



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01 April 2024 (Period start date)** To **31 March 2025 (Period end date)**

Charity name: Orpen Memorial Hall Trust

Charity registration number: 208912

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Village Hall for general use and benefit to the inhabitants of the parish.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hire of the hall for regular users e.g. clubs, playgroup, local drama group, meetings etc. Hire of the hall for casual users e.g. parties, events, wedding receptions etc. Part of the hall is hired to West Bergholt Social Club during the evenings/weekends and available to hire to the public during the day.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustee is satisfied that this charity meets the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No comment
Policy on social investment including program related investment	Para 1.38	No comment
Contribution made by volunteers	Para 1.38	No comment
Other		No comment

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The hire charges are sufficient to cover the running costs of the hall.</p> <p>Use of the facilities continues to expand.</p> <p>Throughout the financial year 2024-25 the Orpen Memorial Hall bookings remain steady, with regular hirings, one-off parties and continuous schedule of maintenance and upgrade projects.</p> <p>Bluebells Pre-school continued to provide Early Years education for children Monday-Friday during term time in both the front and back halls from 8am-4pm. They were fully subscribed as always and provided a substantial part of the hall's income during the daytime when it wasn't generally in demand.</p> <p>The Hall complex was open for hirers as stated earlier, with clubs, regular hirings and on-off parties filling the diary.</p> <p>The Annual Village Fete was held on the 6th July 2024, led by the new Fete Subcommittee. £2032.40 was raised from stall booking fees and refreshment trucks, but £3,122 spent on the marquees and bands, resulting in the need to use £1,089.60 of the funds carried forward from previous years. A £200 grant was received from the City Councillor's Locality Budget which helped with the hire of the marquees, but in 2025-26 sponsorship will be sought for them from local businesses.</p> <p>The West Bergholt Social Club opened during 2024-25 and paid each quarter of its licence fee in full to the Orpen Memorial Hall Trust. The use of the Social Club by the Trust as a meeting room during the day continued with the Warm Space (now renamed the Friday Club) running each week six months of the year, during the colder months. This was run by the West Bergholt Care Network and supported by the Parish Council, providing free tea & biscuits, and more importantly companionship during the difficult economic times. Other daytime use included a weekly coffee morning during term times for those Bluebells parents of SEND children, providing support and a friendly chat.</p>

		<p>During 2024-25 the Norwegian Bakers continued to be the only food outlet to hire a space outside in the Orpen Memorial Hall car park, providing freshly baked goods from their gazebo stall every Wednesday and has proved popular with residents & parents parking during school drop off/pick up alike.</p> <p>There were no major projects this year, however the retention monies that were due a year after the upgrading of the Social Club & public access toilets were paid to the relevant contractor. An emergency boiler replacement was necessary to one of the hall's three boilers.</p> <p>Otherwise, only general maintenance, repairs and repainting took place, which included fitting child friendly toilet seats. An update of the hall's electrics took place within this year's maintenance budget with the installation of a new fuse board, the fitting of a new outdoor socket and the replacement of some very old hand dryers with newer models.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	No comment
Performance of fundraising activities against objectives set	Para 1.41	No comment
Investment performance against objectives	Para 1.41	No comment
Other		No comment

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Cash at the bank on 31/03/25 was £28,709.48, including £6,127.77 in the Orpen Bequest account, which is to be used for internal improvements to the Orpen Memorial Hall.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>£2,146.00 is held for WB Village Fete, all of which is held in a designated fund as the previous year's restricted funds were used up previously. The profits from the Village Fete are held with the Trust's reserves, for use the following year or to fund other village events, if the Fete should cease.</p> <p>There is also £1,671.14 set aside for Improvements, donated by the now defunct WB Local History Group. This fund was transferred to the hall from the remainder of the monies in their bank account, to be used by the hall, to pay for the storage and maintenance of the WB History Archive for the benefit of residents. The hall expects to pay to clear a storeroom, purchase several 6ft high tambor cupboards to store the archive and for someone to catalogue the archive in 2025-26.</p> <p>The remaining reserves are set aside for future major projects and to cover unusual items of expenditure, as well as contingency for loss of income if needed, as noted below.</p>
Amount of reserves held	Para 1.22	£18,764.57 was held in unrestricted funds, enough to cover 4 months of operating costs in the event of a loss of income.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None, even in the event of another pandemic and having to close, the hall is well prepared with contingency funds.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Hire charges for the premises are the principal source of funding. Income from trading activities has remained steady during the year and as a result, they cover the charitable expenditure.</p> <p>The charity was in receipt of only one small Colchester City Council Locality grant worth £200 in 2024-25, for use on marque hire at the village fete.</p>
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		The Parish Council provides an annual maintenance contribution to the Orpen Memorial Hall of £1,600.
Investment policy and objectives including any social investment policy adopted	Para 1.46	No comment
A description of the principal risks facing the charity	Para 1.46	No comment
Other		No comment

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Will proved 9 th February 1918 and Scheme of 8 th February 1944
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointment on becoming a member of West Bergholt Parish Council

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	No comment
The charity's organisational structure and any wider network with which the charity works	Para 1.51	No comment
Relationship with any related parties	Para 1.51	No comment
Other		No comment

Reference and Administrative details

Charity name	Orpen Memorial Hall Trust
Other name the charity uses	
Registered charity number	208912
Charity's principal address	80 Chapel Road West Bergholt Colchester CO6 3HL

