

GREAT WALTHAM VILLAGE HALL

England & Wales - Charity number 301320

Details

Other names HULTON HALL, HULTON HALL - GT WALTHAM

Status Registered

Legal form Other

Registered 1963-08-21

Register [View on the Charity Commission register](#)

Contact

Address Hulton Hall
South Street
Great Waltham
Chelmsford
CM3 1DF

Phone 01245363875

Email gwh.info@gmail.com

Website <https://www.greatwalthamvillagehall.co.uk/>

Activities

Objects: VILLAGE HALL

Activities: Community Hall serving local organisations, functions and events

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF GREAT WALTHAM AS CONSTITUTED ON THE 9TH JULY 1889
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£35,738	£44,837	-	-
2023-12-31	£29,308	£19,049	-	-
2022-12-31	£29,023	£33,450	-	-
2021-12-31	£42,670	£49,525	-	-
2020-12-31	£32,907	£14,856	-	-

Trustees

Name	Role	Appointed
Daniel Gordon Robert Harper-Gray		2025-10-16
Dawn Beverly Lenox		2025-12-20
Deborah Matthams		2026-05-01
Janine Helen Willsher		2025-12-01
Kathleen Elizabeth Sapsford		2025-11-02
Kerrie Wiffen		2024-05-09
Mark Nicholls		2025-04-24
Michael Baillon		2026-05-01
Mike Sapsford		2026-05-01
Stephanie Jane Wills		2025-11-02
Stephen Troy		2026-05-01

GREAT WALTHAM VILLAGE HALL

England & Wales - Charity number 301320

Accounts



Trustees' Annual Report for the period

From 01-01-2024 Period start date To 31-12-2024
Period end date

Charity name: Great Waltham Village Hall

Charity registration number:301320

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and upkeep of a village hall for the use of the inhabitants of the Parish of Great Waltham as constituted on 9th July 1889 with the object of improving the conditions of life for the said occupants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hiring out the premises and facilities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the guidance issues by the charity commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Volunteers (apart from trustees) had been poor but this year more volunteers became available to support the village hall with maintenance and other aspects of the running of the hall.

Other		Departure of trustees has proved difficult with the majority of work falling to the chair who stepped up as the former stepped down,
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity has continued to improve the facilities for it community and hirers. Standards of hygiene and safety have been paramount , decoration and continual maintenance , aligning with and beyond expected standards.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		The clothing banks continue to be well used by the community and beyond providing recycling facilities encouraging reduce, recycling and reuse, this provides a small income for the village hall.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the village hall at the end of the period is recorded in the attached documents. Healthy bank account considering the outlay with improvements and emergencies but with several major projects planned , spending will need to be carefully monitored in line with the reserves policy.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy for holding reserves is set out in the reserves policy , a copy of which is attached.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	To maintain and encourage new hirers to ensure the sustainability of the village hall. Bring all hirers in line with the correct pricing matrix.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's main source of income is through the hire fees payable by those hiring and using the space.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The continual engagement of Trustees is difficult. The Parish Council hire of the pavilion undercutting hire rates of the village hall , therefore resulting in loss of hires and unnecessary competition.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Not more than 5 trustees are elected at the AGM of the charity and not more than 2 trustees may be coopted. In addition 17 organisations in the area of benefit of the charity have the right to appoint a representative trustee. Of the 17 , many no longer exist or have their own buildings to take care of. Social media appeals and internal communications are used to promote the need for trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are encouraged to attend training and read documents via the RCCE of which it is a member.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charities organisational structure need improving with lack of volunteers this is difficult.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Great Waltham Village Hall
Other name the charity uses	
Registered charity number	301320
Charity's principal address	Great Waltham Village Hall, Hulton Hall, South Street, Great Waltham Essex CM3 1DF

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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	Daniel Harper Gray	Chair	As Chair Until April 2024 -remained a trustee for another partial year	Up, Up & Away Preschool
2	Leonie Harper		Term Ended 12/04/ 2024	Up, Up & Away Preschool
3	David Chapman		Term ended 12/04/2024	Trustee
4	Michael Proctor		Term ended 12/04/2024	Parochial Church Council
5	Kerrie Wiffen		Appointed 12/04/2024	Parochial Church Council
6	Joanne Palmer	Chair/Secretary	Elected as Chair 12/04/2024	Trustee
7	Oliver Micklem			Representative PC
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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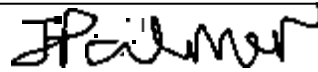
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	Joanne palmer	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	16/09/2025
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GREAT WALTHAM VILLAGE HALL: Reg. Charity No.301320

