

THE VILLAGE HALL, HIGHWOOD

England & Wales · Charity number 301343

Details

Other names VILLAGE HALL, HIGHWOOD VILLAGE HALL

Status Registered

Legal form Trust

Registered 1963-05-08

Register [View on the Charity Commission register](#)

Contact

Address Highwood Village Hall
Loves Green
Highwood
Chelmsford
CM1 3QG

Phone 07305007915

Email info@highwoodvillagehall.org

Website www.highwoodvillagehall.org

Activities

Objects: VILLAGE HALL

Activities: To manage a community facility by way of a Village Hall for educational and leisure purposes for the local community.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF HIGHWOOD AND THE IMMEDIATE VICINITY
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£43,636	£54,708	-	-
2024-03-31	£39,870	£39,505	-	-
2023-03-31	£40,533	£78,649	-	-
2022-03-31	£46,272	£39,556	-	-
2021-03-31	£35,096	£22,560	-	-

Trustees

Name	Role	Appointed
Steve Maclean	Chair	2018-09-26
MR D CAMERON		
MR M J GODDARD		
MRS J R YOUNG		
Margaret Cameron		2018-05-24

THE VILLAGE HALL, HIGHWOOD

England & Wales - Charity number 301343

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THE VILLAGE HALL, HIGHWOOD

ANNUAL REPORT & ACCOUNTS

31st MARCH 2025

Registered Charity Number 301343

THE VILLAGE HALL, HIGHWOOD

YEAR ENDED 31 MARCH 2025

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THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

The Trustees have the pleasure in presenting their report and the financial statements of the Charity for the year ended 31st March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name The Village Hall, Highwood

Charity Number 301343

Address Highwood Village Hall
Highwood Road
Chelmsford
CM1 3QW

Trustees S Maclean
M Cameron
D Cameron
M J Goddard
J R Young

Independent Examiner Alex Stone FCCA
Edmund Carr LLP
146 New London Road
Chelmsford
Essex CM2 0AW

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2025

OBJECTIVES AND ACTIVITIES

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

CHAIRMAN'S REPORT

It is with great pleasure that I present this year's Annual Report for Highwood Village Hall. Over the past year, we've continued to build on our successes, strengthen our community ties, and make meaningful improvements to the hall's facilities and sustainability.

A major milestone has been the expansion of our solar energy system. We have now maximised the available roof space with the installation of additional solar panels, taking another important step toward energy self-sufficiency and reducing our dependence on the grid. I would like to extend special thanks to David Cameron for overseeing the organisation and order of the new panels.

Our open foyer area remains a well-loved space for residents and visitors alike. It has become a regular meeting point for parents, local groups, and passers-by. As part of our community focus, we continue to offer a free book exchange and a seed bank, along with complimentary coffee and hot chocolate for those who stop in.

Community events remain a key part of what we do. One highlight each year is the December tractor run procession, during which we open our doors and share festive refreshments with all who attend.

As always, I am incredibly grateful to our dedicated trustees and committee members who work tirelessly to ensure the hall remains clean, modern, welcoming, and financially sustainable. My thanks go, in no particular order, to: Janet Young, David Cameron, Margaret Cameron, Martin Goddard, Alison Shuttleworth, and Brian Murphy.

Our bookings continue to increase, reflecting the value the hall brings to the local area. Sincere thanks to our bookings clerk, Tracy Stringer, for her continued commitment to supporting our hirers and keeping everything running smoothly.

Our thanks as always goes to Edmund Carr LLP for providing the Charity with expert accounting and independent examination service.

FINANCIAL REVIEW

Our receipts and payments accounts show net payments of £11,072 in the year (2024 – net receipts of £365). The deficit was due to expenditure on additional solar panels as mentioned above. At the year end the charity had cash balances totalling £54,655.

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2025

Reserves Policy

Reserves are required to meet the normal running costs of the Village Hall as well as any unexpected maintenance costs. In addition reserves will be used to fund future improvements to facilities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is constituted under a Trust Deed dated 5th August 1949 and was registered as a charity on 8th May 1963.

