

SOUTH HANNINGFIELD VILLAGE HALL CHARITY

England & Wales · Charity number 301402

Details

Other names VILLAGE HALL

Status Registered

Legal form Other

Registered 1963-10-30

Register [View on the Charity Commission register](#)

Contact

Address South Hanningfield Village Hall
South Hanningfield Road
South Hanningfield
Chelmsford
Essex
CM3 8HL

Phone 07396546050

Email shvhall@gmail.com

Website <https://e-voice.org.uk/shanningfieldvillagehall/>

Activities

Objects: THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF SOUTH HANNINGFIELD AND THE NEIGHBOURHOOD THEREOF WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS

Activities: Use of hall for Village activities and hire to the public

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** PARISH OF SOUTH HANNINGFIELD
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£49,055	£46,136	-	-
2023-12-31	£36,719	£33,008	-	-
2022-12-31	£44,877	£61,019	-	-
2021-12-31	£26,643	£10,830	-	-
2020-12-31	£26,012	£43,020	-	-

Trustees

Name	Role	Appointed
CLIVE RUSSELL VALLIS	Chair	2021-07-06
Brian Hancock		2017-04-24
Debbie Owers		2018-04-24
GERALDINE VALLIS		2022-01-12
Richard Francis Cerson		2022-05-17
Sandra Elizabeth Graves		2021-07-06

SOUTH HANNINGFIELD VILLAGE HALL CHARITY

England & Wales - Charity number 301402

Accounts

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month January	Year 2024		Day 30 th	Month December	Year 2024

Section A Reference and administration details

Charity name	South Hanningfield Village Hall Charity
Other names charity is known by	South Hanningfield Village Hall Management Committee
Registered charity number (if any)	301402
Charity's principal address	South Hanningfield Road
	South Hanningfield
	Chelmsford, Essex
Postcode	CM3 8HL

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	Clive Vallis	Chairman		
2	Debbie Owers	Treasurer		
3	Sandra Graves	Bookings Secretary		
4	Brian Hancock	SH Church Rep		
5	Geraldine Vallis	Trustee		
6	Richard Cerson	Trustee		
7				
8				
9				
10				

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

Name	Dates acted if not for whole year
All Councillors of the South Hanningfield Parish Council are Custodial trustees	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Custodial Trustee		

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Scheme dated 1 st January 1963
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Voted at AGM, Representative and Co-opted members

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.

The charity is an unincorporated association; it is governed by its constitution which has been previously approved by the Committee. Although the South Hanningfield Village Hall Committee runs as an independent charity it still is governed by the South Hanningfield Parish Council who are Custodial Trustees. The hall is owned by the Management Committee but the Parish Council have ownership of the land. Each year at the AGM a committee of trustees is appointed, consisting of a chairman, secretary and treasurer and up to at least four but no more than eleven nominated trustees. During the year up to three trustees may be co-opted if the maximum number is not achieved at the AGM. To be eligible to become a Committee Member they must reside in the Parish of South Hanningfield. If the Committee has vacancies we advertise these on our website, "in local papers", and, "parish notice boards/newsletters". The potential members are then invited to the open part of a committee meeting where they can see what is involved and ask questions. It also gives the other committee members a chance to meet them and formulate an opinion of their suitability. If the potential member still wants to volunteer the matter is decided at the meeting by someone proposing and a vote takes place. When we appoint committee members we try to look at individual specialist skills in order to accumulate a committee that can cover all of the required skilled areas in order for us to run a successful and efficient committee.

Section C Objectives and activities

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

Provision and maintenance of South Hanningfield village hall for the use of the inhabitants and local community for meetings, lectures, training, leisure activities and social events with the object of improving conditions of life and interest of the inhabitants.

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 Committee manage the South Hanningfield village hall for the benefit of all the local community, to meet their needs.

The hall is used by various organisations on a regular basis and hired by local inhabitants for leisure and learning.

The committee also organise various fund-raising events throughout the year to benefit the local community.

It is also the polling station for the community, the emergency assembly location and village central focal point.

The trustees have read the general guidance provided by the Charity Commission with regard to a statement on the benefit to the public. The charity has established activities to achieve its objectives for public benefit.

The charity aims to achieve these objectives by promoting the hall via social media, church newsletters, notice boards and the Parish Council newsletters.

The Hall committee also continues to offer volunteering opportunities for those who wish to support our work, including Trusteeship, fundraising, and social media.

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.

We are fortunate that the current committee actively get involved in the hall with its up keep. There are other volunteers who come and assist with some of the heavier maintenance of the hall when required. The committee would like to thank those individuals.

Summary of the main achievements of the charity during the year

It has been another busy year for the committee. We held numerous successful fundraising events which raised much needed funds to continue the maintenance of the hall. Our Christmas Crafts and Gifts Fayre which we held in November was extremely successful and we plan on another one next year. All of our other events throughout the year all proved to be very successful. We intend to have more fundraising events next year.

We have been extremely lucky in obtaining numerous funders grants in order to make improvements to the hall and the success of these is mainly down to Geraldine who on behalf of the rest of the committee, I would like to give a big thank you to.