RECEIPTS AND PAYMENTS ACCOUNT TO 31ST DECEMBER 2024

	Unrestricted Funds £	Restricted Funds £	Total 2023	Variance	
INCOME RECEIPTS					
Hall Hire	19753.75		18102.25	9.12%	
Committee Room	8345.00		3045.00	174.06%	
Band Room	0.00		0.00	0.00%	
Library	2822.62		0.00	100.00%	
Parish Council	0.00		3160.90	-100.00%	
Car Park	1645.00		2920.00	-43.66%	
Clothes Bin	803.70		372.72	115.63%	
Donations	160.00		0.00	100.00%	
Grant- Chelmsford CC	0.00		0.00	0.00%	
Grant -RCCE	0.00		0.00	0.00%	
Grant -Lottery	0.00		0.00	0.00%	
M&G	7.54		6.72	12.20%	
Deposits Held	2200.00		1700.00	29.41%	
Total Receipts	35737.61	0	35737.61	29307.59	21.94%
PAYMENTS					
Internet	362.87		387.36	-6.32%	
Electricity	3435.16		1565.79	119.39%	
Business Rates	1082.67		1029.19	5.20%	
Oil	2622.13		2302.65	13.87%	
Water & Sewage	568.13		760.61	-25.31%	
Cleaning	3408.08		3474.22	-1.90%	
Maintenance & Repairs	25640.05		5650.28	353.78%	
Stationary	102.76		0.00	100.00%	
Insurance	1798.09		1803.85	-0.32%	
RCCE	80.40		66.00	21.82%	
Sundries	1806.55		508.66	255.16%	
Returned Deposits	2100.00		1500.00	40.00%	
Treasurer Fees	1830.00		0.00	100.00%	
Total Payments	44836.89	0	44836.89	19048.61	135.38%
Surplus/(Deficit) for the year	-9099.28		-9099.28		
Balance at start of year	40119.16	0	40119.16		
Balance at 31st December 2024	31019.88	0	31019.88	40119.16	
Check			-		

(if any):

Address:

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.

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GREAT WALTHAM VILLAGE HALL

England & Wales - Charity number 301320

Accounts



Trustees' Annual Report for the period

From Period start date To Period end date

Charity name: **Great Waltham Village Hall**

Charity registration number: **301320**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a village hall for the use of the inhabitants of the parish of Great Waltham as constituted on 9th July 1889 with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hiring out the village hall premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the guidance issues by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has continued to maintain the village hall and made the premises available for hire for a variety of activities including public meetings, preschool, art classes, carpet bowls, yoga and meditation, fitness and dance classes.</p> <p>In addition to training, education, and other forms of entertainment and arts to the benefit of the beneficiaries and improvement of their conditions of life and also to those making use of the facilities who are not beneficiaries.</p> <p>Facilities have continued to be improved with ongoing maintenance and improvements to the building to meet regulations and improve energy and heat loss.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		The clothing banks continue to provide recycling facilities to the community and provide a small continuous income to the village hall.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the charity at the end of the period is recorded in the attached accounts.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy for holding reserves is set out in its Reserves Policy, a copy of which is attached.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The engagement of trustees is paramount to ensure the continual running of the hall.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's main source of income is through the hire fees payable by those hiring and using the space.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The main risk is engaging trustees to help management the building. The Parish Council hire of the pavilion which has undercut hire rates of the village hall and has lost hirers.
Other		The hall has employed the services of a treasurer as we were unable to fulfil the position otherwise. We needed to ensure appropriate protocol. We also have a volunteer bookings clerk who is not a trustee.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Scheme
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Not more than 5 trustees are elected at the AGM of the charity and not more than 2 trustees may be coopted. In addition 17 organisations in the area of benefit of the charity have the right to appoint a representative trustee. Of the 17, several no longer exist 9 highlighted) but were as follows.</p> <p>Great Waltham Parish Council The Parochial Church Council of the ecclesiastical Parish of St Mary and St Lawrence, Great Waltham The Great Waltham Women's Institute The Great Waltham Branch of the Royal British Legion The Great Waltham Cricket Club The Great Waltham Football Club The 1st Great Waltham Girl Guides The Great Waltham Horticultural Society The Great Waltham Mothers Union The Great Waltham Parish Fellowship The Great Waltham over 60s Club The 1st Great Waltham Boy Scouts Group The Great Waltham Youth Club</p> <p>All of the above were constituted on 8th August 1967</p> <p>Great Waltham Community Playgroup Great Waltham Badminton Club Great Waltham Twinning Association</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are encouraged to attend training via the RCCE of which it is a member.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	2 organisations have now appointed a representative trustee, the PCC and the Parish Council
Other		

Reference and Administrative details

Charity name	Great Waltham Village Hall
Other name the charity uses	None
Registered charity number	301320
Charity's principal address	Great Waltham Village Hall Hulton Hall South Street Great Waltham Essex CM3 1DF

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Joanne Palmer	
Position (eg Secretary, Chair, etc)	Chair	
Date	4/10/24	

	Unrestricted	Restricted Funds	Total 2023	Total 2022	Variance
	£	£			

Hall Hire	18102.25		13944.99
Committee Room	3045		4018
Band Room	0		0
Parish Council	3160.9		3793.08
Car Park	2920		329
Clothes Bin	372.72		381.75
Donations	0		136.85
Grant - Chelmsford CC	0		2667
Grant - RCCE	0		3500
Grant - Lottery	0		0
M&G	6.72		2.7
Deposits Held	1700		250
Total Receipts	29307.59	0	29023.37

PAYMENTS

Internet	387.36		380.12
Electricity	1565.79		1279.8
Business Rates	1029.19		965.19
Oil	2302.65		3497.14
Water & Sewage	760.61		524.35
Cleaning	3474.22		2934.52
Maintenance & Repairs	5650.28		16507.84
Stationary	0		122.96
Insurance	1803.85		1696.69
RCCE	66		66
Sundries	508.66		5375.66
Returned Deposits	1500		100
Total Payments	19048.61	0	33450.27

Surplus/(Deficit) for the year	10,258.98		10258.98
Balances at start of year	29860.18	0	29860.18
Balances at end of year	40119.16	0	40119.16
Check			29860.18



**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
GREAT WOLSTHAY VILLAGE HALL

On accounts for the year
ended

2023

Charity no
(if any) 301320

Set out on pages

Paragraphs 1 to 10 of the Independent Examiner's Report

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

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.

