

# MANUDEN VILLAGE HALL AND SPORTS TRUST

England & Wales · Charity number 1156705

## Details

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Status	Registered
Legal form	Charitable company
Company number	<a href="#">08674698</a>
Registered	2014-04-15
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Manuden Village Community Centre David Collins Drive Manuden Bishop's Stortford CM23 1EH
Phone	01279817111
Email	<a href="mailto:info@mvcc.manuden.org.uk">info@mvcc.manuden.org.uk</a>
Website	<a href="http://www.mvcc.manuden.org.uk">www.mvcc.manuden.org.uk</a>

## Activities

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**Objects:** TO FURTHER OR BENEFIT THE RESIDENTS OF [AREA OF BENEFIT] AND THE NEIGHBOURHOOD, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS. IN FURTHERANCE OF THESE OBJECTS BUT NOT OTHERWISE, THE TRUSTEES SHALL HAVE POWER: TO SECURE THE ESTABLISHMENT OF A VILLAGE HALL AND PLAYING FIELDS, FOR THE USE OF THE INHABITANTS OF MANUDEN (IN THE COUNTY OF ESSEX) AND THE IMMEDIATE SURROUNDING AREA, AND TO MAINTAIN OR MANAGE OR CO-OPERATE WITH ANY STATUTORY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE CHARITY IN FURTHERANCE OF THE ABOVE OBJECTS.

**Activities:** To provide a village hall, playing fields and facilities for physical recreation and mental, physical and moral development for the use of the residents of Manuden and its surrounding area.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport, Recreation
- **Who:** The General Public/mankind

## Geography

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- Essex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£73,594	£64,497	-	-
2023-12-31	£77,094	£71,560	-	-
2022-12-31	£71,918	£68,401	-	-
2021-12-31	£85,590	£67,677	-	-
2020-12-31	£43,940	£51,327	-	-

## Trustees

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Name	Role	Appointed
DR JOHN-PIERRE ROBERT ARCHER		2013-12-20
Elizabeth Barbara Cheney		2013-12-20
Elizabeth June Grant		2025-03-05
GLYNIS PROTHERO		2013-12-20
Hanna Baraclough		2023-11-20
ROBIN ALLAN SHEDDEN MOSER		2013-12-20
Rev Gary Fleming		2025-03-05

**MANUDEN VILLAGE HALL AND SPORTS TRUST**

England & Wales - Charity number 1156705

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# Accounts

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**Manuden Village Hall and Sports Trust**  
**Annual Report**  
**31 December 2024**

## Trust Information

Directors and Trustees	John Pierre Robert Archer Hanna Barraclough Elizabeth Barbara Cheney Robin Allan Shedden Moser Caroline Mary Louise Noffki Glynis Prothero
Secretary	Elizabeth Barbara Cheney
Registered Office	Manuden Community and Sports Centre David Collins Drive Manuden Bishops Stortford CM23 1EH
Bankers	Lloyds Bank plc
Solicitors	Hewitsons LLP Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
Registered Company Number	08674698
Registered Charity Number	01156705

## Directors/Trustees' Report

The Trustees (who are also directors of the Company for the purposes of the Companies Act) present their annual report and the financial statements of Manuden Village Hall and Sports Trust ("the Trust") for the year ended 31 December 2024. The Trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in July 2014.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Constitution

The organisation is a Company limited by Guarantee, incorporated on 3 September 2013 and registered as a charity with the Charity Commission of England and Wales on 15 April 2014. The Company was set up under a Memorandum of Association which established the objects and powers of the Company and is governed under its Articles of Association. The Articles of Association were amended on 29 June 2020 to enable a nominated governor of Manuden Primary School to be appointed as a Trustee, rather than the Chairman of Governors. Similarly, a nominated councillor of Manuden Parish Council can now be appointed as a Trustee instead of the Chairman of the Council. In the event of the Company being wound up members are required to contribute an amount not exceeding £10 each.

#### Method of Appointment or Election of Trustees

The oversight of the Trust is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The Articles state that one of the governors of Manuden Primary School, the 'Priest in charge' of St Mary the Virgin Manuden and one of the councillors of Manuden Parish Council are directors. These posts are held respectively by Caroline Noffki (who succeeded John Oglesby on 21 October 2019), and John Archer (who succeeded Katrina Hardy as Chairman of Manuden Parish Council on 14 May 2020). The position of 'Priest in charge' of St Mary the Virgin Manuden is vacant but once it is filled, the incumbent will be appointed as a trustee. All the other Directors/Trustees listed on Page 2 were appointed on incorporation on 3 September 2013.

The operational management of the Centre is undertaken by volunteers from the local community who form the Operations Committee. The Trust employs a part-time manager and contracts a caretaker to provide maintenance services.

#### Induction and Training of Trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. Most of the Trustees, being First Trustees, are already experienced in the work of the Charity.

#### Organisational Structure and Decision Making

The Charity is governed by the Board of Trustees as listed on Page 2. The Board delegates certain management and development matters to the Operations Committee.

#### Risk Management

The Board keeps its risk management under review. The key concern is ensuring that sufficient income is raised to meet both current expenditure and future maintenance of the building and the playing fields. Also, as the Centre is reliant on only one part-time employee and volunteers, the management of absences can be difficult. However the Operations Committee is considered to have sufficient members to ensure absences are covered.

### **Charitable objects**

The principal objects of the Trust are to provide

- a) a village hall and public playing fields for the inhabitants of Manuden and surrounding area, and in particular for use for meetings, lectures and other forms of recreation and leisure time occupation with the object of improving the conditions of life for local inhabitants;
- b) public playing fields and facilities for physical training & recreation and moral & physical development through the medium of sports, games and pastimes for the inhabitants of the area; and
- c) facilities for the use of the inhabitants of the area of benefit by way of their mental, physical and moral development through education, training in citizenship, and service to the community, cultural activities and participation in any sort of indoor or outdoor game, sport or recreational activity.

### **Public benefit**

The beneficiaries of the charity are people to whom the buildings, facilities and open spaces are made available, who are local to the area and of all age groups and abilities. The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### **Strategies for Achieving Objectives**

The Charity concentrates on maintaining and developing its main facility, the Manuden Village Community Centre, maximising its use by the inhabitants of Manuden and through lettings to individuals, clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations and other local residents.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Review of Activities**

Having opened in 2014, the Centre has become firmly established in the local area as an excellent venue for events such as wedding ceremonies & receptions, parties, lunches, quizzes and concerts. In conjunction with the Parish Council, a celebration was held in June to commemorate the Centre's 10<sup>th</sup> anniversary.

Bookings for a wide range of other events were strong throughout the year, with children's parties continuing to be particularly popular. The Centre is also used on a regular basis by Manuden Football Club, Manuden Cricket Club and organisations such as the Women's Institute, the Friendship Club, Herts & Essex Boundary Flower Club, Owlets (a baby & toddler group), Brownies, Guides, three 'Bounce' classes each week, a Pilates class, Flexible Strength classes, Indoor Bowls, Pickle Ball and Badminton. The Centre is the home of the monthly Community Café, the village choir (Manuden Voices) and 'Manuden Musical Mayhem' which is a fun event that raises funds for the Centre and various local charities.

The grass pitches continue to be held in high regard locally and are used regularly at weekends by a number of local teams. A football academy for nine- to twelve-year-olds is held on the Multi Use Games Area (MUGA) after school in term times and during the school holidays.

The cost of operating and maintaining the Centre continues to be high. Maintenance of the pitches is a significant expense but necessary to ensure their quality is maintained. It has paid dividends as the pitches are in very good condition and appreciated by the local teams that use them. The complex

heating and hot water systems have been removed and have been replaced by a simpler arrangement. The lighting for the MUGA has been replaced by LED lights which provides a saving on electricity costs and on our carbon footprint.

