Tempsford Stuart Memorial Village Hall

Registered Charity No. 200249

Trustees' Annual Report

1st January 2025 – 31st December 2025

Chairman: Jon Hewitt
62 Station Road, Tempsford, Sandy, Bedfordshire, SG19 2AX
Tel: 07970 921887 e-mail: Jon-hewitt@teleosvet.com

Names of Trustees

Jon Hewitt (Chair)
Anne Francis (Secretary)
Andy Wines (Treasurer)
Linda Collins (Bookings Secretary)
Vanessa Biggs
Tracy Hirons

Sources of advice and support

Bank: Barclays plc., Leicester, LE87 2BB
Solicitors: Woodfines Solicitors, Brickstone House, Priory Business Park, Stannard Way, Bedford, MK44 3WG
Independent examiner: Antoinette Gorst FCCA CTA, Anstee Gorst, Unit 4 Eaton Court, Colmworth Business Park, Eaton Socon, St Neots, Cambridgeshire, PE19 8ER

Governance

Tempsford Stuart Memorial Village Hall was established as a charity by a Trust Deed dated 12th December 1935. The hall was originally built as a village hall by Dugald and Millicent Stuart of Tempsford Hall in memory of their son Esme who was killed in the First World War.

An Operating Manual for the Hall covers Governance in detail as well as the Constitution and Operating Procedures.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. Eight trustees are elected at the Annual General Meeting held in April. The two longest serving Trustees must retire at each AGM. In addition, certain regular user groups eg. Tempsford Museum & Archives can each nominate one member of the Management Committee. The Trustees and nominated members form the Management Committee of the Village Hall, which has the power to co-opt up to 2 further members on an annual basis.

Andy Wines and Kay Quinn retired from the Trustees as required by the Trust Deed but were re-elected to the committee; Andy Wines as a Trustee and Kay Quinn as a member..

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been produced:

- Health & Safety Policy
- Fire Safety Policy
- Young and Vulnerable People Policy

Copies of these policies are included in the Operating Manual.

Hire of Hall

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Ansvar Insurance, Policy No: 2261928 (£1,674,576 cover). It is insured with the same company with respect to contents (up to £18,315) public liability (£5,000,000) employers' liability (£10,000,000) and legal assistance (£250,000).

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

- In recent years, the hall committee has completed a significant amount of refurbishment at the hall with monies raised from grants. Very little additional expenditure was made on refurbishment during 2025, as the building was in good order. Income increased during 2025 as a result of more community functions and hiring by the general public.
- Volunteers from the Committee carry out regular maintenance checks.

Security

The hall has a good CCTV system. The system works well and can be monitored remotely.

Objectives of the Charity

- Provision of a village hall for the benefit of the inhabitants of the Parish of Tempsford without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants
- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

Principal Activities in pursuit of Objectives

- The hall is in use most days of the week for a variety of activities including Cardiac Exercise Class, Table Tennis, Yoga, Fitness classes and Dog Training.
- The Hall also houses the Tempsford Museum & Archives (a separate charitable trust), which is open to the public on the first Sunday of every month.
- A village community group called Tempsford Meet-up Group (T-Mug) started in 2021 and has regular activities with the aim of providing greater community social connections. The group now has activities including a book club, a craft club, and a beer appreciation group, which all meet in the Hall on a regular basis.
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions, concerts, theatre performances and various clubs.
- The Hall also runs and hosts the annual Tempsford Show. Held in September 2025, the show continues to be successful with many visitors and a healthy profit going towards the hall upkeep.
- This year marked the centenary of the hall, which was opened in 1925. To celebrate this, the committee organised a celebration day with displays from users of the hall, a fun science demonstration and an evening of music provided by The Counterfeit Beatles. Further events were run throughout the year, including another sold out Murder Mystery evening, Comedy nights and a musical performed by a local theatre group.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the Hall are set to achieve this. From time to time the Hall also applies for grants to fund specific projects.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers for running Hall events and for regular maintenance. Some cleaning is done by volunteers but we also employ a cleaner on a one day a week basis. We do not keep timesheets (except for the cleaner) but we estimate that at least 20 hours of volunteer time are given each week to cover routine tasks such as maintenance, meetings, administration, etc. In addition, trustees and other volunteers give many hours a year in organising and running fund raising events.

2025 Achievements

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy, as well as revenues earned.

The Tempsford Meet Up Group (T-Mugs) which is intended to appeal to the whole community and to their interests has continued to develop positively. The book club meets monthly and has now reached full capacity. The craft club and beer appreciation club also meet regularly and numbers are growing.

The committee also organised a number of Comedy Nights with professional comedians and another sold out Murder Mystery evening.

The committee also applied for a full premises licence and this was granted by Central Bedfordshire Council on 16th October 2025. This allows for the sale of alcohol at events on Friday and Saturday evenings.

The Tempsford Show was repeated in 2025 after its post-Covid comeback in 2022. The Show was well attended and raised a healthy profit towards Hall revenues.

Reserves Policy

The current Trustees have decided to maintain a reserve fund of £5000. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held, as reported above. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan).

Future Plans

A major project being undertaken by the committee and the Tempsford Museum is to add an extension to the hall to house the Tempsford Museum and Archives. The current space is not adequate for the museum (which is a separate charity). All costs relating to the project are being met by the Tempsford Museum and Archives.

