



# Trustees' Annual Report for the period

Period start date			Period end date		
From	01	August	2022	To	31
					July
					2023

## Section A Reference and administration details

Charity name

Danbury Village Hall

Other names charity is known by

Registered charity number (if any)

1168979

Charity's principal address

2 Main Road

Danbury

Chelmsford

Postcode

CM3 4NQ

### 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	Margaret Axon	Chairman	To 09.01.2023	
2	Helen McIver	Secretary		
3	Catherine Ablott	Chairman	From 09.01.2023	
4	Theresa Byles	Treasurer		
5	Stephanie Smith		From 07.02.2022	
6	Deborah Hay	Vice Chairman	From 09.01.2023	
7	Chloe Kelly		From 13.03.2023	
8	Katherine Bird		To 08.01.2024	
9	Carly Moth		From 06.11.2023	
10	Eamonn Hall			
11	Alex Cooper			
12	Iris Hill			
13	Carolyn Carter			
14	Murray Niman			
15	Julie Barker			
16	Jacqui Jones			
17				

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

Name	Dates acted if not for whole year
Official Custodian for Charities	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Barclays Bank	Octagon House, Gadbrook Park, Northwich, CW9 7RB
Independent Examiner	Mrs Sally Coughlan	4 Hopping Jacks Lane, Danbury, Essex, CM3 4PN
Solicitor	Beavis Partnership	Rochester House, 275 Baddow Road, Chelmsford, Essex CM2 7QA

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Indenture
How the charity is constituted (eg. trust, association, company)	Indenture dated 18 Jul 1911, as amended by Scheme dated 19 Oct 1966, As amended by Scheme dated 17 Jun 2016, as amended by Resolution dated 27 Jun 2016.
Trustee selection methods (eg. appointed by, elected by)	All trustees, other than ex officio trustees, retire from office at the AGM but may be re-elected.

### Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Changes in the Management Committee, with the retirement of our long standing Chairperson, Margaret Axon and the appointment of Catherine Ablott to Chair. Debbie Hay became Vice Chair. Two new trustees appointed and one resignation.

Notwithstanding the above, risk assessment continues to highlight the need for more trustees, and further recruiting is taking place.

The hall is now over 100 years old. In November, during heavy rain, a leak appeared in the main hall. This was due to corrosion to the spire. This highlighted to the committee the need to plan carefully for future maintenance and to budget accordingly. It was therefore agreed to appoint a surveyor for a full review of the hall and to prepare a detailed schedule of maintenance. This has now taken place and the report has been circulated to the trustees.

Danbury Village Hall remains a busy venue for regular and casual hirers. Trustees are working together to update our website and to introduce Hallmaster, a new online booking system.

## Section C Objectives and activities



**Summary of the objects of the charity set out in its governing document**

1. The Trustees shall erect or cause to be erected on or on some part of the land hereby demised within two years from the date hereof a suitable Village Hall after plans to be approved by the Grantor
2. During the said term of years the said land and buildings to be so erected shall be used for the benefit of the public:
  - (a) to further the religious and other charitable purposes of the Church of England in the parish of Danbury, Essex
  - (b) for the purposes of a village hall for the use of the inhabitants of the parish of Danbury, Essex without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants

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

In planning activities for the year, the Management Committee had regard to the Charity Commission guidance on public benefit.

In addition to the benefits of improved health (dance, slimming, table tennis), learning (horticulture, radio), social interaction (WI, over 60's), and leisure (drama, plays, music) involving a wide range of Danbury inhabitants, a programme of community activities has continued with the objective of

- improving community spirit
- more people, and particularly our elderly or very young users, taking part in village hall activities
- providing support to combat loneliness, isolation and increase communication with all age groups

**Additional details of objectives and activities (Optional information)**

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

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

The policy of the Management Committee is to operate with reserves comprising at least one year's operating expenditure for unforeseen Village Hall expenses, plus the estimated expenditure on programmed renewals and improvements.

Limited funds are available for making small grants to local organisations, which are agreed by the Management Committee to be in need.

Surplus funds are largely placed on deposit to earn interest. A smaller amount is invested in approved funds in accordance with our governing document.

A significant contribution is made by volunteers on fund raising activities (jumble sales, quizzes, etc.).

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

See attached Chairman's Report for the Annual General Meeting of DVHMC – 6th November 2023.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Total cash and investment funds at year end were £243,290.00  
The policy is to hold at least 1.0 years of expenditure in reserve for unforeseen Village Hall expenses plus the estimated expenditure on programmed renewals and improvements (current total £150,000). Repairs and improvements are always costly as the hall is over 100 years old and in the centre of a conservation area.

