

Maple Hall Trustees Annual Report 2023-2024



Charity number: 1192530 THE THREE ARCH BRIDGE COMMUNITY Hall (Maple Hall)
Maple Hall, Maple Cl, Brentwood CM13 2EA

Summary:

- The CIO was registered on 25 November 2020:
- The administrative infrastructure and website were completed early in this reporting year.
- The financial position is good. A decision was made to make a small increase in our hire charges to contribute to the funding of free 'hire' to not for profit organisations and groups and contribute to a fund to invest in solar energy and heat pump climate control.
- Ongoing maintenance and investment has continued to improve the condition of the Hall.

The Trustees

Jo Rodell Chairman

Miseon Kang – Treasurer

Paul Emanuel – Secretary, Maintenance

David Minns

Recruitment of Trustees and volunteers:

The existing Trustees have been engaged in an active recruitment campaign and have a new treasurer, health and safety manager and booking secretary. Jo Rodell has stepped up to the role of chair with Miseon Kang taking up the role of treasurer.

Volunteers:

The Trustees would like to welcome Miseon Kang as a new Trustee and volunteer treasurer and Alan Mason and Haydee

Cleaner:

Kirsty Archer continues to provide contract cleaning services.

Structure, governance and management:

The Governing document remains unchanged from that lodged with the Charity Commissioners at inception. The document may be viewed via the link below.

[Constitution / Governing Document](#)

Objectives:

The objectives of the Village Hall and its Trustees as set out in the Deed of Trust remain unchanged.

The object of the Charity is the provision and maintenance of a Community Hall for the use of the inhabitants of The Three Arch Bridge Estate and the wider Borough of Brentwood (area of benefit) without distinction of sex, sexual orientation, race or of political, religious or other opinions, including for (but not exclusively) to provide facilities for meetings, lectures and classes, and all other forms of recreation and leisure-time occupation, social welfare and physical and mental exercise with the object of improving life for the inhabitants.

The direct beneficiaries will be the people living in the area of benefit who would otherwise not be able to hire space locally for charitable and community activities. Local people will benefit by the CIO having inclusive access to community facilities and the recreational, social, cultural and other events taking place within them. Such access will also be available to residents of the surrounding area and to the public at large with the purpose of improving the quality of life of all concerned. The Charity will maintain the facilities both of, in and around the Maple Hall. The Charity will use any surplus funds to promote its Objectives as stated.

The residents of the Three Arch Bridge Estate and the residents of the wider Borough of Brentwood benefit from having the not for profit community facility the Hall provides. It creates a focus and resource for community activities and provides a means of generating a surplus to support those activities.

Our Public Benefit:

Our main efforts to fulfil our stated objectives were principally making it possible for the Hall to continue to serve our users. Following the end of Covid restrictions a programme of investment in the maintenance of Hall has begun and the Trustees are seeking to make the venue more attractive to our users.

The Hall continued (where possible) to be let at a low (non commercial) rate to encourage use by as wide a spectrum of residents as possible. The Trustees make the Hall available to residents in local groups free of charge on a case by case basis, subsidising from other revenue (more prosperous groups or commercial hirers).

The Trustees have been exploring the possibilities of partnering with Essex County Council, Brentwood Borough Council, businesses and other local Voluntary groups to develop the 'Community Hub' aspect of the Hall to include a Digital Inclusion project. This project has continued to develop and we now have donated hardware resources and three 'digital' volunteers to roll out a pilot project.

Policy Documents:

We have policy documents covering all of the key areas of the Hall's functions, including Finance, Data Protection, Health and Safety, bookings, Maintenance and Safeguarding ; these were reviewed / updated in September 2021.

Our Strategy Document may be viewed here:

[Maple Hall Strategy Statement](#)

AGM

The AGM was held on 27/07/24

H&S:

The Trustees are committed to the safety of all who use the Hall and further information may be found in the documents as linked below. A dedicated volunteer H&S manager has been recruited.

[Health and Safety Policy](#)

[General Risk Assessment](#)

Key developments:

The Trustees have invested in air source heat pumps in order to reduce both the carbon footprint and the heating costs of the Hall. This has proved popular with Hall users and the cost benefits look promising.

Financial review: 23/24

The Trustees have completed the annual review of the Charity's financial position at the end of the period 31/12/24 and as the attached report consider the financial position of the Hall to be secure.

See profit and loss statement as submitted.

Reserves:

The Trustees have decided to continue hold a reserve of approximately £15,000 for any contingencies that may arise.

Investment:

The Trustees have invested in solar power and heat pump climate control for the Hall, which should significantly reduce running costs to the point of producing a surplus. It is estimated that this investment would pay back in around seven to ten years.

Broadband is now available at the Hall which allows for better management of the Hall climate control and will ultimately be available for Hall users.

Financial projections for the year ahead and beyond:

The Hall has return to small trading profit of around £2,000 p.a. A an increase of the hire fees charge has been agreed to maintain this level of profit in the upcoming year.

Grants:

The Charity has received no Grants in this financial year.

The Charity has made no Grants in this financial year.

Trustees expenses:

The Trustees neither claimed nor received any expenses or payment for any service during the reporting period. Where required Trustees disbursements, where supported by a voucher, were reimbursed at cost.

Custodianship:

The Trustees hold no funds as custodians on behalf of others.

The Year Ahead:

The Trustees are committed to increasing the size and diversity of the Committee and will seek to advance this goal in 2024.

The Trustees will continue to invest in the Hall and plan to upgrade the main entrance for lower maintenance costs, improved security and better access. The Trustees will also be seeking to engage the assistance of local enterprises in this and other aspects of enhancing the proposed development and future maintenance of the Hall and the committee would like to thank the

enterprises that have helped us this year. We acknowledge them on our website "Hall supporters" page.

The Trustees will continue to seek opportunities to widen the scope of the services the Hall provides.

Issues:

There are no significant issues, complaints or disputes to report.

Declaration:

**The Trustees declare that they have approved the Trustees' report above.
Signed on behalf of the Charity's Trustees**

Paul Emanuel

Secretary

For and on behalf of the Maple Hall Trustees

08/10/24

Maple Hall
Profit & Loss
01/01/2024 to 31/12/2024

TURNOVER

CODE	NAME	TOTAL
4001	Sale of goods	£16.00
4906	Hall Hire	£16,804.50
Total Turnover		£16,820.50

LESS COST OF SALES

CODE	NAME	TOTAL
5000	Materials Purchased	£13,663.45
Total Cost Of Sales		£13,663.45
Gross Profit		£3,157.05

LESS EXPENSES

CODE	NAME	TOTAL
7102	Water Rates	£439.57
7200	Electricity	£732.21
7201	Gas	£1,781.50
7603	Professional Fees	£140.40
8204	Insurance	£1,062.91
8207	Maintenance	£10,129.64
Total Expenses		£14,286.23
Net Profit		-£11,129.18