This hall is still currently being run by a very small committee and without their support we wouldn't be where we are. I would like to thank the other committee members, Debbie, Sandra, Geraldine, Richard and Brian. In addition to the committee, I would also like to thank our other volunteers who help if they can.

Please keep an eye out for future events we are organising. Details will be on the village noticeboard, the hall website, the Herald magazine, other local publications and on Facebook pages.

The hall is being used more and more for regular activities, parties and get togethers. The increase of usage is mainly down to all the improvements that the committee have made to the hall. In addition to this a neighbouring village hall has been closed down permanently.

The committee are always looking for more volunteers to either serve on the committee or help at events so please get in touch.

The committee still have a wish list of items we want to update along with many more improvement projects. We have also been building up good relations with neighbouring villages and have begun sharing resources benefiting a wider community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to ensure that we retain sufficient funds to cover at least six months of running costs at any one time. As trustees we are aware of our responsibilities to the charity and consider these prior to making financial decisions that may or may not have an impact on the charity's financial position. We seek advice where necessary and financial expenditure decisions are only taken after careful informed consideration is given to the matter. Our financial position and our reserves policy are regularly reviewed.

Details of any funds materially in deficit

None

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.

The main income comes from the hall hirers some of which are regular hirers for activities such as Pilates, Karate, Zumba, West Hanningfield Parish Council meetings and upholstery classes. We are now taking more bookings for children's parties and other activities.

We hold various events throughout the year for the local community including a monthly coffee morning, social dances, events celebrating St Patrick's and St George's Day, and other events aimed at the local community. Next year as it is the 40th anniversary of the hall being rebuilt we are organising a summer show to celebrate and raise further funds for the hall.

As the hall is run by a small group of volunteers who are dedicated in making the hall the best facility possible for users any monies over our reserve policy are re invested back into the hall for upgrading and maintenance.

We also are constantly looking out for and applying for grant funding for any major improvements.

After a very successful Christmas Ball last year it has now become an annual event organised to raise funds for South Hanningfield Village Hall and St Peter's Church. The hall also held a very successful Christmas event which again was jointly organised between the church and the hall. Another one is being planned for the coming year. We are hoping to do more joint events with other organisations.

Section F

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Clive Vallis

Full name(s)

Clive Vallis

Position (eg Secretary, Chair, etc)

Chairman

Date

22nd July 2025

Receipts and Payments Account

South Hanningfield Village Hall

For the year ended 31 December 2024

Cash Basis

	2024	2023
Income Receipts		
Donations received	13,791	1,646
Fundraising Income	22,725	12,749
Government Grants	-	10,152
Hire charges	12,128	11,950
Interest Income	410	222
Total Income Receipts	49,055	36,719
Total Receipts	49,055	36,719
Payments		
Bank Fees	-	-
Cleaning	3,164	2,062
Fundraising Event Costs	15,122	3,099
General Expenses	122	467
Insurance	1,494	1,447
Interest Paid	1	-
IT Software and Consumables	180	155
Light, Power, Heating	3,511	1,272
New Equipment & Fittings	376	292
Postage, Freight & Courier	26	-
Printing & Stationery	-	25
Rates and refuse	1,908	1,529
Renovations and refurbishment	18,986	11,387
Repairs & Maintenance	878	10,794
Subscriptions	80	72
Telephone & Internet	287	406
Total Payments	46,136	33,008
Net Receipts for the year	2,919	3,711
Net Receipts for the year	2,919	3,711
Surplus/(deficit) for the year	2,919	3,711

Balance Sheet

South Hanningfield Village Hall

As at 31 December 2024

Cash Basis

	31 DEC 2024	31 DEC 2023
Current Assets		
Cash at bank and in hand		
Community current account	556	531
Deposit account	33,701	31,145
Total Cash at bank and in hand	34,257	31,676
Prepayments	10	10
Stock	47	119
Total Current Assets	34,314	31,805
Creditors: amounts falling due within one year		
Damage deposits	200	640
Income in Advance	30	-
Total Creditors: amounts falling due within one year	230	640
Net Current Assets (Liabilities)	34,084	31,165
Total Assets less Current Liabilities	34,084	31,165
Net Assets	34,084	31,165
Capital and Reserves		
Current Year Earnings	2,919	3,711
Defibrillator Maintenance Fund	41	41
Operating Costs (6 months) Fund	7,500	7,500
Retained Earnings	23,624	19,913
Total Capital and Reserves	34,084	31,165



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

South Hanningfield Village Hall Charity

On accounts for the year
ended

31 December 2024

Charity no
(if any)

301402

Set out on pages

6 & 7

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

21 July 2025

Name:

Robert Andrews MA, ACIB, FCIE

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

Fellow of the Association of Charity Independent Examiners

Address:

3 Swards End

Wickford

SS12 9PB

SOUTH HANNINGFIELD VILLAGE HALL CHARITY

England & Wales - Charity number 301402

Accounts

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month January	Year 2023		Day 30 th	Month December	Year 2023

Section A Reference and administration details

Charity name	South Hanningfield Village Hall Charity
Other names charity is known by	South Hanningfield Village Hall Management Committee
Registered charity number (if any)	301402
Charity's principal address	South Hanningfield Road
	South Hanningfield
	Chelmsford, Essex
Postcode	CM3 8HL

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	Clive Vallis	Chairman		
2	Debbie Owers	Treasurer		
3	Sandra Graves	Bookings Secretary		
4	Brian Hancock	SH Church Rep		
5	Geraldine Vallis	Trustee	27/07/2023 at AGM Previously Co-Opted	
6	Richard Cerson	Trustee	27/07/2023 at AGM Previously Co-Opted	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
All Councillors of the South Hanningfield Parish Council are Custodial trustees	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Custodial Trustee		

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Scheme dated 1 st January 1963
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Voted at AGM, Representative and Co-opted members

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.

