

Charity Registered Number:  
301336

**HAWKWELL VILLAGE HALL**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2022**

# **HAWKWELL VILLAGE HALL**

## **REPORT AND FINANCIAL STATEMENTS**

**For the year ended 30 September 2022**

---

### **CONTENTS**

2	Charity Information
3-5	Directors and Trustees Report
6	Independent Examiner's Report
7	Statement of Financial Activities
8	Balance Sheet
9-12	Notes to the financial statements

## HAWKWELL VILLAGE HALL

### CHARITY INFORMATION

---

Trustees	B Giles J Duboux J Hammond – appointed 16 October 2022 J Gooding – Chairman – resigned 12 October 2022
Honorary Treasurer	K Sinclair
Honorary Secretary	L Purkiss
Charity number	301336
Principal Office	Hawkwell Village Hall 155 Main Road Hawkwell Hockley Essex SS5 4EL
Independent Examiners	Simpson Wreford LLP Chartered Accountants Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	Barclays Bank Plc 1 Churchill Place London, E14 5HP

# **HAWKWELL VILLAGE HALL**

## **TRUSTEES REPORT**

**For the year ended 30 September 2022**

---

The Trustees present their report with financial statements of the charitable company for the year ended 30 September 2022.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Hawkwell Village Hall is a registered charity unincorporated association and is governed by its Charity Commission scheme dated 4 February 1963. The hall has been in existence for over 50 years and is used by the local and surrounding communities. The charity number is 301336.

The Trustees, who acted during the period and formed the charity's Management Committee, are given on page 2.

The Charity's policy on the recruitment of Trustees is to ensure that the Management Committee represents local residents. On appointment, all Trustees are given an introductory pack setting out their responsibilities and providing them with key factual information about the operation of the Charity. Annually, the Trustees assess their requirements and provision for additional recruitment is made accordingly. The Trustee/Trustees and the Village Hall Management Committee meet 6 times a year to consider and assess any requirements and provisions that are required for action. Day-to-day management of the hall is carried out by the Manager/Letting Officer who delegates and duties to the Caretaker or Cleaner who is on duty that week.

### **AIMS AND OBJECTIVES**

The Hawkwell Village Hall was established to:

- Provide a space for local residents, young and old, to enjoy and partake in social activities
- Provide a space education and training, sports and culture.

All income received by the Charity was in furtherance of the Charity's long-term objective. The Charity has complied with section 17 (5) of the Charities Act 2011 having due regard of the public benefit guidance published by the Commission.

### **ACHIEVEMENTS AND PERFORMANCE**

The Hall and Annex is being used by the local community for the following activities during the week on a regular basis:

#### ***Main Hall Hires***

Clever Clogs Pre-school during the week and also during holidays.

Slimming World.

Southend and District Budgerigar and Foreign Birds Society Bird Show.

Zumba Fitness Classes. [once a week]

Vulcan Restoration Society. [twice a year].

Hawkwell Village, University of the Third Age [HVVU3A]. [Meeting 4th Thursday once a month].

Ignite Tae Kwon do Martial Arts. [once a week].

Elevation Dance Studio-Children dance class. [once a week].

Urban Theatre School [once a week].

Polling Station [at election times].

Tai Kwando.

#### ***Annex Users***

Clever Clogs Pre-school

Jazz Records Society

Southend and District Budgerigar and Foreign Birds Society

## HAWKWELL VILLAGE HALL

### TRUSTEES REPORT

**For the year ended 30 September 2022**

---

#### *Car Park*

Stambridge Pigeon Club

Hockley & District Horticultural Society. From their lock up. [Sundays - February to October].

#### *Hawkwell Parish Council Office*

Operates from an office in the Annexe at rear of the Hall building.

#### *General*

Now the pandemic restrictions are lifted the Hall is back to normal.

The Hall was fortunate to be made available to several grants which enabled us to keep the staff employed therefore ensuring the Hall was ready and available to hirers.

The Main Hall and Annexe is used by the regular hire groups as shown above and is hired at other times by various groups, for Weddings, Birthdays, Dances, Children's parties etc. thus providing a local venue where the community can gather together.

The Hawkwell Village U3A hold their monthly meetings at the hall on the 4th Thursday of the month.

The Hall and Annexe has access for wheelchairs, is well run and kept in an excellent state of repair with all windows and outside doors of UVPC and double glazed as standard helping to keep down maintenance costs.

The Hall has LED lighting panels installed which makes the hall much brighter and hopefully saving in the electricity cost.

The Hall and Annexe have been passed by the Area Fire officer and both the Hall and the Annexe have a linked Fire Alarm system in place.

The Hall and Annexe are kept warm during the winter period with large gas heaters, with 2 new heaters installed in the main hall and 1 for the lobby. All heaters are serviced yearly and have a Carbon Monoxide alarm fitted in the area's where they are situated.

