

# HATFIELD HEATH VILLAGE HALL TRUST

England & Wales · Charity number 1198523

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2022-04-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Hatfield Heath Village Hall  
The Heath  
Hatfield Heath  
Bishop's Stortford  
CM22 7EA

**Phone** 07968066015

**Email** [mpa9054@outlook.com](mailto:mpa9054@outlook.com)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO ESTABLISH AND RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF HATFIELD HEATH ("AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS (THE "OBJECTS").

**Activities:** The Trust provides accommodation for interest groups to undertake their particular pastime or interest, including sporting activities, craft, hobbies, mans shed,

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£43,752	£25,414	-	-
2023-12-31	£31,622	£27,399	-	-
2022-12-31	£21,513	£27,690	-	-

## Trustees

Name	Role	Appointed
Michael Peter Allen	Chair	2025-04-24
Carol Christine Leach		2023-06-27
Hilary Allen		2022-06-14
MARGARET LINES		2000-01-01
Michael Allen		2022-01-12
Michael Leach		2023-06-27
Roger Frederick Breavington		2021-07-14
Simon Leach		2023-06-27

**HATFIELD HEATH VILLAGE HALL TRUST**

England & Wales - Charity number 1198523

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# Accounts

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# **HATFIELD HEATH VILLAGE HALL TRUST**

Charity registration number 1198523

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

# HATFIELD HEATH VILLAGE HALL TRUST

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# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2024

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### **Management committee**

Mrs S Saban, Royal British Legion  
P Graves, Cricket and Bowls Clubs  
Mrs C Saban, Gardening Club  
D Parish, History Society  
M Pyle, Football Club  
J Jackson, United Reformed Church  
B Berghurst, Allotment Society

### **Trustees**

R Breavington – Chairman  
M Allen  
M Leach  
Mrs M Lines  
H Allen  
S Leach  
C Leach

### **Charity registered number**

1198523

### **Principal office**

The Village Hall, Hatfield Heath, Bishops Stortford, CM22 7EA

### **Independent Examiner**

Community360, Winsley's House, High Street, Colchester C01 1UG

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2024

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2024 has been a year of continued progress, challenges, and growth for our community. Despite facing some initial setbacks in securing the lease for the Village Hall and the licence to manage the Institute, after much dedicated work from the Executive Committee, its officers and Church members, these matters were successfully resolved in February 2025. This landmark achievement ensures the future of both buildings for the next 50 years, allowing us to focus on the next phase of development and community engagement.

### **Structure, governance and management**

#### **Constitution**

The principal object of the charity is to provide a village hall for the use of the inhabitants of Hatfield Heath and the neighbourhood without distinction of sex or of political, religious or other opinions and in particular for use of meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

#### **METHOD OF APPOINTMENT OR ELECTION OF EXECUTIVE COMMITTEE**

The day to day management of the charity is the responsibility of the Executive Committee who are elected and co-opted under the terms of the Trust Deed.

#### **Organisational Structure and Decision Making**

A Management Committee consisting of elected members, representative members and co-opted members controls the charity. The day to day organisation is carried out by an Executive Committee comprising of the senior officers and other members of the Management Committee. The Executive Committee meets as required and reports to the Management Committee at its quarterly meeting. There is an Annual General Meeting held each year.

#### **Risk Management**

The Executive committee have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate their exposure to the major risks.

#### **Objectives and Activities**

##### **Policies and Objectives**

The objectives of the Trust are to ensure that there continues to be a village hall for the use of the local community in accordance with the constitution and it has put in place policies that they believe will ensure that the objectives are met.

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2024

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### **Community Engagement and Activities**

Throughout 2024, activities within the Village Hall have continued to expand. We have worked hard to encourage residents to engage in new activities, and we are pleased to report a steady increase in participation across various events. From fitness programs to educational workshops, our aim has been to offer something for everyone. The hall is also a popular venue for family celebrations, community events, and social gatherings, providing a central space for connection and community spirit.

Notably, our efforts to secure grant funding bore fruit. We were successful in securing funding from Essex County Council, the Essex Association of Local Councils and the Government's 'Multiply' programme, via Essex County Council. These grants have enabled us to offer activities related to art, numeracy, health, and wellbeing and help towards the cost of heating during the winter months at the Warm Welcome initiative

Additionally, we received generous donations from the Bridge Club, which holds weekly sessions in the Village Hall.

### **Welcome Space**

In response to the growing challenges posed by the cost of living and the energy crisis, we established the Warm Space in 2022. Its success continued into 2024, evolving into the Welcome Space. The initiative provided a vital, warm, and welcoming environment for individuals and families facing financial hardship. The continued support and positive feedback from the community have made it clear that the Welcome Space is an essential service, and we are committed to maintaining this resource moving forward.

