

# NEWPORT VILLAGE HALL

England & Wales · Charity number 1012618

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1992-07-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Newport Village Hall  
Station Road  
Newport  
Saffron Walden  
Essex  
CB11 3PL

**Phone** 01799 610 655

**Email** [info@newportvillagehall.org](mailto:info@newportvillagehall.org)

**Website** [www.newportvillagehall.org](http://www.newportvillagehall.org)

## Activities

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**Objects:** THE OBJECT OF THE CHARITY IS THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR USE BY THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR:(A) MEETINGS, LECTURES AND CLASSES, AND(B) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.

**Activities:** The object of the charity is the provision, maintenance and hire of Newport Village Hall, Essex.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Recreation
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** PARISH OF NEWPORT AND THE SURROUNDING NEIGHBOURHOOD.
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-01-31	£35,753	£33,176	-	-
2024-01-31	£38,061	£41,430	-	-
2023-01-31	£27,969	£34,702	-	-
2022-01-31	£27,230	£18,992	-	-
2021-01-31	£22,582	£18,222	-	-

## Trustees

Name	Role	Appointed
Julie Utton	Chair	2025-04-25
Nicola Sorrell		2025-04-25
Sean Fleetwood		2025-04-25

**NEWPORT VILLAGE HALL**

England & Wales - Charity number 1012618

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# Accounts

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**Charity Number: 1012618**

**NEWPORT VILLAGE HALL  
TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2025**

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity name**

Newport Village Hall

**Registered charity number**

1012618

**Principal address**

Newport Village Hall  
Station Road  
Newport Village Hall  
Saffron Walden  
Essex  
CB11 3PL

**Patron**

John Gordon MBE

**Trustees**

Julie Utton - Chair  
Nicola Sorrell  
Sean Fleetwood

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
TRUSTEE'S ANNUAL REPORT FOR THE YEAR**

The trustees present their annual report together with the unaudited financial statements for the year ended 31 January 2025 and confirm they comply with the requirements of the Charities Act 2011, the governing document and the Charities SORP (FRS102).

**Objectives and activities**

The purpose of the charity is the provision and maintenance of a village hall for use by the inhabitants of Newport, Essex and the surrounding area of benefit for recreational, leisure and educational purposes without distinction of political, religious or other opinions.

The principal activity of the charity is to provide a community facility used by a wide range of hirers from all aspects of the local community. The hall currently has an annual footfall of more than 22,000. The objective of the Trustee Committee is to further develop the activities in the hall to reach areas of the community not currently serviced by the hall as well as improve the variety of uses the hall currently operates and revenue streams.

The hall currently operates a baby & children's playgroup, art group, amateur dramatics society and various other sports, dance, and wellness groups for a multitude of ages. It is available for commercial and private hire and is used for wedding receptions, children's parties, and family occasions among others.

The Trustees have developed their strategic plans to ensure that the charity plans provide public benefit and achieves its objectives as set out in the Governing Document. The Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: reporting (PB3).

**Achievements and performance**

It has been a good year for Newport Village Hall, the financials continue to be stable and in line with the village hall constitution.

We have also received donations from the Charities Aid Foundation and the Dorothy Poulden Foundation for which we are very appreciative of.

As the financials situation of the hall is now more stable we have been able to appoint a booking secretary Emma Murphy, to assist all with their booking needs and inquiries. We now have many community groups that have continuous sessions at the hall some of which have commenced in the last year, these include Pilates, Yoga, Iyengar Yoga, Mindfulness, Tiny Tempos, Spanish, Zumba, Tai Chi, Art Group, Sunflower Artistry, UDC Falls programme, Rainbow, Brownies, Active with Parkinsons, Bingo, Playgroup, Karate, Boccia, Foot Clinic, Baby Weighing and family support sessions, Farmers Market, Tea Dances, Rebel Yell Country & Western club, carpet bowls, N.A.T.S and many other ad hoc groups and events.

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
TRUSTEE'S ANNUAL REPORT FOR THE YEAR**

**Achievements and performance (continued)**

We have also made some updates to the hall, such as new lighting in the Marion Faber Room, a Hive Heating System installed which should be more eco friendly, the stage has kindly been painted by N.A.T.S and we have also now installed Gigaclear Wi-Fi of which we are now a community hub for.

We would also like to express our sincere condolences for the loss of John Oswyn-Smith of who served the village as well as the village hall for many years in various roles including Chairman.

The Newport Village Hall also will be having its 75th Birthday this year since the project of the hall began in 1950.

We would like to thank the community for its continued support to Newport Village Hall.

**Financial review**

Our main income comes from hall lettings amounting to £28,615 in the year (2024: £29,166). Grants and donations were £4,262 in the year (2024: £6,082) and car park rentals were £2,375 in the year (2024: £2,375). Total income including interest received reached £35,753 (2024: £38,061).

Expenditure for the year was £33,176 (2024: £41,430), resulting in a surplus of £2,577 (2024: deficit of £3,369).

**Going concern**

The Trustees continue to assess the impact of various economic and social challenges including inflation, interest rates, cost of living crisis etc. We have taken these into consideration in planning for our finances and operations for the coming year.

Cash flow forecasts and budget projections have been reviewed and the Board of Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues to adopt the going concern basis in preparing the financial statements.

**Reserves policy**

The Trustees have reviewed the position, and the intention is to maintain a level of reserves in the Village Hall Fund equivalent to no less than 4 months but no more than 12 months of annual operating expenses which are approximately at a level of £29,000.

**Structure, governance and management**

**Constitution**

Newport Village Hall was established by deed dated 14 November 1950, which was replaced with a new governing document issued by the Charity Commission on 18 July 2005. Newport Village Hall was registered as a charity numbered 1012618 on 3 July 1992.

**NEWPORT VILLAGE HALL**  
**FOR THE YEAR ENDED 31 JANUARY 2025**  
**TRUSTEE'S ANNUAL REPORT FOR THE YEAR**

***Organisation***

The Newport Hall Trustee Management Committee consists of not more than 8 Elected Trustees. The principal offices of Chair, Vice Chair and Secretary are normally held by Elected Trustees. All Trustees must resign annually but may offer themselves for re-election. All Elected Trustees are appointed at the AGM on a show of hands.

The Committee also includes representatives from some of the 11 user groups currently specified in the charity's governing document. Co-opted members may also be elected after each AGM but there may not be more than 2 in number. There are no co-opted members at the present time. A councillor from Newport Parish Council, nominated by the Council, is entitled to attend the Committee meetings, but is not an elected Trustee. Our gratitude goes to Janet Arscott for fulfilling this role. Newport Parish Council holds the deeds of the Hall as the Custodian Trustee but does not have any responsibility for its management.

We are also grateful to all our regular hirers who help to maintain and develop the range of activities and facilities at the Hall.

***Accountability***

Trustees are required to resign each year at the AGM but may stand again for re-election. Members of the public are welcome to attend any of the Hall Committee's meetings and copies of the minutes are made available on the Hall's website <https://www.newporthall.org.uk>. The Trustees on the Hall Committee, who are also representatives of the regular users, provide invaluable feedback on the premises.

***Method of appointment or election of Trustees***

Newly elected Trustees are recruited either through the community, self-referral or by invitation of the Hall Committee. The policy is to recruit members who can offer specific skills or experience, particularly if they are able to fill gaps in the Committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees and a copy of the Charity Commission's publication 'Essential Trustees'. They are also given a copy of the governing document and the latest available Report and Accounts. Additional training is offered through the dissemination of information and guidance notes, together with attendance at training seminars organised by the Rural Community Council for Essex. One Trustee has attended RCCE training on 'Finance Essentials for Treasurers and Trustees'.

***Risk management***

We continue to assess, review and plan for all risks the organisation may face now and in the future. All new projects and activities developed and run by Newport Village Hall undergo a risk assessment before they begin. This process highlights awareness to the potential risks faced and will assist with the development of robust contingency plans.

The paperwork relating to disaster plans and risk assessments are being worked on in collaboration with the Charity Commission and with help of RCCE providers.

**NEWPORT VILLAGE HALL**  
**FOR THE YEAR ENDED 31 JANUARY 2025**  
**TRUSTEE'S ANNUAL REPORT FOR THE YEAR**

***Risk management (Continued)***

The Trustees have identified the risks to which the charity is exposed and have implemented procedures to manage those risks. The risks of the charity are reviewed at Trustee meetings on a regular basis.

**Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England and Wales requires the trustee(s) to prepare financial statements 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 of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees on 28 November 2025 and signed on their behalf by:

Julie Utton - Chair

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWPORT VILLAGE HALL**

I report to the Trustees on my examination of the financial statements on pages 8 to 16 of Newport Village Hall (the charity) for the year ended 31 January 2025.

### **Responsibilities and basis of report**

As Trustees of the charity, 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 charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination which gives me cause to believe that, in any material respect:

1. the accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Janet E Stobart FCCA  
RCCE House  
Threshelfords Business Park  
Inworth Road  
Feering  
Essex C05 9SE

Dated: 27 November 2025

**NEWPORT VILLAGE HALL**  
**FOR THE YEAR ENDED 31 JANUARY 2025**  
**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted funds £	Restricted income funds £	Total Funds 2025 £	Total Funds 2024 £
<b>Income</b>					
<b>Income and endowments from:</b>					
Donations and legacies	2	1,012	3,250	4,262	6,082
Charitable activities	3	28,615	-	28,615	29,166
Other trading activities	4	2,375	-	2,375	2,375
Investments	5	501	-	501	438
<b>Total incoming resources</b>		<b>32,503</b>	<b>3,250</b>	<b>35,753</b>	<b>38,061</b>
<b>Expenditure</b>					
<b>Expenditure on:</b>					
Charitable activities	6	23,523	3,250	26,773	34,929
Governance costs	7	251	-	251	349
Depreciation	9	1,152	5,000	6,152	6,152
<b>Total expended resources</b>		<b>24,926</b>	<b>8,250</b>	<b>33,176</b>	<b>41,430</b>
<b>Net Surplus / (Deficit) for the year</b>		<b>7,577</b>	<b>(5,000)</b>	<b>2,577</b>	<b>(3,369)</b>
Transfers between funds	12	-	-	-	-
<b>Net movement in funds</b>		<b>7,577</b>	<b>(5,000)</b>	<b>2,577</b>	<b>(3,369)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		35,839	330,157	365,996	369,365
<b>Total funds carried forward</b>		<b>43,416</b>	<b>325,157</b>	<b>368,573</b>	<b>365,996</b>

All incoming and outgoing resources derive from continuing activities.

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
BALANCE SHEET**

	Notes	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	9	332,516	338,668
<b>Current assets</b>			
Debtors	10	7,168	4,213
Cash at bank and in hand		31,187	29,170
		<u>38,355</u>	<u>33,383</u>
<b>Creditors: amounts falling due within one year</b>	<b>11</b>	<u>(2,298)</u>	<u>(6,055)</u>
<b>Net current assets</b>		<u>36,057</u>	<u>27,328</u>
<b>Net assets</b>		<u>368,573</u>	<u>365,996</u>
<b>Funds of the Charity</b>			
Unrestricted funds		43,416	35,839
Restricted funds		325,157	330,157
<b>Total funds</b>	<b>12</b>	<u>368,573</u>	<u>365,996</u>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies and the members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved and authorised by the Trustees on 28 November 2025 and signed on their behalf by:

Julie Utton - Chair

**NEWPORT VILLAGE HALL**  
**FOR THE YEAR ENDED 31 JANUARY 2025**  
**NOTES TO THE ACCOUNTS**

**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

**1.2 Going concern**

At the time of the approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. Therefore these accounts have been prepared on a going concern basis.

**1.3 Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

**1.4 Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

**1.5 Income from interest**

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

**1.6 Governance and support costs**

The charity has incurred expenditure on support costs. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**1.7 Basic financial instruments**

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
NOTES TO THE ACCOUNTS**

**1.8 Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and are valued at cost less subsequent accumulated depreciation and accumulated impairment losses.

Depreciation is charged so as to write off the cost of assets over the estimated useful life of the asset, as follows:

<b>Asset Class</b>	<b>Depreciation rate</b>
Village hall	80 year straight line basis
Website	4 years straight line basis
Other equipment	10 year straight line basis

**1.9 Ownership, valuation and refurbishment expenditure relating to Newport Village Hall**

Newport Parish Council holds the title deeds to Newport Village hall as custodian Trustee. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and are now included at a January 2012 Valuation made by the Trustees, principally determined by the current reinstatement value of the hall on the land on which Newport Village Hall occupies. Expenditure incurred in the final phases of the refurbishment have been absorbed into the current valuation.

With the refurbishment of the Village Hall complete, the Trustees consider it appropriate to continue to make provisions for depreciation on the buildings element of the valuation on a straight-line basis at £5,000 per annum. This has been charged against the Millenium Fund, its income of which was the source of funding the refurbishment.

**1.10 Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**1.11 Cash and cash equivalents**

Cash and cash equivalents comprise of cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**1.12 Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**1.13 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
NOTES TO THE ACCOUNTS**

**1.14 Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**2. Donations and legacies**

	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Donations and gifts	1,012	3,250	4,262	6,082
	<u>1,012</u>	<u>3,250</u>	<u>4,262</u>	<u>6,082</u>

**3. Charitable activities**

	Unrestricted funds £	Unrestricted funds £	2025 Total £	2024 Total £
Rental income	28,615	-	28,615	29,166
	<u>28,615</u>	<u>-</u>	<u>28,615</u>	<u>29,166</u>

**4. Other trading activities**

	Unrestricted funds £	Unrestricted funds £	2025 Total £	2024 Total £
Car park rental income	2,375	-	2,375	2,375
	<u>2,375</u>	<u>-</u>	<u>2,375</u>	<u>2,375</u>

**5. Income from investments**

	Unrestricted funds £	Unrestricted funds £	2025 Total £	2024 Total £
Interest income	501	-	501	438
	<u>501</u>	<u>-</u>	<u>501</u>	<u>438</u>

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
NOTES TO THE ACCOUNTS**

**6. Expenditure on charitable activities**

	Unrestricted funds	Restricted funds	2025 Total £	2024 Total £
Utilities	6,154	-	6,154	9,341
Office supplies and services	1,211	-	1,211	967
Administration and cleaning fees	8,502	3,250	11,752	17,836
Premises expenditure	5,818	-	5,818	3,026
Hall insurance	1,345	-	1,345	1,034
Bookkeeping	228	-	228	2,455
Payroll services	265	-	265	270
	<u>23,523</u>	<u>3,250</u>	<u>26,773</u>	<u>34,929</u>

**7. Governance costs**

	Unrestricted funds	Restricted funds	2025 Total £	2024 Total £
Trustee indemnity insurance	-	-	-	600
Independent examiners fees	120	-	120	-
Office services - data protection fee	35	-	35	35
Training and subscriptions	96	-	96	66
	<u>251</u>	<u>-</u>	<u>251</u>	<u>701</u>

**8. Staff costs**

	2025 £	2024 £
Wages and salaries	1,565	2,400
	<u>1,565</u>	<u>2,400</u>

The average number of employees during the year was 1 (2024: 1).

