



CHARITY COMMISSION  
FOR ENGLAND AND WALES

**Houghton Village Hall  
The Green Houghton  
Near Carlisle  
Cumbria CA3 0NF**

**Charity registration number: 505191**

**Trustees' Annual Report for the period  
1<sup>st</sup> February 2024 to 31<sup>st</sup> January 2025**

Houghton Village Hall lies at the heart of the community of Houghton village. It is run by a management committee of Trustees of the charity, all volunteers. It is a versatile and extremely well-used building. A part-time caretaker is employed and two relief staff to provide holiday cover. Local groups and others from Carlisle and the surrounding area use this comfortable well equipped venue. The purposes of the Charity align with those set out in the Halls constitution. Sealed on 2<sup>nd</sup> December 1975

**Objectives**

There are two objectives. Firstly, to maintain the fabric of the building to ensure its long term survival as the hub of the community. To this end, there is always an ongoing programme of inspection, renovation and upgrade.

The second objective is to promote the hall's use for the benefit of the inhabitants of the village of Houghton and the neighbouring area.

Hire costs are kept as low as possible to ensure the provision of facilities for recreation and or educational activities. There are discounted hire rates for local residents. Maintaining physical and mental wellbeing within the community is paramount. It is an all-inclusive, non-discriminatory space for all groups.

The trustees are aware of the Charity Commission's guidance on public benefit, and they have taken this into account when making decisions to which the guidance is relevant.

### **Activities of this Charity**

The HVH management committee has 11 members at present. There is in an additional small group of volunteers 'Friends of the Houghton Village Hall' on stand-by to help with events. They are very much appreciated by the committee. This has enabled the running of a variety of fun events for the community with the added bonus of being fund-raising events.

There have been May Fayres, Jubilee and Coronation events, Table top sales, Dances and regular Quizzes. The post event feedback from the community has been overwhelmingly positive. There is a wide variety of groups using the hall regularly, catering for a multiplicity of age groups. Some are weekly and others monthly.

Art Venturers ,Music Makers, Parent & Toddlers ,Art and U3A sketching clubs, Pilates and Yoga, The Evergreens, Dog training classes, Farmers Market, Rainbows, Flower Guild, Magic Circle, Hornby Model Railway club, NWR, Lace makers , Radio Club, Sewing club and Short mat bowls.

There are many occasional hirers for events such as birthday parties, christenings and weddings. Fundraising events run by the hall committee include regular quizzes ,tabletop sales, dances etc Also joint events with the local schools PTA.

All trustees have been made aware of the Trustees handbook and guidance issued by the Charity Commission on public benefit.

### **Policies and Procedures**

These are in place to guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following eight policy statements remain in place:

- Trustees Policy and Procedures
- Hall Booking Policy and Procedures
- Health and Safety Policy and Procedures
- Finance Policy and Procedures
- Child Protection and Vulnerable Adult Policy
- Equal Opportunities Policy
- Complaints Policy and Procedure.
- Privacy Policy.

These and other policies have continued to be implemented to ensure that the running of the Hall remains friendly and flexible and that the Hall is not overburdened and over governed by unnecessary bureaucracy whilst the committee adheres best practice principles wherever possible. The policies are there for the guidance of users as well as for the Trustees. These are periodically reviewed. There is a Hiring Agreement for the Use of the Hall. It must be signed by the hirer when booking. The hiring agreement sets out the terms and conditions of hire and identifies the respective responsibilities of each party to the agreement. The Hall has all necessary licences in place.

## **Financial Review**

The annual accounts Feb 24- end Jan 25 were examined and signed off by the independent examiner Mr Alan Welsh .They were duly signed off by Committee members at the committee meeting on 16<sup>th</sup> April 25.

The financial year ending 31<sup>st</sup> Jan 25 showed a deficit of **£3518.75** This was due to being refused a specific grant application for a hall renovation project.

The bank balance as of Tuesday 17<sup>th</sup> June 25 ( AGM )

NatWest	£19,704.72
CBS	£ 32,142.07
Total funds	<b>£ 51,846.79</b>

Grants total awarded for projects **£3515**

Fundraising for the year raised just over **£3000**

Reserves are held to ensure running costs can be met should the hall close unexpectedly due to circumstances beyond the committees control. Also they are held factoring in forward planning to finance larger potential projects pending in the future.