The '100 Club' is a village lottery which has continued to raise income to provide equipment for, and maintenance of, the Centre. Numbers are sold for £2 each per month and entered into a monthly draw. Three prizes of £100, £50 and £25 are awarded each month with an additional prize of £200 in June and December. This lottery helps to keep costs down for all users.

The Trustees would like to thank the volunteers on the Operations Committee, the Manager and the Caretaker for their commitment and contributions to the Centre throughout the year.

### **Income Generation and Fundraising**

The Trustees consider that the projected income of the Charity, primarily from hiring, is sufficient to meet expected expenditure.

## **FINANCIAL REVIEW**

### **Going Concern**

The Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

### **Principal Funding**

Much of the present income is provided by the hiring of the facilities and the charges made for the use of the Centre and playing fields. Further income has been provided from donations received, details of which are set out in the Income & Expenditure statement on Page 9.

### **Plans for the Future**

The Trustees intend to build on the establishment of the Manuden Village Community Centre and maintain it as a high quality facility for the inhabitants of Manuden and the surrounding area.

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also directors of Manuden Village Hall & Sports Trust) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and Charity Law requires the Trustees to prepare financial statements for each financial year to give a true and fair view of the state of the Trust's affairs and of its finance activities 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 accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statement; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Trust will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable

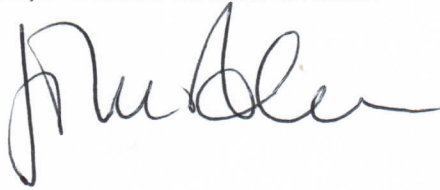
accuracy at any time the financial position of the Fund and to enable them to ensure that the financial statements comply with the Charities Act 2006 and Regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the Trust and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

No trustee has received any remuneration, benefit or expenses from the Trust.

**Small Companies provisions**

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. In addition, the Trustees have obtained an independent examination for the purposes of the Charity Commission.

This report was approved by the Board on 5 March 2025.



John P R Archer  
Chairman

## **INDEPENDENT EXAMINER'S REPORT**

I report on the accounts of the Trust for the year ended 31 December 2024, which are set out on pages 9 to 12.

### **Respective responsibilities of Trustees and examiner**

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 and that an independent examination is needed. The charity's gross income did not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 of the 2011 Act; and
- to state whether particular matters have come to my 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 statement below.

### **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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Name: Martin Whitby

Address: Broome Lodge  
Mallows Green Road  
Manuden  
Bishops Stortford CM23 1BP

Signed: 

Date: 17/6/25

**Income and Expenditure for the year ended 31 December 2024**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	<i>Total Funds 2023 £</i>
<b>Incoming Resources</b>				
Generated Funds:				
Donations & Fundraising	7,039	-	7,039	3,070
Grants	-	-	-	310
Bank Interest	<u>4,632</u>	-	<u>4,632</u>	<u>3,031</u>
	11,671		11,671	6,411
<b>Income from Charitable activities</b>				
Hirings	<u>61,923</u>	-	<u>61,923</u>	<u>70,683</u>
<b>Total Incoming Resources</b>	<b>73,594</b>	<b>-</b>	<b>73,594</b>	<b>77,094</b>
<b>Resources Expended</b>				
Wages (Note 3)	19,884	-	19,884	18,644
Maintenance	23,039	-	23,039	29,284
Gas, Electricity, Water	9,035	-	9,035	9,968
Other	<u>12,539</u>	-	<u>12,539</u>	<u>13,664</u>
	64,497	-	64,497	71,560
Profit before depreciation	9,097	-	9,097	5,534
Less: Depreciation Fixed Assets	<u>(6,948)</u>	-	<u>(6,948)</u>	<u>(1,953)</u>
<b>Movement in Total Funds</b>	<b><u>2,149</u></b>	<b>-</b>	<b><u>2,149</u></b>	<b><u>3,581</u></b>

Manuden Village Hall and Sports Trust Annual Report  
31 December 2024

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**Balance Sheet as at 31 December 2024**

	Notes	31.12.24		31.12.23
<b>Fixed Assets</b>		£	£	£
Furniture & Equipment – Note 1	Cost	96,517		74,583
	Depreciation	<u>(75,672)</u>		<u>(68,724)</u>
			20,845	5,859
<b>Current Assets</b>				
Debtors		6,983		3,488
Cash at Bank		<u>132,861</u>		<u>151,139</u>
			139,844	154,627
<b>Current Liabilities</b>				
Creditors				
Amounts falling due within one year			<u>(1,053)</u>	<u>(2,999)</u>
<b>Net Current Assets</b>			138,791	151,628
<b>Total Assets less Current Liabilities</b>			<b>159,636</b>	<b>157,487</b>
<b>Total Net Assets</b>			<b><u>159,636</u></b>	<b><u>157,487</u></b>
<b>Reserves - Note 2</b>				
General Reserve as at 31 December 2023			157,487	153,906
Increase in resources			<u>2,149</u>	<u>3,581</u>
<b>General Reserve as at 31 December 2024</b>			<b><u>159,636</u></b>	<b><u>157,487</u></b>

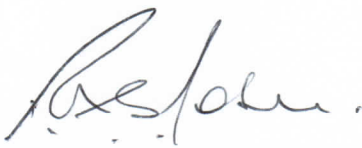
**Note on preparation of accounts**

For the year ending 31 December 2024, the Trust was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Trust to obtain an audit of its accounts for the period in question in accordance with section 476.

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

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



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Robin A S Moser  
Treasurer

## Notes to the Accounts for the period ending 31 December 2024

### 1. Accounting Conventions

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities. The accounts have been prepared on an accruals basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in July 2014, applicable accounting standards and the Companies Act 2006.

### 2. Company status

The Company is limited by guarantee. The members of the Company are the Trustees named on page 2. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

### 3. Fixed Assets – Furniture & Equipment

	2024	2023
	£	£
Balance at 31 December 2023	74,583	74,583
Additions	<u>21,934</u>	-
Balance at 31 December 2024	<u>96,517</u>	<u>74,583</u>
 Depreciation		
Balance at 31 December 2023	68,724	66,771
Charge for year	<u>6,948</u>	<u>1,953</u>
Balance at 31 December 2024	<u>75,672</u>	<u>68,724</u>
 <b>Net Assets at 31 December 2024</b>	 <b><u>20,845</u></b>	 <b><u>5,859</u></b>

Depreciation is charged at 25% per annum on the reducing balance.

The Trust owns the freehold of the land and buildings comprising Manuden Village Community Centre. This asset was acquired at no cost to the Charity.

### 4. Reconciliation of Reserves

	£ 2024	£ 2023
General reserve as at 31 December 2023	157,487	153,906
Less: Non cash Items		
Increase in Fixed Assets	(21,934)	-
Depreciation	6,948	1,953
Increase in Debtors	(3,495)	(2,233)
Decrease in Creditors	<u>(1,946)</u>	<u>(10,244)</u>
	<u>(20,427)</u>	<u>(10,524)</u>
	<b>177,914</b>	<b>164,430</b>
 Increase/(decrease) in bank balances	 <u>(18,278)</u>	 <u>(6,943)</u>
 <b>General Reserve as at 31 December 2024</b>	 <b><u>159,636</u></b>	 <b><u>157,487</u></b>

### 5. Pensions

The figure for wages includes pension contributions totalling £547.