### **Men's Shed**

The Men's Shed, located at the Institute, remains a key part of our community offerings. In 2024, membership grew, and the Shed became a hub of activity for a dedicated core of members, with new faces. The Shed continues to offer a space for men to meet, socialise, and engage in projects that benefit the community, further fostering a sense of belonging and purpose for its members.

### **Financial Review**

As a Charitable Incorporated Organisation (CIO), we continue to rely heavily on the support of our volunteers to meet our objectives. Our financial position remains stable.

In line with our reserves policy, we ensure that we maintain sufficient reserves to meet any liabilities. This provides peace of mind, knowing that we are in a strong position to undertake necessary works and improvements when needed.

Looking ahead, now that the lease and licence issues have been resolved, we are in a position to begin applying for grants to support the required repairs and refurbishments for both the Village Hall and the Institute. Key projects include work on the roof of the Hall, as well as external and internal redecoration. These works will help to ensure the longevity of our buildings and improve the experience for all those who use them.

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2024

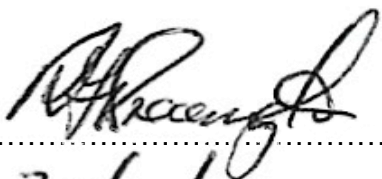
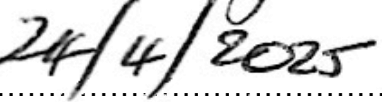
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### Conclusion and Future Plans

2024 has been a year of steady growth and resolution. The successful finalisation of the lease and licence issues, combined with ongoing community engagement and financial stability, has put us in a strong position moving forward. We are excited to continue our work in 2025 and beyond.

We would like to take this opportunity to thank all our trustees, volunteers, donors, and community members for their ongoing support. It is through collective effort and dedication that we continue to thrive, and we look forward to the exciting developments the coming year will bring.

**R Breavington, Chairman**

Signed.....  
  
Date.....  


# HATFIELD HEATH VILLAGE HALL TRUST

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

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I report on the accounts of Hatfield Heath Village Hall Trust for the year ended 31st December 2024 which are set out on pages six to eleven.

### **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 Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

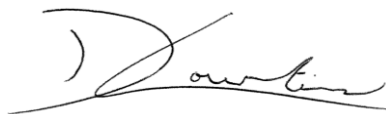
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

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

David Courtier FMAAT AATQB for and on behalf of:

Community360



Winsley's House, High Street, Colchester, Essex

Date

01/05/2025

# HATFIELD HEATH VILLAGE HALL TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

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		2024	2024	2024	2024	2023
	Note	Unrestricted	Restricted	Designated	Total	Total
		£	£	£	£	£
<b>Income and endowments from:</b>						
Charitable activities	3	36,915	-	-	36,915	29,567
Other income	2	2,616	-	-	2,616	2,055
<b>Total incoming resources</b>		<u>39,531</u>	<u>-</u>	<u>-</u>	<u>39,531</u>	<u>31,622</u>
<b>Resources expended</b>						
Charitable activities	4	24,114	1,300	-	25,414	28,699
<b>Total resources expended</b>		<u>24,114</u>	<u>1,300</u>	<u>-</u>	<u>25,414</u>	<u>28,699</u>
<b>Operating surplus</b>		<u>15,417</u>	<u>(1,300)</u>	<u>-</u>	<u>14,117</u>	<u>2,923</u>
Gains & losses on investment assets	7	4,221	-	-	4,221	8,541
<b>Net income</b>		<u>19,638</u>	<u>(1,300)</u>	<u>-</u>	<u>18,338</u>	<u>11,464</u>
<b>Funds at 1 January 2024</b>	9	<u>130,194</u>	<u>10,292</u>	<u>36,755</u>	<u>177,241</u>	<u>165,777</u>
<b>Funds at 31 December 2024</b>	9	<u><b>149,832</b></u>	<u><b>8,992</b></u>	<u><b>36,755</b></u>	<u><b>195,579</b></u>	<u><b>177,241</b></u>

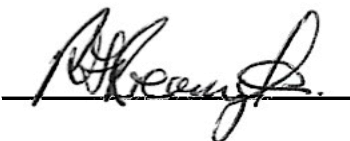
Notes on pages 8-11 form part of these financial statements.

