

**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**

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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**

<b>Charity Name</b>	The Village Hall, Highwood
<b>Charity Number</b>	301343
<b>Address</b>	Highwood Village Hall Highwood Road Chelmsford CM1 3QW
<b>Trustees</b>	Mr S Maclean Mrs M Cameron Mr D Cameron Mr M J Goddard Mrs J R Young Mr R T Patient (elected Mar 21)
<b>Independent Examiner</b>	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**

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#### **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.

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## THE VILLAGE HALL, HIGHWOOD

### TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2021

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#### 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

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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
	£	£	£	£
<b>Receipts</b>				
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
<b>Payments</b>				
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
<b>Net receipts/(payments)</b>	12,535.98	-	12,535.98	6,231.97
<b>Net Movement in Refundable Deposits</b>	-	-	-	(653.50)
<b>Cash funds last year end</b>	84,225.89	-	84,225.89	78,647.42
<b>Cash funds this year end</b>	96,761.87	-	96,761.87	84,225.89

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

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

Signed on behalf of the Trustees:

*Steve Maclean*

**Steve Maclean**

Chairman

27 July 2021