**MANUDEN VILLAGE HALL AND SPORTS TRUST**

England & Wales - Charity number 1156705

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# Accounts

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**Manuden Village Hall and Sports Trust**  
**Annual Report**  
**31 December 2023**

## Trust Information

### Directors and Trustees

John Pierre Robert Archer  
Hanna Barracough - from 20 November 2023  
Elizabeth Barbara Cheney  
Margaret Ann Davis – until 24 August 2023  
Robin Allan Sheddien Moser  
Caroline Mary Louise Noffke  
Glynis Prothero

### Secretary:

Elizabeth Barbara Cheney

### Registered Office

Manuden Community and Sports Centre  
David Collins Drive  
Manuden  
Bishops Cleeve  
CV23 1EH

### Bankers:

Lloyds Bank plc

### Solicitors

Hewitsons LLP  
Shakespeare House  
42 Newmarket Road  
Cambridge  
CB5 8EP

### Registered Company Number:

08674698

### Registered Charity Number

01156705

## Directors/Trustees' Report

The Trustees (who are also directors of the Company for the purposes of the Companies Act) present their annual report and the financial statements of Manuden Village Hall and Sports Trust ("the Trust") for the year ended 31 December 2023. The Trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in July 2014.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Constitution

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#### Method of Appointment or Election of Trustees

The oversight of the Trust is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The Articles state that one of the governors of Manuden Primary School, the 'Priest in charge' of St Mary the Virgin Manuden and one of the councillors of Manuden Parish Council are directors. These posts are held respectively by Caroline Noffke (who succeeded John Oglesby on 21 October 2019), Margaret Davis (until 24 August 2023) and John Archer (who succeeded Katrina Hardy as Chairman of Manuden Parish Council on 14 May 2020). The position of 'Priest in charge' of St Mary the Virgin Manuden is vacant but once it is filled, the incumbent will be appointed as a trustee. All the other Directors/Trustees listed on Page 2 were appointed on incorporation on 3 September 2013.

The operational management of the Centre is undertaken by volunteers from the local community who form the Operations Committees. The Trust employs a part-time manager and contracts a caretaker to provide maintenance services.

#### Induction and Training of Trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. Most of the Trustees, being First Trustees, are already experienced in the work of the Charity.

#### Organisational Structure and Decision Making

The Charity is governed by the Board of Trustees as listed on Page 2. The Board delegates certain management and development matters to the Management Committee.

#### Risk Management

The Board keeps its risk management under review. The key concern is ensuring that sufficient income is raised to meet both current expenditure and future maintenance of the building and the playing fields. Also, as the Centre is reliant on only one part-time employee and volunteers, the

management of absences can be difficult. However the Operations Committee is considered to have sufficient members to ensure absences are covered.

### Charitable objects

The principal objects of the Trust are to provide:

- a) a village hall and public playing fields for the inhabitants of Manuden and surrounding area, and in particular for use for meetings, lectures and other forms of recreation and leisure time occupation with the object of improving the conditions of life for local inhabitants;
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### Public benefit

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### Strategies for Achieving Objectives

The charity concentrates on maintaining and developing its main facility, the Manuden Village Community Centre, maximising its use by the inhabitants of Manuden and through lettings to individuals, clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations and other local residents.

## ACHIEVEMENTS AND PERFORMANCE

### Review of Activities

The Centre is known in the local area as an excellent venue for events such as wedding ceremonies & receptions, parties, lunches, quizzes and concerts. One civil ceremony and ten wedding receptions were held at the Centre in 2023. Bookings for a wide range of other events were strong throughout the year, with children's parties continuing to be particularly popular. The Centre is also used on a regular basis by Manuden Football Club, Manuden Cricket Club and organisations such as the Women's Institute, the Friendship Club, Herts & Essex Boundary Flowen Club, Owlets (a baby & toddler group), Brownies, Guides, three "Bounce" classes each week, a Pilates class, Flexible Strength classes, Indoor Bowls, Pickle Ball and Badminton. The Centre is the home of the monthly Community Café, the village choir (Manuden Voices) and 'Manuden Musical Mayhem' which is a fun event that raises funds for the Centre and various charities.

The grass pitches continue to be held in high regard locally and are used regularly at weekends by a number of local teams. A football academy for nine- to twelve-year-olds is held on the Multi Use Games Area (MUGA) after school in term times and during the school holidays.

An English Oak tree, surrounded by a bench to commemorate the Queen Elizabeth II's Platinum Jubilee and King Charles III Coronation was planted by the cricket pitch. The grant from Uttlesford District Council and the personalisation of the bench by Craig Bonney were very much appreciated.

The cost of operating and maintaining the Centre continues to be high. Maintenance of the pitches is a significant expense but necessary to ensure their quality is maintained. It has paid dividends as the pitches are in very good condition and appreciated by the local teams that use them. The heating and hot water systems are complex which make it difficult to get the necessary engineers to provide maintenance and repair faults. A simpler system is being developed.

The "100 Club" is a village lottery which has continued to raise income to provide equipment for and maintenance of, the Centre. Numbers are sold for £2 each per month and entered into a monthly draw. Three prizes of £100, £50 and £25 are awarded each month with an additional prize of £200 in June and December. This lottery helps to keep costs down for all users.

The Trustees would like to thank the volunteers on the Operations Committee, the Manager and the Caretaker for their commitment and contributions to the Centre throughout the year.

### Income Generation and Fundraising

The Trustees consider that the projected income of the Charity, primarily from hiring, is sufficient to meet expected expenditure.

### FINANCIAL REVIEW

#### Going Concern

The Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

#### Principal Funding

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#### Plans for the Future

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- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Trust will continue in operational existence.

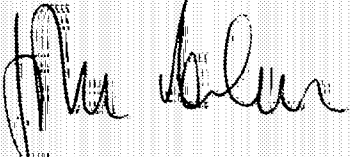
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Fund and to enable them to ensure that the financial statements comply with the Charities Act 2006 and Regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the Trust and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

No trustee has received any remuneration, benefit or expenses from the Trust.

**Small Companies provisions:**

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. In addition, the Trustees have obtained an independent examination for the purposes of the Charity Commission.

This report was approved by the Board on 22 May 2024



22 May 2024

John P R Archer  
Chairman

## INDEPENDENT EXAMINER'S REPORT

Report on the accounts of the Trust for the year ended 31 December 2023, which are set out on pages 9 to 12.

### Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the Company, for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 and that an independent examination is needed. The charity's gross income did not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 of the 2011 Act; and
- to state whether particular matters have come to my 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 statement below.

### 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Manuden Village Hall and Sports Trust Annual Report  
31 December 2023

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Name: Jeff Attfield  
Address: 7 Willow Close  
Bishop's Stortford  
Herts  
CM23 2RY



Signed:

Date:

Manuden Village Hall and Sports Trust Annual Report  
31 December 2023

**Income and Expenditure for the year ended 31 December 2023**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Incoming Resources:</b>				
<b>Generated Funds:</b>				
Donations & Fundraising:	3,070	-----	3,070	4,482
Covid-19 Related Grants:	-	-----	-	4,000
Grants:	310	-----	310	-
Bank Interest	<u>3,031</u>	-----	<u>3,031</u>	<u>83</u>
	6,411	-----	6,411	8,565
<b>Income from Charitable activities:</b>				
Hirings	<u>70,683</u>	-----	<u>70,683</u>	<u>63,353</u>
<b>Total Incoming Resources:</b>	<b>77,094</b>	-----	<b>77,094</b>	<b>71,918</b>
<b>Resources Expended:</b>				
Wages (Note 5):	18,644	-----	18,644	17,931
Maintenance	29,284	-----	29,284	28,581
Gas, Electricity, Water	9,968	-----	9,968	11,174
Other:	<u>13,664</u>	-----	<u>13,664</u>	<u>10,715</u>
	71,560	-----	71,560	68,401
Profit before depreciation	5,534	-----	5,534	3,517
Less: Depreciation Fixed Assets:	<u>(1,953)</u>	-----	<u>(1,953)</u>	<u>(2,604)</u>
<b>Movement in Total Funds:</b>	<b><u>3,581</u></b>	-----	<b><u>3,581</u></b>	<b><u>913</u></b>