# HATFIELD HEATH VILLAGE HALL TRUST

## BALANCE SHEET AS AT 31 DECEMBER 2024

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	Notes	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	5	7,751	9,657
Investments	7	<u>82,678</u>	<u>78,457</u>
		90,429	88,114
<b>Current assets</b>			
Debtors	6	12,447	6,653
Cash at bank and in hand		<u>93,146</u>	<u>82,984</u>
		105,593	89,637
<b>Creditors: amounts falling due within one year</b>	8	<u>442</u>	<u>510</u>
<b>Net current assets/(liabilities)</b>		105,150	89,127
<b>Net assets</b>		<u><u>195,579</u></u>	<u><u>177,241</u></u>
<b>Funds</b>			
Unrestricted funds	9	149,832	130,194
Restricted funds	9	8,992	10,292
Designated funds	9	36,755	36,755
<b>Total funds</b>	9	<u><u>195,579</u></u>	<u><u>177,241</u></u>

Signed on behalf of the trustees: 

Date: 24/4/2025

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

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### 1. Accounting policies

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

#### **Cash flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

#### **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

When donors specify that donations and grants, including capital grants are for a particular restricted purpose, this income is included in incoming resources of restricted funds when receivable.

#### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category.

Costs classified as governance costs relate to costs incurred in connection with compliance with constitutional, audit and other statutory requirements.

#### **Going concern**

These accounts were prepared on a going concern basis.

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

### 1. Accounting policies (continued)

#### Depreciation

Depreciation is provided to write off the cost of fixed assets over their expected useful lives, at the following annual rates:

Village Hall & Institute	2% Straight line
Equipment	10% Straight line

### 2. Other income

	Total 2024 £	Total 2023 £
Interest receivable	2,616	2,055
	<b>2,616</b>	<b>2,055</b>

### 3. Income from charitable activities

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Use of hall	27,695	-	27,695	25,517
Grants	9,220	-	9,220	4,050
	<b>36,915</b>	<b>-</b>	<b>36,915</b>	<b>29,567</b>

### 4. Expenditure on charitable activities

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Governance costs	265	-	265	235
Sundry expenses	1,946	-	1,946	1,635
Window cleaning and gardening	890	-	890	1,791
Repairs and renewals	4,702	-	4,702	7,211
Heat, light & water	3,516	-	3,516	2,878
Insurances	2,224	-	2,224	2,399
Licences	356	-	356	179
Staff costs	8,879	-	8,879	8,557
Advertising	150	-	150	879
Depreciation	1,186	1,300	2,486	2,935
	<b>24,114</b>	<b>1,300</b>	<b>25,414</b>	<b>28,699</b>

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

5. Tangible fixed assets	Leasehold property hall	Leasehold property institute	Plant & machinery	Office equipment	Total
	£	£	£	£	£
<b>Cost</b>					
As at 1 January 2024	8,524	11,306	24,282	22,540	66,652
Additions	-	-	580	-	580
As at 31 December 2024	<b>8,524</b>	<b>11,306</b>	<b>24,862</b>	<b>22,540</b>	<b>67,232</b>
<b>Depreciation</b>					
As at 1 January 2024	8,524	11,306	14,625	22,540	56,995
Charge for the year	-	-	2,486	-	2,486
As at 31 December 2024	<b>8,524</b>	<b>11,306</b>	<b>17,111</b>	<b>22,540</b>	<b>59,481</b>
<b>Net Book Value</b>					
As at 31 December 2024	<b>-</b>	<b>-</b>	<b>7,751</b>	<b>-</b>	<b>7,751</b>
As at 31 December 2023	-	-	9,657	-	9,657

6. Debtors	Total 2024	Total 2023
	£	£
Prepayments and accrued income	12,447	6,653
	<b>12,447</b>	<b>6,653</b>

7. Fixed asset investment	Total 2024	Total 2023
	£	£
COIF - Investment Fund	82,678	78,457
	<b>82,678</b>	<b>78,457</b>

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

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8. Creditors: falling due within a year	Total 2024 £	Total 2023 £
Accruals	442	301
Deferred income	-	1,000
	<u>442</u>	<u>1,301</u>

### 9. Summary of funds

	Brought Forward £	Incoming resources £	Outgoing resources £	Gains / ( Losses) £	Carried Forward £
Designated funds	36,755	-	-	-	36,755
Restricted					
Community Building Fund	10,292	-	1,300	-	8,992
Unrestricted	130,194	39,531	24,114	4,221	149,832
	<u>177,241</u>	<u>39,531</u>	<u>25,414</u>	<u>4,221</u>	<u>195,579</u>

The Designated Fund is the Building Fund, designated by the Executive Committee to cover major, unexpected building works as opposed to day to day maintenance and repairs.

The RCCE/ECC Covid Safe Community Building Fund was to install a ventilation system. This was purchased in December 2021, therefore in monetary terms the restricted funds are fully spent. The depreciation for this item is to be allocated each year, therefore there is a carried forward balance for accounting purposes.

### 10. Staff costs

The charity employed on average 1 (2023:1) part-time staff in the period. No staff member was paid in excess of £60,000 (2023:£60,000 pa).

