

**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:

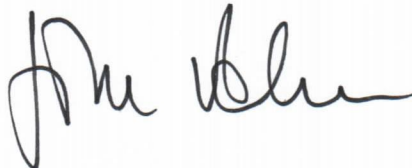
- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained 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)		(64,167)
		7,812	10,416
<b><u>Current Assets</u></b>			
Debtors	1,255		830
Cash at bank	158,082		148,070
		159,337	148,900
<b><u>Current Liabilities</u></b>			
Creditors			
Amounts falling due within one year		(13,243)	(6,323)
<b><u>Net Current Assets</u></b>		146,094	142,577
Total assets less current liabilities		153,906	152,993
<b><u>Total Net Assets</u></b>		153,906	152,993
 <b><u>Reserves – Note 4</u></b>			
General reserve as at 31.12.2021	152,993		138,553
Increase in resources 2022	913		14,440
General reserve as at 31 December 2022	153,906		152,993

**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

<b>3. Fixed Assets – Furniture &amp; Equipment</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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.

<b>4. Reconciliation of Reserves</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
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.



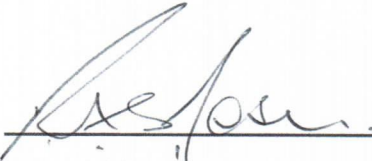
**Note on preparation of accounts**

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