

TAKELEY VILLAGE HALL

England & Wales · Charity number 301409

Details

Other names VILLAGE HALL, TAKELEY SILVER JUBILEE HALL

Status Registered

Legal form Other

Registered 1963-05-07

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

Contact

Address Brattens
Warish Hall Road
Takeley
Bishop's Stortford
CM22 6NY

Phone 07768011253

Email bookings@takeleyvillagehall.co.uk

Activities

Objects: VILLAGE HALL

Activities: General public, sports, recreation, Young people, Village hall available for hire to all. ie individuals & groups.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport
- **Who:** Children/young People, The General Public/mankind

Geography

- **Area of benefit:** PARISHES OF TAKELEY AND BUSH END
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£59,022	£64,541	-	-
2024-03-31	£121,948	£165,663	-	-
2023-03-31	£54,963	£41,262	-	-
2022-03-31	£55,845	£44,671	-	-
2021-03-31	£30,282	£30,839	-	-

Trustees

Name	Role	Appointed
Anne Regeli		2025-08-20
Barbara Johnson		2017-06-20
Carol Ann Pratt		2016-05-01
Eric Rogers		2000-01-01
Jane Bridgeman		2017-06-20
MICHAEL COLEMAN		2012-12-07
Melanie Wray		2013-01-01
Paul Leonard Burnett		2016-05-01
Robert Newman		2023-03-08

TAKELEY VILLAGE HALL

England & Wales - Charity number 301409

Accounts

Takeley Village Hall (Registered Charity number 301409)

Trustees Annual Report for the year ended 31st March 2025

Governance

The charity's address is Takeley Silver Jubilee Hall, Brewers End, Takeley, Bishop's Stortford, CM22 6QJ.

The charity is a village hall, to be used predominately by villagers for recreational, social, educational and well-being purposes. The Hall owns the building, the adjoining social club and land immediately surrounding the Hall. The charity operates entirely for public benefit. The governing document is a declaration of trust dated 22 July 1936, as varied by scheme dated 14 March 1939, and amended on 09 July 2018.

Trustees of the charity are; -

Michael Coleman – Chairman
Paul Burnett – Vice Chairman
Eric Rogers
Carol Pratt
Mel Wray
Jane Bridgeman
Barbara Johnson
Robert Newman
Anne Regeli

Trustees are appointed as both nominees and representatives of the village organisations that regularly use the Hall.

Activities for the year 2024/25

Takeley Village Hall attracts a wide range of user groups of all ages, who use the Hall for various activities including social, recreation, education and exercise purposes, catering for everyone from the very young to the elderly and everyone in between.

The pre-school is our biggest user, occupying the hall for 7 hours every day throughout school term time and is then followed by an after-school club. In an area where there are many expensive nursery schools, we strongly believe that Pixies offer excellent value for money for Takeley families. During school holidays when the pre-school closes, Essex Boys and Girls use the Hall plus the recreational grass area at the rear of the building. This space is also available to Hall users in general and is frequently used by the many Scout and Guide groups that use the adjacent Scout building throughout the week.

Our 14th 10k Run successfully went ahead this year. The 10k committee did an excellent job raising approximately £9.4k, which helps considerably with our running costs during the year. This has easily grown into the biggest village event, and we hope this event continues to be a village success story year on year. We continue to encourage other village groups to participate in hopes of them sharing in the success

of the event. Thanks to the football and cricket clubs who ran the barbeque and refreshment stalls this year from which they kept the proceeds, Takeley Running Group who helped with the stewarding and also took responsibility for the kids' fun-run, the Scout group who let us use their hut and sorted the baggage drop off and also the Takeley Sports & Social Club for the use of their facilities. The continued success of the event is very much down to the brilliant 10k committee which now includes people not necessarily associated with the hall, but who are prepared to give their time and effort to the race. I must also thank those that help on the day with registration and stewarding without whom the race would not happen. We are very grateful to all our helpers in whatever capacity, and we very much see this as the way forward as it spreads the workload and adds to the community feel of the event.

Maintenance work during this year included repairing a leaking wall and roof on the social club, the refurbishment of the wooden hall floor by sanding and polishing and re-newing the soffits and guttering on the hall. We also had repair bills for the boiler, electrics,(including an upgrade,) and cooker repairs. Combined, these amounted to some £12k of extra expense and explains the steep increase in building and maintenance costs. Our thanks to Paul Burnett for the general maintenance work he carries out for us.

