

**Folksworth, Washingley & Morborne Village Hall**

Registered Charity No. 270663

**Trustees' Annual Report**

1st April 2024 – 31st March 2025

**Secretary:**

Megan Mawer

81 Folksworth Road, Norman Cross, Peterborough, PE7 3SR

Tel: 07729 780398 Email: [secretary.villagehall@gmail.com](mailto:secretary.villagehall@gmail.com)

**Names of Trustees:**

Mr Andrew Goodfellow

Mrs Sarah Abbott

Mrs Janet Rome

Mrs Joy Blythe

Mr Matt Ramscar

Mrs Annette Gedney

Mrs Karen Mason

Mr Stephen Chapman

Mr Roy Duncan

**Sources of advice and support:**

Bank: Unity Bank

Financial Advisor: Neil Crossman

**Appointment of Trustees:**

The Trust Deed governs the appointment of trustees and the management of the charity. Trustees are elected at the Annual General Meeting held in July.

**Policies and Procedures:**

To guide the Management Committee in exercising its duty of care to members and users of the hall, the following policy statements have been adopted:

- Hiring Policy - December 2024
- Hire Agreement - March 2025
- Complaints and Procedure Policy - September 2024
- Safeguarding policy - December 2024
- Conflict of Interest Policy - September 2024
- Equal Opportunities Policy - December 2024
- Fundraising Policy - January 2025
- Finance Policy - September 2024
- Data Protection Policy - September 2024
- Health and Safety Policy - January 2025
- Noise Policy - January 2025
- Public Access Statement - September 2024
- Stored Equipment policy - September 2024

- WiFi Policy September 2024
- Recruitment Policy - January 2025
- Expenses Policy - January 2025
- Volunteer Management - September 2024

Copies of these policies are shared with Trustees' via the Welcome pack and SharePoint site.

**Hiring Agreement:**

Use of the village hall is subject to abiding by the Hiring Agreement which is sent to the user electronically when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

**Licences:**

The hall has a Premises Licence but no alcohol licence, if the hirer requires an alcohol licence for their booking, they must advise the secretary when submitting a booking request, this is then subject to approval by the committee.

**Risk Management:**

The trustees will ensure the trust property with a reputable Insurance Company on an "All risks" basis for its full rebuild value. The sums insured will be reviewed at each policy renewal by the Chairperson and the Treasurer.

**Building Matters:**

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- A Fire Safety Risk Assessment is updated annually by the Committee.
- Firefighting appliances are inspected annually with a qualified supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

**Objectives of the Charity:**

Folksworth, Washingley and Morborne Village Hall was established in 1952 with its current constitution being dated 9th June 1981. The Trust property shall be held upon trust for the purposes of a Village Hall for the use of inhabitants of the Parishes of Folksworth Washingley and Morborne in the county of Cambridgeshire.

Folksworth, Washingley and Morborne Village Hall aims to provide a Village Hall for the use of its inhabitants without distinction of political, religious or other opinions including the use for meetings, lectures and classes or other forms of recreation and leisure time, with the objective of improving the conditions of life for the said inhabitants.

Folksworth, Washingley and Morborne Village Hall will provide any person who wishes, without discrimination the option to hire the Main Hall and Community Room. Inhabitants of Folksworth, Washingley, Morborne and Norman Cross will be classed as residents and will be eligible for a discounted hire rate than that of a resident outside of these villages. Regular users, such as clubs will also benefit from a discounted hire rate than that of a one-off user. Users who are using the hall to fundraise on behalf of a Charity will be eligible to a discounted hire rate. Those using the Hall to host

a wake for a resident of Folksworth, Washingley, Morborne or Norman Cross will also benefit from a discounted hire rate.

#### **Principal Activities in pursuit of Objectives:**

The hall is in use most days of the week for a variety of activities including Pre-School, Brownies, Rainbows, Pilates, Worthy Folk, Coffee Mornings, Opera, Bridge, Art Group, Church Groups, Parish Council, Women's Circle, Bowls and Dance. The hall is available for the hire of private functions including children's parties, wedding receptions, wakes, village social and fund-raising events.

#### **Funding Strategy:**

It is the strategy of the Trustees to manage the revenue budget on a self- financing basis. The hiring charges paid by users of the hall are set to achieve this along with grants and fundraising events held by Trustees.

#### **Volunteers' Effort:**

All Trustees are volunteers and we thank them for their me and effort to help make the hall the success it currently is.

