION
FOR ENGLAND AND WALES

# Trustees' Annual Report for the period

**From 01/01/2025 Period start date To 31/12/2025 Period end date**

**Charity name: Upottery Village Hall (The Manor Room)**

**Charity registration number: 1204137**

## Objectives and Activities

| | SORP reference | |
|---|---|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | **THE OBJECTS OF THE CIO ARE THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF UPPOTERY, DEVON AND THE SURROUNDING AREA ('THE AREA OF BENEFIT'0 WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR (A) MEETINGS, LECTURES AND CLASSES, AND (B) OTHER FORMS OF RECEREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.** |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | **The charity provides a village community building (village hall) for the use of the inhabitants of the area for social/recreational/educational purposes at an affordable price.** |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | **The trustees have taken regard to the Charity Commission guidance on Public Benefit.** |

**Additional information (optional)**
You may choose to include further statements where relevant about:

| | SORP reference | |
|---|---|---|
| Policy on grant making | Para 1.38 | **N/A** |
| Policy on social investment including program related investment | Para 1.38 | **N/A** |

| | | |
|---|---|---|
| Contribution made by volunteers | Para 1.38 | **N/A** |
| Other | | **N/A** |

## Achievements and Performance

| | SORP reference | |
|---|---|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | **During the 2025 period the hall was kept in reasonable condition and available to hirers. No significant investments were made apart from to maintain the reasonable condition of the hall.** |

**Additional information (optional)**
You may choose to include further statements where relevant about:

| | | |
|---|---|---|
| Achievements against objectives set | Para 1.41 | **N/A** |
| Performance of fundraising activities against objectives set | Para 1.41 | **N/A** |
| Investment performance against objectives | Para 1.41 | **N/A** |
| Other | | **N/A** |

## Financial Review

| | | |
|---|---|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | **The charity maintained a good level of reserves.** |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | **Reserves are held to enable maintenance and improvement of an old building** |
| Amount of reserves held | Para 1.22 | **31/12/2025 - £30,166** |
| Reasons for holding zero reserves | Para 1.22 | **N/A** |
| Details of fund materially in deficit | Para 1.24 | **N/A** |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | **N/A** |

**Additional information (optional)**
You may choose to include further statements where relevant about:

| | | |
|---|---|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

## Structure, Governance and Management

| | | |
|---|---|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | **Trust Deed** |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | **CIO** |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | **Election to post** |

**Additional information (optional)**
You may choose to include further statements where relevant about:

| | | |
|---|---|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

## Reference and Administrative details

| | |
|---|---|
| Charity name | Upottery Village Hall (The Manor Room) |
| Other name the charity uses | |
| Registered charity number | 1204137 |
| Charity's principal address | The Manor Room<br>Upottery<br>Honiton<br>Devon<br>EX14 9PL |
| | |

**Names of the charity trustees who manage the charity**

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---|---|---|---|
| 1 | Timothy Francis Wigram | Chairperson | 01/01/2025 | |
| 2 | Suzanne Clare Molyneaux | | | |
| 3 | Karen Louise Marshallsay | | | |
| 4 | Marianne Claire Sheard | | | |
| 5 | Edwin John Bartlett | | | |
| 6 | David Reginald Arthur Key | | | |
| 7 | Philip Francis Joyce | Treasurer | | |
| 8 | Susanna Jane Baker | Secretary | | |
| 9 | Cathryn Elizabeth Saul | Secretary | | |
| 10 | Kate Henry. | | 28/02/2025 | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | N/A | |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---|---|---|
| | N/A | |
| | | |
| | | |
| | | |
| | | |

## Funds held as custodian trustees on behalf of others

| | |
|---|---|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | N/A | |
| | | |
| | | |
| | | |

**Name of chief executive or names of senior staff members (Optional information)**

## Exemptions from disclosure

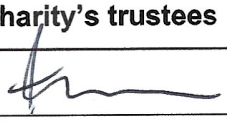
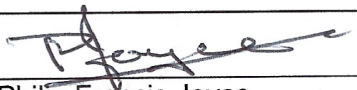
Reason for non-disclosure of key personnel details

## Other optional information

## Declarations

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** |  |  |
| **Full name(s)** | Timothy Francis Wigram | Philip Francis Joyce |
| **Position (eg Secretary, Chair, etc)** | Chairperson | TREASURER |

| | |
|---|---|
| **Date** | 30th September 2026 |

# Upottery Village Hall Committee Meeting Minutes

**Date:** Wednesday 26th August 2026
**Time:** 19:30

**Present:**

- T. Wigram (chair)
- P. Joyce
- S. Molyneaux
- E. Bartlett
- S. Baker
- D. Key
- M. Sheard
- C. Saull

**Apologies:**

- K. Henry
- K. Marshallsay

**1. Matters Arising**

a) Ceramic panel for heating system – TW to contact electrician Damian directly
b) Tap in the ladies' loo – to be fitted by TW
c) Boiler service is booked for 14th September 2026
d) Theatre in the Manor Rooms – MS reported a change of plan; there will be a local production organized by MS in March 2027, and another performed by Mark Carey and his company in October or November 2027.

