



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1/1/2024   Period start date   To Period end date 31/12/2024

**Charity name:** Hayes Village Hall

**Charity registration number:** 302956

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To run and manage the Hayes Village Hall for the benefit of the people living in Hayes and to be the focus for community activities</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>The hall is used for meetings, exercise classes, fund raisers such as the Hayes Christmas Lights Appeal, Bingo or Quiz Nights, Children's parties up to age 9, badminton, horticultural shows, playgroups and Gingham Goose craft fairs, art groups, baby showers, meetings for several local clubs, Hope Church meetings and Messy Church with Churches Together in Hayes as well as band rehearsals. There is a large main hall, 2 smaller meeting rooms, 2 kitchens and disabled access. More than one group can therefore meet in different rooms at the same time.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>In planning the lettings for the year the trustees and committee have bimonthly meetings and use these to consider the Charity Commission Guidelines on public benefit. In addition any emails sent from the Charity Commission about important topics are circulated to the Trustees and discussed later at the next meeting.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Grants are not made</b>

Policy on social investment including program related investment	Para 1.38	<b>No investments</b>
Contribution made by volunteers	Para 1.38	<p><b>Family and friends of the Trustees as well as local residents help out at fundraisers such as the Hayes Village Fair where the Village Hall has run a bottle tombola again. Regular hirers supplied donations of bottles from their members.</b></p> <p><b>The new Bookings Secretary has introduced an easier booking system and the trustees can all access the online diary for bookings making information more readily available.</b></p> <p><b>Occasionally volunteers work on the outside garden area to plant, weed and generally maintain the flower beds. A volunteer litter picks and keeps the front of the hall neat and tidy.</b></p> <p><b>The Hall Bookings Manager has the generic email address and responds to queries, takes bookings, issues contracts and draws up the monthly Duty trustee rota. Each trustee on average is the named contact twice per calendar year and goes to the hall to unlock and lock up after one off hirings and to show prospective hirers around.</b></p> <p><b>The Hall Manager trustee arranges all works, cleaners etc. Seeking 3 quotes for each piece of work, circulating to the Management Committee before meetings so an informed discussion can take place. However in 2024 sourcing three quotes for each job has proved difficult and so on a case by case basis we discuss the quotes that have been given.</b></p> <p><b>All trustees are involved in fund raising activities.</b></p> <p><b>We greatly appreciate all help given by volunteers. The Trustees are also volunteers and there is a Duty Trustee each month who looks after ad hoc hirers.</b></p>
Other	SORP reference	