**Independent
examiner's statement**

Signed:

Date: 4/10/24

Name:

KAREN BUCHEISTER.

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

Address:

12 CORNWALLER ROAD, Tiptree, Essex
CO5 9AS

GREAT WALTHAM VILLAGE HALL

England & Wales - Charity number 301320

Accounts



Trustees' Annual Report for the period

From 1st January 2022 to 31st December 2022

Charity name: Great Waltham Village Hall

Charity registration number: 301320

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Great Waltham as constituted on 9th July 1889 with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hiring out the village hall premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has continued to maintain the village hall and, subject to Covid-19 legislation, made the premises available for hire for varied activities including, parish council meetings, preschool, indoor bowls, meditation, fitness and dance classes, art and design classes, hobbyists, training and other forms of education and entertainment to the benefit of the beneficiaries and improvement of their conditions of life and of those making use of the premises who are not beneficiaries.</p> <p>In the summer of 2021, the charity, with the aid of grants from the National Lottery and Essex County Council, created an accessible toilet and storeroom and refurbished the main toilets. Velux windows were also installed in the dark foyer to the main hall, the stage repainted and the hall chairs replaced.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the charity at the end of the period is recorded in the attached accounts.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy for holding reserves is set out in its Reserves Policy a copy of which is attached.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern on condition volunteers come forward to act as trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Scheme.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Not more than five Trustees are elected at the Annual General Meeting of the charity and not more than two Trustees may be co-opted. In addition, seventeen organisations in the area of benefit of the charity have the right to appoint a representative Trustee:</p> <p>Great Waltham Parish Council The Parochial Church Council of the Ecclesiastical Parish of St Mary and St Lawrence, Great Waltham The Great Waltham Women's Institute The Great Waltham branch of the British Legion The Great Waltham Cricket Club The Great Waltham Football Club The 1st Great Waltham Girl Guides Group The Great Waltham Horticultural Society The Great Waltham Mother's Union The Great Waltham Parish Fellowship The Great Waltham Over 60's Club The 1st Great Waltham Boy Scouts Group The Great Waltham Youth Club All the above as constituted on 8th August 1967 Great Waltham Community Playgroup Walthambury Women's Institute Great Waltham Badminton Club Great Waltham Jubilee Twinning Association</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	Only one organisation (Parochial Church Council) has appointed a representative Trustee at the end of the report period, the others having declined or neglected to do so. In addition Great Waltham Parish Council has resolved to redevelop nearby dilapidated recreation ground changing rooms as a rival hire venue for community activities.
Other		

Reference and Administrative details

Charity name	Great Waltham Village Hall
Other name the charity uses	None
Registered charity number	301320
Charity's principal address	Great Waltham Village Hall South Street Great Waltham Chelmsford Essex CM3 1DF

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	Daniel Gray	Chair	Elected 19/04/23	Elected
2	Rev. Michael Proctor			The Parochial Church Council of the Ecclesiastical Parish of St Mary and St Lawrence, Great Waltham
3	Jo Palmer	Secretary	Elected 03/07/23	Great Waltham Parish Council
4	David Andrew Chapman			Elected
5	Leonie Harper		Elected 19/04/23	Elected
6	Geraldine Roe		Resigned 19/04/23	Elected
7	Heather Hollamby	Treasurer	Resigned 19/04/23	Elected

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>H Hollamby</i>	
Full name(s)	Heather Hollamby	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	27th October 2023	

Reserves Policy of Great Waltham Village Hall at 19th April 2023

1. Statement

We are required to meet the aims of Charity Commission's Charity Reserves - Building Resilience, CC19:

<https://www.gov.uk/government/publications/charities-and-reserves-cc19/charities-and-reserves>

and Charity Reporting and Accounting, CC15d:

<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d>

which direct us to establish a Reserves Policy to be included in the Trustees Report and Annual Accounts for each year end.

This Reserves Policy covers the period 2023-2028 but will be continuously monitored by the Trustees and reviewed annually to apply to a rolling five-year period.

At the date of this meeting, we have a bank balance of **£27,475** which the trustees intend to use to maintain and improve the village hall.

Summary of Funds held

£12,746 Unrestricted Reserves to meet day to day outgoings and unexpected loss of income

£14,729 Designated Funds to pay for planned and intended projects

£Nil Restricted Reserves to meet legal commitments such as contracts entered into

2. Reserves

Reserves comprise that part of the income of the charity to be spent for any or all of the charity's purposes which is available after meeting its commitments. There are two types of reserves:

- i) **Unrestricted Reserves**, which are held to offset risks or, earmarked as **Designated Funds**, to fund hoped for projects

- ii) **Restricted Reserves**, which are held subject to legal restrictions on spending or to meet legal commitments.

