

**THE VILLAGE HALL, HIGHWOOD**

**ANNUAL REPORT & ACCOUNTS**

**31st MARCH 2023**

**Registered Charity Number 301343**

# **THE VILLAGE HALL, HIGHWOOD**

**YEAR ENDED 31 MARCH 2023**

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# **THE VILLAGE HALL, HIGHWOOD**

## **TRUSTEES' REPORT**

### **YEAR ENDED 31 MARCH 2023**

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The Trustees have the pleasure in presenting their report and the financial statements of the Charity for the year ended 31st March 2023.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity Name**                      The Village Hall, Highwood

**Charity Number**                301343

**Address**                            Highwood Village Hall  
Highwood Road  
Chelmsford  
CM1 3QW

**Trustees**                            S Maclean  
M Cameron  
D Cameron  
M J Goddard  
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 2023**

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#### **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**

Another year goes by and our village hall becomes more and more popular. Our eco ethos is in full swing with our newest technology being installed, our Tesla PowerWall battery. Not only are we utilising our solar panels by generating energy back into the grid, they now power our hall as well, along with our battery making us totally self sufficient most days. At the time of writing this report we have generated over 5MWh since our battery went live three months ago and over 50% of that power has been fed back into the grid. We hope to bring further additions later this year.

My thanks, as usual, go to our hard working trustees and committee members who assist in keeping the hall clean, tidy, modern and viable for all our hirers, in no particular order: Janet Young, David Cameron, Margaret Cameron, Martin Goddard and Roger Patient. We have welcomed two new members to the committee in Alison Shuttleworth and Brian Murphy who both use the hall as regular hirers.

Our bookings have gone from strength to strength and that is due to the support we, as trustees, have received from our bookings clerk Tracy Stringer who has gone above and beyond to ensure that both hirers are informed and residents issues are dealt with quickly and efficiently.

Our thanks as always goes to Edmund Carr LLP for providing the Charity with expert accounting and independent examination service.

##### **FINANCIAL REVIEW**

During the year we spent over £37,000 on improvements, repairs and maintenance, including replacing the pathway, a new airconditioning exterior unit, boiler works and servicing. As a result the receipts and payments accounts show a net deficit of £38,116 in the year (2022 – surplus of £6,716). At the year end the charity had cash balances totalling £65,362.

##### **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.

## **THE VILLAGE HALL, HIGHWOOD**

### **TRUSTEES' REPORT (continued)**

**YEAR ENDED 31 MARCH 2023**

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#### **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 September 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 ..... and signed on their behalf by:

**Steve Maclean**  
Chairman

## THE VILLAGE HALL, HIGHWOOD

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

#### YEAR ENDED 31 MARCH 2023

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 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

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# THE VILLAGE HALL, HIGHWOOD

## RECEIPTS AND PAYMENTS

YEAR ENDED 31 MARCH 2023

			31/03/2023	31/03/2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Receipts</b>				
Hall hire turnover	31,846	-	31,846	28,355
EDF renewable income	8,151	-	8,151	6,754
Fundraising	9	-	9	6
Interest	134	-	134	10
Donations	393	-	393	430
Government grants	-	-	-	10,667
Other Income	-	-	-	50
Total Receipts	40,533	-	40,533	46,272
<b>Payments</b>				
Returned hire fee	6,380	-	6,380	8,024
Repairs and maintenance	37,933	-	37,933	7,732
Salaries	8,138	-	8,138	7,605
Electricity	11,143	-	11,143	4,660
Cleaning and general expenses	3,307	-	3,307	3,008
Miscellaneous expenses	6,309	-	6,309	2,356
Accountancy and payroll fees	1,293	-	1,293	1,073
Annual Costs	-	-	-	957
Licences	477	-	477	927
IT Software and Consumables	-	-	-	923
Insurance	760	-	760	826
Fire Extinguishers	45	-	45	670
Telephone and broadband	857	-	857	536
Rates	758	-	758	193
Consulting	295	-	295	66
Printing and Stationary	954	-	954	-
Total Payments	78,649	-	78,649	39,556
<b>Net receipts/(payments)</b>	(38,116)	-	(38,116)	6,716
<b>Cash funds last year end</b>	103,478	-	103,478	96,762
<b>Cash funds this year end</b>	65,362	-	65,362	103,478

**THE VILLAGE HALL, HIGHWOOD**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**YEAR ENDED 31 MARCH 2023**

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	<b>31/03/2023</b>	<b>31/03/2022</b>
	<b>£</b>	<b>£</b>
<b>Cash Funds</b>		
Current Account Lloyds	3,130	4,868
Deposit Account Lloyds	55,471	98,610
ASHP & Solar Thermals Boiler Lloyds	2,253	-
Floor Replacement Lloyds	2,254	-
Air Con Replacement Lloyds	2,254	-
<b>Total Cash Funds</b>	<u>65,362</u>	<u>103,478</u>

**Fixed Assets at Cost**

Buildings and fittings	420,613	420,613
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Approved by the Trustees on ..... and signed on their behalf by:

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**Steve Maclean**

Chairman