## Achievements and Performance

<p>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.</p>	<p>Para 1.20</p>	<p><b>Having received 2 substantial donations in 2023 we have done works in the hall to improve user experience and also to be more efficient on water and energy use.</b></p> <p><b>All the old fluorescent lights have been replaced with LEDs and there is now a light switch at the entrance to be able to turn all the lights in the main hall on and off. This saves walking the length of the hall, climbing stairs onto the stage and locating the hall lights behind the heavy curtain which was even more difficult in the dark winter evenings.</b></p> <p><b>Paper towels in the toilets (that often were the cause of blockages in the drains) have been replaced by electric hand driers. They could do with being more powerful which will be investigated.</b></p> <p><b>The heating can now be set and turned on and off on mobiles with the programme on 3 trustees' phones. This also saves a physical visit to the hall each week or indeed call outs when hirers want more heat.</b></p> <p><b>Security cameras have been installed outside the hall and we have arranged for footage to be retained in case of incident.</b></p> <p><b>The solar panels have been serviced and cleaned.</b></p> <p><b>2 fridges were donated to the hall and so the Annexe and Green Room kitchens have them which makes hirers experience better.</b></p> <p><b>The defibrillator outside the hall had temporarily gone missing but has since been returned and a new battery fitted.</b></p> <p><b>We have had a quote for gardeners to tidy up the garden area and also do ongoing maintenance as the Trustees have been unable to arrange volunteers to complete all the tasks.</b></p> <p><b>There has been no response to our request for planning permission to replace the external fire doors but as we are in a conservation area it is important to follow the procedure. One of the doors at the back has had to be repaired as they are getting to the end of their useful life.</b></p> <p><b>We again had a lovely Christmas tree</b></p>
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		<p>outside the hall and the Hayes Christmas Lights Committee managed to put up lights in the street so it made for a festive feeling.</p> <p>A 5% increase was agreed at the AGM for hall hire fees in 2024 (this follows 10% in 2023 when energy and other costs escalated).</p> <p>The Green Room was used by the Pantomime Theatre Group daily for 2 weeks to rehearse shows for a charitable cause but despite causing disruption they did not pay the agreed rate. We alerted all the other halls in the area so no other venue lets a room to them.</p> <p>Fundraising – 2 events. We had a bottle tombola at the Hayes Fair again but volunteer helpers were very thin on the ground. We increased the price of tickets and raised over £880 with 4 volunteers (2 trustees and 2 husbands) We held a Community Afternoon Tea in November and sold all 100 printed tickets. We provided sandwiches, scones with jam and clotted cream, cakes and unlimited teas and coffees. A raffle was also held with prizes including a big Christmas hamper</p> <p>Fundraising and donations totalled £4,185. The Afternoon tea raised £890 in ticket sales plus raffle proceeds of £385.50. Expenses buying the food and equipment are shown in outgoings as £348 so overall a magnificent team event and one we will repeat in 2025. We had new volunteers as well as the Trustees and their spouses and these came from the Hayes Fair tea ladies.</p> <p>Donations of £30 and two of £50 from local groups and supporters as well as £1899.74 from the winding up of the Hayes Players.</p> <p>The Bottle Tombola made £880.03. Donations of bottles came from far and wide but largely from the regular hall hirers and Trustees.</p> <p>An organ has been donated by the Rotary Church which is now on the stage.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

**Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	<b>Following 2 large donations in 2023 the trustees have carefully considered and prioritised maintenance and improvement works to maximise the benefit to hall users. Prices were increased for hall hire by 5% in 2024 having had a larger increase the year before we wanted to be fair to regular hirers whilst cover our costs. Demand for bookings has remained strong and fundraising helps boost income.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We keep a minimum of 6 months anticipated expenditure (£20,000) at all times as a reserve to enable us to run the hall for lettings and meet our outgoings as they fall due.</b>
Amount of reserves held	Para 1.22	<b>£66,638</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>The charity's principal sources of funds (including any fundraising)</p>	<p>Para 1.47</p>	<p><b>The principal source of funds remains hall hire both to regular groups and for one off events such as First Aid Training, funeral wakes, children's parties (up to age 9), Hayes Village Association and Hayes Christmas Lights fundraisers, ad hoc meetings etc. All booking requests out of the ordinary are discussed by the Trustees before going ahead.</b></p> <p><b>The hall has also received a donation from the winding up of the Hayes Players following a larger donation in 2023.</b></p> <p><b>The Trustees organised a bottle tombola stall at the Hayes Fair in June 2024 and also held a very successful Community Afternoon Tea in November which was attended by 100 local residents at which we also held a raffle for a Christmas Hamper and other prizes.</b></p>
<p>Investment policy and objectives including any social investment policy adopted</p>	<p>Para 1.46</p>	<p><b>No investments are held, merely a savings bank account to keep surplus monies with a daily automatic sweep to maintain the current account at £100. Bank interest was £997 in 2024</b></p>
<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p><b>Historically income from hall hire has been the principal source of revenue. The principal risk is the loss of income from hall hirers, the inability to fundraise and any further lockdowns in the future.</b></p> <p><b>Works have been prioritised as funds allow and trustees are very aware of their duties and we discuss health, safety and maintenance at every committee meeting.</b></p> <p><b>A very real risk post Covid is the rising cost of running and maintaining the hall and the committee research and discuss costs and proposed plans at each trustee meeting.</b></p> <p><b>Three quotes are always sought for planned works although it is sometimes hard to get work men to visit to see the job involved.</b></p> <p><b>Inflation is a real risk and we set hall hire prices at the AGM in April for implementation on 1<sup>st</sup> January the following year so hirers can plan accordingly.</b></p>
<p>Other</p>		