Mr Alan Welsh Certified accountant examines and signs off the yearly accounts.

## **Additional information**

The charity's principal sources of funds

- The main revenue for the hall is raised through the hire charges applied when hall users book the hall.
- Local grant providers have historically supported the Trustees' ongoing programme of upgrade, renovation and refurbishment allowing minimum reduction in the hall's reserves.
- Fundraising events are held regularly. Some grant aid has been available for special events too. Local sponsors have been generous in supporting these by donations or gifts for raffles. A monthly numbers club/lottery has been running for decades bringing in over £800 a year at present.
- A large proportion of the hall reserves are kept in a savings account at the local Building society. This generates a good rate of interest and adds to the funds

The principal risk facing the charity and ultimately its survival is the ability to maintain a strong body of Trustees and volunteers.

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

Mr Steven Hewitt      *Chairman*  
Mrs Sylvia Teasdale   *Secretary*  
Mrs Anne Nicholson   *Treasurer*  
Mr Terry Teasdale    *Vice Chairman*  
Mrs Teri Norman      *Minute Secretary*  
Mr Gordon Hodgson  
Mrs Joan Turney  
Mrs Alison Irving  
Mrs Dianne Allardyce  
Mrs Cynthia Millar  
Mrs Debbie Richardson

Mr Alan Welsh is not a trustee but the Independent financial examiner.

## Declarations

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

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

**Signature(s)** Anne Nicholson

**Full name(s)** Anne Nicholson

**Position** Treasurer

**Date** 28<sup>th</sup> August 25

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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

HOUGHTON VILLAGE HALL

**On accounts for the year  
ended**

31 January 2025

**Charity no  
(if any)**

505191

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/01/2025**.

**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").

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.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention 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.

**Signed:**

**Date:**

4 April 2025

**Name:**

Alan Welsh

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

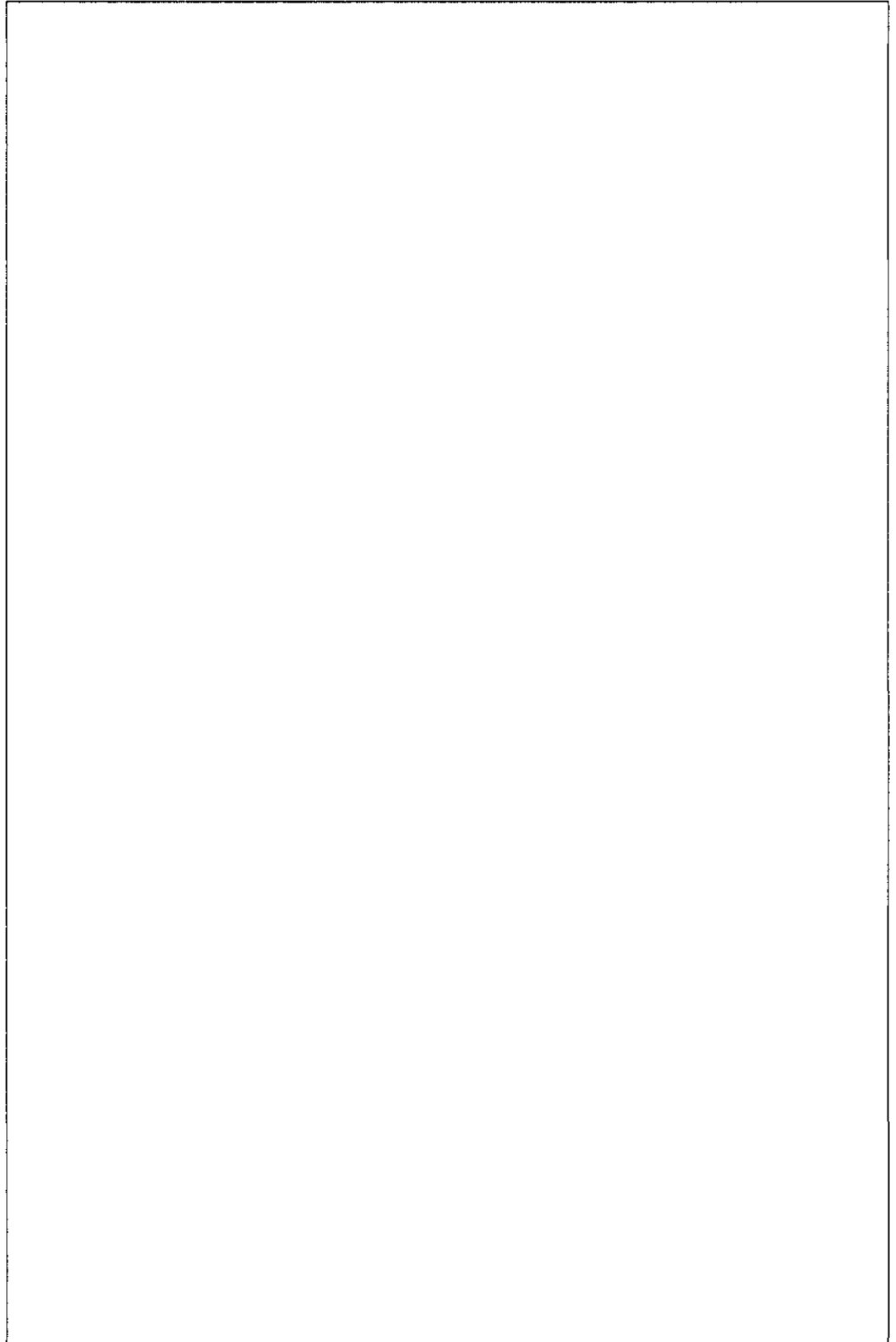
Chartered Institute of Public Finance and Accountancy (*retired member*)

