



Sheering Village Hall

Sheering Village Hall, The Street, Sheering, Bishop's Stortford, Essex CM22 7LX

Charity Registration Number: 301393

Trustees' Annual Report

For the year ending 30th September 2025

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Trustees Report

Structure, Governance and Management

Sheering Village Hall is a registered charity that manages a community building for the benefit of residents of the parish of Sheering and the surrounding area. The hall is used for recreational, social, educational, and wellbeing purposes and operates entirely for the public benefit. The charity's governing document is a Declaration of Trust dated 10 February 1947.

On 5th May 2025, Sheering Parish Council resolved to become the Sole Trustee of Sheering Village Hall. This change was made to streamline governance and ensure continuity of management.

On 5 May 2025, Sheering Parish Council resolved to become the Sole Trustee of Sheering Village Hall to streamline governance and ensure continuity of management. The change was formally approved by the Charity Commission on 25 September 2025.

The charity is now managed by Sheering Parish Council, which acts collectively as the Sole Trustee and is responsible for the overall management and administration of the charity. Parish Council Officers with responsibility for the Village Hall during the year:

- Chair: Lesley Paine
- Secretary: Nikki Barker
- Finance Officer: Siobhan Perrin

The Parish Council is supported by the advice of former trustees, including Sally Devine and Alan Salsbury, to ensure a smooth transition.

Advisers

- Independent Examiner: Jan Stobart, RCCE

Policies and Compliance

The Sole Trustee maintains the following key policies to support effective governance and compliance:

- Health and Safety Policy
- Safeguarding Policy
- Data Protection Policy
- Equal Opportunities Policy

Insurance and Compliance

The Village Hall is fully insured for public liability and property damage. Annual safety checks, including fire safety, electrical testing, and PAT testing, are carried out to ensure compliance with statutory requirements.

Safeguarding Statement

The Sole Trustee recognises its duty of care to users of the Village Hall and ensures that safeguarding policies are in place for all activities involving children or vulnerable adults.

Regular hirers are required to demonstrate compliance with safeguarding regulations and appropriate DBS checks.

Risk Management

The Sole Trustee maintains a risk register which is reviewed annually to identify and manage key operational, financial, and governance risks. Particular focus is given to building maintenance, health and safety compliance, financial controls, and safeguarding. Appropriate policies and insurances are in place to mitigate these risks.

Objectives and Activities

The charity's objective is to provide and maintain a village hall for the use of the inhabitants of Sheering and the surrounding area, without distinction of sex, age, or political, religious, or other opinions.

During the year, the hall continued to support a wide range of community activities, advancing the charity's purpose of promoting recreation, education, and wellbeing.

Key activities included:

- Community initiatives such as the Warm Hub, Youth Club, and fitness classes
- Regular bookings by the Preschool, WI, Parish Council, and senior social groups
- Private hire for birthday parties, family gatherings, and community meetings

The charity employs two staff members — a Hall Manager and a Cleaner. The employment costs of the Hall Manager (from 1 April 2025 to 31 March 2026) have been generously met by Sheering Parish Council, ensuring continued smooth operation.

The Sole Trustee confirms that due regard has been given to the Charity Commission's guidance on public benefit when reviewing the charity's aims and planning activities.

Achievements and Performance (2024/25)

Accounts for the Year 2024/25

During the financial year 2024/25, the charity recorded a surplus of £16,184, compared with £21,499 in the previous year.

The total income was £43,452 (2023/24: £45,426), of which £25,710 came from hall hire (up from £23,526), representing strong growth despite the smaller hall being unavailable during the toilet refurbishment period (see *Renovation Works* below).

Grant and fundraising income totalled £16,152, compared with £21,900 in the previous year.

Total expenditure for the year was £27,267, reflecting investment in major maintenance, including repainting the entire building and resurfacing the main hall floor (approximately £10,000). These works were funded from the charity's own reserves.

The Sole Trustee is pleased to report that the hall continues to be well used, with a notable rise in ad hoc and weekend bookings following the completion of refurbishment works and

the charity remains in a sound financial position with sufficient reserves and ongoing support from the Parish Council and local community.

Grant Income Report

During 2024/25, the charity received a total of £15,000 in new grant income, comprising of

- £10,000 (unrestricted) from ECC – Multiply, which may be used at the trustees' discretion. The trustees have allocated this towards future roof refurbishment.
- £5,000 (restricted) from the Essex Community Foundation, ringfenced for Youth Club activities.