Manuden Village Hall and Sports Trust Annual Report  
31 December 2023

**Balance Sheet as at 31 December 2023**

	Notes	31.12.23	31.12.22
<b>Fixed Assets</b>		£	£
Furniture & Equipment – Note 3	Cost	74,583	74,583
	Depreciation	<u>(68,724)</u>	<u>(66,771)</u>
		5,859	7,812
<b>Current Assets</b>			
Debtors		3,488	1,255
Cash at Bank		<u>151,189</u>	<u>158,082</u>
		154,627	159,337
<b>Current Liabilities</b>			
Creditors:			
Amounts falling due within one year		<u>(2,999)</u>	<u>(13,243)</u>
<b>Net Current Assets:</b>		151,628	146,094
<b>Total Assets less Current Liabilities:</b>		<b>157,487</b>	<b>153,906</b>
<b>Total Net Assets</b>		<b><u>157,487</u></b>	<b><u>153,906</u></b>
<b>Reserves - Note 4</b>			
General Reserve as at 31 December 2022		153,906	152,993
Increase in resources		<u>3,581</u>	<u>913</u>
<b>General Reserve as at 31 December 2023</b>		<b><u>157,487</u></b>	<b><u>153,906</u></b>


**Note on preparation of accounts :**

For the year ending 31 December 2023, the Trust was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Trust to obtain an audit of its accounts for the period in question in accordance with section 476.

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

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



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Robin A. Simser  
Treasurer

Notes to the Accounts for the period ending 31 December 2023

**1: Accounting Conventions**

The financial statements have been prepared under the historical cost convention and in accordance with the financial Reporting Standard for Smaller Entities. The accounts have been prepared on an accruals basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in July 2014, applicable accounting standards and the Companies Act 2006.

**2: Company status**

The Company is limited by guarantee. The members of the Company are the Trustees named on page 2. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

**3: Fixed Assets – Furniture & Equipment**

	2023	2022
	£	£
Balance at 31 December 2022	74,583	74,583
Additions	-	-
Balance at 31 December 2023	<u>74,583</u>	<u>74,583</u>
 Depreciation		
Balance at 31 December 2022	66,771	64,167
Change for year	<u>1,953</u>	<u>2,604</u>
Balance at 31 December 2023	<u>68,724</u>	<u>66,771</u>
 <b>Net Assets at 31 December 2023</b>	 <u><b>5,859</b></u>	 <u><b>7,812</b></u>

Depreciation is charged at 25% per annum on the reducing balance.

The Trust owns the freehold of the land and buildings comprising Manuden Village Community Centre. This asset was acquired at no cost to the Charity.

**4: Reconciliation of Reserves**

	£ 2023	£ 2022
General reserve as at 31 December 2022	153,906	152,993
Less: Non cash items:		
Increase in Fixed Assets	-	-
Depreciation	1,953	2,604
Increase in Debtors	(2,233)	(425)
Decrease in Creditors	<u>(10,244)</u>	<u>6,920</u>
	<u>(10,524)</u>	<u>(9,099)</u>
	<u>164,430</u>	<u>143,894</u>
 Increase/(decrease) in bank balances	 <u>(6,943)</u>	 <u>10,012</u>
 <b>General Reserve as at 31 December 2023</b>	 <u><b>157,487</b></u>	 <u><b>153,906</b></u>

**5: Pensions**

The figure for wages includes pension contributions totalling £510.

**MANUDEN VILLAGE HALL AND SPORTS TRUST**

England & Wales - Charity number 1156705

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# Accounts

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**Manuden Village Hall and Sports Trust**  
**Annual Report**  
**31 December 2022**

## Trust Information

Directors and Trustees	John Pierre Robert Archer Elizabeth Barbara Cheney Margaret Ann Davis Robin Allan Shedden Moser Caroline Mary Louise Noffki Glynis Prothero
Secretary	Elizabeth Barbara Cheney
Registered Office	Manuden Community and Sports Centre David Collins Drive Manuden Bishops Stortford CM23 1EH
Bankers	Lloyds Bank plc
Solicitors	Hewitsons LLP Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
Registered Company Number	08674698
Registered Charity Number	01156705

## Directors/Trustees' Report

### Report

The Trustees (who are also directors of the Company for the purposes of the Companies Act) present their annual report together with the financial statements of Manuden Village Hall and Sports Trust ("the Trust") for the year ended 31 December 2022. The Trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in July 2014.

### Charitable objects

The principal objects of the Trust are to provide

- a) a village hall and public playing fields for the inhabitants of Manuden and surrounding area, and in particular for use for meetings, lectures and other forms of recreation and leisure time occupation with the object of improving the conditions of life for local inhabitants;
- b) public playing fields and facilities for physical training & recreation and moral & physical development through the medium of sports, games and pastimes for the inhabitants of the area; and
- c) facilities for the use of the inhabitants of the area of benefit by way of their mental, physical and moral development through education, training in citizenship, and service to the community, cultural activities
- d) and participation in any sort of indoor or outdoor game, sport or recreational activity.

### Public benefit

The beneficiaries of the charity are people to whom the buildings, facilities and open spaces are made available, who are local to the area and of all age groups and abilities. The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### Governing Document

The Company was incorporated on 3 September 2013 and is governed by its Memorandum and Articles of Association. The Company was registered as a charity with the Charity Commission of England and Wales on 15 April 2014. The Articles of Association were amended on 29 June 2020 to enable a nominated governor of Manuden Primary School to be appointed as a Trustee, rather than the Chairman of Governors. Similarly, a nominated councillor of Manuden Parish Council can now be appointed as a Trustee instead of the Chairman of the Council.

### Method of Appointment or Election of Trustees

The oversight of the Trust is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The Articles state that one of the governors of Manuden Primary School, the 'Priest in charge' of St Mary the Virgin Manuden and one of the councillors of Manuden Parish Council are directors. These posts are held respectively by Caroline Noffki (who succeeded John Oglesby on 21 October 2019), Margaret Davis and John Archer (who succeeded Katrina Hardy as Chairman of Manuden Parish Council on 14 May 2020). All the other Directors/Trustees listed on Page 2 were appointed on incorporation on 3 September 2013.

The operational management of the Centre is undertaken by volunteers from the local community who form the Operations Committee. The Trust employs a part-time manager and contracts a caretaker to provide maintenance services. Consideration is being given to the appointment of a facilities management company to assist with maintenance and repairs.

### **Review of Activities**

After two years of disruption as a result of the Covid-19 pandemic, the Centre was able to fully operate throughout the year without any restrictions.

Bookings for a wide range of events were stronger than before the pandemic with children's parties continuing to be particularly popular. The grass pitches continue to be held in high regard locally and are used regularly by a range of teams. A football academy for nine to twelve year olds is held three times a week on the Multi Use Games Area (MUGA). The Centre is also used on a regular basis by Manuden Football Club, Manuden Cricket Club and organisations such as the Women's Institute, the Friendship Club, Herts & Essex Boundary Flower Club, Owlets (the baby & toddler group), Brownies, Guides, three 'Bounce' classes each week, a Pilates class, Flexible Strength classes, Indoor Bowls and Badminton. A café is open when football is played at weekends and the monthly Community Café is popular. The Centre is increasingly becoming known in the local area as an excellent venue for events such as wedding receptions, parties, lunches, quizzes and 'Manuden Musical Mayhem' which is a fun event that raises funds for the Centre and various charities. The licence to hold civil wedding ceremonies has been maintained. Towards the end of the year the Centre was used for monthly Ceroc Tea Dances and these bookings have been continued into 2023. The Centre supported the Parish Council's warm room initiative twice a week at the beginning of the winter but was discontinued due to limited support.

The cost of operating and maintaining the Centre continues to be high. Maintenance of the pitches was a significant expense but necessary to ensure their quality is maintained. The hot, dry summer had a negative impact on the pitches but rain towards the end of the year and repairs to the ruts paid dividends and they have recovered well. The heating and hot water systems are complex which has made it difficult to get the necessary engineers to provide maintenance and repair faults.