3. Unrestricted Reserves

We will hold our Unrestricted Reserves to

(A) pay for the maintenance repair replacement and improvement of fixtures, fittings, furniture and equipment as necessary to ensure the village hall can function

(B) meet outgoings (e.g. utility and cleaning costs, rates, insurance) in the event of forced or voluntary closure of the village hall for a period not exceeding six months which is estimated at **£5,000**

(C) improve the village hall with projects in order to retain hirers and attract new ones and to this end we have identified projects and have allocated **£14,729** as Designated Funds to pay or contribute towards the cost of intended projects.

Designated Funds

At the date of the meeting approving this policy we have **£14,729** available for Designated Funds and have prioritised expenditure in accordance with a schedule as follows:

High: project should not to be postponed

Low: project may be postponed if insufficient funds cannot be designated during the scheduled timeframe

PROJECT	WHE N	ESTIMATED COST £	DESIGNATED FUNDS £	GRANTS & GIFTS	PRIORITY
<i>Replacement of front doors</i>	2023	2,500	2,500		High
<i>Installation of locks on windows without them</i>	2023	1,500	1,500		High
<i>Redecoration of main hall and common areas</i>	2023	5,000	3,579		High
<i>Installation of an integrated</i>	2023	2,000	2,000		High

<i>smoke alarm system</i>					
<i>Creation of an Arts Space in the redundant hall off the front foyer</i>	2023	150	150		Low
<i>installation of car park management bollards</i>	2023	2,000	1,000	GWPC will contribute	Low
<i>redecorating of the building exterior</i>	2024	2,500	2,500		High
<i>alterations to increase parking spaces</i>	2024	2,000	1,500		Low
<i>redecorating of band room and committee room</i>	2025	2,000	-		High
TOTAL		19,650	14,729		

3. Restricted Reserves

As contracts are entered into or liabilities otherwise incurred for the realisation of projects, those Designated Funds needed to meet our legal obligations will become Restricted Reserves. No such liabilities contractual or otherwise will be incurred by us unless there are sufficient Restricted Reserves to meet them.

The following are restricted Reserves:

CONTRACT	DATE	CONTRACT AMOUNT	TO PAY	NOTES
<i>None</i>				

4. Creating and maintaining Reserves at the Required level

- We will continue to make the Village Hall an attractive place to hire
- We will retain regular hirers
- We will attract new hirers by ensuring so far as possible that there are attractive whole year hire slots
- We will extend the number of hire spaces at the Village Hall

- We will review hire charges and booking fees annually taking into account the level and nature of hall use and the charitable objectives
- We will consider introducing a winter hire charge supplement to offset rapidly increasing energy costs in consequence of the inflationary effects of the Russian war in Ukraine and consequent sanctions.

5. Arrangements for monitoring and reviewing this policy

This Reserves Policy for Great Waltham Village Hall was agreed by the Village Hall Trustees at their meeting on 19th April 2023. The needs of the hall will change from year to year, and unexpected requirements for expenditure may alter our financial plans so this Reserves Policy will be monitored continuously and reviewed annually.

The Trustees will ensure an Agenda item to review this policy is included at our meeting before the Annual General Meeting.

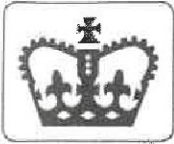
.....
David Chapman
Chair of Trustees

Dated 19th April 2023

GREAT WALTHAM VILLAGE HALL: Reg. Charity No.301320

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31ST DECEMBER 2022

	Unrestricted Funds £	Restricted Funds £	Total 2022	Total 2021	Variance
INCOME RECEIPTS					
Hall Hire	13944.99			8969.5	
Committee Room	4018			0	
Band Room	0			0	
Parish Council	3793.08			3801.26	
Car Park	329			442	
Clothes Bin	381.75			989.75	
Donations	136.85			319.63	
Grant- Chelmsford CC	2667			18093.51	
Grant -RCCE	3500				
Grant -Lottery	0			10000	
M&G	2.7			4.68	
Deposits Held	250			50	
Total Receipts	29023.37	0	29023.37	42670.33	
PAYMENTS					
Internet	380.12			347.6	
Electricity	1279.8			813.45	
Business Rates	965.19			117.61	
Oil	3497.14			671	
Water & Sewage	524.35			1922.05	
Cleaning	2934.52			4051.54	
Maintenance & Repairs	16507.84			32321.74	
Stationary	122.96			59.99	
Insurance	1696.69			1600.64	
RCCE	66			79	
Sundries	5375.66			3088.79	
New Hall Chairs				4451.2	
Returned Deposits	100			0	
Total Payments	33450.27	0	33450.27	49524.61	
Profit/(Loss) for the year	(4,426.90)		-4426.9		
Balances at start of year	34287.08	0	34287.08		
Balances at end of year	29860.18	0	29860.18	34287.08	
Check					



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

GREAT WALTHAM VILLAGE HALL

On accounts for the year ended

31 DECEMBER 2022

Charity no (if any)

301320

Set out on pages

13.

