COTEBROOK VILLAGE HALL

Charity Number 520037

TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2026

1. Introduction

The Trustees are pleased to present their Annual Report for Cotebrook Village Hall, covering the year ended 31 March 2026.

It has been a very positive and productive year for Cotebrook Village Hall. The Hall continues to play an important role at the heart of the local community, providing a welcoming, flexible and well-used facility for regular groups, community activities, private celebrations and special events.

During the year, the Trustees have continued to develop the Hall, both as a community facility and as a financially sustainable charity. We have increased the range of activities taking place at the Hall, invested in improvements to the building, introduced new technology to improve bookings and administration, and strengthened our plans for the future.

2. Objectives and Activities

The principal objective of Cotebrook Village Hall is to provide and maintain a village hall for the use and benefit of the inhabitants of Cotebrook and the surrounding communities, without distinction, by providing facilities for meetings, social, educational, recreational and other activities.

The Trustees seek to ensure that the Hall remains a safe, attractive, accessible and welcoming community facility which can be used by a wide range of local organisations, groups and individuals.

3. Community Activities and Events

It has been a wonderful year for Cotebrook Village Hall and we are delighted with the range of activities and events that have taken place.

A major highlight was an **Art Exhibition**, organised in collaboration with St John's Church Flower Festival. The event attracted nearly 300 visitors to the Hall, many of whom would not previously have visited the facility. Through art sales and a café, the event generated approximately **£1,500 of income** over the two-day period.

We also ventured into hosting two **touring performances** in conjunction with Cheshire Rural Arts – one children's performance and one adult performance. Although these events were less successful financially, approximately 50 members of the local community attended and enjoyed the performances.

The Trustees will consider whether further touring productions would be appropriate in the future. In conjunction with the **National Garden Scheme**, the Hall hosted a successful pop-up café. This generated approximately **£1,200 for the Hall**, while a local garden raised approximately **£2,400 for National Garden Scheme charities**. The event attracted approximately 300 visitors to the Hall. Feedback was very positive, with visitors commenting favourably on the comfort and pleasant environment provided by the Hall.

The Hall also worked collaboratively with Utkinton Parish, hosting the **Utkinton and Cotebrook Community Quiz Night** in September. The event attracted approximately 60 attendees and generated around **£600**, including income from the sale of raffle prizes.

These events have not only provided valuable income but have also helped to raise awareness of the Hall and strengthen its role as a community hub.

4. Use of the Hall

The Hall continues to be well used throughout the year.

At the year end, there were approximately **20 regular hirers**, including around **12 weekly classes and activities**. These include fitness and yoga classes, baby groups, an orchestra, a flute choir, a radio club, music activities and wellbeing hubs.

The Hall is also the preferred host venue for the **National Childbirth Trust**, which holds regular and well-attended classes at the Hall.

Weekends continue to be particularly busy, with regular bookings for birthday parties, baby showers, engagement parties, family gatherings and other private celebrations. The Hall has also begun to attract new wedding bookings, providing an opportunity to develop this area of activity further.

Thursday is currently the only day of the week where there is significant availability, and the Trustees intend to promote this availability to potential users.

5. Improvements to the Hall

The Trustees have continued to invest in the Hall and its facilities during the year.

The Hall has undergone a significant programme of redecoration, including new paintwork throughout the main hall, the Alex Timpson Room and the main entrance. Further improvements to the toilets, kitchen and stage are planned as part of the continuing programme of refurbishment.

The Trustees were also successful in securing a **heating grant**, which enabled the installation of new boiler heating controls.

The new heating control system allows the Trustees and Hall management to manage the heating remotely using a smartphone application. This enables the Hall to be heated only when required, helping to:

- reduce unnecessary energy consumption;
- reduce the Hall's carbon emissions;
- improve control of the building's heating; and reduce running costs.

The exterior of the Hall has also benefited from upgraded lighting to both the front and rear of the building.