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 West Bergholt Parish Council			

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Laura Walkingshaw	Brian Butcher
Position (eg Secretary, Chair, etc)	West Bergholt Parish Clerk	Chair of West Bergholt Parish Council
Date	14 th January 2026	

ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

Receipts and Payments for year ending 31st March 2025

	2024-25						2023-24	
	Unrestricted Funds			Restricted Funds		Endowment Funds		
	General Reserves	Designated for Improvements	Designated for Fete	Restricted for Improvements	Restricted for Fete		Total	
	£	£	£	£	£	£	£	£
Receipts								
From Voluntary Sources								
Grants	0.00			1671.14			1671.14	9975.00
Fundraising (Village Fete)			1832.40		200.00		2032.40	2414.36
Sub Total	0.00	0.00	1832.40	1671.14	200.00	0.00	3703.54	12389.36
From Trading Activities								
Lettings Main Hall	26519.32						26519.32	25911.39
Lettings John Lampon Hall	16408.41						16408.41	16930.80
Letting - PC	700.00						700.00	700.00
Social Club Licence Fee	2510.00						2510.00	4840.00
Social Club Meeting Room	1307.92						1307.92	808.55
Play Group Storage	589.98						589.98	590.08
Environment Storage	451.00						451.00	440.00
Maint. Contribution from PC	1600.00						1600.00	1500.00
Miscellaneous	0.00						0.00	0.00
Sub Total	50086.63	0.00	0.00	0.00	0.00	0.00	50086.63	51720.82
From Assets								
Investment Income						620.26	620.26	608.26
Bank Interest	71.28					83.94	155.22	105.00
VAT Refund	3981.64						3981.64	6061.59
Total Receipts	54139.55	0.00	1832.40	1671.14	200.00	704.20	58547.29	70885.03
Payments								
Charitable Activities								
Electricity	1861.82						1861.82	3552.04
Gas	4253.44						4253.44	1509.9
Rates	168.58						168.58	56.19
Water Rates	1364.24						1364.24	1233.83
Insurance	1485.20						1485.20	1381.56
Hall Consumables	1022.17						1022.17	1270.35
Cleaning	9807.00						9807.00	9366.71
Waste	2434.77						2434.77	2468.52
Administrators salary	8855.97						8855.97	9015.52
Office expenses	1126.07						1126.07	626.57
Maintenance & Servicing	6614.58						6614.58	8058.23
Fees and Licences	390.84						390.84	707.28
Public Works Loan	5368.26						5368.26	5368.26
	44752.94					0.00	44752.94	44614.96
Other Expenditure								
Legal Fees							0.00	0.00
Fundraising Costs (Village Fete)			1294.59		1827.41		3122.00	1715.14
VAT	4722.47						4722.47	4471.27
On Assets and Equipment Purchases								
Building improvements	1582.00	3158.04		221.96			4962.00	13338.67
Total Payments	51057.41	3158.04	1294.59	221.96	1827.41	0.00	57559.41	64140.04
Net Receipts for the year	3082.14	-3158.04	537.81	1449.18	-1627.41	704.20	987.88	6744.99
Balances at start of year	17318.95	1582.00	1608.19	221.96	1627.41	5363.09	27721.60	20976.61
Transfer between funds	-60.48					60.48	0.00	
Transfer between funds	-1576.04	1576.04	0.00	0.00	0.00	0.00	0.00	
Balances at end of year	18764.57	0.00	2146.00	1671.14	0.00	6127.77	28709.48	27721.60

ORPEN MEMORIAL HALL ACCOUNTS
Registered Charity No. 208912
Statement of Assets and Liabilities at 31st March 2025

	2024-25						2023-24
	Unrestricted Funds			Restricted Funds		Endowment Funds	Total
	General Reserves	Designated for Improvements	Designated for Fete	Restricted for Improvements	Restricted for Fete		
	£	£	£	£	£	£	£
MONETARY ASSETS							
Deposits and Bank Balances							
Current Account	8797.06		2146.00	1671.14			12614.20
High Interest Account	9967.51						9967.51
Orpen Bequest Account						6127.77	6127.77
	18764.57	0.00	2146.00	1671.14	0.00	6127.77	28709.48
							27721.60

DEBTORS							
Outstanding Hall hire fees at 31st March						Invoice 314	48.15
						Invoice 316	44.85
						Invoice 318	85.60
						Invoice 332	84.00
							262.60

CREDITORS							
Hall hire fees in advance							0.00

INVESTMENT ASSETS (assets belonging to Endowment Funds)
 Orpen Bequest: COIF Charities Investment Fund - Income Units (7064.48 units) bid market value £20,953.95 at 31/03/25

NON MONETARY ASSETS (assets belonging to Unrestricted Funds)
 Land and Buildings
 Fixtures & Fittings
 Kitchen Equipment
 Stationery
 Office Equipment
 IT Projection equipment

DESIGNATED FUNDS
 The terms of the Village Fete Sub-Committee state that the funds raised by the fete will be held in the Orpen Hall Trust bank account.

**Independent Examiner's Report to the Trustees of Orpen Memorial Hall
(Registered Charity number 208912)**

I report to the trustees on my examination of the accounts of Orpen Memorial Hall for the year ended 31st March 2025.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and 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.



J Stobart FCCA

RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
2nd June 2025