**HATFIELD HEATH VILLAGE HALL TRUST**

England & Wales - Charity number 1198523

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# Accounts

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# **HATFIELD HEATH VILLAGE HALL TRUST**

Charity registration number 1198523

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**

# HATFIELD HEATH VILLAGE HALL TRUST

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# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2023

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### **Management committee**

Diana Graves, HT Parochial Church Council (19.10.23)

Mrs S Saban, Royal British Legion

P Graves, Cricket and Bowls Clubs

Mrs C Saban, Gardening Club

D Parish, History Society

M Pyle, Football Club

J Jackson, United Reformed Church

B Berghurst, Allotment Society

### **Trustees**

R Breavington – Chairman

M Allen

M Leach

Mrs M Lines

H Allen

S Leach

C Leach (12.10.23)

### **Charity registered number**

1198523

### **Principal office**

The Village Hall, Hatfield Heath, Bishops Stortford, CM22 7EA

### **Independent Examiner**

Community360, Winsley's House, High Street, Colchester C01 1UG

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2023

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The Trustees submit their annual report and the financial statements of the Village Hall Trust (the charity) for the year ended 31 December 2023. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) (Charities SORP (FRS 1 02)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 1 02) and the Companies Act 2006.

### **Structure, governance and management**

#### **CONSTITUTION**

The principal object of the charity is to provide a village hall for the use of the inhabitants of Hatfield Heath and the neighbourhood without distinction of sex or of political, religious or other opinions and in particular for use of meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

#### **METHOD OF APPOINTMENT OR ELECTION OF EXECUTIVE COMMITTEE**

The day to day management of the charity is the responsibility of the Executive Committee who are elected and co-opted under the terms of the Trust Deed.

#### **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

A Management Committee consisting of elected members, representative members and co-opted members controls the charity. The day to day organisation is carried out by an Executive Committee comprising of the senior officers and other members of the Management Committee. The Executive Committee meets as required and reports to the Management Committee at its quarterly meeting. There is an Annual General Meeting held each year.

#### **RISK MANAGEMENT**

The Executive committee have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate their exposure to the major risks.

#### **Objectives and Activities**

#### **POLICIES AND OBJECTIVES**

The objectives of the Trust are to ensure that there continues to be a village hall for the use of the local community in accordance with the constitution and it has put in place policies that they believe will ensure that the objectives are met.

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2023

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### **Achievements and performance**

#### **REVIEW OF ACTIVITIES**

The Trust finally transferred from its original status as a charity to a Charitable Incorporated Organisation (CIO) in December 2022 after much work by the executive committee and its officers.

Activities during 2023 have continued to grow, with ongoing efforts to encourage residents to engage in new programmed activities and to consider the hall as a venue for family celebrations and community activities.

Trust money was merged with grant aid to replace all of the windows in the Institute, resulting in noise reduction and danger from broken glass caused by vehicles throwing up stones. There have been many favourable comments from villagers and the PCC on the improved look of the old building.

Issues around the lease of the Village Hall and the licence to manage the Institute are not yet resolved and will be ongoing.

The Warm Space, set up during 2022 to address the issues around the energy/cost of living crisis proved so successful that it has been continued under the new title of Welcome Space.

The Men's Shed launched in June, after a lot of hard work by a working party of local men with the support of grants from the Essex Community Foundation, Stansted Airport Passenger Community Fund, Co-Op and donations from local building suppliers.

### **Financial review**

#### **RESERVES POLICY**

The charity relies on the help of volunteers to meet its objectives, and funds are maintained in order to repair and improve the properties when required. Funds are considered to be sufficient to meet all liabilities at any point in time. Support from grants will continue to be reviewed as appropriate.

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31 DECEMBER 2023

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### Plans for the future

#### FUTURE DEVELOPMENTS

Once the lease and licence issues are resolved we can begin to apply for grants to carry out repairs/refurbishments to both of the buildings.

R Breavington, Chairman

Date .....

