

# Trustees' Annual Report for the period

		Period start date			Period end date		
	Day 1 <sup>st</sup>	Month January	Year 2021		Day 30 <sup>th</sup>	Month December	Year 2021
<b>From</b>					<b>To</b>		

## Section A Reference and administration details

<b>Charity name</b>	South Hanningfield Village Hall Charity
<b>Other names charity is known by</b>	South Hanningfield Village Hall Management Committee
<b>Registered charity number (if any)</b>	301402
<b>Charity's principal address</b>	South Hanningfield Road
	South Hanningfield
	Chelmsford, Essex
<b>Postcode</b>	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 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.

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
<b>Income Receipts</b>		
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
<b>Total Income Receipts</b>	<b>26,643</b>	<b>26,012</b>
<b>Total Receipts</b>	<b>26,643</b>	<b>26,012</b>
<b>Payments</b>		
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
<b>Total Payments</b>	<b>10,830</b>	<b>43,021</b>
<b>Net Receipts for the year</b>	<b>15,814</b>	<b>(17,008)</b>
<b>Net Receipts for the year</b>	<b>15,814</b>	<b>(17,008)</b>
<b>Surplus/(deficit) for the year</b>	<b>15,814</b>	<b>(17,008)</b>

# Balance Sheet

South Hanningfield Village Hall

As at 31 December 2021

Cash Basis

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

## 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.