The construction work for the new toilet block in the Social Club is now complete. Ratcliffe and Burrige were selected to construct new female and disabled toilets in the existing entrance area, refurbish the men's toilets, and build a new entrance. Unfortunately, the build wasn't without issues but we are reasonably confident that the completed works are now of an acceptable standard.

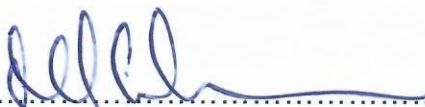
Accounts for the year 2024/25

Lettings income has decreased this year which we do not consider a worry, as a couple of regular hirers have gone but we get plenty of enquiries from potential new hirers. The income from the Feed in Tariff has also decreased due to amounts reverting to normal from the previous year, which was explained in the previous year's report. Operating costs increased sharply mainly due to increases in Maintenance and Utilities costs. Fundraising contributed £9,468 (previous year £7,347), and overall, there was a deficit of £5519 (previous year deficit of £43,715), but this is mainly due to the £12k spent on major repairs and maintenance projects.

Risk Areas and Assessment

Cash and Bank balances of £54,890 are held at the year-end, which is sufficient to cover one year of loan repayments and running costs. There is a continuing pressure on the 10k to keep delivering as our only fund raiser, but I am confident that our accounts portray us in a very healthy position and that the hall is not only well run, but also kept in good condition for which I thank our committee, in particular Jane, Paul and Rob for all your work throughout the year.

Signed



TAKELEY VILLAGE HALL
Registered Charity 301409

Statement of Assets and Liabilities at 31st March 2025

	2025	2024
MONETARY ASSETS		
Deposits and Bank Balances		
Deposit Account	1599.42	1576.03
Current Account	39103.52	54114.12
Fundraising Account	14079.09	4610.68
Cash in hand	108.26	108.26
	<u>54890.29</u>	<u>60409.09</u>
Debtors		
Unpaid Letting fees	4368.19	2434.80
Creditors: amounts falling due within one year		
Accounting Fees	252.00	240.00
Received in advance	830.50	292.50
Deposits held	200.00	400.00
RCCE affiliation	80.40	78.00
Loan repayment (note 1)	11237.70	11237.70
Outstanding estimated PRS/PPL	823.44	0.00
CREDITORS: amounts falling due after one year		
Loan from Takeley Parish Council (Note 1)	59044.75	69255.08
NON MONETARY ASSETS		
Land and buildings (Note 2)		
Tables and chairs		
PA system / sound equipment.		
Kitchen equipment		

NOTE 1

The charity borrowed £150,000 from Takeley Parish Council on 9th August 2016. Repayments of £5,619 (principal and interest) are made half yearly on 8th February and 8th August. The final instalment is due on 8th August 2031.

NOTE 2

A Rebuilding Cost Assessment was undertaken on 20th March 2023 by Chantry & Co. The total Property Reinstatement Valuation for insurance purposes is £2,624,000 (Hall & Club £1,698,000; Scout Hut £493,000, Stores building £28,000, External features £405,000). This valuation makes no allowance for VAT which would not be an issue for a total loss and complete new build, but may become relevant for a partial loss and rebuild / repair.

TAKELEY VILLAGE HALL
Registered Charity 301409

Receipts and Payments Account for the year ended 31st March 2025

	2024/25		2023/24	
	Unrestricted	Restricted	£	£
RECEIPTS				
From Trading Activities				
Lettings	33484.34		33484.34	34310.02
Rent	8965.35		8965.35	7350.00
Feed in Tariff	2183.65		2183.65	3025.96
From Voluntary Sources				
Fundraising	14365.60		14365.60	13584.61
Grants and Donations	0.00		0.00	63658.64
From Assets				
Interest	23.39		23.39	18.75
TOTAL RECEIPTS	59022.33	0.00	59022.33	121947.98
PAYMENTS				
Charitable Activities				
Staff Costs	7180.00		7180.00	7300.00
Repairs and Maintenance	15352.40		15352.40	4927.14
Utilities & Insurance	15871.95		15871.95	9680.52
Telephone and WiFi	431.79		431.79	387.04
PRS/PPL	0.00		0.00	783.56
License	180.00		180.00	388.45
Accounts & Examination	240.00		240.00	228.00
Affiliation Fee (RCCE)	238.80		238.80	0.00
Sundries	2378.84		2378.84	135.00
	41873.78	0.00	41873.78	23829.71
Other				
Fundraising Events	4897.19		4897.19	6237.38
Loan Repayments	11237.70		11237.70	11237.70
Professional Fees	2200.00		2200.00	3100.00
Hall Improvements	1288.98		1288.98	2056.55
Toilets Project	3043.48		3043.48	119201.53
TOTAL PAYMENTS	64541.13	0.00	64541.13	165662.87
NET SURPLUS / (DEFICIT)	-5518.80	0.00	-5518.80	-43714.89
Balances Brought Forward	60409.09		60409.09	104123.98
Balances Carried Forward	54890.29	0.00	54890.29	60409.09



