

CHELMERS VILLAGE HALL

England & Wales · Charity number 281535

Details

Other names	CHELMER VILLAGE HALL
Status	Registered
Legal form	Other
Registered	1981-01-29
Register	View on the Charity Commission register

Contact

Address	The Village Hall Village Square Chelmer Village Chelmsford CM2 6RF
Phone	07860635734
Email	clerk@chelmer-pc.gov.uk
Website	www.chelmervillagehall.co.uk

Activities

Objects: TO PROVIDE A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF SPRINGFIELD IN THE COUNTY OF ESSEX WITHOUT DISTINCTION OF THE 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

Activities: Provides a village hall for all people of the local community to hire for recreation space for people of all ages.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF SPRINGFIELD
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£48,330	£43,172	-	-
2024-03-31	£44,693	£51,008	-	-
2023-03-31	£40,819	£78,715	-	-
2022-03-31	£46,103	£36,901	-	-
2021-03-31	£32,138	£54,911	-	-

Trustees

Name	Role	Appointed
Chelmer Village Council		2023-04-01

CHELMERS VILLAGE HALL

England & Wales - Charity number 281535

Accounts



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	04	2023		31	03	2024

Section A Reference and administration details

Charity name CHELMERS VILLAGE HALL

Other names charity is known by CHELMER VILLAGE HALL (Working name)

Registered charity number (if any) 281535

Charity's principal address

CHELMERS VILLAGE HALL
 VILLAGE SQUARE
 CHELMER VILLAGE
 Postcode CM2 6RF

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	CHELMER VILLAGE PARISH COUNCIL	MANAGING TRUSTEES		
2				
3				
4	(see attached list – all council members are trustees)			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
RURAL COMMUNITY COUNCIL OF ESSEX	DANIELLE FROST	THRESHELFORDS BUSINESS PARK, INWORTH ROAD FEERING, CO5 9SE

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	TRUST DEED
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	AUTOMATIC – see below

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees.
- the charity's organisational structure and any wider network with which the charity works.
- relationship with any related parties.
- trustees' consideration of major risks and the system and procedures to manage them.

THE COUNCILLORS OF CHELMER VILLAGE PARISH COUNCIL AUTOMATICALLY BECOME TRUSTEES ONCE ELECTED BY MEMBERS OF THE PUBLIC TO BECOME A COUNCILLOR OF CHELMER VILLAGE PARISH COUNCIL.

Summary of the objects of the charity set out in its governing document

TO MANAGE AND MAINTAIN A VILLAGE HALL FOR THE RESIDENTS AND PEOPLE OF THE LOCAL COMMUNITY.

SEE ABOVE

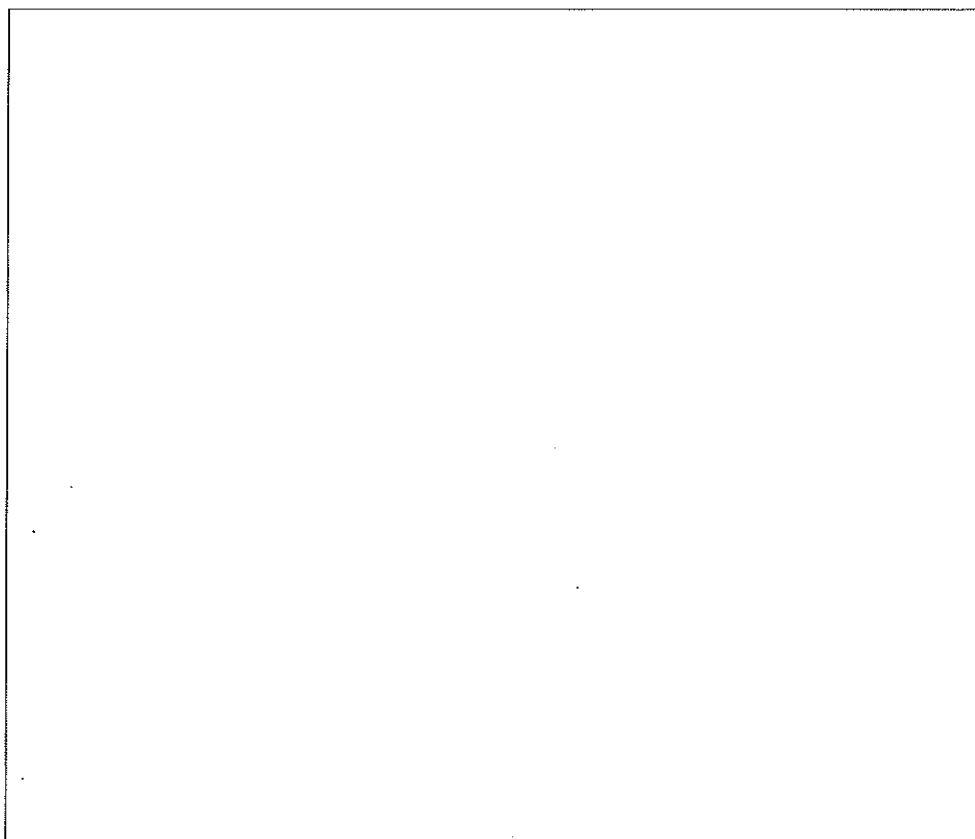
TRUSTEES HAVE REGARD TO THE GUIDANCE ISSUED BY THE CHARITY COMMISSION ON PUBLIC BENEFIT.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making.
- policy programme related investment.
- contribution made by volunteers.



Section E**Financial review**

Brief statement of the charity's policy on reserves

THE CHARITY DOES NOT HAVE A RESERVES POLICY.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising).
- how expenditure has supported the key objectives of the charity.
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****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)

CLLR. MS. SUSAN SULLIVAN

Position (eg Secretary, Chair, etc)

CHAIRMAN CHELMER VILLAGE PARISH COUNCIL

Date

3/9/24

Summary of the main achievements of the charity during the year

1. TO CONTINUE IMPROVING AND REGULARISING THE MANAGEMENT OF THE HALL.
2. THE MAIN HALL CEILING AND LIGHTS AND HEATERS HAS REPLACED AUGUST 2022.
3. GENERAL MAINTENANCE OF THE HALL HAS BEEN CARRIED OUT DURING THE YEAR.

CHELMER VILLAC

SUMMARY	APR	MAY
Opening Cash on Hand	£5,450.41	£5,489.13
Total Income	£3,794.70	£3,017.85
Total Expenditures	£3,755.98	£4,447.53
Net Cash Flow	£38.72	-£1,429.68
Ending Statement Balance	£5,489.13	£4,059.45

INCOME

AD HOC HIRE	£558.50	£268.00
Aerobics - Jose Childs	£83.40	£83.40
Bulgarian Primary School		
CVH Bowls - Mr Jon Matthews	£143.30	£226.70
Guides	£83.40	
Rainbow Pre-school	£2,120.25	£2,120.25
Stretch - Caroline Pink	£56.80	£127.80
TAI CHI - Mr Lng Chng	£127.80	£106.50
The Walker Workout	£106.50	£85.20
Weston School of Dance - Elisabeth Swan	£415.35	
Zumba - Gemma Cook	£99.40	
Alford Storage (clothes bin)		
Moving money from Savings account (not income)		
	£3,794.70	£3,017.85

EXPENDITURE

CVH Staff salary combined (NET)	£1,675.34	£2,831.31
HMRC monthly	£428.40	£206.76
Chelmsford City Council - rates (BACS)	£78.72	£80.00
Chelmsford City Council - bin (BACS)	£139.24	
Chelmsford City Council - premises lic (CHQ)		
Anglian Water/Essex & Suff Water D/D		
Ansvar monthly insurance (DD)		£187.92
DD Eon monthly elec payment	£918.03	£918.03
Vodafone Phones	£28.24	£28.24
SHIPMAN'S Fire Alarm Maintenance/Exting	£43.50	£43.50
Stationery/Furniture		
Building Maintenance	£188.60	£47.97
Cleaning materials	£115.92	£103.80
Website		
Licenses & Subscriptions	£39.99	
SPC admin fee		
Memberships RCCE Fee		
Auditor Fee		
Misc payments (refund & putting money into savings)	£100.00	
	£3,755.98	£4,447.53

3E HALL

JUN	JUL	AUG	SEP	OCT	NOV
£4,059.45	£3,067.25	£2,732.11	£3,147.65	£6,185.68	£3,006.28
£3,441.40	£3,585.95	£3,890.95	£4,398.16	£5,987.35	£3,069.45
£4,433.60	£3,921.09	£3,475.41	£1,360.13	£9,166.75	£5,174.56
-£992.20	-£335.14	£415.54	£3,038.03	-£3,179.40	-£2,105.11
£3,067.25	£2,732.11	£3,147.65	£6,185.68	£3,006.28	£901.17

£462.50	£737.50	£1,008.60	£781.00	£662.50	£332.50
£83.40	£41.70	£41.70	£112.50	£67.50	
			£360.00		
£324.00	£509.00	£296.20	£334.50	£304.50	£274.50
£145.95		£83.40	£67.50	£112.50	£67.50
£2,120.25	£2,120.25	£2,120.25	£2,201.20	£2,201.20	£2,201.20
£42.60	£71.00	£56.80	£77.50	£46.50	£46.50
£85.20	£106.50	£85.20	£93.00	£116.25	£69.75
£63.90		£85.20	£69.75	£93.00	£46.50
			£239.21	£251.90	
£113.60		£113.60	£62.00	£77.50	£31.00
				£54.00	
				£2,000.00	
£3,441.40	£3,585.95	£3,890.95	£4,398.16	£5,987.35	£3,069.45