No employee received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
NOTES TO THE ACCOUNTS**

**9. Tangible fixed assets**

	Village Hall valuation £	Website £	Other Equipment £	Total £
<b>Cost</b>				
As at 1 February 2023	400,000	4,250	7,643	411,893
As at 31 January 2024	400,000	4,250	7,643	411,893
<b>Depreciation</b>				
As at 1 February 2023	65,000	1,063	7,162	73,225
Charge for the year	5,000	1,063	89	6,152
As at 31 January 2024	70,000	2,126	7,251	79,377
<b>Net book value</b>				
As at 1 February 2023	335,000	3,187	481	338,668
As at 31 January 2024	330,000	2,124	392	332,516

**10. Debtors**

	2025 £	2024 £
Hall lettings	3,608	4,013
Prepayments and accrued income	3,360	-
Other debtors	200	200
	7,168	4,213

**11. Creditors: amounts falling due within one year**

	2025 £	2024 £
Trade creditors	-	2,251
Accruals and deferred income	568	3,804
Other creditors	1,730	-
	2,298	6,055

Deferred income is in relation to amounts paid in advance by individuals in relation to rental of the hall. The amount outstanding at the year end was £448 (2024: £2,740).

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
NOTES TO THE ACCOUNTS**

**12. Movement in funds**

	As at 1 February 2024 £	Incoming resources £	Outgoing resources £	As at 31 January 2025 £
<b>Unrestricted funds</b>				
Village hall fund	35,839	32,503	(24,926)	43,416
<b>Restricted funds</b>				
Grant funds	-	3,250	(3,250)	-
Millennium fund	228,274	-	(5,000)	223,274
Building revaluation reserve	101,883	-	-	101,883
	330,157	3,250 -	8,250	325,157
<b>Total Funds</b>	365,996	35,753	(33,176)	368,573

**Village Hall**

The village Hall Fund represents accumulated unrestricted funds available for use at the discretion of the Village Hall in furtherance of its general charitable activities.

**Millennium Fund**

The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the village hall. It represents the accumulation of appeal monies, grants and donations received during the period 2000 to 2018 to fund the cost of the refurbishment of the hall. The vast majority of such refurbishment expenditure has been capitalised and forms the basis of the hall's reinstatement valuation. From 2011 onwards the Millennium Fund will bear the annual provision for depreciating the building element of the hall's valuation, currently set at £5,000 per annum.

**Building Revaluation Reserve**

The Building Revaluation Reserve is a restricted fund. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and the initial insurance valuation of the Village Hall formed the basis of the revaluation reserve. A subsequent January 2004 valuation, based on the value of the land on which Newport Village Hall occupies has now been amended by a January 2012 valuation made by the trustees, principally determined by a current reinstatement value of the hall.

**Grant Funds**

In the year there was grants received specifically to be used for the purposes of sanding the floor and lacquer.

**NEWPORT VILLAGE HALL  
FOR THE YEAR ENDED 31 JANUARY 2025  
NOTES TO THE ACCOUNTS**

**13. Related party transactions**

There have been no related party transactions in the reporting period.

**14. Transactions with trustees**

**Trustee remuneration**

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

**Trustee expenses**

During the year, the trustees made payments to third parties on behalf of the charity and were reimbursed for these expenses. The expenses were in relation to the following:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Administration and cleaning fees	860	-
Income	400	-
Office supplies and services	636	-
Premises expenditure	1,655	-
Training and subscriptions	96	-
	<u>3,647</u>	<u>-</u>

At the year end there were amounts owed to trustee's in relation to expenses paid of £1,130 (2024: nil). These were repaid in April 2025.



**NEWPORT VILLAGE HALL**

England & Wales - Charity number 1012618

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# Accounts

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Charity number: 1012618

# NEWPORT VILLAGE HALL

Trustees' Report and Unaudited Financial Statements

For The Year Ended 31 January 2024



Mansell & Co  
Chartered Certified Accountants  
5 Ducketts Wharf  
South Street  
Bishops' Stortford  
Hertfordshire  
CM23 3AR

# NEWPORT VILLAGE HALL

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# NEWPORT VILLAGE HALL

## Reference and Administration Information

### **Patron**

John Gordon MBE

### **Trustees**

Mark Patmore – Chair (Appointed 12/07/23)

Julie Utton – Vice Chair (Appointed 12/07/2023)

Peter Arscott (Appointed 12/07/2023)

Moira Grimwood (Appointed 12/07/2023)

Nicola Sorrell (Appointed 12/07/2023)

Sean Fleetwood (Appointed 12/07/2023)

Christine Mayle (Appointed 12/07/2023)

Karen Turner (Appointed 12/07/2023)

### **Charity registration number**

1012618

### **Business address**

Newport Village Hall

Station Road

Newport

Saffron Walden

Essex

CB11 3PL

### **Website**

[www.newportvillagehall.org](http://www.newportvillagehall.org)

### **Bank**

National Westminster Bank Plc

250 Bishopsgate

London

EC2M 3UR

### **Solicitors**

Hewitsons

Shakespeare House

42 Newmarket Road

Cambridge

CB5 8EP

### **Independent examiner**

Wilton Lyndon Ltd T/A Mansell & Co.

Chartered Certified Accountants

5 Ducketts Wharf

South Street

Bishop's Stortford

Herts

CM23 3AR

## NEWPORT VILLAGE HALL

### Trustees' Annual Report for the Year Ended 31 January 2024

The Trustees present their annual report together with the financial statements of the charity for the year 1 February 2023 to 31 January 2024 and confirm they comply with the requirements of the Charities Act 2011, the governing document and the Charities SORP.

The Trustees who served during the year were:

Mark Patmore – Chair (Appointed 12/07/23)  
Julie Utton (Appointed 12/07/2023)  
Peter Arscott (Appointed 12/07/2023)  
Moirra Grimwood (Appointed 12/07/2023)  
Nicola Sorrell (Appointed 12/07/2023)  
Sean Fleetwood (Appointed 12/07/2023)  
Christine Mayle (Appointed 12/07/2023)  
Karen Turner (Appointed 12/07/2023)  
Clive Edwards (Resigned 21/06/2023)  
John Smith (Resigned 19/07/2023)  
Yvonne Hannant (Resigned 21/06/2023)

#### Objectives and Activities

##### a. Policies and objectives

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of Newport, Essex and the surrounding area of benefit for recreational, leisure and educational purposes without distinction of political, religious or other opinions.

##### b. Principle activities

Newport Village Hall aims to provide a community facility used by a wide range of hirers from all aspects of the local community. The hall currently has an annual footfall of more than 22,000. The objective of the Trustee Committee is to further develop the activities in the hall to reach areas of the community not currently serviced by the hall as well as improve the variety of uses the hall currently operates and revenue streams.

The hall currently operates a baby & children's playgroup, art group, amateur dramatics society and various other sports, dance, and wellness groups for a multitude of ages. It is available for commercial and private hire and is used for wedding receptions, children's parties, and family occasions among others.

##### c. Public benefit

The Trustees have developed their strategic plans to ensure that the charity plans provide public benefit and achieves its objectives as set out in the Governing Document. The Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: reporting (PB3)'.

#### Achievements and performance

During the course of the past year the newly introduced website, has continued to be updated. The on-line booking system, Hallmaster, has been adopted and has facilitated a more open and integrated process for our users. This package is relatively new for everyone, so it has been a steep learning curve. The Hall also installed Broadband with WiFi, after a long wait, and our future plans include (as finances permit) refurbishment of the main hall wooden floor and a small additional storage cupboard.

At last year's AGM a new Committee was elected, comprising eight Trustees. Since then, they have met monthly to allow the charity to fulfil one of its objectives - to work with the community, for the community.

Due to the financial situation that the Trustees inherited this has proven to be an on-going challenge.

## NEWPORT VILLAGE HALL

### Trustees' Annual Report for the Year Ended 31 January 2024

In order to move the village hall forward each Trustee is assigned to a role and membership of a group to look at aspects of the village hall and its administration. All posts except for Robert Willis, Maintenance Manager and Dee Harbridge, cleaner are currently undertaken by volunteers (with relevant experience & skills), who are also Trustees.

Chair: Mark Patmore

Vice-Chair: Julie Utton

- Finances
  - Karen Turner (Bookkeeper)
  - Mark Patmore
  - Sean Fleetwood
- Facilities
  - Sean Fleetwood (Health and Safety)
  - Julie Utton (Line management cleaner)
  - Mark Patmore (Line management Maintenance Manager)
  - Christine Mayle (Secretary; Grants and Sponsorship)
  - Peter Ascott (Project Management)
- Bookings
  - Nicola Sorrell (Bookings Secretary)
  - Moira Grimwood
- Website, Communications, Media
  - Julie Utton (Facebook and User Communications)
  - Mark Patmore (Website)

#### Financial review

##### a. Going concern

The Trustees continue to assess the impact of various economic and social challenges including inflation, interest rates, cost of living crisis etc. We have taken these into consideration in planning for our finances and operations for the coming year.

Cash flow forecasts and budget projections have been reviewed and the Board of Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues to adopt the going concern basis in preparing the financial statements.

##### b. Reserves policy

The Trustees have reviewed the position, and the intention is to maintain a level of reserves in the Village Hall Fund equivalent to no less than 4 months but no more than 12 months of annual operating expenses which are approximately at a level of £29,000.

##### c. Financial performance

Our main income comes from hall lettings amounting to £29,166 in the year (2023: £20,775). Grants and donations were £6,082 in the year (2023: £10,787) and car park rentals were £2,375 in the year (2023: £925). Total income including interest received reached £38,061 (2023: £32,569).

Expenditure for the year was £41,430 (2023: £46,594), resulting in a current deficit of £3,369 (2023: deficit of £14,025).

#### Structure, governance and management

##### a. Constitution

Newport Village Hall was established by deed dated 14 November 1950, which was replaced with a new governing document issued by the Charity Commission on 18 July 2005. Newport Village Hall was registered as a charity numbered 1012618 on 3 July 1992.

## NEWPORT VILLAGE HALL

### Trustees' Annual Report for the Year Ended 31 January 2024

#### **b. Organisation**

The Newport Hall Trustee Management Committee consists of not more than 8 Elected Trustees. The principal offices of Chair, Vice Chair and Secretary are normally held by Elected Trustees. All Trustees must resign annually but may offer themselves for re-election. All Elected Trustees are appointed at the AGM on a show of hands.

The Committee also includes representatives from some of the 11 user groups currently specified in the charity's governing document. Co-opted members may also be elected after each AGM but there may not be more than 2 in number. There are no co-opted members at the present time. A councillor from Newport Parish Council, nominated by the Council, is entitled to attend the Committee meetings, but is not an elected Trustee. Our gratitude goes to Janet Arscott for fulfilling this role. Newport Parish Council holds the deeds of the Hall as the Custodian Trustee but does not have any responsibility for its management.

We are also grateful to all our regular hirers who help to maintain and develop the range of activities and facilities at the Hall.

#### **c. Accountability**

Trustees are required to resign each year at the AGM but may stand again for re-election. Members of the public are welcome to attend any of the Hall Committee's meetings and copies of the minutes are made available on the Hall's website <https://www.newporthall.org.uk>. The Trustees on the Hall Committee, who are also representatives of the regular users, provide invaluable feedback on the premises.

#### **d. Method of appointment or election of Trustees**

Newly elected Trustees are recruited either through the community, self-referral or by invitation of the Hall Committee. The policy is to recruit members who can offer specific skills or experience, particularly if they are able to fill gaps in the Committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees and a copy of the Charity Commission's publication 'Essential Trustees'. They are also given a copy of the governing document and the latest available Report and Accounts. Additional training is offered through the dissemination of information and guidance notes, together with attendance at training seminars organised by the Rural Community Council for Essex. One Trustee has attended RCCE training on 'Finance Essentials for Treasurers and Trustees'.

#### **Risk management**

We continue to assess, review and plan for all risks the organisation may face now and in the future. All new projects and activities developed and run by Newport Village Hall undergo a risk assessment before they begin. This process highlights awareness to the potential risks faced and will assist with the development of robust contingency plans.

The paperwork relating to disaster plans and risk assessments are being worked on in collaboration with the Charity Commission and with help of RCCE providers.

The Trustees have identified the risks to which the charity is exposed and have implemented procedures to manage those risks. The risks of the charity are reviewed at Trustee meetings on a regular basis.

#### **Plans for the future**

Still outstanding is the registration of the building with the Land Registry, painting the exterior areas and an upgrade to the Marion Faber Room exit onto the Common. There are also plans to substantially upgrade the hall's facilities including the restoration of the external areas of the building.

## NEWPORT VILLAGE HALL

### Trustees' Annual Report for the Year Ended 31 January 2024

#### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the charity (Accounts and Reports) Regulations 2008 and the provisions of the Governing Document. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees on 30<sup>th</sup> April 2024 and signed on their behalf by:



Mark Patmore – Chair

## NEWPORT VILLAGE HALL

### Independent Examiner's Report for the Year Ended 31 January 2024

#### Independent examiner's report to the Trustees of Newport Village Hall

I report to the Trustees on my examination of the financial statements of Newport Village Hall ('the charity') for the year ended 31 January 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

#### Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.


#### Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Stephen Pinder FCCA MAAT  
Mansell & Co  
Chartered Certified Accountants  
5 Ducketts Wharf  
South Street  
Bishop's Stortford  
Hertfordshire  
CM23 3AR

Date: 30<sup>th</sup> April 2024

## NEWPORT VILLAGE HALL

### Statement of Financial Activities (including Income & Expenditure Account)

for the Year Ended 31 January 2024

	Notes	Unrestricted funds £	Restricted funds £	31.01.24 Total funds £	31.01.23 Total funds £
<b>Income from:</b>					
Grants and donations	2	6,082	-	6,082	8,120
Covid 19 related grants		-	-	-	2,667
Income from charitable activities - Hall		29,166	-	29,166	20,775
Income from investments – Interest received		438	-	438	82
Other income – Car park rental		2,375	-	2,375	925
<b>Total income</b>		<b>38,061</b>	<b>-</b>	<b>38,061</b>	<b>32,569</b>
<b>Expenditure on: (analysed below)</b>					
Hall operating expenses		(34,929)	-	(34,929)	(33,662)
Governance costs		(349)	-	(349)	(951)
Other expenses		-	-	-	(6,892)
Depreciation		(1,152)	(5,000)	(6,152)	(5,089)
<b>Total expenditure</b>		<b>(36,430)</b>	<b>(5,000)</b>	<b>(41,430)</b>	<b>(46,594)</b>
<b>Net income / (expenditure)</b>		<b>1,631</b>	<b>(5,000)</b>	<b>(3,369)</b>	<b>(14,025)</b>
Transfers between funds	9	-	-	-	-
<b>Net movement in funds</b>		<b>1,631</b>	<b>(5,000)</b>	<b>(3,369)</b>	<b>(14,025)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		34,208	335,157	369,365	383,390
<b>Total funds carried forward</b>		<b>35,839</b>	<b>330,157</b>	<b>365,996</b>	<b>369,365</b>

The above results were derived from continuing operations.

