



Trustees' Annual Report for the period

From	Period start date			Period end date		
	1	April	2024	31st	March	2025

Charity name Pembridge Village Institute

Other names charity is known by Pembridge Parish Hall

Registered charity number (if any) 503020

Charity's principal address Bearwood Lane, Manley Crescent,

Pembridge

Leominster

Postcode HR6 9EB

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	Malcolm Craig	Chairman		AGM
2	Stanley Young	Treasurer		AGM
3	Barry Tenple-Parcell	Marketing		AGM
4	Jeanetter Owens	Operations		AGM
5	Marguerite Fothergill	Secretary		AGM
6	Sue Hellis			RBL
7	Roger Philips			PIPS
8	Sally Carvalho			
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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	By appointment at the AGM

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.

See attached CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES
--

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

The Charity is to provide and maintain the Hall for the use of the inhabitants of the and its environs without distinction of political, religious or other opinions, to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for said inhabitants.

See the annual report attached.

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)

Additional details of objectives and activities (Optional information)

See the annual report attached

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

See the annual report attached

Brief statement of the charity's policy on reserves

To place them on deposit at the bank

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.

See the annual report attached

Section F

Other optional information

[Empty box for other optional information]

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

Signed on behalf of the charity's trustees

Signature(s)

MS Craig

Stanley Young

Full name(s)

MALCOLM CRAIG

STANLEY YOUNG

Position (eg Secretary, Chair, etc)

TREASURER

Date

30/12/2025



Pembridge Parish Institute

Trustees' Annual Report and Financial Statements

Year Ending 31st March 2025

Charity Number 503020

Report of the Trustees for the year ending 31 March 2025

The trustees are pleased to present their annual report, along with the consolidated financial statements of the charity for the year ended March 31, 2024. The financial statements comply with the Charities Act 1993, and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005).

Our purposes and activities

The Charity is to provide and maintain the Hall for the use of the inhabitants of the area and its environs without distinction of political, religious or other opinions, to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for said inhabitants.

Our main activities

The Pembridge Parish Hall Charity plays a vital role in fostering community spirit and enhancing the quality of life for all inhabitants of Pembridge and its surrounding areas. The primary objective of the charity is to provide and maintain a welcoming space that promotes inclusivity, irrespective of political, religious, or other affiliations. By advancing education and facilitating social welfare through recreational and leisure activities, the charity aims to improve the living conditions of residents. The hall serves as a hub for intellectual and cultural engagement, nurturing a strong sense of belonging and collaboration within the community.

One of the flagship initiatives supported by the Pembridge Parish Hall is the Footlights Society, which enriches the cultural landscape by presenting high-quality performances and productions. Featuring works from esteemed institutions such as the National Theatre, the Royal Opera, and the New York Metropolitan Opera, as well as film screenings, the Footlights Society provides residents with access to world-class arts experiences right in their own community. Additionally, regular events like coffee mornings and exercise classes promote well-being and foster social connections among participants, further enhancing the hall's role as a centre for community interaction.

The hall is a versatile space that caters to a variety of needs and interests. Third-party groups utilise the venue for a diverse range of activities, from dance classes and educational sessions to weekly auctions, birthday parties, and wakes. This multi-functional approach ensures that the hall is a pillar of social life in Pembridge, accommodating both celebratory gatherings and meaningful community support.

Events such as live music performances and the local produce and flower show highlight the hall's commitment to showcasing local talent and enhancing the agricultural heritage of the area. Overall, the Pembridge Parish Hall Charity stands as a testament to the power of community

engagement and the pursuit of social welfare, striving to create a vibrant and enriched life for all who call this area home.

Achievements and Performance.

Since the transition from the previous trustees, the new team managing the Pembridge Parish Hall has made remarkable strides in revitalising the venue and expanding its offerings to the community. Previously, the hall's activities were limited primarily to income generated from renting the space to external groups, with little focus on organising their own events. In contrast, the current trustees recognised the untapped potential of the hall and immediately set to work, implementing a dynamic calendar of events that brought the community together. Over the course of a year, they hosted an impressive 80 events, drawing in nearly 5,000 participants. This significant increase in activity has transformed the hall from merely a rental space into a vibrant centre for community engagement.

The strategic focus on creating diverse programming has not only enriched the social fabric of Pembridge but has also led to a substantial increase in revenue. The new trustees made it a priority to ensure that event revenue surpassed rental income, which they successfully achieved through innovative programming, effective marketing, and community outreach. By tailoring events to the interests and needs of residents—ranging from cultural performances and art classes to health-focused exercise sessions—the trustees have cultivated a sense of ownership and pride among participants. This shift in approach has also fostered deeper connections among community members, reinforcing the hall's role as a vital hub for social interaction and support.

Moreover, the achievement of increasing event revenue has allowed the trustees to further invest in the hall's facilities and resources. This reinvestment is essential for maintaining and improving the space, ensuring it remains an inviting and functional venue for future gatherings. Through this focused and proactive management, the new trustees have dramatically changed the narrative around the Pembridge Parish Hall, transforming it from a passive asset into an active participant in the community's cultural and social life. Their commitment to fostering an inclusive environment where residents can engage, learn, and connect has set a promising foundation for the hall's continued success and relevance in the years to come.

Financial review and pricing policy.