The Highwood Village Hall Committee are a management committee publicly elected at the AGM every September to manage the Trust. All members are volunteers and retire annually at the AGM where new representatives of the Parish or user groups have the opportunity to put themselves forward and join the Highwood Village Hall Committee. The Highwood Village Hall Committee consists of no more than 15 members and the quorum shall never be less than a third of the committee members.

Approved by the Trustees on and signed on their behalf by:

.....
Steve Maclean
Chairman

THE VILLAGE HALL, HIGHWOOD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 5 to 6.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity accordance with section 130 of the Act; or
2. the accounts do not accord with these records.

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 proper understanding of the accounts to be reached.

.....
Alex Stone FCCA
Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

.....

THE VILLAGE HALL, HIGHWOOD

RECEIPTS AND PAYMENTS

YEAR ENDED 31 MARCH 2025

	Unrestricted	Restricted	31/03/2025	31/03/2024
	£	£	Total	Total
	£	£	£	£
Receipts				
Hall hire turnover	35,001	-	35,001	30,833
EDF renewable income	7,807	-	7,807	8,197
Interest	648	-	648	674
Donations	180	-	180	166
Total Receipts	43,636	-	43,636	39,870
Payments				
Returned hire fee deposits	5,142	-	5,142	8,620
Repairs and maintenance	6,210	-	6,210	225
Salaries	8,923	-	8,923	8,190
Electricity	1,867	-	1,867	9,523
Cleaning	8,239	-	8,239	4,931
Miscellaneous expenses	363	-	363	2,991
Accountancy and payroll fees	1,186	-	1,186	1,553
Telephone and broadband	844	-	844	1,004
Rates	-	-	-	1,594
Insurance	917	-	917	796
RCCE membership	80	-	80	78
Music licences	1,290	-	1,290	-
Sub total	35,061	-	35,061	39,505
Asset purchases				
Solar Panels	19,647	-	19,647	-
Sub total	19,647	-	19,647	-
Total Payments	54,708	-	54,708	39,505
Net receipts/(payments)	(11,072)	-	(11,072)	365
Cash funds last year end	65,727	-	65,727	65,362
Cash funds this year end	54,655	-	54,655	65,727

THE VILLAGE HALL, HIGHWOOD
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 MARCH 2025

	31/03/2025 £	31/03/2024 £
Cash Funds		
Cash at bank	<u>54,655</u>	<u>65,727</u>
Fixed Assets at Cost		
Buildings and fittings	440,260	420,613
	<u>440,260</u>	<u>420,613</u>

Approved by the Trustees on and signed on their behalf by:

.....
Steve Maclean
Chairman

THE VILLAGE HALL, HIGHWOOD

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THE VILLAGE HALL, HIGHWOOD

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THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2024

The Trustees have the pleasure in presenting their report and the financial statements of the Charity for the year ended 31st March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name The Village Hall, Highwood

Charity Number 301343

Address Highwood Village Hall
Highwood Road
Chelmsford
CM1 3QW

Trustees S Maclean
M Cameron
D Cameron
M J Goddard
J R Young

Independent Examiner Sandra Morrell FCCA
Edmund Carr LLP
146 New London Road
Chelmsford
Essex CM2 0AW

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2024

OBJECTIVES AND ACTIVITIES

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

CHAIRMAN'S REPORT

It gives me great pleasure to present the annual report for Highwood Village Hall, reflecting on our achievements over the past year and outlining our goals for the future. Our community hall continues to be a focal point for various activities, and we have made significant strides in enhancing its sustainability.

One of our significant achievements this year has been the installation of a second Tesla PowerWall. This addition has enhanced our energy storage capacity, allowing us to better manage and utilise the electricity generated by our solar panels. The new PowerWall not only provides backup power during outages but also helps in reducing our overall electricity costs by storing excess solar energy generated during the day for use during peak hours or at night.

In our continued effort to promote sustainability and reduce our carbon footprint, we have initiated an investigation into the feasibility of installing additional solar panels. This project aims to increase our renewable energy generation capacity, further decreasing our reliance on the grid and enhancing our energy independence. We are currently in the process of evaluating potential locations for the new panels, assessing the financial implications, and considering the environmental impact.

