

Stoke sub Hamdon



Registered Charity 304642

West Street, Stoke sub Hamdon, Somerset TA14 6PZ

Trustees' Reports for the AGM year ending 31st December 2024

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Trustees' Report

for the AGM year ending 31st December 2024

1. Introduction

Whilst not a Trustee, I volunteered to act as Chair on behalf of the Trustees and committee members after the last AGM to assist with role responsibilities. The following is my report on behalf of the Trustees.

The land was gifted in 1952 for the provision of a village hall and the Memorial Hall was built in the 1970s. The Memorial Hall charity scheme was set up with the Charity Commission in 1988 as an Unincorporated Trust. The Custodian Trustee is the Parish Council, as specified by Clause 2 of the Deed, because an Unincorporated Trust cannot hold land in its own name.

In addition, part of the land was sold to developers for a car park when the Glove Factory was converted into flats. The money raised from this comprises our Restricted Fund.

The objective of our Charity, in summary, is to provide and maintain our village hall and recreation ground for use by the community for meetings, classes, recreation and leisure time occupation.

The Memorial Hall is a light and airy hall central to the village and well-used by the local community and beyond, surrounded by a recreation ground and play area. We are extremely grateful to the Parish Council who provide regular grounds' maintenance and safety checks of play equipment and who have provided grant provision towards our insurance and operational costs.

Current Structure

Barbara very kindly continues to be the Chair Trustee, and we are grateful to acknowledge that we have the benefit of her knowledge and experience over the years which is invaluable.

The business of Treasurer and Bookings has been maintained by Jill who is a Trustee and supported by Lee. Trudy, also a Trustee, acts as Secretary and keeps us all together, and Raymond and Ruth are invaluable in their assistance with maintenance and contribution to the smooth running and suggestions of improvement to the benefit of the Hall. Lee also ensures we keep up to date with

website and social media publications and is instrumental in managing our Film Nights. Our management committee totals 6 but we are really hoping that we can attract new committee members who will share the role responsibilities.

The other important member of our team is Neil, our Caretaker. He keeps the hall looking clean and tidy and is uncomplaining despite the glitter on the hall floor after parties! We are extremely grateful for all his hard work.

We have held 11 monthly committee meetings during 2024 with minutes of decisions and matters arising.

Achievements

We have had a very productive year, despite being a small but dedicated committee we have achieved the following enhancements to the Memorial Hall to keep it fresh and up to date with anticipated customer requirements and improvements to increase attractiveness for use: -

- New Stage backdrop curtains, tracking and decoration of stage area.
- One electrical circuit board to replace the 3 dated separate units.
- New Kitchen units including the installation of a new cooker and dishwasher.
- Provision of a cardless payment capability.
- Smartphone and Bluetooth connectivity for music.
- Fitment of an external key safe for use as required.

Grants and support received

We consider ourselves very fortunate that we have been supported this year with the following allocation of grants and provision from the following:

- The Parish Council who not only provide regular grounds' maintenance and safety checks of play equipment but who have continued to support us by providing grant provision towards our insurance and operational costs.
- Stoke Sub Hamdon Sports & Recreation Trust for the Stage refurbishment and also the Stage Lighting Project project scheduled for 2025.
- Stoke Charity Shop for the purchase of the new cooker.
- Stoke Performing Arts Group for the Stage Lighting Project scheduled for 2025.
- Gigaclear for continuing their free Superfast full fibre broadband full provision throughout the year.

Events and Service provision

Our aim is to provide a well-kept village hall for use by parishioners and customers alike. We have adapted to modern requirements such as Bluetooth technology and realise the importance of our website which is constantly monitored by Lee to ensure it is kept current with facilities overview, events, hire charges, photo gallery and contact details. The website also enables on-line booking enquiries and applications.

Problems Overcome

This year hasn't been free of some setbacks that required a quick reaction to resolve the problems, namely:

- Flooding from taps in toilet facilities being left on overnight – twice!
- The kitchen drain blocked on the day of SPAG's murder mystery production which involved provision of a meal and kitchen services. Thank you to all residents involved on the day in an attempt to clear it before professional drain clearance services were called.
- Discovery of chewed electrics in the attic above the kitchen requiring wiring replacement and pest control action.
- Two abandoned cars left in the car park which required removal.

