



FYFIELD VILLAGE HALL

Annual Report 2024

FYFIELD VILLAGE HALL

Charity number: 301304



Trustees' Annual Report for the period

Period start date			Period end date		
01	January	2024	31	December	2024

From To

Section A Reference and administration details

Charity name	FYFIELD VILLAGE HALL
Other names charity is known by	
Registered charity number (if any)	301304
Charity's principal address	Houchin Drive
	Fyfield
	Ongar
Postcode	CM5 0RG

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	Martin Baxter	Chair	To 31 August 2024	
2	Penny Ovel	Vice Chair/Chair		
3	Steve Turner	Treasurer		
4	Chris Collins	Secretary		
5	Sandra Mead			Fyfield Parish Council
6	Patricia Jones		To 29 April 2024 and from 20 May 2024	Fyfield PCC
7	Karla Hirst			
8	Rachel Barlow			
9	Lizzie Webster			
10	Sarah McGregor		From 15 July 2024	
11	George Phimister		To 15 August 2024	WD50+ club
12	Debbie Spanton		To 29 April 2024	
13	Ann Jackson		To 29 April 2024	
14	Jenny Phimister		29 April 2024 to 2 May 2024	Fyfield PCC
15	Ira Mullish		From 15 July 2024	
16	Andy Lee		From 15 July 2024 to 12 August 2024	

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

Name	Dates acted if not for whole year
Official Custodian of Charities	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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)

Declaration of Trust

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Maximum of 8 elected, 4 appointed and 4 co-opted

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.

New trustees are provided with guidance from the Charity Commission and ACRE on the role and responsibilities of being a trustee. The secretary also offers individual discussions with new trustees to ensure they are comfortable with the role and familiar with the structure of the charity and the governing document.

Fyfield Village Hall join the RCCE each year, giving access to RCCE training courses and material which is used as and when required by trustees.

Section C Objectives and activities

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

To provide a Village Hall for the use of the inhabitants of Fyfield and the neighbourhood (hereinafter called 'the area of benefit') without distinction of sex or of political religious or other opinions and in particular for the 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.

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)

The core activity of the charity is the maintenance and running of Fyfield Village Hall, which is offered for use in accordance with its the objects of the charity. The charity carries out four main strands of activity as part of the running of the hall:

- maintaining and developing the building and the facilities offered as part of its use;
- arranging the hire of the hall by users. This primarily consists of clubs and classes offered by charities, community groups or for profit instructors/teachers. In addition, the hall is hired by private individuals or companies for private functions or other events;
- a weekly community hub;
- organising and running fundraising events that are consistent with the objectives of the charity, for example summer barbecues, quiz nights, live music events etc.

In considering all of its activities in 2024, the trustees had regard to the guidance issues 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.

The charity relies exclusively on volunteers in order to operate, primarily the management committee/trustees supplemented by occasional contributions from other volunteers (for example former committee members or other inhabitants of Fyfield and the surrounding area). In addition, the charity has good links with the Fyfield Men's Shed located next to the hall, who offer their time and expertise to carry out works in the hall whenever possible.

During 2024, there was a higher than usual number of trustees, both in terms of absolute numbers and turnover. The management committee consider this to be due to a number of esoteric reasons rather than representing a structural issue relating to the governance of the charity or the demands of the role of trustees. Towards the end of the year, a more settled management committee was in place to take the charity forward into 2025, though vacancies continue to exist and, as with many rural village hall charities, there are ongoing challenges in the recruitment of trustees.

The former chair of the management committee, Martin Baxter, retired during 2024 after many years of serving as a trustee and Chair. Following the appointment of a new Chair, the committee considered it appropriate to take steps to (a) improve the documentation of processes and issues that arise in the running of the hall; and (b) seek to ensure that the Chair is not assigned tasks by default as issues arise. This work will continue during 2025 with the aim of reducing both the burden of the role of Chair and key person risk (particularly in respect of the Chair, Treasurer and Secretary).

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

As set out in Section C, the activities of the charity are currently focussed on four main strands. The achievements for each during 2024 are set out below.

Maintaining and developing the hall

The financial surplus generated since the end the of covid pandemic allowed significant repair, renovation and investment in new equipment

during 2024.

Key works to the fabric of the building were window replacement and repairs, repair and renovation of the stock room door and the replacement of the fire exit door in the Monica Couling room to ensure compliance with current standards.

The oven and fridge-freezer in the kitchen were replaced and a larger fridge-freezer for the club room kitchenette was acquired and installed.

