



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1/4/21** Period start date To
31/3/22 Period end date

Charity name: **West Wickham Village Hall**

Charity registration number: **1066506**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provide recreation and leisure time occupation for parish residents
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Clubs using the hall: Karate, Iaido, Local History, Gardening, Pre-school (part year), Residents private events, Casual sport activities Coffee mornings and Monthly Social gatherings
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are made aware of responsibilities at AGM and sign acknowledgement in their declarations

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	None
Policy on social investment including program related investment	Para 1.38	None
Contribution made by volunteers	Para 1.38	Management Committee are all volunteers and have acted to make the hall safe and clean to meet Covid 19 requirements and maintain the hall to provide a

		safe place for those using the hall in general.
Other		Undertaking risk assessments as necessary.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Provided unlimited access for residents' and clubs wishing to use the hall whilst observing Covid 19 requirements

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Aim to reduce hall's CO2 footprint Objective at AGM to replace the hall's heating system and replace all lighting with LEDs -all achieved
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Various bank and building society accounts consolidated to one bank. Trustees review good positive balances at each committee meeting.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No specific reserves made but this is to be reviewed at Oct 22 AGM
Amount of reserves held	Para 1.22	Bank balance at 31/3/22 £30814
Reasons for holding zero reserves	Para 1.22	Account balance considered adequate
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from hire. Fundraising when considered necessary Grants for specific improvements where good case can be made for such support.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Loss of pre-school daily hire was seen as a potential loss but as it was being charged a discounted hire rate it vacating the daytime periods has allowed for income from other sources to be developed.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution dated 21//1/2020
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Specified number of trustees including parish councillors
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Nominated by the Parish Council at Annual Parish Meeting. Elected or co-opted at AGM Representatives nominated by parish based clubs

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Leaflet CC3a
The charity's organisational structure and any wider network with which the charity works	Para 1.51	All Committee Members are Trustees. The hall Management Committee has membership with Cambridgeshire ACRE to maintain awareness of regulatory requirements
Relationship with any related parties	Para 1.51	None
Other		

Reference and Administrative details

Charity name	West Wickham Village Hall
Other name the charity uses	
Registered charity number	106506

Charity's principal address	49 Burton End West Wickham Cambridge CB21 4SD Chair's address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	T L Hall	Chair		
2	A Schuilenberg	Vice Chair (PC rep)		
3	B Marshall	Treasurer		
4	G Magin	Booking Secretary		
5	P Grieve	Minutes Sec. Club rep		
6	D Licence	PC Rep		
7	A Morris	Bowls Club Rep		
8	S Harrow	Pre-school rep	To July 2021	
9	D Hazllehurst	Co-opted Social Sec		
10	N Trudgeon	Co-opted HUB rep		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name	N/A	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	N/A	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Village Hall is owned by the Parish Council and leased to the Trustees for a peppercorn rent (see Constitution)
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	West Wickham Village Hall and car parks
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Trustees are responsible for the maintenance and upkeep of the hall to meet applicable regulatory standards. The furnishings and portable equipment initially purchased for hall use are maintained by the trustees. Some equipment is owned by some of the clubs but remain in the hall for regular use by those clubs

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	None	

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Trevor Lewis Hall	Brian Marshall
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Position (eg
Secretary, Chair, etc)

Chair	Treasurer
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Date

4 November 2022

West Wickham Village Hall
Registered Charity No. 1066506

Independent Examiner's Report to the Trustees of West Wickham Village Hall

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report.

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

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and

- to prepare accounts which accord with the accounting records and comply with the

accounting requirements of the 2011 Act have not been met; or

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

Richard Ling FCCA
49 High Street
West Wickham
Cambs
CB21 4RY
04 November 2022

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Registered Charity No. 1066506

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