

# Offord Village Hall

## Trustees' Annual Report

### 1 November 2024 to 31 October 2025

**Charity Name:** The Offords' Recreation Hut (known as Offord Village Hall)

**Charity Number:** 302653

**Village Hall Address:** High Street Offord Cluny St Neots Huntingdon Cambs PE19 5RR

**Charity's principal address for correspondence:**

J F Kirby (Treasurer)  
7 Millers Close  
Offord Darcy  
St Neots  
Cambs PE19 5SP

**Governing Document:** Conveyance and Trust Deed dated 1 November 1966 (as amended on 4 February 2019)

**Object of Charity:** To provide a Village Hall for the use of the inhabitants of Offord D'Arcy and Offord Cluny and the neighbourhood.

**Structure, Governance and Management:** A Management Committee, comprising a maximum 22 Trustees who are elected, nominated by village organisations or co-opted, runs the Village Hall. It meets formally every three months.

Trustees are elected or appointed annually in accordance with the Trust Deed. Details concerning the names of the current Trustees and periods of office are shown in the attachment. The Trust Deed names Offord D'arcy Parish Council as Custodian Trustee and has been assumed by the merged Offord Cluny and Offord Darcy Parish Council. The number of Trustees serving at the end of the year was 15. The Hall is built on land leased from the Ely Diocesan Board of Finance. The current lease runs until 31<sup>st</sup> May 2040.

**ACTIVITIES IN THE YEAR:** The level of hirings remained strong, with village groups, private hires, and a range of regular groups providing exercise and dance classes, using the hall. Our events programme continued to provide a good range of entertainment and opportunities for community engagement. The main project focus this year was on the installation of infra-red heating. This work is part of our aim to improve the hall's sustainability and impact on the environment - as well as cost savings. It was funded by a grant from the Cambridgeshire Priorities Capital Fund. Two new fire doors were installed in the main hall, funded from our own reserves. Volunteers continued through the year with the project to improve the green spaces around the hall. The funding for this work came from the Cambridge & Peterborough Fund for Nature and has been extended into 2026. The hall has continued to receive very welcome financial support from the Parish Council.

**Financial Review and Policy on Reserves:** The Charity had three principal sources of unrestricted funds in 2024-25:

1. Hiring income, both from village organisations and private hirers (71%)
2. Fundraising via 300+Club and events (18%)
3. Grants, bank interest, solar and donations (11%)

The level of hiring income and fund-raising activities, including a local lottery, along with the grant from the Parish Council, provided sufficient finance to meet regular expenditure and to undertake various sundry repairs and services. Running costs have however continued to rise, including in particular cleaning materials, water, broadband and music licences. Energy costs are still very high notwithstanding input from solar power. We have yet to experience the full benefit of our investment in this area.

The Charity aims to maintain a General Reserve representing approximately 6 months expenditure, which in 2023-24 was set at £10000. Grants (other than Parish Council) are maintained as Restricted Funds to meet specific projects. Other funds are held, in accordance with the Hall's Financial Policy, to effect improvements in the Hall's facilities. Cash assets not required for in-year or project expenditure are now held in a Business Premium (Savings) Account with Barclays Bank.

The Financial Year runs from 1 November – 31 October.

### **Other Information**

The Charity continually reviews the major risks it faces and in particular carries insurance with a specialist provider of insurance to Village Halls. It is a member of Cambridgeshire ACRE and Hunts Forum, each providing a source of guidance and support. The premises are licensed under the Licensing Act 2003 by the local District Council for the purposes of public entertainment and the appropriate PRS & PPL music licences are also held. The hall has achieved all three levels of the Hallmark quality standard scheme.

### **Declaration**

**The Trustees declare that they have approved the Trustees' Report above.**

**Signed on behalf of the Charity's Trustees**

**FULL NAME** Kathy Millward  
**POSITION** Chairman  
**DATE** 18th November 2025

**The Offords' Recreation Hut (Offord Village Hall)**

### List of Trustees (as at 31/10/25)

Name	Group/Status	Role/Notes
Kathy Millward	Elected	Chairman
Helen Ellis	Elected	Secretary
John Kirby	Elected	Treasurer
Louise Burmeister	Elected	Bookings Secretary
Sarah Cutworth	Elected	Events/Marketing
Rebecca Davis-Marsh	Elected	Safeguarding & Environment
Patrick Ruddy	Elected	Premises
Helen Bosworth	WI	300 Club
Ann Scott	Senior Citizens	
Jenny Murby	PCC	
Janine Newby-Robson	Offord Gardeners' Association	
Angela Simpson	Thursday Club	
Jenny Green	Bowls Club	
Lynne Harris	Parish Council	
Louise Byam-Cook	Offord Tots	