**Address:**

67 Millcroft, Carlisle

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.**



## HOUGHTON VILLAGE HALL MANAGEMENT COMMITTEE, HOUGHTON

### STATEMENT OF ASSETS & LIABILITIES as at 31 JANUARY 2025

	2024-25	2023-24
	£	£
<b>Current Assets</b>		
Debtors	996.50	-
Cash at Bank	16,234.51	30,756.50
Cash at Building Society	31,049.47	20,036.84
Cash	-	-
	<u>48,280.48</u>	<u>50,793.34</u>
<b>Current Liabilities</b>		
Creditors	66.00	-
<b>Net Current Assets</b>	<u><b>48,214.48</b></u>	<u><b>50,793.34</b></u>
<b>FUNDS</b>		
General Fund	<u>48,214.48</u>	<u>50,793.34</u>

#### Notes

##### **Accounting Policy**

Section 133 of the Charities Act 2011 allows charities to prepare receipts and payments accounts provided the charity's gross income is not over £250,000.

This method has been adopted for the Houghton Village Hall accounts.

The accounts comply with the requirements of the Charities Commission guidance Receipts and Payments Accounts - Introductory Notes (CC16a and CC16b).

## RECEIPTS AND PAYMENTS ACCOUNT

	<i>Notes</i>	<b>2024-25</b>	<b>2023-24</b>
		£	£
<b>Receipts</b>			
Hire of Hall		19,880.00	19,157.60
Fund Raising events		5,454.55	4,309.22
Number Club		1,836.00	1,566.00
Houghton Echo		-	-
Grants		2,400.00	6,874.09
Covid Grants and Furlough		-	-
Other receipts		888.13	404.42
		<b>30,458.68</b>	<b>32,311.33</b>
<b>Payments</b>			
Employees		8,624.30	7,775.00
General Repairs & Maintenance		3,576.94	2,064.30
Water Rates/Insurance		2,150.18	1,993.16
Heating, Light & Power		6,633.53	8,477.05
Cleaning & Materials		636.54	800.84
Postage, Stationery & Advertising		213.06	193.81
Numbers Club		760.00	684.50
Houghton Echo		-	-
Other Expenses		2,588.10	2,230.62
Projects		8,231.51	7,543.73
Nest		563.27	538.93
		<b>33,977.43</b>	<b>32,301.94</b>
<b>Surplus (+) or Deficit (-)</b>		<b>- 3,518.75</b>	<b>9.39</b>