The charity is an unincorporated association; it is governed by its constitution which has been previously approved by the Committee. Although the South Hanningfield Village Hall Committee runs as an independent charity it still is governed by the South Hanningfield Parish Council who are Custodial Trustees. The hall is owned by the Management Committee but the Parish Council have ownership of the land. Each year at the AGM a committee of trustees is appointed, consisting of a chairman, secretary and treasurer and up to at least four but no more than eleven nominated trustees. During the year up to three trustees may be co-opted if the maximum number is not achieved at the AGM. To be eligible to become a Committee Member they must reside in the Parish of South Hanningfield. If the Committee has vacancies we advertise these on our website, "in local papers", and, "parish notice boards/newsletters". The potential members are then invited to the open part of a committee meeting where they can see what is involved and ask questions. It also gives the other committee members a chance to meet them and formulate an opinion of their suitability. If the potential member still wants to volunteer the matter is decided at the meeting by someone proposing and a vote takes place. When we appoint committee members we try to look at individual specialist skills in order to accumulate a committee that can cover all of the required skilled areas in order for us to run a successful and efficient committee.

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

Provision and maintenance of South Hanningfield village hall for the use of the inhabitants and local community for meetings, lectures, training, leisure activities and social events with the object of improving conditions of life and interest of the inhabitants.

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 Committee manage the South Hanningfield village hall for the benefit of all the local community, to meet their needs.

The hall is used by various organisations on a regular basis and hired by local inhabitants for leisure and learning.

The committee also organise various fund-raising events throughout the year to benefit the local community.

It is also the polling station for the community, the emergency assembly location and village central focal point.

The trustees have read the general guidance provided by the Charity Commission with regard to a statement on the benefit to the public. The charity has established activities to achieve its objectives for public benefit.

The charity aims to achieve these objectives by promoting the hall via social media, church newsletters, notice boards and the Parish Council newsletters.

The Hall committee also continues to offer volunteering opportunities for those who wish to support our work, including Trusteeship, fundraising, and social media.

Additional details of objectives and activities (Optional information)

We are fortunate that the current committee actively get involved in the hall with its up keep. There are other volunteers who come and assist with some of the heavier maintenance of the hall when required. The committee would like to thank those individuals.

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

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

Summary of the main achievements of the charity during the year

It has been another busy year for the committee. We held numerous successful fundraising events which raised much needed funds to continue the maintenance of the hall. We held a summer show in July but unfortunately the weather was not kind to us and we battled against high winds. The show however was still very successful. Our Christmas Crafts and Gifts Fayre which we held in November was extremely successful and we plan on another one next year. All of our other events throughout the year all proved to be very successful. We intend to have more fundraising events next year.

We have been extremely lucky in obtaining numerous funders grants in order to make improvements to the hall and the success of these is mainly down to Geraldine who on behalf of the rest of the committee, I would like to give a big thank you to.

This hall is still currently being run by a very small committee and without their support we wouldn't be where we are. I would like to thank the other committee members, Debbie, Sandra, Geraldine, Richard and Brian. In addition to the committee, I would also like to thank our other volunteers Simon, Paul, Stella and Emma.

Please keep an eye out for future events we are organising. Details will be on the village noticeboard, the hall website, the Herald magazine, other local publications and on Facebook pages.

The hall is being used more and more for regular activities, parties and get togethers. The increase of usage is mainly down to all the improvements that the committee have made to the hall. In addition to this a neighbouring village hall has been closed down permanently.

The committee are always looking for more volunteers to either serve on the committee or help at events so please get in touch.

The committee still have a wish list of items we want to update along with many more improvement projects. We have also been building up good relations with neighbouring villages and have begun sharing resources benefiting a wider community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to ensure that we retain sufficient funds to cover at least six months of running costs at any one time. As trustees we are aware of our responsibilities to the charity and consider these prior to making financial decisions that may or may not have an impact on the charity's financial position. We seek advice where necessary and financial expenditure decisions are only taken after careful informed consideration is given to the matter. Our financial position and our reserves policy are regularly reviewed.

Details of any funds materially in deficit

None

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.

The main income comes from the hall hirers some of which are regular hirers for activities such as Pilates, Karate, Zumba, West Hanningfield Parish Council meetings and upholstery classes. We are now taking more bookings for children's parties and other activities.

We hold various events throughout the year for the local community including a monthly coffee morning, social dances, events celebrating St Patrick's and St George's Day, and other events aimed at the local community.

As the hall is run by a small group of volunteers who are dedicated in making the hall the best facility possible for users any monies over our reserve policy are re invested back into the hall for upgrading and maintenance.

We also are constantly looking out for and applying for grant funding for any major improvements.