The Trustees are continuing to explore improvements to fencing, hedging and landscaping. The intention is to make the exterior of the premises more attractive and welcoming, particularly as the Hall seeks to increase its appeal as a venue for weddings and larger functions.

6. Website and Online Booking System

A major development during the year has been the launch of a **new website and automated online booking system**.

This has significantly improved the day-to-day management of the Hall. Hirers can now easily check availability, make bookings, make payments and make changes to their bookings online.

The online system, together with the use of key-safe access for hirers, has considerably reduced the requirement for the Hall Manager to attend the site simply to provide access or deal with bookings. This has created administrative efficiencies and generated savings for the Hall.

The Trustees believe that the new system will provide a strong foundation for the continued development of the Hall and will make it easier for both existing and prospective hirers to use the facility.

7. Financial Sustainability

The Trustees continue to recognise the importance of ensuring that the Hall is financially sustainable for the long term.

Income is generated principally through Hall hire, regular activities, private functions and community events. The Trustees seek to balance the need to maintain affordable access to the Hall with the requirement to generate sufficient income to meet operating costs, maintain the building and invest in improvements.

The successful community events held during the year have provided additional income while also increasing awareness and use of the Hall.

The Trustees will continue to look for appropriate opportunities to increase utilisation, particularly on quieter days, and to develop areas such as weddings, larger functions and community events.

8. Volunteers and Management

The continued success of Cotebrook Village Hall is dependent upon the commitment and support of its volunteers, Trustees and committee members.

The Hall committee comprises a team of **eight people** who meet regularly to discuss the management and development of the Hall and to ensure that important issues and essential maintenance and operational matters are dealt with promptly.

The Trustees are grateful to all those who give their time and expertise to support the Hall, including committee members, volunteers, hirers and members of the local community.

9. Future Development

The Hall is currently busier than ever and the Trustees are optimistic about its future.

During the coming year, the Trustees intend to:

- continue the programme of improvements and redecoration;
- complete the planned refresh of the toilets, kitchen and stage;
- promote Thursday availability to increase Hall utilisation;
- develop the Hall's potential as a venue for weddings and larger functions;
- continue to promote community events and activities;
- explore further opportunities to work with local organisations and community groups;
- build on the benefits provided by the new website and online booking system;
- continue to improve energy efficiency and control running costs; and
- maintain the Hall as a welcoming and well-used community facility.

Events planned for the coming year include a **Community Festival Dinner** and a **Christmas Fayre**, alongside the continuing programme of regular activities and private bookings.

10. Transition to a Charitable Incorporated Organisation

The Trustees are also progressing the transition of the organisation to become a **Charitable Incorporated Organisation (CIO)**.

The Trustees believe that this change will provide an appropriate structure for the future governance and management of the Hall and will help safeguard the future of the facility.

It will also provide greater certainty and protection for current and future Trustees and committee members as the Hall continues to develop.

11. Trustees

The Trustees who served during the year were:

- **Nick Parker**
- **Stephen Moore**
- **Dawn Wilbur**
- **Sussi Wood**
- **Joanne Irving**

They were ably assisted by the hall manager, **Magda Mafuelo,** who has been instrumental in ensuring that the hall functions and runs smoothly.

The Trustees are responsible for the overall governance and management of the charity and for ensuring that the Hall is operated in accordance with its charitable objectives.

12. Reserves and Financial Position

The Trustees recognise the importance of maintaining adequate reserves to meet the ongoing costs of operating and maintaining the Hall and to provide financial resilience against unforeseen expenditure.

The charity's financial position and reserves are set out in the accompanying financial statements for the year ended 31 March 2026.

The Trustees will continue to monitor income, expenditure and reserves carefully to ensure that the Hall remains financially sustainable and capable of meeting its future maintenance and development requirements.

13. Risk Management

The Trustees regularly consider the risks facing the Hall and seek to ensure that appropriate measures are in place to manage them.

Key areas considered include the maintenance and condition of the building, financial sustainability, health and safety, safeguarding, insurance, energy costs and the continued availability of volunteers and Trustees.

