THE ALDEBURGH JUBILEE HALL CIO REPORT AND ACCOUNTS 31 MARCH 2024

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LEGAL AND ADMINISTRATIVE INFORMATION

Constitution The Aldeburgh Jubilee Hall CIO is constituted as a Charitable

Incorporated Organisation (CIO)

Registered number

1155896

Name

The Aldeburgh Jubilee Hall CIO

Working name

The Aldeburgh Jubilee Hall

Principal address

Crabbe Street Aldeburgh Suffolk IP15 5BN

Trustees

Ann Barkway (Chair) Richard Chaplin FCA Simon Dow CBE

Henrietta Hope (appointed 22 April 2024)

Nigel Howcutt Emma Lloyd

His Honour David Mackie CBE, KC Stephen Saltaire (appointed 22 July 2024)

Bankers

Barclays Bank PLC

The Suffolk Building Society The Charity Bank Limited

Independent examiner

Chapel Road Accounting Services Limited

Carlton Park House Carlton Park Ind. Estate

Saxmundham Suffolk IP17 2NL

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

Trustees' report

The trustees present their statutory report together with the accounts of The Aldeburgh Jubilee Hall CIO ("the CIO") for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out on pages 11 and 12 of the attached accounts and comply with the CIO's constitution, applicable laws, the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

Chair's report

This report allows me to reflect on a year of diverse programming, community engagement, and strategic planning for our future.

Our hall has been bustling with a wide range of programmed events, covering an array of genres to appeal to our diverse audience. From jazz, comedy, music and contemporary theatre to community workshops and family-friendly performances, we have strived to offer something for everyone. This commitment to variety has been central to our mission of enriching the cultural life of our community. However, the arts industry remains volatile, and we have experienced fluctuations in audience numbers. While some events have seen sold-out, others have struggled to draw the expected attendance. We will continue to analyse these patterns to better understand and meet the needs and interests of our community.

The unwavering support of our volunteers, board of trustees, our audiences and the local community has been instrumental in sustaining our operations. Their dedication and hard work have enabled us to navigate the challenges of the past year and ensure that Aldeburgh Jubilee Hall remains a vital part of the local cultural fabric. I extend my heartfelt gratitude to each and every one of them for their invaluable contributions.

Financially we are stable, a position bolstered by the generous legacy left by Dr. Keith Coventry in 2023. His contribution has provided us with a much-needed financial cushion, allowing us to focus on both our immediate needs and future plans. Despite this stability, fundraising remains a core focus. We are actively seeking new funding opportunities to build our reserves and ensure our long-term financial resilience.

Looking ahead, we were excited to embark on a significant capital development project in Autumn 2024. This project will see the refurbishment of our entrance, foyer, and bar area, marking an exciting new chapter for the hall. This development aims to enhance the experience for our visitors, making Aldeburgh Jubilee Hall an even more welcoming and vibrant space for the community.

In conclusion, while we continue to face challenges, the board is optimistic about the future. Our commitment to diverse programming, community engagement, and financial prudence will ensure that Aldeburgh Jubilee Hall remains a cherished cultural hub for years to come.

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2024

Structure, governance and management

Constitution and objects

The Aldeburgh Jubilee Hall CIO – Charity Registration No. 1155896 – was established under a 'Foundation' model constitution dated 3 December 2013 and was registered with the Charity Commission on 21 February 2014. The CIO took over the affairs of The Aldeburgh Jubilee Hall, a trust established on 9 November 1887 and operated by a committee of management – Charity Registration No. 209482. The charitable objects of the CIO are the provision and maintenance of the Aldeburgh Jubilee Hall ("the Hall") for the use of the inhabitants of and visitors to Aldeburgh.

Organisation

The trustees are appointed by resolution of the existing trustees in accordance with the constitution.

