

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

TRUSTEES ANNUAL REPORT
FOR THE PERIOD
1st January 2021 to 31st December 2021

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 2021	Elected
2.	Mr David Bell	Vice Chairman	All of 2021	Elected
3.	Mr Michael Plumridge	Treasurer	All of 2021	Elected
4.	Ms Wendy Thomas	Secretary	All of 2021	Elected
5.	Ms Anne Walden	-	All of 2021	Elected
6.	Mr Malcolm Edward	-	All of 2021	Elected
7.	Ms Fiona Ward	-	All of 2021	Elected
8.	Ms Jackie Feehan	-	All of 2021	Elected
9.	Mr Colin Warren	-	All of 2021	Elected
10.	Mr Malcom Thomas	-	All of 2021	Rep. (Custodian Trustee)
11.	Ms Diane Batt	-	Part of 2021	Representative
12.	Ms Emma Huntley	-	All of 2021	Representative
13.	Ms Amanda Gilmour	-	Part of 2021	Representative

NAMES OF THE TUSTEES FOR THE CHARITY continued:

Name	Dates Acted
East Hanningfield Parish Council (Custodian Trustees)	All of 2021

NAMES AND ADDRESSES OF ADVISORS:

Type of Advisor	Address
Solicitor	Birkett Long Solicitors, Amphora Place, 1 Sheepen Road, Colchester, Essex. CO3 3WG

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 (2021) the Charity's income from hirers and its ability to hold fund raising events continued to be curtailed by the Corona virus pandemic. At times the Village Hall was closed to hirers or hirer activity limited due to social distancing restrictions. The annual Village Fete on Hanna's Field in July and quarterly book sales in the Hall were cancelled for the same reason. However, by July with a relaxation of Corona virus social distancing restrictions, the Charity did manage to organise the annual Art Exhibition as well as a Fireworks and Halloween fundraising event in October, the profits from these events being shared with All Saints Parochial Church Council.

Despite problems caused by the pandemic with getting contractors, the Charity managed a number of essential improvements, in particular:

- a) Replacement of Small Hall obsolete florescent lighting with new LED lighting units.
- b) New cabinets and Dishwasher installation in kitchen.
- c) Hall chase path softwood posts replaced with heavy oak posts.
- d) Hall chase path resurfaced and extended to join paving in front of Hall
- e) Additional locally made wooden park benches added to cater for increased use of playing field during the Corona virus pandemic.
- f) Coppicing of trees on the Car Park mound (to improve natural light to adjacent properties in Abbey Fields).
- g) Resurfacing of the Hall overflow carpark with additional granite chippings to improve drainage.

Plans to replace the Sports Hall windows and the foyer entrance doors/windows in 2021 were delayed due to problems in obtaining contractor quotations but we expect to complete this work in 2022.

Time and effort were expended on updating the Hall Corona virus procedures for staff / hirers using the Hall in order to maintain the "Covid Secure" status of the Village Hall and the community Post Office/Shop.

The planned priorities for 2022:

- a) Replace original single glazed wooden Hall foyer doors/windows and Sports Hall windows to improve energy conservation.
- b) Additional wooden park benches on playing field.
- c) Replace posts in verge on the ditch side of Hall Chase
- d) Resurface Hall Chase granite dust path surface with tarmac.
- e) Extension of the playing field Sports Wall located next to the Youth Shelter.
- f) Improve the condition of Football Pitch.
- g) Purchase of a Hall booking and invoice software.
- h) Improve Charity Website (to publicise the Hall facilities and make hiring easier)
- i) Complete renewal of the Hall's Post Office/Shop premises 7-year Lease.

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 in the Hall and community shop.

The end of year bank reserve is substantially up on 2020 and currently stands at £44,258.12. 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 remains the replacement of the Village Hall Foyer windows/doors and Sports Hall windows previously identified as a priority for completion in 2022).

DETAILS OF FUNDS MATERIALLY DEFICIT:

None.

FURTHER FINANCIAL REVIEW DETAILS:

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 or needs. Funds are expended on maintaining the hall and field facilities, and with the aid of grants, the improvement thereof. See the Charity's Financial Report attached with this report.

2021 was another unusual year due to the social distancing restrictions in place in the first half of the year as a result of the Corona virus pandemic. The Charity again lost hirers and income but were able to offset this and stay open for Preschool and some activities with the help of local government grant help (the Charity received substantial grant help in the form of a Corona Virus Business and Leisure grant assistance as well as a reduction in the Hall business rates from Chelmsford City Council).

The Charity also continued to furlough, or partially furlough, the caretaker/booking secretary over the first part of the year until July, with the Charity paying the normal staff salary in these months and receiving a "Corona Virus Job Retention Scheme" payment from HMRC for 80% of the difference between normal salaried hours and actual reduced hours worked.

In 2021 the Charity's 3-year fixed price energy contract with SSE expired and with the assistance of Utility Aid consultants through a competitive bid process, the Charity contracted with SSE for a new 3-year fixed price energy contract expiring May 2024 (albeit with 22% price increase over the previous fixed price contract).

The Hall shop/post office 7-year lease was due for renewal in May of this year and the Charity negotiated with the incumbent tenant/post master for a new commercial 7-year lease and rent review process. The legal detail of the new Lease should be completed in early 2022.

Looking beyond previously stated planned improvements for 2022, the list of ideas for future improvements includes (in no particular order of priority):

- Further energy conservation measures to reduce the Hall's carbon footprint / energy costs.
- An additional sun awning for Preschool Playarea
- 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 and need to maintain a reserve for

unforeseen emergencies.