20.8.25

**Independent Examiner's Report to the trustees of Takeley Village Hall
(Registered Charity Number 301409)**

I report to the trustees on my examination of the accounts of Takeley Village Hall (the Trust) for the year ended 31st March 2025.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Jan Stobart
Rural Community Council of Essex
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
9th October 2025

TAKELEY VILLAGE HALL

England & Wales - Charity number 301409

Accounts

TAKELEY VILLAGE HALL
Registered Charity 301409

Receipts and Payments Account for the year ended 31st March 2024

	2023/24		2022/23	
	Unrestricted	Restricted	£	£
RECEIPTS				
From Trading Activities				
Lettings	34310.02		34310.02	31907.27
Rent	7350.00		7350.00	7350.00
Feed in Tariff	3025.96		3025.96	1400.52
From Voluntary Sources				
Fundraising	13584.61		13584.61	14243.78
Grants and Donations		63658.64	63658.64	58.50
From Assets				
Interest	18.75		18.75	3.44
TOTAL RECEIPTS	58289.34	63658.64	121947.98	54963.51
PAYMENTS				
Charitable Activities				
Staff Costs	-7300.00		-7300.00	-7200.00
Repairs and Maintenance	-4927.14		-4927.14	-4853.91
Utilities & Insurance	-9680.52		-9680.52	-6425.11
Telephone and WiFi	-387.04		-387.04	-377.75
PRS/PPL	-783.56		-783.56	-1253.68
License	-388.45		-388.45	-402.00
Accounts & Examination	-228.00		-228.00	-216.00
Affiliation Fee (RCCE)	0.00		0.00	0.00
Sundries	-135.00		-135.00	-107.00
	-23829.71	0.00	-23829.71	-20835.45
Other				
Fundraising Events	-6237.38		-6237.38	-5833.49
Loan Repayments	-11237.70		-11237.70	-11237.70
Professional Fees	-3100.00		-3100.00	-1170.00
Hall Improvements	-2056.55		-2056.55	-2185.86
Toilets Project	-55542.89	-63658.64	-119201.53	0.00
TOTAL PAYMENTS	-102004.23	-63658.64	-165662.87	-41262.50
NET SURPLUS / (DEFICIT)	-43714.89	0.00	-43714.89	13701.01
Balances Brought Forward	104123.98		104123.98	90422.97
Balances Carried Forward	60409.09	0.00	60409.09	104123.98

TAKELEY VILLAGE HALL
Registered Charity 301409

Statement of Assets and Liabilities at 31st March 2024

	2024	2023
MONETARY ASSETS		
Deposits and Bank Balances		
Deposit Account	1576.03	1557.28
Current Account	54114.12	99576.14
Fundraising Account	4610.68	2882.30
Cash in hand	<u>108.26</u>	<u>108.26</u>
	<u>60409.09</u>	<u>104123.98</u>
Debtors		
Unpaid Letting fees	2434.80	2847.82
Creditors: amounts falling due within one year		
Accounting Fees	240.00	228.00
Received in advance	692.50	
Deposits held	400.00	
RCCE affiliation	78.00	
Loan repayment (note 1)	11237.70	11237.70
CREDITORS: amounts falling due after one year		
Loan from Takeley Parish Council (Note 1)	69255.08	79309.97
NON MONETARY ASSETS		
Land and buildings (Note 2)		
Tables and chairs		
PA system / sound equipment.		
Kitchen equipment		

NOTE 1

The charity borrowed £150,000 from Takeley Parish Council on 9th August 2016. Repayments of £5,619 (principal and interest) are made half yearly on 8th February and 8th August. The final instalment is due on 8th August 2031.