In the past year, the Pembridge Parish Hall has experienced a remarkable transformation in its financial performance, highlighted by an impressive event revenue of £25,337 compared to a rental revenue of just £11,826. This notable increase reflects the trustees' commitment to creating an engaging and accessible program, with event ticket prices carefully kept at £10 or below. By prioritising affordability, the hall has successfully welcomed a diverse array of

participants, ensuring that cultural and recreational activities remain within reach for all members of the community. This effective pricing strategy has not only driven attendance but also fostered a sense of inclusivity, allowing more residents to experience the vibrancy and variety of events on offer.

In addition to the strong event revenue, the trustees secured a significant lottery grant of £20,000 aimed at enhancing the well-being of older members of the parish. This funding was instrumental in launching an exercise class specifically designed for seniors, offering these classes free of charge to participants. The grant not only enabled the hall to provide valuable physical fitness opportunities but also allowed for the purchase of necessary equipment to support these sessions effectively. The investments don't stop there; the trustees have also prioritised improvements across the venue, including new lighting, a charming garden pergola, and comfortable garden furniture for social gatherings. Furthermore, a state-of-the-art audiovisual system has been installed to elevate the Footlights program, ensuring high-quality experiences for all attendees. Collectively, these initiatives underline the hall's commitment to enhancing community life and demonstrating the potential of strategic investments in resources and programs.

The management team achieved a surplus of £6,804 for the reporting period and has a balance of £61,032 in the bank.

Structure, governance and management.

The Charity is managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee of Management (committee) is to comprise: 6 Elected Members and 12 Representative Members. The current committee has 5 Elected Members and 2 Representative Members.

The Elected Members were appointed at the annual general meeting and hold office from the end of the annual general meeting at which they are appointed.

One Representative Member shall be appointed by each of the following organisations:

- The Council of Pembridge.
- The Parochial Church Council of St. Mary's, Pembridge with Moorcourt.
- Pembridge British Legion.
- Pembridge Horticultural Society.
- Ecclesiastical
- Pride in Pembridge (voluntary group)

The Committee may appoint, if they think fit, not more than two Co-opted Members. Each appointment of a Co-opted Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

Any Member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.

Members are not to have any interest in property belonging to the Charity, other than as a Trustee, receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

1. ANNUAL GENERAL MEETING (AGM)

There is to be an AGM in April or as soon as practical thereafter. Public notice is to be given at least 14 days before the date of the AGM. All inhabitants of the area of benefit over 18 are entitled and encouraged to attend and vote.

The standing Chairman will preside over the AGM until the election of the new Committee. The accounts of the Charity for the preceding year are to be presented to the AGM.

2. MEETINGS OF THE COMMITTEE

In addition to the AGM, the Committee is to hold at least 6 Ordinary Meetings per year. A Special Meeting may be summoned at any time by the Chairman or by any 2 Members, with 7 days' clear notice being given to all the other members of the matters to be discussed. The current committee meet monthly, given the extensive programme of events.

The committee, at their first meeting each year after the Annual General Meeting, and before any other business is transacted, shall elect a Chairman and may also elect a Vice-Chairman from amongst its Members. Chairman and Vice-Chairman are always eligible for re-election.

A quorum at the Committee is at least one-third of the total number of Members. In the absence of both the Chairman and Vice-Chairman, the members present may choose one of their number to be the acting chairman for the meeting.

Decisions are determined by a majority of votes cast by Members present at a meeting. The Chairman shall hold a second or casting vote if required. A Minute Book and Books of Account are to be kept.

3. RULES

The Committee is empowered to:

- Set the terms and conditions for use of the Hall and to set the charges (if any) for such use.
- Appoint a Lettings Clerk, Treasurer and other unpaid officers as considered necessary.
- Engage and dismiss paid officers and servants of the Charity as considered necessary.
- A quorum at the Committee is not less than one-third of the total number of members
- The Committee may accept donations or property for the direct or indirect support of the general purposes of the Charity.

Reference and administrative details.

Charity name: Pembridge Parish Institute
 Other name the charity uses Pembridge Parish Hall
 Registered charity number Charity Commission 503020
 Charity's principal address Bearwood Lane, Manley Crescent, Pembridge, Leominster
 HR6 9EB

Name	Office	Date Acted if not for the whole year	Name of person (or body) entitled to appoint trustee (if any)
Malcolm Craig	Chairman	NA	AGM
Stanley Young	Treasurer	NA	AGM
Jeanette Owens	Head of Operations	NA	AGM
Barry temple-Purcell	Head of Marketing	NA	AGM
Marguerette Fothergill	Secretary	NA	Church
Philip Rogers	Member	NA	PIPS
Sue Heelis	Member	NA	RBL

The Hall's CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES document is attached as Annexe A for reference.

Annexe A

PEMBRIDGE PARISH HALL

**BEARWOOD LANE, MANLEY CRESCENT
PEMBRIDGE, LEOMINSTER HR6 9EB**

Charity Number: 503020

CONSTITUTION, GOVERNANCE AND OPERATING PROCEDURES

Throughout this document, traditional terms are used but they are not intended to be gender specific. Thus, for example, the use of the title *Chairman* applies to incumbents and aspirants of either gender. Equally, *he* and *his* should be considered to imply *she* and *hers*, etc.

