



# Trustees' Annual Report

for the period

From (start date) 

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 to (end date) 

3	1	1	2	2	0
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## Section A

### Reference and administration details

Charity name

Rayne Village Hall and Playing Fields

Other names the charity is known by

N/A

Registered charity number (if any)

3	0	1	3	8	2
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Charity's principal address

Rayne Village Hall

Oak Meadow

Gore Road, Rayne

Essex

Postcode

C	M	7	7	6	T	X
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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Bamford	Chair		
2	Tracy Dome	Secretary		
3	Tony Dome	Treasurer		
4	Christy Bamford			
5	Celia Murton			
6	Simon Tibbetts			
7	Robert Strzelecki			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	



**Section A****Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (optional information)

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)**Constitution**How the charity is constituted  
(eg trust, association, company)**Trustee**Trustee selection methods  
(eg appointed by, elected by)**Elected by nomination at each AGM**

Additional governance issues (optional information)

You **may choose** to include additional  
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
  - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**N/A**



## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

It is the main responsibility of the appointed trustees to make sure that there is continued and efficient running of the Village Hall and all its facilities

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees attend regular structured meetings either in person if allowed or electronically so they can make sure they can fully meet the requirements as set out in the constitution. As a non-profit making organisation, the hourly hire rates are set as low as possible each year. This substantially benefits not just local businesses but numerous local groups and private hires along with sports teams who use our facilities. The elected Officers make sure that the rates are set at a level that they generate enough funds each year to remain self sufficient and are able to keep all facilities and equipment in a safe and useable condition.

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The trustees are all volunteers who give up numerous hours of their own time to make sure that the premises remain open. This has a major impact on assisting small businesses who have regular hall hires and also helps all local sports teams that use the facilities. There are also opportunities for private hires when the hall is empty. All fund raising is controlled by the group of elected trustees so they can make sure funds are available for them to continue with on going maintenance and improvements plus any long term major projects. These are often dictated by changes in legislation or replacement of equipment due to wear and tear. The trustees are also expected to make sure that all works and regular expenditure are carried out at minimum expenditure by continually monitoring all outgoings.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

The year 2020 has certainly been different to any other year we have ever had to deal with. Our income has been dramatically reduced and we have like numerous other buildings been closed as dictated by the Government due to Covid 19. We have been fortunate in that we have been awarded relevant grants which has meant we have remained in a privileged position compared to others. We were able to carry out our required repairs plus we were able to make sure our buildings were completely Covid safe for when we were allowed to reopen.

At the start of this year, it was our aim to replace completely our wooden hall floor. This was a massive job and would normally mean we would need to close for at least two weeks. We applied to the National Lottery Fund for a 50% grant due to the size of the project. We were delighted to have been successful in our application and without their help would have struggled to get the works completed. We also had to replace the stage curtains, carry out required repairs to the playground equipment following our annual ROSPA visit, complete plumbing works, continue with annual BMX track repairs, repair car park areas plus complete regular statutory checks along with on going maintenance work.

There have been two major factors that mean our Village Hall is one that will be able to remain open for the foreseeable future. Firstly there is the existing committee of trustees who made sure that over the years we built up a high level of reserves for any major problem that occurred. This has certainly been useful and needed over the last twelve months. Secondly, the trustees have made sure that they applied for any grants which have been made available by the Government/Local Authorities which again have been so appreciated.



**Section E****Financial review**

Brief statement of the charity's policy on reserves

As explained in sectioned D, the trustees have for quite a few years been making sure that any funds not spent each year are available as reserves so we can continue with repairs and our on going maintenance programme we are trying to address for larger items. We also have to make sure that we have the funds available to carry out any problem that occurs on an emergency basis and needs immediate action.

Details of any funds materially in deficit

N/A

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

N/A

**Section F****Other optional information**

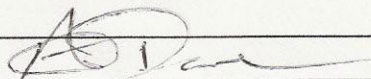
N/A

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Anthony Dome

Position (eg Secretary, Chair, etc)

Treasurer

Date

03 03 21



**Rayne Village Hall & Playing Fields**  
**Trial Balance**  
As of December 31, 2020

	Debit	Credit
Bar Float	700.00	
Business Cash	0.00	
Current	1,793.21	
Current:Sticky Mitts Owed Funds	0.00	
Petty Cash	300.00	
Savings	45,031.35	
Savings:Outdoor Gym Fund	0.00	
Savings:TDF Funds	0.00	
Debtors		540.00
Bar Stock	0.00	
Uncategorised Asset	0.00	
Furniture and Equipment	3,126.90	
Stage	2,310.00	
National Savings	0.00	
Creditors		1,120.00
Hirer Deposits		0.00
Overpayment A Falzarano		0.00
Key Deposit		185.00
PRS and PPL	123.02	
Opening Balance Equity		30,168.35
Retained Earnings		17,059.00
Bar Donations		170.00
Bar Takings		98.24
Donation - Booking Hall Cafe		50.00
Donation - Table Tennis		500.00
Donations - General		203.90
Event - Sale of Tickets		468.32
Gift Aid		289.13
Grant - Coronavirus		23,468.00
Grant - Hall Floor		8,082.00
Sales		2,950.00
Sales:Precept		1,439.00
Sales:Regular Hirers		10,331.72
Anglia Fire Service	123.48	
Braintree Trade Waste	435.69	
Business Licenses and Permits	180.00	
Business Licenses and Permits:ICO	35.00	
Computer and Internet Expenses	285.60	
COVID	194.76	
Defibrillator Support Costs	151.20	
Dues and Subscriptions	72.00	
Events - Expenses	360.00	
Grass Cutting - BDC	1,120.00	
Insurance Expense-General Liability Insurance	2,333.26	
Janitorial Expense:Cleaner	4,809.93	
Janitorial Expense:Holiday Cleaners	997.00	
Office Supplies	79.97	
Professional Fees:Accounting	546.75	
Professional Fees:Booking Clerk	1,200.00	
PRS/PPL	583.64	
Repair and maintenance	25,784.30	
Repair and maintenance:British Gas Servicing	719.45	
Repair and maintenance:Grass Cutting	700.00	
ROSPA	206.40	
Utilities:Anglian Water	129.50	
Utilities:Electric	1,146.14	
Utilities:Gas	1,426.78	
Utilities:Mobile Phone	134.69	
Interest income		17.36
<b>TOTAL</b>	<b>£ 97,140.02</b>	<b>£ 97,140.02</b>

