



**Trustees' Annual Report for the period**

From **01/04/2024** Period start date To **31/03/2025** Period end date

**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	<b>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.</b>
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	<b>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 groups, Children's health, 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.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>We confirm that the Trustees have taken regard of the guidance issued by the Charity Commission on public benefit.</b>

**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	<b>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.</b>

## 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	<b>Compared with last year's figures revenue from hiring increased this year by 18%. This did include a 5% price increase but it is still a very positive return and helped cover various improvement and repair costs. In last year's expenses a significant amount (£11,600) was spent on acoustic baffles for the main hall. This was to resolve a problem with sound quality particularly when travelling theatres were staged at the hall or films shown by the cinema group. Feedback from members of the audiences had led us to seek a solution urgently. We have noticed this year that attendances at similar events have increased and we can largely put that down to the improved acoustics. We hope that trend continues. The aim is to continue our program of improving the facilities as much as possible because if we can provide comfort and good facilities people will continue using the hall.</b>

### 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	<b>The financial stability of the charity is always carefully monitored by the 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.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Our policy is to hold a minimum of £10,000 in reserve at all times to meet any unexpected maintenance costs.</b>
Amount of reserves held	Para 1.22	<b>£10,000</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicably</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

### 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	<b>The principal source of income for the Charity remains hire charges and fund raising events.</b>
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	<b>Rising costs, many of which are outside our control. Finances are monitored very carefully to ensure they remain robust. Another difficulty the committee faces is encouraging new volunteers to come forward.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution established 15/08/1969 and amended 05/2011.</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
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	<b>Elected by membership or appointed by existing Trustees and reviewed annually.</b>

### 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	<b>Caistor Village Hall</b>
Other name the charity uses	<b>Caistor Town Hall Management Committee</b>
Registered charity number	<b>521906</b>
Charity's principal address	<b>14 High Street Caistor Lincolnshire LN7 6TX</b>

**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	<b>Martin Stephen Gaughan</b>	<b>Chair</b>		
2	<b>Michael Broster</b>	<b>Vice Chair</b>		
3	<b>Michael John Grant</b>	<b>Treasurer</b>		
4	<b>Christopher Andrew Morgan</b>	<b>Booking Secretary</b>		
5	<b>Alan Garry Crookes</b>			
6	<b>Richard John Merrall</b>			
7	<b>Ruth Smith</b>			
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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	<b>Not applicable</b>
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<b>Not applicable</b>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<b>Not applicable</b>

**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

<b>Not applicable</b>
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**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	27/01/2026	

# Caistor Town Hall Management Committee

## Income and Expenditure Account for Year ending 31.03.25

### Income

	£
Meetings	1988.00
Dance Group	1345.00
Fitness Groups	3075.00
Lions	1111.00
Town Council	360.00
Children's Services	2974.00
Children's Health Clinic	2010.00
Caistor Cinema Group	750.00
Private Parties	2758.00
Retail	184.00
Blood Donors	480.00
Art Classes	824.00
Shows & Fayres	900.00
Plays	2044.80
Caistor Grammar School	1440.00
CATS	1684.00
Elections	460.00

**Sub Total** **24387.80**

Bar Takings 6171.12

**Sub Total** **30558.92**

Bank balance at 31/03/2024 39003.96

**Total** **69562.88**

### Expenditure

	£
A Hand Cleaning Services	9311.00
Booking Expenses	313.47
Gas	2223.98
Electricity	1849.67
Water	529.52
Insurance	386.08
Repairs & Replacements	1904.72
General Maintenance	3560.42
Miscellaneous	1026.14
Laundry	158.50
Refunds	650.00
Caretaker	5232.00
Play costs	1755.95
WLDC Waste Disposal	<u>254.80</u>

**Sub Total** **29156.25**

Kitchen Project 5033.76

**Sub Total** **34190.01**

Bar Supplies 3554.06

Bar Licence / Repairs etc 209.70

**Sub Total** **37953.77**

Bank balance at 31/03/2025 31609.11

**Total** **69562.88**

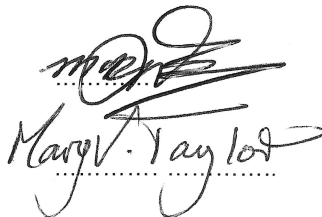
### Additional Assets

Cash in hand Bar float 500.00

Accounts completed by Mike Grant

16/05/2025

Accounts audited by Mary Taylor

  
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Mary V. Taylor

29th, May, 2025



**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 V. Taylor*

**Date:**

27<sup>th</sup> 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.