

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
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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 £
Income					
Income and endowments from:					
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
Total incoming resources		32,503	3,250	35,753	38,061
Expenditure					
Expenditure on:					
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
Total expended resources		24,926	8,250	33,176	41,430
Net Surplus / (Deficit) for the year		7,577	(5,000)	2,577	(3,369)
Transfers between funds	12	-	-	-	-
Net movement in funds		7,577	(5,000)	2,577	(3,369)
Reconciliation of funds:					
Total funds brought forward		35,839	330,157	365,996	369,365
Total funds carried forward		43,416	325,157	368,573	365,996

All incoming and outgoing resources derive from continuing activities.

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

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

Asset Class	Depreciation rate
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 Millennium 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
	1,012	3,250	4,262	6,082

3. Charitable activities

	Unrestricted funds £	Unrestricted funds £	2025 Total £	2024 Total £
Rental income	28,615	-	28,615	29,166
	28,615	-	28,615	29,166

4. Other trading activities

	Unrestricted funds £	Unrestricted funds £	2025 Total £	2024 Total £
Car park rental income	2,375	-	2,375	2,375
	2,375	-	2,375	2,375

5. Income from investments

	Unrestricted funds £	Unrestricted funds £	2025 Total £	2024 Total £
Interest income	501	-	501	438
	501	-	501	438

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 £
Cost				
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
Depreciation				
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
Net book value				
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 £
Unrestricted funds				
Village hall fund	35,839	32,503	(24,926)	43,416
Restricted funds				
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
Total Funds	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:

	2025	2024
	£	£
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.