The charity has no recognised gains or losses for the year other than the results above.

## NEWPORT VILLAGE HALL

### Statement of Financial Activities (including Income & Expenditure Account)

for the Year Ended 31 January 2024

	Unrestricted funds £	Restricted funds £	31.01.24 Total funds £	31.01.23 Total funds £
<b>Hall operating expenses:</b>				
Utilities	9,341	-	9,341	9,722
Office supplies and services	967	-	967	1,352
Administration and cleaning fees	17,836	-	17,836	12,473
Premises expenditure	3,026	-	3,026	2,439
Hall insurance	1,034	-	1,034	1,165
Bookkeeping	2,455	-	2,455	6,211
Payroll services	270	-	270	300
	34,929	-	34,929	33,662
<b>Governance costs:</b>				
Trustee indemnity insurance	250	-	250	250
Independent examiners fees	-	-	-	600
Office services – data protection fee	35	-	35	35
Training and subscriptions	64	-	64	66
	349	-	349	951
<b>Other expenses:</b>				
Millennium fund – stage refurbishment	-	-	-	6,892
	-	-	-	6,892
<b>Depreciation:</b>				
Depreciation of other equipment	89	-	89	89
Depreciation of website	1,063	-	1,063	-
Depreciation of village hall	-	5,000	5,000	5,000
	1,152	5,000	6,152	5,089

## NEWPORT VILLAGE HALL

### Balance Sheet as at 31 January 2024

	<u>Notes</u>	<b>2024</b>		<b>2023</b>	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	6		338,668		344,820
<b>Current assets</b>					
Debtors	7	4,213		2,891	
Cash at bank and in hand		<u>29,170</u>		<u>26,224</u>	
		33,383		29,115	
<b>Creditors: Amounts falling due within one year</b>	8	<u>(6,055)</u>		<u>(4,570)</u>	
<b>Net current assets</b>			<u>27,328</u>		<u>24,545</u>
<b>Net assets</b>			<u>365,996</u>		<u>369,365</u>
<b>Charity funds</b>	9				
Unrestricted funds			35,839		34,208
Restricted funds			<u>330,157</u>		<u>335,157</u>
<b>Total funds</b>			<u>365,996</u>		<u>369,365</u>

Approved and authorised by the Trustees on 30<sup>th</sup> April 2024 and signed on their behalf by:



Mark Patmore - Chair

## NEWPORT VILLAGE HALL

### Notes to the Unaudited Financial Statements for the Year Ended 31 January 2024

#### 1. Accounting policies

##### Summary of significant accounting policies and key accounting estimates

The principle accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Statement of compliance

The charity is a public benefit entity and these financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) 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: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

##### Basis of preparation

The financial statements have been prepared using the historic cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

##### Revenue recognition

Turnover comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the charity's activities. Turnover is shown net of sales/value added tax, returns, rebates and discounts.

The charity recognises revenue when:

The amount of revenue can be reliably measured;  
it is probable that future economic benefits will flow to the entity;  
and specific criteria have been met for each of the charity's activities.

##### Tax

The charity is exempt from corporation tax on its charitable activities.

##### Ownership, valuation and refurbishment expenditure relating to Newport Village Hall

Newport Parish Council holds the title deeds to Newport Village Hall as custodian Trustee. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and are now included at a January 2012 valuation made by the Trustees, principally determined by the current reinstatement value of the Hall on the land on which Newport Village Hall occupies. Expenditure incurred in the final phases of the refurbishment have been absorbed into the current valuation.

With the refurbishment of the Village Hall complete, the Trustees consider it appropriate to continue to make provisions for depreciation on the building's element of the valuation on a straight-line basis at £5,000 per annum. This has been charged against the Millennium Fund, its income of which was the source of funding of the refurbishment.

##### Tangible assets

Tangible assets are stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

## NEWPORT VILLAGE HALL

### Notes to the Unaudited Financial Statements for the Year Ended 31 January 2024

#### Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Other equipment	10 years straight line basis
Website	4 years straight line basis
Village hall	80 years straight line basis

#### Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### Defined contribution pension obligation

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2. Grants and donations

	2024	2023
	£	£
Anonymous and other sundry donations	6,082	3,520
Millennium fund – Stage refurbishment	-	4,600
	<u>6,082</u>	<u>8,120</u>

#### 3. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation expense	6,152	5,089
Independent examiners fees	-	600
	<u>6,152</u>	<u>5,689</u>

## NEWPORT VILLAGE HALL

### Notes to the Unaudited Financial Statements for the Year Ended 31 January 2024

#### 4. Trustees' remuneration and benefits

There were no Trustees' remuneration or other benefits for the year ended 31 January 2024 nor for the year ended 31 January 2023.

#### Trustees' expenses

There were no Trustees' expenses paid for the year ended 31 January 2024 nor for the year ended 31 January 2023.

#### Key management personnel

The charity considers its key management personnel to consist of the Trustees.

#### 5. Staff costs

	2024	2023
	£	£
Wages and salaries	2,400	2,400

The average monthly number of employees during the year was as follows:

	2024	2023
Full-time equivalents	1	1

No employee received emoluments in excess of £60,000.

#### 6. Tangible fixed assets

	Other equipment £	Website £	Village Hall valuation £	Total £
<b>Cost</b>				
As at 1 February 2023	7,643	4,250	400,000	411,893
Additions	-	-	-	-
As at 31 January 2024	7,643	4,250	400,000	411,893
<b>Depreciation</b>				
As at 1 February 2023	7,073	-	60,000	67,073
Charge for the year	89	1,063	5,000	6,152
As at 31 January 2024	7,162	1,063	65,000	73,225
<b>Net book value</b>				
As at 31 January 2024	481	3,187	335,000	338,668
As at 31 January 2023	570	4,250	340,000	344,820

#### 7. Debtors

	2024	2023
	£	£
Hall lettings	4013	2,053
Newport Parish Council reserve fund	200	200
Prepayments and accrued income	-	638
	4,213	2,891

## NEWPORT VILLAGE HALL

### Notes to the Unaudited Financial Statements for the Year Ended 31 January 2024

#### 8. Creditors

##### Creditors: amounts falling due within one year

	2024	2023
	£	£
<b>Due within one year</b>		
Trade creditors	2,251	-
Lettings in advance	-	215
Lettings deposits	-	100
Car park rentals in advance	-	350
Accruals and deferred income	3,804	3,905
	<u>6,055</u>	<u>4,570</u>

#### 9. Movement in funds

##### Village Hall

The Village Hall Fund represents accumulated unrestricted funds available for use at the discretion of the Village Hall in furtherance of its general charitable activities.

##### Millennium Fund

The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall. It represents the accumulation of appeal monies, grants and donations received during the period 2000 to 2018 to fund the cost of the refurbishment of the hall. The vast majority of such refurbishment expenditure has been capitalised and forms the basis of the hall's reinstatement valuation. From 2011 onwards the Millennium Fund will bear the annual provision for depreciating the building element of the hall's valuation, currently set at £5,000 per annum.

##### Building Revaluation Reserve

The Building Revaluation Reserve is a Restricted Fund. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and the initial insurance valuation of the Village Hall formed the basis of the revaluation reserve. A subsequent January 2004 valuation, based on the value of land on which Newport Village Hall occupies has now been amended by a January 2012 valuation made by the Trustees, principally determined by a current reinstatement value of the hall.

## NEWPORT VILLAGE HALL

### Notes to the Unaudited Financial Statements for the Year Ended 31 January 2024

#### 9. Movement in funds – continued

	Balance at 01.02.23 £	Net movement in funds £	Transfers between funds £	Balance at 31.01.24 £
<b>Unrestricted funds</b>				
Village hall fund	34,208	1,631	-	35,839
<b>Restricted funds</b>				
Millennium fund	233,274	(5,000)	-	228,274
Building revaluation reserve	101,883	-	-	101,883
	335,157	(5,000)	-	330,157
<b>Total funds</b>	369,365	(3,369)	-	365,996

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Net movement in funds £
<b>Unrestricted funds</b>			
Village hall fund	38,061	(36,430)	1,631
<b>Restricted funds</b>			
Millennium fund	-	(5,000)	(5,000)
Building revaluation reserve	-	-	-
	-	(5,000)	(5,000)
<b>Total funds</b>	38,061	(41,430)	(3,369)

## NEWPORT VILLAGE HALL

### Notes to the Unaudited Financial Statements for the Year Ended 31 January 2024

#### 9. Movement in funds – continued

Comparatives for movement in funds

	Balance at 01.02.22 £	Net movement in funds £	Transfers between funds £	Balance at 31.01.23 £
<b>Unrestricted funds</b>				
Village hall fund	40,941	(6,733)	-	34,208
<b>Restricted funds</b>				
Millennium fund	240,566	(7,292)	-	233,274
Building revaluation reserve	101,883	-	-	101,883
	342,449	(7,292)	-	335,157
<b>Total funds</b>	383,390	(14,025)	-	369,365

Comparatives net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Net movement in funds £
<b>Unrestricted funds</b>			
Village hall fund	27,969	(34,702)	(6,733)
<b>Restricted funds</b>			
Millennium fund	4,600	(11,892)	(7,292)
Building revaluation reserve	-	-	-
	4,600	(11,892)	(7,292)
<b>Total funds</b>	32,569	(46,594)	(14,025)

#### 10. Related party transactions

There were no related party transactions for the year ended 31 January 2024.



**NEWPORT VILLAGE HALL**

England & Wales - Charity number 1012618

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# Accounts

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**NEWPORT VILLAGE HALL**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2023**  
Charity Registration Number 1012618

**NEWPORT VILLAGE HALL**

**ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2023**

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## NEWPORT VILLAGE HALL

### LEGAL AND ADMINISTRATIVE INFORMATION AS AT 24 MAY 2023

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<b>PATRON</b>	John Gordon MBE
<b>ELECTED AND CO-OPTED TRUSTEES</b>	Clive Edwards (Chair) John Oswin Smith
<b>REPRESENTATIVE TRUSTEES</b>	Yvonne Hannant (Newport Amateur Theatrical Society)
<b>FINANCE MANAGER</b>	Elaine Edwards Account2Me 1 Reynolds Court Newport, Saffron Walden Essex CB11 3RJ
<b>BUSINESS MANAGER</b>	Cara Painter NW1 Marketing Ltd 15 Cornmill Court Saffron Walden Essex CB11 3DE
<b>REGISTERED OFFICE</b>	Newport Village Hall Station Road Newport, Saffron Walden Essex CB11 3PL
<b>REGISTERED NUMBER</b>	Charity number 1012618
<b>WEBSITE</b>	<a href="http://www.newportvillagehall.org">www.newportvillagehall.org</a>
<b>BANKERS</b>	National Westminster Bank plc 250 Bishopsgate London EC2M 3UR
<b>INDEPENDENT EXAMINER</b>	P W Hill FCA Hillyates, Chartered Accountants Hill House, 27 Meadowford Newport, Saffron Walden Essex CB11 3QL
<b>SOLICITORS</b>	Hewitsons Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
<b>ARCHIVE</b>	Essex Record Office Accession No. A14156 Catalogue ref: D/z 675

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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The Trustee Management Committee presents its annual report with the accounts of Newport Village Hall for the year ended 31 January 2023 and confirms that the accounts comply with the current statutory requirements.

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 Hall's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### Structure, governance and management

- **Constitution**  
Newport Village Hall was established by deed dated 14 November 1950, which was replaced with a new Governing Document issued by the Charity Commission on 18 July 2005. Newport Village Hall was registered as a charity numbered 1012618 on 3 July 1992.
- **Organisation**  
The Newport Hall Trustee Management Committee consists of not more than 8 Elected Trustees. The principal offices of Chair, Deputy Chair and Secretary are normally held by Elected Trustees. All Trustees must resign annually but may offer themselves for re-election. All Elected Trustees are appointed at the AGM on a show of hands.

The Committee also includes Representative Trustees nominated by any of the 11 user groups specified in the charity's Governing Document. Co-opted members may be elected after each AGM but there must not be more than 2 in number. There are no co-opted members at present. A councillor from Newport Parish Council, nominated by the Council, is entitled to attend Committee meetings but is not a Trustee. Newport Parish Council holds the deeds to the Hall as the Custodian Trustee but does not have any responsibility for its management.

- **Trustee Management Committee**  
The members of the Trustee Management Committee are charity Trustees of Newport Village Hall (within the meaning prescribed by the Charities Act 1993) and are responsible for the governance of the Village Hall.

The following were members of the Trustee Management Committee during the year ended 31 January 2023:

Clive Edwards (Chair, appointed 11 May 2022)  
Peter Gibson (resigned 11 May 2022)  
John Oswin Smith  
Yvonne Hannant  
Jane Nash (resigned 11 May 2022)  
Christine Mayle (resigned 1 September 2022)

During the year ended 31 January 2023, no member of the Trustee Management Committee received any remuneration for services as a member of that Committee.

- **Recruitment and Training of Trustees**  
Newly elected Trustees are recruited either through advertisement, self-referral or by invitation of the Hall Committee. The policy is to recruit members who can offer specific skills or experience, particularly if they are able to fill gaps in the Committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees and a copy of the Charity Commission's publication 'Essential Trustees'. They are also given a copy of the Governing Document and the latest available Report and Accounts. Additional training is offered through the dissemination of information and guidance notes, together with attendance at training seminars organised by the Rural Community Council for Essex.

## TRUSTEES REPORT

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### **Objectives and activities**

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of Newport, Essex and the surrounding area of benefit for recreational, leisure and educational purposes without distinction of political, religious or other opinions.

Newport Village Hall aims to provide a community facility used by a wide range of hirers from all aspects of the local community. The hall currently has an annual footfall of more than 22,000. The objective of the Trustee Committee is to further develop the activities in the hall to reach areas of the community not currently serviced by the hall as well as improve the variety of uses the hall currently operates and revenue streams.

The hall currently operates a baby & children's playgroup, art group, amateur dramatics society and various other sports, dance, and wellness groups for a multitude of ages. It is available for commercial and private hire and is used for wedding receptions, children's parties, and family occasions among others.

### **Achievements and performance**

During the past year there has been a major refurbishment of the stage area for use by all groups including resident producers, Newport Amateur Theatre Society. There has also been a rebranding of the promotional material used by the hall including a new website. The organisation has also introduced an online booking system to both streamline the administration involved in this process and improve the user journey for both regular and non-regular hirers.