£1,544.59	£1,614.78	£1,443.14		£2,889.74	£1,443.34
£329.72	£359.56	£359.76		£719.12	£359.56
£80.00	£80.00	£80.00	£80.00	£80.00	£80.00
	£139.24			£149.94	
					£180.00
£502.20					
£187.76	£187.76	£187.76	£187.76	£187.76	£187.76
£918.03	£918.03	£1,075.42	£918.03	£918.03	£918.03
£28.24	£28.24	£28.24	£28.24	£28.24	£28.24
£43.50	£43.50	£43.50	£43.50	£43.50	£43.50
£385.20	£146.18	£257.59	£102.60	£10.40	£1,934.13
£336.36				£265.02	
	£238.80				
				£2,875.00	
£78.00					
	£165.00				
				£1,000.00	
£4,433.60	£3,921.09	£3,475.41	£1,360.13	£9,166.75	£5,174.56

Year:				2023-2024
DEC	JAN	FEB	MAR	Year's Total
£901.17	£239.65	£2,413.84	£3,156.96	
£3,705.84	£5,599.22	£4,080.84	£4,021.33	£48,593.04
£4,367.36	£3,425.03	£3,337.72	£5,143.30	£52,008.46
-£661.52	£2,174.19	£743.12	-£1,121.97	-£3,415.42
£239.65	£2,413.84	£3,156.96	£2,034.99	£2,034.99

£237.50	£412.50	£900.00	£709.50	£7,070.60
£90.00	£90.00	£67.50	£90.00	£851.10
£315.00		£216.00		£891.00
£304.50	£304.50		£609.00	£3,630.70
£90.00	£67.50	£90.00	£45.00	£852.75
£2,201.20	£2,201.20	£2,291.20	£2,201.20	£26,099.65
£62.00	£62.00	£62.00	£77.50	£789.00
£93.00	£116.25	£93.00	£93.00	£1,185.45
£93.00	£69.75	£93.00	£69.75	£875.55
£151.14	£201.52	£151.14	£50.38	£1,460.64
£31.00	£62.00	£93.00	£31.00	£714.10
£37.50	£12.00	£24.00	£45.00	£172.50
	£2,000.00			£4,000.00
£3,705.84	£5,599.22	£4,080.84	£4,021.33	£48,593.04

£1,443.34	£1,449.46	£1,443.34	£1,449.46	£19,227.84
£359.56	£359.56	£359.56	£359.56	£4,201.12
£80.00	£80.00			£798.72
	£139.24			£567.66
		£23.00	£23.00	£226.00
£1,306.93				£1,809.13
£187.76	£187.76	£187.76		£1,877.76
£918.03	£918.03	£918.03	£1,006.54	£11,262.26
£28.24	£28.24	£28.24	£28.24	£338.88
£43.50	£43.50	£43.50	£43.50	£522.00
				£0.00
	£102.60	£137.59	£2,098.60	£5,411.46
	£116.64	£196.70	£14.40	£1,148.84
			£120.00	£120.00
				£278.79
				£2,875.00
				£78.00
				£165.00
				£1,100.00
£4,367.36	£3,425.03	£3,337.72	£5,143.30	£52,008.46

CHELMER VILLAGE HALL

SAVINGS ACCOUNT

23RD MARCH 2016 TRANSFER	£15,000.00		
INTEREST 5 APR 2016		£0.33	
BALANCE			£15,000.33
INTEREST 5 OCT 2106		£4.70	
BALANCE			£15,005.03
INTEREST 5 APR 2017		£2.71	
BALANCE			£15,007.74
INTEREST 5 OCT 2017		£2.35	
BALANCE			£15,010.09
INTEREST 29 JUNE 2018		£2.34	
BALANCE			£15,012.43
INTEREST OCT 2018		£2.35	
BALANCE			£15,014.78
INTEREST 4TH OCT 2019		£37.50	
BALANCE			£15,078.83
INTEREST 3RD APRIL 2020		£37.59	
BALANCE			£15,116.42
INTEREST 5 OCT 2020		£15.40	
BALANCE			£15,131.82
INTEREST 1 APRIL 2021		£2.31	
BALANCE			£15,134.13
INTEREST 5TH OCT 21		2.42	
INTEREST 5TH APR 22		2.55	
			£15,139.10
WITHDRAWAL TO BANK ACCT 8/1	-£10,000		£5,139.10
INTEREST 5TH OCT 22		13.62	£5,152.72
INTEREST 5TH APRIL 23		23.17	£5,175.89

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Chelmers Village Hall – 1 April 2023 to 31 March 2024

Registered Charity No: 281535 (Registered: 29/1/1981)

Income: £44,693.04 (excl internal bank transfers)
Expenditure: £51,008.46 (excl internal bank transfers)
Reserves: £4,247.72

Audit trails were examined on a sample of income and expenditure. All were found to be in order. Expenditure is supported by appropriate paperwork.

The 2023 Annual Return was received by the Charity Commission on 23/12/2023. There are 5 Trustees listed on the Charity Commission website. The 2023-2024 AGM was held on 19/7/2023 at which the 2022-2023 annual accounts were approved.

The bank reconciliation dated 31 March 2024 reconciled with the bank statement. At 31 March 2024 the current account held £2,034.99 (confirmed) and the savings account £2,212.73 (confirmed). No petty cash is held. Online banking is in place.

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance and Marketing Officer keeps good records. Fees were reviewed on 17/1/2024 (Ref: 7). Hire agreements are in place and appropriate safeguards are in place to hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. Terms of Reference for hirers was last reviewed and confirmed on 7/12/2022 (Ref: 7).

The Charity has insurance cover in place for the year of audit. Procedures are in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment is in place and the 5-year electrical testing has been carried out (Ref: 17/1/2024 – 9). Salaries were reviewed at a meeting held on 17/1/2024 (Ref: 11). Payroll is outsourced. Fidelity cover is adequate at £50,000.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.

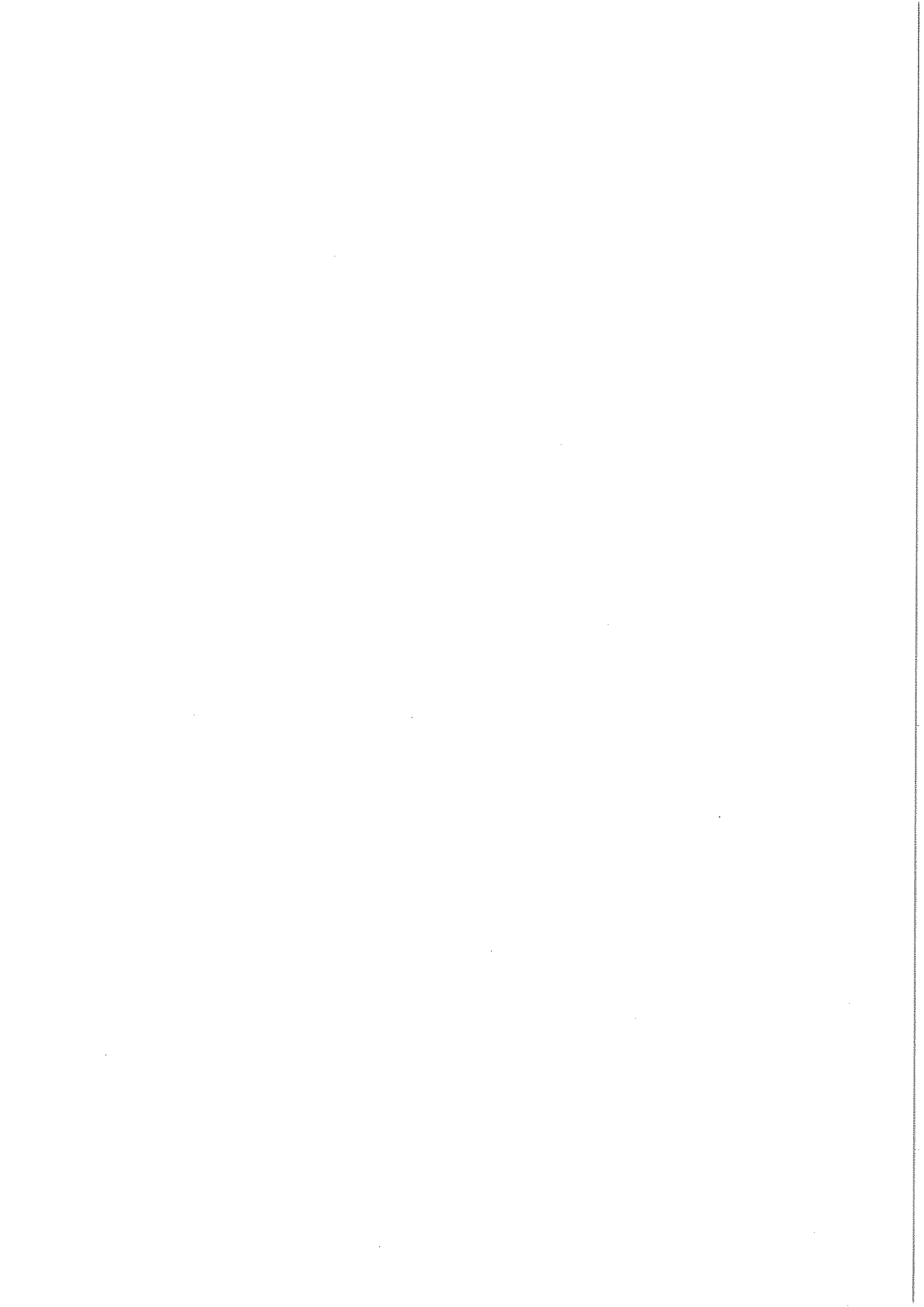


Heather Heelis
23 July 2024
HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy



CHELMERS VILLAGE HALL

Income and Expenditure Report

1st April 2023 - 31 March 2024

1st April 2022- 31st March 2023

Management Accounts	as at 31-Mar-24	as at 31-Mar-23
INCOME		
Bookings		
Childs - Aerobics	£851.10	£783.90
Bulgarian Primary School	£891.00	£736.00
CV Bowls	£3,630.70	£3,229.30
Dodgeball (left June 22)	£0.00	£138.00
Rainbow Guides	£852.75	£781.50
Rainbow Pre-school	£26,099.65	£21,894.75
Shinkyu Karate (left Dec 23)	£0.00	£1,485.55
Stretch - Carolyn Pink	£789.00	£603.80
Tai Chi - Mr Chng	£875.55	£887.40
The Waker Workout (started Nov 22)	£1,185.45	£489.90
Weston's Dance School	£1,460.64	£1,283.10
Zumba - Chappell	£714.10	£479.60
Occasional Bookings (Parties/Meetings etc)	£6,920.60	£7,566.80
SPC Summer Playscheme	£150.00	£150.00
Total Bookings	£44,420.54	£40,509.60
Other Income		
Youth Club-insurance/water rates contribution	£0.00	£250.00
Refund	£100.00	£60.00
Moving money from Savings Account	£4,000.00	£10,000.00
Other Miscellaneous Income (Clothing bin)	£172.50	£0.00
	£4,272.50	£10,310.00
Total Income 2022-2023	2023-2024 £48,693.04	£50,819.60
EXPENDITURE		
Staff	£19,227.84	£16,759.80
Inland Revenue	£4,201.12	£2,771.35
Insurance	£1,877.76	£1,642.28
Telephone	£338.88	£301.40
Rates	£798.72	£711.00
Electricity	£11,262.26	£4,394.03
Water/Sewerage	£1,809.13	£933.29
Stationery & Furniture	£0.00	£980.90
Cleaning Materials	£1,148.84	£1,221.43
Repairs & Maintenance	£5,933.46	£40,549.49
Licences & Subscriptions	£702.79	£748.79
Refuse Collection	£567.66	£552.52
Bank Charges & Int		
	£47,868.46	£71,566.28
Miscellaneous		
Auditor Fee	£165.00	£165.00
SPC Admin Fee	£2,875.00	£5,750.00
Hallbooking refunds	£100.00	£0.00
Other Misc (moved money from bank to savings)	£1,000.00	£1,234.50
	£4,140.00	£7,149.50
Total Expenditure	£52,008.46	£78,715.78
Excess Income over Expenditure	-£3,415.42	-£27,896.18
Opening Balance 1st April - (Current A/c)	£5,450.41	£33,346.59
Net Surplus / Deficit (Current A/c)	£2,034.99	£5,450.41

Balance Sheet

as at 31st March 2024

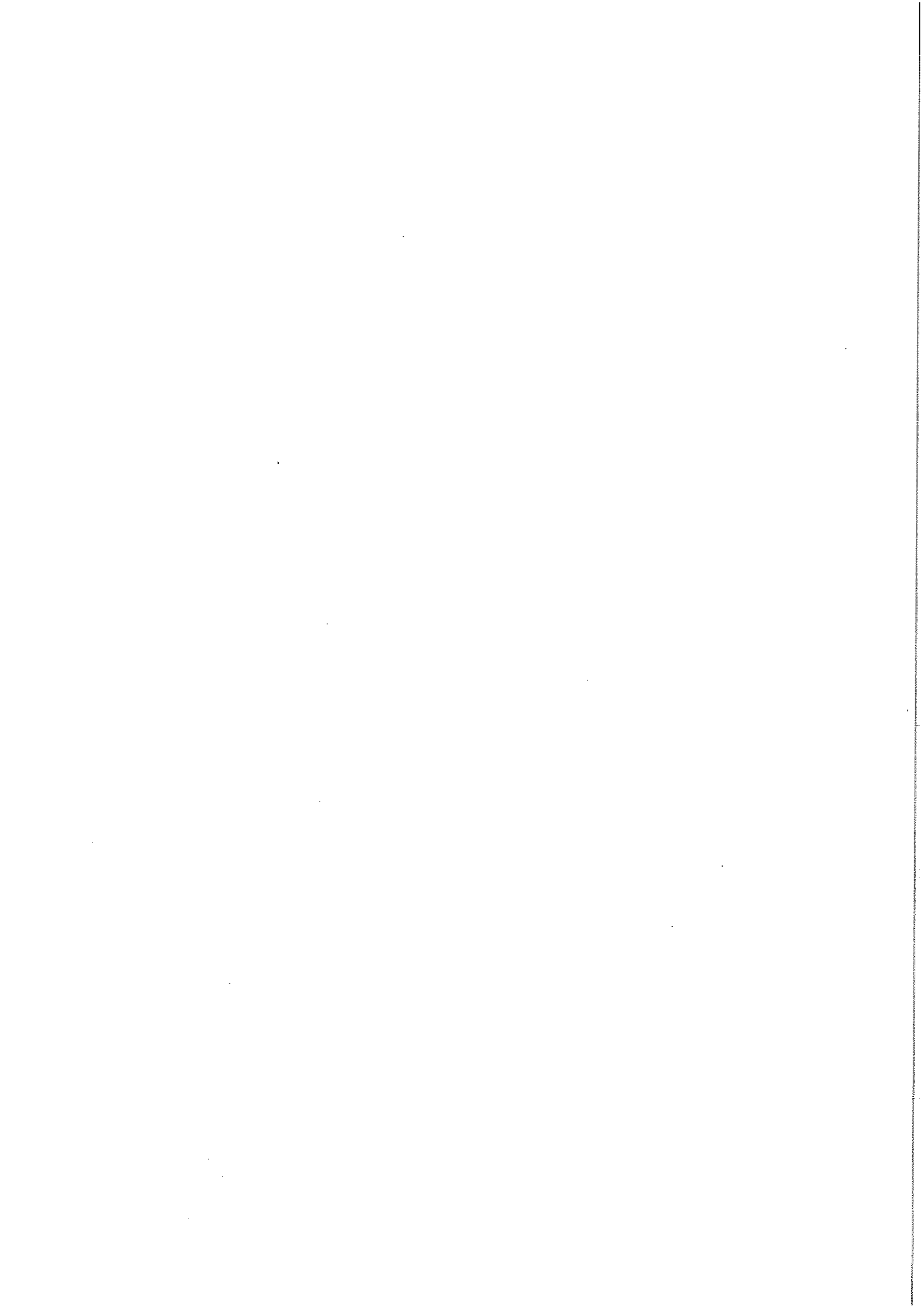
as at 31st March 2023

Current Assets - Current A/c			
Opening Balance 1st April 2023		£5,450.41	£33,346.59
Excess of Income over Expenditure		-£3,415.42	-£27,896.18
Closing Balance as at 31st March 2023		£2,034.99	£5,450.41
Liabilities	nil		nil
Net Assets (Current Account)		£2,034.99	£5,450.41
Bank Accounts (Closing Balances)			
	Current A/c	£2,034.99	£5,450.41
	Savings A/c	£2,212.73	£5,152.72
Bank Reconciliation (Current A/c)			
	1st April 2023-31st March 2024		1st April 2022- 31st March 2023
Opening Balance - 1st April 2023		£5,450.41	£33,346.59
Excess of Income over Expenditure		-£3,415.42	-£27,896.18
		£2,034.99	£5,450.41
Less			
cheques still to be presented		£0.00	£0.00
Closing Balance - 31st March 2024	2024	£2,034.99	£5,450.41

CHELMEY VILLAGE HALL												Year:	2023-2024
SUMMARY	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Year's Total
Opening Cash on Hand	£5,450.41	£5,480.13	£4,059.45	£3,067.25	£2,732.11	£3,147.65	£6,185.68	£3,006.28	£901.17	£239.65	£2,413.84	£3,158.96	£3,158.96
Total Income	£3,794.70	£3,017.85	£3,441.40	£3,585.95	£3,890.95	£4,398.16	£5,987.35	£3,069.45	£3,705.84	£5,599.22	£4,080.84	£4,021.33	£48,593.04
Total Expenditures	£3,755.98	£4,447.53	£4,433.80	£3,921.09	£3,475.41	£1,360.13	£9,166.75	£5,174.56	£4,367.36	£3,425.03	£3,337.72	£5,143.30	£52,008.48
Net Cash Flow	£38.72	-£1,428.68	-£992.20	-£335.14	£415.54	£3,038.03	£3,179.40	-£2,105.11	-£661.52	£2,174.19	£743.12	-£1,121.97	-£3,415.42
Ending Statement Balance	£5,489.13	£4,058.45	£3,067.25	£2,732.11	£3,147.65	£6,185.68	£3,006.28	£901.17	£239.65	£2,413.84	£3,158.96	£2,034.99	£2,034.99