PART 1 CONSTITUTION	
INTRODUCTION	2
OBJECT OF THE CHARITY	2
COMMITTEE OF MANAGEMENT	2
ANNUAL GENERAL MEETING (AGM)	3
MEETINGS OF THE COMMITTEE	3
RULES	4
INSURANCE	4
INCOME	4
PART 2 GOVERNANCE	
INTRODUCTION	5
OBJECT OF THE CHARITY AND APPLICATION OF INCOME	5
TITLE TO THE HALL	5
COMMITTEE	5
MEETINGS	6
PART 3 OPERATING PROCEDURES	
INTRODUCTION	7
MANAGEMENT COMMITTEE	7
FINANCE	7
HIRE OF THE HALL	8
STORAGE	8
MAINTENANCE AND DEVELOPMENT	8
LICENSING PREMISES LICENCE AND ALCOHOL	9
PROTECTION OF YOUNG AND VULNERABLE PEOPLE	9
FIRE	9
HEALTH AND SAFETY	9
KITCHEN	9
DUTIES OF THE COMMITTEE	9
GENERAL DUTIES	10
LIABILITY	10
GOOD PRACTICE	10
TRUSTEE LIABILITY INSURANCE	10
DUTIES OF THE CHAIRMAN	10
DUTIES OF THE SECRETARY	10
DUTIES OF THE TREASURER	10
DUTIES OF THE REPRESENTATIVE MEMBERS	
ANNEXE A: THE CURRENT COMMITTEE OF TRUSTEES 2023	11

ANNEXE B: DUTIES OF THE COMMITTEE	12-16
ANNEXE C: HIRE AGREEMENT TERMS AND CONDITIONS	17-23

PART 1: CONSTITUTION

INTRODUCTION

Pembridge Parish Institute is a Registered Charity (Number 283279), run and maintained by Trustees, for the benefit of the residents of Pembridge and its environs. Its status arises from and is defined in, a Trust Deed issued by Pembridge Council on 28th October 1987.

The Trust Deed sets down the administration and management provisions for the Charity, which are summarised below in the remaining paragraphs of this Constitution section.

OBJECT OF THE CHARITY

The Charity is to provide and maintain the Hall for the use of the inhabitants of the and its environs without distinction of political, religious or other opinions, to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for said inhabitants.

COMMITTEE OF MANAGEMENT

The Charity is to be managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee of Management (committee) is to comprise: 6 Elected Members and 12 Representative Members.

The Elected Members shall be appointed at the annual general meeting and shall hold office from the end of the annual general meeting at which they are appointed.

One Representative Member shall be appointed by each of the following organisations:

- The Council of Pembridge.
- The Parochial Church Council of St. Mary's, Pembridge with Moorcourt.
- Pembridge British Legion.
- Pembridge Horticultural Society.
- Ecclesiastical
- Pride in Pembridge (voluntary group)

Each organisation shall notify the name of the person appointed by it to the secretary of the Committee. The appointment of a Representative Member may be made not more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.

If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative Member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

The Committee may appoint if they think fit not more than two Co-opted Members. Each appointment of a Co-opted Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

Any Member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.

Members are not to have any interest in property belonging to the Charity, other than as a Trustee, receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

ANNUAL GENERAL MEETING (AGM)

There is to be an AGM in April or as soon as practical thereafter. Public notice is to be given at least 14 days before the date of the AGM. All inhabitants of the area of benefit over 18 are entitled and encouraged to attend and vote.

The standing Chairman will preside over the AGM until the election of the new Committee. The accounts of the Charity for the preceding year are to be presented to the AGM.

MEETINGS OF THE COMMITTEE

In addition to the AGM, the Committee is to hold at least 6 Ordinary Meetings per year. A Special Meeting may be summoned at any time by the Chairman or by any 2 Members with 7 days clear notice being given to all the other members of the matters to be discussed.

The committee, at their first meeting each year after the Annual General Meeting, and before any other business is transacted, shall elect a Chairman and may also elect a Vice-Chairman from amongst their Members. Chairman and Vice-Chairman are always eligible for re-election.

A quorum at Committee is at least one-third of the total number of Members. In the absence of both the Chairman and Vice-Chairman, the members present may choose one of their numbers to be the acting chairman for the meeting.

Decisions are determined by a majority of votes cast by Members present at a meeting. The Chairman shall hold a second or casting vote if required. A Minute Book and Books of Account are to be kept.

RULES

The Committee is empowered to:

- Set the terms and conditions for use of the Hall and to set the charges (if any) for such use.
- Appoint a Lettings Clerk, Treasurer and other unpaid officers as considered necessary.
- Engage and dismiss paid officers and servants of the Charity as considered necessary.
- A quorum at the Committee is not less than one-third of the total number of members
- The Committee may accept donations or property for the direct or indirect support of the general purposes of the Charity.

INSURANCE

The Committee is required to insure the building, furniture and effects to their full value against fire and the usual risks and suitably insure against risks arising from property ownership and persons' employment.

INCOME

The income of the Charity is to be paid into a trust account and is to be applied as the Committee decides to insure, maintain and repair the property, furniture and effects, and paying rates and taxes as required in furthering the object of the Charity. Surplus cash may be invested.

PART 2 GOVERNANCE

INTRODUCTION

The Committee is committed to operating within the provisions of the Trust Deed and where this appears to be archaic or lacking in guidance for the contemporary situation, within the spirit of the original Charity Commission Scheme and in accordance with the Charities Act 2006. When there is sufficient variance to warrant it, the Committee will apply to the Charity Commission for amendment to the existing Trust Deed. It is the opinion of the Committee that this point has not been reached.