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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , CIO)	Para 1.25	<b>Unincorporated association.</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>Under the Hall Trust Deed each of the organisations affiliated to the Hayes Community Council become member organisations and are due for re-election every 3 years on a rolling basis Trustees are appointed from these member organisations and also from local volunteers with similar experience..</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	<b>Prospective trustees are invited to Management Committee meetings to familiarise themselves with the workings of the charity and if they then decide to take on the role shadowing and 1:1 training is given. A character reference is also sought as required by our insurance company.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Management of the Village Hall is done by a committee of trustees and also the Treasurer who is not a Trustee</b>
Relationship with any related parties	Para 1.51	<b>None</b>
Other		

## Reference and Administrative details

Charity name	Hayes Village Hall
Other name the charity uses	
Registered charity number	302956
Charity's principal address	<p><b>c/o 2a Hayes Road</b>  <b>Bromley</b>  <b>Kent</b>  <b>BR2 9AA</b></p> <p>This being the address of the Charity Commission Liaison Trustee. The Hayes Village Hall building itself does not have a post box and cannot accept mail there.</p>

### **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	Jennifer Ann Miah	Charity Commission Liaison		
2	Sarah Pereira			
3	Pamela Joyce Anderson	Hall Manager and fundraising		
4	Oliver Derek Pereira	Chairman		
5	Mary Whytock	Secretary		
6	Helen Lightoller			
7	Lisa Farley		11/6/24 to 31/12/24	
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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	
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

#### 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)

Jenny Miah

Full name(s)

Jennifer Miah

Position (eg Secretary,  
Chair, etc)

Charity Commission Liaison  
Trustee

Date

XXXXXXXXXXXXX



# Hayes Village Hall

## Income and Expenditure Account for the year ended 31 December 2024

2023 £	2023 £		2024 £	2024 £
36,721		Hall Hire	38,694	
31,554		Fundraising and Donations	4,185	
184		Solar Panel Refunds	187	
500		Bank Interest	997	
1,057		Utility Refunds	0	
1,400		Refundable Deposits (Keys & Hall Hire)	2,150	
	<b>71,415</b>			<b>46,214</b>
		less:		
4,184		Insurance/licences/stat inspections	3,988	
1,623		Business/Council rates	1,666	
3,264		Electricity	2,844	
4,459		Gas	3,746	
411		Water	540	
9,458		Minor repairs/cleaning	13,373	
12,643		Major Repairs/servicing	14,045	
		Fundraising expenses	348	
1,805		General maintenance, Website and Miscellaneous	1,631	
637		Hall Hire Refunds	265	
1,425		Refunded Deposits (Keys & Hall Hire)	1,650	
	<b>39,907</b>			<b>44,097</b>
	<b>31,508</b>	<b>Surplus / (Deficiency)</b>		<b>2,117</b>

## Statement of Assets and Liabilities as at 31 December 2024

Cash at Bank:	Current account	100	
	Reserve account	66,538	
			<b>66,638</b>

Represented By:	Net assets as at 31 December 2023	64,521	
	add: surplus/less (deficiency)	2,117	
		<b>66,638</b>	

The village hall is valued for insurance purposes at £2,293,212 and the contents at £44,818

Note - The liability for refundable Key / Hall Hire deposits at 31.12.2024 is £1,400.

I have examined the above accounts from the books and records of the Management Committee and confirm that they are complete and correct.

*A Newman*

22nd March 2025

A M NEWMAN



## **Independent examiner's report to the trustees of Hayes Village Hall**

I report to the trustees on my examination of the accounts of Hayes Village Hall (the Trust) for the year ended 31 December 2024.

### **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.

Signed: *A M Newman*

Name: Anthony Michael Newman

Address: 8 Chatham Avenue, Bromley, Kent BR2 7QD

Date: 22 September 2025