

**STANWAY VILLAGE HALL
(INCORPORATING THE VICTORY HALL & TOLLGATE HALL)
MANAGEMENT COMMITTEE**

(Registered Charity No.272860)

Villa Road, Stanway, Colchester CO3 0RH

Trustees' Annual Report for 01 January 2023 – 31 December 2023

1. Trustees for the year

- Ann Longman (Chair)
- Ann Norton (Deputy Chair)
- Teresa Baines (Secretary & Treasurer)

The only changes to the Trustees during the year was Robert Wopling, Deputy Chair, resigned and a new trustee and Deputy Chair was elected, Ann Norton.

2. Governance

The Charity is governed and managed by a Committee of Management (The Stanway Village Hall Management Committee) consisting of the three trustees, 2 representatives of the Parish Council and up to 10 representatives of hall users.

Ann Longman was Chair throughout the year and Teresa Baines Secretary & Treasurer.

3. Objectives

The organisation is the leaseholder on 3 community halls (Stanway Village Hall, Victory Hall and Tollgate Hall) all situated at the Villa Road site. The ultimate freeholder is Stanway Parish Council and the three halls are on a long lease to Stanway Village Hall at a Peppercorn rent.

The organisation manages, maintains and lets the halls out to community group users and other local hirers on a non-profit basis for the benefit of the local community.

The primary financial aim is to maximise occupation and to ensure a small annual surplus to cover ongoing maintenance, refurbishment and general upkeep of the buildings. The organisation aims to maintain reserves in case of unforeseen maintenance or replacement costs.

4. Chairman's Report for 2023

Good evening.

This has been a much easier year for us although not without its challenges.

After many delays and problems, we have finally got the WiFi into the Tollgate Hall.

Aircon units have been installed in the Clerk's office and the small meeting room in Victory Hall, making both rooms more comfortable. New fire exit doors have been fitted to the Village Hall due to damage to the fixings. Our flooring in the Village Hall is also being sanded and sealed. This is done approx. every 5 yrs.

We now have a projector screen in the Victory Hall and a Projector that can be used in any of the halls using a wall as the screen.

We are still planning to do some refurbishment in the Tollgate Hall – the ceiling and lights, toilets, entrance lobby and possibly solar panels to help with energy costs. This will not be cheap and funding will need is being sought.

The new car park extension is great asset to the halls – when all 3 halls and the field are in use, we are now able to accommodate the users. Not certain that the bike shelters are being used for many bikes!!

Unfortunately, with the rise in utility bills etc we reluctantly have had to increase our hire charges for the coming year. Even with the Lakelands Centre being opened our bookings remain good and with the assistance of our caretaking staff we have extended our weekend bookings which have become more popular, especially children's parties. The use of bouncy castles in the halls has also been beneficial to our bookings

We have a great team – Thanks to Paul, our manager, Stuart and Katie our caretakers. Paul has now stepped back into an admin role from Feb with Katie coming on board as our assistant caretaker. Also, thanks to Carol Hardisty who keeps all our bookings in order. Teresa Baines our Secretary and Ann Norton- vice chair who have worked tirelessly, especially with the accounts and also planting bulbs and trees. We have a very small committee who are committed to making the halls the best they can be for all hirers. My thanks go to all of them. Thanks also to Donna and Amanda from Parish Council for their help.

Ann Longman: Chairman, 01 May 2024.

5. Financial Performance

The three halls achieved an overall deficit of £1,212 which has been financed by General Reserves.

Total reserves as of 31 December 2023 are £56,040 which are primarily held in a reserve bank account.

General Reserves are held to cover unanticipated costs, losses and longer-term maintenance of the fabric of the buildings.

There were no significant debts or liabilities and there were no reportable serious incidents.

Stanway Village Hall Management Committee
Consolidated Accounts

UNAUDITED ACCOUNTS

for the year ended 31 December 2023

Stanway Village Hall Management Committee Consolidated Accounts

Unaudited Accounts

Year ended 31 December 2023

CONTENTS	PAGE
Proprietor and Professional Advisers	1
Proprietor's Approval Statement	2
Accountant's Report	3
Profit and Loss Account	4
Balance Sheet	5
Notes to the Accounts	6 - 8

Stanway Village Hall Management Committee Consolidated Accounts

Proprietor and Professional Advisers

Year ended 31 December 2023

Proprietor	The Trustees of the Stanway Village Hall Management Committee
Business name	Stanway Village Hall Management Committee Consolidated Accounts
Business address	Stanway Community Centre Villa Road, Stanway Colchester Essex CO3 0RH United Kingdom
Accountant	Colchester Accounting Unit 9, Bell House Farm Church Lane, Stanway Colchester CO3 8LS United Kingdom

Stanway Village Hall Management Committee Consolidated Accounts

Proprietor's Approval Statement

Year ended 31 December 2023

I approve the accounts which comprise the profit and loss account, balance sheet and related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Colchester Accounting with all the information and explanations necessary for their compilation.

