

# **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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# **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

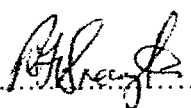
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### Plans for the future

#### 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>		<u>22,066</u>	<u>-</u>	<u>-</u>	<u>22,066</u>	<u>32,832</u>
<b>Resources expended</b>						
Charitable activities	4	<u>26,390</u>	<u>1,300</u>	<u>-</u>	<u>27,690</u>	<u>22,763</u>
<b>Total resources expended</b>		<u>26,390</u>	<u>1,300</u>	<u>-</u>	<u>27,690</u>	<u>22,763</u>
<b>Operating surplus</b>		<u>(4,324)</u>	<u>(1,300)</u>	<u>-</u>	<u>(5,624)</u>	<u>10,069</u>
Gains & losses on investment assets	7	(7,232)	-	-	(7,232)	11,605
<b>Net income</b>		<u>(11,556)</u>	<u>(1,300)</u>	<u>-</u>	<u>(12,856)</u>	<u>21,674</u>
<b>Gross transfers between funds</b>		-	-	-	-	-
<b>Net movement in funds</b>		<u>(11,556)</u>	<u>(1,300)</u>	<u>-</u>	<u>(12,856)</u>	<u>21,674</u>
<b>Funds at 1 January 2022</b>	9	128,986	12,892	36,755	178,633	156,959
<b>Funds at 31 December 2022</b>	9	<u><u>117,430</u></u>	<u><u>11,592</u></u>	<u><u>36,755</u></u>	<u><u>165,777</u></u>	<u><u>178,633</u></u>

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

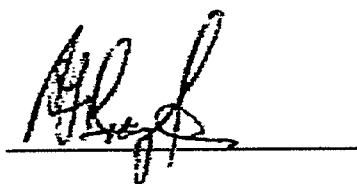


# HATFIELD HEATH VILLAGE HALL TRUST

## BALANCE SHEET AS AT 31 DECEMBER 2022

	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

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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 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
	<b>553</b>	<b>4</b>

### 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
	<b>21,513</b>	<b>-</b>	<b>21,513</b>	<b>32,118</b>

### 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
	<b>26,390</b>	<b>1,300</b>	<b>27,690</b>	<b>22,763</b>

# HATFIELD HEATH VILLAGE HALL TRUST

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

<b>5. Tangible fixed assets</b>	<b>Leasehold property hall</b>	<b>Leasehold property institute</b>	<b>Plant &amp; machinery</b>	<b>Office equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<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

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

<b>7. Fixed asset investment</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
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

### 8. Creditors: falling due within a year

	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Accruals	301	228
Deferred income	1,000	1,056
	<b><u>1,301</u></b>	<b><u>1,284</u></b>

### 9. Summary of funds

	<b>Brought Forward £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Gains / ( Losses) £</b>	<b>Carried Forward £</b>
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
	<b><u>178,633</u></b>	<b><u>22,066</u></b>	<b><u>27,690</u></b>	<b><u>(7,232)</u></b>	<b><u>165,777</u></b>

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).