



CHARITY COMMISSION
FOR ENGLAND AND WALES

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
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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	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>redcoration of the building exterior</i>	2023	2,500			High
<i>redcoration of main hall and common areas</i>	2024	5,000			High
<i>redcoration 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	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.