The '100 Club' is a village lottery which has continued to raise income to provide equipment for, and maintenance of, the Centre. Numbers are sold for £2 each per month and entered into a monthly draw. Three prizes of £100, £50 and £25 are awarded each month with an additional prize of £200 in June and December. This lottery helps to keep costs down for all users.

The Trustees would like to thank the volunteers on the Operations Committee, the Manager and the Caretaker for their commitment and contributions to the Centre throughout the year.

### **Going Concern**

The Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity Law requires the Trustees to prepare financial statements for each financial year to give a true and fair view of the state of the Trust's affairs and of its finance activities for that period. In preparing these financial statements, the Trustees are required to:

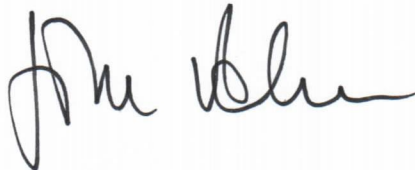
- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statement.
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Trust will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Fund and to enable them to ensure that the financial statements comply with the Charities Act 2006 and Regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the Trust and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Small Companies provisions

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. In addition, the Trustees have obtained an independent examination for the purposes of the Charity Commission.

This report was approved by the Board on 1 March 2023.



John P R Archer  
Chairman

Statement of Financial Activities

Income and Expenditure Account

For the 12 months ended 31 December 2022

	1.1.22 - 31.12.22 £	1.1.21 - 31.12.21 £
<b><u>Incoming Resources</u></b>		
Generated Funds:		
Donations & Fundraising	4,482	2,707
Covid-19 related grants	4,000	40,750
Bank interest	83	13
Income from Charitable activities Hirings	<u>63,353</u>	<u>42,120</u>
Total incoming resources	71,918	85,590
<b><u>Resources expended</u></b>		
Wages – Note 5	17,931	16,820
Maintenance	28,581	35,504
Electricity, Gas, Water	11,174	5,211
Other	<u>10,715</u>	<u>10,142</u>
	68,401	67,677
Profit before depreciation	3,517	17,913
Depreciation Fixed Assets	(2,604)	(3,473)
<b>Movement in Total Funds</b>	<u><b>913</b></u>	<u><b>14,440</b></u>

Balance Sheet as at 31 December 2022

	31.12.22		31.12.21
	£	£	£
<b><u>Fixed Assets</u></b>			
Furniture & Equipment – Note 3	Cost 74,583		74,583
	Depreciation (66,771)		<u>(64,167)</u>
		7,812	10,416
<b><u>Current Assets</u></b>			
Debtors	1,255		830
Cash at bank	<u>158,082</u>		<u>148,070</u>
		159,337	148,900
<b><u>Current Liabilities</u></b>			
Creditors			
Amounts falling due within one year		<u>(13,243)</u>	<u>(6,323)</u>
<b><u>Net Current Assets</u></b>		<u>146,094</u>	<u>142,577</u>
Total assets less current liabilities		153,906	152,993
<b><u>Total Net Assets</u></b>		<u>153,906</u>	<u>152,993</u>
 <b><u>Reserves – Note 4</u></b>			
General reserve as at 31.12.2021	152,993		138,553
Increase in resources 2022	<u>913</u>		<u>14,440</u>
General reserve as at 31 December 2022	<u>153,906</u>		<u>152,993</u>

**Notes to the accounts**

**1. Accounting Conventions**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities. The accounts have been prepared on an accruals basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in July 2014, applicable accounting standards and the Companies Act 2006.

**2. Company status**

The Company is limited by guarantee. The members of the Company are the Trustees named on page 2. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

Manuden Village Hall and Sports Trust Annual Report  
31 December 2022

3. Fixed Assets – Furniture & Equipment	2022	2021
	£	£
Balance at 31 December 2021	74,583	74,583
Additions	—	—
<b>Balance at 31 December 2022</b>	<b><u>74,583</u></b>	<b><u>74,583</u></b>
<b>Depreciation</b>		
Balance at 31 December 2021	64,167	60,694
Charge for year	<u>2,604</u>	<u>3,473</u>
Balance at 31 December 2022	<u>66,771</u>	<u>64,167</u>
<b>Net Assets at 31 December 2022</b>	<b><u>7,812</u></b>	<b><u>10,416</u></b>

Depreciation is charged at 25% per annum on the reducing balance.

The Trust owns the Freehold of the land and buildings comprising Manuden Village Community Centre. This asset was acquired at no cost to the Charity.

4. Reconciliation of Reserves	2022	2021
	£	£
General reserve as at 31 December 2021	152,993	138,553
Less: Non cash Items		
Increase in Fixed Assets	-	-
Depreciation	2,604	3,473
Increase (2021 Decrease) in Debtors	(425)	1,270
Increase in Creditors	<u>6,920</u>	<u>3,698</u>
	<u>(9,099)</u>	<u>8,441</u>
	<b>143,894</b>	<b>130,112</b>
Add:		
Increase in bank balances	10,012	22,881
<b>General Reserve as at 31 December 2022</b>	<b><u>153,906</u></b>	<b><u>152,993</u></b>

#### 5. Pensions

This figure includes pension contributions totalling £484.

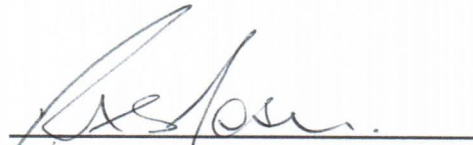
**Note on preparation of accounts**

For the year ending 31 December 2022, the Trust was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Trust to obtain an audit of its accounts for the period in question in accordance with section 476.

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

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



Robin A S Moser  
Treasurer

**MANUDEN VILLAGE HALL AND SPORTS TRUST**

England & Wales - Charity number 1156705

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# Accounts

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**Manuden Village Hall and Sports Trust**  
**Annual Report**  
**31 December 2021**

### Trust Information

Directors and Trustees:	John Pierre Robert Archer Elizabeth Barbara Cheney Margaret Ann Davis Robin Allan Shedden Moser Caroline Mary Louise Noffke Glynis Prothero
Secretary:	Elizabeth Barbara Cheney
Registered Office:	Manuden Community and Sports Centre David Collins Drive Manuden Bishops Stortford CM23 1EH
Bankers:	Lloyds Bank plc
Solicitors:	Hewitsons LLP Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
Registered Company Number:	08674698
Registered Charity Number:	01156705

## Directors/Trustees' Report

The Trustees (who are also directors of the Company for the purposes of the Companies Act) present their annual report and the financial statements of Manuden Village Hall and Sports Trust ("the Trust") for the year ended 31 December 2021. The Trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in July 2014.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Constitution

The organisation is a Company limited by Guarantee, incorporated on 3 September 2013 and registered as a charity with the Charity Commission of England and Wales on 15 April 2014. The Company was set up under a Memorandum of Association which established the objects and powers of the Company and is governed under its Articles of Association. The Articles of Association were amended on 29 June 2020 to enable a nominated governor of Manuden Primary School to be appointed as a Trustee, rather than the Chairman of Governors. Similarly, a nominated councillor of Manuden Parish Council can now be appointed as a Trustee instead of the Chairman of the Council. In the event of the Company being wound up members are required to contribute an amount not exceeding £10 each.

#### Method of Appointment or Election of Trustees

The oversight of the Trust is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The Articles state that one of the governors of Manuden Primary School, the 'Priest in charge' of St Mary the Virgin Manuden and one of the councillors of Manuden Parish Council are directors. These posts are held respectively by Caroline Noffki (who succeeded John Oglesby on 21 October 2019), Margaret Davis and John Archer (who succeeded Katrina Hardy as Chairman of Manuden Parish Council on 14 May 2020). All the other Directors/Trustees listed on Page 2 were appointed on incorporation on 3 September 2013.