The trustees who served during the year or subsequently resigned/appointed were:

Ann Barkway
Amanda Carpenter (resigned 31 May 2023)
Richard Chaplin
Simon Dow
Henrietta Hope (appointed 22 April 2024)
Nigel Howcutt
Emma Lloyd
David Mackie
Stephen Saltaire (appointed 22 July 2024)

On appointment, trustees receive an induction pack which includes the latest annual report and accounts of the CIO, its constitution, the CIO's written policies, minutes of recent meetings of the trustees and the Charity Commission guidance on charity law and regulation.

Meetings of trustees normally take place quarterly.

The CIO has four part-time staff members including freelance support, who carry out the day-to-day operation of the Hall, and utilises the services of several volunteers, including the trustees.

The CIO has written policies covering health and safety, children and vulnerable adults, equal opportunities, conflicts of interest, financial regulations and procedures, data protection and maintenance.

The Safeguarding Policy for Children and Adults at Risk of Harm covers the procedures and responsibilities that The Aldeburgh Jubilee Hall will follow to ensure the safety and protection of all vulnerable individuals who engage with our services.

All the policies are regularly reviewed.

The Board of Trustees are supported by a Finance & General Purposes Committee to provide additional scrutiny of financial information and to aid risk mitigation.

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2024

Statement of trustees' responsibilities

The trustees are responsible for preparing the annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period. In preparing the accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any departures being disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the CIO and which enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. They are also responsible for safeguarding the assets of the CIO and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk management

The trustees have established a process for identifying the major operational and financial risks to which the CIO is exposed and review these risks on a regular basis.

The CIO's primary objective is to make the Hall available for a wide variety of events and to maintain and improve the Hall's facilities. The principal risks are connected with the operation of the Hall and the financial and reputational consequences of the activities.

The trustees are satisfied that systems have been established and are functioning to mitigate and manage these

The CIO has taken out insurance in respect of those risks for which cover is available. The types of cover and the limits of liability for each are reviewed annually upon renewal.

The Finance and General Purposes Committee of the CIO meet quarterly to review the financial position of the charity, with frequent dialogue between meetings.

Activities

The CIO meets its objectives by making the Hall available to the local community for a wide range of cultural and educational events and by maintaining the Hall's facilities so that the events can be carried out in an effective and safe environment. When considering the aims and activities of the CIO, the trustees have had regard to the Charity Commission's general guidance on the provision of public benefit together with relevant specific guidance.

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2024

Achievements, performance and financial review

The frequency of events and audience numbers has continued to build. During the year there was an increase in revenue from hires, box office and bar by 84% to £107,807. A number of free events are held to support local schools, the elderly and local community groups. Revenue from paid events and donations is used to support these initiatives. Funding is also regularly sought to enable these free community events.

Surveys are carried out from time to time to assess what the audiences and local community want the Hall to provide in the future.

The Big Give Campaign helped us to increase our donations income coupled with welcome sponsorship from businesses in Aldeburgh.

The bigger programme of activities has inevitably led to increased direct costs but general overheads have been contained as far as possible

There was a deficit on normal activities of £22,770 which is much reduced compared with the previous year. This was covered by a transfer from the designated fund in order to maintain our unrestricted reserves at an acceptable level.

Reserves policy

The policy of the trustees is to retain for the time being free deposits of at least six months' normal operational costs.

Going concern

The trustees consider that the CIO has adequate financial resources and is well placed to manage its business risks. The planning process of the CIO, including financial projections, has taken into consideration the economic and financial environment in which the CIO operates and its impact on the sources of income and planned expenditure of the CIO.

The trustees believe that there are no material uncertainties that call into doubt the CIO's ability to continue. The accounts have therefore been prepared on the basis that the CIO is a going concern.

Financial position

The balance sheet at 31 March 2024 shows total funds of £336,339, of which £277,475 are designated and £11,732 are restricted.

The CIO had at the year-end £334,175 of liquidity in the form of net current assets which is in excess of six months' normal operational costs. However, the intention is to keep the designated funds in place to support a refurbishment programme.

Investment policy

The investment policy of the CIO is to safeguard the funds of the CIO by making secure investments to generate the best return possible from these funds consistent with the balance between maximising return and minimising risk. During the year ended 31 March 2024 no investments were held other than bank and building society deposits.