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Trustees Annual Report for the year ended 31st March 2024

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Trustees of the charity are:-

Michael Coleman - Chairman
Paul Burnett - Vice Chairman
John Monk
Eric Rogers
Carol Pratt
Mel Wray
Jane Bridgeman
Barbara Johnson
Robert Newman
Anne Regeli

Trustees are appointed as both nominees and representatives of the village organisations that regularly use the Hall.

Activities for the year 2023/24

Takeley Village Hall attracts a wide range of user groups of all ages, who use the Hall for various activities including social, recreation, education and exercise purposes, catering for everyone from the very young to the elderly and everyone in between.

The pre-school is our biggest user, occupying the hall for 7 hours every day throughout school term time and is then followed by an after-school club. During school holidays when the pre-school close Essex Boys and Girls use the Hall plus the recreational grass area at the rear of the building. This space is available to Hall users in general and is also frequently used by the many Scout and Guide groups that use the adjacent Scout building throughout the week.

Our 13th 10k Run successfully went ahead with approx. 450 Runners. The 10k committee did an excellent job raising in excess of £7k, which went directly towards our loan repayment. This has easily grown into the biggest village event and as such we have actively encouraged other village groups to participate. The Mens Shed ran the barbecue this year from which they kept the proceeds, Takeley Running Group helped with the

stewarding and also took on responsibility for the kids fun run, the cricket club ran the car park and the Scout group ran the baggage drop off. We very much see this as the way forward as it spreads the workload and adds to the community feel of the event.

My thanks go to the dedicated 10k committee who put a lot of time and effort in, especially over the weekend but also organizing throughout the year, ensuring the run continues its success, especially Alex Berwick whom we would be lost without her. Thanks also to the Streeter family for continuing to let us use part of their farm for the run, and also to the many volunteer stewards and other helpers on the day.

Along with many other communities, Takeley celebrated the Kings Coronation in 2023 with the Hall and Social Club having an evening of celebration which included the lighting of a beacon.

We were able to carry out some re-surfacing and levelling work to the entrance of the Social Club car park which had deteriorated to such an extent that it had become dangerous for pedestrian use. This also included the installation of a speed bump.

We were finally able to complete work on the toilet block in the Social Club. Ratcliffe and Burridge were selected to construct new female and disabled toilets in the existing entrance area, refurbish the men's toilets, and build a new entrance. The cost of the build was £139,201.53. We managed to obtain Grants from Garfield Weston (£10,000), ACRE (£20,000), Tom Amos Charity (£5,000) and Uttlesford District Council (£3,500). We also received donations of £45,158.64, which included a very generous £20,000 from Mr. Pat Curran and £5000 from R.H Haynes in memory of his mother Margaret our former treasurer, to whom we record our thanks, leaving the charity to pay the remainder from its reserves.

Accounts for the year 2023/24

I am pleased to report that the Hall continues to be in a healthy financial position. Lettings income has increased by 7.5% this year and the income from the Feed in Tariff has more than doubled which was due to an accounting/payment issue with our feed in supplier. This will revert back to normal next year. Operating costs increased by 14% mainly due to increases in Maintenance costs and insurance. Fundraising contributed £7,347 (previous year £8,410) which contributed towards the loan repayment. Overall, there was a deficit of £43,715 (previous year surplus of £13,701), but this was after contributing £55,543 towards the toilet improvements project.

Risk Areas and Risk Management

Cash and Bank balances of £60,409 are held at the year-end, which is sufficient to cover more than two years of loan repayments and running costs. A continuation of fundraising activities and a further build up of funds is required to enable the charity to fully repay the loan. The hall and buildings were revalued this year to ensure that our insurance cover is sufficient.

Finally, I record my thanks to the Hall trustees for all their work and support throughout the year but inevitably some always stand out more for their input especially Jane Bridgeman, not only for her work on the lettings which we all know is highly efficient, but

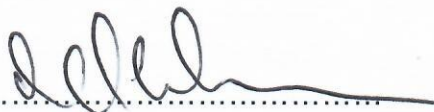
all the other tasks she takes on such as meter readings, fire and risk assessments and generally managing the Hall. Thanks also to Paul Burnett for his secretarial duties and Rob Newman and Anne Regeli for the financials. Special thanks should also be recorded for Andrea who does such a fantastic job keeping the Hall clean and tidy.

