



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2023 Period start date

To 31<sup>st</sup> December 2023 Period end date

**Charity name: Rayne Village Hall & Playing Fields**

**Charity registration number:301382**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	It is the main responsibility of the appointed trustees to continually make sure that there is efficient running of the Village Hall and all its facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	As we are a non-profit making organisation, the hourly rates are set as low as possible each year by the trustees. This not only benefits local businesses but also numerous local groups and private hires along with the local village sports teams that use our facilities. It is the responsibility of the duly elected officers to make sure that the set levels will generate enough funds each year to enable the facilities and all associated equipment to be kept in a safe and useable condition.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	To meet the requirements of the constitution the trustees have regular structured meetings.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	All fund raising is controlled totally by the group of elected trustees. It is their responsibility to make sure that funds are available for them to use when required. For major projects they will apply for grants if available and add their own funds if required to complete the project. It is the trustees who are responsible for making sure that the regular maintenance is completed along with repairs, improvements and long-term major projects. These will often be dictated by amendments in legislation, repair of equipment and general wear and tear whilst groups such as RoSPA are employed to independently check our equipment on an annual basis. Other service contracts are in place where applicable to make sure the equipment is serviced.

Contribution made by volunteers	Para 1.38	The trustees are all volunteers who give numerous hours of their own time each year so that the premises can remain open. This greatly helps the many small businesses who regularly hire our facilities. This also assists local sports teams who are regular users of our facilities, whilst any additional time remaining can be taken by private hirers. Events in respect of fund raising are also run by the trustees. It is also the trustee's duty to make sure any works carried out are done so at the best value for money. This is completed by continually monitoring all outgoings.
Other		N/A

## Achievements and Performance

	SORP reference	
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has finished the year again in a strong position. The regular hirers are again bringing in monthly revenue and ad-hoc private hires have increased meaning we have increased income revenue in 2023.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Due to being a public building and having numerous outdoor facilities we continually must make sure repairs and ongoing maintenance are addressed to keep the everything in line with

		legislation and carry out works safely as and when required. As this is an always changing remit, we need to make sure reserves are there for both emergency repairs and long term planned works/projects. Any unused funds each year are spent on improvements or added to our reserves.
Amount of reserves held	Para 1.22	£40,000. We aim to keep between £30-£40,000 to cover for any type of emergency.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about our charity not continuing as a going concern. There are three major factors that mean our Village Hall will continue to remain open for the foreseeable future. Firstly, there is the existing committee of trustees who have made sure over many years that we have built up a high level of reserves for any major problem/issue that occurs. This has certainly been useful and needed over the last few years with enforced shutdowns due to Covid. Secondly, the trustees have made sure that when they can, they have applied for any grants which have been made available by independent organisations and Government/ Local authorities which have been most welcome, appreciated and a financial assist. Thirdly, the trustees work tirelessly to organise additional fund raising events.

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	N/A
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	N/A
Other		N/A

## **Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Trustee</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by nomination at each AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>N/A</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>N/A</b>
Relationship with any related parties	Para 1.51	<b>N/A</b>
Other		<b>N/A</b>

### Reference and Administrative details

Charity name	Rayne Village Hall and Playing Fields
Other name the charity uses	N/A
Registered charity number	301382
Charity's principal address	Rayne Village Hall, Oak Meadow, Gore Road, Rayne, Braintree, Essex. CM77 6T

## 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			
2	Tracy Dome			
3	Tony Dome			
4	Christy Bamford			
5	Celia Murton	Secretary		
6	Robert Strzelecki	Chair		
7	Russell Davis	Treasurer		
8	Simon Tibbets			
9	Shona Kemp			
10	Carolyn White			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### 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)

N/A
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

N/A
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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	RA Davis	
<b>Full name(s)</b>	Russell Davis	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	29/03/2024	

# Rayne Village Hall & Playing Fields

## Financial Activities

December 2023

	To	
	Dec 2023	
<b>Income</b>		
Donation - Booking Hall Cafe		50.00
Donations - General		120.00
Event - Sale of Tickets		-280.40
Bingo Night		
Christmas Fayre		
Total Event - Sale of Tickets	-£	280.40
Grant - Boilers		
Grant - Carpets		
Sales		1,022.19
Precept		
Regular Hirers		1,398.23
Total Sales	£	2,420.42
Solar Panel Income		
Uncategorised Income		
<b>Total Income</b>	£	2,310.02
<b>Total</b>	£	2,310.02
<b>Expenditures</b>		
Anglia Fire Service		
Braintree Trade Waste		126.51
Business Licenses and Permits		
ICO		
Total Business Licenses and Permits	£	0.00
Computer and Internet Expenses		28.80
Defibrillator Support Costs		
Grass Cutting - BDC		
Hallmaster		
Insurance Expense-General Liability Insurance		234.15
Janitorial Expense		
Cleaner		325.00
Cleaning supplies		
Total Janitorial Expense	£	325.00
Outdoor Gym		
Professional Fees		
Accounting		45.00
Booking Clerk		100.00
Total Professional Fees	£	145.00
<b>RCCE</b>		
Repair and maintenance		
BMX Track		
Boiler Replacement		
CIP Painting		



Encampment Security		
Grass Cutting		
Rabbit Control		
Total Repair and maintenance	£	0.00
ROSPA		
Uncategorised Expense		76.57
Utilities		
Anglian Water		204.02
Electric		143.34
Gas		330.54
Mobile Phone		14.34
Total Utilities	£	692.24
Window Cleaning		35.00
Total Expenditures	£	1,663.27
Net Operating Income	£	646.75
Other Income		
Interest income		66.44
Total Other Income	£	66.44
Other Expenditures		
Solar Panels		
Total Other Expenditures	£	0.00
Net Other Income	£	66.44
Net Income/(Expenditure)	£	713.19

Saturday, Jan 06, 2024 02:35:20 pm GMT0 - Accrual Basis

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Jan - Dec 2023 (YTD)	
	50.00
	120.00
	282.20
	193.50
	300.00
£	775.70
	4,100.00
	350.00
	9,980.94
	1,574.30
	23,394.20
£	34,949.44
	506.83
	0.34
£	40,852.31
£	40,852.31
	91.32
	1,381.95
	180.00
	35.00
£	215.00
	350.90
	162.00
	183.66
	306.00
	2,313.92
	4,679.35
	56.61
£	4,735.96
	474.00
	540.00
	1,200.00
£	1,740.00
	107.00
	3,979.30
	1,080.00
	8,200.00
	1,230.00

	3,933.69
	100.00
	659.00
<b>£</b>	<b>19,181.99</b>
	222.00
	2,071.00
	669.36
	1,008.39
	3,754.53
	154.80
<b>£</b>	<b>5,587.08</b>
	210.00
<b>£</b>	<b>39,333.78</b>
<b>£</b>	<b>1,518.53</b>
	522.93
<b>£</b>	<b>522.93</b>
	0.00
<b>£</b>	<b>0.00</b>
<b>£</b>	<b>522.93</b>
<b>£</b>	<b>2,041.46</b>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

RAYNE VILLAGE HALL + PLAYING FIELDS

On accounts for the year  
ended

31/12/23

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:

24/1/24

Name:

GLYN HOCKING

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

MAAT

Address:

21 BRANDON ROAD

BRAINTREE

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.