(remember to include the page number in additional 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:

[Signature]

Date:

27/10/2023

Name:

KAREN BUCHHEISTER.

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

N/A.

Address:

12 CORIANDER ROAD,
TIPTREE, COLCHESTER, ESSEX
CO5 0AS.

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.

GREAT WALTHAM VILLAGE HALL

England & Wales - Charity number 301320

Accounts



Trustees' Annual Report for the period

From 1st January 2021 to 31st December 2021

Charity name: Great Waltham Village Hall

Charity registration number: 301320

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Great Waltham as constituted on 9th July 1889 with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hiring out the village hall premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has continued to maintain the village hall and, subject to Covid-19 legislation, made the premises available for hire for varied activities including, parish council meetings, preschool, indoor bowls, meditation, fitness and dance classes, art and design classes, hobbyists, training and other forms of education and entertainment to the benefit of the beneficiaries and improvement of their conditions of life and of those making use of the premises who are not beneficiaries.</p> <p>In the summer of 2021, the charity, with the aid of grants from the National Lottery and Essex County Council, created an accessible toilet and storeroom and refurbished the main toilets. Velux windows were also installed in the dark foyer to the main hall, the stage repainted and the hall chairs replaced.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the charity at the end of the period is recorded in the attached accounts.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy for holding reserves is set out in its Reserves Policy a copy of which is attached.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern on condition volunteers come forward to act as trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Scheme.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Not more than five Trustees are elected at the Annual General Meeting of the charity and not more than two Trustees may be co-opted. In addition, seventeen organisations in the area of benefit of the charity have the right to appoint a representative Trustee:</p> <p>Great Waltham Parish Council The Parochial Church Council of the Ecclesiastical Parish of St Mary and St Lawrence, Great Waltham The Great Waltham Women's Institute The Great Waltham branch of the British Legion The Great Waltham Cricket Club The Great Waltham Football Club The 1st Great Waltham Girl Guides Group The Great Waltham Horticultural Society The Great Waltham Mother's Union The Great Waltham Parish Fellowship The Great Waltham Over 60's Club The 1st Great Waltham Boy Scouts Group The Great Waltham Youth Club All the above as constituted on 8th August 1967 Great Waltham Community Playgroup Walthambury Women's Institute Great Waltham Badminton Club Great Waltham Jubilee Twinning Association</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	Only one organisation (Parochial Church Council) has appointed a representative Trustee at the end of the report period, the others having declined or neglected to do so. In addition Great Waltham Parish Council has resolved to redevelop nearby dilapidated recreation ground changing rooms as a rival hire venue for community activities.
Other		

Reference and Administrative details

Charity name	Great Waltham Village Hall
Other name the charity uses	None
Registered charity number	301320
Charity's principal address	Great Waltham Village Hall South Street Great Waltham Chelmsford Essex CM3 1DF

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	David Andrew Chapman	Chair		Elected
2	Rev. Michael Proctor			The Parochial Church Council of the Ecclesiastical Parish of St Mary and St Lawrence, Great Waltham
3	Geraldine Roe			Elected
4	Heather Hollamby	Treasurer		Elected
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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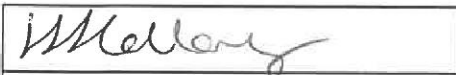
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Heather Hollamby	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	22 nd October 2022	

Reserves Policy of Great Waltham Village Hall approved 23.05.2022

1. Statement

We are required to meet the aims of Charity Commission's Charity Reserves - Building Resilience, CC19:

<https://www.gov.uk/government/publications/charities-and-reserves-cc19/charities-and-reserves>

and Charity Reporting and Accounting, CC15d:

<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d>

which direct us to establish a Reserves Policy to be included in the Trustees Report and Annual Accounts for each year end.

This Reserves Policy covers the period 2022-2027 but will be continuously monitored by the Trustees and reviewed annually to apply to a rolling five-year period.

At the date of this meeting, we have a bank balance of **£32,887** which the trustees intend to use to:

- (a) support the return of the village hall by occasional and regular hirers interrupted or adversely affected by Covid-19 pandemic legislation and encourage new hires by continuing to discounting hire fees until 30th June 2022 at least; and
- (b) improve the village hall.

Summary of Funds held

£13,000 Unrestricted Reserves to meet day to day outgoings and unexpected loss of income

£19,567 Designated Funds to pay for planned and intended projects

£320 Restricted Reserves to meet legal commitments such as contracts entered into

2. Reserves

Reserves comprise that part of the income of the charity to be spent for any or all of the charity's purposes which is available after meeting its commitments. There are two types of reserves:

- i) **Unrestricted Reserves**, which are held to offset risks or, earmarked as **Designated Funds**, to fund hoped for projects

- ii) **Restricted Reserves**, which are held subject to legal restrictions on spending or to meet legal commitments.