"The 2023 accounts show Fundraising Income receipts of £12,749. This includes £7,183 of deposits received for a Christmas Ball held in January 2024. Similarly Fundraising Event Costs of £3,099 include a £1,500 deposit paid to the venue where the ball was being held. This means that the £3,711 surplus shown in the 2023 accounts includes a surplus of £5,683 relating to this 2024 event. Ignoring the surplus for the 2024 event, there would have been a deficit of £1,972 for the year ended 31 December 2023.

The Christmas Ball was an event organised to raise funds for South Hanningfield Village Hall and St Peter's Church, a church in the parish of Downham with South Hanningfield and Ramsden Bellhouse, an excepted charity. The total surplus for the Christmas Ball held in January 2024 was £1,976 of which £1,050 was distributed to Downham Parochial and £926 to South Hanningfield Village Hall."

As this joint event was successful we are planning a similar joint event this coming year.

Section F Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Clive Vallis	
--------------	--

Position (eg Secretary, Chair,
etc)

Chairman	
----------	--

Date

--



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
South Hanningfield Village Hall Charity

On accounts for the year
ended

31 December 2023

Charity no
(if any)

301402

Set out on pages

9 & 10

the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

6 July 2024

Name:

Robert Andrews MA, ACIB, FCIE

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

Fellow of the Association of Charity Independent Examiners

Address:

3 Swards End

Wickford

SS12 9PB

Receipts and Payments Account

South Hanningfield Village Hall
For the year ended 31 December 2023

Cash Basis

	2023	2022
Income Receipts		
Donations received	1,646	20,718
Fundraising	12,749	10,465
Government Grants	10,152	4,967
Hire charges	11,950	8,688
Interest Income	222	40
Total Income Receipts	36,719	44,877
Total Receipts	36,719	44,877
Payments		
Bank Fees	-	-
Cleaning	2,062	2,841
Fundraising Event Costs	3,099	6,213
General Expenses	467	706
Insurance	1,447	1,146
IT Software and Consumables	155	149
Light, Power, Heating	1,272	2,498
New Equipment & Fittings	292	9,779
Printing & Stationery	25	8
Rates and refuse	1,529	1,635
Renovations and refurbishment	11,387	32,609
Repairs & Maintenance	10,794	2,913
Subscriptions	72	72
Telephone & Internet	406	449
Total Payments	33,008	61,019
Net Receipts for the year	3,711	(16,142)
Net Receipts for the year	3,711	(16,142)
Surplus/(deficit) for the year	3,711	(16,142)

Balance Sheet

South Hanningfield Village Hall

As at 31 December 2023

Cash Basis

	31 DEC 2023	31 DEC 2022
Current Assets		
Cash at bank and in hand		
Community current account	531	1,116
Deposit account	31,145	27,206
Total Cash at bank and in hand	31,676	28,322
Prepayments	10	10
Stock	119	-
Total Current Assets	31,805	28,332
Creditors: amounts falling due within one year		
Damage deposits	640	800
Total Creditors: amounts falling due within one year	640	800
Net Current Assets (Liabilities)	31,165	27,532
Total Assets less Current Liabilities	31,165	27,532
Net Assets	31,165	27,532
Capital and Reserves		
Current Year Earnings	3,711	(16,142)
Defibrillator Maintenance Fund	41	119
Operating Costs (6 months) Fund	7,500	7,500
Retained Earnings	19,913	36,055
Total Capital and Reserves	31,165	27,532

SOUTH HANNINGFIELD VILLAGE HALL CHARITY

England & Wales - Charity number 301402

Accounts

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month January	Year 2022		Day 30 th	Month December	Year 2022

Section A Reference and administration details

Charity name	South Hanningfield Village Hall Charity
Other names charity is known by	South Hanningfield Village Hall Management Committee
Registered charity number (if any)	301402
Charity's principal address	South Hanningfield Road South Hanningfield Chelmsford, Essex Postcode CM3 8HL

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	Clive Vallis	Chairman		
2	Debbie Owers	Treasurer		
3	Sandra Graves	Bookings Secretary		
4	Brian Hancock	SH Church Rep		
5	Geraldine Vallis	Co-Opted		
6	Richard Cerson	SHP Council Rep		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
All Councillors of the South Hanningfield Parish Council are Custodial trustees	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Custodial Trustee		

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Scheme dated 1st January 1963

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Voted at AGM, Representative and Co-opted members

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.

The charity is an unincorporated association; it is governed by its constitution which has been previously approved by the Committee. Although the South Hanningfield Village Hall Committee runs as an independent charity it still is governed by the South Hanningfield Parish Council who are Custodial Trustees. The hall is owned by the Management Committee but the Parish Council have ownership of the land. Each year at the AGM a committee of trustees is appointed, consisting of a chairman, secretary and treasurer and up to at least four but no more than eleven nominated trustees. During the year up to three trustees may be co-opted if the maximum number is not achieved at the AGM. To be eligible to become a Committee Member they must reside in the Parish of South Hanningfield. If the Committee has vacancies we advertise these on our website, "in local papers", and, "parish notice boards/newsletters". The potential members are then invited to the open part of a committee meeting where they can see what is involved and ask questions. It also gives the other committee members a chance to meet them and formulate an opinion of their suitability. If the potential member still wants to volunteer the matter is decided at the meeting by someone proposing and a vote takes place. When we appoint committee members we try to look at individual specialist skills in order to accumulate a committee that can cover all of the required skilled areas in order for us to run a successful and efficient committee.