INCOME													
AD HOC HIRE	£558.50	£268.00	£462.50	£737.50	£1,008.60	£781.00	£662.50	£332.50	£237.50	£412.50	£900.00	£709.50	£7,070.60
Aerobics - Jose Childs	£83.40	£83.40	£83.40	£41.70	£41.70	£112.50	£67.50		£90.00	£90.00	£67.50	£90.00	£851.10
Burgan Primary School						£360.00			£315.00		£216.00		£891.00
CVH Bowls - Mr Jon Matthews	£143.30	£226.70	£324.00	£509.00	£286.20	£334.50	£304.50	£274.50	£304.50	£304.50		£809.00	£3,630.70
Guides	£83.40		£145.95		£83.40	£67.50	£112.50	£67.50	£90.00	£67.50	£90.00	£45.00	£852.75
Rainbow Pre-school	£2,120.25	£2,120.25	£2,120.25	£2,120.25	£2,120.25	£2,201.20	£2,201.20	£2,201.20	£2,201.20	£2,201.20	£2,201.20	£2,201.20	£26,099.65
Stelch - Caroline Pink	£58.80	£127.80	£42.60	£71.00	£68.80	£77.50	£46.50	£46.50	£62.00	£62.00	£62.00	£77.50	£789.00
TAI CHI - Mr Lung Chung	£127.80	£106.50	£85.20	£106.50	£85.20	£83.00	£116.25	£69.75	£93.00	£116.25	£93.00	£93.00	£1,185.45
The Walker Workout	£106.50	£85.20	£63.90		£85.20	£69.75	£93.00	£46.50	£93.00	£69.75	£93.00	£69.75	£875.55
Weston School of Dance - Elisabeth Swan	£416.35					£239.21	£251.90		£151.14	£201.52	£151.14	£50.38	£1,460.64
Zumba - Gemma Cook	£99.40		£113.60		£113.60	£62.00	£77.50	£31.00	£31.00	£62.00	£93.00	£31.00	£714.10
Alford Storage (clothes bin)							£54.00		£37.50	£12.00	£24.00	£45.00	£172.50
Moving money from Savings account (not income)							£2,000.00			£2,000.00			£4,000.00
	£3,794.70	£3,017.85	£3,441.40	£3,585.95	£3,890.95	£4,398.16	£5,987.35	£3,069.45	£3,705.84	£5,599.22	£4,080.84	£4,021.33	£48,593.04

EXPENDITURE													
CVH Staff salary combined (NET)	£1,675.34	£2,831.31	£1,544.59	£1,614.78	£1,443.14		£2,889.74	£1,443.34	£1,443.34	£1,449.46	£1,443.34	£1,449.46	£19,227.84
HMRC monthly	£428.40	£208.76	£329.72	£358.58	£359.76		£715.12	£359.56	£359.56	£359.56	£359.56	£359.56	£4,201.12
Chelmsford City Council - rates (BACS)	£78.72	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00			£799.72
Chelmsford City Council - bin (BACS)	£139.24			£139.24			£149.94			£139.24			£567.66
Chelmsford City Council - premises lic (CHQ)			£502.20					£180.00			£23.00	£23.00	£728.00
Anglian Water/Essex & Suff Water D/D									£1,306.93				£1,808.13
Arsva monthly insurance (DD)		£187.92	£187.76	£187.76	£187.76	£187.76	£187.76	£187.76	£187.76	£187.76	£187.76		£1,877.76
DD Eon monthly elec payment	£918.03	£918.03	£918.03	£918.03	£1,075.42	£918.03	£918.03	£918.03	£918.03	£918.03	£918.03	£1,006.54	£11,262.26
Violations Phones	£28.24	£28.24	£28.24	£28.24	£28.24	£28.24	£28.24	£28.24	£28.24	£28.24	£28.24	£28.24	£338.88
SHIPHAYS Fire Alarm Maintenance/Extng	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£522.00
Stationery/Furniture													£9.00
Building Maintenance	£186.60	£47.97	£385.20	£146.18	£257.59	£102.60	£10.40	£1,934.13		£102.60	£137.59	£2,098.60	£5,411.46
Cleaning materials	£115.92	£103.80	£336.36				£265.02			£116.64	£196.70	£14.40	£1,148.84
Website												£120.00	£120.00
Licenses & Subscriptions	£39.99			£238.80									£278.79
SPC admin fee							£2,875.00						£2,875.00
Memberships RCCE Fee			£78.00										£78.00
Auditor Fee				£165.00									£165.00
Misc payments (refund & putting money into savin	£100.00						£1,000.00						£1,100.00
	£3,755.98	£4,447.53	£4,433.80	£3,921.09	£3,475.41	£1,360.13	£9,166.75	£5,174.56	£4,367.36	£3,425.03	£3,337.72	£5,143.30	£52,008.48



CHELMERS VILLAGE HALL

England & Wales - Charity number 281535

Accounts

SPRINGFIELD PARISH COUNCIL

COUNCIL MEMBERSHIP

CHAIRMAN

Cllr Ms Susan Sullivan

VICE CHAIRMAN

Cllr Mrs Christine Garrett

Cllr Ms S. Byrne-Lagrué

Cllr A. Chong

Cllr N. Gulliver

Cllr R. Lee

Cllr Mrs R. Moore

Cllr Mrs Y. Spence

Cllr Ms S. Sullivan

Cllr G. Brazendale

Cllr R. Carson

Cllr I. Fuller

Cllr Mrs C Garrett

Cllr Mrs M. Girling

Cllr D. Havell

Cllr B. Jeapes

Cllr A. Potts

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Chelmers Village Hall – 1 April 2022 to 31 March 2023

Registered Charity No: 281535

Income: £50,819.60

Expenditure: £78,715.78

Reserves: £10,603.13

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and expenditure is supported by appropriate paperwork.

The 2022 Annual Return was received by the Charity Commission on 28/9/2022. All trustees are members of Springfield Parish Council.

The bank reconciliation dated 31 March 2023 reconciled with the bank statement. At 31 March 2023 the current account held £5,450.41 (confirmed) and the savings account £5,152.72 (confirmed at 31/3/2023). No petty cash is held. Online banking is now in place. The Charity have invested in essential ceiling repairs which accounts for the drop in reserves at the year end compared to the 2021-2022 financial year end.

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance and Marketing Officer keeps good records. Fees were reviewed on 29/3/2023 (Ref: 10) and a 6% increase agreed. Hire agreements are in place and appropriate safeguards are in place to hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. Terms of Reference for hirers were reviewed and confirmed on 7/12/2022 (Ref: 7).

The Charity has insurance cover, which was reviewed at a meeting held on 29/3/2023 (Ref: 12), and procedures in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment has been undertaken and the 5-year electrical testing has been confirmed. Salaries were reviewed at a meeting held on 25/1/2023 (Ref: 9) and 18/5/2022 (Ref: 7). Fidelity cover is adequate at £50,000.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis
18 July 2023
HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

CHELMERS VILLAGE HALL

Income and Expenditure Report

1st April 2022- 31st March 2023

1st April 2021 - 31 March 2022

Management Accounts	as at 31-Mar-23	as at 31-Mar-22
INCOME		
Bookings		
Childs - Aerobics	£783.90	£445.50
Bulgarian Primary School	£736.00	£1,709.80
CV Bowls	£3,229.30	£2,541.25
Dodgeball (left June 22)	£138.00	£479.40
Rainbow Guides	£781.50	£283.50
Rainbow Pre-school	£21,894.75	£20,244.75
Shinkyu Karate (left Dec)	£1,485.55	£2,394.00
Stretch - Carolyn Pink	£603.80	£612.60
Tai Chi - Mr Chng	£887.40	£657.20
The Waker Workout (started Nov 22)	£489.90	£0.00
Weston's Dance School	£1,283.10	£1,332.50
Zumba - Chappell	£479.60	£574.40
Occasional Bookings (Parties/Meetings etc)	£7,566.80	£3,784.27
SPC Summer Playscheme	£150.00	£150.00
Total Bookings	£40,509.60	£35,209.17
Other Income		
Youth Club-insurance/water rates contribution	£250.00	£227.00
Refund	£60.00	£0.00
Moving money from Savings Account for ceiling	£10,000.00	£0.00
Other Miscellaneous Income (Grants)	£0.00	£10,667.00
		£10,894.00
Total Income 2022-2023	£50,819.60	2021-2022 £46,103.17
EXPENDITURE		
Staff	£16,759.80	£14,590.81
Inland Revenue	£2,771.35	£2,695.68
Insurance	£1,642.28	£1,557.63
Telephone	£301.40	£372.15
Rates	£711.00	£201.25
Electricity	£4,394.03	£3,792.00
Water/Sewerage	£933.29	£620.10
Stationery & Furniture	£980.90	£46.28
Cleaning Materials	£1,221.43	£1,152.81
Repairs & Maintenance	£40,549.49	£4,708.38
Licences & Subscriptions	£748.79	£631.39
Refuse Collection	£552.52	£548.12
Bank Charges & Int		
	£71,566.28	£30,916.60
Miscellaneous		
Auditor Fee	£165.00	£165.00
SPC Admin Fee	£5,750.00	£5,500.00
Hallbooking refunds	£0.00	£415.40
Other Misc	£1,234.50	
	£7,149.50	£6,080.40
Total Expenditure	£78,715.78	£36,997.00
Excess Income over Expenditure	-£27,896.18	9201.57
Opening Balance 1st April - (Current A/c)	£33,346.59	24222.5
Net Surplus / Deficit (Current A/c)	£5,450.41	33346.59
Balance Sheet	as at 31st March 2023	as at 31st March 2022

CHELMERS VILLAGE HALL

England & Wales - Charity number 281535

Accounts



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	01	04	2021		31	03	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

CHELMERS VILLAGE HALL	
VILLAGE SQUARE	
CHELMER VILLAGE	
Postcode	CM2 6RF

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	SPRINGFIELD PARISH COUNCIL	MANAGING TRUSTEES		
2				
3				
4	(see attached list – all council members are trustees)			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
RURAL COMMUNITY COUNCIL OF ESSEX	DANIELLE FROST	THRESHELFORDS BUSINESS PARK, INWORTH ROAD FEERING, CO5 9SE

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	TRUST DEED
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	AUTOMATIC – see below

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>THE COUNCILLORS OF SPRINGFIELD PARISH COUNCIL AUTOMATICALLY BECOME TRUSTEES ONCE ELECTED BY MEMBERS OF THE PUBLIC TO BECOME A COUNCILLOR OF SPRINGFIELD PARISH COUNCIL.</p>
--

Summary of the objects of the charity set out in its governing document

TO MANAGE AND MAINTAIN A VILLAGE HALL FOR THE RESIDENTS AND PEOPLE OF THE LOCAL COMMUNITY.