The operational management of the Centre is undertaken by volunteers from the local community who form the Management and Operations Committees. The Trust employs a part-time manager and contracts a caretaker to provide maintenance services.

#### Induction and Training of Trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. Most of the Trustees, being First Trustees, are already experienced in the work of the Charity.

#### Organisational Structure and Decision Making

The Charity is governed by the Board of Trustees as listed on Page 2. The Board delegates certain management and development matters to the Management Committee.

#### Risk Management

The Board keeps its risk management under review. The key concern is ensuring that sufficient income is raised to meet both current expenditure and future maintenance of the building and the playing fields. Also, as the Centre is reliant on only one part-time employee and volunteers, the management of absences can be difficult. However the Management Committee is considered to have sufficient members to ensure absences are covered.

### Charitable objects

The principal objects of the Trust are to provide:

- a) a village hall and public playing fields for the inhabitants of Manuden and surrounding area, and in particular for use for meetings, lectures and other forms of recreation and leisure time occupation with the object of improving the conditions of life for local inhabitants;
- b) public playing fields and facilities for physical training & recreation and moral & physical development through the medium of sports, games and pastimes for the inhabitants of the area; and
- c) facilities for the use of the inhabitants of the area of benefit by way of their mental, physical and moral development through education, training in citizenship, and service to the community, cultural activities and participation in any sort of indoor or outdoor game, sport or recreational activity.

### Public benefit

The beneficiaries of the charity are people to whom the buildings, facilities and open spaces are made available, who are local to the area and of all age groups and abilities. The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### Strategies for Achieving Objectives

The Charity concentrates on maintaining and developing its main facility, the Manuden Village Community Centre, maximising its use by the inhabitants of Manuden and through lettings to individuals, clubs and other organisations. In achieving this it operates a pricing policy, which benefits village organisations and other local residents.

## ACHIEVEMENTS AND PERFORMANCE

### Review of Activities

The Covid-19 pandemic continued to have a significant impact on the services the Centre was able to offer in 2021. To comply with government regulations, the Centre was closed from 4 January, both indoors and outside. It re-opened in stages during the spring and summer so that the Centre was fully operational in July. The play park was able to remain open throughout the year.

Bookings for a wide range of events gradually increased throughout the year to pre-pandemic levels. Children's parties continue to be particularly popular as is the multi-use games area. The grass pitches are held in high regard locally and are used regularly by a range of teams. The Manuden junior football team came under new management with the result it has expanded considerably. The Centre is also used on a regular basis by Manuden Football Club, Manuden Cricket Club and organisations such as the Women's Institute, the Friendship Club, Herts & Essex Boundary Flower Club, Brownies, Guides, four 'Bounce' classes, two Pilates classes, Flexible Strength classes, Indoor Bowls, Badminton and Owlets. A café is open when football is played at weekends and, towards the end of the year, a Community Café opened once a month. It is a popular venue for other events such as wedding receptions, parties, lunches, quizzes and 'Manuden Musical Mayhem' which is a fun event that raises funds for the Centre and various charities.

The cost of operating and maintaining the Centre increased significantly which is to be expected after seven years of operation. Maintenance of the pitches was a significant expense but necessary to ensure their quality did not deteriorate. There was an increase in funds of £14,440 in 2021 in comparison to a decrease in 2020 of £12,016. However, Covid-19 related grants totalling £24,000 were, unexpectedly, received in January 2021. Although they date back to the first lockdown in 2020,

they have been accounted for in 2021. Income from lettings recovered from £28,771 in 2020 to £42,120 in 2021 but this is still significantly below the pre-pandemic figure of £55,847 in 2019.

The '100 Club' is a village lottery which has continued to raise income to provide equipment for, and maintenance of, the Centre. Numbers are sold for £2 each per month and entered into a monthly draw. Three prizes of £100, £50 and £25 are awarded each month with an additional prize of £200 in June and December. This lottery helps to keep costs down for all users. A successful application was made to reapply for a licence to hold civil ceremonies at the Centre which was effective from June 2020.

The Trustees would like to thank the volunteers on the Management Committee, the Manager and the Caretaker for their commitment and contributions to the Centre throughout a difficult year.

#### **Income Generation and Fundraising**

The Trustees consider that the projected income of the Charity, primarily from hiring, is sufficient to meet expected expenditure.

#### **FINANCIAL REVIEW**

##### **Going Concern**

The Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

##### **Principal Funding**

Much of the present income is provided by the hiring of the facilities and the charges made for the use of the Centre and playing fields. Further income has been provided from donations received, details of which are set out in the Income & Expenditure statement on Page 9.

##### **Plans for the Future**

The Trustees intend to build on the establishment of the Manuden Village Community Centre and maintain it as a high quality facility for the inhabitants of Manuden and the surrounding area.

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also directors of Manuden Village Hall & Sports Trust) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and Charity Law requires the Trustees to prepare financial statements for each financial year to give a true and fair view of the state of the Trust's affairs and of its finance activities 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 accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statement; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Trust will continue in operational existence.

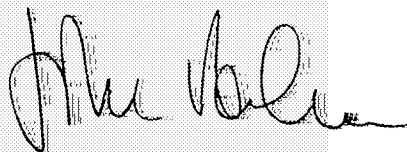
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Fund and to ensure that the financial statements comply with the Charities Act 2006 and Regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the Trust and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

No trustee has received any remuneration, benefit or expenses from the Trust.

**Small Companies provisions:**

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. In addition, the Trustees have obtained an independent examination for the purposes of the Charity Commission.

This report was approved by the Board on 21 March 2022.



John R. Archer  
Chairman

## INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Trust for the year ended 31 December 2021, which are set out on pages 9 to 12.

### Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 and that an independent examination is needed. The charity's gross income did not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 of the 2011 Act; and
- to state whether particular matters have come to my 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 statement below.

### 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Name: Jeff Attfield  
Address: Field House  
Maggots End  
Manuden  
Bishops Stortford  
CM23 1BJ

Signed:



Date:

1/4/22

**Income and Expenditure for the year ended 31 December 2021**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming Resources:</b>				
Generated Funds:				
Donations & Fundraising:	2,707	-	2,707	1,480
Covid-19 Related Grants:	40,750	-	40,750	13,643
Bank Interest:	13	-	13	46
Income from Charitable activities:				
Hirings:	<u>42,120</u>	-	<u>42,120</u>	<u>28,771</u>
<b>Total Incoming Resources</b>	<b>85,590</b>	<b>-</b>	<b>85,590</b>	<b>43,940</b>
<b>Resources Expended</b>				
Wages (Note 5):	16,820	-	16,820	15,979
Maintenance:	35,504	-	35,504	16,665
Gas, Electricity, Water:	5,211	-	5,211	8,003
Other:	10,142	-	10,142	10,680
Equipment Purchased:	-	-	-	-
	<u>67,677</u>	<u>-</u>	<u>67,677</u>	<u>51,327</u>
Profit/(Loss) before depreciation:	17,913	-	17,913	(7,387)
Depreciation Fixed Assets:	<u>(3,473)</u>	<u>-</u>	<u>(3,473)</u>	<u>(4,629)</u>
<b>Movement in Total Funds (Note 4):</b>	<b><u>14,440</u></b>	<b><u>-</u></b>	<b><u>14,440</u></b>	<b><u>(12,016)</u></b>

Manuden Village Hall and Sports Trust Annual Report  
31 December 2021

**Balance Sheet as at 31 December 2021**

	Notes		31.12.21	31.12.20
<b>Fixed Assets:</b>			£	£
Furniture & Equipment:	3	Cost	74,583	74,583
		Depreciation	<u>(64,167)</u>	<u>(60,694)</u>
			10,416	13,889
<b>Current Assets:</b>				
Debtors:			830	2,100
Cash at Bank			<u>148,070</u>	<u>125,189</u>
			148,900	127,289
<b>Current Liabilities:</b>				
Creditors			<u>(6,323)</u>	<u>(2,625)</u>
<b>Net Current Assets:</b>			142,577	124,664
<b>Total Net Assets:</b>			<u>152,993</u>	<u>138,553</u>
<b>Reserves</b>	4			
General Reserve as at 31 December 2020:			138,553	150,569
Increase in Resources: 2021			<u>14,440</u>	<u>(12,016)</u>
<b>General Reserve as at 31 December 2021</b>			<u>152,993</u>	<u>138,553</u>

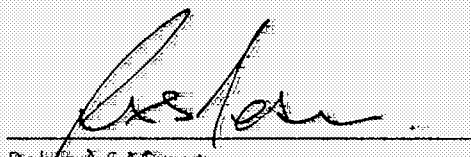
Note on preparation of accounts:

For the year ending 31 December 2021, the Trust was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Trust to obtain an audit of its accounts for the period in question in accordance with section 476.

