



Trustees' Annual Report for the period

From **01/04/2023**
Period end date

Period start date To **31/03/2024**

Charity name: **Caistor Town Hall Management Committee**

Charity registration number: **521906**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of the Town Hall for the use of all residents in Caistor and surrounding villages to provide the availability of a wide range of activities for all ages.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The prime aim of the committee is to provide a comfortable, economical and local facility for various societies, groups and individuals to use. We have rooms for meetings but usage of the building covers a far wider spectrum of activities. These include Children's services, exercise for all ages, amateur dramatics, film club, dance lessons and many other activities. Our users are encouraged to send representatives to the open meetings that the Management Committee hold regularly to help provide continuous feedback to quickly identify any problems that may arise.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm that the Trustees have taken regard of the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	The Town Hall Management Committee is dependent on a group of volunteers who give their services freely and frequently as required. The Trustees acknowledge the immense contributions made by volunteers without whose help it would be extremely difficult to provide the facilities we are able to offer.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This last financial year has seen the usage of the hall remain fairly static. Prices charged for the hire of the hall have been increased and so we are able to report that fiscal stability has been maintained.</p> <p>Very sadly one of our volunteers. Lauri Fox who has been our Caretaker for several years, passed away unexpectedly this year. A new Caretaker has taken over but because of the duties the post now entails there will be an increase in our costs.</p> <p>The Trustees are pleased to report that the building continues to be kept in good repair allowing us to offer a warm, comfortable facility for all of our users. Indeed, in the present financial climate we consider being able to report no financial issues at all is an achievement in it's self</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial stability of the charity is always carefully monitored by all Trustees and committee members. Regular financial reports are given by the Treasurer and we are pleased to report a healthy financial position with no issues of concern.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to hold a minimum of £5,000 in reserve at all times to meet any unexpected maintenance costs.
Amount of reserves held	Para 1.22	£5,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal source of income for the charity is hire charges and fund raising events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Rising costs, many of which are outside our control, and keeping our income flow at least at the current level. As already mentioned, our finances are in very good order.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 15/08/1969 and amended 05/2011.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by membership or appointed by existing Trustees and reviewed annually.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Caistor Village Hall
Other name the charity uses	Caistor Town Hall Management Committee
Registered charity number	521906
Charity's principal address	14 High Street Caistor Lincolnshire LN7 6QU

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	Martin Stephen Gaughan	Chair		
2	Michael Broster	Vice Chair		
3	Michael John Grant	Treasurer		
4	Christopher Andrew Morgan	Booking Secretary		
5	Alan Garry Crookes			
6	Richard John Merrall			
7	Ruth Smith			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not Applicable


Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael John Grant	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	28/01/2025	

Caistor Town Hall Management Committee

Income and Expenditure Account for Year ending 31/03/2024

Income

	£
Meetings	2988.50
Dance Group	1235.00
Fitness Groups	2817.00
Lions	1582.50
Town Council	484.00
Children's Services	1840.00
Children's Health Clinic	2368.00
Caistor Cinema Group	900.00
Private Parties	1894.00
Retail	220.00
Blood Donors	372.00
Weddings	231.00
Art Classes	1083.00
Shows & Fayres	1339.70
Plays	700.00
Caistor Grammar School	1592.00
CATS	1668.00
Caistor Parish Church	55.00
Elections	190.00
Donations	500.00
Miscellaneous	<u>68.00</u>

Sub Total 24127.70

Bar Takings 8593.47

Sub Total 32721.17

Bank balance at 31/03/2023 43395.48

Total 76116.65

Expenditure

	£
A Hand Cleaning Services	8207.00
Booking Expenses	159.77
Gas	1947.71
Electricity	1709.53
Water	362.94
Insurance	375.61
Repairs & Replacements	1679.83
General Maintenance	2519.14
Miscellaneous	1471.14
Laundry	315.00
Refunds	455.00
Donations	375.00
Play costs	<u>300.00</u>

Sub Total 19877.67

Acoustic Project 11608.80

Sub Total 31486.47

Bar stock 5134.50

Bar Licence/Repairs etc 491.72

Sub Total 37112.69

Bank balance at 31/03/2024 39003.96

Total 76116.65

Additional Assets

Cash in hand Bar float 500.00

Accounts completed by Mike Grant



14/05/2024

Accounts audited by Mary Taylor





Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Caistor Village Hall – Also known as Caistor Town Hall Management
Committee

**On accounts for the year
ended**

31. 03. 2024

**Charity no
(if any)**

521906

Set out on pages

1 – 2

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 31.03.2024

**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 (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:

Mary Taylor

Date:

27th January 2025

Name:

Mary Taylor

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

CERT.ED. CAMBRIDGE ADVANCED MAIN MATHS.

Address:

Brookside, Hersey Road, Caistor, Lincolnshire, LN7 6RG

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.

Not Applicable.