SEE ABOVE

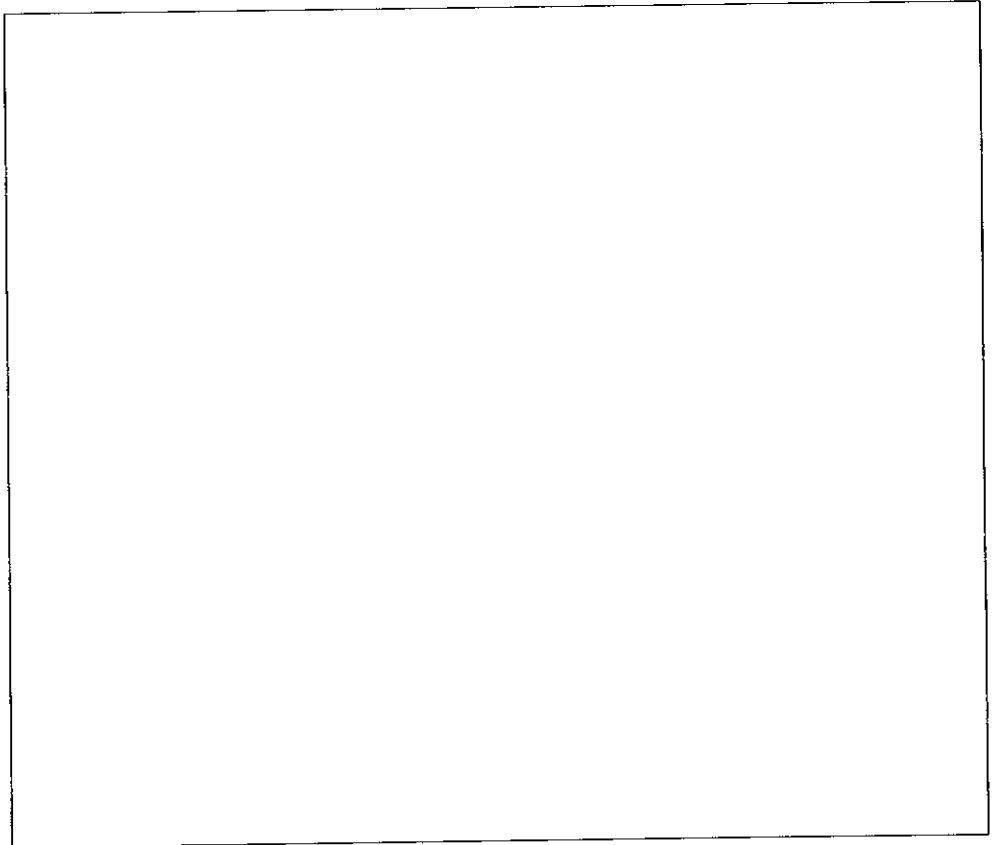
TRUSTEES HAVE REGARD TO THE GUIDANCE ISSUED BY THE CHARITY COMMISSION ON PUBLIC BENEFIT.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Summary of the main achievements of the charity during the year

1. TO CONTINUE IMPROVING AND REGULARISING THE MANAGEMENT OF THE HALL.
2. ELECTRICAL HEATERS IN THE ROY SMITH ROOM HAVE BEEN REPLACED.
3. A PLAN TO REPLACE THE MAIN HALL CEILING AND LIGHTS AND HEATERS WILL BE CARRIED OUT AUGUST 2022.
4. GENERAL MAINTENANCE OF THE HALL HAS BEEN CARRIED OUT DURING THE YEAR.

Section E

Financial review

Brief statement of the charity's policy on reserves

THE CHARITY DOES NOT HAVE A RESERVES POLICY.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

--

Section G

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)

CLLR. MS. SUSAN SULLIVAN

Position (eg Secretary, Chair, etc)

CHAIRMAN SPRINGFIELD PARISH COUNCIL

Date

5/7/22

SPRINGFIELD PARISH COUNCIL

COUNCIL MEMBERSHIP

CHAIRMAN

Cllr Ms Susan Sullivan

VICE CHAIRMAN

Cllr Mrs Christine Garrett

Cllr Ms S. Byrne-Lagrué

Cllr A. Chong

Cllr N. Gulliver

Cllr R. Lee

Cllr Mrs R. Moore

Cllr Mrs Y. Spence

Cllr Ms S. Sullivan

Cllr G. Brazendale

Cllr R. Carson

Cllr I. Fuller

Cllr Mrs C Garrett

Cllr Mrs M. Girling

Cllr D. Havell

Cllr B. Jeapes

Cllr A. Potts

Chelmer Village & Beaulieu Park

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Springfield North

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CHELMERS VILLAGE HALL

Income and Expenditure Report

1st April 2021 - 31st March 2022

1st April 2020 - 31st March 2021

Management Accounts	as at		as at	
	31-Mar-22		31-Mar-21	
INCOME				
Bookings				
Childs - Aerobics	£445.50		£157.20	
Bulgarian Primary School	£1,709.80		£304.00	
CV Bowls	£2,541.25		£48.00	
Dodgeball	£479.40		£0.00	
Rainbow Guldes	£283.50		£0.00	
Rainbow Pre-school	£20,244.75		£5,734.00	
Shinkyu Karate	£2,394.00		£304.85	
Stretch - Carolyn Pink	£612.60		£53.60	
Tai Chi - Mr Chng	£657.20		£40.20	
Weston's Dance School	£1,332.50		£408.70	
Zumba - Chappell	£574.40		£120.60	
Occasional Bookings (Parties/Meetings etc)	£3,784.27		£93.80	
SPC Summer Playscheme	£150.00		£0.00	
Total Bookings		£35,209.17		£7,264.95
Other Income				
Youth Club-Insurance/water rates contribution	£227.00		£0.00	
E.On Electricity Rebate	£0.00		£1,196.00	
Misc Income (CCC & NL Grant)	£10,667.00		£23,677.51	
		£10,894.00		£24,873.51
Total Income 2021-2022		£46,103.17	2020-2021	£32,138.46

EXPENDITURE				
Staff	£14,590.81		£13,349.24	
Inland Revenue	£2,695.68		£2,354.60	
Insurance	£1,557.63		£1,556.02	
Telephone	£372.15		£224.88	
Rates	£201.25		£0.00	
Electricity	£3,792.00		£4,036.00	
Water/Sewerage	£620.10		£723.24	
Stationery & Furniture	£46.28		£26.95	
Cleaning Materials	£1,152.81		£939.87	
Repairs & Maintenance	£4,708.38		£24,781.40	
Licences & Subscriptions	£631.39		£440.08	
Refuse Collection	£548.12		£548.12	
Bank Charges & Int			£5.00	
		£30,916.60		£48,985.40
Miscellaneous				
Auditor Fee	£165.00		£165.00	
SPC Admin Fee	£5,500.00		£5,250.00	
IT lap top anti virus/subs	£0.00		£89.99	
Website	£165.00		£0.00	
Hallbooking refunds	£0.00		£415.40	
Other Misc	£155.00		£5.68	
	£5,985.00			£5,926.07
Total Expenditure		£36,901.60		£54,911.47
Excess Income over Expenditure		£9,201.57		£14,648.37
Opening Balance 1st April - (Current A/c)		£24,222.50		£31,821.34
Net Surplus / Deficit (Current A/c)		£33,424.07		£46,469.71

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Chelmers Village Hall – 1 April 2021 to 31 March 2022

Registered Charity No: 281535

Income: £46,103.17

Expenditure: £36,901.60

Reserves: £48,560.62

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and expenditure is supported by appropriate paperwork.

The 2021 Annual Return was received by the Charity Commission on 7/10/2021. All trustees are members of Springfield Parish Council. The 2021 IE report was considered at the meeting held on 8/9/2021 (Ref: 6).

The bank reconciliation dated 31 March 2022 reconciled with the bank statement. At 31 March 2022 the current account held £33,424.07 (confirmed) and the savings account £15,136.55 (confirmed at 5/10/2021). No petty cash is held. It was resolved to move to online banking at a meeting held on 8/9/2021 (Ref: 10).

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance and Marketing Officer keeps good records. Fees were reviewed on 2/3/2022 (Ref: 7) and a 2.5% increase agreed. It was noted that this was below inflation to as consideration was given to the financial impact on user groups resulting from covid. Hire agreements are in place and appropriate safeguards are in place to hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place.

The Charity has insurance cover and procedures in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment has been undertaken. Salaries were reviewed at a meeting held on 2/3/2022 (Ref: 8.a).