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

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



Robin A S Moser  
Treasurer

Notes to the Accounts for the period ending 31 December 2021

**1. Accounting Conventions**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities. The accounts have been prepared on an accruals basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in July 2014, applicable accounting standards and the Companies Act 2006.

**2. Company status:**

The Company is limited by guarantee. The members of the Company are the Trustees named on page 29. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

**3. Fixed Assets – Furniture & Equipment**

	2021	2020
	£	£
Balance at 31 December 2020	74,583	71,177
Additions	<u>-</u>	<u>-</u>
Balance at 31 December 2021	<u>74,583</u>	<u>74,583</u>
Depreciation		
Balance at 31 December 2020	60,694	56,065
Charge for year	<u>3,473</u>	<u>4,629</u>
Balance at 31 December 2021	<u>64,167</u>	<u>60,694</u>
Net Assets at 31 December 2021	<u>10,416</u>	<u>13,889</u>

Depreciation is charged at 25% per annum on the reducing balance.

The Trust owns the freehold of the land and buildings comprising Manuden Village Community Centre. This asset was acquired at no cost to the Charity.

**4. Reconciliation of Reserves**

	£	£
	2021	2020
General reserve as at 31 December 2020	138,553	150,569
Less: Non-cash Items:		
Increase in Fixed Assets:		
Depreciation	3,473	4,629
Decrease in Debtors	1,270	1,108
Increase in Creditors	<u>3,698</u>	<u>776</u>
	<u>(8,441)</u>	<u>(6,513)</u>
	<b>130,112</b>	<b>144,056</b>
Increase/(Decrease) in bank balances:	<u>22,881</u>	<u>(5,503)</u>
General Reserve as at 31 December 2021	<u>152,993</u>	<u>138,553</u>

**5. Pensions**

The figure for wages includes pension contributions totalling £411.

**MANUDEN VILLAGE HALL AND SPORTS TRUST**

England & Wales - Charity number 1156705

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# Accounts

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**Manuden Village Hall and Sports Trust**  
**Annual Report**  
**31 December 2020**

## Trust Information

Directors and Trustees:	John Pierre Robert Archer Elizabeth Barbara Cheney Margaret Ann Davis Katrina Mary Hardy (to 14 May 2020) Robin Allan Shedden Mosen Caroline Mary Louise Noffke Glynis Prothero
Secretary:	Elizabeth Barbara Cheney
Registered Office:	Manuden Community and Sports Centre David Collins Drive Manuden Bishops Stortford CM23 1EH
Bankers:	Lloyds Bank plc
Solicitors	Hewitsons LLP Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
Registered Company Number:	08674698
Registered Charity Number:	01156705

## Directors/Trustees' Report

The Trustees (who are also directors of the Company for the purposes of the Companies Act) present their annual report and the financial statements of Manuden Village Hall and Sports Trust ("the Trust") for the year ended 31 December 2020. The Trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in July 2014.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Constitution

The organisation is a Company limited by Guarantee, incorporated on 3 September 2013 and registered as a charity with the Charity Commission of England and Wales on 15 April 2014. The Company was set up under a Memorandum of Association which established the objects and powers of the Company and is governed under its Articles of Association. The Articles of Association were amended on 29 June 2020 to enable a nominated governor of Manuden Primary School to be appointed as a Trustee, rather than the Chairman of Governors. Similarly, a nominated councillor of Manuden Parish Council can now be appointed as a Trustee instead of the Chairman of the Council. In the event of the Company being wound up members are required to contribute an amount not exceeding £10 each.

#### Method of Appointment or Election of Trustees

The oversight of the Trust is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The Articles state that one of the governors of Manuden Primary School, the 'Priest in charge' of St Mary the Virgin Manuden and one of the councillors of Manuden Parish Council are directors. These posts are held respectively by Caroline Noffki (who succeeded John Oglesby on 21 October 2019), Margaret Davis and John Archer (who succeeded Katrina Hardy as Chairman of Manuden Parish Council on 14 May 2020). All the other Directors/Trustees listed on Page 2 were appointed on incorporation on 3 September 2013.

The operational management of the Centre is undertaken by volunteers from the local community who form the Management and Operations Committees. The Trust employs a part-time manager and contracts a caretaker to provide maintenance services.

#### Induction and Training of Trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. Most of the Trustees, being First Trustees, are already experienced in the work of the Charity.

#### Organisational Structure and Decision Making

The Charity is governed by the Board of Trustees as listed on Page 2. The Board delegates certain management and development matters to the Management Committee.

#### Risk Management

The Board keeps its risk management under review. The key concern is ensuring that sufficient income is raised to meet both current expenditure and future maintenance of the building and the playing fields. Also, as the Centre is reliant on only one part-time employee and volunteers, the management of absences can be difficult. However the Management Committee is considered to have sufficient members to ensure absences are covered.

### Charitable objects

The principal objects of the Trust are to provide:

- a) a village hall and public playing fields for the inhabitants of Manuden and surrounding area; and in particular for use for meetings, lectures and other forms of recreation and leisure time occupation with the object of improving the conditions of life for local inhabitants;
- b) public playing fields and facilities for physical training & recreation and moral & physical development through the medium of sports, games and pastimes for the inhabitants of the area; and
- c) facilities for the use of the inhabitants of the area of benefit by way of their mental, physical and moral development through education, training in citizenship, and service to the community, cultural activities and participation in any sort of indoor or outdoor game, sport or recreational activity.

### Public benefit

The beneficiaries of the charity are people to whom the buildings, facilities and open spaces are made available, who are local to the area and of all age groups and abilities. The Trustees confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### Strategies for Achieving Objectives

The Charity concentrates on maintaining and developing its main facility, the Manuden Village Community Centre, maximising its use by the inhabitants of Manuden and through lettings to individuals, clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations and other local residents.

## ACHIEVEMENTS AND PERFORMANCE

### Review of Activities

Having opened for business in the Spring of 2014, the Centre began the year in a strong position and was being regularly used by a wide range of classes, clubs, activities and hirers. Manuden Juniors football was expanding and making more use of the facilities. Bookings for the Multi Use Games Area were particularly strong.

However, the outbreak of the Covid-19 pandemic in early spring meant the Centre, pitches and play park had to close at various times throughout the year. In compliance with legislation and Government guidance, the Centre was closed from 23 March until 1 August, although the play park was able to open again on 6 July. The Centre had to close again from 4 November to 1 December and then from 26 December to the end of the year and into 2021. During the periods it was able to open, all users were required to complete risk assessments for their activities and to comply with the relevant guidance and legislation. Regular users such as Manuden Football Club, Manuden Cricket Club and organisations such as the Women's Institute, the Friendship Club, Herts & Essex Boundary Flower Club, Owlets, Brownies and Guides, and a number of other clubs and classes cancelled bookings. These included Badminton, Short Mat Bowls, football training camps and a range of keep fit classes such as Pilates, Yoga, Reshape, Flexible Strength, Circuit classes, Bounce, Kettle Bells and Boot Camps.