The Trustees continue to review operational arrangements and policies as part of their ongoing responsibility for the effective management of the charity.

14. Conclusion

The Trustees are very proud of the progress made by Cotebrook Village Hall during the year.

The Hall is now being used by a wide range of groups and individuals and continues to provide an important focal point for the local community. The investment in the building, the development of new events, the introduction of the online booking system and the increasing number of regular users all demonstrate the positive direction in which the Hall is moving.

The Trustees would like to thank all the volunteers, committee members, regular hirers, local organisations and members of the community who have supported the Hall during the year.

We look forward to building on this progress during the coming year and ensuring that Cotebrook Village Hall remains a vibrant, sustainable and welcoming community facility for many years to come.

Approved by the Trustees and signed on their behalf

Nicholas Parker

Chair / Trustee

Date: 5th October 2026

COTEBROOK VILLAGE HALL
CHARITY NUMBER 520037
STATEMENT OF INCOME AND EXPENDITURE
FOR THE PERIOD ENDING 31ST MARCH 2026

		This Month	Y/E 31/03/26	Y/E 31/03/25
INCOME	**Regular Hirers**			
	Physio led Pilates	55.50	619.00	644.00
	Hatha Yoga	138.75	1231.77	909.75
	Radio Club	0.00	1732.94	866.47
	Orchestra	0.00	658.00	1286.00
	Mums Hub	0.00	351.50	160.00
	Gong Sound Meditation	0.00	847.00	1056.50
	Fenice Flute Choir	0.00	185.00	142.00
	Body Wisdom Circuit	0.00	0.00	52.00
	Family Pilates Linni Lanni	55.50	852.25	726.50
	Sewing Club	0.00	0.00	886.75
	De Fib Fund	0.00	0.00	0.00
	Puppy Training	0.00	0.00	0.00
	Leena Yoga	0.00	0.00	0.00
	J Cottrell Photoshoots	0.00	0.00	150.00
	Hollies Farm Shop	0.00	0.00	0.00
	Steam Club	0.00	0.00	0.00
	Cheshire Beagles	0.00	0.00	0.00
	Fearless Yoga	0.00	0.00	140.00
	Diddi Dance NW	0.00	296.00	556.50
	Misc Income			
	Cheshire West & Utkinton PC	0.00	0.00	0.00
	Donations	500.00	3500.00	4536.69
	Misc Hire	3660.42	17373.48	5931.75
	One off Events			
	Cake Sale	0.00	0.00	910.50
	French Meal	0.00	0.00	0.00
	Quiz Night	0.00	0.00	0.00
	Gin Night	0.00	0.00	0.00
	Xmas Fair	0.00	0.00	120.00
		4410.17	27646.94	19075.41
EXPENDITURE				
	Light and Heat	116.45	2287.58	2192.03
	Building Property Maintenance	266.40	5386.66	2048.13
	Cleaning Materials and Wages	411.00	3589.50	4551.04
	Water	0.00	211.69	188.00
	Oil	682.23	3220.49	1459.66
	Licences, Subscriptions	562.34	3976.24	550.00
	Insurance	0.00	1309.99	1239.38
	Radio Club wifi	0.00	120.00	0.00
	Bookkeeping Expenses	56.25	441.26	202.50
	Hall Manager	1139.53	6086.48	2536.20
	Legal Fees	0.00	4720.00	0.00
	Function Expenses	0.00	489.90	140.40
	Misc expenses	0.00	677.73	500.00
		3234.20	32517.52	15607.34
SURPLUS/DEFICIT		1175.97	-4870.58	3468.07

BALANCE SHEET AT 31ST MARCH 2026

Funds at 1st April 2025	29199.12
Deficit for the period	-4870.58
Funds at 31st March 2026	24328.54
Represented by:	
Cash at Nat West Bank	24156.47
Cash in Hand	172.07
Funds at 31st March 2026	24328.54

In my opinion the financial statements give a true & fair review of the state of the charities affairs as of the 31st March 2026 & its profit / loss for the year then ended.

S J Moore 18/5/26