

HANNA'S FIELD CHARITY
Trustees of East Hanningfield Village Hall & Playing Field

TRUSTEES ANNUAL REPORT
FOR THE PERIOD
1st January 2020 to 31st December 2020

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Hanna's Field Charity

OTHER NAMES CHARITY IS KNOWN BY: _____ None

REGISTERED CHARITY NUMBER: 286877

CHARITY'S PRINCIPAL ADDRESS: C/O Honorary Treasurer,
2, Clinton Close,
East Hanningfield,
Chelmsford Essex,
CM3 8AZ

NAMES OF TRUSTEES WHO MANAGE THE CHARITY:

	Trustee Name	Office	Date acted	Status
1.	Ms Jenny Mouser	Chairman	All of 2020	Elected
2.	Mr David Bell	Vice Chairman	All of 2020	Elected
3.	Mr Michael Plumridge	Treasurer	All of 2020	Elected
4.	Ms Wendy Thomas	Secretary	All of 2020	Elected
5.	Ms Anne Walden	-	All of 2020	Elected
6.	Mr Malcolm Edward	-	All of 2020	Elected
7.	Ms Fiona Ward	-	All of 2020	Elected
8.	Ms Jackie Feehan	-	All of 2020	Elected
9.	Mr Colin Warren	-	All of 2020	Elected
10.	Mr Malcom Thomas	-	All of 2020	Rep. (Custodian Trustee)
11.	Mr Paul Cairns	-	All of 2020	Representative
12.	Ms Serene Brown	-	Part of 2020	Representative
13.	Ms Jean Simmons	-	Part of	Representative

			2020	
14.	Ms Amanda Gilmour	-	Part of 2020	Representative
15.	Ms Emma Huntley	-	Part of 2020	Representative

NAMES OF THE TUSTEES FOR THE CHARITY continued:

Name	Dates Acted
East Hanningfield Parish Council (Custodian Trustees)	All of 2020

NAMES AND ADDRESSES OF ADVISORS:

Type of Advisor	Address
Solicitor	Birkett Long Solicitors, Faviell House, 1 Coval Wells, Chelmsford, Essex, CM1 1WZ.

NAME OF CHIEF EXECUTIVE OR SENIOR STAFF MEMBERS:

Not applicable

STRUCTURE GOVERNANCE AND MANAGEMENT

DESCRIPTION OF THE CHARITY'S TRUSTS:

Type of Governing Document	Declaration of Trust
How Is The Charity Constituted	By Trust Deed
Trustee Selection Methods	By election, and as representative members of (up to 12) village organisations

ADDITIONAL GOVERNANCE ISSUES:

Trustee's Consideration of major risks and the system and procedures to manage them:

The trustees keep consideration of major risks under review, and carry insurance accordingly, including trustee/employee and public liability.

OBJECTIVES AND ACTIVITIES:

SUMMARY OF THE OBJECTS OF THE CHARITY SET OUT IN ITS GOVERNING DOCUMENT:

To hold the piece of land described as "Hanna's Field", including the Village Hall built there on, in trust for the use of the inhabitants of East Hanningfield.

SUMMARY OF THE MAIN ACTIVITIES IN RELATION TO THESE OBJECTS:

The main objects of the Trust are:

- a) Provision of sports, educational and recreation facilities for the local community.
- b) Provision of premises for the local Village Post Office and Shop to serve the community.

ADDITIONAL OBJECTIVES AND ACTIVITIES:

Contribution made by volunteers: The Charity is managed by volunteers who organise activities and oversee the resources of the organisation.

The Trustees are satisfied that the Charity meets the Charity Commission's requirements in the provision of public benefit as defined by its Trust Deed.

ACHIEVEMENTS AND PERFORMANCE

SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR:

The Charity works with the help of East Hanningfield Parish Council as Custodian Trustees to achieve the Charity's objective of maintaining and improving the hall and playing field facilities for use by the parishioners of East Hanningfield, and wider local community generally.

During the period covered by this report (2020) the Charity's income from hirers and its ability to hold fund raising events were severely curtailed by the Corona virus pandemic. At times the Village Hall was closed to hirers or hirer activity restricted due to social distancing restrictions. The annual September Art Exhibition in the Hall, the Village Fete on Hanna's Field in July and quarterly book sales in the Hall were cancelled for the same reason.

Despite these problems, the Charity managed a number of essential improvements, in particular:

- Replacement of Sports Hall obsolete florescent lighting with new LED lighting.
- Installation of a new secure outdoor equipment container for Preschool.
- Repairs to the main carpark and, additional gravel surfacing on overflow carpark.
- Heating and control improvements in Meeting Room and Small Hall
- Provision of locally made wooded park benches to cater for increased use of playing field during the pandemic.