OBJECT OF THE CHARITY AND APPLICATION OF INCOME

The Committee considers that it has a duty not only to maintain the Parish Hall but also to improve the facility to meet contemporary needs, including due attention to environmental issues.

TITLE TO THE HALL

The title to the property is held in the name of the Original Trustees as named in the trust deed. The property is managed by the Committee on behalf of the original trustees, who are now deceased. Under the provisions of Section 22(2) of the Charities Act 1993, the Committee may carry out a transaction as if the property were held in the names of individual Committee Members.

COMMITTEE

The Committee shall consist of up to 6 Representative members, up to 6 Elected Members and up to 12 Representative Members. Representative Members shall hold the same rights and responsibilities as the Elected Members. Elected and Representative Members can also represent user organisations.

While the Trust Deed lists several defunct organisations and also organisations that no longer regularly use the Hall, the Committee considers that the following organisations are relevant and entitled to provided Representative Members:

- Pembridge Council
- Young Farmers
- Pride in Pembridge
- Pembridge Footlights
- Royal British Legion

The Committee accepts that: Where those organisations are already represented by an Elected Member, the organisation need not provide a Representative Member. Those hirers who use the Hall for business purposes are not entitled to provide Representative Members.

The current Committee, their roles and their Representative interests are listed in Annex A.

Statutory powers provided to the Committee by the 1993 Act, as amended by the 2006 Act, enable the Committee to amend the constitution of the Committee by proposal to, and with the agreement of, an AGM. The record of such an AGM would need to be sent to the Charity Commission so that the Register of Charities can be appropriately amended.

MEETINGS

Committee Meetings will be held as necessary but a minimum of 6 times per calendar year. The AGM will be followed, as soon as possible, by a Committee Meeting.

Having elicited any inputs from Members and cleared a draft with the Chairman, the Secretary will circulate the Agenda to Members one week before any Meeting.

PART 3 OPERATING PROCEDURES

INTRODUCTION

The Committee of Trustees is committed to operating and maintaining Pembridge Parish Institute in accordance with the law and the requirements of the Charity Commission for the benefit of the residents of Pembridge and its environs. It draws on guidance from Pembridge Parish Council.

MANAGEMENT COMMITTEE

The Duties of the Management Committee are set down at Annex B and its Appendices.

FINANCE

The Committee established the following enduring principles:

- The Trust will operate financial procedures which comply with the Charity Commission guidance.
- Letting income should be set at a level to cover not less than all overheads. Large deposits should be banked well ahead of the event to ensure that cleared funds have been received. The Charity is, for tax purposes, a charitable trust in line with Paragraph 1 of Schedule 6 Finance Act 2010. It is entitled to accept donations under the Gift Aid scheme. HM Revenue & Customs only accept claims signed by the authorised official (usually the Treasurer).

After due consideration of the annual accounts published at the AGM, the Committee will discuss and agree on budget implications for the coming year, and adjust planned income and expenditure accordingly.

The Charity Commission must take a close interest in the financial affairs of the Charity. The requirements of the Charity Commission are as follows:

- Accounting records must be kept up to date showing and explaining all transactions to provide the Charity's financial position at any time.
- If annual income does not exceed £10,000, the registered details must be kept up-to-date (income, expenditure, trustees and contact details)
- If annual income exceeds £10,000 an annual return must be sent to the Commissioners within 10 months of the end of the financial year (23 October) and include information from the financial accounts and the Trustee's Annual report
- If annual income exceeds £25,000 audited accounts and the Trustees Annual Report must be submitted to the Commissioners.

The Treasurer is the principal point of contact with the Commission and possesses a login and password to complete updates online. The login and password are related to the Charity, and not the Treasurer, and therefore may be used by other people on the bank signatory panel.

The Parish Hall maintains a current account at Lloyds Bank, Leominster. For all transactions and instructions, two signatures are required. The panel of signatories should not exceed five and must include the Chairman and the Treasurer. The current authorised signatories are:

Chairman
Treasurer
Head of Operations

It is usual, although not essential, for the Treasurer (or the Deputy Treasurer if one has been appointed) to sign for most transactions. The account may be operated by internet banking.

Facilities have been established with Lloyds Bank for fixed-term savings deposits deriving from reserve funds. From time to time and at the maturity of the deposit the Committee will review and authorise the amount of reserves to be so applied in the future. It is considered prudent to ensure that at least £1,000 is maintained in the current account to cover unforeseen emergencies and requirements. The prime objective of the funds held in reserve is to enable the Committee to maintain and improve the Trust premises.

The Treasurer (or appointed deputy) will present a financial report at each monthly committee meeting to enable the Committee to discuss current levels of income and expenditure. The Treasurer will provide an annual report, based on the audited or otherwise draft accounts, at the November committee meeting.

The level of reserve funds will be reviewed by the Committee from time to time. At the present time it has been agreed that a reserve fund of £1,000 be established to cover unforeseen emergencies and requirements. In addition, it has been agreed that any excess income as notified at the AGM each year will be placed in a savings account to form a renovation fund. This fund will be used for replacing the limited life fittings and equipment and improving the quality and efficiency of the buildings, grounds and contents.

It is recognised that major maintenance requirements may from time to time require a review of these arrangements.

The accounts will be kept in accordance with the Charity Commission requirements. The accounts will identify income and expenditure categories in sufficient detail for the Trust to assess the financial situation as and when required.

Donations from other bodies should be named as such in the accounts. The end-of-year accounts will be subjected to an Independent Review as specified by the Charity Commission for our level of income and expenditure.

