



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2024 Period start date

To 31st December 2024 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 completed two very large projects that had been planned for some years resulting in a negative cash flow position for the year. However the funds used had been ear marked for these projects and we still retained our required reserves held along with other funds for 2025 projects planned.
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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	Constitution
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Trustee
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	Elected by nomination at each AGM

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	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

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

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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			
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				
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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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	RA Davis	
Full name(s)	Russell Davis	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	28/03/2025	

Statement of Activity
Rayne Village Hall & Playing Fields
January-December, 2024

Distribution account	Total
Income	
Donations - General	105.00
Donation - Table Tennis	550.00
Event - Sale of Tickets	0.00
Christmas Fayre	353.56
Christmas Panto	144.22
Total for Event - Sale of Tickets	£497.78
Grant - Floor Refurbishment	350.00
Grant	0.00
Playground fence replacement	10,000.00
Total for Grant	£10,000.00
Sales	11,617.34
Precept	1,131.00
Regular Hirers	24,361.87
Total for Sales	£37,110.21
Solar Panel Income	1,002.60
Total for Income	£49,615.59
Cost of Sales	
Gross Profit	£49,615.59
Expenses	
Advertising/Promotional	72.00
Anglia Fire Service	232.44
Braintree Trade Waste	1,225.17
Business Licenses and Permits	340.33
ICO	35.00
Total for Business Licenses and Permits	£375.33
Computer and Internet Expenses	398.40
Defibrillator Support Costs	162.00
Dues and Subscriptions	13.50
Grass Cutting - BDC	-2,052.20
Hallmaster	310.60
Insurance Expense-General Liability Insurance	2,497.69
Janitorial Expense	0.00
Cleaner	4,950.00
Cleaning supplies	61.06
Holiday Cleaners	30.00
Total for Janitorial Expense	£5,041.06
New digital display for Hall	1,141.59

Outdoor Gym	370.80
Professional Fees	0.00
Accounting	540.00
Booking Clerk	1,280.00
Total for Professional Fees	£1,820.00
PRS and PPL	254.02
PRS/PPL	289.24
RCCE	80.40
Repair and maintenance	495.86
Asbestos Report	270.00
Boiler Servicing	264.00
Car Park Barrier	801.69
Car Park Works	1,306.40
Encampment Security	43.29
Floor Refurbishment	1,182.00
Grass Cutting	2,552.71
New Carpets	1,542.00
New Hall Doors & Costs associated	17,522.52
Painting Entrance Hall & Toilets	1,830.00
Playground Fence Replacement	13,013.42
Playground Repairs	1,577.29
Total for Repair and maintenance	£42,401.18
ROSPA	235.20
Uncategorised Expense	1,549.76
Utilities	0.00
Anglian Water	892.52
Electric	1,417.36
Gas	2,974.82
Mobile Phone	78.23
Total for Utilities	£5,362.93
Window Cleaning	210.00
Total for Expenses	£61,991.11
Net Operating Income	-£12,375.52
Other Income	
Interest income	629.03
Total for Other Income	£629.03
Other Expenses	
Net Other Income	£629.03
Net Income	-£11,746.49



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

31/12/24

Charity no
(if any)

201382

Set out on pages

Responsibilities and
basis of report

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

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:

13/4/25

Name:

GLYN HOCKLEY

Relevant professional
qualification(s) or body

MAAT

(if any):

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.