# HATFIELD HEATH VILLAGE HALL TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

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		2023	2023	2023	2023	2022
	Note	Unrestricted	Restricted	Designated	Total	Total
		£	£	£	£	£
<b>Income and endowments from:</b>						
Charitable activities	3	29,567	-	-	29,567	21,513
Other income	2	2,055	-	-	2,055	553
<b>Total incoming resources</b>		<b>31,622</b>	<b>-</b>	<b>-</b>	<b>31,622</b>	<b>22,066</b>
<b>Resources expended</b>						
Charitable activities	4	27,399	1,300	-	28,699	27,690
<b>Total resources expended</b>		<b>27,399</b>	<b>1,300</b>	<b>-</b>	<b>28,699</b>	<b>27,690</b>
<b>Operating surplus</b>		<b>4,223</b>	<b>(1,300)</b>	<b>-</b>	<b>2,923</b>	<b>(5,624)</b>
Gains & losses on investment assets	7	8,541	-	-	8,541	(7,232)
<b>Net income</b>		<b>12,764</b>	<b>(1,300)</b>	<b>-</b>	<b>11,464</b>	<b>(12,856)</b>
<b>Funds at 1 January 2023</b>	9	<b>117,430</b>	<b>11,592</b>	<b>36,755</b>	<b>165,777</b>	<b>178,633</b>
<b>Funds at 31 December 2023</b>	9	<b>130,194</b>	<b>10,292</b>	<b>36,755</b>	<b>177,241</b>	<b>165,777</b>

Notes on pages 8-11 form part of these financial statements.

# HATFIELD HEATH VILLAGE HALL TRUST

## BALANCE SHEET AS AT 31 DECEMBER 2023

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	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	5	9,657	12,592
Investments	7	<u>78,457</u>	<u>69,916</u>
		88,114	82,508
<b>Current assets</b>			
Debtors	6	6,653	4,485
Cash at bank and in hand		<u>82,984</u>	<u>80,086</u>
		89,637	84,571
<b>Creditors: amounts falling due within one year</b>	8	510	1,301
<b>Net current assets/(liabilities)</b>		<u>89,127</u>	<u>83,270</u>
<b>Net assets</b>		<u><u>177,241</u></u>	<u><u>165,777</u></u>
<b>Funds</b>			
Unrestricted funds	9	130,194	117,430
Restricted funds	9	10,292	11,592
Designated funds	9	36,755	36,755
<b>Total funds</b>	9	<u><u>177,241</u></u>	<u><u>165,777</u></u>

Signed on behalf of the trustees: \_\_\_\_\_

Date: \_\_\_\_\_

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

---

### 1. Accounting policies

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

#### **Cash flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

#### **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

When donors specify that donations and grants, including capital grants are for a particular restricted purpose, this income is included in incoming resources of restricted funds when receivable.

#### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category.

Costs classified as governance costs relate to costs incurred in connection with compliance with constitutional, audit and other statutory requirements.

#### **Going concern**

These accounts were prepared on a going concern basis.

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

### 1. Accounting policies (continued)

#### Depreciation

Depreciation is provided to write off the cost of fixed assets over their expected useful lives, at the following annual rates:

Village Hall & Institute	2% Straight line
Equipment	10% Straight line

### 2. Other income

	Total 2023 £	Total 2022 £
Interest receivable	2,055	553
	<b>2,055</b>	<b>553</b>

### 3. Income from charitable activities

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Use of hall	25,517	-	25,517	18,722
Grants	4,050	-	4,050	2,791
	<b>29,567</b>	<b>-</b>	<b>29,567</b>	<b>21,513</b>

### 4. Expenditure on charitable activities

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Governance costs	235	-	235	542
Sundry expenses	1,635	-	1,635	1,049
Window cleaning and gardening	1,791	-	1,791	1,016
Repairs and renewals	7,211	-	7,211	8,792
Heat, light & water	2,878	-	2,878	2,350
Insurances	2,399	-	2,399	2,659
Licences	179	-	179	179
Staff costs	8,557	-	8,557	8,338
Training	-	-	-	-
Advertising	879	-	879	-
Depreciation	1,635	1,300	2,935	2,764
	<b>27,399</b>	<b>1,300</b>	<b>28,699</b>	<b>27,690</b>

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

5. Tangible fixed assets	Leasehold property hall £	Leasehold property institute £	Plant & machinery £	Office equipment £	Total £
<b>Cost</b>					
As at 1 January 2023	8,524	11,306	24,282	22,540	66,652
Additions	-	-	-	-	-
As at 31 December 2023	<b>8,524</b>	<b>11,306</b>	<b>24,282</b>	<b>22,540</b>	<b>66,652</b>
<b>Depreciation</b>					
As at 1 January 2023	8,405	10,918	12,197	22,540	54,060
Charge for the year	119	388	2,428	-	2,935
As at 31 December 2023	<b>8,524</b>	<b>11,306</b>	<b>14,625</b>	<b>22,540</b>	<b>56,995</b>
<b>Net Book Value</b>					
As at 31 December 2023	-	-	<b>9,657</b>	-	<b>9,657</b>
As at 31 December 2022	119	388	12,085	-	12,592

6. Debtors	Total 2023 £	Total 2022 £
Trade debtors	-	1,922
Prepayments and accrued income	6,653	2,563
	<b>6,653</b>	<b>4,485</b>

