

**THE VILLAGE HALL, HIGHWOOD**

**ANNUAL REPORT & ACCOUNTS**

**31st MARCH 2022**

**Registered Charity Number 301343**

# **THE VILLAGE HALL, HIGHWOOD**

**YEAR ENDED 31 MARCH 2022**

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# THE VILLAGE HALL, HIGHWOOD

## TRUSTEES' REPORT

### YEAR ENDED 31 MARCH 2022

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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 2022.

#### 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>	S Maclean M Cameron D Cameron M J Goddard J R Young R T Patient S Gill (appointed 5 October 2021)
<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 2022**

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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**

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

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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 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

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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 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**

			<b>31/03/2022</b>	<b>31/03/2021</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
<b>Receipts</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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
<b>Total Receipts</b>	<b>46,272</b>	<b>-</b>	<b>46,272</b>	<b>35,097</b>
<b>Payments</b>				
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	-
<b>Total Payments</b>	<b>39,556</b>	<b>-</b>	<b>39,556</b>	<b>22,561</b>
<b>Net receipts/(payments)</b>	<b>6,716</b>	<b>-</b>	<b>6,716</b>	<b>12,536</b>
<b>Cash funds last year end</b>	<b>96,762</b>	<b>-</b>	<b>96,762</b>	<b>84,226</b>
<b>Cash funds this year end</b>	<b>103,478</b>	<b>-</b>	<b>103,478</b>	<b>96,762</b>

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

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	<b>31/03/2022</b>	<b>31/03/2021</b>
	<b>£</b>	<b>£</b>
<b>Cash Funds</b>		
Current Account Lloyds	4,868	8,212
Deposit Account Lloyds	98,610	88,550
<b>Total Cash Funds</b>	<u>103,478</u>	<u>96,762</u>
 <b>Fixed Assets at Cost</b>		
Buildings and fittings	420,613	420,613

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

*Steve Maclean*  
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**Steve Maclean**

Chairman