



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

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 | | |
|-------|--|--|

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 | | | | |
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| 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

| |
|--|
| |
|--|

Other optional information

| |
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| |
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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, Treasurer
Chair, etc)

Date 22nd 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 |
|---------|----------|----------------------|------------------------|-------------------|--------------|
|---------|----------|----------------------|------------------------|-------------------|--------------|

| | | | | | |
|---|------|--------|-------|----------------------|------|
| <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>redcoration of the building exterior</i> | 2023 | 2,500 | 2500 | | High |
| <i>redcoration of main hall and common areas</i> | 2023 | 5,000 | 591 | | High |
| <i>redcoration 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 | | |
|--------------|--|---------------|---------------|--|--|

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.

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

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

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:

Date:

21/10/22

Name:

KAREN BUCHEISTER.

Relevant professional
qualification(s) or body

(if any):

Address:

12 CORIANTHER ROAD
TIPPERE, CALCHESTER
ESSX, 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.