**Section A**

**Independent Examiner's Report**

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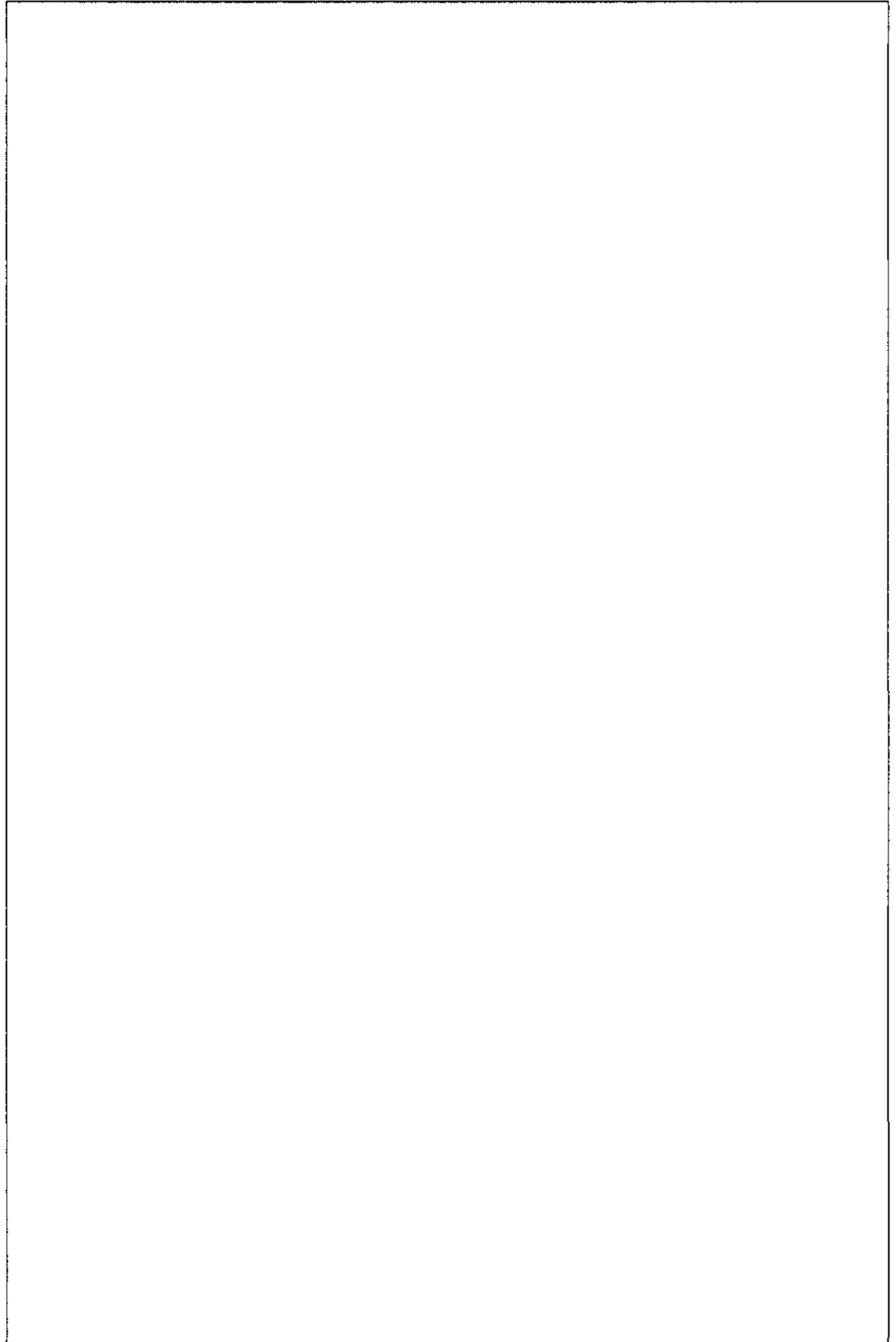
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