

WRITTLE VILLAGE HALL
TRUSTEES ANNUAL REPORT FOR 2023

CHARITY NAME

The John Attwood Charitable Trust

OTHER NAME CHARITY IS KNOWN BY

Writtle Village Hall

REGISTERED CHARITY NUMBER

276581

STRUCTURE, GOVERNANCE AND MANAGEMENT

Established as a Charity under a Scheme dated 26 April 1979

The Parish Council of Writtle shall be the Custodian Trustee of the Charity.

OBJECTS

(1) The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the area of the Ancient Parish of Writtle (hereinafter called "the area of benefit") without distinction of political, religious or other opinions, including use for 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.

(2) Except as hereinbefore provided the said land with the building thereon shall be held upon trust for the purposes of a village hall as aforesaid

COMMITTEE OF MANAGEMENT

Constitution: - The Committee of Management shall consist when complete of nine persons (hereinafter referred to as Members) being Three Elected Members and Six Representative Members. The Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meeting at which they are appointed.

Representative Members: - (1) One Representative Member shall be appointed by each of the following organisations:

The Parish Council of Writtle, The Writtle Community Association, The Writtle Playgroup, The Writtle Whist and Social Club, The Writtle (Afternoon) Women's Institute and The Writtle (Evening) Women's Institute.

(2) Each organisation shall notify the name of each person appointed by it to the secretary of the Committee.

At a meeting held on 28 October 2019, a resolution was passed unanimously by all Members present to allow the appointment of additional Representative Members by any organisation in the area of benefit not already named in this Scheme i.e. Carpet Bowls, Workers' Educational Association, Home Fayre, Essex Warriors, Writtle CARDS and Writtle Art Group.

At a meeting held on 1 September 2021, a resolution was passed unanimously by all Members present to allow the appointment of an additional Representative Member not already named in this Scheme from Writtle Independent Gamers.

Following the sad death of Wendy Walker in May, we welcomed Ian Nicholls as Writtle Parish Council representative.

NAMES OF THE CHARITY TRUSTEES WHO MANAGE THE CHARITY

Trustee name	Office (if any)	Dates acted if not for whole year	Name of body entitled to appoint trustee
Mavis Awcock			Writtle WI
Norman Awcock			WEA and Carpet Bowls
Roger Bailey	Chair		Home Fayre
Jan Irving			Writtle Cards
Peter Hockaday			Essex Warriors
Ian Nicholls		From 16 August 2023	Writtle Parish Council
Peter Pegg			Writtle Art Group
Ian Roberts			Writtle Independent Gamers
Nora Smith	Vice Chair		Elected Village Representative
Wendy Walker		To May 2023	Writtle Parish Council

OFFICERS (Employees)

Andrew Brewster	Treasurer		
Kirsti Feaviour	Secretary		

SOURCES OF ADVICE AND SUPPORT

Barclays Bank plc, 40-41 High Street, Chelmsford, Essex CM1 1BE

Rural Community Council of Essex, Threshelfords Business Park, Inworth Road, Feering, Essex C05 9SE

POLICIES AND PROCEDURES

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Reserves Policy
- Equality Policy

ACTIVITIES

The Village Hall continues to operate efficiently and to a high standard under the control of the Committee of Trustees, the Booking Secretary and the Treasurer.

The Trustees met on four occasions during the year to oversee the operation and activities of the Hall, establish resource budgets, exercise financial control and plan for its future development. During the year, the Chair, Secretary and Treasurer also met on several occasions.

There are some 23 organisations using the Hall on a regular basis. It is also normally used for exhibitions, amateur dramatics, private functions, birthday parties and for occasional meetings by a wide range of clubs, societies and organisations. Some 50 organisations and individuals hired the hall for one-off events

The Hall acts as a meeting room, theatre, dance and sports hall, and in order to maintain the high quality of the Hall, an ongoing programme of maintenance is in place mostly carried out by our handyman, Andy Hems.

During the year, the existing emergency light fittings were replaced and the external cabling upgraded. A canopy awning was installed over the main entrance and the defibrillator pads were renewed. Various minor maintenance issues were resolved.

The AGM was held on 26 April.

ACHIEVEMENTS AND PERFORMANCE

Principal Activities in pursuit of Objectives

- The hall is normally in use most days of the week for a variety of activities including art and craft groups, wargame clubs (Essex Warriors and Writtle Independent Gamers), baby and toddler groups (Doodles of Fun, Hartbeeps and Jo Jingles) as well as Canine Society, Carpet Bowls, Guide Dogs, Home Fayre, Puppy training, Jazz Band practice, the Women's Institute, Workers Educational Association (WEA), Writtle Handbell Ringers, yoga classes and Writtle CARDS.
- We welcomed new regular hirers Chelmsford Bunker (tabletop wargames club) and a Karate club. During the year Active Minds, after many years of hiring our premises and the more recently Essex Advanced Motorcycle Group ceased hiring the hall.
- The hall is available for hire for private functions including children's parties, wedding receptions, funerals, village social functions and occasional fund-raising events.

FINANCIAL REVIEW

Total funds at the year-end stand at £54,388 an increase of £3,735 on the previous year.

