



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 <sup>st</sup>	Month January	Year 2020		Day 30 <sup>th</sup>	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		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

	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 1<sup>st</sup> 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 6<sup>th</sup> 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**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Valerie Ray	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>		