Our open foyer for residents and guests have proved extremely popular and continues to be a meeting place for groups and parents. We also offer a book exchange, and a seed bank for anyone visiting the hall.

My thanks, as usual, go to our hard working trustees and committee members who assist in keeping the hall clean, tidy, modern and viable for all our hirers, in no particular order: Janet Young, David Cameron, Margaret Cameron, Martin Goddard, Alison Shuttleworth and Brian Murphy.

Our bookings continue to grow and thanks goes to our bookings clerk Tracy Stringer who continues to ensure that hirers are informed and any issues are dealt with quickly and efficiently. Our thanks as always goes to Edmund Carr LLP for providing the Charity with expert accounting and independent examination service.

FINANCIAL REVIEW

Our receipts and payments accounts show a net surplus of £365 in the year (2023 – deficit of £38,116 due to significant expenditure on improvements, repairs and maintenance). At the year end the charity had cash balances totalling £65,727.

THE VILLAGE HALL, HIGHWOOD
TRUSTEES' REPORT (continued)
YEAR ENDED 31 MARCH 2024

Reserves Policy

Reserves are required to meet the normal running costs of the Village Hall as well as any unexpected maintenance costs. In addition reserves will be used to fund future improvements to facilities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is constituted under a Trust Deed dated 5th August 1949 and was registered as a charity on 8th May 1963.

The Highwood Village Hall Committee are a management committee publicly elected at the AGM every September to manage the Trust. All members are volunteers and retire annually at the AGM where new representatives of the Parish or user groups have the opportunity to put themselves forward and join the Highwood Village Hall Committee. The Highwood Village Hall Committee consists of no more than 15 members and the quorum shall never be less than a third of the committee members.

Approved by the Trustees on and signed on their behalf by:

.....
Steve Maclean
Chairman

THE VILLAGE HALL, HIGHWOOD
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 5 to 6.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity accordance with section 130 of the Act; or
2. the accounts do not accord with these records.

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 proper understanding of the accounts to be reached.

.....
Sandra Morrell FCCA
Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

.....

THE VILLAGE HALL, HIGHWOOD
RECEIPTS AND PAYMENTS
YEAR ENDED 31 MARCH 2024

	Unrestricted	Restricted	31/03/2024	31/03/2023
	£	£	Total	Total
Receipts			£	£
Hall hire turnover	30,833	-	30,833	31,846
EDF renewable income	8,197	-	8,197	8,151
Fundraising	-	-	-	9
Interest	674	-	674	134
Donations	166	-	166	393
Total Receipts	39,870	-	39,870	40,533
Payments				
Returned hire fee deposits	8,620	-	8,620	6,380
Repairs and maintenance	225	-	225	37,933
Salaries	8,190	-	8,190	8,138
Electricity	9,523	-	9,523	11,143
Cleaning and general expenses	5,729	-	5,729	3,307
Miscellaneous expenses	2,991	-	2,991	6,309
Accountancy and payroll fees	1,553	-	1,553	1,293
Telephone and broadband	1,004	-	1,004	857
Rates	796	-	796	758
Insurance	796	-	796	760
Consulting	78	-	78	295
Fire Extinguishers	-	-	-	45
Licences	-	-	-	477
Printing and Stationery	-	-	-	954
Total Payments	39,505	-	39,505	78,649
Net receipts/(payments)	365	-	365	(38,116)
Cash funds last year end	65,362	-	65,362	103,478
Cash funds this year end	65,727	-	65,727	65,362

THE VILLAGE HALL, HIGHWOOD
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 MARCH 2024

	31/03/2024	31/03/2023
	£	£
Cash Funds		
Current Account Lloyds	725	3,130
Deposit Account Lloyds	58,169	55,471
ASHP & Solar Thermals Boiler Lloyds	2,277	2,253
Floor Replacement Lloyds	2,278	2,254
Air Con Replacement Lloyds	2,278	2,254
Total Cash Funds	<u><u>65,727</u></u>	<u><u>65,362</u></u>

Fixed Assets at Cost

Buildings and fittings	420,613	420,613
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Approved by the Trustees on and signed on their behalf by:

.....