7. Fixed asset investment	Total 2023 £	Total 2022 £
COIF - Investment Fund	78,457	69,916
	<b>78,457</b>	<b>69,916</b>

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

---

8. Creditors: falling due within a year	Total 2023 £	Total 2022 £
Accruals	300	301
Deferred income	210	1,000
	<u>510</u>	<u>1,301</u>

### 9. Summary of funds

	Brought Forward £	Incoming resources £	Outgoing resources £	Gains / ( Losses) £	Carried Forward £
Designated funds	36,755	-	-	-	36,755
Restricted					
Community Building Fund	11,592	-	1,300	-	10,292
Unrestricted	117,431	31,622	27,399	8,541	130,195
	<u>165,777</u>	<u>31,622</u>	<u>28,699</u>	<u>8,541</u>	<u>177,242</u>

The Designated Fund is the Building Fund, designated by the Executive Committee to cover major, unexpected building works as opposed to day to day maintenance and repairs.

The RCCE/ECC Covid Safe Community Building Fund was to install a ventilation system. This was purchased in December 2021, therefore in monetary terms the restricted funds are fully spent. The depreciation for this item is to be allocated each year, therefore there is a carried forward balance for accounting purposes.

### 10. Staff costs

The charity employed on average 1 (2022:3) part-time staff in the period. No staff member was paid in excess of £60,000 (2022:£60,000 pa).

**HATFIELD HEATH VILLAGE HALL TRUST**

England & Wales - Charity number 1198523

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# Accounts

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# **HATFIELD HEATH VILLAGE HALL TRUST**

Charity number 268367

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st DECEMBER 2022**



# HATFIELD HEATH VILLAGE HALL TRUST

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Balance Sheet	7
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# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31ST DECEMBER 2022

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### **Management committee**

R Breavington, Chairman and Parish Council Representative (nominated July 2021)

M Allen, Vice Chair

M Leach, Treasurer

H Allen, Trust Secretary

Mrs M Lines, Booking Secretary

Mrs S Saben, Royal British Legion Representative

P Graves, Cricket Club Representative

M Shine, Bridge Club Representative

Mrs C Saben, Gardening Club Representative

D Parish, History Society Representative

M Ratcliff, Heath Players Representative (resigned from Exec Committee July 2021)

M Lemon

S Leach

C Leach, Co-opted as Man Shed Representative

M Appleby, Co-opted as Wellbeing Representative

M Pyle, Football Club Representative

J Jackson, United Reformed Church Representative

J Clargo, PCC Representative

B Baughurst, Allotment Society Representative

### **Trustees**

I Kettridge

Mrs M Pyle

R Breavington

### **Treasurer**

M Leach

### **Charity registered number**

268367

### **Principal office**

The Village Hall, Hatfield Heath, Bishops Stortford, CM22 7EA

### **Independent Examiner**

Community360, Winsley's House, High Street, Colchester C01 1UG

# **HATFIELD HEATH VILLAGE HALL TRUST**

## **REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31ST DECEMBER 2022**

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The Trustees submit their annual report and the financial statements of the Village Hall Trust (the charity) for the year ended 31 December 2022. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) (Charities SORP (FRS 1 02)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 1 02) and the Companies Act 2006.

### **Structure, governance and management**

#### **CONSTITUTION**

The principal object of the charity is to provide a village hall for the use of the inhabitants of Hatfield Heath and the neighbourhood without distinction of sex or of political, religious or other opinions and in particular for use of meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

#### **METHOD OF APPOINTMENT OR ELECTION OF EXECUTIVE COMMITTEE**

The day to day management of the charity is the responsibility of the Executive Committee who are elected and co-opted under the terms of the Trust Deed.

#### **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

A Management Committee consisting of elected members, representative members and co-opted members controls the charity. The day to day organisation is carried out by an Executive Committee comprising of the senior officers and other members of the Management Committee. The Executive Committee meets as required and reports to the Management Committee at its quarterly meeting. There is an Annual General Meeting held each year.

#### **RISK MANAGEMENT**

The Executive committee have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate their exposure to the major risks.

#### **Objectives and Activities**

#### **POLICIES AND OBJECTIVES**

The objectives of the Trust are to ensure that there continues to be a village hall for the use of the local community in accordance with the constitution and it has put in place policies that they believe will ensure that the objectives are met.

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31ST DECEMBER 2022

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### Achievements and performance

#### REVIEW OF ACTIVITIES

The activities during 2022 have seen an uplift to pre Covid booking levels, and this is expected to continue into 2023. There has been a consolidated effort to put the Village Hall back into focus for Hatfield Heath residents and efforts to engage them into new initiatives has been encouraging.