3. Unrestricted Reserves

We will hold our Unrestricted Reserves to

(A) pay for the maintenance repair replacement and improvement of fixtures, fittings, furniture and equipment as necessary to ensure the village hall can function

(B) meet outgoings (e.g. utility and cleaning costs, rates, insurance) in the event of forced or voluntary closure of the village hall for a period not exceeding six months which is estimated at **£4,500**

(C) cover the loss of hire income in consequence of the forced closure of the Village Hall during the Covid-19 Public Health Emergency from March 2020 and subsequent restriction on permissible activities for a period of twelve months which is estimated at half the hire fees received for 2019 pre-Covid Pandemic, namely **£8,500**

(D) improve the village hall with projects in order to retain hirers and attract new ones and to this end we have identified projects and have allocated **£19,567** as Designated Funds to pay or contribute towards the cost of intended projects.

Designated Funds

At the date of the meeting approving this policy we have **£19,567** available for Designated Funds and have prioritised expenditure in accordance with a schedule as follows:

High: project should not to be postponed

Low: project may be postponed if insufficient funds cannot be designated during the scheduled timeframe

PROJECT	WHE N	ESTIMATE D COST £	DESIGNATE D FUNDS £	GRANTS & GIFTS	PRIORIT Y
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<i>Creation of an Arts Space in the redundant hall off the front foyer</i>	2022	200	200		High
<i>Repair and replace hall curtain tracks and cut curtain length</i>	2022	2,064	2,064		High
<i>replacement of stage curtains</i>	2022	2,500	2,500		High
<i>replacement of stage curtain track</i>	2022	1,500	1,500		High
<i>Replace & upgrade electric fuse board</i>	2022	2,046	2,046		High
<i>installation of external CCTV</i>	2022	2,916	2,916		High
<i>Installation of an integrated smoke alarm system</i>	2022	2,000	2,000		High
<i>professional fees for conversion to a Charitable Incorporated Organisation</i>	2022	750	750		Low
<i>alterations to increase parking spaces</i>	2023	2,000	1,500		Low
<i>installation of car park management bollards</i>	2023	2,000	1,000	GWPC will contribute	Low
<i>redecorating of the building exterior</i>	2023	2,500	2500		High
<i>redecorating of main hall and common areas</i>	2023	5,000	591		High
<i>redecorating of band room and committee room</i>	2025	2,000	-		High
<i>conversion of the hall mezzanine floor to a hire space with staircase</i>	2025	15,000	-		Low

TOTAL		42,476	19,567		
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3. Restricted Reserves

As contracts are entered into or liabilities otherwise incurred for the realisation of projects, those Designated Funds needed to meet our legal obligations will become Restricted Reserves. No such liabilities contractual or otherwise will be incurred by us unless there are sufficient Restricted Reserves to meet them.

The following are restricted Reserves:

CONTRACT	DATE	AMOUNT	DETAILS	GRANTS
<i>Website by Chelmer Web Design</i>	In progress	£320	Balance due on the contract (an advance payment of £320 having been made)	None
<i>Total Of Restricted Reserves</i>		£320		

4. Creating and maintaining Reserves at the Required level

- We will continue to make the Village Hall an attractive place to hire
- We will retain regular hirers
- We will attract new hirers by ensuring so far as possible that there are attractive whole year hire slots
- We will extend the number of hire spaces at the Village Hall
- We will review hire charges and booking fees annually taking into account the level and nature of hall use and the charitable objectives

- We will consider introducing a winter hire charge supplement to offset rapidly increasing energy costs in consequence of the Russian war in Ukraine and consequent sanctions.

5. Arrangements for monitoring and reviewing this policy

This Reserves Policy for Great Waltham Village Hall was agreed by the Village Hall Trustees at their meeting on 23rd May 2022. The needs of the hall will change from year to year, and unexpected requirements for expenditure may alter our financial plans so this Reserves Policy will be monitored continuously and reviewed annually.

The Trustees will ensure an Agenda item to review this policy is included at our meeting before the Annual General Meeting.

David Chapman

David Chapman
Chair of Trustees

Dated 23rd May 2022

GREAT WALTHAM VILLAGE HALL: Reg. Charity No.301320

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31ST DECEMBER 2021

	Unrestricted Funds £	Restricted Funds £	Total 2021	Total 2020	Variance
INCOME RECEIPTS					
Hall Hire	8969.5			13370.17	-4%
Committee Room	0			1179	
Band Room	0			0	
Parish Council	3801.26			3744	2%
Car Park Pitch Hire	0			170	
Car Park	442			214.5	255%
Car Park - Parish Council	0			937.5	
Clothes Bin	989.75			576	
Donations	319.63			390	
Sales of Stage Lights/Speakers	0			425	
Table Top Sales	0			212.2	
Grant- Chelmsford CC Re Covid	18093.51			11334	60%
Grant -Essex CIF				4920	
Grant -Lottery	0	10000		4.6	
M&G	4.68			0	
Deposits Held	50			350	-86%
Total Receipts	32670.33	10000	42670.33	37826.97	-14%
PAYMENTS					
Internet	347.6			372.38	-7%
Electricity	813.45			970.27	-16%
Business Rates	117.61			0	
Oil	671			1759.25	-62%
Water & Sewage	1922.05			1847.63	4%
Cleaning	4051.54			2065.05	96%
Maintenance & Repairs	32321.74			5085.34	536%
Stationary	59.99			143.13	-58%
Insurance	1600.64			1598.73	0%
RCCE	79			66	20%
Sundries	3088.79			358.57	761%
New Hall Chairs	4451.2				
Returned Deposits	0			590	-100%
Total Payments	49524.61	0	49524.61	14856.35	233%
Profit/(Loss) for the year	(16,854.28)		-6854.28	22970.62	-130%
Balances at start of year	41141.36	0	41141.36	18170.74	
Balances at end of year	34287.08	0	34287.08	41141.36	
Check					





Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

GREAT WALTHAM VILLAGE HALL

On accounts for the year ended

31/12/2021

Charity no (if any)

301320

Set out on pages

17.

