

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	
7				
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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
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	
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Position (eg Secretary, Chair,
etc)

Chairman	
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Date

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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