

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.