Steve Maclean

Chairman

THE VILLAGE HALL, HIGHWOOD

England & Wales - Charity number 301343

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THE VILLAGE HALL, HIGHWOOD

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THE VILLAGE HALL, HIGHWOOD

YEAR ENDED 31 MARCH 2023

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THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2023

The Trustees have the pleasure in presenting their report and the financial statements of the Charity for the year ended 31st March 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name The Village Hall, Highwood

Charity Number 301343

Address Highwood Village Hall
Highwood Road
Chelmsford
CM1 3QW

Trustees S Maclean
M Cameron
D Cameron
M J Goddard
J R Young

Independent Examiner C A Barker FCA
Edmund Carr LLP
146 New London Road
Chelmsford
Essex CM2 0AW

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2023

OBJECTIVES AND ACTIVITIES

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

CHAIRMAN'S REPORT

Another year goes by and our village hall becomes more and more popular. Our eco ethos is in full swing with our newest technology being installed, our Tesla PowerWall battery. Not only are we utilising our solar panels by generating energy back into the grid, they now power our hall as well, along with our battery making us totally self sufficient most days. At the time of writing this report we have generated over 5MWh since our battery went live three months ago and over 50% of that power has been fed back into the grid. We hope to bring further additions later this year.

My thanks, as usual, go to our hard working trustees and committee members who assist in keeping the hall clean, tidy, modern and viable for all our hirers, in no particular order: Janet Young, David Cameron, Margaret Cameron, Martin Goddard and Roger Patient. We have welcomed two new members to the committee in Alison Shuttleworth and Brian Murphy who both use the hall as regular hirers.

Our bookings have gone from strength to strength and that is due to the support we, as trustees, have received from our bookings clerk Tracy Stringer who has gone above and beyond to ensure that both hirers are informed and residents issues are dealt with quickly and efficiently.

Our thanks as always goes to Edmund Carr LLP for providing the Charity with expert accounting and independent examination service.

FINANCIAL REVIEW

During the year we spent over £37,000 on improvements, repairs and maintenance, including replacing the pathway, a new airconditioning exterior unit, boiler works and servicing. As a result the receipts and payments accounts show a net deficit of £38,116 in the year (2022 – surplus of £6,716). At the year end the charity had cash balances totalling £65,362.

Reserves Policy

Reserves are required to meet the normal running costs of the Village Hall as well as any unexpected maintenance costs. In addition reserves will be used to fund future improvements to facilities.

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is constituted under a Trust Deed dated 5th August 1949 and was registered as a charity on 8th May 1963.

The Highwood Village Hall Committee are a management committee publicly elected at the AGM every September to manage the Trust. All members are volunteers and retire annually at the AGM where new representatives of the Parish or user groups have the opportunity to put themselves forward and join the Highwood Village Hall Committee. The Highwood Village Hall Committee consists of no more than 15 members and the quorum shall never be less than a third of the committee members.

Approved by the Trustees on and signed on their behalf by:

Steve Maclean
Chairman

THE VILLAGE HALL, HIGHWOOD
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 5 to 6.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity accordance with section 130 of the Act; or
2. the accounts do not accord with these records.

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 proper understanding of the accounts to be reached.

C A Barker FCA
Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

.....

