



Trustees' Annual Report for the period

From Dec 2025 Period start date To Nov 2026 Period end date

Charity name: Moulsham Lodge Community Trust

Charity registration number: 1161896



Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To further or benefit the residents of Moulsham Lodge 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: 3.1 To establish or secure the establishment of a community centre 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 3.2 To advance education, training and retraining 3.3 To promote the health and well-being of the members of the community
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Weekly seated exercise classes supporting older residents and those with mobility challenges. Men's Shed sessions promoting social interaction, practical skills, and mental wellbeing. Community café provision offering affordable refreshments and a welcoming social space. Community allotment activities supporting wellbeing, environmental awareness, and food growing. Seasonal events including Breakfast with Santa and other community celebrations. Room and facility hire supporting local groups and organisations.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	The trustees confirm that they have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit when reviewing the Trust's

Commission on public benefit		aims and objectives and in planning its activities. The trustees consider that the activities undertaken by Moulsham Lodge Community Trust during the year have provided clear public benefit by promoting community wellbeing, reducing social isolation, improving health and fitness, supporting volunteering, providing accessible community facilities, and preserving a significant local heritage asset for the benefit of current and future generations. The trustees regularly review the charity's activities to ensure they continue to further its charitable purposes and deliver measurable benefits to the local community.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The trustees recognise and greatly value the significant contribution made by volunteers throughout the year. "During the year, approximately 35 volunteers contributed an estimated 2,700 hours of support across the Trust's activities and events. Volunteers play a vital role in supporting the work of Moulsham Lodge Community Trust and enable the charity to deliver a wide range of activities and services that benefit the local community. Volunteers assist with the operation of community activities, events, fundraising initiatives, the community café, allotment projects, heritage activities, maintenance tasks, and the day-to-day running of the Trust's facilities. Their commitment, skills, and enthusiasm help to create a welcoming and inclusive environment for all participants. The trustees are grateful for the time and dedication given by volunteers, whose contribution enhances the charity's capacity, reduces operating costs, and helps ensure that resources are directed towards achieving the Trust's charitable objectives.
Other		

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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During the year, Moulsham Lodge Community Trust continued to provide a wide range of activities and services that support the health, wellbeing, and social inclusion of local residents. The Trust's facilities remained a valued community hub, offering opportunities for people of all ages to connect, participate in activities, and access support within a welcoming environment. Regular seated exercise classes helped participants improve or maintain their physical health, mobility, balance, and independence. These sessions also provided important social interaction, helping to reduce loneliness and isolation among older residents and those with limited mobility. The Men's Shed project continued to provide a supportive environment where participants could develop practical skills, share experiences, build friendships, and improve their mental wellbeing. Feedback from participants highlighted the positive impact the project has had in reducing social isolation and creating a sense of purpose and belonging. The Trust's community café and social activities provided affordable opportunities for residents to meet, develop friendships, and access community support. These activities helped strengthen community cohesion and encouraged greater participation in local life. The community allotment project enabled residents to engage in gardening, food growing, and outdoor activity, promoting both physical and mental wellbeing while encouraging environmental awareness and community engagement. The Trust's annual Breakfast with Santa event welcomed approximately 200 attendees over the course of the weekend, bringing together families from across the community and helping to create positive shared experiences and community spirit. The trustees believe that the charity's work has made a meaningful difference to beneficiaries by improving wellbeing, reducing isolation, increasing social connectedness, promoting healthy lifestyles, and providing accessible opportunities for community participation. Wider benefits to

