



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month January	Year 2020		Day 31	Month December	Year 2020

Section A Reference and administration details

Charity name

TIPPS CROSS REMEMBRANCE HALLTRUST

Other names charity is known by

Registered charity number (if any) 1067004

Charity's principal address

Tipps Cross Remembrance Hall, Blackmore Road,
Hook End, Brentwood, Essex

Postcode

CM15 0DS

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	James Robert Gann			
2	Edward William Hall			
3	Eric Raymond Harris			
4	Rosemarie Carole Nelson			
5	Neil Christopher McCarthy			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	By trustees (as proscribed in Trust Deed)

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	The Parish Council Clerk acts as Clerk to the Trust and the Treasurer/RFO of the Parish Council acts as Treasurer for the Trust. A Councillor from Blackmore, Hook End and Wyatts Green Parish Council is appointed a Trustee; currently holding this position is Councillor N McCarthy. Cheque payments from the Trust's funds require two signatures, thus reducing financial risk to a minimum.
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Summary of the objects of the charity set out in its governing document

The object of the Charity is to apply the funds of the Charity towards the maintenance and management of the Hall as a recreational, educational and community facility for the use and benefit of the inhabitants of the Parish of Blackmore, Hook End and Wyatts Green and the Parish of Stondon Massey and such other persons as the Trustees shall think fit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees manage the hall through a Management Committee that meets quarterly. The hall is hired out to local clubs and groups. The Management Committee ensures that the building is maintained to a high standard and that it is kept in a clean and serviceable state.

It encourages the creation of recreational and sporting activities. The premises are in almost continual use throughout the week, with an OFSTED approved Pre-School meeting every morning in term time. Other activities include Carpet bowls, Keep Fit, Senior Citizens Club, Slimming organisations, Pilates, a youth dance group, Table Tennis and several badminton groups. The weekends are available for Anniversary parties, weddings, children's parties, quizzes and similar activities and the Committee Room is hired on an occasional basis for meetings by art and other groups.

A caretaker is employed to ensure the building is properly maintained and supervised.

The Trustees have studied the guidance issued by the Charity Commission with regard to public benefit and understand that these apply at any time when exercising powers or duties to which the guidance would be relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Regular volunteer working parties assist in the maintenance of the interior and exterior areas.

Volunteers run one or more fund-raising quizzes each year, adding to the income generated from hall hire.

Summary of the main achievements of the charity during the year

2020 started with all regular groups meeting at the hall along with a small number of casual bookings for children's parties and the like.

With the spread of Covid and the Government's decision to enter Lockdown, the hall was forced to close on 23rd March. It remained closed through Lockdown 1 with a limited re-opening during the later summer months. Precautions were taken to ensure that the hall was "Covid-safe" allowing some groups to return during this period. In November there was a further national lockdown and the hall closed to all users except the regular Pre-School booking. As a consequence, hall hire income dropped from £27,600 in 2019 to just under £14,000 in 2020.

This loss was counteracted by Government grants made under the Retail, Hospitality and Leisure category which totalled £11,968. In addition, the caretaker has been furloughed and claims paid which have met the majority of his wages during the year.

Costs have been closely monitored and kept to a minimum.

Whilst the closure of the hall has been very disappointing for the user groups, it is hoped that once restrictions are finally lifted, they will return.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trustees seek to ensure that sufficient reserve funds are available to meet structural and major maintenance needs which are likely to occur in the foreseeable future.

The hall lighting was updated and the hall was partially redecorated in 2020. These costs were met partly from hall funds and partly from a grant. A redecoration reserve of £9,250 has been set aside for further redecoration/improvement work.

Details of any funds materially in deficit

Nil

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Eric Raymond Harris	Edward William Hall
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	12 th April 2021	



Receipts and payments accounts

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For the period
from

Period start date
01-Jan-20

To

Period end date
31-Dec-20

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hall hirings	13,933	-	-	13,933	27,601
Income from quiz night	-	-	-	-	595
Bank interest received	14	-	-	14	50
Rent received (office space)	1,015	-	-	1,015	995
Grant towards new lighting	714	-	-	714	-
Government grant re hall closure	11,968	-	-	11,968	-
Grants towards new basketball equipment	2,223	-	-	2,223	-
Adjusted for year end debtors	- 417	-	-	- 417	899
Sundry income	-	-	-	-	90
Donation	-	-	-	-	100
Grant towards new boiler	-	-	-	-	8,000
Sub total (Gross income for AR)	29,450	-	-	29,450	38,331
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,450	-	-	29,450	38,331
A3 Payments					
Wages	6,244	-	-	6,244	9,758
Administration	7,350	-	-	7,350	7,150
Maintenance - Plant/repairs/boiler	2,757	-	-	2,757	1,116
New hall lighting	1,455	-	-	1,455	-
Covid related costs	180	-	-	180	-
Boiler repairs	549	-	-	549	355
Boiler replacement	-	-	-	-	19,561
Maintenance - Ground	381	-	-	381	1,005
Water rates	203	-	-	203	288
Business rates	71	-	-	71	757
Gas	2,032	-	-	2,032	2,631
Electricity	1,216	-	-	1,216	1,896
Refuse collection	860	-	-	860	1,153
Cleaning materials & windows	542	-	-	542	1,285
Insurance	1,006	-	-	1,006	1,401
Telephone	347	-	-	347	360
Publicity	118	-	-	118	30
New basketball net	1,903	-	-	1,903	-
Sundry office expenses	100	-	-	100	111
Adjusted for year end creditors	1,740	-	-	1,740	- 1,231
Refund of hall hire damage deposits	356	-	-	356	1,023
Sub total	29,410	-	-	29,410	48,648
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	29,410	-	-	29,410	48,648
Net of receipts/(payments)	40	-	-	40	- 10,317
A5 Transfers between funds					
A6 Cash funds last year end	16,074	-	-	16,074	26,392
Cash funds this year end	16,114	-	-	16,114	16,074

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank accounts	16,114	-	-
		-	-	-
		-	-	-
	Total cash funds	16,114	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Debtors	444	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Redecoration reserve	Unrestricted	9250	
	Boiler replacement reserve	Unrestricted	-	
	Creditors	Unrestricted	161	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Edward Hall	12-Apr-21	
		Rosemarie Nelson	12-Apr-21	