Plans to apply for grants to fund the replacement of the Sports Hall windows and the foyer entrance doors/windows in 2020 were delayed due to problems in completing contractor quotations coupled with having to bring forward planned replacement of the obsolete sports hall lighting.

Time and funds were also expended on producing a Corona virus risk assessment and resulting procedures for staff / hirers using the Hall and in procuring signs and materials in order to achieve "Covid Secure" status for the Village Hall and the Hall community Shop.

The planned priorities for 2021:

- a) Update 2020 planning and cost estimates to allow grant applications for upgrade of Hall main front foyer doors/windows and replacement Sports Hall windows.
- b) Addition of more wooden park benches on playing field.
- c) Replace posts in verge down Hall Chase and resurface path with tarmac.
- e) Extend path to join paving in front of Hall entrance.
- c) Extension of the Sports Wall by Youth Shelter.
- d) Improve Charity Website (to publicise the facilities and make hiring easier)

FINANCIAL REVIEW

BRIEF STATEMENT OF THE CHARITY'S POLICY ON RESERVES:

The Charity aims to maintain a flexible reserve, available to cover the cost of unforeseen problems and new initiatives whilst still supporting replacement of equipment approaching end of life.

The end of year bank reserve is slightly down on 2019 and currently stands at £34,299. This reserve includes £2,336 transferred to HFC after closure of the Village Design Group in 2019 and earmarked by Hanna's Field Charity for a specific project which will benefit the community (at present, this is replacement of the Village Hall Foyer Windows/Doors previously identified as a 2021 priority).

DETAILS OF FUNDS MATERIALLY DEFICIT:

None.

FURTHER FINANCIAL REVIEW DETAILS:

See the Charity's Financial Report attached with this report. The resources of the Charity consist of the hire of facilities, fund raising, Post Office/Shop rental, and periodic receipts of grants for specific projects.

Funds are expended on maintaining the hall and field facilities, and with the aid of grants, the improvement thereof. This year included major spend on replacement of lighting in sports hall. However, in a highly unusual year due to the Corona Virus pandemic, the Charity also spent a considerable sum in making the Hall and Shop "Covid Secure" through the addition of social distancing signs, hand sanitiser stations, shop counter screens, disinfection/cleaning kits and an enhanced cleaning/disinfection regime.

The Charity did receive substantial financial help in the form of a Corona Virus Business and Leisure grant from Chelmsford City Council as well as a reduction in the Hall business rates.

The Charity furloughed the caretaker/booking secretary during the Corona virus "lockdown" months when the Hall was closed or partially closed due to Covid restrictions, but continued to make normal staff salary payments. The Job Retention Grant claimed from HMRC for these months however did recover 80% of the salary paid by HFC.

Looking beyond previously stated planned improvements for 2021 (and managing the ongoing Corona virus pandemic requirements), the list of ideas for future improvements includes (in no particular order of priority):

- Hall energy conservation measures.
- Heating Ploughing, levelling and reseeded the football pitches.

- Completing a trim trail around the field & skate board ramps.
- Relaying the mountain bike track.
- Sports court regeneration.

A long-term aim still remains to create a Community Suite function room above the small hall if and when a suitable grant funding source becomes available.

The current level of cash resources does not at present justify a long-term investment policy given the nature of ongoing planned improvements and cost.

OTHER OPTIONAL INFORMATION:

None

DECLARATION

The Trustees declare that they have approved the Trustees Report above.

Signed on behalf of the Charity's Trustees:

Signature(s) Date		
Full Names	Michael Plumridge	Jenny Mouser
Position	Treasurer	Chairman

HANNA'S FIELD CHARITY

FINANCIAL REPORT FOR THE YEAR TO 31st DECEMBER 2020

		<u>Total</u>	<u>Total</u>
	Notes	<u>2020</u>	<u>2019</u>
		<u>£</u>	<u>£</u>
<u>INCOMING RESOURCES</u>			
Voluntary Income			
Contributions, Sales & Donations		821.25	2,555.56
Activities for generating funds			
Hall, field, court plus storage & equip't hire etc	Note 1	14,192.82	27,169.50
Grants received		11,727.15	0.00
Fundraising (inc booksales)		<u>3.00</u>	<u>4,200.70</u>
		25,922.97	31,370.20
Investment Income			
Post Office shop rental		4,942.95	4,849.56
Bank Interest		<u>32.61</u>	<u>42.99</u>
		<u>4,975.56</u>	<u>4,892.55</u>
Total Income		<u>31,719.78</u>	<u>38,818.31</u>
<u>RESOURCES EXPENDED</u>			
Cost of generating funds	Note 2	25,708.51	28,146.06
Capital expenditure		6,881.28	3,244.10
Governance costs		<u>0.00</u>	<u>0.00</u>
Total costs		<u>32,589.79</u>	<u>31,390.16</u>
<u>NET INCOMING (OUTGOING) RESOURCES</u>		<u>-870.01</u>	<u>7,428.15</u>