Health & Safety

We take our hall users' comfort and safety seriously. In addition to routine maintenance and servicing procedures, we undertake Fire Risk and Health & Safety Assessments, and all routine Health & Safety checks are carried out throughout the premises to maintain a record of problems and the resulting actions taken.

2. Treasurers Report & Accounts to year ending 31st Dec 2024

I have pleasure in presenting the End of Year accounts on behalf of the Trustees of the Stoke sub Hamdon Memorial Hall and Recreation Ground Trust for the year ending 31 December 2024. As usual, the accounts have been prepared on a Receipts and Payments basis. They have been examined by an Independent Examiner, Acorn Accounting, Yeovil, in accordance with the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

a) Receipts

Hall Lettings during 2024.

The hourly rate was last increased on 1st April 2023. The receipts in 2024, that is receipts from invoices for the hall lettings, have increased by 8.5% on 2023.

The single lettings accounted for 30% of all lettings receipts, a slight reduction on 2023 figures, however, there do now seem to be more single lettings from outside the village. Also, in 2023, we had the unusual lucrative letting to a film production company who used the car park.

Film nights

There were 10 during 2024, with varying success with ticket sales of 52 @ £5 being the most successful. We made a profit of £605 this year compared with a small loss of £142 in 2023.

All of the above in combination with the following, put us in a strong position to embark on hall improvements, as listed in Rebecca's report.

- Good bank interest rates (£1251 interest, compared with £705 in 2023),
- Grants thankfully received from the Sports and Recreation Trust and the Charity Shop.
- We are also grateful to the Parish Council for our annual grant to pay for our annual insurance premium and £1000 for running costs.

b) Payments

Utility costs

As at 31st December 2024, we were still within our fixed contract period for both gas and electricity which ends in 2026.

The utility bills, gas, electricity and water overall, fell by 12%, mostly thanks to the remote access facility of the Hive thermostat system.

Water use increased in 2024 but this was because on 2 occasions, a hot tap was left running during the night by a client. They paid a nominal charge for this oversight and we have since amended the Terms and Conditions and emphasised the importance of following the exit check list.

Caretaker costs have reduced because Neil is doing less repairs and maintenance around the hall. We are grateful to Raymond, a committee member, who turns his hand to anything!

Repairs and maintenance

In addition to the usual regular servicing of equipment, such as fire equipment, the CCTV, the intruder alarm, the emergency lighting etc. in 2024 we also had the electrical installation condition inspection (EICR), which resulted in various additional repairs and upgrading work.

The renewals and improvements included the new stage curtains and track, a great improvement on the previous Heath Robinson system. We are grateful to the Stoke Performing Arts Group for assisting with the funding and management of this project.

Purchase of Assets

The long-awaited new kitchen was installed, carefully project managed by Rebecca.

Summary

All in all, a good year with a several major projects completed. Although the accounts show a deficit of £9,218, the new kitchen is a good step forward and will hopefully encourage new hall bookings in the future. Our cash fund, due to the grants obtained during 2024, a tight control of various expenses, the popular film nights and despite the purchase of the kitchen, remains healthy thus providing us with a robust reserve fund.

Once approved, the Annual Return for the year ending 31st December 2024 will be submitted on-line to the Charity Commissioners in accordance with their directive.

3. Bookings Report

2024 has been a busy year for the Hall with the usual comings and goings. We are fortunate to have a good-sized stage, a small changing/meeting room behind the stage, a newly refurbished kitchen and the advantage of the pleasant surrounding grounds.

We were sorry to see the Somerset Oil Painters go due to dwindling numbers. They hired the hall every Wednesday morning for 3 hours, so this will mean a reduction in the annual turnover of £1386. They were the second highest income generator per annum, below Music Bugs. The Village Artists Group is going from strength to strength and they are also putting on Saturday workshops several times a year.

We welcomed Star Dance Company, a dance class for youngsters. Yoga, Zumba, Kettle Belles, Qigong and Star Dance are all instructor led class so all pay £13 per hour. Music Bugs on Tuesday mornings runs 2 sessions back to back and attracts parents from nearby towns and villages, thus raising the profile of the hall and leading to party bookings for weekends.