#### **Chairs Report:**

Good evening all and welcome to the Folksworth, Washingley and Morborne Village Hall.

The past year has been an eventful one, as usual. The Hall remains an extremely busy venue with a wide selection of groups who use the facilities on a regular basis, from our biggest user, Pre-School here 5 days a week, to small dance groups like Elevations on a Monday tea time (now Wednesday), just before the indoor bowls. Tuesday is home to the ever-expanding Worthy Folk and Bridge Club in the Community Room. While the Main Hall is Home to the Folksworth Rainbows, the monthly Ladies Circle and Parish Council. Stilton Brownies have Wednesday. Thursdays is a half day for Pre-School and the afternoon is home to the Art Group, another expanding organisation. Pilates then get fit in the evening. Peterborough Opera bring a bit of culture to the Hall on Fridays. Saturdays have two regular events, pub nights every 3rd Saturday and Coffee AMs every 4th. Cats' protection is a major user here, quizzes, sales and bingo, and of course plenty of Birthday parties. Finally, Sunday and CCUK a Portuguese Church hold services here every Sunday.

As a committee we put on events for the community, and as fund raisers. Our Burn's night quiz is a sell out and the book sale and art show are always well supported. Other events this year included the 80th Anniversary of VE day with a fabulous display of memories and a great café, we raised a great amount for the Royal British Legion poppy appeal.

The start of 2025 was overshadowed with the sad passing of Chris Blythe, former chair of the Hall and in later years caretaker. He was a colossal figure in the community, what he and his wife Joy contributed to the Hall and village over the years is without measure. He will be deeply missed.

2025 also saw s gain Level 3 ACRE Accreditation with Cambridgeshire, action with communities in rural England, which means as an organization we are run to the very highest of standards. Something that could not of been achieved without the dedication of the group of volunteers that give up their time to ensure the Hall is available for use, so a huge thank you from me to the rest of the committee; Sarah

Abbott, our treasurer, Joy Blythe, Janet Rome, Karen Mason, Annette Gedney, Steve Chapman, Roy Duncan and Matt Ramscar.

Thanks should also go to the social media guru, Steve Abbott, secretary Megan Mawer and our new caretaker Steve Sharp. Moving forward we aim to continue with our success, with continued improvements to the hall and our facilities.

**Reserves Policy:**

A minimum of 4 months expenditure will be set aside as a restricted reserve to be used only in the case of a sudden decline in income. Trustees' approval is required to access this fund. A capital reserve will be created for substantial improvements to the Village Hall. The trustees will agree any transfers into and out of this reserve. Profit from fund raising events specifically advertised as for Village Hall improvements will be transferred to the capital reserve. All other funds are deemed to be unrestricted.

**Future Plans:**

Short-term plan: Keep the Hall modern and fresh whilst being accessible to the inhabitants of the Parishes of Folksworth Washingley and Morborne.

- Have regular window and gutter cleaning
- Keep a well-stocked kitchen that includes crockery and cutlery for 90 people
- Have a weekly cleaner to keep the hall looking fresh
- Keep on top of any damages sustained
- Promotion of community room
- Addressing feedback from customer surveys
- Putting in place contingency plans to cover unplanned absence of secretary to village hall who is also the booking clerk, Chair and treasurer (who invoices customers)

**Long-term plan:**

The Committee of Folksworth, Washingley and Morborne Village Hall will use accrued funds to pay for the following activities, and will not sit on money, excluding it's 'rainy day fund' of £4,000.00 that is kept aside for emergencies.

- Bi-yearly exterior render cleaning
- CCTV set up
- Kitchen splashbacks
- Decorating
- New entrance mats

The Chair declares that they have approved the trustees' report above.

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

Signature: *Andy Goodfellow*

Full name: Andy Goodfellow

Position: Chair

Date: 14<sup>th</sup> August 2025

**Independent examination of the accounts:**

Whilst our income is below the income threshold above which an independent examination of the accounts is required by the Charity Commission, the trustees believe it is good practice to have such an examination each year. The accounts will be reviewed annually prior to presentation at the AGM by an appropriate person who is not a trustee. The trustees will approve appointment of an appropriate person. If annual income increases to £25,000 an Independent Examiners report will be obtained

**Receipts and Payments Account:**

Receipts: £24,108.50

Hall Improvements: £0.00

Day to day running costs: £19,738.90