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

4 July 2022

HEELIS&LODGE

CHELMER VILLAGE HALL

SUMMARY	Year:												2021-2022 Year's Total
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
Opening Cash on Hand	£24,222.50	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,799.12	£32,267.88	£33,424.07
Total Income	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,658.02	£3,743.00	£3,323.60	£46,103.17
Total Expenditures	£2,239.22	£4,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,959.08	£3,284.24	£2,167.41	£36,901.60
Net Cash Flow	£6,993.63	£428.40	£7,424.88	£2,063.67	£1,706.66	£5,719.91	£1,338.16	£361.85	£220.94	£3,698.94	£478.76	£1,156.19	£9,201.57
Ending Statement Balance	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,799.12	£32,267.88	£33,424.07	£33,424.07
Less Unpresented Cheques	£525.80	£207.20	£552.58	£473.16	£164.82	£827.97			£839.05				

INCOME

AD HOC HIRE				£682.95	£345.35	£670.80	£155.20	£543.60	£45.60	£362.57	£556.00	£369.70	£3,731.77
Aerobics - Jose Childs						£81.00	£81.00	£40.50	£60.75	£81.00	£40.50	£60.75	£445.50
Bulgarian Primary School	£101.20	£414.40				£301.50	£254.00	£194.10	£45.60	£141.60	£163.80	£93.60	£1,709.80
CVH Bowls - Mr Jon Matthews						£694.15		£611.60	£332.20	£328.10	£397.10	£247.10	£2,610.25
Dodge Ball - Iestyn North			£80.40			£123.00	£69.00	£27.60		£82.80		£27.60	£410.40
Guides (started Oct 21)						£60.75	£81.00	£60.75	£81.00	£60.75	£101.25	£40.50	£486.00
Karate - Shinkyu - Amandeep Chodha	£130.65	£60.30	£150.75	£184.25			£750.25	£96.60		£648.60		£372.60	£2,394.00
Rainbow Pre-school	£1,001.00	£2,002.00	£350.00			£4,789.15	£2,015.15	£2,015.15	£2,026.85	£2,015.15	£2,015.15	£2,015.15	£20,244.75
Stretch - Caroline Pink			£53.60	£53.60		£174.20	£69.00	£27.60	£41.40	£69.00	£69.00	£55.20	£612.60
TAI CHI - Mr Lng Chng								£82.80	£62.10		£82.80		£657.20
Weston School of Dance - Elisabeth Swan		£348.40	£87.10			£224.25	£224.25		£134.55	£134.55	£179.40		£1,332.50
Zumba - Gemma Cook		£26.80	£67.00			£164.00			£55.20	£55.20	£138.00	£41.40	£574.40
EON refund													£0.00
Contribution from Youth Club for Ins&H2O	£8,000.00					£227.00							£227.00
Chelmsford City Council Grant	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,658.02	£3,743.00	£3,323.60	£10,667.00
													£10,667.00
													£46,103.17

EXPENDITURE

CVH Staff salary combined (NET)	£1,253.39	£1,115.54	£1,148.50	£1,140.06	£1,106.34	£1,113.94	£1,133.74	£1,598.94	£1,113.94	£1,113.74	£1,638.94	£1,113.74	£14,590.81
HMRC monthly (chq)	£248.80	£230.80	£386.60			£15.83	£198.80	£614.46	£203.80	£398.79	£198.80	£199.00	£2,695.68
Chelmsford City Council - rates (BACS)							£51.25	£50.00	£50.00	£50.00			£201.25
Chelmsford City Council - bin (BACS)	£137.03			£137.03						£137.03			£548.12
Chelmsford City Council - premises lic (CHQ)											£180.00		£180.00
Anglian Water/Essex & Suff Water D/D			£91.67						£528.43				£620.10
Ansvar monthly insurance (DD)		£155.88	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75		£1,557.63
DD Eon monthly elec payment	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£3,792.00
Phones	£12.10	£30.21	£32.26	£52.26	£12.26	£32.26	£32.26	£32.26	£32.26	£32.26	£32.26	£39.50	£372.15
SHIPMAN'S Fire Alarm Maintenance/Ex	£43.50	£206.70	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£685.20
Stationery/Furniture		£21.45				£24.83							£46.28
Building Maintenance		£161.52	£324.00	£664.07	£430.20	£213.49	£172.28	£393.00	£193.93	£622.30	£459.00	£389.39	£4,023.18
Cleaning materials	£108.40	£119.40	£120.46	£96.40	£13.56	£77.69	£182.38	£134.54		£59.71	£173.99	£66.28	£1,152.81
Norton AntiVirus for Laptop (Debit Card)													£0.00
Website	£120.00								£15.00	£30.00			£65.00
Licenses			£94.99	£224.40									£319.39
SPC admin fee			£5,500.00										£5,500.00
Memberships RCCE Fee			£66.00								£66.00		£132.00
Auditor Fee					£165.00								£165.00
Misc payments				£155.00									£155.00
	£2,239.22	£2,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,959.08	£3,284.24	£2,167.41	£36,901.60

CHELMERS VILLAGE HALL

Income and Expenditure Report

1st April 2021 - 31st March 2022

1st April 2020 - 31st March 2021

Management Accounts	as at		as at	
	31-Mar-22		31-Mar-21	
INCOME				
Bookings				
Childs - Aerobics	£445.50		£157.20	
Bugarlan Primary School	£1,709.80		£304.00	
CV Bowls	£2,541.25		£48.00	
Dodgeball	£479.40		£0.00	
Rainbow Guides	£283.50		£0.00	
Rainbow Pre-school	£20,244.75		£5,734.00	
Shinkyu Karate	£2,394.00		£304.85	
Stretch - Carolyn Plink	£612.60		£53.60	
Tai Chi - Mr Chng	£657.20		£40.20	
Weston's Dance School	£1,332.50		£408.70	
Zumba - Chappell	£574.40		£120.60	
Occasional Bookings (Parties/Meetings etc)	£3,784.27		£93.80	
SPC Summer Playscheme	£150.00		£0.00	
Total Bookings		£35,209.17		£7,264.95
Other Income				
Youth Club-insurance/water rates contribution	£227.00		£0.00	
E.On Electricity Rebate	£0.00		£1,196.00	
Misc Income (CCC & NL Grant)	£10,667.00		£23,677.51	
		£10,894.00		£24,873.51
Total Income 2021-2022		£46,103.17	2020-2021	£32,138.46

EXPENDITURE				
Staff	£14,590.81		£13,349.24	
Inland Revenue	£2,695.68		£2,354.60	
Insurance	£1,557.63		£1,556.02	
Telephone	£372.15		£224.88	
Rates	£201.25		£0.00	
Electricity	£3,792.00		£4,036.00	
Water/Sewerage	£620.10		£723.24	
Stationery & Furniture	£46.28		£26.95	
Cleaning Materials	£1,152.81		£939.87	
Repairs & Maintenance	£4,708.38		£24,781.40	
Licences & Subscriptions	£631.39		£440.08	
Refuse Collection	£548.12		£548.12	
Bank Charges & Int			£5.00	
		£30,916.60		£48,985.40
Miscellaneous				
Auditor Fee	£165.00		£165.00	
SPC Admin Fee	£5,500.00		£5,250.00	
IT lap top anti virus/subs	£0.00		£89.99	
Website	£165.00		£0.00	
Hallbooking refunds	£0.00		£415.40	
Other Misc	£155.00		£5.68	
	£5,985.00			£5,926.07
Total Expenditure		£36,901.60		£54,911.47
Excess Income over Expenditure		£9,201.57		£14,648.37
Opening Balance 1st April - (Current A/c)		£24,222.50		£31,821.34
Net Surplus / Deficit (Current A/c)		£33,424.07		£46,469.71

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Chelmers Village Hall – 1 April 2021 to 31 March 2022

Registered Charity No: 281535

Income: £46,103.17

Expenditure: £36,901.60

Reserves: £48,560.62

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and expenditure is supported by appropriate paperwork.

The 2021 Annual Return was received by the Charity Commission on 7/10/2021. All trustees are members of Springfield Parish Council. The 2021 IE report was considered at the meeting held on 8/9/2021 (Ref: 6).

The bank reconciliation dated 31 March 2022 reconciled with the bank statement. At 31 March 2022 the current account held £33,424.07 (confirmed) and the savings account £15,136.55 (confirmed at 5/10/2021). No petty cash is held. It was resolved to move to online banking at a meeting held on 8/9/2021 (Ref: 10).

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance and Marketing Officer keeps good records. Fees were reviewed on 2/3/2022 (Ref: 7) and a 2.5% increase agreed. It was noted that this was below inflation to as consideration was given to the financial impact on user groups resulting from covid. Hire agreements are in place and appropriate safeguards are in place to hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place.

The Charity has insurance cover and procedures in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment has been undertaken. Salaries were reviewed at a meeting held on 2/3/2022 (Ref: 8.a).