Cumulative balances from previous years include funds from EFDC and Pre-School donations, both ringfenced for youth-related and refurbishment activities respectively.
Cumulative Grant Totals to 30 September 2025

- Unrestricted: £18,000.00
- Restricted: £12,767.50

Grant Source	Amount Received 2023/24	Amount Received 2024/25 (Unrestricted)	Amount Received 2024/25 (Restricted)	Cumulative Total to 2024/25	Restriction on Funds
ECC – Multiply	£8,000.00	£10,000.00		£18,000.00	Refurbishment works - funds can be used at the charity's discretion
Essex Community Foundation – Youth Club	£2,767.50		£5,000.00	£7,767.50	Ringfenced for Youth Club activities
Pre-School Donation	£5,000.00			£5,000.00	Restricted for refurbishment works

Financial Review

At the year-end on the 30th September 2025, the charity's financial position remained strong, with sufficient reserves to meet ongoing commitments and future refurbishment needs.

Bank Account	Total
Lloyds – Current Account	£17203.69
Lloyds – General Reserves	£16,083.11
Lloyds – Kitchen Fund	£9,529.91
Lloyds – Roof Fund	£18,586.93

Total funds held: £61,403.64

Of this total:

- £18,000 represents unrestricted grant funds available for refurbishment or operational purposes.

- £12,767.50 represents restricted funds ringfenced for donor-specified activities.
- £8,316 is held as working reserves, representing approximately five months' operating costs.

Financial Management

The committee continues to monitor income and expenditure closely throughout the year to ensure that funds are managed responsibly and used effectively in support of the charity's objectives. Budget forecasts are regularly reviewed, and cost-saving measures are considered where appropriate.

Renovation Works

This year saw major improvements to the Village Hall facilities. The toilets were fully reconfigured and refurbished, funded through a £25,000 grant from the Parish Council and £27,400 from the UK Shared Prosperity Fund. The project was managed and financed by the Parish Council, and the completed works were gifted to Sheering Village Hall.



In addition, the Village Hall Committee funded and completed the redecoration of the hall from its own reserves, further enhancing the appearance and comfort of the facilities. These combined improvements represent a substantial upgrade to the building and its amenities, provided largely at no cost to the charity.



Phase 2 will focus on further improving the Village Hall, with plans for a new kitchen installation and essential repairs to the roof. These works will continue the programme of

modernisation, ensuring the hall remains a safe, attractive, and functional community facility for years to come.

Risk Areas and Mitigation

The principal risk identified by the Sole Trustee is the condition of the Village Hall roof. If deterioration continues, it could compromise the fabric of the building and potentially affect the extensive renovation works already carried out. Addressing this issue is therefore a top priority for the coming year.

Another significant risk is the potential loss of income from the Preschool, which is a major and long-standing revenue generator for the charity. While this is considered unlikely, it remains an important factor to monitor as any change could materially impact the hall's financial sustainability.

To mitigate these risks, the Sole Trustee is actively seeking grant funding and other sources of financial support to enable essential roof repairs. The committee also maintains regular communication with the Preschool and other key hirers to ensure strong relationships and continuity of income. Ongoing financial monitoring, forward planning, and maintenance scheduling are in place to support the long-term stability of the charity.

The Sole Trustee has also established ownership of the surrounding land and 7.5m of the car park which will therefore need maintaining in the future. We will spend money on maintaining the access for the school safely in the coming year.

Reserves Policy

The trustees aim to maintain unrestricted reserves sufficient to cover approximately six months of normal operating costs. This level of reserves is considered appropriate to provide financial stability, ensure the continuity of the charity's activities in the event of unforeseen circumstances, and allow time to plan and respond to any significant changes in income or expenditure.

Plans for the Future

In 2025–26, the Sole Trustee plans to focus on maintaining and enhancing the long-term sustainability and accessibility of Sheering Village Hall. A key priority will be to investigate and apply for appropriate grant funding to support essential roof repairs and a full kitchen refurbishment, ensuring the building remains safe, energy-efficient, and fit for community use. Alongside these capital improvements, the Sole Trustee intends to strengthen community engagement by developing a wider programme of inclusive activities and events that meet the needs of residents across all age groups. These plans reflect the Council's ongoing commitment to preserving the hall as a well-managed, welcoming, and financially resilient community asset at the heart of Sheering village life.

The Sole Trustee is committed to improving the sustainability of the Village Hall, including exploring energy efficiency measures such as LED lighting and improved insulation, to reduce long-term costs and environmental impact.

Volunteers and Acknowledgements

The trustees express their sincere thanks to all volunteers, supporters, and community members who contribute their time and effort to the running and maintenance of Sheering Village Hall.

Thanks are also extended to Sheering Parish Council for their continued partnership and financial support.

Trustee Declaration

The trustees declare that they have approved this report and confirm it complies with the requirements of the Charities Act 2011 and the Charity Commission guidance on preparing Trustees' Annual Reports.

Approved by Sheering Parish Council as Sole Trustee of Sheering Village Hall and signed on its behalf by:

Lesley Paine

Chair, Sheering Parish Council

Date: 13/10/2025

Signature: _____

Independent Examiners Report

I report to the trustees on my examination of the accounts of Sheering Village Hall (registered charity number 301393) for the year ended 30st September 2025.