The following spending authorities and limits currently apply:

Treasurer: The Treasurer may:

- Make minor purchases (e.g. accounting materials, stationery, etc.) and procure minor services (e.g. postage, advertisements, cleaning materials etc.) for necessary administration purposes up to the value of £100.
- Settle conventional utility and other standard services bills (e.g. insurance

- premiums, licensing fees, etc.) up to £250.
- Agree and settle minor bills for maintenance and repair up to £500 provided such funds are available.
- Agree and settle bills for administration, maintenance and repair up to £1,000 with the authorisation of a quorum of the Committee. Items over the value of £1,000 will be authorised by the full Committee. Items over the value of £5,000 will be authorised by the full committee subject to the submission of not less than three quotations.

Chairman: The Chairman may:

- Approve general, incidental, expenditures up to the value £250

Management Committee: The Committee will:

- Discuss and agree to expenditures in excess of those listed above.
- Recognise that justifiable and expedient actions will sometimes be necessary. May occasionally give purchasing authority (within an agreed limit), to a particular Committee Member (or Members) to act on its behalf for a specific purpose.

HIRE OF THE HALL

The Terms of Hire and the Application and Approval process are set down in the document in Annex D. Applications to hire the Parish Hall are made by contacting the Events Trustee using the online hall master software which is integrated with the hall website www.pembridgehall.co.uk.

If the Application is approved, the online application amounts to a contract between the Committee and the Hirer of the Hall for the activity or event described. The hirer must download the following documents from the website:

- **The Booking Agreement** which sets out the Terms and Conditions for the hire of the hall
- **Health and Safety Information**
- **Stewards Responsibilities**
- **Safeguarding Policy**
- **Alcohol Advice**
- **Stewards Log**

The Committee may use its discretion to waive or vary the standard charges set down in the Hire Agreement, as it deems appropriate. However, in all cases of any use of the Parish Hall, the Application procedure is to be diligently followed.

STORAGE

Tables, chairs and staging are stored in the Storage areas of the main hall and the storage Cupboards.

MAINTENANCE AND DEVELOPMENT

All routine maintenance is closely monitored by Trustees and the Chairman is notified of issues as required. The Chairman is to direct an annual maintenance audit and establish a Maintenance Plan for the coming Financial Year. Similarly, the Chairman is

to direct an annual development review and, through the Committee, establish a Development Plan covering a rolling 5-year cycle.

LICENSING PREMISES LICENCE AND ALCOHOL

The default position is that alcohol is not to be supplied or sold and consumed on the premises without an approved application.

PERFORMING RIGHTS SOCIETY & PHONOGRAPHIC PERFORMANCE

It is the Hirer's responsibility to obtain the appropriate further licensing where music, such as a disco, or other media-based entertainment are a significant element of their event or activity. Such Applicants are to refer to Phonographic Performance Ltd to see what kind of licence may be required and what the charge is. Applicants representing regular-use leisure groups are also required to satisfy themselves as to whether a PPL licence is required for their activity and, if so, are responsible for licensing their activity appropriately.

PROTECTION OF YOUNG AND VULNERABLE PEOPLE

Events where children, young and vulnerable people are present must conform to the Law. Hirers must ensure appropriate supervision and that supervisors are properly accredited. Hirers must ensure that young and vulnerable people are protected from alcohol abuse. Drugs and substances that can be abused are not permitted on the Parish Hall premises and Hirers are responsible for appropriate supervision of their event to prevent drugs and substance abuse.

FIRE

The Committee is committed to operating and maintaining Pembridge Parish Institute in accordance with The Regulatory Reform (Fire Safety) Order and The Fire Safety Policy, together with the Assessment from which it arises and other supporting material, is at Annex E.

HEALTH AND SAFETY

The Committee of Trustees recognises its responsibility, in law, to maintain a safe environment for Users and Hirers of the Hall. It will review its Risk Assessment and the provisions arising annually in January.

The Committee of Trustees cannot be fully responsible for the Health and Safety aspects of activities that are not under its control. However, it will do all that it can to alert Hirers of the Hall to recognise their own responsibilities regarding Health and Safety in regard to their own activities.

The Health and Safety Policy is at Annex E.

KITCHEN

The kitchen is maintained principally to support the activities of all users of the Parish

Hall. Use of the kettle, water heater, fridge, freezer and dishwasher is included in the hire charge.

ANNEXE A

THE CURRENT COMMITTEE OF TRUSTEES 2023/2024

Role	Name	Appointment	Lead for:
Chairman	Malcolm Craig	Elected	Operations
Treasurer	Stanley Young	Elected	Finance
Secretary	Marguerite Fothergill	Representative of Church	Minutes, agenda and general secretarial support
Operations	Jeanette Owens	Elected	Hallmark Bookings & Operations
Marketing & Promotion	Barry Temple-Purcell	Elected	Marketing & Promotion
Committee member	Roger Philips	Representative PIPS	General support
Committee Member	Sue Hellis	Representative British Legion	General Support
Committee Member	Sally Carvelho	Representative	General Support

DUTIES OF THE COMMITTEE

INTRODUCTION

The responsibilities of Committee members as Charity trustees are set down in The Charities Act 2006 and are more readily accessible in both:

The Charity Commission booklet '**The Essential Trustee**'

Committee Members of Pembridge Parish Institute are Charity (or Managing) Trustees; those people who manage the Charity on a day-to-day basis. They are required to act always for the good of the Charity and in compliance with the Trust Deed and prevailing legislation.