There has been considerable progress in the transition of the Charity from its original status into a Charitable Incorporated Organisation (CIO) and both entities are currently running in parallel and will completely transition during 2023.

The Lease of the Village Hall and the License to manage the Institute both end in December 2023 and a working group in conjunction with the Holy Trinity Church Parochial Church Council (PCC) has been established to negotiate both the Lease and the License. There is still a lot of negotiation to take place, but every effort is being employed to make sure that any Lease or License agreement entered into is not detrimental to the Charity. Appropriate legal help is retained to assist in these matters that are due to reach a conclusion during 2023.

The cost of living and energy crisis being experienced nationwide prompted the Charity to successfully apply for a grant from Uttlesford District Council to establish a warm safe space for residents. This commenced in December 2022 and will continue to March 2023.

The potential re Licensing of the Institute building has prompted the Charity to consider some additional uses the premises might support. The establishment of a Man Shed has been considered that has garnered considerable support and it is hoped this will also take effect during 2023.

There is also a wish to undertake repairs and refurbishments to the Village Hall and the Institute that have been delayed until the Lease License situation is sufficiently resolved. Applications for some support grants have been made but considerable funding from reserves is likely to be required.

### Financial review

#### RESERVES POLICY

The charity relies on the help of volunteers to meet its objectives, and funds are maintained in order to repair and improve the properties when required. Funds are considered to be sufficient to meet all liabilities at any point in time. Support from grants will continue to be reviewed as appropriate.

# HATFIELD HEATH VILLAGE HALL TRUST

## REFERENCE AND ADMINISTRATION FOR THE YEAR ENDED 31ST DECEMBER 2022

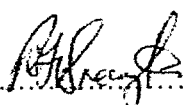
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### Plans for the future

#### FUTURE DEVELOPMENTS

The Charity will look to resolve the Lease, License and undertake necessary works as described previously.

R Breavington, Chairman

Date .....  ..... 27/6/23 .....

# HATFIELD HEATH VILLAGE HALL TRUST

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

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I report on the accounts of Hatfield Heath Village Hall Trust for the year ended 31st December 2022 which are set out on pages five to ten.

### **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 Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

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

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:

Community360

Winsley's House, High Street, Colchester, Essex



Date

29/06/2023

# HATFIELD HEATH VILLAGE HALL TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	2022 Unrestricted £	2022 Restricted £	2022 Designated £	2022 Total £	2021 Total £
<b>Income and endowments from:</b>						
Donations & legacies		-	-	-	-	10
Charitable activities	3	21,513	-	-	21,513	32,818
Other income	2	553	-	-	553	4
<b>Total incoming resources</b>		<b>22,066</b>	<b>-</b>	<b>-</b>	<b>22,066</b>	<b>32,832</b>
<b>Resources expended</b>						
Charitable activities	4	26,390	1,300	-	27,690	22,763
<b>Total resources expended</b>		<b>26,390</b>	<b>1,300</b>	<b>-</b>	<b>27,690</b>	<b>22,763</b>
<b>Operating surplus</b>		<b>(4,324)</b>	<b>(1,300)</b>	<b>-</b>	<b>(5,624)</b>	<b>10,069</b>
Gains & losses on investment assets	7	(7,232)	-	-	(7,232)	11,605
<b>Net income</b>		<b>(11,556)</b>	<b>(1,300)</b>	<b>-</b>	<b>(12,856)</b>	<b>21,674</b>
<b>Gross transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(11,556)</b>	<b>(1,300)</b>	<b>-</b>	<b>(12,856)</b>	<b>21,674</b>
<b>Funds at 1 January 2022</b>	9	<b>128,986</b>	<b>12,892</b>	<b>36,755</b>	<b>178,633</b>	<b>156,959</b>
<b>Funds at 31 December 2022</b>	9	<b>117,430</b>	<b>11,592</b>	<b>36,755</b>	<b>165,777</b>	<b>178,633</b>

Notes on pages 8-11 form part of these financial statements.

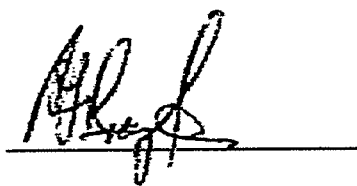
# HATFIELD HEATH VILLAGE HALL TRUST

## BALANCE SHEET AS AT 31 DECEMBER 2022

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	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	5	12,592	13,903
Investments	7	<u>69,916</u>	<u>77,148</u>
		82,508	91,051
<b>Current assets</b>			
Debtors	6	4,485	3,430
Cash at bank and in hand		<u>80,086</u>	<u>85,436</u>
		84,571	88,866
<b>Creditors: amounts falling due within one year</b>	8	<u>1,301</u>	<u>1,284</u>
<b>Net current assets/(liabilities)</b>		83,270	87,582
<b>Net assets</b>		<u><u>165,777</u></u>	<u><u>178,633</u></u>
<b>Funds</b>			
Unrestricted funds	9	117,430	128,986
Restricted funds	9	11,592	12,892
Designated funds	9	36,755	36,755
<b>Total funds</b>	9	<u><u>165,777</u></u>	<u><u>178,633</u></u>

Signed on behalf of the trustees:



Date:

27/6/23

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

---

### 1. Accounting policies

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

#### **Cash flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

#### **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

When donors specify that donations and grants, including capital grants are for a particular restricted purpose, this income is included in incoming resources of restricted funds when receivable.

#### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category.

Costs classified as governance costs relate to costs incurred in connection with compliance with constitutional, audit and other statutory requirements.

#### **Going concern**

These accounts were prepared on a going concern basis.

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

### 1. Accounting policies (continued)

#### Depreciation

Depreciation is provided to write off the cost of fixed assets over their expected useful lives, at the following annual rates:

Village Hall & Institute	2% Straight line
Equipment	10% Straight line

### 2. Other income

	Total 2022 £	Total 2021 £
Interest receivable	553	4
	<u>553</u>	<u>4</u>

### 3. Income from charitable activities

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Use of hall	18,722	-	18,722	8,794
Grants	2,791	-	2,791	23,324
	<u>21,513</u>	<u>-</u>	<u>21,513</u>	<u>32,118</u>

### 4. Expenditure on charitable activities

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Governance costs	542	-	542	754
Sundry expenses	1,049	-	1,049	416
Window cleaning and gardening	1,016	-	1,016	912
Repairs and renewals	8,792	-	8,792	6,972
Heat, light & water	2,350	-	2,350	1,903
Insurances	2,659	-	2,659	2,593
Licences	179	-	179	192
Staff costs	8,338	-	8,338	7,114
Training	-	-	-	334
Advertising	-	-	-	150
Depreciation	1,464	1,300	2,764	1,423
	<u>26,390</u>	<u>1,300</u>	<u>27,690</u>	<u>22,763</u>

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

5. Tangible fixed assets	Leasehold property hall	Leasehold property institute	Plant & machinery	Office equipment	Total
	£	£	£	£	£
<b>Cost</b>					
As at 1 January 2022	8,524	11,306	22,830	22,540	65,200
Additions	-	-	1,452	-	1,452
As at 31 December 2022	<b>8,524</b>	<b>11,306</b>	<b>24,282</b>	<b>22,540</b>	<b>66,652</b>
<b>Depreciation</b>					
As at 1 January 2022	8,235	10,692	9,829	22,540	51,296
Charge for the year	170	226	2,368	-	2,764
As at 31 December 2022	<b>8,405</b>	<b>10,918</b>	<b>12,197</b>	<b>22,540</b>	<b>54,060</b>
<b>Net Book Value</b>					
As at 31 December 2022	<b>119</b>	<b>388</b>	<b>12,085</b>	<b>-</b>	<b>12,592</b>
As at 31 December 2021	289	614	13,001	-	13,904

6. Debtors	Total 2022 £	Total 2021 £
Trade debtors	1,922	771
Prepayments and accrued income	2,563	2,659
	<b>4,485</b>	<b>3,430</b>

7. Fixed asset investment	Total 2022 £	Total 2021 £
COIF - Investment Fund	69,916	77,148
	<b>69,916</b>	<b>77,148</b>

# HATFIELD HEATH VILLAGE HALL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

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8. Creditors: falling due within a year	Total 2022 £	Total 2021 £
Accruals	301	228
Deferred income	1,000	1,056
	<u>1,301</u>	<u>1,284</u>

### 9. Summary of funds

	Brought Forward £	Incoming resources £	Outgoing resources £	Gains / (Losses) £	Carried Forward £
Designated funds	36,755	-	-	-	36,755
Restricted					
Community Building Fund	12,892	-	1,300	-	11,592
Unrestricted	128,986	22,066	26,390	(7,232)	117,430
	<u>178,633</u>	<u>22,066</u>	<u>27,690</u>	<u>(7,232)</u>	<u>165,777</u>

The Designated Fund is the Building Fund, designated by the Executive Committee to cover major, unexpected building works as opposed to day to day maintenance and repairs.

The RCCE/ECC Covid Safe Community Building Fund was to install a ventilation system. This was purchased in December 2021, therefore in monetary terms the restricted funds are fully spent. The depreciation for this item is to be allocated each year, therefore there is a carried forward balance for accounting purposes.

### 10. Staff costs

The charity employed on average 1 (2021:2) part-time staff in the period. No staff member was paid in excess of £60,000 (2021:£60,000 pa).