

CHARITY COMMISSION
FOR ENGLAND AND WALES

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

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.

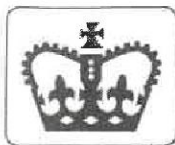
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David Chapman
Chair of Trustees

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					



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 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:

KAREN BUCHHEISTER

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.