THE VILLAGE HALL, HIGHWOOD**RECEIPTS AND PAYMENTS****YEAR ENDED 31 MARCH 2023**

			31/03/2023	31/03/2022
	Unrestricted	Restricted	Total	Total
Receipts	£	£	£	£
Hall hire turnover	31,846	-	31,846	28,355
EDF renewable income	8,151	-	8,151	6,754
Fundraising	9	-	9	6
Interest	134	-	134	10
Donations	393	-	393	430
Government grants	-	-	-	10,667
Other Income	-	-	-	50
Total Receipts	40,533	-	40,533	46,272
Payments				
Returned hire fee	6,380	-	6,380	8,024
Repairs and maintenance	37,933	-	37,933	7,732
Salaries	8,138	-	8,138	7,605
Electricity	11,143	-	11,143	4,660
Cleaning and general expenses	3,307	-	3,307	3,008
Miscellaneous expenses	6,309	-	6,309	2,356
Accountancy and payroll fees	1,293	-	1,293	1,073
Annual Costs	-	-	-	957
Licences	477	-	477	927
IT Software and Consumables	-	-	-	923
Insurance	760	-	760	826
Fire Extinguishers	45	-	45	670
Telephone and broadband	857	-	857	536
Rates	758	-	758	193
Consulting	295	-	295	66
Printing and Stationary	954	-	954	-
Total Payments	78,649	-	78,649	39,556
Net receipts/(payments)	(38,116)	-	(38,116)	6,716
Cash funds last year end	103,478	-	103,478	96,762
Cash funds this year end	65,362	-	65,362	103,478

THE VILLAGE HALL, HIGHWOOD
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 MARCH 2023

	31/03/2023	31/03/2022
	£	£
Cash Funds		
Current Account Lloyds	3,130	4,868
Deposit Account Lloyds	55,471	98,610
ASHP & Solar Thermals Boiler Lloyds	2,253	-
Floor Replacement Lloyds	2,254	-
Air Con Replacement Lloyds	2,254	-
Total Cash Funds	<u>65,362</u>	<u>103,478</u>

Fixed Assets at Cost

Buildings and fittings	420,613	420,613
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Approved by the Trustees on and signed on their behalf by:

.....

Steve Maclean

Chairman

THE VILLAGE HALL, HIGHWOOD

England & Wales - Charity number 301343

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THE VILLAGE HALL, HIGHWOOD

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TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2022

The Trustees have the pleasure in presenting their report and the financial statements of the Charity for the year ended 31st March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	The Village Hall, Highwood
Charity Number	301343
Address	Highwood Village Hall Highwood Road Chelmsford CM1 3QW
Trustees	S Maclean M Cameron D Cameron M J Goddard J R Young R T Patient S Gill (appointed 5 October 2021)
Independent Examiner	C A Barker FCA Edmund Carr LLP 146 New London Road Chelmsford Essex CM2 0AW

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

CHAIRMAN'S REPORT

Coming back from Covid was always going to be interesting and delving into the unknown but we are happy to report that our hirers have remained loyal to us and come back booking their normal classes and more to ensure we offer varied activities throughout the week.

We have updated the hall in recent months with improved CCTV and access control and now also provide our hirers and their guests with fresh chilled water or their choice of coffee and hot chocolate.

My thanks, as usual, go to our hard working trustees and committee members who assist in keeping the hall clean, tidy, modern and viable for all our hirers, in no particular order: Janet Young, David Cameron, Margaret Cameron, Martin Goddard, Roger Patient and our newest member Stacey Gill who moved to the area 2 years ago and has fully emerged herself in the village by getting involved in various aspects, as well as bringing the newest member of the community into the world!

On a sad note, we said goodbye to our bookings clerk Shelley Fowler, her dedication and hard work will be a tough act to follow, and we thank her for all she did over the years. We have welcomed her replacement in Tracy Stringer who not only lives in the village but also runs her own classes from the hall so is fully aware of the ethos of the hall and being respectful to our neighbours.

Our thanks as always goes to Edmund Car LLP for providing the Charity with expert accounting and independent examination service.

FINANCIAL REVIEW

The receipts and payments accounts show a net surplus of £6,716 in the year (2021 – surplus of £12,536). At the year end the charity had cash balances totalling £103,478.

Reserves Policy

Reserves are required to meet the normal running costs of the Village Hall as well as any unexpected maintenance costs. In addition reserves will be used to fund future improvements to facilities.

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is constituted under a Trust Deed dated 5th August 1949 and was registered as a charity on 8th May 1963.