BALANCE SHEET AT 31ST DECEMBER 2020

<u>CURRENT ASSETS</u>	Note 3		
Trade Debtors		£4,259.44	£3,918.83
Less: Current Liabilities		<u>£634.20</u>	<u>£639.26</u>
		£3,625.24	£3,279.57
Cash in Hand & at Bank		<u>£30,604.37</u>	<u>£31,820.05</u>
Total Fund		<u>£34,229.61</u>	<u>£35,099.62</u>

Note a - Heritage Assets: Apart from cash, the Charity's only assets consist of land (Playing Field, Sports Courts, Children's Play Area and Youth facility), Village Hall and Integral Post Office/shop, together with related equipment. These are held at nil value for purposes of this Financial Report, since they cannot be sold or disposed of without the authorisation of the Charity's beneficiaries, the people of the Parish. The deeds for the property are held for the Charity by the Clerk to the East Hanningfield Parish Council, on behalf of the Charity's Custodian Trustees.

Note b - Funds of the Charity are all Unrestricted

HANNA'S FIELD CHARITY

NOTES TO THE ACCOUNT

		<u>2020</u>	<u>2019</u>	
Note 1	Hall, field, court & eqt hire cash received	£14,312.97	£25,116.43	-£10,803.46
	Add - Deposits received	£0.00	£0.00	£0.00
		£14,312.97	£25,116.43	-£10,803.46
	Less - Refunds & Deposits returned	<u>£120.15</u>	<u>£8.93</u>	<u>£111.22</u>
		<u>£14,192.82</u>	<u>£25,107.50</u>	<u>-£10,914.68</u>
	Insurance recoveries	£0.00	£0.00	£0.00
	Expense refunds	<u>£0.00</u>	<u>£2,062.00</u>	<u>-£2,062.00</u>
	Total other income	<u>£0.00</u>	<u>£2,062.00</u>	<u>-£2,062.00</u>
		<u>£14,192.82</u>	<u>£27,169.50</u>	<u>-£12,976.68</u>
Note 2	Bookings, Cleaning & Caretaker inc PAYE	£8,820.01	£8,698.51	£121.50
	Cleaning Materials	£757.15	£918.85	-£161.70
	Administration:			
	- Telephone	£783.38	£779.88	£3.50
	- Electricity	£2,832.70	£3,495.55	-£662.85
	- Postage, Printing, Stationery	£16.74	£51.41	-£34.67
	- Licences and Membership	£86.00	£110.00	-£24.00
	- Subsistence/tokens of appreciation	£238.74	£104.51	£134.23
	- Insurance	£1,484.97	£1,450.63	£34.34
	Rates, Water, and Refuse Collection:			
	- CBC, Water & sewage Rates	£418.04	£1,339.33	-£921.29
	- Refuse collection	£717.08	£679.64	£37.44
	Bank Service Charges	£68.50	£60.00	£8.50
	Maintenance, Repairs & Safety Inspections			
	- Hall	£520.73	£3,631.11	-£3,110.38
	- Field, Chase & Car Park	£5,409.50	£4,162.74	£1,246.76
	- Play Area	£3,262.47	£164.40	£3,098.07
	- Sports Courts	£0.00	£0.00	£0.00
	- Litter Pick Up	£292.50	£437.50	-£145.00
	- Vandalism and Break-ins	£0.00	£0.00	£0.00
	Advances to Village Fete & Art Exhibition	<u>£0.00</u>	<u>£2,062.00</u>	<u>-£2,062.00</u>
		<u>£25,708.51</u>	<u>£28,146.06</u>	<u>-£2,437.55</u>
Note 3	Debtors-Trade & Grants Receivable	£4,259.44	£3,918.83	
	Creditors	-£634.20	-£639.26	
	Cash in hand and at bank			
	- Current accounts and petty cash	-£3,053.79	£3,137.45	-£6,191.24
	- Post Office rent account	£20,774.84	£15,809.60	£4,965.24
	- Project account	£0.00	£0.00	£0.00
	- Capital Reserve account	<u>£12,883.32</u>	<u>£12,873.00</u>	<u>£10.32</u>
		<u>£34,229.61</u>	<u>£35,099.62</u>	<u>-£870.01</u>

Signed:



M Plumridge - Honorary Treasurer

Date: 25.07.21



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HANNA'S FIELD CHARITY

On accounts for the year
ended

31st December 2020

Charity no
(if any)

286877

Set out on pages

Pages 1 & 2 of HFC Financial Report for Year to 31.12.20

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

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: **M. Harcourt Williams**

Date: **27 July 21**

Name: **Martin HARCOURT WILLIAMS**

Relevant professional
qualification(s) or body

F C A (Retired)

(if any):

Address:

THE OLD FORGE, THE TYE

EAST HANNINGFIELD, ESSEX

CM3 8AA

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.