GENERAL DUTIES

The General Duties of each of the Members of the Committee of Trustees are to:

- Acknowledge their responsibilities as set down in the guidance literature, the Trust Deed and this Charter and certify the fact at the beginning of each year of office.
- Act reasonably and prudently and do not speculate with the Charity's assets.
- Ensure that the Charity is fully insured against loss and claim.
- Comply with "all and every" legal requirement.
- Maintain the financial stability of the Charity.
- Act together.
- Avoid a conflict of interest. Trustees must remain beyond reproach. • Extend apologies to the Secretary prior to any Committee Meeting which they may be unable to attend.

LIABILITY

Trustees may be liable for their actions if they have acted:

- In breach of the governing document.
- Unwisely with Charity assets resulting in a loss to the Charity.
- Illegally.

Where a loss occurs despite the best and reasonable efforts of the Trustees it is not probable that they will be held liable.

GOOD PRACTICE

- Follow the governing document.
- Attend meetings.
- Act collectively.
- Keep written minutes of decisions.
- Ensure the treasurer presents regular financial reports and prepares a budget each year.
- Obtain professional advice
- Ensure that the property and committee are adequately insured.
- Act with due care and prudence.
- Ensure the property is adequately maintained.
- Keep all licences up to date.

When preparing correspondence on behalf of the Committee, the Registered Charity Number 503020 should always be quoted (or incorporated in the letterhead).

TRUSTEE LIABILITY INSURANCE

Committee Members should be alert to the availability of this sort of insurance and should review their posture in conjunction with the principal insurance policy, which may also provide such cover. The current view of the Committee is that liability risk to them as Trustees is included in the conventional Insurance Policy.

DUTIES OF THE CHAIRMAN

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Chairman is to:

- Be the principal Trustee and ‘face’ of the Charity to external organisations.
- Guide and mentor other Committee Members as required.
- Chair Meetings of the Committee.
- Guide and steer discussions at Meetings.
- Use a second or casting vote as required at Meetings.
- Keep Meetings focussed and completed within the 2-hour target duration whenever possible.
- Approve the Secretary’s draft Agenda for a future meeting so that it may be issued one week before the Meeting.
- Be principal second signatory to the Treasurer’s actions on behalf of the Committee.

DUTIES OF THE SECRETARY

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Secretary is to:

- Maintain the formal records of Meetings.
- Maintain the principal files and records of the Charity, including the Trust Deed.
- Hold and maintain the Trustee’s copy of the Charity Act 2006 and **The**

Essential Trustee.

- Hold and maintain the Trust's Constitution, Governance and Operating Procedures for the Community Hall.
- Ensure that Trustees are issued with a copy of the pamphlet **The Essential Trustee** on appointment, or advise where to obtain it by email from the Charity Commission, and sign the Code of Practices & Responsibilities to acknowledge their acceptance of their responsibilities on an annual basis.
- Provide each Trustee with a copy of the Constitution, Governance and Operating Procedures for the Community Hall.
- Provide the Trustees with any amendments to the Constitution, Governance and Operating Procedures.
- Prepare and despatch correspondence as required by the Committee.
- Maintain copies of incoming correspondence, alert the Committee as required as to its content and respond as required by the Committee.
- Write to entitled User organisations and groups annually to elicit Representative Membership for the coming year.
- Issue draft Minutes to Members within one week of any Meeting.
- Prepare a draft Agenda for the Chairman's approval in time for it to be issued to Members one week prior to any Meeting.

DUTIES OF THE TREASURER

In addition to the General Duties of a Member of the Committee of Trustees, as set out in Annex B, the Treasurer is to:

- Maintain accounts on behalf of the Committee.
- Make a financial statement (Treasurer's Report) at each Committee meeting.
- In his absence from any Meeting, he should endeavour to provide a written report.
- Regularly review research and advise the Committee regarding the most suitable banking arrangements for the Charity.
- Review and maintain the Insurance policies in accordance with the law and the current needs of the Charity and its Committee.
- Prepare a Financial Plan and Budget for the new Financial Year for consideration by the Committee.
- Arrange for the necessary review of the accounts at the year-end
- Notify all regular users in advance of any change in the hire rates.
- Responsible for the financial management of any employee/s.

The Treasurer is authorised to:

- Hold the cheque-books and receive statements from the Bank.
- Issue cheques in settlement of all bills properly invoiced to the Charity for services provided. A second signatory is required; usually the Chairman.
- Issue written instructions to the Bank to move assets between accounts. A second signatory is required; usually the Chairman.
- Establish and amend Direct Debit / Standing Orders for routine bills up to £250.
- Settle conventional utility and other standard services bills up to £250.
- Agree and settle minor bills for administration, maintenance and repair up to £500 provided such funds are available in the relevant sub-account.
- Agree and settle bills for administration, maintenance and repair up to

£1,000 with the authorisation of a quorum of a relevant sub-committee provided such funds are available in the relevant sub-account.

- Make minor purchases (e.g. accounting materials, stationery, etc.) and procure minor services (e.g. postage, advertisements, etc.) for necessary administration purposes up to the value of £100.
- Act as the principal contact between the Committee and The Charity Commission regarding the yearly Financial Statement.
- The Treasurer is not to settle bills in excess of £1,000 without the authorisation of the full committee.