Section C

Objectives and activities

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

Provision and maintenance of South Hanningfield village hall for the use of the inhabitants and local community for meetings, lectures, training, leisure activities and social events with the object of improving conditions of life and interest of the inhabitants.

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 Committee manage the South Hanningfield village hall for the benefit of all the local community, to meet their needs.

The hall is used by various organisations on a regular basis and hired by local inhabitants for leisure and learning.

The committee also organise various fund-raising events throughout the year to benefit the local community.

It is also the polling station for the community, the emergency assembly location and village central focal point.

The trustees have read the general guidance provided by the Charity Commission with regard to a statement on the benefit to the public. The charity has established activities to achieve its objectives for public benefit.

The charity aims to achieve these objectives by promoting the hall via social media, church newsletters, notice boards and the Parish Council newsletters.

The Hall committee also continues to offer volunteering opportunities for those who wish to support our work, including Trusteeship, fundraising, and social media.

Additional details of objectives and activities (Optional information)

We are fortunate that the current committee actively get involved in the hall with its up keep. There are a couple of volunteers who come and assist with some of the heavier maintenance of the hall on a regular basis. We would like to thank Simon and Richard for all of their hard work over the last year.

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

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

Summary of the main achievements of the charity during the year

It has been a busy and trying year for the committee. We had a new table and chair storage area made in the main hall, which keeps all the tables and chairs tucked away. We also purchased 15 more 6ft tables for the hall to benefit the hall users and for hall events. We also refurbished the top hall toilets which were finished early December. Unfortunately, on 17th December the hall suffered a burst water pipe in the attic which flooded the newly refurbished toilets bringing down the ceilings, soaking the walls, flooding the cellar. This was an old pipe that burst. Thankfully we were covered by the hall insurance, and it has all been rectified along with us having to have a new floor installed in the top hall due to the water damage.

We ran successful fundraising events which included a St George's Day Dinner and Dance, Live band (Reservoir Dogs) with real ale night. We had a very successful Queen's Platinum Jubilee event in June, it was well attended, and it raised sufficient funds to enable the purchase and the installation of a defibrillator for the hall, and we then organised first aid training. This is located outside on the left-hand side of the hall. We were successful in securing funding towards the live entertainment for the day and also for a commemorative bench which was installed outside the front of the hall. We had our traditional Harvest Supper where we had a great meal and were entertained by a live band. Another very successful fundraising event was our Christmas Craft and Gifts fair in November. We have already planned out numerous fundraising events for the coming year which will include celebrating tabletop sale, St Patricks Day dance, a summer show, race night, murder mystery night and a Christmas Craft and Gifts Fayre plus more!

We have managed to replace some of the exterior rotten wood cladding with maintenance free cladding and we intend to replace the rest subject to funds. We have had all new UPVC windows to the main hall and top hall which makes the hall even more insulated and by having them opening from the bottom it decreases noise escaping from the hall. We have also installed a new noticeboard outside the hall and in the main hall.

We have been extremely lucky in obtaining numerous funders grants in order to make these improvements and the success of these is mainly down to Geraldine who on behalf of the rest of the committee, I would like to give a big thank you to.

This hall is currently being run by a very small committee and without their support we wouldn't be where we are. I would like to thank the other committee members, Debbie, Sandra, Richard, and Brian. In addition to the committee, I would also like to thank our other volunteers who help out.

Please keep an eye out for future events we are organising. Details will be on the village noticeboard, the hall website, the Herald magazine, other local publications and on Facebook pages.

The committee are always looking for more volunteers to either serve on the committee or help at events so please get in touch.

The committee still have a wish list of items we want to update along with many more improvement projects.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to ensure that we retain sufficient funds to cover at least six months of running costs at any one time. As trustees we are aware of our responsibilities to the charity and consider these prior to making financial decisions that may or may not have an impact on the charity's financial position. We seek advice where necessary and financial expenditure decisions are only taken after careful informed consideration is given to the matter. Our financial position and our reserves policy are regularly reviewed.

Details of any funds materially in deficit

None

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.

The main income comes from the hall hirers some of which are regular hirers for activities such as Pilates, Karate, Zumba, West Hanningfield Parish Council meetings and upholstery classes. We are now taking more bookings for children's parties and other activities.

We hold various events throughout the year for the local community including a monthly coffee morning, social dances, harvest celebration meal, and other events aimed at the local community.

As the hall is run by a small group of volunteers who are dedicated in making the hall the best facility possible for users any monies over our reserve policy are re invested back into the hall for upgrading and maintenance.

We also are constantly looking out for and applying for grant funding for any major improvements.