### **People**

There have been substantial changes during the period to the people involved in the running of the hall.

A new Chair was appointed at the previous AGM who has implemented various changes in the running of the maintenance, administration, marketing, and hirer acquisition areas. The board of trustees also includes John Oswin-Smith and Yvonne Hannant, as detailed above. Both have provided invaluable input and expertise towards the strategic and ethical management of the organisation.

The roles of Secretary and Bookings Clerk have been amalgamated into one role of Business Manager. This role has been completed to a very high standard by Cara Painter of NW1 Marketing Limited.

At time of writing the organisation is looking for cleaning professionals to take over the cleaning of the hall, due to be appointed soon.

Remaining from the previous year are the Bookkeeper, Elaine Edwards of Account2Me, who has continued to keep effective management of the organisation's finances and the Caretaker, Robert Willis, with continued excellent hard work that has maintained the building to the highest standards. Both Elaine and Robert have had their titles redefined to Finance Manager and Maintenance Manager respectively as recognition of their contribution and continued importance to the organisation.

We are also grateful to all our regular hirers who help to maintain and develop the standards at the Hall.

### **Accountability**

Trustees are required to resign each year at the AGM but may stand again for re-election. Members of the public are welcome to attend any of the Hall Committee's meetings and copies of the minutes and monthly financial reports are made available on the Hall's website <https://www.newporthall.org.uk>. The Representative Trustees on the Hall Committee provide invaluable feedback as regular users of the premises.

In planning the activities for the year and for the future, the Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## TRUSTEES REPORT

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### Financial review

- **Results for the year**

In what can only be described as a period of redevelopment after the effects of the COVID-19 pandemic the financial results are both disappointing and yet expected. Major investment has been made into areas of the hall utilising grants from the current year and cash reserves developed via COVID-19 grants from the previous year(s). The Trustee group agree that those funds were to future proof the hall for decades to come and the decisions made reflect this ambition.

As highlighted by the 5-year summary of key financial information on page 7 the organisation has posted an operating deficit of £9,295 for the year, massively down from an operating surplus of £8,136 the previous year. The organisation had net expenditure for the year of £14,025 (2022 – *net income of £2,248*) as shown in the Statement of Financial Activities on page 9.

- **Reserves and financial position**

As at 31 January 2023, cash at bank and on deposit amounted to £26,224, compared with £42,492 in 2022.

In 2011 the Trustees implemented a depreciation policy to write off the buildings based on an initial reinstatement valuation of £380,000 over the maximum allowed period of 50 years. This annual provision for depreciation is charged to the Millennium Fund.

The Trustees have historically sought to maintain a minimum level of reserves equivalent to 4 months of annual expenditure and a maximum of 12 months of annual expenditure. On 6 September 2004, the Trustees voted unanimously to suspend the Reserves Policy while resources were being accumulated to fund the proposed refurbishment project. With the completion of the refurbishment works to the Hall, there is a continuing need to maintain it in a satisfactory condition. The Trustees have reviewed the position and the intention is to maintain a level of reserves in the Village Hall Fund equivalent to no less than 4 months but no more than 12 months of annual operating expenses which are approximately at a level of £29,000. Ideally the level should be in the region of £29,000 but urgent work will not be deferred.

COVID, economic and other events continue to pose major challenges and a high level of uncertainty for many, but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate.

- **Details of Financial Controls**

Newport Village Hall uses a professional bookkeeper Elaine Edwards of Account2Me to deal with income and expenditure and is supervised by the Chairman and/or the Vice Chairman and another account signatory. Mr Peter Hill FCA has acted as the Independent Examiner for the charity, compiling the annual accounts from the records maintained. He will not be standing for re-election at the forthcoming AGM. The Hall Committee regularly reviews the financial controls and arrangements in place and are satisfied that these are appropriate to the Hall's financial requirements.

- **Staff Employment Policy**

Newport Village Hall employs one part time staff member whose hours are determined by the needs of the charity. Staff members are paid a fixed hourly rate above minimum levels and all payments are subject to PAYE if appropriate.

### Plans for the future

Still outstanding is the registration of the building with the Land Registry and a change in the status of the Hall to a Charitable Incorporated Organisation. There are also plans to substantially upgrade the hall's facilities including the restoration of the external areas of the building and introduction of broadband to the building.

Approved by the Trustee Management Committee on 24 May 2023 and signed on its behalf by:

Clive Edwards  
Chair

## 5 YEAR SUMMARY OF KEY FINANCIAL INFORMATION

	2023	2022	2021	2020	2019
	£	£	£	£	£
<b>Income and expenditure</b>					
<b>Hall lettings</b>	20,775	11,387	4,647	21,340	19,366
<b>COVID – 19 related grants</b>	2,667	14,196	15,261	-	-
<b>Car park rental</b>	925	625	625	625	650
Utilities	9,372	4,222	2,968	4,070	4,635
Office supplies and services	1,352	512	305	607	618
Administration and cleaning fees	12,473	5,860	4,223	6,050	6,545
Bad debts written off	-	-	-	-	30
Premises expenditure	2,439	2,519	1,432	5,596	3,792
Hall insurance	1,165	906	929	956	929
Bookkeeping	6,211	3,753	2,069	4,563	3,808
Payroll services	300	300	300	300	300
<b>Hall operating expenses</b>	<b>(33,662)</b>	<b>(18,072)</b>	<b>(12,226)</b>	<b>(22,142)</b>	<b>(20,657)</b>
<b>Operating (deficit)/surplus</b>	<b>(9,295)</b>	<b>8,136</b>	<b>8,307</b>	<b>(87)</b>	<b>(641)</b>
Interest and other income	82	2	16	47	68
Donations and grants - Hall	3,520	1,020	2,033	5,315	1,520
Donations and grants – Millennium Fund	4,600	-	-	-	-
Governance costs	(951)	(831)	(907)	(825)	(825)
Other premises costs	(6,892)	(990)	-	(3,085)	-
Depreciation	(5,089)	(5,089)	(5,089)	(5,089)	(4,836)
Reduction in Newport Parish Council reserve funding	-	-	-	-	(1,630)
<b>Net (outgoing)/incoming resources</b>	<b>(14,025)</b>	<b>2,248</b>	<b>4,360</b>	<b>(3,724)</b>	<b>(6,344)</b>
<b>Balance sheet</b>					
Fixed assets	344,820	345,659	350,748	355,837	360,926
Debtors	2,891	2,145	470	6,701	3,423
Cash at bank	26,224	42,492	35,983	19,891	19,070
Creditors	(4,570)	(6,906)	(6,059)	(5,647)	(2,913)
	<b>369,365</b>	<b>383,390</b>	<b>381,142</b>	<b>376,782</b>	<b>380,506</b>
<b>Reserves</b>					
Village Hall	34,208	40,491	32,703	23,343	21,102
Millennium Fund	233,274	240,566	246,556	251,556	257,611
Building Revaluation Reserve	101,883	101,883	101,883	101,883	101,883
	<b>369,365</b>	<b>383,390</b>	<b>381,142</b>	<b>376,782</b>	<b>380,506</b>

**INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 JANUARY 2023  
TO THE TRUSTEES OF NEWPORT VILLAGE HALL**

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I report to the trustees on my examination of the accounts of Newport Village Hall for the year ended 31 January 2023 which comprise the statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As trustees of the charity, 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

**Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of the ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Hillyates, Chartered Accountants  
Hill House, 27 Meadowford  
Newport, Saffron Walden  
Essex CB11 3QL

P W Hill FCA  
Independent Examiner

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2023**

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2023	Total funds 2022
	£	£	£	£	£
<b>Income from:</b>					
Grants and donations (note 1)	3,520	4,600	-	8,120	1,020
COVID – 19 related grants	2,667	-	-	2,667	14,196
Income from charitable activities – Hall lettings	20,775	-	-	20,775	11,387
Income from investments – interest received	82	-	-	82	2
Other income – car park rental	925	-	-	925	625
<b>Total income</b>	<b>27,969</b>	<b>4,600</b>	<b>-</b>	<b>32,569</b>	<b>27,230</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities					
Hall operating expenses (note 2)	33,662	-	-	33,662	18,072
Governance costs (note 3)	951	-	-	951	831
Other expenses (note 4)	-	6,892	-	6,892	990
Depreciation (note 6)	89	5,000	-	5,089	5,089
<b>Total resources expended</b>	<b>34,702</b>	<b>11,892</b>	<b>-</b>	<b>46,594</b>	<b>24,982</b>
<b>Net (expenditure)/income</b>	<b>(6,733)</b>	<b>(7,292)</b>	<b>-</b>	<b>(14,025)</b>	<b>2,248</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	40,941	240,566	101,883	383,390	381,142
<b>Total funds carried forward (note 5)</b>	<b>34,208</b>	<b>233,274</b>	<b>101,883</b>	<b>369,365</b>	<b>383,390</b>

All of the Village Hall's activities were derived from continuing operations during the above two financial years.

All recognised gains are included in the above statement of financial activities.

**BALANCE SHEET AT 31 JANUARY 2023**

	Note	2023	2022
		£	£
<b>Fixed assets</b>			
Tangible assets	6	344,820	345,659
<b>Current assets</b>			
Debtors	7	2,891	2,145
Cash at bank and in hand		26,224	42,492
		<u>29,115</u>	<u>44,637</u>
<b>Creditors:</b> amounts falling due within one year	8	<u>(4,570)</u>	<u>(6,906)</u>
<b>Net current assets</b>		<u>24,545</u>	<u>37,733</u>
<b>Total assets less current liabilities</b>		<u>369,365</u>	<u>383,390</u>
<b>Funds</b>			
Unrestricted funds			
Village Hall		34,208	40,941
Restricted funds			
Millennium Fund		233,274	240,566
Building Revaluation Reserve		101,883	101,883
<b>Total funds</b>	5	<u>369,365</u>	<u>383,390</u>

The accounts were approved by the Trustee Management Committee on 24 May 2023 and signed on its behalf by:

Clive Edwards  
Chair

Trustees

Yvonne Hannant

## PRINCIPAL ACCOUNTING POLICIES

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The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

### **Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction values unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Newport Village Hall constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

### **Assessment of going concern**

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts and have made this assessment in respect to a period of one year from the date of approval of these accounts. COVID, economic and other events continue to pose major challenges and a high level of uncertainty for many, but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate.

### **Income recognition**

All incoming resources are included in the statement of financial activities when the Village Hall is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the main categories of income:

- Voluntary income comprises donations.
- Investment income is included in these Accounts when receivable.
- Hall lettings and car park rental income is included in these Accounts on an accruals basis, with lettings of the Hall invoiced monthly in arrears

### **Expenditure recognition**

Expenditure is included in the statement of financial activities on an accrual basis, inclusive of VAT.

- Hall operating expenses comprise all those costs incurred in directly supporting the income generating activities of the Village Hall.
- Charitable expenditure comprises any costs incurred that do not specifically generate income.
- Depreciation is a provision calculated to write off the cost of:
  - Fixtures and fittings in equal annual instalments over ten years.
  - Website in equal annual instalments over 4 years commencing 1 February 2023.
- Governance costs include those costs associated with meeting statutory requirements of the Village Hall.

### **Ownership, valuation and refurbishment expenditure relating to Newport Village Hall**

Newport Parish Council holds the title deeds to Newport Village Hall as custodian trustee. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and are now included at a January 2012 valuation made by the Trustees, principally determined by the current reinstatement value of the Hall on the land on which Newport Village Hall occupies. Expenditure incurred in the final phases of the refurbishment have been absorbed into the current valuation.

With the refurbishment of the Village Hall complete, the Trustees consider it appropriate to continue to make provisions for depreciation on the building's element of the valuation on a straight-line basis at 2% per annum. This has been charged against the Millennium Fund, its income of which was the source of funding of the refurbishment.

## PRINCIPAL ACCOUNTING POLICIES

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### **Equipment, furniture and fittings**

Over a period of many years Newport Village Hall has acquired, either by purchase or by donation, equipment, furniture and fittings appropriate to its use within the Hall and its activities. No value has been attributed to these items in the accounts but they have been insured for a replacement value of £10,500.

The Trustees have implemented a policy of capitalising individual items with a cost greater than £500 or clearly larger items of furniture. These items are being depreciated over their estimated useful life of 10 years and, in the case of the newly developed website, over 4 years commencing 1 February 2023. Other sundry equipment purchases relating to the Hall Refurbishment have to date been written off in premises expenditure as costs of the Millennium Fund.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Village Hall in furtherance of its general charitable activities. The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall.

### **Cash flow**

The accounts do not include a cash flow statement because Newport Village Hall is exempt from the requirement to prepare such a statement under the Charities SORP (FRS 102) Update Bulletin 1.

### **Taxation**

Newport Village Hall is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2023**

<b>1. Grants and donations</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Village Hall Fund		
Newport Fete	-	500
Anonymous and other sundry donations	<b>3,520</b>	520
	<b>3,520</b>	1,020
Millennium Fund – stage refurbishment	<b>4,600</b>	-
	<b>8,120</b>	1,020
<b>2. Hall operating expenses</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Utilities	<b>9,722</b>	4,222
Office supplies and services	<b>1,352</b>	512
Administration and cleaning fees	<b>12,473</b>	5,860
Premises expenditure	<b>2,439</b>	2,519
Hall insurance	<b>1,165</b>	906
Bookkeeping	<b>6,211</b>	3,753
Payroll services	<b>300</b>	300
	<b>33,662</b>	18,072
<b>3. Governance costs – Village Hall Fund</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trustee indemnity insurance	<b>250</b>	250
Independent examiners fees	<b>600</b>	480
Office services – data protection fee	<b>35</b>	35
Training and subscriptions	<b>66</b>	66
	<b>951</b>	831
<b>4. Other costs – Millennium Fund major repairs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Premises expenditure		
Stage refurbishment	<b>6,892</b>	-
Hall repainting	-	990
	<b>6,892</b>	990

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2023

5. Analysis of funds

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2023	Total funds 2022
	£	£	£	£	£
Tangible fixed assets	4,820	234,117	101,883	340,820	345,659
Debtors	2,891	-	-	2,891	2,145
Cash at bank:					
Nat West accounts	26,224	-	-	26,224	42,492
Creditors	(3,727)	(843)	-	(4,570)	(6,906)
	<b>30,208</b>	<b>233,274</b>	<b>101,883</b>	<b>365,365</b>	<b>383,390</b>

**Village Hall**

The Village Hall Fund represents accumulated unrestricted funds available for use at the discretion of the Village Hall in furtherance of its general charitable activities.

**Millennium Fund**

The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall. It represents the accumulation of appeal monies, grants and donations received during the period 2000 to 2018 to fund the cost of the refurbishment of the hall. The vast majority of such refurbishment expenditure has been capitalised and forms the basis of the hall's reinstatement valuation. From 2011 onwards the Millennium Fund will bear the annual provision for depreciating the building element of the hall's valuation, currently set at £5,000 per annum.

