



Trustees' Annual Report for the period

Period start date
 From 01 August 2018 To 31 July 2019
 Period end date

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	Stuart Axon	Treasurer		
4	Julie Barker			
5	Barbara French			
6	Theresa Byles	Assistant Treasurer		
7	Paula Hunsdon		To 5 November 2018	
8	Alma Whitcutt			
9	Elisabeth Sinclair			
10	Eamonn Hall			
11	Alex Cooper			
12	Iris Hill			
13	Carolyn Carter			
14	Murray Niman			
15	Catherine Ablott	Vice Chairman	From 5 November 2018	
16	Jacqui Jones		From 5 November 2018	
17	Deborah Hay		From 13 May 2019	

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 1 retirement, the recruitment of 3 new trustees, and appointment of Vice Chairman from existing members.

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

The completion of the GDPR policy requirements on the holding of old records.

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 – 4 November 2019.

Section E Financial review

Brief statement of the charity's policy on reserves

Total cash and investment funds at year end were £171,000. 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.

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	Kenneth Stuart Axon
Position (eg Secretary, Chair, etc)	Chairman	Treasurer

Date 4 November 2019

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

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2019

	2018/19 £	2017/18 £
CASH FUNDS		
Current Account	7,293.32	6,071.85
COIF Charities Deposit Fund	97,657.12	85,154.86
Petty Cash	135.21	149.13
Total Cash Funds	<u>105,085.65</u>	<u>91,375.84</u>
INVESTMENT ASSETS		
COIF Charities Investment Fund	65,926.54	58,357.31
Total Investment Funds	<u>65,926.54</u>	<u>58,357.31</u>

Prepared by Stuart Axon
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 lot of £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 2019

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 2019 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.....4 / 10 / 2019

DANBURY VILLAGE HALL MANAGEMENT COMMITTEE

DANBURY VILLAGE HALL IS A REGISTERED CHARITY No. 1168979

RECEIPTS AND PAYMENTS FOR YEAR TO 31 JULY 2019

	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
INCOME RECEIPTS				
From Trading Activities				
Lettings	29,847.79		29,847.79	27,697.44
From Voluntary Sources				
Grants & Donations	-	-	-	-
Fund Raising	5,077.64	-	5,077.64	5,183.02
Book Sales	270.05	-	270.05	355.61
	5,347.69	-	5,347.69	5,538.63
From Assets				
Interest	502.26		502.26	211.93
Total Receipts	35,697.74	-	35,697.74	33,448.00
PAYMENTS				
Charitable Activities				
Cleaning, Gardening & Matls	9,449.53	-	9,449.53	9,092.41
Booking Agent	2,682.75	-	2,682.75	2,593.50
Repairs & Maintenance	2,316.36	-	2,316.36	915.27
Utilities	3,249.43	-	3,249.43	3,223.90
Rates & Refuse	1,618.14	-	1,618.14	1,574.91
Insurance	1,322.05	-	1,322.05	1,291.50
Other Items	1,216.93	-	1,216.93	2,003.23
	21,855.19	-	21,855.19	20,694.72
On Assets & Equipment				
Renewals & Improvements	132.74	-	132.74	1,638.80
Total Payments	21,987.93	-	21,987.93	22,333.52
Net Receipts for the year	13,709.81	-	13,709.81	11,114.48
Transfer to Investment Assets	-	-	-	-
Cash funds last year end	91,375.84	-	91,375.84	80,261.36
Cash funds this year end	105,085.65	-	105,085.65	91,375.84

Approved by Danbury Village Hall Management Committee on 31 August 2019 and signed on its behalf by

.......... Margaret Axon

.......... Stuart Axon

Chairman's Annual Report 2018 -2019

Danbury Village Hall continues to go forward with increased regular and casual bookings. This is partly due to a clean, well maintained hall, with competitive rental prices and access to the web site managed by the Booking Agent.

Maintenance has included the decorating of the Committee Room and Hawkin's Room.

The Main Hall floor had the annual treatment which is needed due to the extra foot fall.

A Baby changing facility has been provided in the Ladies toilet.

A toilet paper dispenser has been installed in the Handicap WC to economise on the use of standard toilet rolls.

Income from the recycling of clothes has fallen since Bags2School refused to collect.

Hopefully this will improve as Barbara French is now responsible for the organising the collections having, successfully persuaded Bags to School to return to collecting.

There was one retirement from the Management Committee and 3 new members appointed.

We still need to work on gaining new Committee members in the coming year.

Finally, I would like to thank the existing Committee for their support and work they do in keeping Danbury Village Hall a successfully well run and maintained hall.

MARGARET AXON 4.11.2019

Margaret Axon

Chairman

Treasurer's Report for the Year Ending 31 July 2019

The year finished with net receipts of £13,700 (38% of total receipts), up £2,600 on last year. Lettings income improved to £29,800, up £2,100 on last year, and more than covered the payments on charitable activities of £21,800. The £30,000 invested in the COIF Charities Investment Fund continued to increase in value by £7,500 to £65,900 at year end.

Accordingly, total cash and investment funds increased to £171,000. This is above the reserve policy which is to hold at least 1.0 years of expenditure for unforeseen Village Hall expenses plus the estimated expenditure on programmed renewals and improvements (total £123,000).

Total receipts of £35,700 were £2,300 up on previous year, largely due to increased lettings, offset by lower recycling.

Expenditure on charitable activities at £21,800 was £1,200 up on previous year, mostly due to higher repairs and maintenance (decorating and floor repolishing). With increasing cleaning and utilities costs offset by increased lettings, it was agreed that hire charges remain unchanged for the 2019/20 financial year.

General governance issues include

- Changes in the Management Committee during the year, with 1 retirement, the recruitment of 3 new trustees, and appointment of Vice Chairman from existing members.
- Notwithstanding the above, risk assessment continues to highlight the need for more trustees, and further recruiting is taking place.
- The completion of the GDPR policy requirements on the holding of old records.



Stuart Axon
Treasurer