

**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**

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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 2025.

#### **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
<b>Independent Examiner</b>	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**

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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**

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

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**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**

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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 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 in 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.

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

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**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
<b>Total Receipts</b>	<b>43,636</b>	<b>-</b>	<b>43,636</b>	<b>39,870</b>
<b>Payments</b>				
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
<b>Asset purchases</b>				
Solar Panels	19,647	-	19,647	-
Sub total	19,647	-	19,647	-
<b>Total Payments</b>	<b>54,708</b>		<b>54,708</b>	<b>39,505</b>
<b>Net receipts/(payments)</b>	<b>(11,072)</b>	<b>-</b>	<b>(11,072)</b>	<b>365</b>
<b>Cash funds last year end</b>	<b>65,727</b>	<b>-</b>	<b>65,727</b>	<b>65,362</b>
<b>Cash funds this year end</b>	<b>54,655</b>	<b>-</b>	<b>54,655</b>	<b>65,727</b>

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

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	31/03/2025 £	31/03/2024 £
<b>Cash Funds</b>		
Cash at bank	<u>54,655</u>	<u>65,727</u>
<b>Fixed Assets at Cost</b>		
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