Section F

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Clive Vallis

Full name(s)

Clive Vallis

Position (eg Secretary, Chair, etc)

Chairman

Date

27th July 2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

South Hanningfield Village Hall Charity

On accounts for the year
ended

31 December 2022

Charity no
(if any)

301402

Set out on pages

8 & 9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

14 July 2023

Name:

Robert W Andrews

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

Fellow of the Association of Charity Independent Examiners

Address:

3 Swards End

Wickford

SS12 9PB

Receipts and Payments Account

South Hanningfield Village Hall

For the year ended 31 December 2022

Cash Basis

	2022	2021
Income Receipts		
Donations received	20,718	223
Fundraising	10,465	1,392
Government Grants	4,967	18,594
Hire charges	8,688	6,431
Interest Income	40	4
Total Income Receipts	44,877	26,643
Total Receipts	44,877	26,643
Payments		
Cleaning	2,841	1,812
Fundraising Event Costs	6,213	1,175
General Expenses	706	600
Insurance	1,146	1,083
IT Software and Consumables	149	119
Light, Power, Heating	2,498	601
New Equipment & Fittings	9,779	846
Printing & Stationery	8	-
Rates and refuse	1,635	79
Renovations and refurbishment	32,609	930
Repairs & Maintenance	2,913	3,519
Subscriptions	72	66
Telephone & Internet	449	-
Total Payments	61,019	10,830
Net Receipts for the year	(16,142)	15,814
Net Receipts for the year	(16,142)	15,814
Surplus/(deficit) for the year	(16,142)	15,814

Balance Sheet

South Hanningfield Village Hall

As at 31 December 2022

Cash Basis

	31 DEC 2022	31 DEC 2021
Current Assets		
Cash at bank and in hand		
Community current account	1,116	1,048
Deposit account	27,206	43,117
Total Cash at bank and in hand	28,322	44,164
Prepayments	10	10
Total Current Assets	28,332	44,174
Creditors: amounts falling due within one year		
Damage deposits	800	500
Total Creditors: amounts falling due within one year	800	500
Net Current Assets (Liabilities)	27,532	43,674
Total Assets less Current Liabilities	27,532	43,674
Net Assets	27,532	43,674
Capital and Reserves		
Current Year Earnings	(16,142)	15,814
Defibrillator Maintenance Fund	119	-
Operating Costs (6 months) Fund	7,500	-
Retained Earnings	36,055	27,860
Total Capital and Reserves	27,532	43,674

Property

The land on which the village hall stands is currently the property of South Hanningfield Parish ward residents. The building only is owned by the South Hanningfield Village Hall charity and the Parish Council are the Custodial trustees. The Parish Council can appoint two representatives to the management committee if they wish. The land used for the car park is solely owned by the South Hanningfield Parish Council. If the village hall were to cease operating then the property would revert to the Parish Council, therefore no value is recorded in the accounts of the charity.

SOUTH HANNINGFIELD VILLAGE HALL CHARITY

England & Wales - Charity number 301402

Accounts

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	Day 1 st	Month January	Year 2021		Day 30 th	Month December

Section A Reference and administration details

Charity name	South Hanningfield Village Hall Charity
Other names charity is known by	South Hanningfield Village Hall Management Committee
Registered charity number (if any)	301402
Charity's principal address	South Hanningfield Road
	South Hanningfield
	Chelmsford, Essex
Postcode	CM3 8HL

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	Clive Vallis	Chairman		
2	Debbie Owers	Treasurer		
3	Sandra Graves	Bookings Secretary		
4	Brian Hancock	SH Church Rep		
5	Geraldine Vallis	SHP Council Rep	06/07/2021 to 18/11/2021	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
All Councillors of the South Hanningfield	Geraldine Vallis 06/07/2021 to 18/11/2021

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Custodial Trustee	Geraldine Vallis	

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Scheme dated 1st January 1963

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Voted at AGM, Representative and Co-opted members

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.

The charity is an unincorporated association; it is governed by its constitution which has been previously approved by the Committee. Although the South Hanningfield Village Hall Committee runs as an independent charity it still is governed by the South Hanningfield Parish Council who are Custodial Trustees. The hall is owned by the Management Committee but the Parish Council have ownership of the land. Each year at the AGM a committee of trustees is appointed, consisting of a chairman, secretary and treasurer and up to at least four but no more than eleven nominated trustees. During the year up to three trustees may be co-opted if the maximum number is not achieved at the AGM. To be eligible to become a Committee Member they must reside in the Parish of South Hanningfield. If the Committee has vacancies we advertise these on our website, "in local papers", and, "parish notice boards/newsletters". The potential members are then invited to the open part of a committee meeting where they can see what is involved and ask questions. It also gives the other committee members a chance to meet them and formulate an opinion of their suitability. If the potential member still wants to volunteer the matter is decided at the meeting by someone proposing and a vote takes place. When we appoint committee members we try to look at individual specialist skills in order to accumulate a committee that can cover all of the required skilled areas in order for us to run a successful and efficient committee.

Section C

Objectives and activities

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

Provision and maintenance of South Hanningfield village hall for the use of the inhabitants and local community for meetings, lectures, training, leisure activities and social events with the object of improving conditions of life and interest of the inhabitants.

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 Committee manage the South Hanningfield village hall for the benefit of all the local community, to meet their needs.

The hall is used by various organisations on a regular basis and hired by local inhabitants for leisure and learning.

The committee also organise various fund-raising events throughout the year to benefit the local community.

It is also the polling station for the community, the emergency assembly location and village central focal point.

The trustees have read the general guidance provided by the Charity Commission with regard to a statement on the benefit to the public. The charity has established activities to achieve its objectives for public benefit.