		society include strengthened community resilience, increased volunteering, preservation of local heritage, and the provision of inclusive community facilities that support people from diverse backgrounds.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	During the year, Moulsham Lodge Community Trust successfully delivered activities and services that contributed to the achievement of its charitable objectives of improving community wellbeing, reducing social isolation, promoting healthy lifestyles, supporting volunteering, and providing accessible community facilities. The Trust continued to deliver a programme of regular activities, including seated exercise classes, community café sessions, the Men's Shed project, and allotment activities. These programmes provided opportunities for local residents to improve their physical and mental wellbeing, develop social connections, and participate in community life. A key objective of the Trust is to provide inclusive activities that are accessible to all members of the community. This objective was achieved through the continued delivery of affordable and welcoming services, with participation levels remaining strong across the Trust's activities. The Trust also met its objective of encouraging community involvement and volunteering. Volunteers made a significant contribution to the delivery of activities, events, maintenance, fundraising, and day-to-day operations, helping to extend the reach and impact of the charity's work. Another important objective was to strengthen community cohesion through events and social activities. The annual Breakfast with Santa event and other
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		community gatherings brought together residents of different ages and backgrounds, fostering a greater sense of community spirit and belonging. Overall, the trustees are satisfied that the charity has made good progress against its objectives and has continued to deliver significant benefits to individuals and the wider community despite ongoing financial and operational challenges.
Performance of fundraising activities against objectives set	Para 1.41	During the year, Moulsham Lodge Community Trust undertook a range of fundraising activities to support its charitable work and contribute towards the running costs of its community services and facilities. The Trust's fundraising objective is to generate sustainable income to support core activities, reduce reliance on grant funding where possible, and ensure the long-term financial stability of the organisation. This was achieved through a combination of community-led fundraising events, income generation from activities, and applications for external grant funding. Community fundraising events, including seasonal and family-focused events such as Breakfast with Santa, contributed both income and wider community engagement. These events not only raised funds but also strengthened relationships with local residents, increasing awareness of the Trust's work and encouraging ongoing support. Income was also generated through regular activities, including room hire, café provision, and community-based sessions. These trading activities provided a steady contribution towards core running costs and supported the delivery of the Trust's charitable objectives. The Trust continued to seek external funding opportunities during the year, including grant applications to support community programmes and the development of longer-term projects. Overall, fundraising performance met the Trust's objective of supporting ongoing service delivery, although the trustees recognise the continued importance of diversifying income streams and increasing unrestricted income to strengthen future financial resilience. Fundraising activities will continue to be developed in line with the charity's strategic priorities and capacity.

Investment performance against objectives	Para 1.41	During the year, the charity invested £2,559 in assets to support its ongoing operations and future service delivery. At the year end, the charity also held fixed assets with a recorded value of £12,637.44
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the financial year, the charity remained in a sound financial position. Total income for the year was £30,067, an increase from £21,216 in the previous year, reflecting growth in the charity's activities and income-generating opportunities. Income was received from a range of sources including room hire, rental income, community activities such as the Men's Shed and Seated Exercise sessions, fundraising events, donations and shop sales. Total expenditure for the year was £29,433, compared with £22,479 in the previous year. Increased expenditure reflects the expansion of the charity's activities, investment in new assets and equipment, and the ongoing costs of maintaining and operating the community facilities. The charity generated a modest surplus of £634 during the year, increasing cash reserves from £6,798 to £7,432. This positive result demonstrates that the charity continues to operate within its available resources while maintaining services for the local community. During the year, the charity invested £2,559 in assets to support its ongoing operations and future service delivery. At the year end, the charity also held fixed assets with a recorded value of £12,637.44 and had liabilities of £2,156.81, leaving the charity in a stable overall financial position. The trustees consider the charity to be financially sustainable. Current reserves are sufficient to meet normal operating commitments while providing a modest level of financial resilience against unexpected costs. The trustees will continue to monitor income and expenditure carefully, seek opportunities to diversify income streams and build reserves to ensure the long-term sustainability of the charity and the services it provides.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to maintain unrestricted free reserves equivalent to approximately three months of normal operating expenditure. Based on current expenditure levels, this equates to around £7,350. Maintaining this level of reserves enables the charity to:
Amount of reserves held	Para 1.22	£7,432.00
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal sources of funding during the reporting period were income generated through the hire of community facilities, rental income from tenants occupying parts of the premises, subscriptions and participation fees from community activities including the Men's Shed and Seated Exercise groups, fundraising events, donations, and sales from the charity's community shop. These diverse income streams enable the charity to remain financially sustainable while reducing reliance on any single source of funding. The income received is used to meet the costs of maintaining and operating the community centre, including utilities, insurance, repairs and maintenance, equipment, and administrative expenses. The resources generated during the year directly supported the charity's key objectives by enabling the continued provision of accessible community facilities, promoting health and wellbeing through organised activities, reducing social isolation by supporting initiatives such as the Men's Shed and Seated Exercise programme, providing affordable space for local groups and organisations, and creating opportunities for community engagement through events and activities. The trustees remain committed to maintaining and developing a diverse range of income sources to ensure the long-term sustainability of the charity and the continued delivery of services that benefit the residents of Moulsham Lodge and the wider Chelmsford community.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not hold any material financial investments. Consequently, the trustees have not adopted a formal investment policy relating to social, environmental or ethical considerations.
A description of the principal risks facing the charity	Para 1.46	The principal risks identified are: Financial sustainability – the risk of reduced income from room hire, rental income, fundraising or community activities affecting the charity's ability to meet its ongoing operating costs. The trustees monitor income and expenditure regularly, maintain appropriate reserves and seek to diversify income sources. Building maintenance and health and safety – as the charity manages a community building, there is a risk of unexpected

