Manuden Village Hall and Sports Trust

Annual Report

31 December 2025

Trust Information

Directors and Trustees	John Pierre Robert Archer Hanna Barraclough Elizabeth Barbara Cheney Rev Gary Fleming Elizabeth June Grant Robin Allan Shedden Moser Glynis Prothero
Secretary	Elizabeth Barbara Cheney
Registered Office	Manuden Community and Sports Centre David Collins Drive Manuden Bishops Stortford CM23 1EH
Bankers	Lloyds Bank plc
Solicitors	Hewitsons LLP Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
Registered Company Number	08674698
Registered Charity Number	01156705

Directors/Trustees' Report

The Trustees (who are also directors of the Company for the purposes of the Companies Act) present their annual report and the financial statements of Manuden Village Hall and Sports Trust ("the Trust") for the year ended 31 December 2025. The Trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in July 2014.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The organisation is a Company limited by Guarantee, incorporated on 3 September 2013 and registered as a charity with the Charity Commission of England and Wales on 15 April 2014. The Company was set up under a Memorandum of Association which established the objects and powers of the Company and is governed under its Articles of Association. The Articles of Association were amended on 29 June 2020 to enable a nominated governor of Manuden Primary School to be appointed as a Trustee, rather than the Chairman of Governors. Similarly, a nominated councillor of Manuden Parish Council can now be appointed as a Trustee instead of the Chairman of the Council. In the event of the Company being wound up members are required to contribute an amount not exceeding £10 each.

Method of Appointment or Election of Trustees

The oversight of the Trust is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The Articles state that one of the governors of Manuden Primary School, the 'Priest in charge' of St Mary the Virgin Manuden and one of the councillors of Manuden Parish Council are directors. These posts are held respectively by Elizabeth June Grant (who succeeded Caroline Noffki on 5 March 2025), Gary Fleming (who succeeded Margaret Davis on 5 March 2025) and John Archer (who succeeded Katrina Hardy as Chairman of Manuden Parish Council on 14 May 2020). All the other Directors/Trustees listed on Page 2 were appointed on incorporation on 3 September 2013.

The operational management of the Centre is undertaken by volunteers from the local community who form the Operations Committee. The Trust employs a part-time manager and contracts a caretaker to provide maintenance services.

Induction and Training of Trustees

Trustees are briefed on their appointment by the Officers and those requiring training are given the opportunity to attend appropriate training courses. Most of the Trustees, being First Trustees, are already experienced in the work of the Charity.

Organisational Structure and Decision Making

The Charity is governed by the Board of Trustees as listed on Page 2. The Board delegates certain management and development matters to the Operations Committee.

Risk Management

The Board keeps its risk management under review. The key concern is ensuring that sufficient income is raised to meet both current expenditure and future maintenance of the building and the playing fields. Also, as the Centre is reliant on only one part-time employee and volunteers, the management of absences can be difficult. However the Operations Committee is considered to have sufficient members to ensure absences are covered.

Charitable objects
The principal objects of the Trust are to provide

a) a village hall and public playing fields for the inhabitants of Manuden and surrounding area, and in particular for use for meetings, lectures and other forms of recreation and leisure time occupation with the object of improving the conditions of life for local inhabitants;
b) public playing fields and facilities for physical training & recreation and moral & physical development through the medium of sports, games and pastimes for the inhabitants of the area; and
c) facilities for the use of the inhabitants of the area of benefit by way of their mental, physical and moral development through education, training in citizenship, and service to the community, cultural activities and participation in any sort of indoor or outdoor game, sport or recreational activity.

Public benefit
The beneficiaries of the charity are people to whom the buildings, facilities and open spaces are made available, who are local to the area and of all age groups and abilities. The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Strategies for Achieving Objectives
The Charity concentrates on maintaining and developing its main facility, the Manuden Village Community Centre, maximising its use by the inhabitants of Manuden and through lettings to individuals, clubs and other organisations. In achieving this it operates a pricing policy which benefits village organisations and other local residents.