Day to day funds are held in a Barclays Community Account with our reserves held in a Barclays Business Premium Account earning 1.50%. 328.45 Income Shares are held in the Charities Official Investment Fund.

Income from hires increased in 2023 by 33% (£9,415) and overall income was up by 34% (£9,741).

Day to day expenditure increased by 33% (£8,478) with on-going minor in-year maintenance.

Hire fees for all hirers increased in April 2023 by 8.7%. The increase was due to three factors, increased energy costs as our 48-month contract with the utility supplier ended on 31 January and the new 12-month contract increased gas by 277% and electricity by 157%. A substantial rise in the National Living Wage from 1 April and other increases in costs of water, insurance and general maintenance costs also contributed to the decision.

Staff costs went up by 36%, utilities by 100% and cleaning by 28%

STATEMENT OF THE CHARITY'S POLICY ON RESERVES

The Management Committee has established an agreed level of reserves that we wish to maintain. This is based on an assessment of:

1. The risk of incurring significant unforeseen expenditure that cannot be delayed, and the likely magnitude of such expenditure, and
2. The risk of suffering significant unforeseen loss of income which cannot be replaced in the short term, and the likely magnitude of such a loss.

The commitment is therefore both continued long-term (building maintenance and refurbishment) and short-term (e.g. electricity and water, insurance and cleaning), whilst income is almost exclusively short-term and potentially volatile.

The agreed level of reserves is designed to ensure that enough short-term funds would be available in the event of one or more of these events, such that the ongoing operations of the Hall and designated project expenditure would not be affected in all but the most extreme circumstances. The risk and magnitude of unforeseen expenditure is affected by our knowledge of the state of the building, there are significant areas that could potentially require unexpected repair.

With several regular user groups and our potential fundraising activities our income is quite healthy and predictable. However, the unexpected loss of a few users would result in a loss of income that could be difficult to replace in the short-term. Taking these factors into account, the current minimum level of reserves that we wish to maintain is £20,000 comprising:

Unforeseen major repairs	£15,000
Loss of income from user groups	£5,000

PUBLIC BENEFIT

The Trustees have complied with their legal duty to have due regard to the Charity Commission's guidance on public benefit when exercising their duties in managing the Charity, as this Annual Report demonstrates. During the year WVHMC continued to achieve its aim of providing our community with a facility that meets a range of needs. The Village Hall is used for the purpose of physical exercise, recreation, and social and educational activities for a diverse range of the community.

DECLARATION

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

Signed on behalf of the charity's trustees:

Signature(s)	
Full name(s)	Roger Bailey
Position (e.g. Secretary, Chair, etc)	Chair
Date	1 May 2024

WRITTLE VILLAGE HALL
Registered Charity No 276581

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

	2023			2022		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
<u>Receipts</u>						
Room hire fees	37,511.10	-	37,511.10	28,095.75	-	28,095.75
From Voluntary Sources						
Donations	-	-	-	-	20.00	20.00
Assets						
Investment income	178.95	-	178.95	178.26	-	178.26
Interest on Business Premium Account	384.30	-	384.30	38.97	-	38.97
Total receipts	38,074.35	-	38,074.35	28,312.98	20.00	28,332.98
<u>Payments</u>						
Staff costs	10,491.00	-	10,491.00	7,722.00	-	7,722.00
Utilities						
Electricity	1,302.26	-	1,302.26	1,077.93	-	1,077.93
Gas	4,548.01	-	4,548.01	1,244.65	-	1,244.65
Water	3,013.90	-	3,013.90	2,105.50	-	2,105.50
	8,864.17	-	8,864.17	4,428.08	-	4,428.08
Cleaning (inc consumables)	10,384.35	-	10,384.35	8,104.63	-	8,104.63
Administration	454.48	-	454.48	1,183.47	-	1,183.47
Licences (inc compliance)	72.00	-	72.00	171.00	-	171.00
Business rates	412.24	-	412.24	488.44	-	488.44
Insurance	1,285.49	-	1,285.49	1,102.64	-	1,102.64
Repairs and maintenance						
General maintenance	1,563.63	-	1,563.63	1,972.77	-	1,972.77
Refuse collection	427.31	-	427.31	551.42	-	551.42
	1,990.94	-	1,990.94	2,524.19	-	2,524.19
On Assets						
Purchase of stacking chairs	384.48	-	384.48	81.97	55.00	136.97
Total payments	34,339.15	-	34,339.15	25,806.42	55.00	25,861.42
Surplus/(Deficit) for the year	3,735.20	-	3,735.20	2,506.56	(35.00)	2,471.56
Balance as at 31 December 2022	50,653.02	15.00	50,668.02	48,146.46	50.00	48,196.46
Balance as at 31 December 2023	54,388.22	15.00	54,403.22	50,653.02	15.00	50,668.02

**Independent Examiner's Report to the Trustees of Charity of John Attwood
(Writtle Village Hall) Registered Charity No. 276581**

I report to the trustees on my examination of the accounts of Writtle Village Hall for the year ended 31st December 2023.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

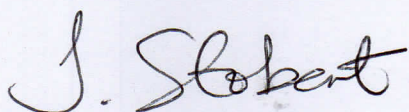
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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
9th April 2024