

THE VILLAGE HALL, HIGHWOOD

ANNUAL REPORT & ACCOUNTS

31st MARCH 2020

Registered Charity Number 301343

THE VILLAGE HALL, HIGHWOOD

YEAR ENDED 31 MARCH 2020

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THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2020

The Trustees have the pleasure in presenting their report and the financial statements of the Charity for the year ended 31st March 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	The Village Hall, Highwood
Charity Number	301343
Address	Highwood Village Hall Highwood Road Chelmsford CM1 3QW
Trustees	Mr S Maclean Mrs M Cameron Mr J W Kent Passed away 10th March 2020 Mr D Cameron Mr M J Goddard Mrs J R Young
Independent Examiner	C A Barker FCA Edmund Carr LLP 146 New London Road Chelmsford Essex CM2 0AW

THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2020

OBJECTIVES AND ACTIVITIES

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

CHAIRMAN'S REPORT

It has been a strange year, we have picked up more interest and bookings which is great for the community but it ended with sadness as we said goodbye to our beloved treasurer and committee member John Kent who sadly passed away in March 2020. John was a massive part of our group and will be missed immensely.

I would like to thank my fellow Committee members for their continued support within the hall in no particular order, Secretary Janet Young, Margaret Cameron, David Cameron, and Martin Goddard. Thanks also goes to our booking clerk Shelley Fowler who continues to keep our hall running and keeps our clients and hirers happy.

We offer the community an outstanding range of activities and facilities including; yoga, pilates, dancing, table tennis, a community choir, Café and rural flu clinic.

Our thanks to Edmund Carr LLP accountants for providing the Charity with an accounting and independent examination service.

FINANCIAL REVIEW

The receipts and payments accounts show a net surplus of £6,232 in the year (2019 – deficit of £20,271 due to the extension and resurfacing of the car park). At the year end the charity had cash balances totalling £84,226.

Reserves Policy

Reserves are required to meet the normal running costs of the Village Hall as well as any unexpected maintenance costs. In addition reserves will be used to fund future improvements to facilities.

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THE VILLAGE HALL, HIGHWOOD

TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is constituted under a Trust Deed dated 5th August 1949 and was registered as a charity on 8th May 1963.

The Highwood Village Hall Committee are a management committee publicly elected at the AGM every April to manage the Trust. All members are volunteers and retire annually at the AGM where new representatives of the Parish or user groups have the opportunity to put themselves forward and join the Highwood Village Hall Committee. The Highwood Village Hall Committee consists of no more than 15 members and the quorum shall never be less than a third of the committee members.

Approved by the Trustees on 4 August 2020 and signed on their behalf by:

Steve Maclean
Chairman

THE VILLAGE HALL, HIGHWOOD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2020

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2020 which are set out on pages 5 to 6.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 charity accordance with section 130 of the Act; or
2. the accounts do not accord with these 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 proper understanding of the accounts to be reached.

C A Barker FCA
Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

5 August 2020

THE VILLAGE HALL, HIGHWOOD
RECEIPTS AND PAYMENTS
YEAR ENDED 31 MARCH 2020

			31/03/2020	31/03/2019
	Unrestricted	Restricted	Total	Total
Receipts	£	£	£	£
Hall hire turnover	25,179.08	-	25,179.08	21,110.78
EDF renewable income	5,990.01	-	5,990.01	6,806.10
Fundraising	31.25	-	31.25	814.76
Interest	225.95	-	225.95	47.33
Donations	-	-	-	425.25
Sundry income	-	-	-	205.50
Essex County Council grant	-	-	-	15,000.00
Total Receipts	31,426.29	-	31,426.29	44,409.72
Payments				
Cost of fundraising	127.98	-	127.98	352.00
Car park extension and resurfacing	-	-	-	45,444.00
Rates	915.78	-	915.78	891.02
Insurance	812.13	-	812.13	794.47
Electricity	1,692.02	-	1,692.02	1,659.18
Repairs and maintenance	6,481.24	-	6,481.24	2,306.87
Salaries	6,345.00	-	6,345.00	6,345.00
Wage costs	418.80	-	418.80	267.60
Sundries	384.57	-	384.57	312.74
Postage and stationery	145.21	-	145.21	116.56
Telephone and broadband	646.92	-	646.92	672.85
Accountancy fees	828.00	-	828.00	810.00
Returned hire fee	-	-	-	42.50
Water	110.44	-	110.44	149.14
Licences	506.66	-	506.66	490.14
Cleaning sundries	613.86	-	613.86	334.30
Cleaning costs	4,957.31	-	4,957.31	3,072.00
Fire extinguishers	44.40	-	44.40	43.80
Annual costs	164.00	-	164.00	386.32
Legal fees	-	-	-	190.00
Total Payments	25,194.32	-	25,194.32	64,680.49
Net receipts/(payments)	6,231.97	-	6,231.97	(20,270.77)
Net Movement in Refundable Deposits	(653.50)	-	(653.50)	(455.00)
Cash funds last year end	78,647.42	-	78,647.42	99,373.19
Cash funds this year end	84,225.89	-	84,225.89	78,647.42

THE VILLAGE HALL, HIGHWOOD
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 MARCH 2020

	31/03/2020	31/03/2019
	£	£
Cash Funds		
Cash in Hand	1,317.31	297.31
Current Account Lloyds	3,817.05	2,276.73
Deposit Account Lloyds	79,091.53	76,073.38
Total Cash Funds	<u><u>84,225.89</u></u>	<u><u>78,647.42</u></u>
 Fixed Assets at Cost		
Buildings and fittings	420,613.00	420,613.00

Signed on behalf of the Trustees:

Steve Maclean

Chairman

4 August 2020