**Building Revaluation Reserve**

The Building Revaluation Reserve is a Restricted Fund. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and the initial insurance valuation of the Village Hall formed the basis of the revaluation reserve. A subsequent January 2004 valuation, based on the value of land on which Newport Village Hall occupies has now been amended by a January 2012 valuation made by the Trustees, principally determined by a current reinstatement value of the hall.

6. Tangible fixed assets

	Other equipment	Website	Village Hall valuation	Total
	£	£	£	£
<b>Valuation or cost</b>				
1 February 2022	7,643	-	400,000	407,643
Additions	-	4,250	-	4,250
31 January 2023	<b>7,643</b>	<b>4,250</b>	<b>400,000</b>	<b>411,893</b>
<b>Depreciation</b>				
1 February 2022	6,984	-	55,000	61,984
Charge for the year	89	-	5,000	5,089
31 January 2023	<b>7,073</b>	<b>-</b>	<b>60,000</b>	<b>67,073</b>
<b>Net book value</b>				
31 January 2023	<b>570</b>	<b>4,250</b>	<b>340,000</b>	<b>344,820</b>
31 January 2022	659	-	345,000	345,659

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2023

### 7. Debtors

	2023	2021
	£	£
Hall lettings	2,053	1,723
Newport Parish Council reserve fund	200	200
Sundry debtors and prepayments	638	222
	<u>2,891</u>	<u>2,145</u>

### 8. Creditors: amounts falling due within one year

	2023	2022
	£	£
Lettings in advance	215	140
Lettings deposits	100	400
Car park rentals in advance	350	-
Stage refurbishment grant in advance	-	4,600
Other creditors and accruals	3,905	1,766
	<u>4,570</u>	<u>6,906</u>

### 9. Members of the Trustee Management Committee remuneration

During the year ended 31 January 2023, no member of the Trustee Management Committee received any remuneration for services as a member of the Trustee Management Committee (2022 - £nil).

### 10. Related party transactions

The substantial changes during the year to people involved in the running of the hall has identified the need to disclose a number of related party transactions. The Chair, Clive Edwards, is the son of the Finance Manager, Elaine Edwards, whose services are provided by Account2Me, a business owned by her. Clive Edwards is also the domestic partner of the Business Manager, Cara Painter, whose services are provided through NW1 Marketing Ltd, a company owned and controlled by her.

During the year, Account2Me provided bookkeeping services of Elaine Edwards of £6,211 as shown in note 2 to the Accounts. An accrual of £500 for January 2023 is included in other creditors and accruals in note 8 to the Accounts.

During the year, NW1 Marketing Ltd provided:

- Business management support services of Cara Painter of £3,514.
- Website management, hosting, and other related services of £190.
- Design, development and delivery of a fully functional website and a new brand for the hall with the ability to allow on-line bookings at a cost of £4,250. The cost has been capitalised as shown in note 6 to the Accounts.
- An accrual of £961 for January 2023 costs relating to business management support and website management is included in other creditors and accruals in note 8 to the Accounts.

Save as reported in note 11 below, no member of the Trustee Management Committee had any beneficial interest in any contract with the Village Hall during the year. Whilst some Trustees are members of organisations that make regular use of the Village Hall's facilities, the Trustees do not consider that there is any material benefit received by individual Trustees.

During the year ended 31 January 2023, 2 members of the Trustee Management Committee had costs totalling £223 reimbursed relating to hall operating costs (2022 – 4 members and £356). These costs were paid against receipts and were wholly incurred on behalf of the Village Hall.

### 11. Post balance sheet events

The organisation has seen unprecedented interest in booking the hall not only for existing booking types but also new ventures such as promoted concerts, food trucks, cycling start points. The organisation also has various new advertising initiatives to diversify the revenue streams available to the Hall.

We fully expect to be able to maintain suitable reserves to cope with any further uncertainties and only plan new investments based on grant acquisition. On this basis we envisage that the hall will be able to continue operating to perform its functions within our society satisfactorily throughout this year and well into the future beyond.

**NEWPORT VILLAGE HALL**

England & Wales - Charity number 1012618

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# Accounts

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**NEWPORT VILLAGE HALL TRUSTEE MANAGEMENT COMMITTEE  
ANNUAL GENERAL MEETING HELD ON  
11<sup>th</sup> MAY 2022 AT 8.00 P.M. IN  
THE MAIN HALL, NEWPORT VILLAGE HALL**

**Present:**

Patron	John Gordon, MBE	
Elected Trustee	John Oswin Smith	Acting Chair
Elected Trustee	Peter Gibson	
Secretary	Pat Pleasance	
Representative Trustee	Jane Nash	Newport Art Group
Representative Trustee	Yvonne Hannant	N.A.T.s
Project Manager	Peter Arscott	
Bookkeeper	Elaine Edwards	
Caretaker	Rob Willis	
Parish Council Rep	Sarah Burton	
Independent Examiner	Peter Hill	
Bingo	Sue Parish	
Bingo	Rob Myall	
Pilates	Tricia Ackron	
	Berenice Smith	Resident
	Sandra Amos	Resident
	Clive Edwards	Resident
	Leonie Llewellyn	Resident
	Fiona Strachan	Resident
	Maggie Pearce	Resident

**1. Apologies**

Apologies were received from Emma Murphy, Dee Harbridge and Christine Mayle.

Mr John Gordon chaired the meeting and welcomed everyone to Newport Village Hall's 2022 Annual General Meeting. He acknowledged the work of the Committee in managing the Hall through difficult circumstances throughout the COVID pandemic, and expressed his thanks to the Committee for continuing to run the Hall for the benefit of the local community over this challenging time.

**2. The Minutes of the Annual General Meeting held on the 28th September, 2021**

The minutes of the previous meeting were reviewed and approved. John Gordon asked the Meeting to accept the Minutes as a true and fair record. The Minutes were approved and signed and dated by John Gordon.

**3. Matters Arising from Minutes of the Meeting held on the 28<sup>th</sup> September, 2021**

There were no matters arising.

**4. Acting Chairman's Report**

The Acting Chairman reviewed the main issues faced by the Management Committee over the last year, namely managing the impact of the COVID pandemic and using the closures to carry out essential maintenance and decoration. The success of the vaccine programme and improved COVID treatments has permitted the Hall to run at more

normal levels. Sadly, not all our groups have been able to return to full capacity and it is likely that Ohio will not return in the near future if at all. We also lost the SLS Sports group. However, a Tea Dance has now been started and the Zumba classes have made a return. It would have been extremely difficult to maintain the running of the Hall without the assistance of Government and Uttlesford District Council (UDC) grants.

Special thanks go to Dee Harbridge for maintaining high cleaning standards and to Rob Willis for redecorating the Hall during closure and to Elaine Edwards and Emma Murphy for managing the finances and bookings. The workload for the Booking Secretary has been higher than expected with many new requests, particularly for private parties and her workload will be continued to be monitored and additional compensation made as necessary. Peter Gibson decided to step down as Chairman in the past year but is willing to continue as a Trustee. Yvonne Hannant expressed her thanks to Peter Gibson on behalf of the Committee for the many years he has devoted to the Village Hall. Clive Edwards has indicated he is willing to stand as Chairman for the forthcoming year.

Thanks were expressed to our Secretary Pat Pleasance and our Project Manager Peter Arscott. Pat Pleasance has indicated she will not be standing for re-election. Pat worked with the guidance provided by the Rural Community Council of Essex (RCCE) to establish the COVID regulations for Hall. The RCCE guidance has been invaluable in aiding the interpretation of the Government Guidance on COVID. Our Project Manager, Peter Arscott has also decided to step down but has agreed to see on-going projects to completion. Jane Nash is planning to move from the village so although willing to stand for re-election it is expected that she will be leaving before the year end. Jane is attempting to identify another representative from the Art Group. Special thanks go to Christine Mayle for securing funding from grants which will allow the refurbishment of the back stage area to take place later this year.

There is uncertainty for the coming year with increasing running costs, particularly for the utilities but the reserves are sufficient to cover the forthcoming year and the next. Storage continues to be an issue but recent changes to the table storage cupboard have alleviated the issue for the immediate future. There were some recent concerns that our Premises Licence may have needed amendment but it has been confirmed that it covers all our current activities.

John Gordon expressed his thanks to John Oswin Smith for stepping in as Acting Chair over the last few months. No day goes by without some aspect of the Hall requiring his attention! He also offered his thanks to the Secretary and the Project Manager for their long service to the Hall.

## **5. Bookkeeper's Report – Annual Report 2021/2022**

The annual report for 2021/2022 had been circulated prior to the meeting. Despite operating restrictions, we were able to show an operating surplus of £8,138, largely due to the receipt of the COVID related grants of £14,196. There was an increase of £6,740 in letting income over the financial year to £14,196. Utilities costs increased by £1,254, cleaning by £1,637, premises expenditure by £1,087 and bookkeeping by £1,684. As at 31<sup>st</sup> January 2022 cash reserves amounted to £42,492 compared with £35,983 in 2020, largely due to the receipt of the Government COVID grants.

Elaine expressed her thanks to Peter Hill for his assistance in producing the annual report and to Emma Murphy for managing the booking system and to Christine Mayle for her work in obtaining the grants. Thanks also to Pat Pleasance and John Oswin Smith for operating the new finance control for the internet banking.

## **6. Refurbishment Report**

Peter Arscott reported that no major refurbishment had been undertaken this year, just ongoing maintenance. Back stage improvements are planned for this summer with work commencing 1<sup>st</sup> August. Work is expected to take 2 weeks to complete. Peter Arscott will stay to supervise this work. No daytime activities will be allowed during this period but evening activities may be able to continue subject to a planning meeting to be held with the builder.

Concern was expressed regarding the proposed London Road development drainage plans as the Hall has previously suffered from flooding under the stage. No decision as yet has been reached where the water will discharge to the Cam from this development.

The CCTV installed in collaboration with the Parish Council has been used recently following a theft from the Village Hall car park. However, an effective method for extracting information from it is still to be resolved with the Parish Council.

## **7. Nomination of Officers**

Currently the Hall has 5 Trustees, 2 Elected, and 3 Representatives. All Elected Trustees are required to resign at the Annual General Meeting and the following existing Trustees have offered themselves for re-election.

Peter Gibson – Yvonne Hannant nominated, seconded Rob Willis  
John Oswin Smith – Yvonne Hannant nominated, seconded Sandra Amos

There being no objections both were re-elected. John Oswin Smith is also prepared to stand as Vice Chairman and was elected unopposed.

We currently have one nomination for the post of Chairman. Clive Edwards is prepared to stand as Chairman and become a Trustee. Clive runs a local theatre school and manages local venues. He is also involved with Saffron Walden Football club and is committed to supporting local clubs and activities.

Chairman – Clive Edwards – nominated John Oswin Smith, seconded Yvonne Hannant

The following have been nominated by their respective organisations to act for a year as Representative Trustees on the Hall Committee: Jane Nash, Newport Art Group and Yvonne Hannant, NATS, Christine Mayle Newport Essex Playgroup. The appointment of the Officers for the year will take place at the first Hall Committee Meeting in June.

Some potential candidates for Secretary have been identified. Rob Myall has indicated he wishes to stand down as the website manager and an alternative candidate is required.

Fiona Strachan has indicated she may be able to offer some assistance with particular activities such as Land Registry issues or sourcing alternative utility suppliers.

## **8. Appointment of Independent Examiner**

John Oswin Smith proposed that Peter Hill should be re-elected as Independent Financial Examiner for the current financial year and seconded by Elaine Edwards.

## **9. Any Other Business**

Yvonne Hannant expressed her thanks on behalf of the Committee to Pat Pleasance and John Oswin Smith for all their efforts in maintaining the Hall over the COVID period.

John Gordon requested that the Committee consider obtaining pictures of past Chairman of the Village Hall for display in the Hall.

John Gordon requested an interview with Clive Edwards for inclusion in a future edition of Newport News.

**10. Date of Next Annual General Meeting**

John Oswin Smith thanked John Gordon for his support and for chairing the meeting.

The next Annual General Meeting will be held on 10<sup>th</sup> May 2023.

**There being no further business, the Meeting closed at 9.00 p.m.**

**NEWPORT VILLAGE HALL**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2022**



## ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

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**Village Hall Kitchen**

**NEWPORT VILLAGE HALL**

**LEGAL AND ADMINISTRATIVE INFORMATION  
AS AT 27 APRIL 2022**

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<b>PATRON</b>	John Gordon MBE
<b>ELECTED AND CO-OPTED TRUSTEES</b>	John Oswin Smith (Acting Chair from 28 September 2021) Peter Gibson (Chair until 28 September 2021)
<b>REPRESENTATIVE TRUSTEES</b>	Yvonne Hannant (Newport Amateur Theatrical Society) Jane Nash (Newport Art Group) Christine Mayle (Newport Essex Playgroup)
<b>BOOKKEEPER</b>	Elaine Edwards Account2Me 1 Reynolds Court Newport, Saffron Walden Essex CB11 3RJ
<b>SECRETARY</b>	Pat Pleasance 6 Pond Cross Farm Newport, Saffron Walden Essex CB11 3RW
<b>REGISTERED OFFICE</b>	Newport Village Hall Station Road Newport, Saffron Walden Essex CB11 3PL
<b>REGISTERED NUMBER</b>	Charity number 1012618
<b>WEBSITE</b>	<a href="http://www.newporthall.org.uk">www.newporthall.org.uk</a>
<b>BANKERS</b>	National Westminster Bank plc 250 Bishopsgate London EC2M 3UR
<b>INDEPENDENT EXAMINER</b>	P W Hill FCA Hillyates, Chartered Accountants Hill House, 27 Meadowford Newport, Saffron Walden Essex CB11 3QL
<b>SOLICITORS</b>	Hewitsons Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
<b>ARCHIVE</b>	Essex Record Office Accession No. A14156 Catalogue ref: D/z 675

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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The Trustee Management Committee presents its annual report with the accounts of Newport Village Hall for the year ended 31 January 2022 and confirms that the accounts comply with the current statutory requirements.

The accounts have been prepared in accordance with the accounting policies set out on page 7 of the attached accounts and comply with the Hall's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

#### Structure, governance and management

- **Constitution**

Newport Village Hall was established by deed dated 14 November 1950, which was replaced with a new Governing Document issued by the Charity Commission on 18 July 2005. Newport Village Hall was registered as a charity numbered 1012618 on 3 July 1992.

- **Organisation**

The Newport Hall Trustee Management Committee consists of not more than 8 Elected Trustees. The principal offices of Chair, Deputy Chair and Secretary are normally held by Elected Trustees. All Trustees must resign annually but may offer themselves for re-election. All Elected Trustees are appointed at the AGM on a show of hands.

