



Trustees' Annual Report for the period

		Period start date			Period end date		
	01	August	2021		31	July	2022
From					To		

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	Stephanie Smith		From 07.02.2022	
6	Deborah Hay			
7	Stuart Axon		To 07.11. 2022	
8	Katherine Bird			
9	Sarah Leech		To 07.11. 2022	
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 one trustee and resignation of second.

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

The hall is now fully open following the Covid-19 pandemic and most regular hirers have returned.

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.) .

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 – 7th November 2022.

Section E

Financial review

Brief statement of the charity's policy on reserves

Total cash and investment funds at year end were £226,000. 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 £150,000). Repairs and improvements are always costly as the hall is over 100 years old and in the centre of a conservation area.

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.

£30,000 was transferred to the COIF Charities Investment fund for future significant capital works.

Section F

Other optional information

In line with Village Halls Week, the committee are planning an open day in January 2023 to allow residents to view the village hall, meet with organisers of various clubs and activities and to attract hirers.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

MARGARET AXON

Theresa Byles

Full name(s)

Margaret Axon

Theresa Byles

Position (eg Secretary, Chair, etc)

Chairman

Treasurer

5 December 2022

DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2022

	2021/2022 £	2020/2021 £
CASH FUNDS		
Current Account	29,502.75	41,220.59
COIF Charities Deposit Fund	83,354.57	98,157.474
Petty Cash	127.89	127.89
Total Cash Funds	112,985.21	139,505.95
INVESTMENT ASSETS		
COIF Charities Investment Fund	113,013.71	81,773.44
Total Investment Funds	113,013.71	81,773.14

**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;
 - £15,000 invested in March 2013;
 - £30,000 invested in February 2022.
- 4 Movements in the COI Charities Deposit fund in 2021/2022
 - £30,000 transferred out for the purchase of units in the Investment fund;
 - £15,000 transferred in from the Current Account.

DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2022

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

I report on the accounts of the charity for the period ended 31st July 2022 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 10 / 11 / 2022

DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

RECEIPTS AND PAYMENTS FOR YEAR TO 31 JULY 2022

INCOME RECEIPTS	Unrestricted funds £	Restricted funds £	Total 2020/21	Total 2019/20 £
From Trading Activities				
Lettings	£ 28,559.43	0	£ 8,486.12	25,813.00
From Voluntary Sources				
Grants & Donations	£ 3,167.00	0	£ 33,436.51	10,018.00
Fund Raising	£ 1,528.76	0	£ 80.00	3,439.92
Book Sales	£ 104.00	0	£ 17.00	281.60
From Assets				
Interest	£ 197.10	0	£ 23.43	476.92
Total Receipts	£ 33,556.29	0	£ 42,043.06	40,029.44

PAYMENTS

Charitable Activities				
Cleaning, Gardening & Matls	£ 6,241.77	0	£ 2,639.35	6,381.89
Booking Agent	£ 2,873.92	0	£ 2,746.80	2,731.05
Repairs & Maintenance	£ 4,013.32	0	£ 874.51	6,173.38
Utilities	£ 3,019.52	0	£ 1,611.83	3,602.16
Rates & Refuse	£ 1,498.42	0	£ 274.04	882.64
Insurance	£ 1,397.86	0	£ 1,296.18	1,353.55
Other Items	£ 672.96	0	£ 1,005.24	1,381.68
On Assets & Equipment				
Renewals & Improvements	£ 10,359.26	0	£ 14,622.52	75.38
Total Payments	£ 30,077.03		£ 25,070.47	22,581.73
Net Receipts for the year	£ 3,479.26		£ 16,972.59	17,447.71
Transfer to Investment Assets	-£ 30,000.00			
Cash funds last year end	£ 139,505.95		£ 122,533.36	105,085.65
Cash funds this year end	£ 112,985.21		£ 139,505.95	122,533.36

Approved by Danbury Village Hall Management Committee on 31 August 2022
and signed on its behalf by

 Margaret Axon

 Theresa Byles

DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

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Date 10 / 11 / 2022