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

4 July 2022

HEELIS & LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

CHELMER VILLAGE HALL

SUMMARY	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Year: 2021-2022
Opening Cash on Hand	£24,222.50	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07
Total Expenditure	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£3,424.07
Net Cash Flow	£2,239.22	£2,433.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£3,691.60
Ending Statement Balance	£6,993.63	£428.50	£7,424.88	£2,063.67	£1,706.66	£5,719.91	£1,338.16	£361.86	£220.94	£3,698.94	£478.76	£1,156.19	£9,201.57
Less Unpresented Cheques	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07	£33,424.07
	£525.80	£207.20	£552.58	£473.16	£164.82	£827.97			£839.05				

INCOME

AD HOC HIRE				£682.95	£345.35	£670.80	£155.20	£543.60	£45.60	£362.57	£556.00	£369.70	£3,731.77
Aerobics - Jose Childs						£81.00	£81.00	£40.50	£60.75	£81.00	£40.50	£60.75	£445.50
Bulgarian Primary School	£101.20	£414.40				£301.50	£254.00	£194.10	£45.60	£141.60	£163.80	£93.60	£1,709.80
CVH Bowls - Mr Jon Matthews						£694.15		£611.60	£332.20	£328.10	£397.10	£247.10	£2,610.25
Dodge Ball - Iestyn North			£80.40			£123.00	£69.00	£27.60	£82.80	£82.80	£101.25	£27.60	£410.40
Guides (started Oct 21)						£60.75	£81.00	£60.75	£81.00	£60.75	£101.25	£40.50	£486.00
Karate - Shinkyu - Arandeep Chodha	£130.65	£60.30	£160.75	£184.25		£4,789.15	£750.25	£96.60	£2,015.15	£648.60	£2,015.15	£372.60	£2,394.00
Rainbow Pre-school	£1,001.00	£2,002.00	£350.00			£174.20	£201.15	£27.80	£41.40	£69.00	£69.00	£55.20	£20,244.75
Stretch - Caroline Pink			£53.60			£203.40	£62.30	£82.80	£62.10	£69.00	£82.80	£62.10	£612.60
Tai Chi - Mr Ling Ching					£163.80								£67.20
Weston School of Dance - Elisabeth Swan		£348.40	£87.10			£224.25	£224.25		£134.55	£179.40	£138.00	£41.40	£1,332.50
Zumba - Gemma Cook		£26.80	£67.00			£164.00			£56.20	£56.20	£138.00		£574.40
EON Refund						£227.00							£0.00
Contribution from Youth Club for Ine&H2O													£227.00
Cheimford City Council Grant	£8,000.00												£10,667.00
	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£46,103.17

EXPENDITURE

CVH Staff salary combined (NET)	£1,253.39	£1,115.54	£1,148.50	£1,140.06	£1,106.34	£1,113.94	£1,133.74	£1,598.94	£1,113.94	£1,113.74	£1,638.94	£1,113.74	£14,560.81
HMFCC monthly (lhn)	£248.80	£230.80	£386.60			£15.83	£198.80	£614.46	£203.80	£398.79	£198.80	£199.00	£2,695.68
Cheimford City Council - Rates (BACS)							£51.25	£50.00	£50.00	£50.00	£201.25		£201.25
Cheimford City Council - bin (BACS)	£137.03			£137.03			£137.03						£548.12
Cheimford City Council - premises lic (CHQ)											£180.00		£180.00
Anglian Water/Essex & Suf Water D/D			£91.67						£528.43				£620.10
Ansvar monthly insurance (DD)		£155.88	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£1,557.63
DD Eon monthly elec payment	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£3,792.00
Phones	£12.10	£30.21	£32.26	£52.26	£12.26	£32.26	£32.26	£32.26	£32.26	£32.26	£32.26	£39.50	£372.15
SHIPMAN'S Fire Alarm Maintenance/Ex	£43.50	£206.70	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£685.20
Stationery/furniture		£21.45											£46.28
Building Maintenance		£161.52	£324.00	£664.07	£430.20	£213.49	£172.28	£393.00	£193.93	£622.30	£459.00	£389.39	£4,023.18
Cleaning materials	£108.40	£119.40	£120.46	£96.40	£13.56	£7.69	£182.38	£134.54		£59.71	£173.99	£66.28	£1,152.81
North Antivirus for Laptop (Debit Card)													£0.00
Webites	£120.00								£15.00	£30.00			£165.00
Licenses			£94.99	£224.40									£319.39
SPC admin fee			£5,500.00										£5,500.00
Memberships ROCE Fee			£66.00								£66.00		£132.00
Auditor Fee						£155.00							£165.00
Misc payments	£2,239.22	£2,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£36,901.60

CHELMERS VILLAGE HALL

Income and Expenditure Report

1st April 2021 - 31st March 2022

1st April 2020 - 31st March 2021

Management Accounts	as at		as at	
	31-Mar-22		31-Mar-21	
INCOME				
Bookings				
Childs - Aerobics	£445.50		£157.20	
Buigarian Primary School	£1,709.80		£304.00	
CV Bowls	£2,541.25		£48.00	
Dodgeball	£479.40		£0.00	
Rainbow Guides	£283.50		£0.00	
Rainbow Pre-school	£20,244.75		£5,734.00	
Shinkyu Karate	£2,394.00		£304.85	
Stretch - Carolyn Plink	£612.60		£53.60	
Tai Chi - Mr Chng	£657.20		£40.20	
Weston's Dance School	£1,332.50		£408.70	
Zumba - Chappell	£574.40		£120.60	
Occasional Bookings (Parties/Meetings etc)	£3,784.27		£93.80	
SPC Summer Playscheme	£150.00		£0.00	
Total Bookings		£35,209.17		£7,264.95
Other Income				
Youth Club-insurance/water rates contribution	£227.00		£0.00	
E.On Electricity Rebate	£0.00		£1,196.00	
Misc Income (CCC & NL Grant)	£10,667.00		£23,677.51	
		£10,894.00		£24,873.51
Total Income 2021-2022		£46,103.17	2020-2021	£32,138.46

EXPENDITURE				
Staff	£14,590.81		£13,349.24	
Inland Revenue	£2,695.68		£2,354.60	
Insurance	£1,557.63		£1,556.02	
Telephone	£372.15		£224.88	
Rates	£201.25		£0.00	
Electricity	£3,792.00		£4,036.00	
Water/Sewerage	£620.10		£723.24	
Stationery & Furniture	£46.28		£26.95	
Cleaning Materials	£1,152.81		£939.87	
Repairs & Maintenance	£4,708.38		£24,781.40	
Licences & Subscriptions	£631.39		£440.08	
Refuse Collection	£548.12		£548.12	
Bank Charges & Int			£5.00	
		£30,916.60		£48,985.40
Miscellaneous				
Auditor Fee	£165.00		£165.00	
SPC Admin Fee	£5,500.00		£5,250.00	
IT lap top anti virus/subs	£0.00		£89.99	
Website	£165.00		£0.00	
Hallbooking refunds	£0.00		£415.40	
Other Misc	£155.00		£5.68	
	£5,985.00			£5,926.07
Total Expenditure		£36,901.60		£54,911.47
Excess Income over Expenditure		£9,201.57		£14,648.37
Opening Balance 1st April - (Current A/c)		£24,222.50		£31,821.34
Net Surplus / Deficit (Current A/c)		£33,424.07		£46,469.71

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Chelmers Village Hall – 1 April 2021 to 31 March 2022

Registered Charity No: 281535

Income: £46,103.17

Expenditure: £36,901.60

Reserves: £48,560.62

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The Charity has insurance cover and procedures in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment has been undertaken. Salaries were reviewed at a meeting held on 2/3/2022 (Ref: 8.a).

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

4 July 2022

HEELIS & LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

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Lynne Lodge Dip HE Local Policy

CHELMER VILLAGE HALL

SUMMARY	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Year: 2021-2022
Opening Cash on Hand	£24,222.50	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07
Total Expenditure	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£46,103.17
Net Cash Flow	£2,239.22	£2,433.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£36,901.60
Ending Statement Balance	£6,993.63	£428.50	£7,424.88	£2,063.67	£1,706.66	£5,719.91	£1,338.16	£361.86	£220.94	£3,698.94	£478.76	£1,156.19	£9,201.57
Less Unpresented Cheques	£31,216.13	£31,644.53	£24,219.65	£22,155.98	£20,449.32	£26,169.23	£27,507.39	£27,869.24	£28,090.18	£31,789.12	£32,267.88	£33,424.07	£33,424.07
	£525.80	£207.20	£552.58	£473.16	£164.82	£827.97			£839.05				

INCOME

AD HOC HIRE				£682.95	£345.35	£670.80	£155.20	£543.60	£45.60	£362.57	£556.00	£369.70	£3,731.77
Aerobics - Jose Childs						£81.00	£81.00	£40.50	£60.75	£81.00	£40.50	£60.75	£445.50
Bulgarian Primary School	£101.20	£414.40				£301.50	£254.00	£194.10	£45.60	£141.60	£163.80	£93.60	£1,709.80
CVH Bowls - Mr Jon Matthews						£694.15		£611.60	£332.20	£328.10	£397.10	£247.10	£2,610.25
Dodge Ball - Iestyn North			£80.40			£123.00	£69.00	£27.60	£82.80	£82.80	£101.25	£27.60	£410.40
Guides (started Oct 21)						£60.75	£81.00	£60.75	£81.00	£60.75	£101.25	£40.50	£486.00
Karate - Shinkyu - Arandeep Chodha	£130.65	£60.30	£160.75	£184.25		£4,789.15	£750.25	£96.60	£2,015.15	£2,015.15	£2,015.15	£372.60	£2,394.00
Rainbow Pre-school	£1,001.00	£2,002.00	£350.00			£174.20	£62.30	£27.80	£41.40	£69.00	£82.80	£55.20	£612.60
Stretch - Caroline Pink			£53.60			£203.40	£62.30	£82.80	£62.10	£69.00	£69.00	£55.20	£672.20
Tai Chi - Mr Ling Ching					£163.80				£62.10		£82.80		£612.60
Weston School of Dance - Elisabeth Swan		£348.40	£87.10			£224.25	£224.25		£134.55	£134.55	£179.40	£41.40	£1,332.50
Zumba - Gemma Cook		£26.80	£67.00			£164.00			£55.20	£55.20	£138.00		£574.40
EON Refund						£227.00							£0.00
Contribution from Youth Club for Ine&H2O													£227.00
Chelmersford City Council Grant	£8,000.00												£10,667.00
	£9,232.85	£2,851.90	£788.85	£920.80	£535.95	£7,713.20	£3,761.15	£3,700.30	£2,873.55	£6,656.02	£3,743.00	£3,323.60	£46,103.17

