

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date Period end date

Charity name

Charity No
(if any)

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | Little Hadham Village Hall is held upon trust for the the inhabitants of the Parish of Little Hadham without distinction of political religious, or other opinions. Use is for meetings, lectures ad classes and for other forms of recreation and leisure time occupations with the objective of improving the conditions of life for the inhabitants |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | Main activities are bowls, badminton, cinema club, afternoon tea, community breakfast, digital inclusion and fitness classes, fundraising activities & private hire. To further the charities purposes, we have secured grant funding to support initiatives like warm spaces and afternoon cinema. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | All management committee members are emailed a copy of CC3: The Essential Trustee. We also have a Management Trustee (Induction) Policy in place and trustees are required to sign a declaration annually which refers to the Charity Commissions guidance on public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|-------------------|--|
| Policy on grant making | Para 1.38 | LEFT BLANK |
| Policy on social investment including program related investment | Para 1.38 | LEFT BLANK |
| Contribution made by volunteers | Para 1.38 | The management committee is made up of volunteers as escribed in the constitution. Volunteers play an essential part in ensuring the premises are maintained properly with reference to health and safety legislation. Financial management is regularly reviewed including applications for grant funding |
| Other | | LEFT BLANK |

Achievements and Performance

| | SORP reference | |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>The main achievements of the Charity has been to secure grant funding for replacement windows, doors, curtains and new kitchen. The Village Hall has been recognised by Low Carbon Workspaces for an energy saving of 2 tonnes of CO₂e emissions per year.</p> <p>We have also secured grant funding in support of new initiatives such as warm spaces and relaxed screening afternoon cinema suitable for vulnerable groups. Other groups have secured funding and hire the village hall for their activities in support of community well-being.</p> <p>We have also worked with social prescribers and NHS practitioners to provide help and support to vulnerable groups including the elderly and young mothers, which included distribution of food vouchers supplied to us via a grant managed by CDA.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|------------|
| Achievements against objectives set | Para 1.41 | LEFT BLANK |
| Performance of fundraising activities against objectives set | Para 1.41 | LEFT BLANK |
| Investment performance against objectives | Para 1.41 | LEFT BLANK |
| Other | | |

Financial Review

| | SORP reference | |
|--|----------------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | There are no outstanding debts and we continue to maintain a healthy income despite the current economically climate. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The policy on reserves is to hold six months operating costs and expenses. We hold this level of reserves to ensure that in the event of extraordinary or changing circumstances the Charity has sufficient funds to continue to manage the business of the Charity. |
| Amount of reserves held | Para 1.22 | £17,600 |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|---|----------------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Principal sources of income are fundraising events, hall hire and targeted grant application |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | LEFT BLANK |
| A description of the principal risks facing the charity | Para 1.46 | LEFT BLANK |
| Other | | LEFT BLANK |

Structure, Governance and Management

| Description of charity's trusts: | SORP reference | |
|---|----------------|---|
| Type of governing document (trust deed, royal charter) | Para 1.25 | Trust - Constitution derived from conveyance document November 1970 |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Unincorporated |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Constitution states that 5 members are elected and 9 appointed members representing local groups become management trustees. The constitution also allows up to 3 co-opted members. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|---|----------------|------------|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | LEFT BLANK |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | LEFT BLANK |
| Relationship with any related parties | Para 1.51 | LEFT BLANK |
| Other | | LEFT BLANK |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | LITTLE HADHAM VILLAGE HALL TRUST |
| Other name the charity uses | |
| Registered charity number | 302425 |
| Charity's principal address | THE FORD, LITTLE HADHAM, WARE HERTS SG11 2BP |

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 | JAN WILLIAMSON | CHAIR | | ELECTED |
| 2 | JOAN MCKINLAY | VICE-CHAIR | | ELECTED |
| 3 | DENISE ARMSTRONG | BOOKINGS SECRETARY | | ELECTED |
| 4 | KAITEE ROBINSON | MINUTES SECRETARY | | ELECTED |
| 5 | DAVID WILLETT | | | APPOINTED |
| 6 | ANNETTE LUDEKE | | | APPOINTED |
| 7 | PETER ENGLISH | | | APPOINTED |
| 8 | FREDDIE ARKELL | | | APPOINTED |
| 9 | RICHARD MARDELL | | | APPOINTED |
| 10 | MIKE SMITH | | | APPOINTED |
| 11 | KARIN GREEN | | | APPOINTED |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
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| 19 | | | | |
| 20 | | | | |

Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|----------------|-----------------------------------|--|
| JOHN FARDELL | | |
| ANGELA FARDELL | | |
| KARIN GREEN | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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)

| | |
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**Position (eg Secretary,
Chair, etc)**