(insert or 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

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:

[Handwritten signature]

Date:

21/10/22

Name:

KAREN BUCHHEISTER.

Relevant professional qualification(s) or body

[Empty box for professional qualification]

(if any):

--

Address:

12 CORIANDER ROAD
TIPPERE, COLCHESTER
ESSEX, CO5 9AS

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.

--

GREAT WALTHAM VILLAGE HALL

England & Wales - Charity number 301320

Accounts



Trustees' Annual Report for the period

From 1st January 2020 to 31st December 2020

Charity name: **Great Waltham Village Hall**

Charity registration number: **301320**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Great Waltham as constituted on 9th July 1889 with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hiring out the village hall premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity has continued to maintain the village hall and, subject to Covid-19 legislation, made the premises available for hire for varied activities including, parish council meetings, preschool, indoor bowls, meditation, fitness and dance classes, art and design classes, hobbyists, training and other forms of education and entertainment to the benefit of the beneficiaries and improvement of their conditions of life and of those making use of the premises who are not beneficiaries.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the charity at the end of the period is recorded in the attached accounts.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's policy for holding reserves is set out in its Reserves Policy a copy of which is attached.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Scheme.
How is the charity constituted?	Para 1.25	Unincorporated association.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Not more than five Trustees are elected at the Annual General Meeting of the charity and not more than two Trustees may be co-opted. In addition, seventeen organisations in the area of benefit of the charity have the right to appoint a representative Trustee:</p> <p>Great Waltham Parish Council The Parochial Church Council of the Ecclesiastical Parish of St Mary and St Lawrence, Great Waltham The Great Waltham Women's Institute The Great Waltham branch of the British Legion The Great Waltham Cricket Club The Great Waltham Football Club The 1st Great Waltham Girl Guides Group The Great Waltham Horticultural Society The Great Waltham Mother's Union The Great Waltham Parish Fellowship The Great Waltham Over 60's Club The 1st Great Waltham Boy Scouts Group The Great Waltham Youth Club All the above as constituted on 8th August 1967 Great Waltham Community Playgroup Walthambury Women's Institute Great Waltham Badminton Club Great Waltham Jubilee Twinning Association</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Great Waltham Village Hall
Other name the charity uses	None
Registered charity number	301320
Charity's principal address	Great Waltham Village Hall South Street Great Waltham Chelmsford Essex CM3 1DF

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	David Andrew Chapman	Chair		Elected
2	Laura Mitson			Great Waltham Community Playgroup (Up Up and Away Preschool Great Waltham)
3	Rev. Michael Proctor			The Parochial Church Council of the Ecclesiastical Parish of St Mary and St Lawrence, Great Waltham
4	Geraldine Roe			Elected
5	Heather Hollamby	Treasurer		Elected
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Heather Hollamby	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	4 th November 2021	

Reserves Policy of Great Waltham Village Hall

Adopted 10th August 2020

1. Statement

We are required to meet the aims of Charity Commission's Charity Reserves - Building Resilience, CC19:

<https://www.gov.uk/government/publications/charities-and-reserves-cc19/charities-and-reserves>

and Charity Reporting and Accounting, CC15d:

<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d>

which direct us to establish a Reserves Policy to be included in the Trustees Report and Annual Accounts for each year end.

This Reserves Policy covers the period 2020-2025 but will be continuously monitored by the Trustees and reviewed annually to apply to a rolling five year period.

2. Reserves

Reserves comprise that part of the income of the charity to be spent for any or all of the charity's purposes which is available after meeting its commitments. There are two types of reserves:

- i) **Unrestricted reserves**, which are held to offset risks or, earmarked as **Designated Funds**, to fund hoped for projects
- ii) **Restricted reserves**, which are held subject to legal restrictions on spending or to meet legal commitments.

3. Unrestricted Reserves

We will hold our Unrestricted Reserves to

(A) pay for the maintenance repair replacement and improvement of fixtures, fittings, furniture and equipment as necessary to ensure the village hall can function

(B) meet outgoings (e.g. utility and cleaning costs, rates, insurance) in the event of forced or voluntary closure of the village hall for a period not exceeding six months which is estimated at £4,500

(C) cover the loss of hire income in consequence of the forced closure of the Village Hall during the Covid-19 Public Health Emergency from March 2020 and subsequent restriction on permissible activities for a period of twelve months which is estimated at half the hire fees received for 2019, namely £8,500¹

(D) improve the village hall with projects in order to retain hirers and attract new ones. We have identified projects and have allocated Designated Funds within our Unrestricted Reserves to pay or contribute towards the cost:

