



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2023		Day 31	Month 08	Year 2024

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Steve Axton	Chairman		
2	Simon Williams	Treasurer		
3	Andrew Mellen			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Official Custodian for Charities	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Trust
How the charity is constituted <i>(eg. trust, association, company)</i>	Trust Deed
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Appointed by the charity’s committee

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

The charity is managed by a committee with each member having designated responsibilities. At present there are no sub committees.

The charity adopts its policies annually and these are published on the village website (currently – Payments, Safeguarding, Environment, Health & Safety and Equal Opportunities).

The charity’s only formal link with other organisations is the provision for the Parish Council, PCC and Town Trust to each nominate a member of the committee. The charity maintains close informal links with these as well as other local groups (in particular the Friends of St George’s Church and the Wyverstone Beer Festival).

The trustees consider the major risks facing the charity to be –

- 1) An inability to recruit sufficient volunteers to allow the charity to continue its activities.
- 2) An inability to raise sufficient funds to maintain the charity’s activities and continue the upkeep of the Hall building.
- 3) An accident or occurrence that harmed the building’s fabric or reputation.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of the charity are to administer Wyverstone Village Hall for the use of residents of Wyverstone and the surrounding “neighbourhood”, “in particular for meetings, lectures and classes and for other kinds of recreation and leisure time occupation, with the object of improving the conditions of life of the said inhabitants”

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Charity continued to make the Hall available for public hire except in the period that it was closed for the kitchen improvement project. The charity made good progress in its efforts to improve the quality of the building through the kitchen project, the installation of a new fire alarm and electric shutters and partial upgrading of the electrical system. A storage contained was sourced at no cost to the charity and has greatly increased the storage capacity of the building.

The charity continued to promote the use of the hall by keeping hire costs low and liaising with local organisations.

The trustees, in making decisions have had due regard to the Charity Commission's public benefit guidance when exercising their powers and duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

The charity has an ongoing programme of improvement for the hall and play area. The aim is to continue to improve the facility so that it is suitable for a wide range of activities and so can achieve a high level of use. Improvements planned for 2024/25 include replacing the front door, introducing a new access system and repairing the play area equipment.

The charity has a policy of working closely with other community organisations and individuals to support their efforts to host activities at the hall.

The charity is run by volunteers and is very appreciative of those who give their time, as members of the committee or in other capacities.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The main achievement of the year was to oversee the completion of the project to enlarge and improve the kitchen area. This required far more work by the committee and others than had been anticipated but finally resulted in an excellent facility.

The opportunity was taken to improve some other aspects of the hall (e.g. the fire system, electrical system and hatch shutters) while the hall was closed.

The project was majority funded through grants from 7 sources and the charity's financial position remains strong despite the large expenditure on the improvements.

The income from hall bookings remained consistent with the previous year despite the hall being unavailable for two months, showing the continuation of the trend of increased use of the hall.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity's policy is to hold reserves of no less than is needed to pay 12 months essential costs. At present that is estimated to be £5,500.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal sources of funds are –

- 1) Fees received from hirers of the hall
- 2) Income from fundraising events organised by the committee
- 3) Grant funding
- 4) Donations from individuals and organisations.

Expenditure in the last year has principally been on improving the fabric and facilities of the hall through the kitchen extension project. In addition, regular expenditure on utilities and ongoing maintenance continued. The expenditure has been made to improve the standard of the hall and increase the frequency and scope of its use.

Section F


Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	 X	
Full name(s)	Stephen Axton	Simon Williams
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	17/5/25	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Wyverstone Village Hall

No (if any)
304845

CC16a


Receipts and payments accounts

For the period from	Period start date 01/09/2023	To	Period end date 30/08/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Bookings	5,475	-	-	5,475	3,815
Grants	360	100,522	-	100,882	500
Services	989	-	-	989	208
Bar/Event/Fundraising	24,941	-	-	24,941	12,547
Bank Interest	384	-	-	384	98
Beer Festival Fee	2,000	-	-	2,000	-
Brick Sponsorship	1,200	-	-	1,200	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,349	100,522	-	135,871	17,168
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,349	100,522	-	135,871	17,168
A3 Payments					
Utilities	1,789	-	-	1,789	2,328
Building Insurance	948	-	-	948	817
Fees/Licences	540	-	-	540	711
Cleaning	720	-	-	720	1,200
Bar/Event/Fundraising costs	10,842	-	-	10,842	-
Equipment Costs	3,088	-	-	3,088	2,743
Play Area Rent	160	-	-	160	160
Aircon/Alarm Servicing/EV Charger	-	-	-	-	384
Charity Donation	-	-	-	-	1,600
Bokking Sec Honourarium	300	-	-	300	-
	-	-	-	-	-
Sub total	18,387	-	-	18,387	9,943
A4 Asset and investment purchases, (see table)					
Kitchern Construction (M&W)	11,449	80,000	-	91,449	-
Kitchen Fit Out	8,179	20,522	-	28,701	-
	-	-	-	-	-
Sub total	19,628	100,522	-	120,150	-
Total payments	38,015	100,522	-	138,537	9,943
Net of receipts/(payments)	- 2,666	-	-	- 2,666	7,225
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 2,666	-	-	- 2,666	7,225

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Total of 4 Bank Accounts	42,910	-	-
		-	-	-
		-	-	-
	Total cash funds	42,910	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Wyverstone Village Hall	-	-	-
	Computer, Tablet and AV Equipment	-	-	-
	Tables and Chairs	-	-	-
	Kitchen Equipment	-	-	-
	Bar Equipment and Stock	-	-	-
		-	-	-
		-	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		SIMON WILLIAMS	17/5/25	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Wyverstone Village Hall

**On accounts for the year
ended**

30/08/24

**Charity no
(if any)**

304845

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent
examiner's statement**

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

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: Hilary Mason

Date: 15.5.25

Name: HILARY MASON

**Relevant professional
qualification(s) or body
(if any):**

BOOK KEEPER

Address: Trusthead, Badwell Rd, WYVERSTONE

STOWMARKET IP14 4SW

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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