The Committee also includes Representative Trustees nominated by any of the 11 user groups specified in the charity's Governing Document. Co-opted members may be elected after each AGM but there must not be more than 2 in number. Save as for John Oswin Smith, there are no co-opted members at present. A councillor from Newport Parish Council, nominated by the Council, is entitled to attend Committee meetings but is not a Trustee. Newport Parish Council holds the deeds to the Hall as the Custodian Trustee but does not have any responsibility for its management.

- **Trustee Management Committee**

The members of the Trustee Management Committee are charity Trustees of Newport Village Hall (within the meaning prescribed by the Charities Act 1993) and are responsible for the governance of the Village Hall.

The following were members of the Trustee Management Committee during the year ended 31 January 2022:

Peter Gibson (Chair until 28 September 2021)  
John Oswin Smith (Acting Chair from 28 September 2021)  
Yvonne Hannant  
Jane Nash  
Christine Mayle

Representative Trustees confirmed at the Trustee Management Committee meeting held on 18 October 2021 have continued in office as a result of the difficulties of holding an AGM satisfactorily during the COVID-19 Pandemic and will, if they so wish, be confirmed in office at the first Trustee Management Committee after the AGM at which this report is presented.

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of that Committee

- **Recruitment and Training of Trustees**

Newly elected Trustees are recruited either through advertisement, self-referral or by invitation of the Hall Committee. The policy is to recruit members who can offer specific skills or experience, particularly if they are able to fill gaps in the Committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees and a copy of the Charity Commission's publication 'Essential Trustees'. They are also given a copy of the Governing Document and the latest available Report and Accounts. Additional training is offered through the dissemination of information and guidance notes, together with attendance at training seminars organised by the Rural Community Council for Essex.

#### Objectives and activities

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of Newport, Essex and the surrounding area of benefit for recreational, leisure and educational purposes without distinction of political, religious or other opinions.

Newport Village Hall provides a community facility that is extensively used by a wide range of hirers. The level of use is around 22,000 individual visits annually. Regular users include the Newport (Essex) Playgroup, an Art Group, an amateur dramatic society, the Saffron Walden Orchestra as well as a number of sports and dance activity groups. It is available for commercial and private hire and is used for wedding receptions, children's parties and family occasions.

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### **Achievements and performance**

The major refurbishment programme was completed in August 2017 with the cladding of the whole exterior of the building. Since that time the emphasis has been on maintenance of the Hall. The opportunity was taken to redecorate the main hall during the COVID-19 lockdown. We have worked with the Parish Council to install a defibrillator and CCTV for the benefit of the local community.

#### **People**

The Hall's restoration programme and continuing maintenance could never have taken place without the help and support of so many people. Through the work of our Trustees, volunteers, and staff the building has been greatly improved. Today, we have an excellent team helping to ensure the smooth running of the organisation. Camilla Brackstone did a first-class job in maintaining our bookings and we were sorry to see her leave for personal reasons but were grateful for her assistance in finding and helping to train her replacement, Emma Murphy. Emma joined us in September 2021 and continues to maintain our bookings. Our Cleaner, Dee Harbridge, has ensured that the building is always clean and serviced to high standards. Our Bookkeeper, Elaine Edwards, continues to keep a very sharp eye on our financial situation and our two stalwart volunteers Peter Arscott and Pat Pleasance as Project Manager and Secretary have played valuable roles. Robert Willis continues to help us with the maintenance of the Hall. Thanks also to Rob Myall and Sue Parish for maintaining our website and Facebook pages. Christine Mayle has done excellent work in pursuing grants to enable us to ride through the effects of the COVID-19 Pandemic and enable us to face the future with confidence.

The Hall Committee appreciates the many volunteers who freely give of their time, including the Trustees, to run the clubs and activities that use our premises. However, and like many other charitable organisations of a similar size and nature, the Hall is facing yet another major challenge in sustaining its core volunteers. The long serving Project Manager, Peter Arscott, has recently stepped down from his position but will see current projects through to completion. The Secretary, Pat Pleasance, and the Acting Chairman, John Oswin Smith plan not to stand for re-election at the forthcoming AGM. In addition, the former Chairman, Peter Gibson, is also looking to be replaced as a Trustee. The hunt is on for new blood, and it is hoped that following the AGM on 11 May 2022, the Hall will be able to positively move forward.

There are other hirers who run activities on a commercial basis. We value all our customers and will always provide as much help and support as possible.

#### **Accountability**

Trustees are required to resign each year at the AGM but may stand again for re-election. Members of the public are welcome to attend any of the Hall Committee's meetings and copies of the minutes and monthly financial reports are made available on the Hall's website <https://www.newporthall.org.uk>. The Representative Trustees on the Hall Committee provide invaluable feedback as regular users of the premises.

In planning the activities for the year and for the future, the Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.



## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### Financial review

- **Results for the year**

Despite the operating restrictions imposed because of COVID-19 but with the help of COVID-19 related grants, the Hall posted an operating surplus of £8,136 for the year, a slight decrease from £8,307 of the previous year. The Trustees are delighted that the years of restoration have led to a greater awareness of the value of the facility and particularly so as we exit from lockdowns and operating restrictions. However, as the building becomes busier so does the bill for its maintenance.

- **Reserves and financial position**

As at 31 January 2022, cash at bank and on deposit amounted to £42,492, compared with £35,983 in 2021.

In 2011 the Trustees implemented a depreciation policy to write off the buildings based on an initial reinstatement valuation of £380,000 over the maximum allowed period of 50 years. This annual provision for depreciation is charged to the Millennium Fund.

The Trustees have historically sought to maintain a minimum level of reserves equivalent to 4 months of annual expenditure and a maximum of 12 months of annual expenditure. On 6 September 2004, the Trustees voted unanimously to suspend the Reserves Policy while resources were being accumulated to fund the proposed refurbishment project. With the completion of the refurbishment works to the Hall, there is a continuing need to maintain it in a satisfactory condition. The Trustees have reviewed the position and the intention is to maintain a level of reserves in the Village Hall Fund equivalent to no less than 4 months but no more than 12 months of annual operating expenses which are approximately at a level of £21,500. Ideally the level should be in the region of £21,500 but urgent work will not be deferred.

The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many, but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate. The receipt of a £10,000 Uttlesford District Community Grant helped to cover essential ongoing costs and maintenance during 2021 and further grants that extend into 2022 will continue to support operating costs.

- **Details of Financial Controls**

Newport Village Hall uses a professional bookkeeper Elaine Edwards of Account2Me to deal with income and expenditure and is supervised by the Chairman and/or the Vice Chairman and another account signatory. Mr Peter Hill FCA acts as the Independent Examiner for the charity, compiling the annual accounts from the records maintained. The Hall Committee regularly reviews the financial controls and arrangements in place and are satisfied that these are appropriate to the Hall's financial requirements.

- **Staff Employment Policy**

Newport Village Hall employs up to three part time staff whose hours are determined by the needs of the charity. The staff members are paid a fixed hourly rate above minimum levels and all payments are subject to PAYE if appropriate.

#### Plans for the future

Still outstanding is the registration of the building with the Land Registry and a change in the status of the Hall to a Charitable Incorporated Organisation.

Approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

**NEWPORT VILLAGE HALL**

**5 YEAR SUMMARY OF KEY FINANCIAL INFORMATION**

	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income and expenditure</b>					
<b>Hall lettings</b>	11,387	4,647	21,430	19,366	20,848
<b>COVID – 19 related grants</b>	14,196	15,261	-	-	-
<b>Car park rental</b>	625	625	625	650	575
Utilities	4,222	2,968	4,070	4,635	4,517
Office supplies and services	512	305	607	618	676
Administration and cleaning fees	5,860	4,223	6,050	6,545	5,527
Bad debts written off	-	-	-	30	-
Premises expenditure	2,519	1,432	5,596	3,792	3,117
Hall insurance	906	929	956	929	883
Advertising	-	-	-	-	75
Bookkeeping	3,753	2,069	4,563	3,808	3,714
Payroll services	300	300	300	300	300
<b>Hall operating expenses</b>	<b>(18,072)</b>	<b>(12,226)</b>	<b>(22,142)</b>	<b>(20,657)</b>	<b>(18,809)</b>
<b>Operating surplus/(deficit)</b>	<b>8,136</b>	<b>8,307</b>	<b>(87)</b>	<b>(641)</b>	<b>2,614</b>
Interest and other income	2	16	47	68	321
Donations and grants	1,020	2,033	5,315	1,520	14,645
Governance costs	(831)	(907)	(825)	(825)	(825)
Other premises costs	(990)	-	(3,085)	-	-
Depreciation	(5,089)	(5,089)	(5,089)	(4,836)	(6,116)
Reduction in Newport Parish Council reserve funding	-	-	-	(1,630)	-
<b>Net incoming/(outgoing) resources</b>	<b>2,248</b>	<b>4,360</b>	<b>(3,724)</b>	<b>(6,344)</b>	<b>10,639</b>
<b>Balance sheet</b>					
Fixed assets	345,659	350,748	355,837	360,926	365,762
Debtors	2,145	470	6,701	3,423	4,554
Cash at bank	42,492	35,983	19,891	19,070	18,054
Creditors	(6,906)	(6,059)	(5,647)	(2,913)	(1,520)
	<b>383,390</b>	<b>381,142</b>	<b>376,782</b>	<b>380,506</b>	<b>386,850</b>
<b>Reserves</b>					
Village Hall	40,941	32,703	23,343	21,012	20,726
Millennium Fund	240,566	246,556	251,556	257,611	264,241
Building Revaluation Reserve	101,883	101,883	101,883	101,883	121,213
	<b>383,390</b>	<b>381,142</b>	<b>380,506</b>	<b>380,506</b>	<b>386,850</b>

## **NEWPORT VILLAGE HALL**

### **INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 JANUARY 2021 TO THE TRUSTEES OF NEWPORT VILLAGE HALL**

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I report to the trustees on my examination of the accounts of Newport Village Hall for the year ended 31 January 2022 which comprise the statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As trustees of the charity, 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 charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

#### **Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of the ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Hillyates, Chartered Accountants  
Hill House, 27 Meadowford  
Newport, Saffron Walden  
Essex CB11 3QL

P W Hill FCA  
Independent Examiner

**NEWPORT VILLAGE HALL**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2022**

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2022	Total funds 2021
	£	£	£	£	£
<b>Income from:</b>					
Grants and donations (note 1)	1,020	-	-	1,020	2,033
COVID – 19 related grants	14,196	-	-	14,196	15,261
Income from charitable activities – Hall lettings	11,387	-	-	11,387	4,647
Income from investments – interest received	2	-	-	2	16
Other income – car park rental	625	-	-	625	625
<b>Total income</b>	<b>27,230</b>	<b>-</b>	<b>-</b>	<b>27,230</b>	<b>22,582</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities					
Hall operating expenses (note 2)	18,072	-	-	19,062	12,226
Governance costs (note 3)	831	-	-	831	907
Other expenses (note 4)	-	990	-	-	-
Depreciation (note 6)	89	5,000	-	5,089	5,089
<b>Total resources expended</b>	<b>18,992</b>	<b>5,990</b>	<b>-</b>	<b>24,982</b>	<b>18,222</b>
<b>Net income/(expenditure)</b>	<b>8,238</b>	<b>(5,990)</b>	<b>-</b>	<b>2,248</b>	<b>4,360</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	32,703	246,556	101,883	381,142	376,782
<b>Total funds carried forward (note 5)</b>	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,390</b>	<b>381,142</b>

All of the Village Hall's activities were derived from continuing operations during the above two financial years.

All recognised gains are included in the above statement of financial activities.

**NEWPORT VILLAGE HALL****BALANCE SHEET AT 31 JANUARY 2022**

	Note	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible assets	6	345,659	350,748
<b>Current assets</b>			
Debtors	7	2,145	470
Cash at bank and in hand		42,492	35,983
		<u>44,637</u>	<u>36,453</u>
<b>Creditors:</b> amounts falling due within one year	8	<u>(6,906)</u>	<u>(6,059)</u>
<b>Net current assets</b>		<u>37,733</u>	<u>30,394</u>
<b>Total assets less current liabilities</b>		<u>383,390</u>	<u>381,142</u>
<b>Funds</b>			
Unrestricted funds			
Village Hall		40,941	32,703
Restricted funds			
Millennium Fund		240,566	246,556
Building Revaluation Reserve		101,883	101,883
<b>Total funds</b>	5	<u>383,390</u>	<u>381,142</u>

The accounts were approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

Trustees

Christine Mayle

## **NEWPORT VILLAGE HALL**

### **PRINCIPAL ACCOUNTING POLICIES**

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The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

#### **Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction values unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), issued on 16 July 2014, Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Newport Village Hall constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

#### **Assessment of going concern**

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts and have made this assessment in respect to a period of one year from the date of approval of these accounts. The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate.

#### **Income recognition**

All incoming resources are included in the statement of financial activities when the Village Hall is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the main categories of income:

- Voluntary income comprises donations.
- Investment income is included in these Accounts when receivable.
- Hall lettings and car park rental income is included in these Accounts on an accruals basis, with lettings of the Hall invoiced monthly in arrears

#### **Expenditure recognition**

Expenditure is included in the statement of financial activities on an accrual basis, inclusive of VAT.

- Hall operating expenses comprise all those costs incurred in directly supporting the income generating activities of the Village Hall.
- Charitable expenditure comprises any costs incurred that do not specifically generate income.
- Depreciation is a provision calculated to write off the cost of fixtures and fittings in equal annual instalments over ten years.
- Governance costs include those costs associated with meeting statutory requirements of the Village Hall.

#### **Ownership, valuation and refurbishment expenditure relating to Newport Village Hall**

Newport Parish Council holds the title deeds to Newport Village Hall as custodian trustee. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and are now included at a January 2012 valuation made by the Trustees, principally determined by the current reinstatement value of the Hall on the land on which Newport Village Hall occupies. Expenditure incurred in the final phases of the refurbishment have been absorbed into the current valuation.

With the refurbishment of the Village Hall complete, the Trustees consider it appropriate to continue to make provisions for depreciation on the building's element of the valuation on a straight line basis at 2% per annum. This has been charged against the Millennium Fund, its income of which was the source of funding of the refurbishment.

## NEWPORT VILLAGE HALL

### PRINCIPAL ACCOUNTING POLICIES

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#### **Equipment, furniture and fittings**

Over a period of many years Newport Village Hall has acquired, either by purchase or by donation, equipment, furniture and fittings appropriate to its use within the Hall and its activities. No value has been attributed to these items in the accounts but they have been insured for a replacement value of £10,500.

The Trustees have implemented a policy of capitalising individual items with a cost greater than £500 or clearly larger items of furniture. These items are being depreciated over their estimated useful life of 10 years. Other sundry equipment purchases relating to the Hall Refurbishment have to date been written off in premises expenditure as costs of the Millennium Fund.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Village Hall in furtherance of its general charitable activities. The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall.