		repairs, equipment failure or health and safety issues. Regular inspections, planned maintenance, appropriate insurance and compliance with health and safety requirements help mitigate these risks. Governance and trustee capacity – the effective operation of the charity depends upon an active and skilled Board of Trustees. The charity seeks to recruit trustees with an appropriate range of skills and experience and provides induction and ongoing support where appropriate. Volunteer recruitment and retention – many of the charity's activities rely on volunteers. The trustees actively encourage volunteer involvement, provide support and recognition, and seek to recruit new volunteers from within the local community. Regulatory compliance – the charity must comply with charity law, financial reporting requirements, safeguarding, data protection and other relevant legislation. Policies and procedures are reviewed regularly, and the trustees monitor compliance throughout the year. The trustees review the charity's principal risks on a regular basis and are satisfied that appropriate measures are in place to minimise those risks and to protect the charity's assets, reputation and beneficiaries.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Association
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected on the basis of their demonstrated commitment to the objectives and activities of Moulsham Lodge Community Trust (MLCT), typically evidenced through active and sustained involvement as volunteers or contributors to the charity's work. Consideration is also given to an individual's relevant life experience, skills, knowledge, and prior employment, where these are considered to strengthen the Board's capacity to govern effectively. The charity does not generally appoint trustees through open application from individuals with no prior connection to MLCT, nor does it ordinarily appoint individuals solely on the basis of unsolicited approaches. Instead, potential trustees are identified and invited to consider appointment where there is an established working relationship and confidence in their understanding of and alignment with the charity's aims.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees are appointed from individuals who have an established understanding of the charity through their involvement as volunteers or supporters. This means that, prior to appointment, they are already familiar with the charity's objectives, activities and values. On appointment, new trustees receive an induction covering the charity's governing document, policies and procedures, financial position, strategic objectives, and the legal duties and responsibilities of charity trustees. They are provided with key documents and are encouraged to familiarise themselves with relevant guidance issued by the Charity Commission. Trustees are supported by the Chair and existing Board members during their induction and are encouraged to undertake appropriate training to develop their knowledge and skills. Where relevant, trustees attend training and networking events provided by organisations such as Chelmsford CVS and the Charity Commission for England and Wales to ensure the Board maintains up-to-date knowledge of good governance and charity law.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Moulsham Lodge Community Trust is governed by a Board of Trustees, who are responsible for the charity's strategic direction, governance, financial oversight and compliance with its legal and regulatory obligations. The Trustees meet regularly to review the charity's activities, finances and future plans.

		The day-to-day operation of the charity is supported by volunteers, with individual trustees taking responsibility for specific areas of the charity's work according to their skills and experience. The Board works collaboratively to ensure that decisions are made in the best interests of the charity and its beneficiaries. The charity works closely with a range of local voluntary, community and statutory organisations to maximise the support available to the community. These include Chelmsford CVS, local authorities, health and wellbeing partners, community groups, and other charities. These partnerships enable the charity to share information, refer beneficiaries where appropriate, collaborate on projects, and access training, funding opportunities and specialist advice. The charity remains independent and is not part of a wider governing network or parent organisation.
Relationship with any related parties	Para 1.51	The charity works collaboratively with a range of local organisations to support the delivery of its charitable objectives. These include Chelmsford CVS and other voluntary, community and statutory organisations operating within the local area. These relationships are collaborative in nature and are intended to share knowledge, signpost beneficiaries, develop joint initiatives where appropriate, and strengthen support for the local community. The charity has no parent organisation and operates independently, with all trustee decisions made solely in the best interests of the charity.
Other		

