



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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	<b>The provision and upkeep of a village hall for the use of the inhabitants of the Parish of Great Waltham as constituted on 9<sup>th</sup> July 1889 with the object of improving the conditions of life for the said occupants.</b>
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	<b>Hiring out the premises and facilities.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have regard to the guidance issues by the charity commission on public benefit.</b>

## 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	<b>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.</b>

Other		<b>Departure of trustees has proved difficult with the majority of work falling to the chair who stepped up as the former stepped down,</b>
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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	<b>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.</b>

### 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		<b>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.</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>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.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The charity's policy for holding reserves is set out in the reserves policy , a copy of which is attached.</b>
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	<b>To maintain and encourage new hirers to ensure the sustainability of the village hall. Bring all hirers in line with the correct pricing matrix.</b>

### 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	<b>The charity's main source of income is through the hire fees payable by those hiring and using the space.</b>
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	<b>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.</b>
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	<b>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.</b>

### 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	<b>Trustees are encouraged to attend training and read documents via the RCCE of which it is a member.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The charities organisational structure need improving with lack of volunteers this is difficult.</b>
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
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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

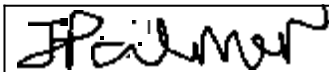
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Joanne palmer

Position (eg Secretary,  
Chair, etc)

Chair

Date

16/09/2025



**GREAT WALTHAM VILLAGE HALL: Reg. Charity No.301320**

**RECEIPTS AND PAYMENTS ACCOUNT TO 31ST DECEMBER 2024**

	Unrestricted Funds £	Restricted Funds £	<b>Total 2023</b>	Variance
<b>INCOME RECEIPTS</b>				
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%
<b>Total Receipts</b>	35737.61	0	35737.61	29307.59 21.94%
<b>PAYMENTS</b>				
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%
<b>Total Payments</b>	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	
<b>Balance at 31st December 2024</b>	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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