One name missing from those thanks is the titan that is John Monk who, after several previous efforts has finally made his decision to step down after 54 years outstanding voluntary service to both the Hall and the wider community of Takeley. I cannot speak highly enough of John and his importance to the village should not be overestimated. It was John who first mooted the idea of a social club as a means to bring much needed revenue to the Hall. He, along with Gordon Silvester then set about building it which proved to be such a roaring success that they then built a large extension trebling its size. John was one of the primary movers in taking on the huge job of re-furbishing the Hall which was split into 3 phases. I can assure you all that getting this completed took a huge amount of time in planning, financing - through many grant applications - and the actual completion of works which John supervised using his massive amount of knowledge and experience.

You're going to be a huge loss to us John and the Hall is certainly in a much better position for having you as a trustee over so many years. I think I can confidently speak on behalf of everyone in thanking you so much for your hard work and the influence that you have had on the Hall over the last 5 decades, and we wish you and Shirley all the best for your future.

M.S Coleman

Signed



Date20/08/2024.....

On behalf of the Trustees

TAKELEY VILLAGE HALL

England & Wales - Charity number 301409

Accounts

Takeley Village Hall (Registered Charity number 301409)

Trustees Annual Report for the year ended 31st March 2023

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Takeley Village Hall attracts a wide range of user groups of all ages, who use the Hall for various activities including social, recreation, education and exercise purposes, catering for everyone from the very young to the elderly.

The pre-school is our biggest user, occupying the hall for 7 hours every day throughout school term time and is then followed by an after-school club. We are delighted with the success of the pre-school group and its Ofsted rating of 'Good', especially as many of the children come from not particularly affluent families in the village.

Our 12th 10k Run successfully went ahead with approx. 450 Runners. Encouragingly we have several new committee members that give of their time which continues to ensure the success of this very popular event. We thank the 10k committee for their efforts which contributed in excess of £8k which went directly towards our loan repayment.

Along with many other communities, Takeley celebrated the Queen's Platinum Jubilee in 2022 which the Hall and Social Club being at the centre of the festivities. Along with the lighting of a beacon, the Hall also hosted a film night and a very successful mini-Olympics for families which was well attended and enjoyed by all.

We were finally able to approve and give the go ahead for improvements to the toilet block in the Social Club. Having received 3 quotes from local builders, Ratcliffe and Burrige were selected to construct new female and disabled toilets in the existing entrance area, refurbish the men's toilets, and build a new entrance. Cost of the build is projected to be £114,000 including VAT. We managed to obtain £38,500 in grants and a further £25,000 in donations, which included a very generous £20,000 from Mr Pat Curran to whom we recorded our thanks, leaving the Hall to pay the remaining £50,500.

Accounts for the year 2022/23

Lettings have increased slightly this year due to both a small increase in our hire charges and increased lettings. Operating costs increased by 12% mainly due to higher staff costs and PRS/PPL invoices (two years being paid in 2022/23). Fundraising contributed £8,410 (previous year £8,193) which contributed towards the loan repayment. Overall, there was a surplus of £13,701 (previous year £11,174)

Risk Areas and Risk Management

The risks associated with COVID19 will continue to be monitored as we enter the autumn and winter months. Cash and Bank balances of £104,124 are held at the year-end and, although this will drop by £50k over the summer, the trustees are confident that there will be sufficient to cover commitments for the forthcoming two years. A continuation of fundraising activities and a further build up of funds is required to enable the Hall to continue to meet its loan repayments.

Chantry & Co have been commissioned to carry out a new valuation report.

