



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> Aug 2024 To 31<sup>st</sup> July 2025

Charity name: LITTLE HADHAM VILLAGE HALL TRUST

Charity registration number: 302425

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Little Hadham Village Hall is held upon trust for the inhabitants of the Parish of Little Hadham without distinction of political, religious or other opinions. Use is for meetings, lectures, classes, social activities and other forms of recreation and leisure time occupations with the objective of improving the lives of the inhabitants.</b>
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	<b>Main activities are community events: monthly Community Breakfast, monthly community cinema and weekly Welcome café. There are clubs for bowls, village pantomime, digital inclusion and fitness classes. The hall is available for private and commercial hire</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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 Commission's guidance on public benefit.</b>

## 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	<b>The management committee is made up of volunteers as described in the constitution. Volunteers play an essential role in ensuring the premises are maintained properly with reference to health and safety legislation. Financial management is regularly reviewed and grant funding monitored.</b>
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	<b>The main achievements of the charity have been to enable community events that foster integration of residents into the community and the formation of relationships, alleviating loneliness and isolation. The monthly Community Breakfast and the weekly Welcome Café have had increasing numbers of attendees throughout the year, making the Village Hall an effective social hub. We have secured grant funding that helps the above, as well as other projects such as the community cinema, the bereavement café, classes on basic cooking and demonstration of air frying. We continue to work with social prescribers and NHS providers to provide help and support to vulnerable groups including the elderly and young mothers. We provide a space for free food distribution by Olio.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

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		LEFT BLANK

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>There are no outstanding debts, and we have carried out significant refurbishment of the Village Hall.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The policy on reserves is to hold at least 6 months operating costs and expenses. We hold this level of reserves to ensure the Charity has sufficient funds to manage the business of the charity in the event of extraordinary or changing circumstances. We also hold £25,000 in reserve for unexpected refurbishment costs</b>
Amount of reserves held	Para 1.22	<b>£59,000</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Hall hire, fundraising events and targeted grant applications.</b>
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:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust- Constitution derived from conveyance document November 1970</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated</b>
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	<b>Constitution states that 5 members are elected and 9 appointed representing local groups. These become the management trustees. The constitution also allows up to 3 co-opted members.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

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	<b>LITTLE HADHAM VILLAGE HALL TRUST</b>
Other name the charity uses	
Registered charity number	<b>302425</b>
Charity's principal address	<b>The Ford, Little Hadham, Ware, Herts, SG11 2BP</b>

### **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	Acting treasurer from 1 <sup>st</sup> Nov 2024	Elected
3	Denise Armstrong	Bookings Secretary		Elected
4	Kaitee Robinson	Minutes Secretary		Elected
5	Nina Holmes	Treasurer	Resigned 31 <sup>st</sup> October 2024	Elected
6	Annette Ludetke			Appointed
7	Peter English			Appointed
8	Freddie Arkell			Appointed
9	Richard Mardell			Appointed
10	Mike Smith			Appointed
11	Judi Wheeler			Appointed
12	David Willett			Appointed
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

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

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### 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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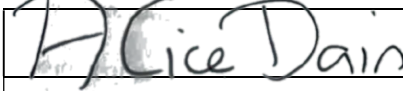
## Other optional information

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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)		
Full name(s)	Alice Dain	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	14/4/26	

## RECEIPTS AND PAYMENTS

## CHARITY COMMISSION ANNUAL RETURN

Year ended 31st July 2025

Year ended 31st July 2024

RECEIPTS

£

201-Hall Events Income,Fundraising	2,793.13
202-Hall Hire- resident and NFP	11,583.79
203-Hall Hire- Commercial and Non Resident	16,143.42
205-Catering Sales	
206-Drinks and Ice Cream Sales	116.00
207-Grant Income -Allocated	9,293.50
208-Income LHVH Events (other)	615.65
209-Donations	6,069.64
210-Cinema Income	589.51
212-Welcome Café Donations	4,421.58
213-Community Breakfast Donations	3,426.66
214-Basic Cook/Bereavement Café Donations	55.00
215-Darts and Games Income	-21.30
260-Other Revenue	
270-Interest income	1,066.46