Designated Funds

At the date of the meeting approving this policy we have £21,000 available for Designated Funds and have prioritised expenditure in accordance with a schedule as follows:

High: project should not to be postponed

Low: project may be postponed if insufficient funds cannot be designated during the scheduled timeframe

PROJECT	WHEN	ESTIMATED COST £	DESIGNATED FUNDS £	GRANTS & GIFTS	PRIORITY
<i>paint stage and rear staircase</i>	2020/21	200	200	Volunteer labour	High
<i>creation of an accessible toilet with baby changing facilities from part of gents toilet and cupboard, removal of gents urinals and cubicle to create hall storeroom & renewal of the ladies toilet with conversion to gender neutral</i>	2020/21	22,120 ²	11,000		High

¹ in respect of which a government grant of £10,000 has been received

² Plumber's quote of £17,200 plus electrician's quote of £4,920

<i>professional fees for conversion to a Charitable Incorporated Organisation</i>	2020/21	5000 ³	500		High
<i>Commission website</i>	2020/21	500	250		Low
<i>replacement of stage curtains</i>	2020/21	1,200	625	⁴	High
<i>installation of external CCTV</i>	2021	850	425	425 ⁵	High
<i>replacement of stacking chairs with folding chairs</i>	2021	3,000	2,000		High
<i>conversion of the hall mezzanine floor to a hire space with staircase</i>	2021/22	10,000	5,000		High
<i>opening up the entrance foyer with the removal of a blocking wall and installation of clear glass double doors and a window</i>	2022/23	7500	1,000		High
<i>altering the front verge and increasing parking spaces</i>	2023	2,000			Low
<i>redecorating of the building exterior</i>	2023	2,500			High
<i>redecorating of main hall and common areas</i>	2024	5,000			High
<i>redecorating of band room and committee room</i>	2025	1,800			High
TOTAL	2020-25	61,670	21,000		

³ estimate of Collyer Bristow solicitors 30.07.20, fees may be avoided with own-application to convert with pro bono advice from them

⁴ Great Waltham Parish Productions has indicated a willingness to contribute

⁵ Great Waltham Parish Council are contracted to pay half the cost

3. Restricted Reserves

As contracts are entered into or liabilities otherwise incurred for the realisation of projects, those Designated Funds needed to meet our legal obligations will become Restricted Reserves. No such liabilities contractual or otherwise will be incurred by us unless there are sufficient Restricted Reserves to meet them.

At present we have no Restricted Reserves.

4. Creating and maintaining Reserves at the Required level

- We will continue to make the Village Hall an attractive safe place to hire
- We will retain regular hirers
- We will attract new hirers by ensuring so far as possible that there are attractive whole year hire slots
- We will extend the number of hire spaces at the Village Hall
- We will review hire charges and booking fees annually taking into account the level and nature of hall use and the charitable objectives.

5. Arrangements for monitoring and reviewing this policy

This Reserves Policy for Great Waltham Village Hall was agreed and initially adopted by the Village Hall Trustees at their meeting of 10th August 2020. The needs of the hall will change from year to year, and unexpected requirements for expenditure may alter our financial plans so this Reserves Policy will be monitored continuously and reviewed annually.

The Trustees will ensure an Agenda item to review this policy is included at our meeting before the Annual General Meeting.

End

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31ST DECEMBER 2020

	Unrestricted Funds £	Restricted Funds £	Total 2020	Total 2019
INCOME RECEIPTS				
Hall Hire	13370.17			17041.62
Committee Room	1179			0
Band Room	0			0
Parish Council	3744			0
Car Park Pitch Hire	170			595
Car Park	214.5			552.87
Car Park - Parish Council	937.5			0
Clothes Bin	576			0
Donations	390			495.7
Sales of Stage Lights/Speakers	425			
Table Top Sales	212.2			0
Grant- Chelmsford CC Re Covid	11334			0
Grant -Essex CIF		4920		0
M&G Dividends	4.6			3.45
Bank Interest	0			-
Deposits Held	350			1080
Total Receipts	32906.97	4920	37826.97	19768.64
PAYMENTS				
Internet	372.38			0
Electricity	970.27			723.61
Business Rates	0			453.6
Oil	1759.25			1488.38
Water & Sewage	1847.63			503.41
Cleaning	2065.05			2439.8
Maintenance & Repairs	5085.34			27298.44
Stationary	143.13			129.16
Insurance	1598.73			1573.8
RCCE	66			66
Sundries	358.57			1609.91
Returned Deposits	590			635
Total Payments	14856.35	0	14856.35	36921.11
Profit/(Loss) for the year	18,050.62		22970.62	-17152.47
Balances at start of year	18170.74	0	18170.74	35323.21
Balances at end of year	41141.36	0	41141.36	18170.74
Check			-	-



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Great Watham Village Hall

**On accounts for the year
ended**

31/12/2020

**Charity no
(if any)**

Set out on pages

~~15~~ p15

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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**

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,:

- the accounting records were not kept in accordance with section 130 of the 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:

Date:

08/11/2021

Name:

ROBIN RUST

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

Address:

196 COGGESHALL ROAD, MARKS TEY, ESSEX
CO6 1HS

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 details of any items that the examiner wishes to disclose.