#### **Cash flow**

The accounts do not include a cash flow statement because Newport Village Hall is exempt from the requirement to prepare such a statement under the Charities SORP (FRS 102) Update Bulletin 1.

#### **Taxation**

Newport Village Hall is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.



**The Marion Faber room**

**NEWPORT VILLAGE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022**

<b>1. Grants and donations</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Grants and donations		
UDC grant	-	-
Newport Fete	500	-
Other sundry and anonymous donations	520	2,033
	<b>1,020</b>	<b>2,033</b>
<b>2. Hall operating expenses</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Utilities	4,222	2,968
Office supplies and services	512	305
Administration and cleaning fees	5,860	4,223
Premises expenditure	2,519	1,432
Hall insurance	906	929
Bookkeeping	3,753	2,069
Payroll services	300	300
	<b>19,072</b>	<b>12,226</b>
<b>3. Governance costs – Village Hall Fund</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trustee indemnity insurance	250	250
Independent examiners fees	480	480
Office services – data protection fee	35	35
Training and subscriptions	66	142
	<b>831</b>	<b>907</b>
<b>4. Other costs – Millennium Fund major repairs</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Premises expenditure - repainting the Hall	990	-

**NEWPORT VILLAGE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022**

**5. Analysis of funds**

	<b>Village Hall</b>	<b>Millennium Fund</b>	<b>Building Revaluation Reserve</b>	<b>Total funds 2022</b>	<i>Total funds 2021</i>
	£	£	£	£	£
Tangible fixed assets	659	243,117	101,883	345,659	350,748
Debtors	2,145	-	-	2,145	470
Cash at bank:					
Nat West accounts	42,492	-	-	42,492	28,274
COIF deposits	-	-	-	-	7,709
Creditors	(4,355)	(2,551)	-	(6,906)	(6,059)
	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,190</b>	<b>381,142</b>

**Village Hall**

The Village Hall Fund represents accumulated unrestricted funds available for use at the discretion of the Village Hall in furtherance of its general charitable activities.

**Millennium Fund**

The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall. It represents the accumulation of appeal monies, grants and donations received during the period 2000 to 2018 to fund the cost of the refurbishment of the hall. The vast majority of such refurbishment expenditure has been capitalised and forms the basis of the hall's reinstatement valuation. From 2011 onwards the Millennium Fund will bear the annual provision for depreciating the building element of the hall's valuation, currently set at £5,000 per annum.

**Building Revaluation Reserve**

The Building Revaluation Reserve is a Restricted Fund. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and the initial insurance valuation of the Village Hall formed the basis of the revaluation reserve. A subsequent January 2004 valuation, based on the value of land on which Newport Village Hall occupies has now been amended by a January 2012 valuation made by the Trustees, principally determined by a current reinstatement value of the hall.

**6. Tangible fixed assets**

	<b>Fixtures &amp; fittings</b>	<b>Plant &amp; machinery</b>	<b>Village Hall valuation</b>	<b>Total</b>
	£	£	£	£
<b>Valuation or cost</b>				
1 February 2021 and 31 January 2022	<b>2,506</b>	<b>5,137</b>	<b>400,000</b>	<b>407,643</b>
<b>Depreciation</b>				
1 February 2021	1,758	5,137	50,000	56,895
Charge for the year	89	-	5,000	5,089
31 January 2022	<b>1,847</b>	<b>5,137</b>	<b>55,000</b>	<b>61,984</b>
<b>Net book value</b>				
31 January 2022	<b>659</b>	-	<b>345,000</b>	<b>345,659</b>
31 January 2021	748	-	350,000	350,748

## NEWPORT VILLAGE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

#### 7. Debtors

	2022	2021
	£	£
Hall lettings	1,723	-
UDC grant	-	-
Newport Parish Council reserve fund	200	200
Sundry debtors and prepayments	222	270
	<u>2,145</u>	<u>470</u>

#### 8. Creditors: amounts falling due within one year

	2022	2021
	£	£
Lettings in advance	140	-
Lettings deposits	400	257
Stage refurbishment grant in advance	4,600	-
COVID – 19 grants relating to future periods	-	4,100
Other creditors and accruals	1,766	1,702
	<u>6,906</u>	<u>6,059</u>

#### 9. Members of the Trustee Management Committee remuneration

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of the Trustee Management Committee (2021 - £nil).

#### 10. Related party transactions

During the year ended 31 January 2022, 4 members of the Trustee Management Committee had costs totalling £356 reimbursed relating to hall operating costs (2021 – 3 members and £86). These costs were paid against receipts and were wholly incurred on behalf of the Village Hall.

No member of the Trustee Management Committee had any beneficial interest in any contract with the Village Hall during the year. Whilst some Trustees are members of organisations that make regular use of the Village Hall's facilities, the Trustees do not consider that there is any material benefit received by individual Trustees.

#### 11. Financial commitments

As at 31 January 2022, the Hall had received a grant in advance from the Essex Community Fund of £4,600 in support of the stage refurbishment project which is forecast to cost in the region of £10,000. The balance for the first part of the project (£2,000) will be met from Hall funds while we continue to seek further funding for the remainder of the work.

#### 12. Post balance sheet events

The effects of the COVID-19 Pandemic continue to be felt with a total lockdown at the beginning of the year with no revenue generated until April. Since then, there has been a steady increase in the activity within the hall to about 55% of its normal level in July with a forecast of increasing activity to the end of the year. Even then, though, there may still be the odd group that has not yet resumed its full activity. However, we have seen an increase in the interest in using the Hall which has translated into new groups using the Hall, including a Farmer's Market, Boccia, Yoga, Baby Yoga and Massage and Uttlesford Falls Prevention classes.

We continue to advise groups to observe the guidance for managing COVID-19 to meet their own members concerns. We provide financial and in-kind support to those groups that find themselves suffering from reduced income as a consequence in order to help them through this period and safeguard their return to full viability as users of the hall. We are able to do this as a result of the continued generous support and assistance from Government and local authority Grants.

We fully expect to be able to maintain our reserves at the minimum level of £21,500 with an additional cushion to cope with any further uncertainties. On this basis we envisage that the hall will be able to continue operating to perform its functions within our society satisfactorily throughout this year and well into the future beyond.

**NEWPORT VILLAGE HALL**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2022**



## ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

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**Village Hall Kitchen**

**NEWPORT VILLAGE HALL**

**LEGAL AND ADMINISTRATIVE INFORMATION  
AS AT 27 APRIL 2022**

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<b>PATRON</b>	John Gordon MBE
<b>ELECTED AND CO-OPTED TRUSTEES</b>	John Oswin Smith (Acting Chair from 28 September 2021) Peter Gibson (Chair until 28 September 2021)
<b>REPRESENTATIVE TRUSTEES</b>	Yvonne Hannant (Newport Amateur Theatrical Society) Jane Nash (Newport Art Group) Christine Mayle (Newport Essex Playgroup)
<b>BOOKKEEPER</b>	Elaine Edwards Account2Me 1 Reynolds Court Newport, Saffron Walden Essex CB11 3RJ
<b>SECRETARY</b>	Pat Pleasance 6 Pond Cross Farm Newport, Saffron Walden Essex CB11 3RW
<b>REGISTERED OFFICE</b>	Newport Village Hall Station Road Newport, Saffron Walden Essex CB11 3PL
<b>REGISTERED NUMBER</b>	Charity number 1012618
<b>WEBSITE</b>	<a href="http://www.newporthall.org.uk">www.newporthall.org.uk</a>
<b>BANKERS</b>	National Westminster Bank plc 250 Bishopsgate London EC2M 3UR
<b>INDEPENDENT EXAMINER</b>	P W Hill FCA Hillyates, Chartered Accountants Hill House, 27 Meadowford Newport, Saffron Walden Essex CB11 3QL
<b>SOLICITORS</b>	Hewitsons Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
<b>ARCHIVE</b>	Essex Record Office Accession No. A14156 Catalogue ref: D/z 675

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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The Trustee Management Committee presents its annual report with the accounts of Newport Village Hall for the year ended 31 January 2022 and confirms that the accounts comply with the current statutory requirements.

The accounts have been prepared in accordance with the accounting policies set out on page 7 of the attached accounts and comply with the Hall's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

#### Structure, governance and management

- **Constitution**

Newport Village Hall was established by deed dated 14 November 1950, which was replaced with a new Governing Document issued by the Charity Commission on 18 July 2005. Newport Village Hall was registered as a charity numbered 1012618 on 3 July 1992.

- **Organisation**

The Newport Hall Trustee Management Committee consists of not more than 8 Elected Trustees. The principal offices of Chair, Deputy Chair and Secretary are normally held by Elected Trustees. All Trustees must resign annually but may offer themselves for re-election. All Elected Trustees are appointed at the AGM on a show of hands.

The Committee also includes Representative Trustees nominated by any of the 11 user groups specified in the charity's Governing Document. Co-opted members may be elected after each AGM but there must not be more than 2 in number. Save as for John Oswin Smith, there are no co-opted members at present. A councillor from Newport Parish Council, nominated by the Council, is entitled to attend Committee meetings but is not a Trustee. Newport Parish Council holds the deeds to the Hall as the Custodian Trustee but does not have any responsibility for its management.

- **Trustee Management Committee**

The members of the Trustee Management Committee are charity Trustees of Newport Village Hall (within the meaning prescribed by the Charities Act 1993) and are responsible for the governance of the Village Hall.

The following were members of the Trustee Management Committee during the year ended 31 January 2022:

Peter Gibson (Chair until 28 September 2021)  
John Oswin Smith (Acting Chair from 28 September 2021)  
Yvonne Hannant  
Jane Nash  
Christine Mayle

Representative Trustees confirmed at the Trustee Management Committee meeting held on 18 October 2021 have continued in office as a result of the difficulties of holding an AGM satisfactorily during the COVID-19 Pandemic and will, if they so wish, be confirmed in office at the first Trustee Management Committee after the AGM at which this report is presented.

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of that Committee

- **Recruitment and Training of Trustees**

Newly elected Trustees are recruited either through advertisement, self-referral or by invitation of the Hall Committee. The policy is to recruit members who can offer specific skills or experience, particularly if they are able to fill gaps in the Committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees and a copy of the Charity Commission's publication 'Essential Trustees'. They are also given a copy of the Governing Document and the latest available Report and Accounts. Additional training is offered through the dissemination of information and guidance notes, together with attendance at training seminars organised by the Rural Community Council for Essex.

#### Objectives and activities

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of Newport, Essex and the surrounding area of benefit for recreational, leisure and educational purposes without distinction of political, religious or other opinions.

Newport Village Hall provides a community facility that is extensively used by a wide range of hirers. The level of use is around 22,000 individual visits annually. Regular users include the Newport (Essex) Playgroup, an Art Group, an amateur dramatic society, the Saffron Walden Orchestra as well as a number of sports and dance activity groups. It is available for commercial and private hire and is used for wedding receptions, children's parties and family occasions.

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### **Achievements and performance**

The major refurbishment programme was completed in August 2017 with the cladding of the whole exterior of the building. Since that time the emphasis has been on maintenance of the Hall. The opportunity was taken to redecorate the main hall during the COVID-19 lockdown. We have worked with the Parish Council to install a defibrillator and CCTV for the benefit of the local community.

#### **People**

The Hall's restoration programme and continuing maintenance could never have taken place without the help and support of so many people. Through the work of our Trustees, volunteers, and staff the building has been greatly improved. Today, we have an excellent team helping to ensure the smooth running of the organisation. Camilla Brackstone did a first-class job in maintaining our bookings and we were sorry to see her leave for personal reasons but were grateful for her assistance in finding and helping to train her replacement, Emma Murphy. Emma joined us in September 2021 and continues to maintain our bookings. Our Cleaner, Dee Harbridge, has ensured that the building is always clean and serviced to high standards. Our Bookkeeper, Elaine Edwards, continues to keep a very sharp eye on our financial situation and our two stalwart volunteers Peter Arscott and Pat Pleasance as Project Manager and Secretary have played valuable roles. Robert Willis continues to help us with the maintenance of the Hall. Thanks also to Rob Myall and Sue Parish for maintaining our website and Facebook pages. Christine Mayle has done excellent work in pursuing grants to enable us to ride through the effects of the COVID-19 Pandemic and enable us to face the future with confidence.

The Hall Committee appreciates the many volunteers who freely give of their time, including the Trustees, to run the clubs and activities that use our premises. However, and like many other charitable organisations of a similar size and nature, the Hall is facing yet another major challenge in sustaining its core volunteers. The long serving Project Manager, Peter Arscott, has recently stepped down from his position but will see current projects through to completion. The Secretary, Pat Pleasance, and the Acting Chairman, John Oswin Smith plan not to stand for re-election at the forthcoming AGM. In addition, the former Chairman, Peter Gibson, is also looking to be replaced as a Trustee. The hunt is on for new blood, and it is hoped that following the AGM on 11 May 2022, the Hall will be able to positively move forward.

There are other hirers who run activities on a commercial basis. We value all our customers and will always provide as much help and support as possible.

#### **Accountability**

Trustees are required to resign each year at the AGM but may stand again for re-election. Members of the public are welcome to attend any of the Hall Committee's meetings and copies of the minutes and monthly financial reports are made available on the Hall's website <https://www.newporthall.org.uk>. The Representative Trustees on the Hall Committee provide invaluable feedback as regular users of the premises.

In planning the activities for the year and for the future, the Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.



## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### Financial review

- **Results for the year**

Despite the operating restrictions imposed because of COVID-19 but with the help of COVID-19 related grants, the Hall posted an operating surplus of £8,136 for the year, a slight decrease from £8,307 of the previous year. The Trustees are delighted that the years of restoration have led to a greater awareness of the value of the facility and particularly so as we exit from lockdowns and operating restrictions. However, as the building becomes busier so does the bill for its maintenance.

- **Reserves and financial position**

As at 31 January 2022, cash at bank and on deposit amounted to £42,492, compared with £35,983 in 2021.

In 2011 the Trustees implemented a depreciation policy to write off the buildings based on an initial reinstatement valuation of £380,000 over the maximum allowed period of 50 years. This annual provision for depreciation is charged to the Millennium Fund.

The Trustees have historically sought to maintain a minimum level of reserves equivalent to 4 months of annual expenditure and a maximum of 12 months of annual expenditure. On 6 September 2004, the Trustees voted unanimously to suspend the Reserves Policy while resources were being accumulated to fund the proposed refurbishment project. With the completion of the refurbishment works to the Hall, there is a continuing need to maintain it in a satisfactory condition. The Trustees have reviewed the position and the intention is to maintain a level of reserves in the Village Hall Fund equivalent to no less than 4 months but no more than 12 months of annual operating expenses which are approximately at a level of £21,500. Ideally the level should be in the region of £21,500 but urgent work will not be deferred.

The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many, but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate. The receipt of a £10,000 Uttlesford District Community Grant helped to cover essential ongoing costs and maintenance during 2021 and further grants that extend into 2022 will continue to support operating costs.