We were sorry that nobody wanted to take on the Baby and Toddlers group, but they have now almost emptied their storage space which will be invaluable to someone else. Storage continues to be a problem for us.

Car parking is also difficult at times and there are always people who use the carpark as a public carpark despite notices to the contrary.

Single bookings fell during 2024. Some children's parties use the Working Men's Club or the Hamdon Youth and Family Centre. The latter is slightly cheaper than the Hall.

During 2024, single bookings included many local organisations, for example Stoke Performing Arts Group, the local Medical Practice, Castle School, St Mary's Church, Stoke Band and a bat conservation charity!

It is good to see the hall being used by local groups and organisations. We continue to strive to provide an efficient and welcoming service for our clients and are pleased to see a good percentage of return bookings.

Our thanks to Neil Bridge, our caretaker, who is so helpful and flexible.

4. Future plans

In order to protect the financial position of the trustees, we would like to evolve into a Charitable Incorporated Trust (CIO). A CIO enables us to become a legal body in our own right and afford members and Trustees certain protections against personal liability. We have contacted solicitors to help us through the process, but it has become more complicated and costly than expected. It must be emphasised that our insurance includes a clause to protect the current Trustees. Also, to provide further protection, we have a Rules and Operations Manual and Policies in place for the Charity, Trustees and Committee members.

As for other plans, following a casual discussion in our local coffee shop, we are pleased to announce that we will be hosting In-Post lockers. These will not only provide a 24/7 Send, Receive and Returns service for the community, but a source

of income for the Hall with the bonus of CCTV that will cover the car park along with the location identification and free marketing via digital maps for In-Post locations.

Dependent on funding and grant applications we would like to achieve the following projects:

- Redecoration of the kitchen following our recent refurbishment.
- Repair or replace the broken fencing to the rear of the car park to the right-hand side.
- Installation of Loft insulation to improve heat retention as the hall is very cold during the winter and expensive to heat.
- Consideration of sound proofing to improve Hall acoustics.

As mentioned in the Grants and support received, at the time of this AGM, we have already successfully installed professional stage lighting which was christened with great effect during the recent Stoke Performing Arts Group's production of 'SPAGtacular'. It must be emphasised that this was totally funded from grants mentioned above and Somerset Council – South via S106 funding from the Greatfield Lane development. A great result for us.

5. Closing Remarks

The Memorial Hall is well used by the local community. With the projects achieved this year whilst recognising the grants received, we have also relied heavily on our savings and therefore will be very mindful of available funding going forward in 2025 but that will not detract from our determination to achieve our Future Plans.

We have a small, committed management team with enthusiasm, expertise and a passion for provided our service. On behalf of the village, I would like to say a big Thank You for all their hard work to keep our hall well maintained, safe, current and popular.

We are extremely fortunate that we live in a community where our local organisations look after each other, we will never take that for granted and again extend thanks to all.

2024 was a good year for the Memorial Hall and we look forward to an exciting 2025 with the support of our hirers, the local community, our film friends and last but not least our hard-working team.

6. Appendix 1 – Accounts for Year Ended 31 December 2024.

STOKE SUB HAMDON MEMORIAL HALL

ACCOUNTS FOR THE YEAR ENDED

31 DECEMBER 2024

REGISTERED CHARITY NUMBER 304642

Acorn Accounting for Business Limited
Suite A
17 The Park
Yeovil
Somerset
BA20 1DN

STOKE SUB HAMDON PARISH CHARITY
 (Registered Charity No. 824643)
RECEIPTS AND PAYMENTS ACCOUNT
 FOR THE YEAR ENDED 31 DECEMBER 2024