ACHIEVEMENTS AND PERFORMANCE

Review of Activities
Having opened in 2014, the Centre is firmly established in the local area as an excellent venue for events such as wedding ceremonies & receptions, parties, lunches, quizzes and concerts.

Bookings for a wide range of other events have been strong throughout the year, with children's parties continuing to be particularly popular. The Centre is also used on a regular basis by Manuden Football Club, Manuden Cricket Club and organisations such as the Women's Institute, the Friendship Club, Herts & Essex Boundary Flower Club, Owlets (a baby & toddler group), Brownies, Guides, Pilates, Flexible Strength classes, Indoor Bowls, Pickle Ball and Badminton. The Centre is the home of the village choir (Manuden Voices), the popular three-day Scarecrow Trail and 'Manuden Musical Mayhem', events that raise funds for the Centre and various local charities. The Centre is also the venue for the Wellbeloved Club who provide monthly lunches for older, isolated members of the community.

The grass pitches continue to be held in high regard locally and are used regularly at weekends by a number of local teams. However, bookings for the multi use games area have reduced.

The cost of operating and maintaining the Centre continues to be high. Maintenance of the pitches is a significant expense but necessary to ensure their quality is maintained. It has paid dividends as the pitches are in very good condition and appreciated by the local teams that use them. The complex heating and hot water systems have been removed and have been replaced by a simpler arrangement.

The lighting for the MUGA has been replaced by LED lights which provides a saving on electricity costs and on our carbon footprint.

The '100 Club' is a village lottery which has continued to raise income to provide equipment for, and maintenance of, the Centre. Numbers are sold for £2 each per month and entered into a monthly draw. Three prizes of £100, £50 and £25 are awarded each month with an additional prize of £200 in June and December. This lottery helps to keep costs down for all users.

The Trustees would like to thank the volunteers on the Operations Committee, the Manager and the Caretaker for their commitment and contributions to the Centre throughout the year.

Income Generation and Fundraising
The Trustees consider that the projected income of the Charity, primarily from hiring, is sufficient to meet expected expenditure.

FINANCIAL REVIEW

Going Concern
The Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

Principal Funding
Much of the present income is provided by the hiring of the facilities and the charges made for the use of the Centre and playing fields. Further income has been provided from donations received, details of which are set out in the Income & Expenditure statement on Page 9.

Plans for the Future
The Trustees intend to build on the establishment of the Manuden Village Community Centre and maintain it as a high quality facility for the inhabitants of Manuden and the surrounding area.

STATEMENT OF TRUSTEES' RESPONSIBILITIES
The Trustees (who are also directors of Manuden Village Hall & Sports Trust) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and Charity Law requires the Trustees to prepare financial statements for each financial year to give a true and fair view of the state of the Trust's affairs and of its finance activities for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statement; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Trust will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Fund and to enable them to ensure that the financial

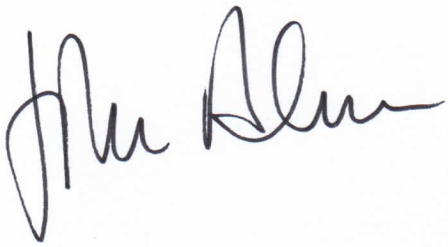
statements comply with the Charities Act 2006 and Regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the Trust and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

No trustee has received any remuneration, benefit or expenses from the Trust.

Small Companies provisions
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. In addition, the Trustees have obtained an independent examination for the purposes of the Charity Commission.

This report was approved by the Board on 12 March 2026.

John P R Archer
Chairman



INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Trust for the year ended 31 December 2025, which are set out on pages 8 to 11.

Respective responsibilities of Trustees and examiner
The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 and that an independent examination is needed. The charity's gross income did not exceed £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 of the 2011 Act; and
- to 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:

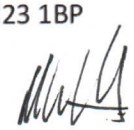
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have 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.

