

# DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2020

	2019/20 £	2018/19 £
<b>CASH FUNDS</b>		
Current Account	24,271.43	7,293.32
COIF Charities Deposit Fund	98,134.04	97,657.12
Petty Cash	127.89	135.21
	<hr/>	<hr/>
<b>Total Cash Funds</b>	122,533.36	105,085.65
	<hr/>	<hr/>
<b>INVESTMENT ASSETS</b>		
COIF Charities Investment Fund	68,188.09	65,926.54
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<b>Total Investment Funds</b>	68,188.09	65,926.54
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**Prepared by Theresa Byles  
Treasurer**

### Notes to the Accounts

1 The land and buildings of Danbury Village Hall are vested in the Official Custodian for Charities.

2 The fixtures and fittings are written off in the year of purchase.

3 The COIF Charities Investment Fund comprises 3 lots of £5,000 invested between September 2009 and May 2010. A further £15,000 was invested in March 2013.

**DANBURY VILLAGE HALL  
MANAGEMENT COMMITTEE**  
DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2020**

**Independent Examiner's Report to the Trustees of Danbury Village Hall**

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2020 which are set out on pages 1 and 3.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Stewart  
Rowland Hall  
Chartered Certified Accountants  
44/54 Orsett Road  
Grays  
Essex RM17 5ED

Date: 17/9/2020

# DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 168979

## RECEIPTS AND PAYMENTS FOR YEAR TO 31 JULY 2020

INCOME RECEIPTS	Unrestricted funds £	Restricted funds £	Total 2019/20 £	Total 2018/19 £
From Trading Activities				
Lettings	25,813.00	-	25,813.00	29,847.79
From Voluntary Sources				
Grants & Donations	10,018.00	-	10,018.00	0
Fund Raising	3,439.92	-	3,439.92	5,077.64
Book Sales	281.60	-	281.60	270.05
From Assets				
Interest	476.92	-	476.92	502.26
<b>Total Receipts</b>	<b>40,029.44</b>	<b>-</b>	<b>40,029.44</b>	<b>35,697.74</b>

## PAYMENTS

Charitable Activities				
Cleaning, Gardening & Matls	6,381.89	-	6,381.89	9,449.53
Booking Agent	2,731.05	-	2,731.05	2,682.75
Repairs & Maintenance	6,173.38	-	6,173.38	2,316.36
Utilities	3,602.16	-	3,602.16	3,249.43
Rates & Refuse	882.64	-	882.64	1,618.14
Insurance	1,353.55	-	1,353.55	1,322.05
Other Items	1,381.68	-	1,381.68	1,216.93
On Assets & Equipment				
Renewals & Improvements	75.38	-	75.38	132.74
<b>Total Payments</b>	<b>22,581.73</b>	<b>-</b>	<b>22,581.73</b>	<b>21,987.93</b>

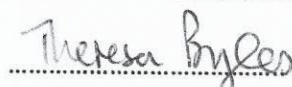
<b>Net Receipts for the year</b>	<b>17,447.71</b>	<b>17,447.71</b>	<b>13,709.81</b>
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## Transfer to Investment Assets

<b>Cash funds last year end</b>	<b>105,085.65</b>	<b>105,085.65</b>	<b>91,375.84</b>
<b>Cash funds this year end</b>	<b>122,533.36</b>	<b>122,533.36</b>	<b>105,085.65</b>

Approved by Danbury Village Hall Management Committee on 31 August 2020  
and signed on its behalf by

 ..... Margaret Axon

 ..... Theresa Byles





# Trustees' Annual Report for the period

		Period start date			Period end date		
		01	August	2019	31		July
From					To		2020

## Section A Reference and administration details

Charity name

Danbury Village Hall

Other names charity is known by

Registered charity number (if any)