	2024		2023	
	£	£	£	£
RECEIPTS				
Grants from Stoke sub Hamdon Parish Council	2,035		1,910	
Grant from Sports and Rec Trust – for kitchen	3,220		-	
Grant from Stoke Charity shop	-		264	
Grant from Sports and Rec Trust – for stage lights	3,181		-	
Operating activities to further charity's deposits				
Lettings (incl £100 returnable deposit)ⓁⓈ	16,560		15,163	
Film night	1,717		1,274	
Easy Fundraising	55		-	
Investment income				
Bank interest	1,251		705	
	-----		-----	
TOTAL RECEIPTS		28,019		19,316
PAYMENTS				
Purchase of assets	16,929		4,156	
Caretaking and cleaning	3,043		3,553	
Electricity, Gas, Water and Telephone	2,623		2,982	
Repairs and Maintenance	11,783		2,387	
Consumables	109		35	
Cost of fundraising	-		89	
Film night	1,112		1,416	
Subscriptions	145		135	
Performing Rights licences	250		237	
Insurance	1,122		1,067	
Postage and stationery	21		-	
Sundry expenses	-		42	
Accountancy	100		75	
	-----		-----	
TOTAL PAYMENTS		37,237		16,174
		-----		-----
NET (DEFICIT)/RECEIPTS		(9,218)		3,142
CASH FUNDS AS AT 1 JANUARY 2024		54,908		51,766
		-----		-----
CASH FUNDS AS AT 31 DECEMBER 2024		45,690		54,908
		-----		-----

STOKE SUB HAMDON MEMORIAL HALL
 (Registered Charity No. 304642)
STATEMENT OF ASSETS & LIABILITIES AS AT 31 DECEMBER 2024

CASH FUNDS

	2024 Unrestricted General Funds £	2024 Restricted Funds £	2024 £	2023 Total £
Bank Deposit Account	-	-	-	16,060
Bank Deposit Account	27,406	-	27,406	22,059
Fixed Term Deposit	-	10,000	10,000	10,000
Bank Current Account	8,211	-	8,211	6,716
Petty Cash in Hand	9	-	9	9
Petty Cash float – film night	64	-	64	64
At 31 DECEMBER 2024	35,690	10,000	45,690	54,908

ASSETS RETAINED FOR HALL'S OWN USE

	2024	2023
Hall at cost	62,563	62,563

The hall has various fixtures and fittings including chairs, tables, cooker fridge etc. The insured value of the contents of the hall is £21,843.

	2024	2023
Fixtures & Fittings purchased during the year and included in income and expenditure account (at cost)		
Blinds	-	620
Kitchen refurbishment	16,929	-
Projector and screen	-	3,536

STOKE SUB HAMDON MEMORIAL HALL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

The accounts have been prepared on a Receipts and Payments basis in line with the Statement of Recommended Practice Accounting and Reporting by Charities Act 2011 and SORP'S 2008 Regulations.

The hall is not depreciated in view of the regular maintenance work and improvements carried out on it. The cost of maintenance is charged to the Receipts and Payment account in the period in which it is paid.


Purchases of assets during the year are shown in the income and expenditure account.

2. RESTRICTED FUND

On 1st January 2000 the Trustees received £16,000 (net) from the sale of part of the Hall land. As at 1 January 2024 the balance of the restricted fund account was £16,000. £6,000 net was used during the year for kitchen refurbishment and the balance of £10,000 is in a 95 Day Notice Account. Interest received on this account will be credited to general funds. A further £6,000 will be transferred across to Restricted Funds during the year ended 31 December 2025 thus bringing the Restricted Funds Balance back up to £16,000.

Certificate of Approval

I approve these accounts and confirm that they include a complete record of all relevant income and associated expenses and that I have made available all records and information for their compilation.

Signed: 
Treasurer

Date: 23/4/25

14 March 2025

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

I report on the accounts of the Stoke sub Hamdon Memorial Hall for the year ended 31 December 2024 which are set out on the attached pages.

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 the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

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

Basis of independent examiner's report

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 requirements:

- * to keep accounting records in accordance with section 130 of the 2011 Act; and
- * 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.

HM Lamshead ICPA
ACORN ACCOUNTING FOR BUSINESS LIMITED
Suite A
17 The Park
YEOVIL
Somerset
BA20 1DN