The charity aims to achieve these objectives by promoting the hall via social media, church newsletters, notice boards and the Parish Council newsletters.

The Hall committee also continues to offer volunteering opportunities for those who wish to support our work, including Trusteeship, fundraising, and social media.

Additional details of objectives and activities (Optional information)

We are fortunate that the current committee actively get involved in the hall with its up keep. There are a couple of volunteers who come and assist with some of the heavier maintenance of the hall on a regular basis. We would like to thank Paul and Simon for all of their hard work over the last year.

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

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

Summary of the main achievements of the charity during the year

During the past year due to the restrictions of Covid-19 we were still unable to hold some of our usual fund-raising events. Regular monthly coffee mornings were re introduced when it was safe to do so, and we held a Harvest Supper in October but with reduced safe numbers.

The new committee were formed in July 2021 at the AGM and started work on numerous projects to update the hall facilities both inside and out.

We installed CCTV around the outside of the hall to improve security and give our hirers peace of mind.

We installed a new PA system with new ceiling speakers (previous ones had been removed and lost for some reason) which included a hearing loop. This was partly funded by the Essex Association of Local Councils.

We installed free Wi-Fi to the hall and phone/device charging sockets for users this was also partly funded by Essex Association of Local Councils.

All the hedges around the hall had not been maintained so they were all cut back by myself and two other volunteers Paul and Simon during September to March.

Some diseased trees were taken out and the large willow at the back of the hall had to be removed due to it being unsafe caused by lack of maintenance. We had to remove the two large Portuguese laurels at the front of hall as again they hadn't been maintained and had grown to an unmanageable size and causing the pathway to lift.

We had donated by Buckhurst Nursery and Garden Centre in East Hanningfield 24 hedge plants for the front of the hall, which were planted and doing well.

Storage of tables and chairs at the hall has been an ongoing issue so we decided to build a storage area without impinging into the hall. We obtained quotes and the work will be completed shortly. This will enable users to spread out more for social distancing without the need to move furniture around.

At the same time the top hall toilet facilities are being refurbished which include new sanitary ware, windows, doors, electric hand driers, lighting and decoration.

We have managed to secure some funding to assist with the work. We would like to thank South Hanningfield Parish Council for donating £3000 and Bernard Sunley Foundation for donating £5000.

We have installed a new stage in the hall and we would like to thank Chandlers Building Supplies who very kindly donated the timber. The work was done by myself and Paul, so there was no cost to the hall.

During this year we have updated our on-line booking forms, increased the use of Facebook and other social media including a new website. The website was set up by a volunteer Ryan who we would like to pass on our thanks.

We organised a St George's Day dinner and dance this was very well attended, and we received great feedback from the event. We have other events planned for the year. Sandra did a fantastic job in organising this event.

To celebrate Her Majesty's Platinum Jubilee the hall committee organised a full day of entertainment, stalls, Punch and Judy, fire engine, blacksmith display, woodturning demonstration and plenty of food and drink. We were also lucky to have the Chelmsford City Mayor to officially open the event.

We are raising funds to install a defibrillator at the hall and hope that after our Queen's Platinum Jubilee Event we might be able to achieve this.

The committee have a wish list of items we want to update along with many more improvement projects.

Section E Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to ensure that we retain sufficient funds to cover at least six months of running costs at any one time. As trustees we are aware of our responsibilities to the charity and consider these prior to making financial decisions that may or may not have an impact on the charity's financial position. We seek advice where necessary and financial expenditure decisions are only taken after careful informed consideration is given to the matter. Our financial position and our reserves policy are regularly reviewed.

Details of any funds materially in deficit

None

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.

The main income comes from the hall hirers some of which are regular hirers for activities such as Pilates, Karate, Masonic meetings and upholstery classes. We are now taking more bookings for children's parties as we come further out of Covid.

We hold various events throughout the year for the local community including a monthly coffee morning, social dances, harvest celebration meal, and other events aimed at the local community.

As the hall is run by a small group of volunteers who are dedicated in making the hall the best facility possible for users any monies over our reserve policy are re invested back into the hall for upgrading and maintenance.

We also are constantly looking out for and applying for grant funding for any major improvements.

Section F 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)

Position (eg Secretary, Chair, etc)

Date

Clive Vallis	
Chairman	
16th June 2022	



Section A

Independent Examiner's Report

Report to the trustees/
members of

South Hanningfield Village Hall Charity

On accounts for the year
ended

31 December 2021

Charity no
(if any)

301402

Set out on pages

9 & 10

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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 June 2022

Name:

Robert Andrews MA, ACIB, FCIE

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

Fellow of the Association of Charity Independent Examiners

Address:

3 Swards End

Wickford

SS12 9PB

Receipts and Payments Account

South Hanningfield Village Hall

For the year ended 31 December 2021

Cash Basis

	2021	2020
Income Receipts		
Donations received	223	10,000
Fundraising	1,392	174
Government Grants	18,594	11,334
Hire charges	6,431	4,476
Interest Income	4	28
Total Income Receipts	26,643	26,012
Total Receipts	26,643	26,012
Payments		
Cleaning	1,812	1,157
Consulting	-	350
Fundraising Event Costs	1,175	-
General Expenses	600	15
Insurance	1,083	1,220
IT Software and Consumables	119	131
Light, Power, Heating	601	461
New Equipment & Fittings	846	-
Postage, Freight & Courier	-	8
Printing & Stationery	-	40
Rates and refuse	79	944
Renovations and refurbishment	930	36,456
Repairs & Maintenance	3,519	2,151
Subscriptions	66	66
Telephone & Internet	-	20
Total Payments	10,830	43,021
Net Receipts for the year	15,814	(17,008)
Net Receipts for the year	15,814	(17,008)
Surplus/(deficit) for the year	15,814	(17,008)

Balance Sheet

South Hanningfield Village Hall

As at 31 December 2021

Cash Basis

	31 DEC 2021	31 DEC 2020
Current Assets		
Cash at bank and in hand		
Community current account	1,048	5,937
Deposit account	43,117	22,413
Total Cash at bank and in hand	44,164	28,350
Prepayments	10	10
Total Current Assets	44,174	28,360
Creditors: amounts falling due within one year		
Damage deposits	500	500
Total Creditors: amounts falling due within one year	500	500
Net Current Assets (Liabilities)	43,674	27,860
Total Assets less Current Liabilities	43,674	27,860
Net Assets	43,674	27,860
Capital and Reserves		
Current Year Earnings	15,814	(17,008)
Retained Earnings	27,860	44,868
Total Capital and Reserves	43,674	27,860

Note:

Property

The land on which the village hall stands is currently the property of South Hanningfield Parish ward residents. The building only is owned by the South Hanningfield Village Hall charity and the Parish Council are the Custodial trustees. The Parish Council can appoint two representatives to the management committee if they wish. The land used for the car park is solely owned by the South Hanningfield Parish Council. If the village hall were to cease operating then the property would revert to the Parish Council, therefore no value is recorded in the accounts of the charity.

SOUTH HANNINGFIELD VILLAGE HALL CHARITY

England & Wales - Charity number 301402

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month January	Year 2020		Day 30 th	Month December	Year 2020

Section A Reference and administration details

Charity name South Hanningfield Village Hall Charity

Other names charity is known by South Hanningfield Village Hall Management Committee

Registered charity number (if any) 301402

Charity's principal address

South Hanningfield Road

South Hanningfield

Chelmsford, Essex

Postcode CM3 8HT

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	Valerie Ray	Chairman		
2	Pauline Coster	Secretary		
3	Debbie Owers	Treasurer		
4	Deborah Esler	Bookings Secretary		
5	Brian Hancock	SH Church Rep		
6	Roger Vickers	Elected Member		
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19				
20				

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

Name	Dates acted if not for whole year

	All Councillors of the South Hanningfield Parish Council are Custodial trustees	
--	---	--

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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)

Scheme dated 1st January 1963

How the charity is constituted

(eg. trust, association, company)

Trust

Trustee selection methods

(eg. appointed by, elected by)

Voted at AGM, Representative and Co-opted members

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.

--

Section C Objectives and activities

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

Provision and maintenance of South Hanningfield village hall for the use of the inhabitants and local community for meetings, lectures, training, leisure activities and social events with the object of improving conditions of life and interest of the inhabitants.

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 Committee manage the South Hanningfield village hall for the benefit all of the local community, to meet their needs.

The hall is used by various organisations on a regular basis and hired by local inhabitants for leisure and learning.

The committee also organise various fund raising events throughout the year to benefit the local community.

It is also the polling station for the community, the emergency assembly location and village central focal point.

The trustees have read the general guidance provided by the Charity Commission with regard to a statement on the benefit to the public. The charity has established activities to achieve its objectives for public benefit.

The charity aims to achieve these objectives by promoting the hall via social media, church newsletters, notice boards and the Parish Council newsletters.

The Hall committee also continues to offer volunteering opportunities for those who wish to support our work, including Trusteeship, fundraising, and social media.

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to the restrictions of Covid-19 we were unable to hold our usual fund raising events, however, the coffee mornings were held during the first 3 months.

Over the past years we have held fund raising events to enable us to refurbish the toilets and kitchen which was eventually achieved during 2020. The refurbishment of the toilets commenced on 6th January and we were fortunate to obtain a grant of £5000 from the Essex Community Foundation towards the installation of disabled facilities. We were also able to bring forward the plans to refurbish the kitchen which took place in July. The Fire doors were replaced and electrical fire alarms installed. This has enabled us to offer an updated facility to the community.

During this year we have updated to on-line bookings plus greater use of our Facebook page and plans are in hand for a new website.

This has all been achieved despite the lack of income during lockdown, but grants obtained from Chelmsford City Council have helped keep our finances healthy.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves policy is to ensure that we retain sufficient funds to cover at least six months of running costs at any one time. As trustees we are aware of our responsibilities to the charity and consider these prior to making financial decisions that may or may not have an impact on the charity's financial position. We seek advice where necessary and financial expenditure decisions are only taken after careful informed consideration is given to the matter. Our financial position and our reserves policy are regularly reviewed.

Details of any funds materially in deficit

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.

Section F Other optional information

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)	Valerie Ray	
Position (eg Secretary, Chair, etc)	Chair	
Date		