The Highwood Village Hall Committee are a management committee publicly elected at the AGM every April to manage the Trust. All members are volunteers and retire annually at the AGM where new representatives of the Parish or user groups have the opportunity to put themselves forward and join the Highwood Village Hall Committee. The Highwood Village Hall Committee consists of no more than 15 members and the quorum shall never be less than a third of the committee members.

Approved by the Trustees on 28 June 2022 and signed on their behalf by:

Steve Maclean

Steve Maclean
Chairman

THE VILLAGE HALL, HIGHWOOD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 5 to 6.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity accordance with section 130 of the Act; or
2. the accounts do not accord with these records.

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 proper understanding of the accounts to be reached.

Colin Barker

C A Barker FCA
Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

4 July 2022

THE VILLAGE HALL, HIGHWOOD
RECEIPTS AND PAYMENTS
YEAR ENDED 31 MARCH 2022

	Unrestricted	Restricted	31/03/2022 Total	31/03/2021 Total
	£	£	£	£
Receipts				
Hall hire turnover	28,355	-	28,355	5,631
EDF renewable income	6,754	-	6,754	7,436
Fundraising	6	-	6	-
Interest	10	-	10	22
Donations	430	-	430	382
Government grants	10,667	-	10,667	21,428
Other Income	50	-	50	198
Total Receipts	46,272	-	46,272	35,097
Payments				
Returned hire fee	8,024	-	8,024	2,868
Repairs and maintenance	7,732	-	7,732	373
Salaries	7,605	-	7,605	7,110
Electricity	4,660	-	4,660	1,684
Cleaning and general expenses	3,008	-	3,008	4,471
Miscellaneous expenses	2,356	-	2,356	2,476
Accountancy fees	1,073	-	1,073	1,163
Annual Costs	957	-	957	-
Licences	927	-	927	768
IT Software and Consumables	923	-	923	-
Insurance	826	-	826	818
Fire Extinguishers	670	-	670	-
Telephone and broadband	536	-	536	830
Rates	193	-	193	-
Consulting	66	-	66	-
Total Payments	39,556	-	39,556	22,561
Net receipts/(payments)	6,716	-	6,716	12,536
Cash funds last year end	96,762	-	96,762	84,226
Cash funds this year end	103,478	-	103,478	96,762

THE VILLAGE HALL, HIGHWOOD
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 MARCH 2022

	31/03/2022	31/03/2021
	£	£
Cash Funds		
Current Account Lloyds	4,868	8,212
Deposit Account Lloyds	98,610	88,550
Total Cash Funds	<u>103,478</u>	<u>96,762</u>

Fixed Assets at Cost

Buildings and fittings	420,613	420,613
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Approved by the Trustees on 28 June 2022 and signed on their behalf by:

Steve Maclean

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Steve Maclean

Chairman

THE VILLAGE HALL, HIGHWOOD

England & Wales - Charity number 301343

Accounts

THE VILLAGE HALL, HIGHWOOD

ANNUAL REPORT & ACCOUNTS

31st MARCH 2021

Registered Charity Number 301343

THE VILLAGE HALL, HIGHWOOD

YEAR ENDED 31 MARCH 2021

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THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2021

The Trustees have the pleasure in presenting their report and the financial statements of the Charity for the year ended 31st March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	The Village Hall, Highwood
Charity Number	301343
Address	Highwood Village Hall Highwood Road Chelmsford CM1 3QW
Trustees	Mr S Maclean Mrs M Cameron Mr D Cameron Mr M J Goddard Mrs J R Young Mr R T Patient (elected Mar 21)
Independent Examiner	C A Barker FCA Edmund Carr LLP 146 New London Road Chelmsford Essex CM2 0AW

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

CHAIRMAN'S REPORT

This year we have been closed more than we've been open, it's been another strange one for the hall and the committee where we have been busy ensuring our building is Covid Secure for our hirers and visitors alike.

We are grateful to both Essex and Chelmsford County Councils for the various grants that have been given to us over the past year which without them we would have struggled to ensure our venue was and is safe to use.