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| | |
|--|--|

Date

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Village Hall Trust
Little Hadham
Statement of Financial Activities at 31 July 2022

| INCOME | | |
|------------------------------------|-------------------|-------------------|
| Admin | £0.00 | |
| Fundraising | £3,476.48 | |
| Other | £0.00 | |
| Internal Income (10) | £3,476.48 | |
| Clubs | £5,157.50 | |
| Events | £9,760.61 | |
| Admin | £248.78 | |
| Catering | £90.00 | |
| Residential Income (20) | £15,256.89 | |
| Clubs | £2,607.25 | |
| Events | £4,278.34 | |
| Catering | £0.00 | |
| Commercial Income (30) | £6,885.59 | |
| LHVH (Applied and managed by LHVH) | £51,958.50 | |
| Community (Not managed by LHVH) | £1,547.00 | |
| Grant Income (40) | £53,505.50 | |
| Donations | £5,329.49 | |
| Amazon Smile | £47.81 | |
| EH Lottery | £851.00 | |
| Other | £1,770.27 | |
| Misc. Income (50) | £7,998.57 | |
| TOTAL INCOME | £87,123.03 | £87,123.03 |

| EXPENDITURE | | |
|-------------------------------|------------------|------------------|
| Electricity | 2,205.70 | |
| Gas | 148.72 | |
| Water | 1,760.07 | |
| Phone/Internet | 762.71 | |
| Waste | 93.98 | |
| Licence | 81.00 | |
| Insurance | 6,364.04 | |
| Bank Charges | 29.96 | |
| Cleaning | 1,512.00 | |
| Electrical Work | 3,793.53 | |
| Plumbing | 0.00 | |
| Hall Maintenance (Contracted) | 185.34 | |
| Garden Maintenance | 1,245.00 | |
| IT | 0.00 | |
| Music Licence | 132.00 | |
| Running Costs (11) | 18,314.05 | |
| Wages | 0.00 | |
| Parish Magazine | 246.00 | |
| Expenses (from Volunteers) | 5,956.30 | |
| Purchases | 403.94 | |
| Marketing | 1,171.03 | |
| Hall Refurbishment | 54,628.86 | |
| Misc. | 5,596.75 | |
| Other (22) | 68,002.88 | |
| TOTAL EXPENDITURE | 86,316.93 | 86,316.93 |

| | |
|--------------------------------|----------------|
| Net Profit for the year | £806.10 |
|--------------------------------|----------------|

| | |
|----------------------------|-----------|
| Gain/(Loss) on investments | £1,230.95 |
| Fixed assets written off | £0.00 |

| | |
|-------------------------------|----------------|
| Accounting Profit/Loss | £424.85 |
|-------------------------------|----------------|

| | |
|----------------------|-------------------|
| Balance b/fwd | £56,432.03 |
|----------------------|-------------------|

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|----------------------|-------------------|
| Balance c/fwd | £56,007.18 |
|----------------------|-------------------|

Village Hall Trust
Little Hadham
Balance Sheet at 31 July 2022

| FIXED ASSETS | 2022 | 2021 |
|--------------------------------|--------------------------|--------------------------|
| Tangible fixed assets (Note 1) | £0.00 | £0.00 |
| Investments (Note 2) | <u>£23,557.20</u> | <u>£24,788.15</u> |
| | <u>£23,557.20</u> | <u>£24,788.15</u> |
| CURRENT ASSETS | | |
| Bank balance | | |
| Community Account | £20,605.40 | £19,803.01 |
| Savings Account | <u>£11,844.58</u> | <u>£11,840.87</u> |
| | <u>£32,449.98</u> | <u>£31,643.88</u> |
| | <u>£56,007.18</u> | <u>£56,432.03</u> |

| | | |
|---|---------------------|---------------------|
| CREDITORS: amounts falling due within one year | | |
| Fees and rents received in advance | £0.00 | £0.00 |
| Accruals | £0.00 | £0.00 |
| | <u>£0.00</u> | <u>£0.00</u> |

| | | |
|---------------------------|--------------------------|--------------------------|
| NET CURRENT ASSETS | | |
| Assets | <u>£23,557.20</u> | £24,788.15 |
| Bank accounts | <u>£32,449.98</u> | £31,643.88 |
| | <u>£56,007.18</u> | <u>£56,432.03</u> |

Approved by the Trustees on: 1st June 2023

| | |
|---|---|
| Signed: <i>Nina Holmes</i> Honorary Treasurer: Nina Holmes | Signed: <i>J. Williamson</i> Honorary Chairman: Jan Williamson |
|---|---|

NOTES ON BALANCE SHEET ITEMS

| 1. Tangible fixed assets | Book Value 31.07.22 | Depreciation | Book Value 31.07.21 |
|---------------------------------|--------------------------------|---------------------|--------------------------------|
| Hall | £0.00 | | £0.00 |
| Surgery | £0.00 | | £0.00 |
| Equipment | £0.00 | | £0.00 |
| Total | £0.00 | £0.00 | £0.00 |

| 2. Name | Bought | Gain | 31.07.22 | Loss | 31.07.21 |
|------------------|---------------|-------------|-----------------|-------------|-----------------|
| Invesco Perpetua | May 2004 | | £23,557.20 | -£1,230.95 | £24,788.15 |



LITTLE HADHAM VILLAGE HALL TRUST

The Ford, Little Hadham, Ware, Herts SG11 2BP

Registered Charity no: 302425

Website: www.littlehadhamvillagehall.com

Chair: Mrs Jan Williamson Email: chairvillagehall@littlehadham.org.uk

3rd June 2023

Dear Nina,

You have asked me to review the accounting records and the formal accounts.

I confirm the following:

1. The accounting records are clearly documented
2. The accounts reconcile with the accounting records
3. The format of the accounts is accurate

Yours Sincerely,

Neil Faraday MPhys ACA FCA (ICAEW – 1442521)