There was also significant investment in equipment, notably:

- a projector and mobile large screen, which was immediately put to good use by allowing the hall to open for the England men's Euro 2024 fixtures and which can also be hired by hirers;
- a floor cleaning machine, to increase the efficiency and quality of the floor cleaning;
- the installation of free high speed internet, courtesy of Gigaclear;
- replacement of the outside noticeboard
- the full implementation of an up to date point of sales and inventory system in the bar, including a new tablet.

In addition, the curtains in the hall underwent full cleaning and fireproofing.

Arranging the hire of the hall

The hall maintained a steady number of regular hires over 2024. Three new regular sessions were secured, being two weekly adult dance classes and the U3A Rodings and Ongar branch monthly meeting. Unfortunately this was offset by the end of Sing and Sign classes at the hall.

The number of private hires slightly decreased in 2024 against 2023, however these still secured a notable income for the hall averaging around £375 per month.

Community hub

The weekly community hub morning continued on Thursday mornings. During 2024 this became an established part of the public benefit of the charity, offering local residents a chance to meet and catch up over a drink and cake. In addition, this session now hosts the regular 'coffee with cops' organised by Fyfield Parish Council, providing regular access to the village police officer to raise any concerns and ask questions about crime and policing issues.

The community hub is free to attend (including hot drinks and any food offered) – whilst this represents a small cost for the charity, the trustees consider it an important offering for the village. It has also been useful to be able to provide potential hirers of the hall a time when the hall is open for viewing, so has been used a way to try to increase the income of the charity.

Fundraising events

The hall hosted a number and range of fundraising events in 2024, all of which were also consistent with advancing the objectives of the charity. The main fundraising events were:

Section D

Achievements and performance

- bingo night
- two quiz nights
- a series of 'Bangin' Friday!' barbecue evenings during the spring and summer months
- a live band night
- a magic night, featuring magicians from the Ilford Magic Circle
- Christmas party
- Halloween event

Overall the trustees consider 2024 to be a successful year. Whilst the accounts show an overall loss of around £3,500, this included the acquisition of various assets and repairs/renovations that are all expected to last in the range of 8 – 20 years. The charity remains in a robust financial position, with amounts held in excess of reserves such that significant renovations and investment can continue in 2025, including complete redecoration of the hall.

Finally, the efforts of all of the trustees during 2024 and prior years were rewarded by Fyfield Village Hall achieving runner up in the 2024 RCCE community building award.

Section E

Financial review

Brief statement of the charity's policy on reserves

An income and reserves policy was in effect during 2024. This provided that £37,000 be held in reserve, being:

- £7,000 as an operational reserve, to cover a minimum of nine months' operating costs assuming no income is generated during this time and variable costs are reduced to an amount consistent with the hall not operating; and
- £30,000 to pay for exceptional expenditure for significant repairs and renewals.

An amount in excess of this reserve amount was held on account in the charity's bank accounts during 2024.

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.

The charity's income was from three main sources during 2024:

- hire income from regular users of the hall, mostly being either non-profit making/charity groups or private classes that are consistent with the objectives of the charity
- income from ad-hoc users of the hall, mostly being private functions and events. Income was largely hire fees for the hall, with some ancillary trading income from the operation of the bar during such functions and events.
- fundraising, largely being events held at the hall such as Friday Night BBQs, music nights, quiz nights and similar.

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)	Chris Collins	Penny Ovel
Position (eg Secretary, Chair, etc)	Secretary	Chair
Date	19 May 2025	19 May 2025



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

Charity Name
Fyfield Village Hall

On accounts for the year
ended

31st December 2024

Charity no
(if any)

301304

Set out on pages

2-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

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. Wallis

Date:

25.4.25

Name:

Mr Michael Wallis

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

FCA - ICAEW

Address:

10-12 Mulberry Green

Old Harlow

Essex CM17 0ET

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Fyfeild Village Hall

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1st January 2024		31st December 2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Sales	35,363	-	-	35,363	36,909
Donations	171	-	-	171	407
Interest received	152	-	-	152	88
EFDC Grant	250	-	-	250	1,450
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,936	-	-	35,936	38,854
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,936	-	-	35,936	38,854
A3 Payments					
Insurance	1,831	-	-	1,831	1,782
Oil	1,730	-	-	1,730	2,780
Electric	1,148	-	-	1,148	1,504
Water	807	-	-	807	380
EFDC tax	426	-	-	426	401
Waste	1,147	-	-	1,147	1,445
Cleaning	5,653	-	-	5,653	5,678
Maintenance	2,139	-	-	2,139	1,065
PWLB loan				-	1,176
Fees	1,293	-	-	1,293	72
Events	995	-	-	995	2,817
Sundries	8,394	-	-	8,394	7,144
Bar	6,452	-	-	6,452	7,392
Refurbishment	7,254	-	-	7,254	1,678
Phone	244	-	-	244	223
	-	-	-	-	-
	-	-	-	-	-
Sub total	39,513	-	-	39,513	35,537
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	39,513	-	-	39,513	35,537
Net of receipts/(payments)	- 3,577	-	-	- 3,577	3,317
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	50,249	-	-	50,249	46,932
Cash funds this year end	46,672	-	-	46,672	50,249

