

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

TRUSTEES ANNUAL REPORT
FOR THE PERIOD
1st January 2021 to 31st December 2022

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 2022	Elected
2.	Mr David Bell	Vice Chairman	All of 2022	Elected
3.	Mr Michael Plumridge	Treasurer	All of 2022	Elected
4.	Ms Wendy Thomas	Secretary	All of 2022	Elected
5.	Ms Anne Walden	-	All of 2022	Elected
6.	Mr Malcolm Edward	-	All of 2022	Elected
7.	Ms Fiona Ward	-	All of 2022	Elected
8.	Ms Jackie Feehan	-	All of 2022	Elected
9.	Mr Colin Warren	-	All of 2022	Elected
10.	Mr Malcom Thomas	-	All of 2022	Rep. (Custodian Trustee)
11.	Ms Diane Batt	-	All of 2022	Representative
12.	Ms Rachel Lambert	-	All of 2022	Representative

NAMES OF THE TUSTEES FOR THE CHARITY continued:

Name	Dates Acted
East Hanningfield Parish Council (Custodian Trustees)	All of 2022

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.

The Play Area and Field Equipment such as Sports Wall, Football Goals and Youth Shelter are inspected by ROSPA and the Hall's electrical equipment, fire detection system and fire extinguishers are inspected annually.

The field and Trees around field are inspected annually for condition and dead trees/branches removed if considered a hazard.

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:

- Provision of sports, educational and recreation facilities for the local community.
- 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 (2022) the Charity's income from hirers has gradually increased as bookings recovered following relaxation of Corona virus social distancing restrictions in Corona virus pandemic but is not yet at level of pre-Covid 2019 hire income.

Income from fundraising events on Playing field and, in the Hall, also recovered with the annual Village Fete held in July for first time after a two-year gap on Hanna's Field along with quarterly book sales in the Hall, and a Fireworks & Halloween fundraising event, and the annual Art Exhibition, both held in October 2022.

The Fete, Book Sales in the Hall, and Fireworks and Halloween events were organised with help of All Saints Parochial Church Council and profits shared equally.

The Charity managed to complete a number of important improvements and tasks over the year, in particular:

- a) The renewal Hall's Post Office/Shop premises 7-year Lease completed.
- b) Replacement of original single glazed wooden doors/windows in the Hall foyer and windows Sports Hall to improve energy conservation.
- c) Conversion of Hall Foyer/Corridor, Toilets, Kitchen and Meeting Room florescent lighting to LED.
- d) 2nd Generation Smart Meter installed on Hall electricity supply.
- e) Purchase of Hall booking/invoicing "Hallmaster" software and a laptop for the booking Secretary.
- f) Installation of a Defibrillator purchased by the Parish Council in a cabinet outside the Hall entrance.

The £2,336 transferred to Hanna's Field Charity after closure of the Village Design Group in 2019 (and which Parish Council suggested should be used for a specific project to benefit the community) was used in funding the replacement of the Village Hall Foyer windows/doors and Sports Hall windows listed above paragraph b (which cost more than £10,000).

The Hall shop/post office 7-year lease was due for renewal in May of 2021 and the Charity trustees negotiated with the incumbent tenant/postmaster for a new commercial 7-year lease and rent review process. The legal detail and changes for the new Lease were finally completed in early 2022 and the lease signed by tenant and the Charity's custodian trustees (the Parish Council) on behalf of Hanna's Field Charity.

The planned priorities for 2023:

- a) Installation of an Intruder Alarm system for the Hall following a Hall break-in and damage in 2022
- b) Upgrade of the Hall CCTV to include an Number Plate Recognition (NPR) Camera
- c) Installation of Solar PV Roof Panels to reduce carbon footprint and Hall energy costs.
- d) Improvement to the Hall's Foyer entrance (flooring, seating and notice boards).

- d) Improvement of equipment items which have reached end of life in Play Area.
- c) Install a new charity website (to link to Hall booking software and make Hall hire easier and better publicise the Hall facilities).
- d) Replace posts in Hall Chase verge (on ditch side).
- e) Extension of the playing field Sports Wall.