Name: Martin Whitby

Address: Broome Lodge
Mallows Green Road
Manuden
CM23 1BP

Signed: 

Date: 25/10/26

Income and Expenditure for the year ended 31 December 2025

Income and Expenditure for the year ended 31 December 2025

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	*Total Funds 2024 £*
Incoming Resources				
Generated Funds:				
Donations & Fundraising	6,522	-	6,522	*7,039*
Grants	-		-	-
Bank Interest	3,619	-	3,619	*4,632*
	10,141		10,141	*11,671*
Income from Charitable activities				
Hirings	53,889	-	53,889	*61,923*
Total Incoming Resources	**64,030**	-	**64,030**	***73,594***
Resources Expended				
Wages (Note 3)	20,804	-	20,804	*19,884*
Maintenance	23,550	-	23,550	*23,039*
Gas, Electricity, Water	9,606	-	9,606	*9,035*
Other	13,180	-	13,180	*12,539*
	67,140	-	67,140	*64,497*
Loss/Profit before depreciation	(3,110)	-	(3,110)	*9,097*
Less: Depreciation Fixed Assets	6,406	-	6,406	*(6,948)*
Movement in Total Funds	**(9,516)**		**(9,516)**	***2,149***

Balance Sheet as at 31 December 2025

	Notes		31.12.25		*31.12.24*
Fixed Assets			£	£	£
Furniture & Equipment – Note 1		Cost	101,297		*96,517*
		Depreciation	(82,078)		*(75,672)*
				19,219	*20,845*
Current Assets					
Debtors			2,173		*6,983*
Cash at Bank			132,859		*132,861*
				135,032	*139,844*
Current Liabilities					
Creditors					
Amounts falling due within one year				(4,131)	*(1,053)*
Net Current Assets				130,901	*138,791*
Total Assets less Current Liabilities				**150,120**	***159,636***
Total Net Assets				**150,120**	***159,636***
Reserves - Note 2					
General Reserve as at 31 December 2024				159,636	*157,487*
Increase in resources				(9,516)	*2,149*
General Reserve as at 31 December 2025				150,120	*159,636*

Note on preparation of accounts

For the year ending 31 December 2025, the Trust was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Trust to obtain an audit of its accounts for the period in question in accordance with section 476.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Robin A S Moser
Treasurer

Notes to the Accounts for the period ending 31 December 2025

1. **Accounting Conventions**
The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities. The accounts have been prepared on an accruals basis. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in July 2014, applicable accounting standards and the Companies Act 2006.

2. **Company status**
The Company is limited by guarantee. The members of the Company are the Trustees named on page 2. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

3. **Fixed Assets – Furniture & Equipment**

	2025	*2024*
	£	*£*
Balance at 31 December 2024	96,517	*74,583*
Additions	4,780	*21,934*
Balance at 31 December 2025	101,297	*96,517*
Depreciation		
Balance at 31 December 2024	75,672	*68,724*
Charge for year	6,406	*6,948*
Balance at 31 December 2025	82,078	*75,672*
Net Assets at 31 December 2025	**19,219**	***20,845***

Depreciation is charged at 25% per annum on the reducing balance.
The Trust owns the freehold of the land and buildings comprising Manuden Village Community Centre. This asset was acquired at no cost to the Charity.

4. **Reconciliation of Reserves**

	£	*£*
	2025	***2024***
General reserve as at 31 December 2024	159,636	*157,487*
Less: Non cash Items		
Increase in Fixed Assets	(4,780)	*(21,934)*
Depreciation	6,406	*6,948*
Decrease/Increase in Debtors	4,810	*(3,495)*
Increase/Decrease in Creditors	3,078	*(1,946)*
	(9,514)	*(20,427)*
	150,122	***177,914***
Increase/(decrease) in bank balances	(2)	*(18,278)*
General Reserve as at 31 December 2025	**150,120**	***159,636***

5. **Pensions**

The figure for wages includes pension contributions totalling £576.