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2024

Future plans

The CIO will continue to meet its objectives by managing the Hall and improving and maintaining its facilities, as well as offering further events and shows for the community and public benefit across the spectrum of a wide audience. The Hall is open to all.

The legacy received in the previous year has enabled the trustees to start to develop a refurbishment plan for the Hall. An initial phase of refurbishment is due to commence in September 2024.

The legacy alone will not cover the costs involved and grant funding is being sought to enhance the funds available. Grants, donations and sponsorship will also be needed to support the normal running costs of the hall; in order to provide a rich variety of events for residents and visitors, both within Aldeburgh itself and also the immediate surrounding areas.

The Chair, Ann Barkway, has been admirably filling the role of Hall manager on an interim basis. Subsequent to the year end and following a robust recruitment process, a General Manager has been appointed to commence duties on 1 January 2025.

Related parties

No trustee receives any remuneration or other benefit from their work with the CIO as a trustee.

The related party transactions are set out in note 3 to the accounts. An arm's length basis is applied and no net cost arises to the Hall.

The Chair took on certain duties as manager of the Hall following the sudden and tragic death of the manager in the year ended 31 March 2023, as previously reported. This was an interim position and the trustees very much welcomed the help of the Chair at a level of cost no higher than the previous incumbent which was considered to be below market rate. The Chair took no part in agreeing or voting on these arrangements. As recorded above the trustees have recruited a General Manager to fulfil this role with effect from 1 January 2025.

Approved by the trustees on 27 January 2025 and signed on their behalf by

David Mackie CBE, KC

Trustee

Richard Chaplin FCA

Trustee

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 MARCH 2024

Independent examiner's report to the trustees of The Aldeburgh Jubilee Hall CIO ("the Charity")

I report on the accounts of the Charity for the year ended 31 March 2024, which are set out on pages 8 to 15.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts.

The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to: -

- 1) examine the accounts under section 145 of the 2011 Act;
- 2) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 3) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention: -

- 1) which gives me reasonable cause to believe that in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Brock FMAAT/ACCA

Chapel Road Accounting Services Ltd Carlton Park House Saxmundham IP17 2NL

Date 27 January 2023

THE ALDEBURGH JUBILEE HALL CIO STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2024

	Note	Restricted	Designated	Unrestricted	Total	2023
Incoming resources		£	£	£	£	£
Grants, sponsors and donations		10,750	-	24,032	34,782	373,747
Sales of merchandise		-	-	32	32	20
Hall hire, box office, bar		-	-	107,807	107,807	58,556
Interest receivable		-	-	2,464	2,464	215
Other income		-	-	1,150	1,150	610
Total		10,750	-	135,485	146,235	433,148
Resources expended						
Costs of generating funds						
Payroll costs	2	4,000	-	40,786	44,786	31,190
Repairs, maintenance		377	-	9,482	9,859	15,148
Events, box office, bar		1,050	-	60,046	61,096	26,906
Donations		-	-	-	-	1,000
		5,427	-	110,314	115,741	74,244
Support costs						
Services		291	380	26,624	27,295	29,728
Depreciation		-	-	2,813	2,813	2,720
Insurance		-	-	3,453	3,453	2,941
Development work		-	14,323	-	14,323	17
Publicity and IT		500	-	13,390	13,890	12,560
		791	14,703	46,280	61,774	47,966
Governance costs						
Examiner and legal		-	-	(160)	(160)	494
Payroll preparation		-	-	422	422	368
Licences, subscriptions		-	-	1,399	1,399	714
		-	-	1,661	1,661	1,576
Total	•	6,218	14,703	158,255	179,176	123,786
Net incoming resources		4,532	(14,703)	(22,770)	(32,941)	309,362
Total funds brought forward		7,200	315,178	46,902	369,280	59,918
Transfers		-	(23.000)	23,000	-	-
Total carried forward		11,732	277,475	47,132	336,339	369,280

The notes on pages 11 to 15 form part of these financial statements.