The Trustees of the Stanway Village Hall Management Committee

Date: 30 April 2024

Stanway Village Hall Management Committee Consolidated Accounts

Report to the proprietor on the preparation of the unaudited accounts of
Stanway Village Hall Management Committee Consolidated Accounts

Year ended 31 December 2023

In accordance with your instructions, I have compiled the accounts on the following pages from the accounting records and from information and explanations supplied to me.

I have not carried out an audit or any other review, and consequently I do not, therefore, express any opinion on the accounts.

Colchester Accounting

Unit 9, Bell House Farm
Church Lane, Stanway
Colchester
CO3 8LS
United Kingdom

Date: 30 April 2024

Stanway Village Hall Management Committee Consolidated Accounts

Profit and Loss Account

Year ended 31 December 2023

		2023	2022
		£	£
	Note		
Turnover	2	87,465	79,748
Cost of sales	2	51,383	46,536
Gross profit		<u>36,082</u>	<u>33,212</u>
Finance income	2	471	71
Expenditure	2		
Premises costs		25,070	26,612
Office costs		3,858	1,488
Repairs and maintenance		8,837	11,465
		<u>37,765</u>	<u>39,565</u>
Loss for the year		<u>(1,212)</u>	<u>(6,282)</u>

Stanway Village Hall Management Committee Consolidated Accounts

Balance Sheet

31 December 2023

		2023	2022
		£	£
	Note		
Current assets			
Cash at bank		56,040	57,252
Net current assets		<u>56,040</u>	<u>57,252</u>
Net assets		<u>56,040</u>	<u>57,252</u>
Financed by:			
Capital account	4	<u>56,040</u>	<u>57,252</u>

Stanway Village Hall Management Committee Consolidated Accounts

Notes to the Accounts

Year ended 31 December 2023

1 Accounting policies

BASIS OF PREPARATION

The accounts have been prepared under the historical cost basis and on a basis which enables the profits to be calculated in accordance with United Kingdom Generally Accepted Accounting Practice.

TURNOVER

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

TANGIBLE ASSETS

Tangible assets are measured at cost less accumulated depreciation. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	25% straight line
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2 Profit and loss account analysis

TURNOVER

	2023	2022
	£	£
Hall Hire Income	79,398	68,603
Grants inc COVID and JRS Grants	2,167	7,645
Damage Bond Deposits	5,900	3,500
	<u>87,465</u>	<u>79,748</u>

COST OF SALES

	2023	2022
	£	£
Refunds and Deposits Returned	7,706	4,074
Wages and salaries	43,677	42,462
	<u>51,383</u>	<u>46,536</u>

Stanway Village Hall Management Committee Consolidated Accounts

Notes to the Accounts (continued)

Year ended 31 December 2023

FINANCE INCOME

	2023	2022
	£	£
Bank interest receivable	471	71
	<u>471</u>	<u>71</u>

EXPENDITURE

	2023	2022
	£	£
Premises costs		
Rates	429	826
Light, heating and power	11,902	8,630
Water	2,517	1,398
Honorium	500	600
Royalties and Licences	876	1,231
Other Premises Costs	6,488	11,713
Premises insurance	2,358	2,214
	<u>25,070</u>	<u>26,612</u>

	2023	2022
	£	£
Office costs		
Telephone	3,858	1,488
	<u>3,858</u>	<u>1,488</u>

	2023	2022
	£	£
Repairs and maintenance		
Repairs and maintenance	8,837	11,465
	<u>8,837</u>	<u>11,465</u>

Stanway Village Hall Management Committee Consolidated Accounts

Notes to the Accounts (continued)

Year ended 31 December 2023

3 Tangible assets

	Fixtures and fittings £
Cost	
At 1 January 2023 and 31 December 2023	19,706
	<hr/>
Depreciation	
At 1 January 2023 and 31 December 2023	19,706
	<hr/>
Net book value	
At 31 December 2023	-
	<hr/>
At 31 December 2022	-
	<hr/>

4 Capital account

	2023 £	2022 £
At 1 January 2023	57,252	63,534
Net loss for the year	(1,212)	(6,282)
At 31 December 2023	56,040	57,252



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Stanway Village Hall Management Committee

On accounts for the year
ended

31 December 2023

Charity no
(if any)

272860

Set out on pages

1 to 10

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023

Responsibilities and
basis of report

As the charity's trustees, 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ *) 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 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 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

28/06/2024

Name:

Paul A Dundas

Relevant professional
qualification(s) or body

MAAT

(if any):

Address: Unit 9 Bellhouse Farm, Church Lane, Stanway, Colchester CO3 8LS

Section B **Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None.