Signed


Date 17.1.2024

On behalf of the Trustees

TAKELEY VILLAGE HALL
Registered Charity 301409

Receipts and Payments Account for the year ended 31st March 2023

	2022/23		2021/22	
	Unrestricted	Restricted	£	£
RECEIPTS				
From Trading Activities				
Lettings	31907.27		31907.27	29546.12
Rent	7350.00		7350.00	7538.33
Feed in Tariff	1400.52		1400.52	1748.01
From Voluntary Sources				
Fundraising	14243.78		14243.78	14345.37
Grants and Donations	58.50		58.50	2667.00
From Assets				
Interest	3.44		3.44	0.12
TOTAL RECEIPTS	54963.51	0.00	54963.51	55844.95
PAYMENTS				
Charitable Activities				
Staff Costs	-7200.00		-7200.00	-5973.89
Repairs and Maintenance	-4853.91		-4853.91	-6091.90
Utilities & Insurance	-6425.11		-6425.11	-5433.96
Telephone and WiFi	-377.75		-377.75	-362.39
PRS/PPL	-1253.68		-1253.68	-176.26
License	-402.00		-402.00	-180.00
Accounts & Examination	-216.00		-216.00	-204.00
Affiliation Fee (RCCE)	0.00		0.00	-132.00
Sundries	-107.00		-107.00	-48.00
	-20835.45	0.00	-20835.45	-18602.40
Other				
Fundraising Events	-5833.49		-5833.49	-6151.90
Loan Repayments	-11237.70		-11237.70	-11237.70
Professional Fees	-1170.00		-1170.00	-698.90
Hall Improvements	-2185.86		-2185.86	-3650.00
New Equipment	0.00		0.00	-4330.07
TOTAL PAYMENTS	-41262.50	0.00	-41262.50	-44670.97
NET SURPLUS / (DEFICIT)	13701.01	0.00	13701.01	11173.98
Balances Brought Forward	90422.97		90422.97	79248.99
Balances Carried Forward	104123.98	0.00	104123.98	90422.97

TAKELEY VILLAGE HALL
Registered Charity 301409

Statement of Assets and Liabilities at 31st March 2023

	2023	2022
MONETARY ASSETS		
Deposits and Bank Balances		
Deposit Account	1557.28	1553.84
Current Account	99576.14	83051.16
Fundraising Account	2882.30	5709.71
Cash in hand	108.26	108.26
	<u>104123.98</u>	<u>90422.97</u>
Debtors		
Unpaid Letting fees	2847.82	3339.82
Affiliation Fees in advance		66.00
Creditors: amounts falling due within one year		
PRS		715.00
Accounting Fees	228.00	216.00
Deposits held		900.00
Loan repayment (note 1)	11237.70	11237.70
CREDITORS: amounts falling due after one year		
Loan from Takeley Parish Council (Note 1)	79309.97	89211.79
NON MONETARY ASSETS		
Land and buildings (Note 2)		
Tables and chairs		
PA system / sound equipment.		
Kitchen equipment		

NOTE 1

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NOTE 2

The Land and Buildings were valued on 21st September 2016 by Mullocks Wells. The Market Value is £474,000 (Hall £157,000, Club £200,000, Scout Hut £117,000). The total Property Reinstatement Valuation for insurance purposes is £1,683,000 (Hall & Club £1,230,000; Scout Hut £453,000).

**Independent Examiner's Report to the trustees of TAKELEY SILVER JUBILEE HALL
(Registered Charity Number 301409)**

I report to the trustees on my examination of the accounts of Takeley Silver Jubilee Hall for the year ended 31st March 2023.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Gemma Humphries

Gemma Humphries
Rural Community Council of Essex
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
16th January 2024

TAKELEY VILLAGE HALL

England & Wales - Charity number 301409

Accounts

Takeley Village Hall (Registered Charity number 301409)

Trustees Annual Report for the year ended 31st March 2021

Governance

The charity's address is Takeley Silver Jubilee Hall, Brewers End, Takeley, Bishop's Stortford, CM22 6QJ.

The charity is a village hall, to be used predominately by villagers for recreational, social, educational and wellbeing purposes. The Hall owns the building, the adjoining social club and land immediately surrounding the Hall. The charity operates entirely for public benefit. The governing document is a declaration of trust dated 22 July 1936, as varied by scheme dated 14 March 1939, and amended on 09 July 2018.

Trustees during the year were;-

Michael Coleman - Chairman
Paul Burnett Vice Chairman
Robert Newman – Treasurer
John Monk
Eric Rogers
Carol Pratt
Mel Wray
Barbara Aviet
Jane Bridgeman
Barbara Johnson

Trustees are appointed as both nominees and representatives of the village organisations that are regular users of the hall. Jane Bridgeman is paid £3,000 per year for her role as letting secretary, and is highly regarded by the committee.