Responsibilities and basis of report

As the charity 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 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

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those 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 a proper understanding of the accounts to be reached.



B Lown BSc (hons) Accounting and Finance

RCCE House, Threshelfords Business Park, Inworth Road, Feering
CO5 9SE

13th November 2025

Sheering Village Hall
Registered charity number 301393
Receipts and Payments
for the year ended 30th September 2025

	2025		2024
	Unrestricted	Restricted	Total
	£	£	£
INCOME			
Hall hire income	25,710		25,710
Deposits In	1,500		1,500
Government Grants	10,000		11,000
Other Grants and Donations	40	5,000	9,400
Fundraising Activities	1,112		1,500
Interest	90		0
Total value of Income	38,452	5,000	43,452
EXPENDITURE			
Charitable Activities			
Youth Activities			0
Deposit Refunds	-1,935		-1,935
Repairs & maintenance	-4,023		-7,611
Waste	-572		-832
Rates	-965		-772
Water	-723		-1,423
Light Power and Heat	-4,388		-5,544
Cleaning and Caretaking	-500		-218
Insurance	-1,482		-922
Audit and accounting	-408		
Advertising and Marketing	-120		-54
Office supplies	-556		
Licences and Subscriptions	-366		-80
Telephone and internet	-130		-588
Other expenditure			
Professional Fees – Charity management	-56		-42
Professional Fees - Land registry	-420		
Fundraising Expenses	-25		-1,209
Equipment	-367		
Improvement/ Refurbishment	-10,230		-10,230
Total value of Expenditure	-27,267	0	-23,928
NET SURPLUS	11,184	5,000	21,498
BALANCE BROUGHT FORWARD	29,451	15,768	45,219
Transfer between funds	8,000	-8,000	0
BALANCE CARRIED FORWARD	48,636	12,768	45,219

Sheering Village Hall
Registered charity number 301393
Statement of Assets and Liabilities
at 30th September 2025

	Unrestricted £	2025 Restricted £	Total £	2024 Total £
BANK ACCOUNTS AND CASH				
Current account	17,204		17,204	45,219
Commercial Instant Access Account GENERAL RESERVES	8,316	7767.5	16,083	
Commercial Instant Access Account KITCHEN FUND	4,530	5000	9,530	
Commercial Instant Access Account ROOF FUND	18,587		18,587	
Total Cash Assets	48,636	12,768	61,404	45,219
FUNDS HELD AS:				
Earmarked as General Working Reserve			25,519	
Earmarked as Restricted Funds for Youth Club			7,768	
Earmarked for Roof Repair/Replacement			18,587	
Earmarked for Kitchen Refurbishment			9,530	
			61,404	
OTHER MONETARY ASSETS				
Debtors				
Unpaid lettings				
Liabilities				
Lettings held in advance				
Accounts and Independent Examination			126	228
FIXED ASSETS RETAINED FOR USE				
Land and Building				
Tables and chairs				
Kitchen equipment				
Office equipment				

Signed (Chair):

Name: Siobhan Perrin

Date:

Signed (Treasurer):

Name: Lesley Paine

Date:

On behalf of the Sole Trustee of Sheering Village Hall

Notes to the Accounts

Basis of Preparation

These accounts have been prepared on a Receipts and Payments basis, as permitted for charities with annual income below £250,000, in accordance with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008.

Charity Trustees

Sheering Parish Council became the Sole Trustee of Sheering Village Hall on 5 May 2025.

Employees

The charity employed two part-time staff during the year — a Hall Manager and a Cleaner. The Hall Manager's salary (April 2025 – March 2026) is paid directly by Sheering Parish Council and not included in these accounts.

Grants and Donations Received

Grant Source	Amount Carried Forward 2023/24	Amount Received 2024/25 (Unrestricted)	Amount Received 2024/25 (Restricted)	Cumulative Total to 2024/25	Restriction on Funds
ECC – Multiply	£8,000.00	£10,000.00		£18,000.00	Refurbishment works - funds can be used at the charity's discretion
Essex Community Foundation – Youth Club	£2,767.50		£5,000.00	£7,767.50	Ringfenced for Youth Club activities
Pre-School Donation	£5,000.00			£5,000.00	Restricted for refurbishment works
Total				£30768	

Reserves Policy

The Sole Trustee aims to maintain unrestricted reserves equivalent to 3–6 months of normal operating costs, currently estimated at approximately £8,000–£10,000, to provide stability and respond to unforeseen expenses.

Significant Events During the Year

- Completion of major refurbishment (toilets and hall redecoration)
- Funding received from Sheering Parish Council (£25,000) and UK Shared Prosperity Fund (£27,400) — both projects delivered and financed by the Council, then gifted to the Village Hall.