TOTAL RECEIPTS56,153.04RECEIPTS

£

201-Hall Events Income,Fundraising	1,565
202-Hall Hire- resident and NFP	8,535
203-Hall Hire- Commercial and Non Resident	8,084
205-Catering Sales	2,014
206-Drinks and Ice Cream Sales	37
207-Grant Income -Allocated	19,030
208-Income LHVH Events (other)	4,630
209-Donations	9,821
210-Cinema Income	1,612
212-Welcome Café Donations	
213-Community Breakfast Donations	
214-Basic Cook/Bereavement Café Donations	
215-Darts and Games Income	
260-Other Revenue	11,943
270-Interest income	512

TOTAL RECEIPTS67,782PAYMENTS

400-Advertising and Marketing	408.31
404-Bank Fees	114.69
408-Cleaning	393.28
409-Cleaners Pay	2,360.80
410-Drinks and Ice Cream Purchases	343.97
415-Purchases for Events	1,463.13
420-Catering Purchases	287.22
429-General Expenses	96.53
433-Insurance	8,202.88
445-Gas and Electricity	4,735.09
446-Water	554.30
447-Trade Waste	323.22
448-Premises Licences	652.74
449-Other Licences	359.80
461-Printing and Stationary	297.45
463-IT Software	788.73
473- Repairs and Maintenance	2,957.75
476- Hall Refurbishment	24,822.81
480-Staff Training	
483-Streaming Costs	514.56
484-Window Cleaner	160.00
485-Subscriptions	311.74
486-Grounds Maintenance	1,535.00
487- RCC Expenses	128.39
489-Telephone and Internet	728.16
490-Sundry Payments	
491-Renewal of Equipment	
493-Community Breakfast Catering expenses	1,267.55
495-Welcome Café Catering Expenses	1,465.51
496-Basic Cooking Expenses	23.79

TOTAL PAYMENTS55,297.40SURPLUS855.64PAYMENTS

400-Advertising and Marketing	650
404-Bank Fees	110
408-Cleaning	2,326
409-Cleaners Pay	144
410-Drinks and Ice Cream Purchases	
415-Purchases for Events	3,111
420-Catering Purchases	2,022
429-General Expenses	318
433-Insurance	7,919
445-Gas and Electricity	3,429
446-Water	834
447-Trade Waste	307
448-Premises Licences	35
449-Other Licences	1,401
461-Printing and Stationary	474
463-IT Software	1,131
473- Repairs and Maintenance	6,660
476- Hall Refurbishment	5,659
480-Staff Training	69
483-Streaming Costs	
484-Window Cleaner	
485-Subscriptions	
486-Grounds Maintenance	
487- RCC Expenses	
489-Telephone and Internet	682
490-Sundry Payments	81
491-Renewal of Equipment	904
493-Community Breakfast Catering expenses	
495-Welcome Café Catering Expenses	
496-Basic Cooking Expenses	

TOTAL PAYMENTS38,266SURPLUS29,516



# Little Hadham Village Hall Trust

CASH 31st JULY 2025

Main Bank Account  
Savings Account

£  
16,544.81  
59,022.28

**TOTAL**75,567.09

CASH 31st JULY 2024

Main Bank Account  
Savings Account

£  
16,755.63  
57,955.82

**TOTAL**74,711.45

## Notes to the accounts for the year ended 31st July 2025

All funds are unrestricted except for Line 207 Grant Income - Allocated

### Accounting Policies and Conventions

The principal accounting policy of the charity for this financial year is the receipts and payments method of accounts, as permitted by the charity commission

### Reconciliation of funds

Cash balances @ 1st August 2024	£ 74,711.45
Add surplus for 2024/ 2025	855.64
Cash balances @31st July 2025	<u><u>75,567.09</u></u>

The accounts set out on pages one to two were approved by the trustees on 14/4 2026 and signed on their behalf by the treasurer Alice Dain.

Alice Dain



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Little Hadham Village Hall Trust

On accounts for the year  
ended

31<sup>st</sup> July 2025

Charity no  
(if any)

302425

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 (~~other than that disclosed below~~\*) 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:

*E. Branch*

Date:

5/5/26

Name:

Emma Louise Branch

Relevant professional  
qualification(s) or body  
(if any):

ACMA, CGMA

Address:

Houghtons, Little Hadham,  
Hertfordshire  
SG11 2BP.

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None noted.