Activities for the year 2020/21

Takeley Village Hall attracts a wide range of user groups of all ages, who use the Hall for various activities including social, recreation, education and exercise purposes, catering for everyone from the very young to the elderly. However, the hall has been closed for much of the year due to the COVID 19 pandemic, opening for a short spell in the summer / autumn of 2020 for limited activities, before closing again.

Whilst the hall has been closed the opportunity has been taken to undertake various maintenance and refurbishment tasks including the provision of new kitchen equipment and new store doors. The decision was made to keep Jane employed, as she would undoubtedly receive enquiries on re-opening, would need to keep checking the hall and it was also hoped that the playgroup would be allowed to open, which would require Jane's input. It was also agreed that Andrea would continue with limited cleaning.

However, it was felt that Graham's Mann's role as caretaker was unnecessary, and he was stood down. Graham's role was subsequently reviewed during the lockdown period, and whilst it was agreed that he was extremely diligent at what he did, the role really required someone who was happy just to let hirers without keys in and to lock up and have a check round the building after. Graham was offered this newly defined role, but declined the offer. Dave Reynolds has recently agreed to take on the role. Jane and Andrea (our excellent cleaner) to keep themselves busy, undertook to paint the walls in the hall and committee room.

Following strict government covid guidelines, we managed to reopen at the first opportunity, which was September 2020, when the hall was covered in floor tape, hand gel dispensers and one way systems, all organized, and driven, by Jane. We had a fantastic take up from most of our groups, but sadly it didn't last, and we had to close again in December.

Sadly, the annual 10k Run could not go ahead in 2020 because of the pandemic, but the committee is hopeful for the 2021 event.

Pre School

The committee had become aware that Little Learners pre school group, had been trying to sell the business for some time and that her child numbers were low. As the pre school group is fundamental to the ongoing success of the hall, the committee became increasingly concerned with the lack of progress of any potential sale. After repeatedly ignoring our requests to obtain any form of guarantee from Little Learners as to their plans for the coming year, it was agreed that we would not offer Little Learners a further licence, and a letter was duly sent explaining our reasoning. This was not well received and there followed a series of unsubstantiated legal threats and fanciful compensation claims. These were initially dealt with by the Chairman, but following an emergency committee meeting, and in the face of increasing personal accusations, it was agreed that we should inform our insurers who in turn instructed their solicitors to act on our behalf. A letter from the solicitors refuting all claims made against us, was fortunately enough to draw a line under the whole affair.

A new pre school group, Pixie's, has been formed by an ex-employee of Mrs Goodchild, but were unfortunately unable to open until March 2021. We are very encouraged by the enthusiasm and the obvious uplift in quality of the new group, and look forward to a long working relationship with them.

Accounts for the year 2020/21

Lettings were down by 80% on the previous year but this was largely compensated by the various COVID related government grants. The biggest blow was the loss of fundraising income this year. However, operating costs were also greatly reduced because of the hall closure and overall the accounts show a deficit of £556.53 compared to the previous year deficit of £3,145.41. This net result is after making the interest and capital repayment on the loan from Takeley Parish Council.

Cash and Bank balances of £79,248.99 are held at the year-end and the trustees are confident that these reserves are sufficient to cover two years of operating costs. Repayment of the loan in the longer term is dependent on the reopening of the hall and resumption of fundraising activities