DUTIES OF THE REPRESENTATIVE MEMBERS

In addition to the General Duties of a Member of the Committee of Trustees, a Representative Member is to represent the particular interest of the User organisation or group represented.

Representative Members are full voting Members of the Committee and, accordingly, are expected to participate fully in the activities of the Committee. In law, they have a first duty to the Parish Hall Charity and **not** to their organisation or group. (Reference Charity Commission - ***The Essential Trustee***)

Representative Members may, and are encouraged to, take a lead role for a specific function, as set out under Committee in Part 2 – Governance.

BOOKING AGREEMENT www.pembridgeparishhall.co.uk

By proceeding with your booking you are deemed to have accepted the following terms and conditions for the hire of the hall. (see below).

TERMS & CONDITIONS OF HIRE

Agreements with the Trustees of Pembridge Hall (“the Hall”) for the hire of Pembridge Hall or any part thereof (“the Premises”) are subject to these Terms and Conditions of Hire (“the Hire Conditions”).

Undertaking of the Hirer

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions for the time being in force.

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives (stewards) to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licences.

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:-

- Being familiar with, and complying with, the guides provided for the use of the Hall
- Ensuring that the Premises are kept secure for the duration of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
- Ensuring that the Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights are switched off, and the building secured, except for any facilities or room or public area in use by another continuing hire
- Ensuring that any temporary fittings and fixtures comply with Health and Safety

guidance, and in particular ensuring that any decorations used are not a fire hazard

- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals (including birds), except assist dogs are brought into the building, without written permission of the Hall on the occasion of a special event or hire agreed to by the Hall
- Ensuring that NO animals whatsoever enter the kitchen at any time
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises
- Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels. All doors and windows to be closed after 23.00 hrs.

Bookings which may be refused

The Hall booking administrator, on behalf of the trustees, has the right to refuse any booking for whatever reason, including concern over potential noise levels and other nuisances especially to neighbours. With this in mind, the hall is unlikely to accept bookings for teenage and young adult parties.

Experience has shown that there can be problems with holding a “big event” in each hall at the same time, and so, if one hall is booked for a “big event”, booking administration may refuse a second booking, especially if it also could be classed as a “big event”.

A “big event” is one which requires dedicated use of the kitchen (including running a bar), plays loud music (recorded/disco/film or live, amplified or not), and when it is likely that vehicles will fill the car park.

Cancellation

- No charge if cancelled 4 weeks or more before a booking
- 50% of the booking charge is due if cancellation is between 4 and 1 weeks before a booking

- 100% of the booking charge is due if cancellation is 1 week or less before a booking

Payment terms

For a single booking, payment is due before the event, except for the regular societies, clubs and associations which represent the regular users of the hall.

When an event requires additional bookings for rehearsal or setup time, then payment for those additional bookings will be charged at the discretion of the administrator, on behalf of the Trustees

For a series of bookings, payment is due 30 days after each event, except if otherwise agreed by the administrator on behalf of the Trustees.

Deposit

A deposit is required for all adult parties. If the hall is not left in an acceptable state deductions will be made before the deposit is returned.

Fire Regulations

The Hirer shall:

- Ensure that the “Emergency Exit” signs are kept illuminated
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details are given to the Parish Hall
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to everyone attending the event
- Ensure that all fire exits in the hall they have booked are kept clear at all times.
- Ensure that the relevant hall lobby and foyer entrances are not blocked with items such as buggies, wheelchairs or mobile scooters

The Evacuation Meeting Place is at right-hand corner of the site by the Car Park entrance.

If evacuated no person may re-enter the Hall without the permission of the Fire Brigade.

Use of Premises

The Hirer shall not:-

- sub-let or use the Premises for any purpose other than that described in their Booking Application
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the Premises
- allow smoking in the Premises

Car Parking

- Vehicles are parked at the owner's risk.
- Overnight parking is not allowed.

Premises Licence and other relevant legislation

The Hirer is responsible for:

- Informing the hall administrator at the time of booking that a bar is requested for the event/activity. The Hall has an agreement with a local licensee that he will provide the bars for events such as parties and weddings free of charge. Where regular societies and clubs wish to serve wine or similar as part of an event the administrator will contact the licensee holder to request permission and provide details of the activity so that it can be recorded by the licensee holder. Without this arrangement agreed and in place, no alcohol can be sold in the Hall.
- Conforming to the terms of the Premises Licence granted to the Hall, including, but not limited to, permitted hours for licensable activities (serving alcohol, playing live or recorded music).
- Ensuring that Alcohol is not served to any person under the age of 18 years. The Parish Hall operates a Challenge 25 Policy. No person under the age of 18 years of age shall be permitted to be on the premises after 23.00 hrs unless accompanied by an adult (aged 18 and over).
- No glass/bottles or open containers will be allowed to be removed from the premises during or at the end of an event
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure. Windows and doors to be closed after 23.00 hrs.

The Hirer shall ensure that the users:

- do not contravene the law relating to gaming, betting, and lotteries

comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, stage plays, films, or similar entertainment taking place at the premises.

- A breach of this condition may lead to prosecution by the local authority. Compliance with legislation relating to children or vulnerable adults
- The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection Policies are the responsibility of the Hirer.

Indemnity

The Hirer shall indemnify and keep indemnified each of the Trustees of the Hall and their employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer
- As directed by the Parish Hall, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents

Insurance

The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment onto the Premises has the relevant and appropriate insurance, which shall include public liability insurance.

Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the Hall as soon as possible, and complete the relevant

section in the Parish Hall's Accident Book. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, either that belonging to the Hall, or brought in by the Hirer must also be reported as soon as possible.

Stored equipment

The Hall may provide storage space, including cupboards, for regular users, and may charge a deposit for the use of a key to these storage spaces. These keys remain the property of the Hall, and, on request, must be returned to the Hall.

The Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded.

All equipment and other property, other than that stored on the premises by agreement must be removed at the end of each hiring or storage period.

The Hall may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

No alterations

Decorations may be hung from the hooks provided on the side walls of the Halls but not elsewhere. On request, Hirers must produce a certificate that the decorations are not a fire hazard. No Blu-tack, drawing pins, adhesive tape or similar may be used. No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards or other articles be attached in any way to any part of the Premises without the prior written approval of the Hall.

Any alteration, fixture or fitting, or attachment, so approved, shall, at the discretion of the Hall, remain in the Premises at the end of the hiring and become the property of the Hall or be removed by the Hirer. The Hirer must make good to the satisfaction of the Hall any damage caused to the Premises by such removal.

Interruption of Regular Bookings

If a Hirer is a regular weekly user, the Parish Hall reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least six weeks' notice shall be given of such cancellation.

The Hall reserves the right to nominate a specified weekday evening as not being available for regular weekly bookings, so that priority can be given to monthly, or less frequent, bookings.

Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event and the Hall is unable to conclude a replacement booking, the Hall may, at their discretion, require a further payment of hire fees or withhold part of the deposit and hire charge already paid.

Cancellation by the Hall

The Hall reserves the right to cancel a hiring by written notice to the Hirer in the event of a national emergency, or similar force majeure situation that requires the Premises to be closed, or of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Parish Hall reasonably considers that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring,
or
- the Premises have become unfit for the use intended by the Hirer

In any such case, the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Parish Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking, the Hirer is deemed to have accepted these terms and conditions.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Pembridge Parish Institute	No (if any) 503020
---	------------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 1 April 2024	To	Period end date 31 March 2025
------------------------	-----------------------------------	----	----------------------------------

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					
Charitable Activities Event Sales	25,337	-	-	25,337	-
Charitable Activities Rent for Use of hall	11,826	-	-	11,826	-
Donations	31	-	-	31	-
Lottery Grant	20,000	-	-	20,000	-
Pembridge Village Show	2,603	-	-	2,603	-
Pembridge Branch RBL Memorial Bench Fund	840	-	-	840	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	60,637	-	-	60,637	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	60,637	-	-	60,637	-
A3 Payments					
Alcohol License	923	-	-	923	-
Architect Palnning	2,201	-	-	2,201	-
Baby Changing Mat	144	-	-	144	-
CPR Difibillator	718	-	-	718	-

Cleaning	1,728	-	-	1,728	-
Cleaning Materials	140	-	-	140	-
Coffee machine	236	-	-	236	-
Council Tax	232			232	
Cushions	648			648	
Electric	2,275			2,275	
Electrical Updates	2,380			2,380	
Event Expenses	20,409			20,409	
Fire Inspection	313			313	
Garbage	232			232	
Flowers/Trees	930			930	
Garden Furnature	1,187			1,187	
Insurance	941			941	
Internet	202			202	
Kitchen Equipment	103			103	
Lighting	347			347	
Lottery Grant Expenses	10,534			10,534	
Maintence and repair	1,165			1,165	
Marketing and Communication	622			622	
Music Rights	227			227	
Oil	572			572	
RBL Memorial Bench	180			180	
Pembridge Village Show	957			957	
Pergola/Garden Refurb	1,568			1,568	
Plastic Containers	143			143	
Rent of Local Hall	38			38	
Sanitary Expenses	366			366	
Security	44			44	
Subscriptions Software	271			271	
Training	96			96	
Water	762	-	-	762	-
	-	-	-	-	-

Sub total	53,833	-	-	53,833	-
------------------	---------------	----------	----------	---------------	----------

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	53,833	-	-	53,833	-
Net of receipts/(payments)	6,804	-	-	6,804	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	6,804	-	-	6,804	-

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 cash funds	-	-	-
	(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		-	-	-
		-	-	-
		-	-	-
		-	-	-

	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

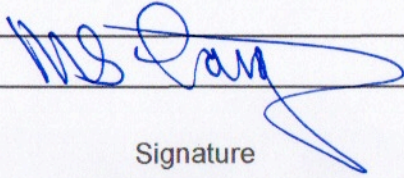
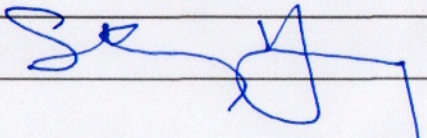
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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
	MALCOLM	CRAIG	31/12/25
	STANLEY YOUNG		30/12/2025



Independent examiner's
report on the accounts

Report to the trustees/
members of

Pembridge Parish Institute

On accounts for the year
ended

March 2025	Charity no (if any)	503020
------------	------------------------	--------

Set out on pages

41 pages.

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**. 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:

Graham Hudson

Date:

30/12/2025

Name:

GRAHAM HUDSON

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

RETIRED DIRECTOR OF P.L.C

Address:

THE LONG FARM

PEARL ROAD

LOOMINGSTER HR6 9EE

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.

SUGGEST PLACING MAJORITY OF BANK FUNDS ON DEPOSIT WITH LLOYDS LEAVING, SAY, £5000 ON CURRENT A/C