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 2021

		<u>Total</u>	<u>Total</u>
	Notes	<u>2021</u>	<u>2020</u>
		<u>£</u>	<u>£</u>
<u>INCOMING RESOURCES</u>			
Voluntary Income			
Contributions, Sales & Donations		976.25	821.25
Activities for generating funds			
Hall, field, court plus storage & equip't hire etc	Note 1	17,723.47	14,192.82
Grants received - Council		18,193.29	11,727.15
HMRC		2,391.84	
Fundraising (inc booksales)		<u>2,054.22</u>	<u>3.00</u>
		40,362.82	25,922.97
Investment Income			
Post Office shop rental		4,951.44	4,942.95
Bank interest		<u>3.76</u>	<u>32.61</u>
		<u>4,955.20</u>	<u>4,975.56</u>
Total Income		<u>46,294.27</u>	<u>31,719.78</u>
<u>RESOURCES EXPENDED</u>			
Cost of generating funds	Note 2	28,253.76	25,708.51
Capital expenditure		8,012.00	6,881.28
Governance costs		<u>0.00</u>	<u>0.00</u>
Total costs		<u>36,265.76</u>	<u>32,589.79</u>
<u>NET INCOMING (OUTGOING) RESOURCES</u>		<u>10,028.51</u>	<u>-870.01</u>

BALANCE SHEET AT 31ST DECEMBER 2021

<u>CURRENT ASSETS</u>			
	Note 3		
Trade Debtors		£1,031.73	£4,259.44
Less: Current Liabilities		<u>£12.99</u>	<u>£634.20</u>
		£1,018.74	£3,625.24
Cash in Hand & at Bank		<u>£43,239.38</u>	<u>£30,604.37</u>
<u>Total Fund</u>		<u>£44,258.12</u>	<u>£34,229.61</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>2021</u>	<u>2020</u>	
Note 1	Hall hire	£16,285.47	£14,107.27	£2,178.20
	Field hire	£714.00	£205.70	£508.30
	Court hire	£0.00	£0.00	£0.00
	Meeting room	£724.00	£0.00	£724.00
	Storage hire	£0.00	£0.00	£0.00
	Refunds	<u>£0.00</u>	<u>£120.15</u>	<u>£120.15</u>
		£17,723.47	£14,192.82	£3,530.65
	Insurance recoveries	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
	Total other income	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
	Total	<u>£17,723.47</u>	<u>£14,192.82</u>	<u>£3,530.65</u>
Note 2	Bookings, Cleaning & Caretaker inc PAYE	£9,396.75	£8,820.01	£576.74
	Cleaning Materials	£618.17	£757.15	-£138.98
	Administration:			
	- Telephone	£805.11	£783.38	£21.73
	- Electricity	£3,336.69	£2,832.70	£503.99
	- Postage, Printing, Stationery	£171.60	£16.74	£154.86
	- Licences and Membership	£237.00	£86.00	£151.00
	- Subsistence/tokens of appreciation	£75.00	£238.74	-£163.74
	- Insurance	£1,240.39	£1,484.97	-£244.58
	Rates, Water, and Refuse Collection:			
	- CBC, Water & sewage Rates	£311.04	£418.04	-£107.00
	- Refuse collection	£678.24	£717.08	-£38.84
	Bank Service Charges	£117.50	£68.50	£49.00
	Maintenance, Repairs & Safety Inspections			
	- Hall	£2,789.38	£520.73	£2,268.65
	- Field, Chase & Car Park	£7,560.72	£5,409.50	£2,151.22
	- Play Area	£463.67	£3,262.47	-£2,798.80
	- Sports Courts	£0.00	£0.00	£0.00
	- Litter Pick Up	£452.50	£292.50	£160.00
	- Vandalism and Break-ins	£0.00	£0.00	£0.00
	Advances to Village Fete & Art Exhibition	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
		<u>£28,253.76</u>	<u>£25,708.51</u>	<u>£2,545.25</u>
Note 3	Debtors-Trade & Grants Receivable	£1,031.73	£4,259.44	
	Creditors	-£12.99	-£634.20	
	Cash in hand and at bank			
	- Current accounts and petty cash	£3,626.02	-£3,053.79	£6,679.81
	- Post Office rent account	£9,727.44	£20,774.84	-£11,047.40
	- Capital Reserve account	<u>£29,885.92</u>	<u>£12,883.32</u>	<u>£17,002.60</u>
		<u>£44,258.12</u>	<u>£34,229.61</u>	<u>£10,028.51</u>

Signed:



M Plumridge - Honorary Treasurer

Date: 03/03/23



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Hanna's Field Charity

On accounts for the year
ended

December 2021

Charity no
(if any) 286877

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2021.

Responsibilities and
basis of report

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

Independent
examiner's statement

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

9 March 23

Name:

MARTIN HARCOURT WILLIAMS

Relevant professional
qualification(s) or body
(if any):

F.C.A. (Retired)

Address:

THE OLD PORGE, THE TYE,
EAST HANNINGFIELD, ESSEX
CM3 8AA

Only complete if the examiner needs to highlight 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.

With regard to the delay in filing of this account and report, I understand that it has been due to a combination of circumstances, affected by Covid, a major break in to the premises, a new computer system and a number of upgrades. The trust has presented a letter of apology and I am assured that there should be no repeat.

Signed: _____

Name: _____

Relevant professional qualification(s) or body (if any): _____

Address: _____