TAKELEY VILLAGE HALL
Registered Charity 301409

Receipts and Payments Account for the year ended 31st March 2021

	2020/21		£	2019/20
	Unrestricted	Restricted		£
RECEIPTS				
From Trading Activities				
Lettings	5177.50		5177.50	28593.33
Rent	3863.33		3863.33	7350.00
Feed in Tariff	1821.18		1821.18	1760.26
From Voluntary Sources				
Fundraising	58.64		58.64	11284.18
Grants and Donations	19360.64		19360.64	0.00
From Assets				
Interest	0.71		0.71	2.85
TOTAL RECEIPTS	30282.00	0.00	30282.00	48990.62
PAYMENTS				
Charitable Activities				
Staff Costs	-4583.00		-4583.00	-8185.00
Repairs and Maintenance	-5227.79		-5227.79	-13015.35
Utilities & Insurance	-5121.24		-5121.24	-5915.37
Telephone and WiFi	-351.44		-351.44	-323.82
PRS/PPL	0.00		0.00	-1253.68
License	-180.00		-180.00	-180.00
Accounts & Examination	-252.00		-252.00	-192.00
Affiliation Fee (RCCE)	0.00		0.00	-126.00
Sundries	-25.00		-25.00	-25.00
	-15740.47	0.00	-15740.47	-29216.22
Other				
Fundraising Events	-321.00		-321.00	-7026.85
Loan Repayments	-11237.70		-11237.70	-11237.70
Professional fees	0.00		0.00	-3111.60
Hall Improvements	-3539.36		-3539.36	0.00
New Equipment			0.00	-1543.66
TOTAL PAYMENTS	-30838.53	0.00	-30838.53	-52136.03
NET SURPLUS / (DEFICIT)	-556.53	0.00	-556.53	-3145.41
Balances Brought Forward	79805.52		79805.52	82950.93
Balances Carried Forward	79248.99	0.00	79248.99	79805.52

Signed  Date 22/7/21

- On behalf of the Trustees

TAKELEY VILLAGE HALL
Registered Charity 301409

Statement of Assets and Liabilities at 31st March 2021

	2021	2020
MONETARY ASSETS		
Deposits and Bank Balances		
Deposit Account	1553.72	1553.01
Current Account	68833.07	63509.10
Fundraising Account	8753.94	14635.15
Cash in hand	108.26	108.26
	79248.99	79805.52
 Debtors		
Unpaid Letting fees		528.00
Rent due		4239.99
Affiliation Fees in advance		66.00
 Creditors: amounts falling due within one year		
Letting Fees in advance		1312.00
PRS	686.00	
Accounting Fees	170.00	204.00
Deposits held		692.00
Loan repayment (note 1)	11237.70	11237.70
 CREDITORS: amounts falling due after one year		
Loan from Takeley Parish Council (Note 1)	98962.86	108565.48
 NON MONETARY ASSETS		
Land and buildings (Note 2)		
Tables and chairs		
PA system / sound equipment.		
Kitchen equipment		

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TAKELEY SILVER JUBILEE HALL
Registered Charity Number 301409

Independent examination of accounts for the year ended 31st March 2021

Charity Commission requirement

Total income is above £25,000 and there is a requirement to lodge accounts and Trustees Annual Report with the Charity Commission.

Confirmation of Directions 1 and 2

- Accounts can be prepared on a receipts and payments basis and an independent examination undertaken.
- The independent examiner has no connection with the trustees or involvement in day to day administration of the charity.

Scope of work undertaken

- Cash book totals (Transactions spreadsheet) agreed to receipts and payments totals on the face of the accounts.
- Bank statement balances at start and end of year, reconciled to cash book balances and agreed to amounts shown on the statement of assets and liabilities.
- Sample of requests for payment trailed through the cash book.
- Sample of lettings receipts trailed through the cash book.
- An outline assessment of debtors and creditors as at 31st March 2021.
- There has been no verification of assets owned by the charity.
- Confirm there are no restricted funds
- Confirm the accounts meet Charity Commission requirements
- Review the TAR

Notes

The accounting records are kept to the required standards and are well presented however I have identified a matter of concern as I have been unable to verify some receipts and payments as the documentation presented was missing this information.

These include expenditure for any utilities, insurance premiums, telephone and Wi-Fi plus income for the period April 2020 to July 2020 and feed in tariffs. Care should be taken next year to provide source documents or some other form of evidence to support each transaction.

Income during the period from hall hire and fundraising has been severely restricted following the closure of the hall due to the Covid 19 pandemic. Grants of £19,360.64 were received from Uttlesford District Council although no source documents for these have been produced.

The petty cash balance remains unchanged throughout the year at £108.26. These funds have not been verified but the amount is not significant in terms of total funds of the charity. It is assumed that there have been no cash transactions in the year and that the closing balance is held by the treasurer.

It is noted that the cleaner is paid in cash for her services by one of the trustees who is then reimbursed directly from the village hall bank account. However, it is best practice to pay the cleaner by cheque or direct credit to minimise tax and/or other fraud.

Reserves are at 2.6 times the previous years running costs although this figure represents a period of high hall closure due to the Covid 19 pandemic and I understand this opportunity was taken to undertake various repairs and improvements.

Neil Harper
14th July 2021