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 Village Hall, the Community Shop/post office in the Hall and Playing Field equipment.

The end of year bank reserve is majinally down on 2021 standing at £42,043.24 (compared to £44,258.12 at the end of 2021).

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.

Looking ahead, the main financial risk foreseen is the impact on Hall finances of a sudden rise in the cost of energy as a result of the war in Ukraine. The Village Hall has a 3-year energy contract with Scottish & Southern Electric (SSE) which has protected the Charity from this increase thus far, but the contract expires on 1 May 2024 year. Ways of reducing energy consumption and the funding of a cheaper energy source (Solar Panels?) need to be investigated urgently to head off a potential financial crisis in future.

The second foreseen risk (because of recent Covid Pandemic experience) is another pandemic with resulting loss of Hall hire income. After the Covid Pandemic, the Rural Community Council of Essex and ACRE recommend Village Halls should increase the level of reserve as a percentage of income to allow for this risk.

Beyond previously stated planned improvements for 2023, the list of ideas for future improvements includes (in no order of priority):

- An additional sun awning for Preschool Playarea
- Completing a Trim Trail around the field & skateboard ramps.
- Relaying of the field Mountain Bike Track.
- Regeneration of the field Sports Court.

A long-term aim remains to create a Community Suite function room above the small hall if and when 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 such a another Covid type pandemic.

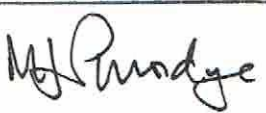

OTHER OPTIONAL INFORMATION:

None

DECLARATION

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

Signed on behalf of the Charity's Trustees:

Signature(s) Date	 10.10.23	 10/10/23
Full Names	Michael Plumridge	Jenny Mouser
Position	Treasurer	Chairman



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

31 DECEMBER 2022

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

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").

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.

Independent
examiner's statement

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:

11 Oct 23

Name:

MARTIN HARCOURT WILLIAMS

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

F.C.A (Retired)

Address:

THE OLD FORGE, 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.

<p>Report to the trustees in respect of the accounts for the year ended</p> <p>Set out on pages</p>	<p>Charity no. (if any)</p>
<p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the provisions of the Charities Act 2011 (the Act).</p> <p>I report in respect of my examination of the Trust's accounts, which are set out in the accounts for the year ended 31 March 2017, that they have been prepared in accordance with the provisions of the Act and the applicable provisions of the Charities (Accounts and Reports) Regulations 2008 (the Regulations).</p> <p>I have examined the accounts and, in my opinion, they are true and fair and give a true and fair view of the financial position of the Trust at the end of the year and of its financial performance for the year.</p> <p>I have no concerns and have nothing to report in connection with the examination, to which attention should be drawn in order to enable proper understanding of the accounts to be reached.</p> <p>Please delete the words in the box below if not applicable.</p>	
<p>Independent examiner's statement</p>	
<p>Signature</p> <p>Name</p> <p>Belmont (or personal qualification), if any (if any)</p> <p>Address</p>	

HANNA'S FIELD CHARITY

FINANCIAL REPORT FOR THE YEAR TO 31st DECEMBER 2022

		<u>Total</u>	<u>Total</u>
	Notes	<u>2022</u>	<u>2021</u>
		£	£
<u>INCOMING RESOURCES</u>			
Voluntary Income			
Contributions, Sales & Donations		11,863.43	976.25
Activities for generating funds			
Hall, field, court plus storage & equip't hire etc	Note 1	22,711.29	17,723.47
Grants received - Community		950.00	18,193.29
HMRC		0.00	2,391.84
Fundraising (inc booksales)		<u>5,993.11</u>	<u>2,054.22</u>
		29,654.40	40,362.82
Investment Income			
Post Office shop rental		5,100.00	4,951.44
Bank interest		<u>147.88</u>	<u>3.76</u>
		<u>5,247.88</u>	<u>4,955.20</u>
Total Income		<u>46,765.71</u>	<u>46,294.27</u>
<u>RESOURCES EXPENDED</u>			
Cost of generating funds	Note 2	31,163.79	28,253.76
Capital expenditure		17,816.80	8,012.00
Governance costs		<u>0.00</u>	<u>0.00</u>
Total costs		<u>48,980.59</u>	<u>36,265.76</u>
<u>NET INCOMING (OUTGOING) RESOURCES</u>		<u>-2,214.88</u>	<u>10,028.51</u>