Reference and Administrative details

Charity name	Moulsham Lodge Community Trust
Other name the charity uses	MLCT
Registered charity number	1161896
Charity's principal address	The Community Station 99 Gloucester Avenue Chelmsford Essex CM2 9EL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mark Springett	CEO		
2	Lauren Smith	Safeguarding		
3	Joanne Baines	Office Manager		
4	Manuel Ferreira Da Silva	Treasurer		
5	Jane Gutteridge	Community Engagement		
6	Colin Booth	Health & Safety		
7	Jenny Brown	Voice for Older Generations		
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17				
18				
19				
20				

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

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

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

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

Mark Springett - CEO

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

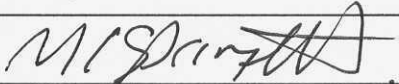
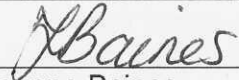
Other optional information

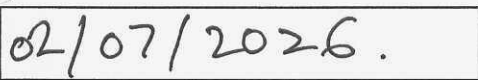
N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mark Springett	Joanne Baines
Position (eg Secretary, Chair, etc)	CEO	Office Manager

Date 



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/12/2024

To

Period end date
30/11/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Miscellaneous Income	584	-	-	584	508
Room Hire	4,988	-	-	4,988	4,023
Men's Shed (Subs)	1,497	-	-	1,497	-
Seated Exercise	3,629	-	-	3,629	-
Copper Pot Rent	5,813	-	-	5,813	6,053
Wendy - Rent	6,090	-	-	6,090	6,053
Donations	640	-	-	640	1,062
Events	4,686	-	-	4,686	3,369
Sales MLCT Shop	478	-	-	478	149
Printing	251	-	-	251	-
Sales Mens Shed	740	-	-	740	-
Sub total (Gross income for AR)	29,394	-	-	29,394	21,216
A2 Asset and investment sales, (see table).					
Sales of Assets	673	-	-	673	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	673	-	-	673	-
Total receipts	30,067	-	-	30,067	21,216
A3 Payments					
Events	1,283	-	-	1,283	1,622
Miscellaneous Expenses	53	-	-	53	140
General Rates	2,336	-	-	2,336	1,716
Sundry Expenses	255	-	-	255	-
Water Rates	990	-	-	990	1,149
Office Stationery	151	-	-	151	-
Insurance	1,075	-	-	1,075	732
Internet Charges	868	-	-	868	1,487
Rent Income	150	-	-	150	-
Subscriptions	851	-	-	851	1,035
Electricity	3,647	-	-	3,647	4,231
Software Subscriptions	404	-	-	404	-
Materials Purchased (Consumables)	330	-	-	330	-
Repairs and Renewals	3,620	-	-	3,620	4,001
Gas	1,420	-	-	1,420	1,648
Equipment Leasing	513	-	-	513	348
Other Heating Costs	198	-	-	198	-
Furniture and Fixtures	32	-	-	32	2,679
Cleaning	1,662	-	-	1,662	1,690
Men's Shed	1,178	-	-	1,178	-
Office Equipment	408	-	-	408	-
Plant and Machinery	710	-	-	710	-
Staff Entertainment	261	-	-	261	-
Seated Exercise	2,430	-	-	2,430	-
Staff Salaries	1,844	-	-	1,844	-
Mobile Charges	85	-	-	85	-
Computers & Software	120	-	-	120	-
Sub total	26,874	-	-	26,874	22,479
A4 Asset and investment purchases, (see table)					
Assets bought	2,559	-	-	2,559	-
	-	-	-	-	-
Sub total	2,559	-	-	2,559	-
Total payments	29,433	-	-	29,433	22,479
Net of receipts/(payments)	634	-	-	634	- 1,263
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,798	-	-	6,798	-
Cash funds this year end	7,432	-	-	7,432	- 1,263

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Balance	7,104	-	6,798
		-	-	-
		-	-	-
	Total cash funds	7,104	-	6,798
	(agree balances with receipts and payments account(s))	Agreement Error	OK	Agreement Error
B2 Other monetary assets	Debitors	1,018	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Asset Register	12637.44	-	10,973
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors	2156.81	-	3873.00
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

**On accounts for the year
ended**

**Charity no
(if any)**

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

MRS

Date:

15.5.26

Name:

MRS MARGARET ROSE CAREY

**Relevant professional
qualification(s) or body
(if any):**

Address:

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.