# Rayne Village Hall & Playing Fields

## Balance Sheet

As of December 31, 2020

	<u>Total</u>
Fixed Asset	
Tangible assets	
Furniture and Equipment	3,126.90
Stage	2,310.00
Total Tangible assets	<u>£ 5,436.90</u>
Total Fixed Asset	<u>£ 5,436.90</u>
Cash at bank and in hand	
Bar Float	700.00
Current	1,793.21
Petty Cash	300.00
Savings	45,031.35
Total Cash at bank and in hand	<u>£ 47,824.56</u>
Debtors	
Debtors	-540.00
Total Debtors	<u>-£ 540.00</u>
Net current assets	<u>£ 47,284.56</u>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	1,120.00
Total Trade Creditors	<u>£ 1,120.00</u>
Total Creditors: amounts falling due within one year	<u>£ 1,120.00</u>
Net current assets (liabilities)	<u>£ 46,164.56</u>
Total assets less current liabilities	<u>£ 51,601.46</u>
Creditors: amounts falling due after more than one year	
Key Deposit	185.00
PRS and PPL	-123.02
Total Creditors: amounts falling due after more than one year	<u>£ 61.98</u>
Total net assets (liabilities)	<u>£ 51,539.48</u>
Charity funds	
Opening Balance Equity	30,168.35
Retained Earnings	17,059.00
Surplus/(Deficit)	4,312.13
Total Charity funds	<u>£ 51,539.48</u>

Sunday, Jan 10, 2021 01:28:58 PM GMT0 - Accrual Basis



**Rayne Village Hall & Playing Fields**  
**Profit and Loss**  
January - December 2020

	Total	
	Jan - Dec 2020	Jan - Dec 2020 (YTD)
<b>Income</b>		
Bar Donations	170.00	170.00
Bar Takings	98.24	98.24
Donation - Booking Hall Cafe	50.00	50.00
Donation - Table Tennis	500.00	500.00
Donations - General	203.90	203.90
Event - Sale of Tickets	468.32	468.32
Gift Aid	289.13	289.13
Grant - Coronavirus	23,468.00	23,468.00
Grant - Hall Floor	8,082.00	8,082.00
Sales	2,950.00	2,950.00
Precept	1,439.00	1,439.00
Regular Hirers	10,331.72	10,331.72
Total Sales	£ 14,720.72	£ 14,720.72
Total Income	£ 48,050.31	£ 48,050.31
<b>Total</b>	£ 48,050.31	£ 48,050.31
<b>Expenditures</b>		
Anglia Fire Service	123.48	123.48
Braintree Trade Waste	435.69	435.69
Business Licenses and Permits	180.00	180.00
ICO	35.00	35.00
Total Business Licenses and Permits	£ 215.00	£ 215.00
Computer and Internet Expenses	285.60	285.60
COVID	194.76	194.76
Defibrillator Support Costs	151.20	151.20
Dues and Subscriptions	72.00	72.00
Events - Expenses	360.00	360.00
Grass Cutting - BDC	1,120.00	1,120.00
Insurance Expense-General Liability Insurance	2,333.26	2,333.26
Janitorial Expense		
Cleaner	4,809.93	4,809.93
Holiday Cleaners	997.00	997.00
Total Janitorial Expense	£ 5,806.93	£ 5,806.93
Office Supplies	79.97	79.97
Professional Fees		
Accounting	546.75	546.75
Booking Clerk	1,200.00	1,200.00
Total Professional Fees	£ 1,746.75	£ 1,746.75
PRS/PPL	583.64	583.64
Repair and maintenance	25,784.30	25,784.30
British Gas Servicing	719.45	719.45
Grass Cutting	700.00	700.00
Total Repair and maintenance	£ 27,203.75	£ 27,203.75
ROSPA	206.40	206.40
Utilities		
Anglian Water	129.50	129.50
Electric	1,146.14	1,146.14
Gas	1,426.78	1,426.78
Mobile Phone	134.69	134.69
Total Utilities	£ 2,837.11	£ 2,837.11
Total Expenditures	£ 43,755.54	£ 43,755.54
Net Operating Income	£ 4,294.77	£ 4,294.77
<b>Other Income</b>		
Interest income	17.36	17.36
Total Other Income	£ 17.36	£ 17.36
Net Other Income	£ 17.36	£ 17.36
Net Income/(Expenditure)	£ 4,312.13	£ 4,312.13





Section A

Independent Examiner's Report

Report to the trustees/  
members of

RAYNE VILLAGE HALL + PLMING FIELDS

On accounts for the year  
ended

31/12/20

Charity no  
(if any)

301382

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

1/3/21

Name:

GLYN HOCKLEY



Relevant professional qualification(s) or body (if any):

MANT

Address:

21 BRANDON ROAD, BRAINTREE, ESSEX

CM7 2NL

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.