There is a Hearing Loop System installed in the Hall which can be used for lectures, talks etc.

The hall gets many inquiries from its own web site and email, which shows availability in the current month and information for future bookings for both the Main Hall and Annexe.

A garden has been created as permanent celebration of the Queens Jubilee and trees planted along the fencing.

### FINANCIAL REVIEW

The charity made a deficit in the year of £4,416 resulting in closing reserves of £963,019 at the end of the year. The year end reserves are a composite of two funds.

- ***Unrestricted – general funds:*** moneys held in this fund can be expended in any manner the Trustees decide subject to the objects of the charity. At the end of the year this fund stood at £108,761.
- ***Unrestricted – unrealised funds:*** Moneys held in respect of the revaluation of land & buildings, this fund stood at £854,258 at the end of the year. This fund is not expendable.

## **HAWKWELL VILLAGE HALL**

### **TRUSTEES REPORT**

**For the year ended 30 September 2022**

---

#### **TRUSTEE RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (FRS102).

The trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

#### **APPROVAL**

This Report was approved by the Trustees on 21 February 2023 and signed on their behalf by:

.....  
J Duboux

## **HAWKWELL VILLAGE HALL**

### **Independent Examiners' Report to the Trustees of Hawkwell Village Hall**

---

I report to the charity trustees on my examination of the accounts of Hawkwell Village Hall for the year ended 30 September 2022, which are set out on pages 7-12 of this report.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities

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

**Kate Taylor FCA**

**For and behalf of Simpson Wreford LLP, Chartered Accountants**

Institute of Chartered Accounts in England and Wales

Wellesley House,  
Duke of Wellington Avenue,  
London,  
SE18 6SS

Dated: 21 February 2023

## HAWKWELL VILLAGE HALL

### STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income and Expenditure Account)

For the year ended 30 September 2022

	Notes	Unrestricted Funds £	Restricted Fund £	Total 2022 £	Total 2021 £
<b>INCOME</b>					
<i>Donations and legacies</i>	2	56,375	-	56,375	32,458
<i>Income from charitable activities</i>	3	-	-	-	24,429
<i>Investments</i>		2	-	2	164
<b>TOTAL INCOME</b>		56,377	-	56,377	57,051
<b>EXPENDITURE</b>					
<i>Charitable activities</i>					
Water and general rates		1,471	-	1,471	162
Light and heat		3,657	-	3,657	4,093
Caretaker letting and cleaning wages		22,640	-	22,640	18,375
Repairs & renewals		17,502	-	17,502	344
Maintenance		6,701	-	6,701	4,832
Salaries		4,550	-	4,550	3,233
Telephone		341	-	341	194
Printing, postage and stationery		103	-	103	66
Insurance		1,379	-	1,379	1,345
Licences and Subscriptions		488	-	488	409
Sundry expenses		119	-	119	143
Bank charges and interest		37	-	37	-
Accountancy		614	-	614	768
Advertising		38	-	38	168
Computer expenses		470	-	470	0
Professional fees		420	-	420	0
Travel		142	-	142	18
Depreciation		121	-	121	248
<b>TOTAL EXPENDITURE</b>		60,793	-	60,793	34,398
<b>NET (EXPENDITURE)/INCOME</b>		(4,416)	-	(4,416)	22,653
<b>TRANSFERS BETWEEN FUNDS</b>		-	-	-	-
<b>GAINS/(LOSSES) ON REVALUATION OF FIXED ASSETS</b>		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		(4,416)	-	(4,416)	22,653
<b>RECONCILIATION OF FUNDS</b>					
TOTAL FUNDS BROUGHT FORWARD		967,435	-	967,435	944,782
<b>TOTAL FUNDS CARRIED FORWARD</b>		963,019	-	963,019	967,435

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources derive from continuing activities. The notes on page 9 to 12 form part of these financial statements.



# HAWKWELL VILLAGE HALL

## BALANCE SHEET

As at 30 September 2022

		2022		2021	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	4		880,687		880,808
CURRENT ASSETS					
Debtors	5	3,478		468	
Cash at bank and in hand		<u>85,601</u>		<u>92,780</u>	
		89,079		93,248	
CREDITORS: amounts falling due within one year					
	6	(6,747)		(6,621)	
NET CURRENT ASSETS			<u>82,332</u>		<u>86,627</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>963,019</u>		<u>967,435</u>
THE FUNDS OF THE CHARITY		8			
Unrestricted funds			963,019		967,435
Restricted income funds			-		-
			<u>963,019</u>		<u>967,435</u>

The financial statements on pages 7 to 12 were approved by the board of trustees on 21 February 2023.

.....  
J Duboux – Vice Chair

# HAWKWELL VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2022

---

### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006/Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in the financial statements are rounded to the nearest £.

The effects of events relating to the year ended 30 September 2022 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 30 September 2022 and the results for the year ended on that date.