**Details of any funds materially in deficit**

Not applicable

### Further financial review details (Optional information)

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

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

See attached Treasurer's Report.

## Section F

## Other optional information

In line with Village Halls Week, the committee held an open day in January 2023 to allow residents to view the village hall, meet with organisers of various clubs and activities and to attract hirers. This was a well-attended event. Several regular hirers also attended the AGM in November and made useful contributions. As a result, it was agreed to pursue the installation of Wi-Fi for the benefit of hall users.

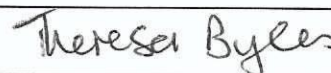
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Catherine Ablott

Theresa Byles

Position (eg Secretary, Chair, etc)

Chairman

Treasurer

14<sup>th</sup> January 2024



## Chairperson's Annual Report 2023

Welcome everyone to the 2023 Danbury Village Hall Committee AGM. This is my chairperson's report for 2023.

Danbury Village Hall has continued to thrive throughout 2023. Margaret Axon retired as chairperson in January 2023 and I took on the chairperson role, and Debbie Hay took on the role of Vice Chairperson at the same time.

We still have many regular bookings at the hall, including Heathcote School, Table Tennis, Bridge, a number of exercise classes, Danbury Players, Cars, the Rock Project, Tea Dancing, Tai Chi, the WI and more that I haven't listed here. We have also had a significant number of one-off bookings; the hall is definitely a well-used facility for the community. I look forward to the Treasurer, Theresa's report on the financials to demonstrate the health of the hall finances which are primarily dependent on the bookings.

Over this year, we have had a number of building related incidents. Earlier in the year we had several drain blocking incidents, which seemed to have been resolved through a combination of updating the toilet cisterns and using thinner toilet paper. Thank you to Debbie for her tireless investigations into the best toilet paper to use! However, I will come back to the drains shortly...

A few weeks' ago, the table tennis club alerted me to a leak in the main hall ceiling roof. I was able to ask the company that maintain Heathcote School buildings to quickly investigate the cause, which was found to be rotting of the spire. The insulation inside the loft was also soaked through, creating the risk that the ceiling may collapse. We are in the process of having a temporary fix put in for this spire as this is not the right time of year to be fixing it properly.

We made a decision at a recent committee meeting to request a surveyor to do a full review of the hall so that we can understand any urgent repairs that are needed but also to make a longer-term plan to ensure the safety and soundness of the hall, understanding what funding would be needed for this. We were able to use the scaffolding that was put up to investigate the leaking ceiling to enable a full survey of the roof.

That survey has now taken place and although we are awaiting the full report, three areas were flagged as needing urgent repair – the drains again, the rotten spire, and another part of the roof. We are in discussions between the surveyor and the building company to determine what we need to do immediately to fix these issues.

I am confident that over the coming months we will make the urgent repairs and create the plan for the future.

In addition to this, sadly, a few weeks ago, our Booking Clerk Cheryl was taken ill, and is currently unable to manage the village hall bookings. Our thoughts are with Cheryl and we are wishing her a strong and speedy recovery. While she is not able to manage the hall bookings, a few of the committee has stepped in to cover where we can – thanks so much to Theresa, Helen and Debbie. We have been implementing a new booking system that allows people to automatically make their own bookings and will continue to roll this out. Alongside this we are planning to update the Hall website next year.

For those of you who are not members of our committee, I hope that this gives you a taster of the work that goes into maintaining the hall as a vital resource for our local community. We have gained committee members this year but still need more volunteers who are willing

to help us with these plans. Thank you to those of you who have come along tonight and I hope that you might consider joining our team.

I would like to sincerely thank the committee for all of your commitment this year. I have felt really supported since I took on this role and that is definitely down to knowing there's a group of people willing to help make decisions and step in when needed.

Thank you

A handwritten signature in black ink, appearing to be 'Catherine Ablott', with a large, stylized 'C' and a long, sweeping horizontal stroke.

Catherine Ablott

# DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

*DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979*

## Treasurer's Report

### Accounts for the year ending 31 July 2023

The accounts were sent out by email to all committee members on 28 August and agreed at the meeting held on 4 September. They were then presented to the Independent Examiner. No changes were required, nor comments made. Paper copies are available on request.

Income Hire income has returned to its pre-pandemic levels. The income from Heathcote School provides a good financial basis for the Hall, and we have a good range of both regular and casual hirers. Casual bookings remain a little under our previous best years. Even without the benefit of any government grants, income has exceeded that of the previous year in part from the increase in interest achieved on the cash savings account.

Expenditure The Hall is not immune from the inflation of the past year; our day-to-day expenditure has risen considerably, up by £5152, an increase of 26%. Our aim is to cover the day-to-day costs of running the Hall by the hire income. We did achieve that but we will need to monitor that closely in the 2023/24 financial year. It will mean that the hire rates will have to be increased shortly.

We have achieved a reasonable net surplus of £7168.

Reserves Over the past few years we have been able to increase our reserves. Even through the difficult period caused by the Covid pandemic, we have not had to call on those reserves.

The Hall is over 100 years old, and repair and maintenance costs will inevitably increase. Some major works in the future years will be necessary. We have instructed a surveyor to undertake a building inspection for a condition report. This will help us to plan the necessary repairs and maintenance for the next 5 years.



# DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2023

	2022/2023	2021/2022
<b>CASH FUNDS</b>		
Current Account	£ 34,310.25	£ 29,502.75
COIF Charities Deposit Fund	£ 85,814.92	£ 83,354.57
Petty Cash	£ 27.89	£ 127.89
<b>Total Cash Funds</b>	<u>£ 120,153.06</u>	<u>£ 112,985.21</u>
<b>INVESTMENT ASSETS</b>		
COIF Charities Investment Fund	£ 114,139.39	£ 113,013.71
<b>Total Investment Funds</b>	<u>£ 114,139.39</u>	<u>£ 113,013.71</u>

**Prepared by Theresa Byles  
Treasurer**

### Notes to the Accounts

- 1 The land and buildings of Danbury Village Hall are vested in the Official Custodian for Charities.
- 2 The fixtures and fittings are written off in the year of purchase.
- 3 The COIF Charities Investment Fund comprises:
  - 3 lots of £5,000 invested between September 2009 and May 2010;
  - £15,000 invested in March 2013;
  - £30,000 invested in February 2022.
- 4 Movements in the COI Charities Deposit fund in 2021/2022
  - £30,000 transferred out for the purchase of units in the Investment fund;
  - £15,000 transferred in from the Current Account.



# DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2023

### Independent Examiner's Report to the Trustees of Danbury Village Hall

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2023 which are set out on pages 1 and 3.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

  
Sally Coughlan  
Chartered Accountant  
4 Hopping Jacks Lane  
Danbury  
Essex  
CM3 4PN

Date 15<sup>th</sup> December 2023

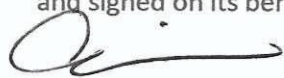
# DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

## RECEIPTS AND PAYMENTS FOR YEAR TO 31 JULY 2023

INCOME RECEIPTS	Unrestricted funds £	Restricted funds £	Total 21/22 £	Total 20/21 £
From Trading Activities				
Lettings	30885.60	0.00	28559.43	8486.12
From Voluntary Sources				
Grants & Donations	10.00	0.00	3167.00	33436.51
Fund Raising	1285.22	0.00	1528.76	80.00
Book Sales	9.52	0.00	104.00	17.00
From Assets				
Interest	2460.35	0.00	197.10	23.43
<b>Total Receipts</b>	<b>34650.69</b>	<b>0.00</b>	<b>33556.29</b>	<b>42043.06</b>
<b>PAYMENTS</b>				
Charitable Activities				
Cleaning, Gardening & Matls	8363.30	0.00	6241.77	2639.35
Booking Agent	3103.04	0.00	2873.92	2746.80
Repairs & Maintenance	3575.34	0.00	4013.32	874.51
Utilities	4788.21	0.00	3019.52	1611.83
Rates & Refuse	1759.30	0.00	1498.42	274.04
Insurance	1231.85	0.00	1397.86	1296.18
Other Items	2059.37	0.00	672.96	1005.24
On Assets & Equipment				
Renewals & Improvements	2602.43	0.00	10359.26	14622.52
<b>Total Payments</b>	<b>27482.84</b>		<b>30077.03</b>	<b>25070.47</b>
<b>Net Receipts for the year</b>	<b>7167.85</b>		<b>3479.26</b>	<b>16972.59</b>
<b>Transfer to Investment Assets</b>	<b>0.00</b>		<b>-30000.00</b>	
<b>Cash funds last year end</b>	<b>112985.21</b>		<b>139505.95</b>	<b>122533.36</b>
<b>Cash funds this year end</b>	<b>120153.06</b>		<b>112985.21</b>	<b>139505.95</b>

Approved by Danbury Village Hall Management Committee on 4<sup>th</sup> September 2023  
and signed on its behalf by



..... Catherine Ablott



..... Theresa Byles



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Date 15<sup>th</sup> December 2023



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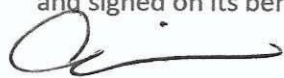
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