14 March 2025

STOKE SUB HAMDON MEMORIAL HALL

ACCOUNTS FOR THE YEAR ENDED

31 DECEMBER 2024

REGISTERED CHARITY NUMBER 304642

Acorn Accounting for Business Limited

Suite A
17 The Park
Yeovil
Somerset
BA20 1DN

STOKE SUB HAMDON MEMORIAL HALL
(Registered Charity No. 304642)
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024		2023	
	£	£	£	£
RECEIPTS				
Grants from Stoke sub Hamdon Parish Council	2,035		1,910	
Grant from Sports and Rec Trust – for kitchen	3,220		-	
Grant from Stoke Charity shop	-		264	
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Easy Fundraising	55		-	
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Bank interest	1,251		705	
	28,019		19,316	
TOTAL RECEIPTS		28,019		19,316
PAYMENTS				
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Insurance	1,122		1,067	
Postage and stationery	21		-	
Sundry expenses	-		42	
Accountancy	100		75	
	37,237		16,174	
TOTAL PAYMENTS		37,237		16,174
NET (DEFICIT)/RECEIPTS		(9,218)		3,142
CASH FUNDS AS AT 1 JANUARY 2024		54,908		51,766
CASH FUNDS AS AT 31 DECEMBER 2024		45,690		54,908

STOKE SUB HAMDON MEMORIAL HALL
(Registered Charity No. 304642)
STATEMENT OF ASSETS & LIABILITIES AS AT 31 DECEMBER 2024

CASH FUNDS

	2024	2024	2024	2023
	Unrestricted	Restricted		Total
	General Funds	Funds		
	£	£	£	£
Bank Deposit Account	-	-	-	16,060
Bank Deposit Account	27,406	-	27,406	22,059
Fixed Term Deposit	-	10,000	10,000	10,000
Bank Current Account	8,211	-	8,211	6,716
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At 31 DECEMBER 2024	35,690	10,000	45,690	54,908
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ASSETS RETAINED FOR HALL'S OWN USE

	2024	2023
Hall at cost	62,563	62,563

The hall has various fixtures and fittings including chairs, tables, cooker fridge etc. The insured value of the contents of the hall is £21,843.

	2024	2023
Fixtures & Fittings purchased during the year and included in income and expenditure account (at cost)		
Blinds	-	620
Kitchen refurbishment	16,929	-
Projector and screen	-	3,536

STOKE SUB HAMDON MEMORIAL HALL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

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Purchases of assets during the year are shown in the income and expenditure account.

2. RESTRICTED FUND

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Certificate of Approval

I approve these accounts and confirm that they include a complete record of all relevant income and associated expenses and that I have made available all records and information for their compilation.

Signed: _____ Date: _____
Treasurer

14 March 2025

STOKE SUB HAMDON MEMORIAL HALL

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

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Respective responsibilities of trustees and examiner

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It is my responsibility to :

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HM Lamshead ICPA

ACORN ACCOUNTING FOR BUSINESS LIMITED

Suite A
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14 March 2025

STOKE SUB HAMDON MEMORIAL HALL

ACCOUNTS FOR THE YEAR ENDED

31 DECEMBER 2024

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(Registered Charity No. 304642)
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FOR THE YEAR ENDED 31 DECEMBER 2024

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(Registered Charity No. 304642)
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	<hr/>	<hr/>	<hr/>	<hr/>

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STOKE SUB HAMDON MEMORIAL HALL
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Purchases of assets during the year are shown in the income and expenditure account.

2. RESTRICTED FUND

On 1st January 2000 the Trustees received £16,000 (net) from the sale of part of the Hall land. As at 1 January 2024 the balance of the restricted fund account was £16,000. £6,000 net was used during the year for kitchen refurbishment and the balance of £10,000 is in a 95 Day Notice Account. Interest received on this account will be credited to general funds. A further £6,000 will be transferred across to Restricted Funds during the year ended 31 December 2025 thus bringing the Restricted Funds Balance back up to £16,000.

Certificate of Approval

I approve these accounts and confirm that they include a complete record of all relevant income and associated expenses and that I have made available all records and information for their compilation.

Signed: _____ Date: _____
Treasurer

14 March 2025

STOKE SUB HAMDON MEMORIAL HALL

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

I report on the accounts of the Stoke sub Hamdon Memorial Hall for the year ended 31 December 2024 which are set out on the attached pages.

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 the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

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

Basis of independent examiner's report

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 requirements:

- * to keep accounting records in accordance with section 130 of the 2011 Act; and
- * 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.

HM Lamshead ICPA

ACORN ACCOUNTING FOR BUSINESS LIMITED

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17 The Park

YEOVIL

Somerset

BA20 1DN

14 March 2025