1168979

Charity's principal address

2 Main Road

Danbury

Chelmsford

Postcode

CM3 4NQ

### 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	Margaret Axon	Chairman		
2	Helen McIver	Secretary		
3	Catherine Ablott	Vice Chairman		
4	Theresa Byles	Treasurer		
5	Barbara French		To 2 Nov 2020	
6	Deborah Hay			
7	Stuart Axon			
8	Alma Whitcutt		To 2 Nov 2020	
9	Elisabeth Sinclair			
10	Eamonn Hall			
11	Alex Cooper			
12	Iris Hill			
13	Carolyn Carter			
14	Murray Niman			
15	Julie Barker			
16	Jacqui Jones			
17				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Official Custodian for Charities	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Barclays Bank	Octagon House, Gadbrook Park, Northwich, CW9 7RB
Independent Examiner	D Stewart	Rowland Hall, Chartered Certified Accountants 44/54 Orsett Road, Grays, Essex RM17 5ED
Solicitor	Beavis Partnership	Rochester House, 275 Baddow Road, Chelmsford, Essex CM2 7QA

## 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)

Indenture

How the charity is constituted  
(eg. trust, association, company)

Indenture dated 18 Jul 1911, as amended by Scheme dated 19 Oct 1966, as amended by Scheme dated 17 Jun 2016, as amended by Resolution dated 27 Jun 2016.

Trustee selection methods  
(eg. appointed by, elected by)

All trustees, other than ex officio trustees, retire from office at the AGM but may be re-elected.

### 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.

Changes in the Management Committee, with the retirement of two trustees.

Notwithstanding the above, risk assessment continues to highlight the need for more trustees, and further recruiting is taking place.

Covid-19 pandemic and subsequent lockdown in March 2020 saw closure of the hall. Risk assessments were carried out prior to reopening to some hirers. Hall registered for Track & Trace with QR codes displayed in building.

Financial losses were mitigated with Council grant of £10,000.

## Section C Objectives and activities



**Summary of the objects of the charity set out in its governing document**

1. The Trustees shall erect or cause to be erected on or on some part of the land hereby demised within two years from the date hereof a suitable Village Hall after plans to be approved by the Grantor
2. During the said term of years the said land and buildings to be so erected shall be used for the benefit of the public:
  - (a) to further the religious and other charitable purposes of the Church of England in the parish of Danbury, Essex
  - (b) for the purposes of a village hall for the use of the inhabitants of the parish of Danbury, Essex without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said 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)**

In planning activities for the year, the Management Committee had regard to the Charity Commission guidance on public benefit.

In addition to the benefits of improved health (dance, slimming, table tennis), learning (horticulture, radio), social interaction (WI, over 60's), and leisure (drama, plays, music) involving a wide range of Danbury inhabitants, a programme of community activities has continued with the objective of

- improving community spirit
- more people, and particularly our elderly or very young users, taking part in village hall activities
- providing support to combat loneliness, isolation and increase communication with all age groups

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The policy of the Management Committee is to operate with reserves comprising at least one year's operating expenditure for unforeseen Village Hall expenses, plus the estimated expenditure on programmed renewals and improvements.

Limited funds are available for making small grants to local organisations which are agreed by the Management Committee to be in need.

Surplus funds are largely placed on deposit to earn interest. A smaller amount is invested in approved funds in accordance with our governing document.

A significant contribution is made by volunteers on fund raising activities (jumble sales, quizzes, etc.) . From March 2020 these activities ceased due to Covid-19 restrictions.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

See attached Chairman's Report for the Annual General Meeting of DVHMC – 2 November 2020.



**Brief statement of the charity's policy on reserves**

Total cash and investment funds at year end were £191,000. The policy is to hold at least 1.0 years of expenditure in reserve for unforeseen Village Hall expenses plus the estimated expenditure on programmed renewals and improvements (current total £123,000).

**Details of any funds materially in deficit**

Not applicable

**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.

See attached Treasurer's Report.

A £200 donation was made to the Covid-19 Volunteer Group to help support vulnerable members of the community throughout the pandemic.

**Section F**


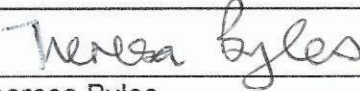
**Other optional information**

**Section G**

**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Margaret Axon	Theresa Byles
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	2 November 2020	