Net incoming resources and the net movement in funds relate solely to activities from continuing operations.

There have been no gains and losses other than those shown above and therefore no separate statement of total gains and losses has been prepared.

BALANCE SHEET

AS AT 31 MARCH 2024

	Note		2024	2023
		£	£	£
Fixed Assets				
Tangible Assets	5		2,164	3,523
Current Assets				
Stock		450		1,000
Debtors	6	7,646		8,710
Cash at bank		333,499		369,631
			341,595	379,341
Current Liabilities				
Creditors falling due within one year	7		(7,420)	(13,584)
Net Current Assets			334,175	365,757
Total Assets less Current Liabilities			336,339	369,280
Represented by:				
Accumulated restricted funds	8		11,732	7,200
Accumulated designated funds	8		277,475	315,178
Unrestricted funds	8		47,132	46,902
Total funds			336,339	_369,280

Approved by the trustees on 27 January 2025 and signed on their behalf by:

David Mackie CBE, KC

Richard Chaplin FCA

The notes on pages 11 to 15 form part of these financial statements.

CASH FLOW STATEMENT

YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Cash flows from operating activities	(36,132)	323,511
Change in cash and cash equivalents in the reporting period	(36,132)	323,511
Cash and cash equivalents at the beginning of the reporting period	369,631	46,120
Cash and cash equivalents at the end of the reporting period	333,499	369,631
Reconciliation of cash flows from operating activities		
Net income/(expenditure) for the reporting period	(32,941)	309,362
Depreciation	2,813	2,720
Decrease/(increase) in debtors and stock	1,614	3,133
(Decrease)/increase in creditors	(6,164)	8,296
(Purchase) of fixed assets	(1,454)	0
Net cash used in operating activities	(36,132)	323,511

The notes on pages 11 to 15 form part of these financial statements.

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2024

Charity information

The Aldeburgh Jubilee Hall CIO ("the CIO") has as its principal objects the provision and maintenance of the Aldeburgh Jubilee Hall ("the Hall") for the use of the inhabitants of and visitors to Aldeburgh.

The CIO is a registered charity (registered number: 1155896) which is incorporated and domiciled in England. The principal address of the CIO is Crabbe Street, Aldeburgh, IP15 5BN.

Principal activity

The principal activities of the CIO are the hire, event management and maintenance of the Hall.

Basis of accounting

These financial statements have been prepared in accordance with the Charities SORP (FRS 102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The CIO meets the definition of a public benefit entity under FRS 102.

Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the CIO has adequate resources to continue in operational existence for the foreseeable future.

Critical accounting judgments and key sources of estimation uncertainty

In the application of the CIO's accounting policies, which are described below, trustees are required to make judgments, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the trustees, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

NOTES TO THE ACCOUNTS (continued)

YEAR ENDED 31 MARCH 2024

Financial instruments

The CIO has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective interest method. Financial assets held at amortised cost comprise cash at bank and in hand, together with trade and other debtors. Financial liabilities held at amortised cost comprise trade and other creditors.

Accounting for income

Incoming resources are recognised in the period in which the CIO is entitled to receipt of the funds if performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Expenditure is included in the statement of financial activities when incurred and includes any attributable VAT which cannot be recovered.

Investments

Listed investments are included on the balance sheet at market value. Realised and unrealised gains (or losses) are credited (or debited) to the Statement of Financial Activities in the year in which they arise. Currently all investments are held as cash deposits which were placed during the financial year.

Funds

Restricted funds comprise monies raised for, or whose use is restricted to, a specific purpose, or contributions subject to donor-imposed conditions.

Designated funds comprise amounts set aside by the trustees for particular purposes.

Unrestricted funds comprise amounts which may be applied towards the CIO's charitable activities at the discretion of the trustees.

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any cash at bank and cash in hand.

Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Depreciation

Depreciation is charged on fixtures and fittings on a straight-line basis over 4 years. No depreciation is provided on freehold land, since the trustees consider that the life of the asset and its likely residual value render any depreciation insignificant.