- **Details of Financial Controls**

Newport Village Hall uses a professional bookkeeper Elaine Edwards of Account2Me to deal with income and expenditure and is supervised by the Chairman and/or the Vice Chairman and another account signatory. Mr Peter Hill FCA acts as the Independent Examiner for the charity, compiling the annual accounts from the records maintained. The Hall Committee regularly reviews the financial controls and arrangements in place and are satisfied that these are appropriate to the Hall's financial requirements.

- **Staff Employment Policy**

Newport Village Hall employs up to three part time staff whose hours are determined by the needs of the charity. The staff members are paid a fixed hourly rate above minimum levels and all payments are subject to PAYE if appropriate.

#### Plans for the future

Still outstanding is the registration of the building with the Land Registry and a change in the status of the Hall to a Charitable Incorporated Organisation.

Approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

**NEWPORT VILLAGE HALL**

**5 YEAR SUMMARY OF KEY FINANCIAL INFORMATION**

	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income and expenditure</b>					
<b>Hall lettings</b>	11,387	4,647	21,430	19,366	20,848
<b>COVID – 19 related grants</b>	14,196	15,261	-	-	-
<b>Car park rental</b>	625	625	625	650	575
Utilities	4,222	2,968	4,070	4,635	4,517
Office supplies and services	512	305	607	618	676
Administration and cleaning fees	5,860	4,223	6,050	6,545	5,527
Bad debts written off	-	-	-	30	-
Premises expenditure	2,519	1,432	5,596	3,792	3,117
Hall insurance	906	929	956	929	883
Advertising	-	-	-	-	75
Bookkeeping	3,753	2,069	4,563	3,808	3,714
Payroll services	300	300	300	300	300
<b>Hall operating expenses</b>	<b>(18,072)</b>	<b>(12,226)</b>	<b>(22,142)</b>	<b>(20,657)</b>	<b>(18,809)</b>
<b>Operating surplus/(deficit)</b>	<b>8,136</b>	<b>8,307</b>	<b>(87)</b>	<b>(641)</b>	<b>2,614</b>
Interest and other income	2	16	47	68	321
Donations and grants	1,020	2,033	5,315	1,520	14,645
Governance costs	(831)	(907)	(825)	(825)	(825)
Other premises costs	(990)	-	(3,085)	-	-
Depreciation	(5,089)	(5,089)	(5,089)	(4,836)	(6,116)
Reduction in Newport Parish Council reserve funding	-	-	-	(1,630)	-
<b>Net incoming/(outgoing) resources</b>	<b>2,248</b>	<b>4,360</b>	<b>(3,724)</b>	<b>(6,344)</b>	<b>10,639</b>
<b>Balance sheet</b>					
Fixed assets	345,659	350,748	355,837	360,926	365,762
Debtors	2,145	470	6,701	3,423	4,554
Cash at bank	42,492	35,983	19,891	19,070	18,054
Creditors	(6,906)	(6,059)	(5,647)	(2,913)	(1,520)
	<b>383,390</b>	<b>381,142</b>	<b>376,782</b>	<b>380,506</b>	<b>386,850</b>
<b>Reserves</b>					
Village Hall	40,941	32,703	23,343	21,012	20,726
Millennium Fund	240,566	246,556	251,556	257,611	264,241
Building Revaluation Reserve	101,883	101,883	101,883	101,883	121,213
	<b>383,390</b>	<b>381,142</b>	<b>380,506</b>	<b>380,506</b>	<b>386,850</b>

## NEWPORT VILLAGE HALL

### INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 JANUARY 2021 TO THE TRUSTEES OF NEWPORT VILLAGE HALL

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I report to the trustees on my examination of the accounts of Newport Village Hall for the year ended 31 January 2022 which comprise the statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As trustees of the charity, 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 charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

#### **Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of the ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Hillyates, Chartered Accountants  
Hill House, 27 Meadowford  
Newport, Saffron Walden  
Essex CB11 3QL

P W Hill FCA  
Independent Examiner

**NEWPORT VILLAGE HALL**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2022**

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2022	Total funds 2021
	£	£	£	£	£
<b>Income from:</b>					
Grants and donations (note 1)	1,020	-	-	1,020	2,033
COVID – 19 related grants	14,196	-	-	14,196	15,261
Income from charitable activities – Hall lettings	11,387	-	-	11,387	4,647
Income from investments – interest received	2	-	-	2	16
Other income – car park rental	625	-	-	625	625
<b>Total income</b>	<b>27,230</b>	<b>-</b>	<b>-</b>	<b>27,230</b>	<b>22,582</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities					
Hall operating expenses (note 2)	18,072	-	-	19,062	12,226
Governance costs (note 3)	831	-	-	831	907
Other expenses (note 4)	-	990	-	-	-
Depreciation (note 6)	89	5,000	-	5,089	5,089
<b>Total resources expended</b>	<b>18,992</b>	<b>5,990</b>	<b>-</b>	<b>24,982</b>	<b>18,222</b>
<b>Net income/(expenditure)</b>	<b>8,238</b>	<b>(5,990)</b>	<b>-</b>	<b>2,248</b>	<b>4,360</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	32,703	246,556	101,883	381,142	376,782
<b>Total funds carried forward (note 5)</b>	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,390</b>	<b>381,142</b>

All of the Village Hall's activities were derived from continuing operations during the above two financial years.

All recognised gains are included in the above statement of financial activities.

**NEWPORT VILLAGE HALL****BALANCE SHEET AT 31 JANUARY 2022**

	Note	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible assets	6	345,659	350,748
<b>Current assets</b>			
Debtors	7	2,145	470
Cash at bank and in hand		42,492	35,983
		<u>44,637</u>	<u>36,453</u>
<b>Creditors:</b> amounts falling due within one year	8	<u>(6,906)</u>	<u>(6,059)</u>
<b>Net current assets</b>		<u>37,733</u>	<u>30,394</u>
<b>Total assets less current liabilities</b>		<u>383,390</u>	<u>381,142</u>
<b>Funds</b>			
Unrestricted funds			
Village Hall		40,941	32,703
Restricted funds			
Millennium Fund		240,566	246,556
Building Revaluation Reserve		101,883	101,883
<b>Total funds</b>	5	<u>383,390</u>	<u>381,142</u>

The accounts were approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

Trustees

Christine Mayle

## **NEWPORT VILLAGE HALL**

### **PRINCIPAL ACCOUNTING POLICIES**

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The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

#### **Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction values unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), issued on 16 July 2014, Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Newport Village Hall constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

#### **Assessment of going concern**

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts and have made this assessment in respect to a period of one year from the date of approval of these accounts. The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate.

#### **Income recognition**

All incoming resources are included in the statement of financial activities when the Village Hall is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the main categories of income:

- Voluntary income comprises donations.
- Investment income is included in these Accounts when receivable.
- Hall lettings and car park rental income is included in these Accounts on an accruals basis, with lettings of the Hall invoiced monthly in arrears

#### **Expenditure recognition**

Expenditure is included in the statement of financial activities on an accrual basis, inclusive of VAT.

- Hall operating expenses comprise all those costs incurred in directly supporting the income generating activities of the Village Hall.
- Charitable expenditure comprises any costs incurred that do not specifically generate income.
- Depreciation is a provision calculated to write off the cost of fixtures and fittings in equal annual instalments over ten years.
- Governance costs include those costs associated with meeting statutory requirements of the Village Hall.

#### **Ownership, valuation and refurbishment expenditure relating to Newport Village Hall**

Newport Parish Council holds the title deeds to Newport Village Hall as custodian trustee. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and are now included at a January 2012 valuation made by the Trustees, principally determined by the current reinstatement value of the Hall on the land on which Newport Village Hall occupies. Expenditure incurred in the final phases of the refurbishment have been absorbed into the current valuation.

With the refurbishment of the Village Hall complete, the Trustees consider it appropriate to continue to make provisions for depreciation on the building's element of the valuation on a straight line basis at 2% per annum. This has been charged against the Millennium Fund, its income of which was the source of funding of the refurbishment.

## NEWPORT VILLAGE HALL

### PRINCIPAL ACCOUNTING POLICIES

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#### **Equipment, furniture and fittings**

Over a period of many years Newport Village Hall has acquired, either by purchase or by donation, equipment, furniture and fittings appropriate to its use within the Hall and its activities. No value has been attributed to these items in the accounts but they have been insured for a replacement value of £10,500.

The Trustees have implemented a policy of capitalising individual items with a cost greater than £500 or clearly larger items of furniture. These items are being depreciated over their estimated useful life of 10 years. Other sundry equipment purchases relating to the Hall Refurbishment have to date been written off in premises expenditure as costs of the Millennium Fund.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Village Hall in furtherance of its general charitable activities. The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall.

#### **Cash flow**

The accounts do not include a cash flow statement because Newport Village Hall is exempt from the requirement to prepare such a statement under the Charities SORP (FRS 102) Update Bulletin 1.

#### **Taxation**

Newport Village Hall is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.



**The Marion Faber room**

**NEWPORT VILLAGE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022**

<b>1. Grants and donations</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Grants and donations		
UDC grant	-	-
Newport Fete	500	-
Other sundry and anonymous donations	520	2,033
	<b>1,020</b>	<b>2,033</b>
<b>2. Hall operating expenses</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Utilities	4,222	2,968
Office supplies and services	512	305
Administration and cleaning fees	5,860	4,223
Premises expenditure	2,519	1,432
Hall insurance	906	929
Bookkeeping	3,753	2,069
Payroll services	300	300
	<b>19,072</b>	<b>12,226</b>
<b>3. Governance costs – Village Hall Fund</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trustee indemnity insurance	250	250
Independent examiners fees	480	480
Office services – data protection fee	35	35
Training and subscriptions	66	142
	<b>831</b>	<b>907</b>
<b>4. Other costs – Millennium Fund major repairs</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Premises expenditure - repainting the Hall	990	-

**NEWPORT VILLAGE HALL**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022**

**5. Analysis of funds**

	<b>Village Hall</b>	<b>Millennium Fund</b>	<b>Building Revaluation Reserve</b>	<b>Total funds 2022</b>	<i>Total funds 2021</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	<b>659</b>	<b>243,117</b>	<b>101,883</b>	<b>345,659</b>	350,748
Debtors	<b>2,145</b>	-	-	<b>2,145</b>	470
Cash at bank:					
Nat West accounts	<b>42,492</b>	-	-	<b>42,492</b>	28,274
COIF deposits	-	-	-	-	7,709
Creditors	<b>(4,355)</b>	<b>(2,551)</b>	-	<b>(6,906)</b>	(6,059)
	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,190</b>	381,142

**Village Hall**

The Village Hall Fund represents accumulated unrestricted funds available for use at the discretion of the Village Hall in furtherance of its general charitable activities.

**Millennium Fund**

The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall. It represents the accumulation of appeal monies, grants and donations received during the period 2000 to 2018 to fund the cost of the refurbishment of the hall. The vast majority of such refurbishment expenditure has been capitalised and forms the basis of the hall's reinstatement valuation. From 2011 onwards the Millennium Fund will bear the annual provision for depreciating the building element of the hall's valuation, currently set at £5,000 per annum.

**Building Revaluation Reserve**

The Building Revaluation Reserve is a Restricted Fund. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and the initial insurance valuation of the Village Hall formed the basis of the revaluation reserve. A subsequent January 2004 valuation, based on the value of land on which Newport Village Hall occupies has now been amended by a January 2012 valuation made by the Trustees, principally determined by a current reinstatement value of the hall.

**6. Tangible fixed assets**

	<b>Fixtures &amp; fittings</b>	<b>Plant &amp; machinery</b>	<b>Village Hall valuation</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Valuation or cost</b>				
1 February 2021 and 31 January 2022	<b>2,506</b>	<b>5,137</b>	<b>400,000</b>	<b>407,643</b>
<b>Depreciation</b>				
1 February 2021	1,758	5,137	50,000	56,895
Charge for the year	89	-	5,000	5,089
31 January 2022	<b>1,847</b>	<b>5,137</b>	<b>55,000</b>	<b>61,984</b>
<b>Net book value</b>				
31 January 2022	<b>659</b>	-	<b>345,000</b>	<b>345,659</b>
31 January 2021	748	-	350,000	350,748

## NEWPORT VILLAGE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

#### 7. Debtors

	2022	2021
	£	£
Hall lettings	1,723	-
UDC grant	-	-
Newport Parish Council reserve fund	200	200
Sundry debtors and prepayments	222	270
	<u>2,145</u>	<u>470</u>

#### 8. Creditors: amounts falling due within one year

	2022	2021
	£	£
Lettings in advance	140	-
Lettings deposits	400	257
Stage refurbishment grant in advance	4,600	-
COVID – 19 grants relating to future periods	-	4,100
Other creditors and accruals	1,766	1,702
	<u>6,906</u>	<u>6,059</u>

#### 9. Members of the Trustee Management Committee remuneration

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of the Trustee Management Committee (2021 - £nil).

#### 10. Related party transactions

During the year ended 31 January 2022, 4 members of the Trustee Management Committee had costs totalling £356 reimbursed relating to hall operating costs (2021 – 3 members and £86). These costs were paid against receipts and were wholly incurred on behalf of the Village Hall.

No member of the Trustee Management Committee had any beneficial interest in any contract with the Village Hall during the year. Whilst some Trustees are members of organisations that make regular use of the Village Hall's facilities, the Trustees do not consider that there is any material benefit received by individual Trustees.

#### 11. Financial commitments

As at 31 January 2022, the Hall had received a grant in advance from the Essex Community Fund of £4,600 in support of the stage refurbishment project which is forecast to cost in the region of £10,000. The balance for the first part of the project (£2,000) will be met from Hall funds while we continue to seek further funding for the remainder of the work.

#### 12. Post balance sheet events

The effects of the COVID-19 Pandemic continue to be felt with a total lockdown at the beginning of the year with no revenue generated until April. Since then, there has been a steady increase in the activity within the hall to about 55% of its normal level in July with a forecast of increasing activity to the end of the year. Even then, though, there may still be the odd group that has not yet resumed its full activity. However, we have seen an increase in the interest in using the Hall which has translated into new groups using the Hall, including a Farmer's Market, Boccia, Yoga, Baby Yoga and Massage and Uttlesford Falls Prevention classes.

We continue to advise groups to observe the guidance for managing COVID-19 to meet their own members concerns. We provide financial and in-kind support to those groups that find themselves suffering from reduced income as a consequence in order to help them through this period and safeguard their return to full viability as users of the hall. We are able to do this as a result of the continued generous support and assistance from Government and local authority Grants.

We fully expect to be able to maintain our reserves at the minimum level of £21,500 with an additional cushion to cope with any further uncertainties. On this basis we envisage that the hall will be able to continue operating to perform its functions within our society satisfactorily throughout this year and well into the future beyond.