BALANCE SHEET AT 31ST DECEMBER 2022

<u>CURRENT ASSETS</u>			
	Note 3		
Trade Debtors		£9,122.69	£1,031.73
Less: Current Liabilities		<u>£5,395.56</u>	<u>£12.99</u>
		£3,727.11	£1,018.74
Cash in Hand & at Bank		<u>£36,316.13</u>	<u>£43,239.38</u>
<u>Total Fund</u>		<u>£42,043.24</u>	<u>£44,258.12</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>2022</u>	<u>2021</u>	
Note 1	Hall hire	£18,174.39	£16,285.47	£1,888.92
	Field hire	£763.00	£714.00	£49.00
	Court hire	£259.75	£0.00	£259.75
	Meeting room	£764.15	£724.00	£40.15
	Storage hire	£0.00	£0.00	£0.00
	Refunds	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
		£19,961.29	£17,723.47	£2,237.82
	Insurance recoveries	<u>£2,750.00</u>	<u>£0.00</u>	<u>£2,750.00</u>
	Total other income	<u>£2,750.00</u>	<u>£0.00</u>	<u>£2,750.00</u>
	Total	<u>£22,711.29</u>	<u>£17,723.47</u>	<u>£4,987.82</u>
Note 2	Bookings, Cleaning & Caretaker Inc PAYE	£10,592.72	£9,396.75	£1,195.97
	Cleaning Materials	£848.87	£618.17	£230.70
	Administration:			
	- Telephone	£910.40	£805.11	£105.29
	- Electricity	£3,789.85	£3,336.69	£453.16
	- Postage, Printing, Stationery	£0.00	£171.60	-£171.60
	- Licences and Membership	£106.00	£237.00	-£131.00
	- Subsistence/tokens of appreciation	£0.00	£75.00	-£75.00
	- Insurance	£1,304.78	£1,240.39	£64.39
	Rates, Water, and Refuse Collection:			
	- CBC, Water & sewage Rates	£1,261.24	£311.04	£950.20
	- Refuse collection	£734.50	£678.24	£56.26
	Bank Service Charges	£89.00	£117.50	-£28.50
	Maintenance, Repairs & Safety Inspections			
	- Hall	£2,551.36	£2,789.38	-£238.02
	- Field, Chase & Car Park	£3,788.25	£7,560.72	-£3,772.47
	- Play Area	£1,049.88	£463.67	£586.21
	- Sports Courts	£53.00	£0.00	£53.00
	- Litter Pick Up	£605.33	£452.50	£152.83
	- Vandalism and Break-ins	£3,543.61	£0.00	£3,543.61
	Advances / (Refunds) re Fete & Art Exhibition	<u>-£65.00</u>	<u>£0.00</u>	<u>-£65.00</u>
		<u>£31,163.79</u>	<u>£28,253.76</u>	<u>£2,910.03</u>
Note 3	Debtors-Trade & Grants Receivable	£9,122.69	£1,031.73	
	Creditors	-£5,395.58	-£12.99	
	Cash in hand and at bank			
	- Current accounts and petty cash	£997.82	£3,626.02	-£2,628.20
	- Post Office rent account	£14,879.13	£9,727.44	£5,151.69
	- Capital Reserve account	<u>£22,439.18</u>	<u>£29,885.92</u>	<u>-£7,446.74</u>
		<u>£42,043.24</u>	<u>£44,258.12</u>	<u>-£2,214.88</u>

Signed:



M Plumridge - Honorary Treasurer

Date: 30.09.23