Cash at bank and in hand

Cash at back and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1. Taxation

The CIO is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

NOTES TO THE ACCOUNTS (continued)

YEAR ENDED 31 MARCH 2024

2. Trustees and employees

The trustees are covered by indemnity insurance, the premium for which is paid by the CIO. The cover is included in the comprehensive policy taken out by the CIO and the premium is not separately identified. The CIO has two part-time employees (2023: two). It also utilises the services of freelance contractors from

time to time to assist in the running of the Hall.

The CIO utilises the services of several volunteers (including trustees).

3. Related party transactions

Donations totalling £2,255 were received from 4 trustees.

The CIO paid for media services of £3,960 to We Are Relish, a business of which Emma Lloyd, a trustee, is a significant shareholder.

The CIO paid £23,400 to Barkway Music Ltd, a company controlled by Ann Barkway for services to the Hall. The circumstances are recorded in the Trustees' Report.

4. Freehold Property

The freehold property known as The Jubilee Hall, Crabbe Street, Aldeburgh was originally conveyed on 9 November 1887 by gift to fourteen trustees in trust for the charity then known as The Aldeburgh Jubilee Hall. On 28th September 1970, the successor trustees vested the property in the Official Custodian for Charities to be held in trust for that charity. During the year ended 31 March 2019 a piece of access land was acquired by the Charity. Following the registration of the CIO, the title of the property has been transferred into the name of the CIO.

The trustees do not intend to dispose of any part of the property and do not propose to arrange for a professional valuation of the property, considering that the usefulness of the exercise would not justify the significant cost involved.

THE ALDEBURGH JUBILEE HALL CIO NOTES TO THE ACCOUNTS (continued) YEAR ENDED 31 MARCH 2024

5. Tangible fixed assets

	£ 46,786
	1,454
=	48,240
	43,263
	2,813
=	46,076
	2,164
	3,523
2024	2022
	2023
	£
	3,500
	5,210
<u>_7,646</u>	<u>8,710</u>
2024	2023
	£
2,530	1,090
4 800	12,494
	13,584
	2024 £ 4,729 2,917

THE ALDEBURGH JUBILEE HALL CIO NOTES TO THE ACCOUNTS (continued) YEAR ENDED 31 MARCH 2024

8. Funds

Fund movements were as follows:

Tuna movements were as remems.	Brought forward	Received	Expended	Transfer	Carried forward
	£	£	£	£	£
Unrestricted Funds	46.902	135,485	158,255	23,000	47,132
Designated Funds	315,178	-	(14,703)	(23,000)	277,475
Restricted Funds:					
Community Arts Fund	900	-	-	-	900
IT/Systems Fund	3,000	-	(291)	-	2,709
Catering Equipment Fund	1,500	-	(147)	-	1,353
Audio Visual Equipment Fund	1,000	-	(230)	-	770
Hall artwork	-	500	(500)	-	-
Community officer/events	-	10,000	4,000	-	6,000
Other	800	250	(1,050)	-	-
Total	<u>369.280</u>	146,235	(179,176)		<u>336,339</u>

The designated funds have been set aside to support a refurbishment programme for the Hall and also, as required, to support the Hall's funding following re-emergence from the Covid pandemic. The restricted funds are for the specific purposes set out above.

9. Analysis of net assets between funds

	Unrestricted Funds and Designated Funds	Restricted funds	Other funds	Total 2024
	£	£	£	£
Fixed assets	2,164	_	-	2,164
Current assets	329,863	11,732	-	341,595
Creditors falling due within one year	(7,420)	-	-	(7,420)
	<u>324,607</u>	11,732	=	336,339

10. Financial instruments

At the balance sheet date, the CIO held financial assets comprising cash, debtors and stock at amortised cost of £341,595 (2023: £379,341) and financial liabilities comprising creditors at amortised cost of £7,420 (2023: £13,584).

11. Capital commitments

At the balance sheet date, the CIO had no capital commitments (2023: nil).