**2. Finance**

- Treasurer's report for August was presented
- Total account balance, as of 26/08/26 = **£31,430.29**
- August Coffee Shop made a profit of **£228.72**

**3. Coffee Shop**

- The next one will be on Saturday 5th September 2026.
- Bacon rolls will be served at the November coffee shop.
- There will not be a coffee shop on the first Saturday in December. Instead it will combine with the Christmas Market on the second Saturday (see below).

**4. Correspondence**

The domain name for the Village Hall website is due for renewal soon.

**5. Bookings**

a) Bookings are down a bit compared to last year.
b) The Christmas Market will be held on Saturday 12th December. PJ to take bookings for tables.
c) Linda Palmer is running an art exhibition in the hall from 22nd to 26th October.

**6. Maintenance**

Nothing new to report!

**7. Any other business**

a) The Devon Air Ambulance have asked if they can connect to our WiFi as a switching mechanism for their light on the playing field – no problem.
b) The outside toilet arrangement is working well and the hall cleaners need an annual contribution towards running costs. TW to ask the parish council for this.
c) On Sunday 6th September there will a pub quiz in the Sidmouth Arms in aid of the village hall. Four to six members per team.

**Date and time of next meeting:** Wednesday 30th September 2026 at 19:30

The meeting closed at 20:00.

**Susanna Baker**
Co-secretary



30th Sept 26

Keep for year end submission

# UPOTTERY VILLAGE HALL ---- ACCOUNTS 2025

**Summary of Accounts 2025**

**Statement of Accounts for Year Ending 31st December 2025**

| | 31.12.24<br>£ | 31.12.25<br>£ |
|---|---|---|
| **Current Account** | | |
| Net Assets | 1,459.66 | 3,647.88 |
| **MRBIF Account** | | |
| Net Assets | 20,628.15 | 24,450.68 |
| **Instant Access Savings Account** | | |
| Net Assets | 2,051.49 | 2,067.82 |
| **TOTAL ALL ACCOUNTS** | **24,139.30** | **30,166.38** |

**SIGNED**

.....Richard Appleton ( Independent Examiner )

.....Timothy Wigram ( Chair )

.....Philip Joyce ( Treasurer )

Dated .....

# *UPOTTERY VILLAGE HALL ACCOUNTS 2025*

## *Current Account*

| | |
|---|---|
| Receipts | £11,115.26 |
| Debtors ( EB30 Youth Club) | £ 30.00 |
| | ---------- |
| | £11,145.26 |
| Payments | £8927.04 |
| Net Increase | £ 2,188.22 |

**Bank Reconciliation**

| | |
|---|---|
| **Balance as at 1.1.25** | **£ 1,459.66** |
| **Add Receipts** | **£11,115.26** ✓ |
| **Less Payments** | £8927.04 ✓ |
| **Balance as at 31.12.25** | **£ 3,647.88** ✓ |

## UPOTTERY VILLAGE HALL CURRENT ACCOUNT 2025

5

| INCOME RECEIVED | 2024 | 2025 | Difference | Notes |
|---|---|---|---|---|
| | £ | £ | £ | |
| Hall Hire | 6,933.00 | 7,860.00 | 92.70 | less 310 deposit refunds = 7,550 |
| Equipment Hire | 228 | 132 | -96 | |
| Outside Toilet | | 292.04 | | |
| Solar Panels | 719.47 | 1062.46 | 342.99 | |
| Donations | 33.5 | 360 | 326.5 | Inc Sidmouth Arms Quiz |
| Insurance - Bowls | 49.18 | | | No more !!! |
| Insurance Claim | | | | |
| Trans MRBIF | | 1,117.74 | | Ref Hospiscare |
| Trans IASA/Old a/c | 23,064.01 | | | £15,064.01 from old MR a/c & £8,000 from IASA |
| Electricity refund | 129.09 | | | |
| Rates Refund | | 37.04 | | |
| Rates | 589.98 | 253.98 | | Part year |
| Debtors-Hall hire | | | | |
| | **31,831.95** | **11,115.26** ✓ | | |