I would like to thank my fellow Committee members for their continued support within the hall in no particular order, Secretary Janet Young, Margaret Cameron, David Cameron, and Martin Goddard. Thanks also goes to our booking clerk Shelley Fowler who continues to keep our hall running and keeps our clients and hirers happy.

We offer the community an outstanding range of activities and facilities including; yoga, pilates, dancing, table tennis, a community choir, and social Cafés.

Our thanks to Edmund Carr LLP accountants for providing the Charity with an accounting and independent examination service.

FINANCIAL REVIEW

The receipts and payments accounts show a net surplus of £12,535 in the year (2020 – surplus of £6,232). At the year end the charity had cash balances totalling £96,761.

Reserves Policy

Reserves are required to meet the normal running costs of the Village Hall as well as any unexpected maintenance costs. In addition reserves will be used to fund future improvements to facilities.

OBJECTIVES AND ACTIVITIES

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is constituted under a Trust Deed dated 5th August 1949 and was registered as a charity on 8th May 1963.

The Highwood Village Hall Committee are a management committee publicly elected at the AGM every April to manage the Trust. All members are volunteers and retire annually at the AGM where new representatives of the Parish or user groups have the opportunity to put themselves forward and join the Highwood Village Hall Committee. The Highwood Village Hall Committee consists of no more than 15 members and the quorum shall never be less than a third of the committee members.

Approved by the Trustees on 27 July 2021 and signed on their behalf by:

Steve Maclean

Steve Maclean
Chairman

THE VILLAGE HALL, HIGHWOOD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 5 to 6.

Responsibilities and basis of report

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 charity's accounts carried out under section 145 of the 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity accordance with section 130 of the Act; or
2. the accounts do not accord with these records.

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 proper understanding of the accounts to be reached.

Colin Barker

C A Barker FCA
Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

29 July 2021

THE VILLAGE HALL, HIGHWOOD
RECEIPTS AND PAYMENTS
YEAR ENDED 31 MARCH 2021

			31/03/2021	31/03/2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Receipts				
Hall hire turnover	5,631.25	-	5,631.25	25,179.08
EDF renewable income	7,435.87	-	7,435.87	5,990.01
Fundraising	-	-	-	31.25
Interest	22.19	-	22.19	225.95
Donations	382.22	-	382.22	-
Government grants	21,427.51	-	21,427.51	-
Other Income	197.36	-	197.36	-
Total Receipts	35,096.40	-	35,096.40	31,426.29
Payments				
Cost of fundraising	-	-	-	127.98
Rates	-	-	-	915.78
Insurance	818.01	-	818.01	812.13
Electricity	1,683.50	-	1,683.50	1,692.02
Repairs and maintenance	373.00	-	373.00	6,481.24
Salaries	7,110.00	-	7,110.00	6,763.80
Miscellaneous expenses	2,475.84	-	2,475.84	592.97
Postage and stationery	-	-	-	145.21
Telephone and broadband	829.89	-	829.89	646.92
Accountancy fees	1,162.80	-	1,162.80	828.00
Returned hire fee	2,868.00	-	2,868.00	-
Water	-	-	-	110.44
Licences	768.00	-	768.00	506.66
Cleaning and general expenses	4,471.38	-	4,471.38	5,571.17
Total Payments	22,560.42	-	22,560.42	25,194.32
Net receipts/(payments)	12,535.98	-	12,535.98	6,231.97
Net Movement in Refundable Deposits	-	-	-	(653.50)
Cash funds last year end	84,225.89	-	84,225.89	78,647.42
Cash funds this year end	96,761.87	-	96,761.87	84,225.89

THE VILLAGE HALL, HIGHWOOD
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 MARCH 2021

	31/03/2021	31/03/2020
	£	£
Cash Funds		
Cash in Hand	-	1,317.31
Current Account Lloyds	8,212.28	3,817.05
Deposit Account Lloyds	88,549.59	79,091.53
Total Cash Funds	<u>96,761.87</u>	<u>84,225.89</u>
Fixed Assets at Cost		
Buildings and fittings	420,613.00	420,613.00

Signed on behalf of the Trustees:

Steve Maclean

Steve Maclean

Chairman

27 July 2021