As well as the now regular events, the committee continues to organise additional community events, and a Beer Festival is being added to the schedule in July 2026. Local theatre group, Pocket Productions, is also performing another adult panto in 2026 and is now using the hall as its base. This not only provides entertainment to the local community, but draws in audiences from a wider area, thereby adding to hall income and profile.

The Tempsford Show will run again on Saturday 5th September 2026.

It is also hoped to start a Cinema night at the hall, in association with Creative Arts East.

We intend to continue maintenance and refurbishment tasks for which we have funding.

Financial Review

The last increase in hire rates was in 2023 and it was decided that the current rates would be held the same for a further period of 12 months as these are still competitive with other Village Halls in the surrounding area.

There was a slight downturn in hall booking income in 2025 compared with 2024 (which saw a 20% increase on 2023). Income in 2023 was £15,175 so 2025 income still represents a 12.7% increase over the 2023 figure.

Being the Centenary year of the hall, a celebration event was held at the hall On 26th July 2025. The committee very much wanted to involve the whole community of Tempsford so it was decided that events should be subsidised, to allow as much participation as possible. In addition to an educational science demonstration, the day culminated in a very enjoyable and well attended evening of entertainment with the Counterfeit Beatles band.

The Tempsford Village show was held on 6th September. Income from the show was considerably lower than the previous year (£3015 in 2025 compared to £4792 in 2024). This was, in large part, due to a one off donation of £1000 made by Anglian Water in 2024.

Additional community events such as a Murder Mystery evening, comedy nights and an adult panto were held and raised funds for the hall.

As of the 31st December 2025 the Hall had Unrestricted Funds of £34,941 comprising of £21,374 in a Barclays current account and £13,567 in a National Savings & Investment Account.

The Hall has Restricted Investment Funds in COIF Charities Investment Fund and Blackrock which in 2025 together generated an income of £623 compared to £586 in 2024.

Expenditure exceeded income by £5,804 in 2025. This was largely due to a 25% increase in energy costs and funding of the centenary event.

The law applicable to the charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Make judgments that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements
- Prepare ongoing financial statements

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations and the Provisions of the Trust Deed. The Trustees are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Charity prepares accounts on a receipts and payments basis.

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) JONATHAN HEWITT ANDY WINES

Position CHAIR TREASURER

Date 21-10-26 21st Oct 2026.

The Board of Management
of
THE STUART MEMORIAL HALL, TEMPSFORD

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2025

	2025		2024	
	£	£	£	£
RECEIPTS				
Endowment fund investments	623		586	
Hall hire receipts	17,115		18,239	
Events	4,630		7,173	
Security bond - refundable	0		300	
Donations	7		7	
Grants	11,774		0	
Village show and raffle	3,015		4,792	
		37,164		31,097
PAYMENTS				
Cleaning and caretaking	3,209		2,803	
Insurance	2,097		1,696	
Light and heat	4,007		3,190	
Water	246		510	
Repairs, maintenance and replacements				
General	2,626		2,649	
Capital	19,377		1,024	
Security bond refund	0		300	
Postage, stationery and telephone	275		77	
Booking clerk	3,020		2,970	
Licenses and subscriptions	1,938		1,800	
Accountancy and professional fees	612		510	
Event costs	4,040		4,073	
Village show costs	1,521		1,618	
		42,968		23,220
EXCESS OF PAYMENTS OVER RECEIPTS		-5,804		7,877

The Board of Management
of
THE STUART MEMORIAL HALL, TEMPSFORD

STATEMENT OF ASSETS AT 31 DECEMBER 2025

	2025		2024	
	£	£	£	£
ENDOWMENT FUND (RESTRICTED) (see footnote)				
at 1 January 2025	8,782		8,782	
at 31 December 2025		8,782		8,782
CASH AT BANK AND IN HAND				
Cash: at bank and in hand	21,374		27,313	
Post Office Investment account	13,567		13,432	
		34,941		40,745
TOTAL FUNDS AT 31 DECEMBER 2025		43,723		49,527
REPRESENTED BY:				
ACCUMULATED FUND (UNRESTRICTED)				
at 1 January 2025	40,745		32,868	
Excess of receipts over payments for the year	(5,804)		7,877	
at 31 December 2025		34,941		40,745
Endowment Fund:				
Quoted investments at 1993 valuation and subsequent cost:				
2393.85 Charinco Common Investment Fund units	4,504		4,504	
614.03 COIF Charities Investment Fund Inc. Units	4,278		4,278	
Market value £15,310 (2024: £15,855)		8,782		8,782
		43,723		49,527

NOTES:

The Endowment Fund was created by Deed of Trust dated 12 December 1935 and is a restricted fund in that only the income of the fund can be applied to meet the running expenses of the Stuart Memorial Hall.

In addition to the above, the Charity owns the building and associated land known as the Stuart Memorial Hall However as this was gifted to the Charity and the Charity's accounts are prepared on a receipts and payments basis, no value for the building and associated land has been recognised historically in the statement of assets. Although no market value for the building and associated land is readily available, the Trustees believe that the rebuild cost of the building itself would be in the region of £1,250,000

APPROVED BY THE BOARD OF MANAGEMENT ON 21/10/2026 2026

AND SIGNED ON ITS BEHALF

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

The Board of Management
of
THE STUART MEMORIAL HALL, TEMPSFORD

I report on the accounts of the Trust for the year ended 31st December 2025, which are set out on pages 9 and 10.

Respective responsibilities of trustees and examiner
The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination in needed

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination include 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 account, and seeking explanation 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 requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

Name: A Gorst FCCA CTA

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PE19 8ER

Date: 27/10/26