

Cofton Village Hall Annual Report for 2024-25

1. Introduction

Cofton Hackett Parish Council (CHPC) acquired Cofton Village Hall from St Modwen in 2019. CHPC signed the lease with Cofton Village Hall CIO (CVH) in October 2019. This report covers the running of the hall from April 2024 through to the end of March 2025, which was the financial year end for the CIO. The hall is managed by a local company and is overseen by the Trustees of CVH.

Currently CVH has 6 Trustees, Keith Duncan, Craig Naughton, Mike Pattison, John Slack, Kath Stanczyszyn and Roger Westbury. Shelagh O'Loughlin resigned as a Trustee in November 2024. The Trustees are currently looking to identify further individuals who would like to contribute to the management of the hall as Trustees. Please do not hesitate to contact Sam Chatterley, or any of the Trustees, via the website www.coftonvillagehall.org if you would be interested in joining us as Trustees.

In 2021 a Management Committee was setup with the dual goals of firstly, involving both hirers and users of the hall in facility management ideas and decisions, and secondly, to increase the involvement of the local community in using the hall for community events and encouraging volunteers to participate in activities associated with the hall. The Management Committee is chaired by Sam Chatterley, who would be pleased to hear from anyone who would be interested in learning more and potentially joining this committee.

2. Annual Meeting

The Annual Meeting of CVH for 2024-25 is scheduled to take place on 21st May 2025 at Cofton Village Hall at 6:30pm.

3. Financial Viability

CVH came through the financial year 2024-25 in a robust position. We managed to negotiate our utility contracts, on a yearly term, which finishes in February 2026. We ended the year with a cash surplus of £2,484 and cash position of £66,511. A summary of the Draft Receipts and Payments accounts is presented on page 4.

The Trustees are still investigating the feasibility, and the pros and cons of installing solar panels and air-source heating in 2025. To this end they have budgeted £25,000 to contribute to the cost of the installation of appropriate equipment. The possibility of Grant Assistance is also being actively investigated.

4. Weekly Sessions Offered

Hire of the facility is available from 8am until 10pm Monday to Thursday and 8am until 9pm Friday to Sunday, sessions may occasionally be extended until 11pm for special events. Request for late night parties and weddings are no longer accepted.

All rooms can be hired for a minimum of 1-hour apart from party hire which is a minimum of 4 hours. All hire times must include set-up and clean-up time.

Discounts are offered for 4-hour slots and a further discount of £2.50 per hour for Cofton Hackett residents.

5. The percentage occupancy in the weekly sessions of residents of Cofton Hackett parish

Although CVH have not been collecting detailed data on the total number of users of the hall, we estimate that approximately 45,000 people visiting over the last 12 months. The table below indicates the number of times the hall has been hired by residents living in the Parish and those not. The data is for hires from April 2024 to March 2025 (inclusive).

Apr 24 - Mar 25	Number of hires	Percentage of hires
Cofton Residents	218	19%
Resides outside Cofton	958	81%
Total	1176	100%

The number of hirers from Cofton Hackett has increased from 17% to 19%, mainly driven by family parties.

6. The range of activities undertaken

Adults

Yoga & Pilates - EAPP,
Dance & Fitness – Zumba & Zumba Gold
Weight Management – Slimming World,
Diabetes Management
Arts & Crafts – Sew Easy & Sew Together.
Education – French Class, Exam Revision Group

Children

Baby & Toddler Groups - Tots Play, The Little Baby Spa.
Dance/Drama – Star Project
Martial Arts – Matt Fiddes
Clubs – Brownies.

Family

Weekends are reserved for family/children's parties and one-off events.

7. An indicative summary of proposed future activities

Although we still retain some capacity in the afternoons. We have been able to add a regular booking for AGE UK, who are running an exercise class which is well attended. The hire cost of the facility is partly funded by Cofton Village Hall.

8. Details of how the Trust has publicised its activities

To appeal to a wide spectrum of our local community CVH Trustees have used a variety of forms of communication to publicise its activities.

- Cofton Village Hall Facebook page & other community Facebook pages
- The hall is included in the welcome pack provided by the local church to new residents, informing them of local services *etc.* that are available.
- Flyers delivered to every household to promote events or adverts in The Village magazine.
- Cofton Village Hall website which includes contact details of the Hall Manager.

Draft Receipts and Payments Accounts for financial year 2024-2025

	2024-25	2023-24
Receipts		
Hall hires	78,399	83,831
Bank interest	824	417
Grants and donations	-	3,193
Total receipts	79,223	87,441
Payments		
Hall management services	47,780	44,790
Marketing and promotion	430	783
Utilities	7,539	6,086
Consumables	1,951	2,443
Insurance	996	924
General administration	2,003	2,028
Professional	540	540
Bank charges and financial	1,596	1,062
Property costs	11,993	7,931
Events	-	640
Sub-total	74,829	67,225
Asset purchases		
Building infrastructure	-	2,750
Equipment and furniture	1,910	3,237
Sub-total	1,910	5,987
Total payments	76,739	73,211
Net of receipts/(payments)	2,484	14,229
Cash funds last year end	64,027	49,798
Cash funds this year end	66,511	64,027
Net cashflow	2,484	14,229

Schedule 1 Tenant's Obligations

Obligations on the Trust:

- 1) To produce an annual report:
- 2) To hold an AGM, which is open to residents, to discuss the annual report. The report should include details of:
- 3) A statement of the Trust's financial viability
- 4) The number of weekly sessions offered.
- 5) The percentage occupancy in the weekly sessions of residents of Cofton Hackett parish (*target minimum: 25%*)
- 6) The range of activities undertaken in the previous year.
- 7) An indicative summary of proposed future activities.
- 8) Details of how the Trust has publicized its activities

If dissatisfied, residents would then have 60 days to register a vote of no confidence in the Trust. To do this a letter must be sent to the Parish Council with the names and addresses of the 50 signatories and outlining the reasons for the vote. The reasons for the vote must explicitly relate to the above obligations of the Trust.

If the Parish Council receives such a letter:

A committee is formed to remedy the issues, chaired by a Parish Councillor and involving Trust members.

The Trust is given six months to rectify the issues.

The committee reports to the Parish Council in writing after no longer than six months of the date of receipt of the letter triggering the vote of no confidence.

On receiving the report, the Parish Council determines whether the remedies are in place and decides whether there has been a breach of the lease.