With the cancellation of annual events, it was inevitable that income would be significantly less than in previous years, but maintenance costs did not decrease proportionately. Applications for grants to lessen the financial impact were made but, because the Rateable Value for the Centre had been incorrectly set at a high level (£64,500), they were unsuccessful. As the charity was entitled to 100%

rate relief, this had not been previously considered to be an issue. The trustees understood that the Centre was originally rated as a commercial sports centre and not as a rural village hall and community centre. Thanks to the persistence of our manager and the intervention of our local MP and local councillor, our appeal to review the rateable value was successful. We received grants of £10,000 from the National Lottery Covid Relief Fund and £3,643 from Uttlesford District Council. Further grants from Uttlesford District Council have been received during 2021. We are very grateful to the National Lottery, Community Fund and to Uttlesford District Council for their grants.

The '100 Club' is a village lottery which has continued to raise income to provide equipment for, and maintenance of, the Centre. Numbers are sold for £2 each per month and entered into a monthly draw. Three prizes of £100, £50 and £25 are awarded each month with an additional prize of £200 in June and December. This lottery helps to keep costs down for all users. A successful application was made to reapply for a licence to hold civil ceremonies at the Centre which was effective from June 2020.

The Trustees would like to thank the volunteers on the Management Committee, the Manager and the Caretaker for their commitment and contributions to the Centre throughout a difficult year.

#### **Income Generation and Fundraising**

The Trustees consider that the projected income of the Charity, primarily from hiring, is sufficient to meet expected expenditure.

#### **FINANCIAL REVIEW**

##### **Going Concern**

The Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

##### **Principal Funding**

Much of the present income is provided by the hiring of the facilities and the charges made for the use of the Centre and playing fields. Further income has been provided from donations received; details of which are set out in the Income & Expenditure statement on Page 9.

##### **Plans for the Future**

The Trustees intend to continue to consolidate the establishment of the Manuden Village Community Centre and maintain it as a high quality facility for the inhabitants of Manuden and the surrounding area.

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also directors of Manuden Village Hall & Sports Trust) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and Charity Law requires the Trustees to prepare financial statements for each financial year to give a true and fair view of the state of the Trust's affairs and of its finance activities 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 accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statement; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Trust will continue in operational existence.

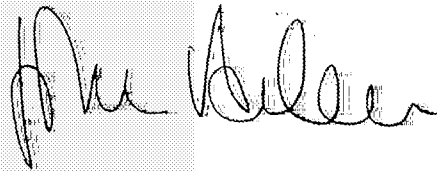
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Fund and to enable them to ensure that the financial statements comply with the Charities Act 2006 and Regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the Trust and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

No trustee has received any remuneration, benefit or expenses from the Trust.

#### Small Companies provisions

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. In addition, the Trustees have obtained an independent examination for the purposes of the Charity Commission.

This report was approved by the Board on 15 February 2021.



John P R Archer  
Chairman

## INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Trust for the year ended 31 December 2020, which are set out on pages 9 to 12.

### Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 and that an independent examination is needed. The charity's gross income did not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 of the 2011 Act; and
- to state whether particular matters have come to my 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 statement below.


### 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Name: Jeff Attfield  
Address: Field House  
Maggots End  
Manuden  
Bishops Startford  
CM23 1BL

Signed:



Date:

5/3/21

Manuden Village Hall and Sports Trust Annual Report  
31 December 2020

Income and Expenditure for the year ended 31 December 2020

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Income Resources:</b>				
Generated Funds:				
Donations & Fundraising	15,123	-	15,123	4,370
Bank Interest	46	-	46	69
Income from				
Charitable activities:				
Hirings	<u>28,771</u>	-	<u>28,771</u>	<u>55,847</u>
<b>Total Incoming Resources</b>	<b>43,940</b>	<b>-</b>	<b>43,940</b>	<b>60,286</b>
<b>Resources Expended:</b>				
Wages (Note 5)	15,979	-	15,979	15,494
Maintenance	16,665	-	16,665	25,532
Gas, Electricity, Water	8,003	-	8,003	8,330
Other	10,680	-	10,680	11,138
Equipment Purchased:	-	-	-	-
	<u>51,327</u>	<u>-</u>	<u>51,327</u>	<u>60,494</u>
Profit/(Loss) before depreciation	(7,387)	-	(7,387)	(208)
Depreciation fixed Assets	<u>(4,629)</u>	<u>-</u>	<u>(4,629)</u>	<u>(6,173)</u>
<b>Movement in Total Funds (Note 4)</b>	<b>(12,016)</b>	<b>-</b>	<b>(12,016)</b>	<b>(6,381)</b>

Manuden Village Hall and Sports Trust Annual Report  
31 December 2020

Balance Sheet as at 31 December 2020

	Notes	31.12.20		31.12.19
		£	£	£
<b>Fixed Assets:</b>				
Furniture & Equipment:	3	Cost	74,583	74,583
		Depreciation:	<u>(60,694)</u>	<u>(56,065)</u>
			13,889	18,518
<b>Current Assets</b>				
Debitors		2,100		3,208
Cash at Bank		<u>125,189</u>		<u>130,692</u>
			127,289	133,900
<b>Current Liabilities:</b>				
Creditors			<u>(2,625)</u>	<u>(1,849)</u>
<b>Net Current Assets:</b>			124,664	132,051
<b>Total Net Assets:</b>			<u>138,553</u>	<u>150,569</u>
<b>Reserves</b>	4			
General Reserve as at 31 December 2019		150,569		156,950
Decrease in Resources: 2020		<u>(12,016)</u>		<u>(6,381)</u>
			<u>138,553</u>	<u>150,569</u>

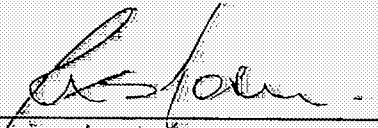
Note on preparation of accounts

For the year ending 31 December 2020, the Trust was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Trust to obtain an audit of its accounts for the period in question in accordance with section 476.

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

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



Robin A.S. Moser  
Treasurer

Notes to the Accounts for the period ending 31 December 2020

**1. Accounting Conventions**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities. The accounts have been prepared on an accruals basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in July 2014, applicable accounting standards and the Companies Act 2006.

**2. Company status:**

The Company is limited by guarantee. The members of the Company are the Trustees named on page 2. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

**3. Fixed Assets – Furniture & Equipment**

	2020	2019
	£	£
Balance at 31 December 2019	74,583	71,177
Additions	<u>-</u>	<u>3,406</u>
Balance at 31 December 2020	<u>74,583</u>	<u>74,583</u>
 Depreciation:		
Balance at 31 December 2019	56,065	49,892
Change for year	<u>4,629</u>	<u>6,173</u>
Balance at 31 December 2020	<u>60,694</u>	<u>56,065</u>
 Net Assets at 31 December 2020	<u>13,889</u>	<u>18,518</u>

Depreciation is charged at 25% per annum on the reducing balance.

The Trust owns the freehold of the land and buildings comprising Manuden Village Community Centre. This asset was acquired at no cost to the Charity.

**4. Reconciliation of Reserves:**

	£ 2020	£ 2019
General reserve as at 31 December 2019	150,569	156,950
Less: Noncash Items:		
Increase in Fixed Assets:	-	(3,406)
Depreciation	4,629	6,173
Decrease in Debtors	1,108	(73)
Increase in Creditors	<u>776</u>	<u>(1,808)</u>
	<u>6,513</u>	<u>886</u>
	<u>144,056</u>	<u>156,064</u>
Decrease in bank balances	<u>(5,503)</u>	<u>(5,495)</u>
 General Reserve as at 31 December 2020	<u>138,553</u>	<u>150,569</u>

**5. Pensions**

The figure for wages includes pension contributions totalling £411.