EXPENDITURE

CVH Staff salary combined (NET)	£1,253.39	£1,115.54	£1,148.50	£1,140.06	£1,106.34	£1,113.94	£1,133.74	£1,598.94	£1,113.94	£1,113.74	£1,638.94	£1,113.74	£14,560.81
HMFCC monthly (lhn)	£248.80	£230.80	£386.60			£15.83	£198.80	£614.46	£203.80	£398.79	£198.80	£199.00	£2,695.68
Chelmersford City Council - Rates (BACS)							£51.25	£50.00	£50.00	£50.00	£201.25		£201.25
Chelmersford City Council - bin (BACS)	£137.03			£137.03			£137.03						£548.12
Chelmersford City Council - premises lic (CHQ)											£180.00		£180.00
Anglian Water/Essex & Suff Water D/D			£91.67						£528.43				£620.10
Ansvar monthly insurance (DD)		£155.88	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£155.75	£1,557.63
DD Eon monthly elec payment	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£316.00	£3,792.00
Phones	£12.10	£30.21	£32.26	£52.26	£12.26	£32.26	£32.26	£32.26	£32.26	£32.26	£32.26	£39.50	£372.15
SHIPMAN'S Fire Alarm Maintenance/Ex	£43.50	£206.70	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£43.50	£685.20
Stationery/furniture		£21.45											£46.28
Building Maintenance		£161.52	£324.00	£664.07	£430.20	£213.49	£172.28	£393.00	£193.93	£622.30	£459.00	£389.39	£4,023.18
Cleaning materials	£108.40	£119.40	£120.46	£96.40	£13.56	£7.69	£182.38	£134.54		£59.71	£173.99	£66.28	£1,152.81
North Antivirus for Laptop (Debit Card)													£0.00
Webster	£120.00								£15.00				£165.00
Licenses			£94.99	£224.40									£319.39
SPC admin fee			£5,500.00										£5,500.00
Memberships ROCE Fee			£66.00								£66.00		£132.00
Auditor Fee													£165.00
Misc payments	£2,239.22	£2,423.50	£8,213.73	£2,984.47	£2,242.61	£1,993.29	£2,422.99	£3,338.45	£2,652.61	£2,955.08	£3,264.24	£2,167.41	£36,901.60

CHELMERS VILLAGE HALL

England & Wales - Charity number 281535

Accounts



Trustees' Annual Report for the period

		Period start date		Period end date			
From	Day 01	04 04	Year 2020	To	Day 31	Month 03	Year 2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

CHELMERS VILLAGE HALL
VILLAGE SQUARE
CHELMER VILLAGE
Postcode <input type="text" value="CM2 6RF"/>

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	SPRINGFIELD PARISH COUNCIL	MANAGING TRUSTEES		
2				
3				
4	(see attached list – all council members are trustees)			
5				
6				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
RURAL COMMUNITY COUNCIL OF ESSEX	SUSAN GIBSON	THRESHELFORDS BUSINESS PARK, INWORTH ROAD, FEERING, CO5 9SE

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	TRUST DEED
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	AUTOMATIC – see below

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

THE COUNCILLORS OF SPRINGFIELD PARISH COUNCIL AUTOMATICALLY BECOME TRUSTEES ONCE ELECTED BY MEMBERS OF THE PUBLIC TO BECOME A COUNCILLOR OF SPRINGFIELD PARISH COUNCIL.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

TO MANAGE AND MAINTAIN A VILLAGE HALL FOR THE RESIDENTS AND PEOPLE OF THE LOCAL COMMUNITY.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

SEE ABOVE

TRUSTEES HAVE REGARD TO THE GUIDANCE ISSUED BY THE CHARITY COMMISSION ON PUBLIC BENEFIT.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

1. TO CONTINUE IMPROVING AND REGULARISING THE MANAGEMENT OF THE HALL.
2. WE HAVE REPLACED AND REFURBISHED ALL THE FIRE DOORS.
3. ELECTRICAL WORKS HAVE BEEN CARRIED OUT.

Section E**Financial review**

Brief statement of the charity's policy on reserves

THE CHARITY DOES NOT HAVE A RESERVES POLICY.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

N/A


Section F**Other optional information**

--

Section G**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)	CLLR. MS SUSAN SULLIVAN	
Position (eg Secretary, Chair, etc)	CHAIRMAN SPRINGFIELD PARISH COUNCIL	
Date	6 / 9 / 21	

SPRINGFIELD PARISH COUNCIL

COUNCIL MEMBERSHIP

CHAIRMAN

Cllr Ms Susan Sullivan

VICE CHAIRMAN

Cllr Mrs Christine Garrett

Cllr Ms S. Byrne-Lagrué

Cllr A. Chong

Cllr N. Gulliver

Cllr R. Lee

Cllr Mrs R. Moore

Cllr Mrs Y. Spence

Cllr Ms S. Sullivan

Cllr G. Brazendale

Cllr R. Carson

Cllr I. Fuller

Cllr Mrs C Garrett

Cllr Mrs M. Girling

Cllr D. Havell

Cllr B. Jeapes

Cllr A. Potts

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Chelmer Village & Beaulieu Park

Springfield North

Springfield North

Springfield North

Springfield North

Springfield North

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Springfield North

Springfield North

CHELMERS VILLAGE HALL

Income and Expenditure Report

1st April 2020 - 31st March 2021

1st April 2019 - 31 March 2020

Management Accounts	as at		as at	
	31-Mar-21		31-Mar-20	
INCOME				
Bookings				
Childs - Aerobics	£157.20		£883.05	
Bulgarlan Primary School	£304.00		£0.00	
Chelmsford Drama School	£0.00		£368.10	
CV Bowls	£48.00		£3,484.50	
Dodgeball	£0.00		£576.20	
JD Dance School	£0.00		£241.20	
Jungle Fitness	£0.00		£80.40	
Little Learners (now left)	£0.00		£1,793.20	
Rainbow Pre-school	£5,734.00		£23,610.25	
Shinkyu Karate	£304.85		£1,953.05	
Stretch - Carolyn Pink	£53.60		£1,644.85	
Tai Chi - Mr Chng	£40.20		£462.30	
Weston's Dance School	£408.70		£1,262.95	
Yoga - V Jethe	£0.00		£553.80	
Zumba - Chappell	£120.60		£616.48	
Occasional Bookings (Parties/Meetings etc)	£93.80		£4,117.05	
Ballet	£0.00		£134.00	
Butterflies & Caterpillar club	£0.00		£0.00	
SPC Summer Playscheme	£0.00		£150.00	
Total Bookings		£7,264.95		£41,931.38
Other Income				
Youth Club-Insurance/water rates contribution	£0.00		£220.00	
E.On Electricity Rebate	£1,196.00		£160.45	
Other Miscellaneous Income (National Lottery Grant)	£23,677.51		£10,000.00	
		£24,873.51		£10,380.45
Total Income 2020-2021		£32,138.46	2019-2020	£52,311.83
EXPENDITURE				
Staff	£13,349.24		£13,151.24	
Inland Revenue	£2,354.60		£2,225.80	
Insurance	£1,556.02		£1,533.90	
Telephone	£224.88		£381.09	
Rates	£0.00		£776.16	
Electricity	£4,036.00		£3,861.00	
Water/Sewerage	£723.24		£1,003.52	
Stationery & Furniture	£26.95		£0.00	
Cleaning Materials	£939.87		£968.86	
Repairs & Maintenance	£24,781.40		£7,335.21	
Licences & Subscriptions	£440.08		£613.00	
Refuse Collection	£548.12		£510.64	
Bank Charges & Int	£5.00		£0.00	
		£48,985.40		£32,360.42
Miscellaneous				
Auditor Fee	£165.00		£165.00	
SPC Admin Fee	£5,250.00		£5,000.00	
IT lap top antl virus	£89.99		£84.99	
Hallbooking refunds	£415.40		£0.00	
Other Misc	£5.68		£53.05	
	£5,926.07			£5,303.04
Total Expenditure		£54,911.47		£37,663.46
Excess Income over Expenditure		-£22,773.01		£14,648.37

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Chelmers Village Hall – 1 April 2020 to 31 March 2021

Registered Charity No: 281535

Income: £32,138.46

Expenditure: £54,911.47

Reserves: £39,356.63

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and expenditure is supported by appropriate paperwork.

The 2020 Annual Return was received by the Charity Commission on 30/10/2020. The Annual Return was considered by the Trustees at a meeting held on 16/9/2020 (Ref: 82). All trustees are members of Springfield Parish Council.

The bank reconciliation dated 31 March 2021 reconciled with the bank statement. At 31 March 2020 the current account held £24,222.50 (confirmed) and the savings account £15,134.13 (unconfirmed). No petty cash is held.

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance and Marketing Officer keeps good records. Fees have been reviewed on an ongoing basis due to the Covid pandemic and the impact on user groups. Hire agreements are in place and appropriate safeguards are in place to hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place.

The Charity has insurance cover and procedures in place for Health & Safety, emergency evacuation and annual fire equipment inspections. PAT testing, Environmental Hygiene Certification, Water Hygiene Risk Assessment and COSHH Risk Assessments have all been completed. The Charity undertakes a monthly Risk Assessment on the Village Hall and a Project and Maintenance plan is in place. A Fire Risk Assessment has been undertaken.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

21 May 2021

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy