



Trustees' Annual Report for the period

Period start date			Period end date		
01	August	2023	31	July	2024
From			To		

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

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	Catherine Ablott	Chairman		
2	Helen McIver	Secretary		
3	Deborah Hay	Vice Chairman		
4	Theresa Byles	Treasurer		
5	Stephanie Smith			
8	Charlotte Jones		From 08.07.2024	
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.

Management Committee has remained stable. Two trustees resigned and one new appointment.

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

The hall spire was replaced during the summer months and other roof repairs completed. As the hall is in a conservation area, the spire had to be replaced with a like for like construction. The committee are very happy with the work, the spire looks beautiful. Work will commence this year on the armoury at the back of the hall to make it secure, damp proof and a usable space for storage. Sufficient funds are available to complete the planned works.

Danbury Village Hall remains a busy venue for regular and casual hirers. Hallmaster online booking system has been introduced and work remains in progress to update the website.

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

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)

(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

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 – 4th November 2024.

Section E

Financial review

Brief statement of the charity's policy on reserves

Total cash and investment funds at year end were £249,193.00
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).

Details of any funds materially in deficit

Repairs and improvements are always costly as the hall is over 100 years old and in the centre of a conservation area.
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

Wi-Fi has now been installed at the hall, which hirers are finding beneficial.
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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	Catherine Ablott	Theresa Byles
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Position (eg Secretary, Chair, etc)	Chairman	Treasurer
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14 th January 2025

DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2024

	2023/2024	2022/2023
CASH FUNDS		
Current Account	£ 32,550.76	£ 34,310.25
COIF Charities Deposit Fund	£ 90,278.71	£ 85,814.92
Petty Cash	£ 27.89	£ 27.89
Total Cash Funds	£ 122,857.36	£ 120,153.06
INVESTMENT ASSETS		
	£ 126,335.41	£ 114,139.39
Total Investment Funds	£ 126,335.41	£ 114,139.39

**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

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RECEIPTS AND PAYMENTS FOR YEAR TO 31 JULY 2024

	Unrestricted funds £	Restricted funds £	Total £	2022/23 £
From Trading Activities				
Lettings	36465.78	0.00	36465.78	30885.60
From Voluntary Sources				
Grants & Donations	550.00	0.00	550.00	10.00
Fund Raising	1553.38	0.00	1553.38	1285.22
Book Sales	0.00	0.00	0.00	9.52
From Assets				
Interest	4463.79	0.00	4463.79	2460.35
Total Receipts	43032.95		43032.95	34650.69

PAYMENTS

Charitable Activities				
Cleaning, Gardening & Matls	8915.19	0.00	8915.19	8363.30
Booking Agent	3351.29	0.00	3351.29	3103.04
Repairs & Maintenance	3844.17	0.00	3844.17	3575.34
Utilities	4097.36	0.00	4097.36	4788.21
Rates & Refuse	1845.43	0.00	1845.43	1759.30
Insurance	1370.00	0.00	1370.00	1231.85
Other Items	1056.21	0.00	1056.21	2059.37
On Assets & Equipment				
Renewals & Improvements	15849.00	0.00	15849.00	2602.43
Total Payments	40328.65		40328.65	27482.84
Net Receipts for the year	2704.30		2704.30	7167.85
Transfer to Investment Assets	0.00		0.00	0.00
Cash funds last year end	120153.06		120153.06	112985.21
Cash funds this year end	122857.36		122857.36	120153.06

Approved by Danbury Village Hall Management Committee on 9 September 2024
and signed on its behalf by


..... Catherine Ablott


..... Theresa Byles

DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2024

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

I report on the accounts of the charity for the period ended 31st July 2024 which are set out on pages 1 to 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 5 January 2025

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