



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 Jan 2023** Period start date To **31 Dec 23** Period end date

Charity name: **TIPPS CROSS REMEMBRANCE HALL TRUST**

Charity registration number: **1067004**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose 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 residents of the Parish of Blackmore, Hook End & Wyatts Green and the Parish of Stondon Massey and such other persons as the Trustees shall see fit.
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	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, karate, youth and adult dance groups, table tennis, yoga, croquet 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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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 information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Volunteer working parties assist in the maintenance of the interior and exterior areas and volunteers organise fund raising social events from time to time.
Other		

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	2023 was a quiet year with no major projects undertaken by the Trustees and Management Committee. The hall is running at full capacity (following its closure in lockdown) and user groups are pleased to have the facility available on a regular basis. Plans are in hand to replace the curtains at the hall and a possible refurbishment of the kitchen is being considered. Both of these will improve the hall's appearance and attraction to hall users.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable
		Not applicable.

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	Not applicable.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity is in a good financial position, holding sufficient reserve funds to meet structural and major maintenance needs which are likely to occur in the foreseeable future.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At the end of 2023, £4,000 was moved from general funds to the Refurbishment Reserve which now stands at £24,250. This fund is held to meet the costs of maintaining the hall at a good standard and part will be allocated to the purchase of new hall curtains and potential kitchen improvements. The Energy Payment Reserve is available to meet higher energy costs in the event that hall income is unable to meet these costs.
Amount of reserves held	Para 1.22	Refurbishment Reserve - £24,250 Energy Payment Reserve - £4,000
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Nil
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

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	The hall is hired to user groups and for social events (as mentioned under Objectives above). Hire income constitutes the majority of funds held.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	Increasing costs of energy and hall maintenance.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
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	By Trustees (as laid down in the Trust Deed)

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	None
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees manage the hall through a Management Committee that meets quarterly. The Charity is a member of the Rural Community Council of Essex which advises on matters relevant to village halls.
Relationship with any related parties	Para 1.51	None
Other		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 & 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. Online payments from the Trust's funds require one authorised person to set up the online payment and a second authorised person to approve the payment. These requirements reduce financial risk to a minimum.

Reference and Administrative details

Charity name	TIPPS CROSS REMEMBRANCE HALLTRUST
Other name the charity uses	
Registered charity number	1067004
Charity's principal address	Tipps Cross Remembrance Hall, Blackmore Road, Hook End, Brentwood, Essex CM15 0DX

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	Rosemarie Carole Nelson	Treasurer		
2	Eric Raymond Harris	Chairman		
3	Neil Christopher McCarthy			
4	Joseph Clarke			
5	Edward William Hall			
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17				
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19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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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)		
Full name(s)		Rosemarie Nelson
Position (eg Secretary, Chair, etc)		Treasurer/Trustee
Date	24 th September 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
TIPPS CROSS REMEMBRANCE HALL TRUST

No (if any)
1067004

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Receipts and payments accounts

For the period from	Period start date 1-Jan-23	To	Period end date 31-Dec-23
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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	38,846	-	-	38,846	37,547
Income from quiz night	-	-	-	-	-
Bank interest received	277	-	-	277	26
Rent received	1,090	-	-	1,090	1,055
Grant towards new lighting	-	-	-	-	-
Grant towards air conditioning units	-	-	-	-	11,099
Government grant re hall closures	-	-	-	-	-
Locality grant towards new lighting	-	-	-	-	-
Adjusted for year end debtors	- 416	-	-	- 416	735
Sub total (Gross income for AR)	39,797	-	-	39,797	50,462
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,797	-	-	39,797	50,462
A3 Payments					
Wages	13,427	-	-	13,427	10,830
Administration	8,025	-	-	8,025	7,750
Maintenance - Plant/repairs	1,612	-	-	1,612	787
New car park lighting	-	-	-	-	2,210
Boiler repairs	598	-	-	598	576
Maintenance - Ground	450	-	-	450	2,007
Water rates	261	-	-	261	302
Business rates	191	-	-	191	358
Gas	2,451	-	-	2,451	3,393
Electricity	2,510	-	-	2,510	1,486
Refuse collection	1,664	-	-	1,664	1,584
Cleaning materials & windows	1,064	-	-	1,064	884
Insurance	1,297	-	-	1,297	1,210
Telephone	115	-	-	115	364
Publicity	142	-	-	142	221
Sundry office expenses	238	-	-	238	78
Purchase new air conditioning units	-	-	-	-	7,182
Adjusted for year end creditors	838	-	-	838	2,027
Refund of hall hire damage deposits	1,894	-	-	1,894	1,100
Sub total	36,777	-	-	36,777	40,295
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	36,777	-	-	36,777	40,295
Net of receipts/(payments)	3,020	-	-	3,020	10,167
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,130	-	-	35,130	24,963
Cash funds this year end	38,150	-	-	38,150	35,130

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	38,150	-	-
		-	-	-
		-	-	-
	Total cash funds	38,150	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Debtors	416	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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		Fund to which liability relates	Amount due (optional)	When due (optional)
	Redecoration reserve	Unrestricted	24,250	
	Energy payment reserve	Unrestricted	4,500	
	Creditors	Unrestricted	1,437	
	Advance bookings	Unrestricted	-	
		-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Joseph Clarke		
		Rosemarie Nelson		