| EXPENDITURE PAID | 2024 | 2025 | Difference | Notes |
|---|---|---|---|---|
| | £ | £ | £ | |
| Electricity | 2,310.79 | 2,372.53 | 61.74 | |
| Gas | 108 | 304.85 | 196.85 | Inspection only + cyclinders |
| Water | 391.22 | 454.64 | 63.42 | |
| Rent | 25 | 25 | | '24 only |
| Insurance | 401.19 | 401.19 | | |
| Insurance - Bowls | 49.18 | | | No more |
| Fire Safety | 53.4 | 150.6 | 97.2 | Inspection + extinguisher |
| PRS/PPL | 81 | 85.2 | 4.2 | |
| Devon Communities Together | 100 | 50 | | Annual subscription-- |
| Cleaning wages | 693.24 | 744.99 | 51.75 | Includes cleaning materials & wage increase |
| Caretaking | 1,000.00 | 1,000.00 | | |
| Maintenance | 3,193.21 | 1,345.44 | -1847.77 | Includes electrical work + cooker + projector parts |
| Sundries | 653.18 | 620.88 | 32.3 | Includes booking refunds 310 ✓ |
| Other - | 2,854.33 | 253.98 | ?? | Includes ---- Rates 253.98 Sol in 24 |
| Terrace 23/Heating 24 | 18.507.73 | | | Heating & Nat Grid 18,507.73 |
| Donation from MRBIF a/c | | 1,117.74 | | |
| | **30,421.47** | **8,927.04** ✓ | | |

| | £ | £ |
|---|---|---|
| **NET PROFIT CURRENT ACCOUNT** | **1,459.66** | **2,188.22** |
| | | |

***UPOTTERY VILLAGE HALL ACCOUNTS 2025***

## *MRBIF (Manor Rooms Building & Improvement Fund)*

| | |
|---|---|
| Receipts | £ 4,940.27 |
| Payments | 1,117.74 |
| Net Increase | £ 3,822.53 |
| Bank Reconciliation | |
| Balance as at 1.1.25 | £20,628.15 ✓ |
| Add Receipts | £ 4,940.27 |
| Less Payments | 1,117.74 ✓ |
| Balance as at 31.12.25 | £24,450.68 ✓ |

## *INSTANT ACCESS SAVINGS ACCOUNT*

| | |
|---|---|
| Receipts | £ 16.33 |
| Payments | - - - - |
| Net Increase | £ 16.33 |
| Bank Reconciliation | |
| Balance as at 1.1.25 | £2,051.49 ✓ |
| Add Receipts | £ 16.33 ✓ |
| Less Payments | - - - - |
| Balance as at 31.12.25 | £2,067.82 ✓ |

## UPOTTEREY VILLAGE HALL MRBIF ACCOUNT 2025

| INCOME | 2024 | 2025 | Difference | Notes |
|---|---|---|---|---|
| | £ | £ | £ | |
| Fundraising | 2552.25 | 4765.71 | 2213.46 | Cof/ shop(10) £2020.94,Mur /Mys £1105.49, C/Teas £303.94, B/Humbug £822, Xmas market £513.34 |
| Donations | 1328.34 | | -1328.34 | Bowls Club |
| Map Sales | 0 | | | |
| Bank Interest | 207.26 | 174.56 | -32.7 | |
| | 4087.85 | 4940.27 | | |

| EXPENDITURE | 2024 | 2025 | Difference | Notes |
|---|---|---|---|---|
| | £ | £ | £ | |
| Donation to Hospiscare | | 1117.74 | | |
| | | | | |
| | | | | |
| | | 1117.74 | | |

| | £ | £ |
|---|---|---|
| NET MRBIF | 4087.85 | 3822.53 |
| | | |

## UPOTTERY VILLAGE HALL INSTANT ACCESS A/ ACCOUNT 2025

| INCOME | 2024 | 2025 | Difference | Notes |
|---|---|---|---|---|
| | £ | £ | £ | |
| | | | | |
| | | | | |
| | | --------- | | |
| Bank Interest | 55.39 | 16.33 | -39.06 | |
| | 55.39 | 16.33 | | |
| | | | | |
| EXPENDITURE | 2024 | 2025 | Difference | Notes |
| | £ | £ | £ | |
| Transfer to current a/c | 8000 | | | |
| | | | | |
| | | | | |
| | 8000 | 0 | | |
| | | | | |

| | £ | £ |
|---|---|---|
| NET IASA | -7944.61 | 16.33 |
| | | |