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	32,092	-	-
	Deposit account	4,210	-	-
	Deposit account	10,370	-	-
	Total cash funds	46,672	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Financial Statements

for the year ended 31st December 2024

for

Fyfield Village Hall

Independent Examiner's Report

Registered Charity Number: 301304

To the Trustees of Fyfield Village Hall

For the year ended 31st December 2024

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2024, set out on pages 2 and 3.

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 2001 ("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 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.



Michael Wallis FCA
Chartered Accountant
10-12 Mulberry Green
Old Harlow
Essex
CM17 0ET

Fyfield Village Hall

Income and expenditure account

For the year ended 31st December 2024

	2024		2023	
	£	£	£	£
Income				
Sales	35,363.55		36,909.58	
Donations	171.15		406.85	
Interest received	151.63		88.37	
EFDC - Grant	250.00		1,450.00	
		35,936.33		38,854.80
Expenditure				
Insurance	1,831.00		1,781.64	
Oil	1,729.89		2,779.88	
Electric	1,148.00		1,504.00	
Water	807.36		379.87	
EFDC Tax	426.26		401.52	
Waste	1,146.86		1,444.80	
Cleaning	5,653.00		5,678.00	
Maintenance	2,138.78		1,064.87	
PWLB Loan	-		1,176.56	
Fees	1,292.78		72.00	
Events	995.00		2,816.95	
Sundries	8,394.70		7,143.70	
Bar	6,451.73		7,391.70	
Refurb	7,253.79		1,678.00	
Phone	244.12		223.52	
		39,513.27		35,537.01
(Deficit)/Surplus for the year		<u>(3,576.94)</u>		<u>3,317.79</u>

Client approval certificate

I approve the financial statements and confirm that I have made available all relevant records and information for their preparation.

Stephen Turner - Treasurer

Fyfield Village Hall

Balance Sheet

For the year ended 31st December 2024

	2024	2023
	£	£
Current assets		
Bank current account	30,091.73	35,820.30
Bank deposit account 1	4,210.27	4,166.49
Bank deposit account 2	10,370.35	10,262.50
Net assets	46,672.35	50,249.29
Capital accounts	46,672.35	50,249.29
 Capital account		
Balance b/fwd	50,249.29	46,931.50
Surplus in the year	(3,576.94)	3,317.79
Balance c/fwd	46,672.35	50,249.29



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

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members of

Charity Name
Fyfield Village Hall

On accounts for the year
ended

31st December 2024

Charity no
(if any)

301304

Set out on pages

2-3

(remember to include the page numbers of additional sheets)

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Signed:

M. Wallis

Date:

25.4.25

Name:

Mr Michael Wallis

Relevant professional
qualification(s) or body
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Fyfeild Village Hall

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date 1st January 2024	To	Period end date 31st December 2024
------------------------	---------------------------------------	----	---------------------------------------

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Sub total (Gross income for AR)	35,936	-	-	35,936	38,854
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		-	-	-
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		-	-	-
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			-	-
			-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Financial Statements

for the year ended 31st December 2024

for

Fyfield Village Hall

Independent Examiner's Report

Registered Charity Number: 301304

To the Trustees of Fyfield Village Hall

For the year ended 31st December 2024

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2024, set out on pages 2 and 3.

Responsibilities and Basis of Report

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Independent Examiner's Statement

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Michael Wallis FCA
Chartered Accountant
10-12 Mulberry Green
Old Harlow
Essex
CM17 0ET

Fyfield Village Hall

Income and expenditure account

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Phone	244.12		223.52	
		39,513.27		35,537.01
(Deficit)/Surplus for the year		<u>(3,576.94)</u>		<u>3,317.79</u>

Client approval certificate

I approve the financial statements and confirm that I have made available all relevant records and information for their preparation.

Stephen Turner - Treasurer

Fyfield Village Hall

Balance Sheet

For the year ended 31st December 2024

	2024	2023
	£	£
Current assets		
Bank current account	30,091.73	35,820.30
Bank deposit account 1	4,210.27	4,166.49
Bank deposit account 2	10,370.35	10,262.50
Net assets	46,672.35	50,249.29
Capital accounts	46,672.35	50,249.29
 Capital account		
Balance b/fwd	50,249.29	46,931.50
Surplus in the year	(3,576.94)	3,317.79
Balance c/fwd	46,672.35	50,249.29