Hawkwell Village Hall meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

#### 1.2 Income

Hall donations are recognised in the Statement of Financial Activities when the period of hire has actually taken place. Deposits and payments in advance are shown within creditors.

Grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included in creditors on the Balance Sheet as a grant received in advance to be recognised in the future accounting period.

#### 1.3 Tangible Fixed Assets

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	-	15% on reducing balance
-----------------------	---	-------------------------

Land and buildings are initially valued at cost and subsequently shown in the accounts at fair value and revalued based on an estimate given by the Trustees. The revaluation of the premises is kept separate in an unrealised unrestricted reserve.

#### 1.4 Restricted funds

Restricted funds are to be used for the purposes specified by the donor. Expenditure which meets these criteria is attributed to the fund.

#### 1.5 Unrestricted funds

Unrestricted funds are donations and other income received or generated for the objects of the Trust without further specified purpose and are available as general funds.

## HAWKWELL VILLAGE HALL

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2022

---

#### 1.6 Creditors and provisions

Are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.7 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### 1.8 Trade debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

#### 1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### 1.10 Preparation of the accounts on a going concern basis

The charity is considered a going concern. Adequate funding has been achieved to facilitate the charities objectives and activities for the next 12 months. There are no material uncertainties about the charity's ability to continue as a going concern.

### 2. INCOME

	<i>2022</i>	<i>2021</i>
	<i>£</i>	<i>£</i>
<b>Unrestricted</b>		
Hall donations	56,375	32,458
	<u><b>56,375</b></u>	<u><b>32,458</b></u>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>Total</i>
	<i>2022</i>	<i>2022</i>	<i>2022</i>	<i>2021</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Rochford District Council - Covid support grants	-	-	-	24,429

# HAWKWELL VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2022

### 4. FIXED ASSETS

	<i>Land &amp; Buildings</i>	<i>Equipment fixtures and fittings</i>	<i>Total</i>
	£	£	£
<b>Cost</b>			
At 1 October 2021	880,000	34,026	914,026
Additions	-	-	-
At 30 September 2022	<b>880,000</b>	<b>34,026</b>	<b>914,026</b>
<b>Depreciation</b>			
At 1 October 2021	-	33,218	33,218
Charge for year	-	121	121
At 30 September 2022	-	<b>33,339</b>	<b>33,339</b>
<b>Net book value</b>			
At 30 September 2022	<b>880,000</b>	<b>687</b>	<b>880,687</b>
<b>Net book value</b>			
At 30 September 2021	880,000	808	880,808

Land and buildings with carrying value of £100,000 were revalued to £880,000 at 30 September 2018 by an independent valuer not connected with the company on the basis of market value. The trustees deem this value to be appropriate at 30 September 2022.

### 5. DEBTORS

	<i>2022</i>	<i>2021</i>
	£	£
Outstanding rents	1,821	-
Prepaid expenses	1,657	468
	<b>3,478</b>	<b>468</b>

### 6. CREDITORS

	<i>2022</i>	<i>2021</i>
	£	£
Rental deposits and prepayments	5,979	5,853
Accrued expenses	768	768
	<b>6,747</b>	<b>6,621</b>

# HAWKWELL VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 September 2022

### 7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2022</i>	<i>Total 2021</i>
	£	£	£	£
Fixed assets	880,687	-	880,687	880,808
Current assets	89,079	-	89,079	93,248
Creditors: Amounts falling due within one year	(6,747)	-	(6,747)	(6,621)
	<b>963,019</b>	<b>-</b>	<b>963,019</b>	<b>967,435</b>

### 8. FUND MOVEMENTS

	<i>Balance at 1 Oct 21</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at 30 Sep 22</i>
	£	£	£	£	£
<b>Unrestricted Funds:</b>					
General funds	113,177	56,377	(60,793)	-	108,761
Unrealised revaluation reserve	854,258	-	-	-	854,258
<b>Restricted Funds</b>	-	-	-	-	-
<b>Total for all Funds</b>	<b>967,435</b>	<b>56,377</b>	<b>(60,793)</b>	<b>-</b>	<b>963,019</b>

**Designated Funds** – Unrestricted unrealised revaluation reserve – funds have been ringfenced as unrealised, based on the revaluation of the land and buildings at fair value.

### 9. STAFF

	<i>2022</i>	<i>2021</i>
	£	£
<i>Staff costs</i>	<u>27,190</u>	<u>21,608</u>
<i>Staff numbers</i>		
Direct salaries	4	4
Administration	<u>2</u>	<u>2</u>
	<b><u>6</u></b>	<b><u>6</u></b>

No staff member received remuneration of over £60,000

### 10. RELATED PARTY TRANSACTIONS

No related party transactions took place during the year.

### 11. TRUSTEES REMUNERATION AND EXPENSES

No remuneration was paid to the trustees during the year, nor any expenses reimbursed to them.