



**Annual Report  
and  
Financial Statements  
for the year ended  
31<sup>st</sup> December 2021**

**Registered Charity No: 246278**



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## Stisted Village Hall

### Reference and Administrative Information

**Charity Name:** Stisted Village Hall

**Charity Registered Number:** 246278

**Registered Address:** Rectory Road, Stisted, Essex CM77 8AL

**Correspondence Address:** Rectory Road, Stisted, Essex CM77 8AL

**Freehold Property:** Vested in The Official Custodian for Charities

#### Names of the Charity Trustees who manage the Charity:

Trustee Name	Office (if any)	Dates elected (if not for whole year)	Term of Office expires at end of AGM:
Mr R Barnes			2026
Mr D I Cruickshank			2023
Mr M Hughes	Chairman		2025
Mr R Hughes			2025
Mr C Saunders			Resigned 2021
Mrs T Warner	Bookings Officer and Vice Chairman		2025

**Independent Examiner of Accounts:**  
Essex CO5 0BP

Colin Coates  
16 Bainbridge Drive, Tiptree, Colchester,

**Bankers:**

Barclays Bank plc, Witham Branch  
59 Newland Street, Witham CM8 2AJ

**Solicitors:**

Holmes & Hills LLP  
Bocking End, Braintree, Essex CM7 9AJ

# **Report of the Management Committee for the year ended 31<sup>st</sup> December 2021**

The Management Committee presents its report and financial statements for the year ended 31<sup>st</sup> December 2021.

## **Structure, Governance and Management**

### ***Governing Document***

At its Annual General Meeting on the 26<sup>th</sup> March 2014, the meeting approved the changes to the administrative procedures and powers relating to Stisted Village Hall charity as set out in the Resolution of the Trustees passed on the 20<sup>th</sup> day of February 2013. The modified Conveyance sets out its objectives and powers under which Stisted Village Hall is governed.

### ***Recruitment and Appointment of Management Committee***

Members of the Management Committee are the charity trustees within the meaning of Section 177 of the Charities Act 2011. The Management Committee shall consist of not more than 6 elected members and may include not more than 3 co-opted members.

Elected members must be elected at an Annual General Meeting or a Special General Meeting convened as described in paragraph 12.7 of the modified Conveyance. Candidates for election must be declared at least 14 days before the election and shall be proposed by at least two persons qualified as parishioners to vote at the elections.

Co-opted members may be appointed at a duly constituted meeting of the Management Committee.

### ***Term of Office***

Members retire from office at the end of the fourth annual general meeting next after the date on which such member came into office but may be re-elected or re-appointed.

### ***Trustee Induction and Training***

Trustees are already familiar with the practical work of the charity as they reside within the local area. New members, on their first appointment, are given:

- A copy of the Conveyance, a copy of the 20<sup>th</sup> February 2013 Resolution and any amendments made to either
- Charity Commission - CC3a of The Essential Trustee
- A copy of the Charity's latest Annual Report and statement of accounts

### ***Organisational Structure***

Through the Conveyance and Trust Deed documents, the Management Committee is empowered to decide on alterations or enlargements to the premises and may permit the erection of additional buildings subject to relevant planning permissions.

The Management Committee has day to day responsibility for the provision of the services at the premises and all monies received in this connection are dispersed for the direct benefit of the premises, i.e. repairs, renewals, insurances, etc.

## **Affiliated Parties**

To assist the Management Committee in its work, Stisted Village Hall is affiliated to Rural Community Council for Essex which advises village halls on aspects of its management, i.e. Licensing, Hiring Agreements and is a prime provider of relevant training.

## **Objectives and Activities**

The Deed provides that the Trustees *“shall hold the said property hereinbefore conveyed Upon Trust to permit the same to be used in perpetuity as a non-sectarian and non-political place of recreation and social intercourse and for any religious and or charitable purpose or purposes calculated to promote the moral intellectual spiritual or physical improvement or welfare or the recreation advantage or benefit of the inhabitants of Stisted aforesaid and of the surrounding district under the name of Stisted Village Hall either gratuitously or in consideration of any money payment or on such terms as the Trustees may think fit.”*

## **Achievements and Performance**

### **1. Change in Officers**

The following officers appointed in 2017 continue in post:

Mrs Tracy Warner      Bookings Officer  
Mr Tim Noonan      Treasurer  
Mrs Ann Noonan Allotments Letting Officer  
Mrs U Hollands.      Secretary (reappointed 2021)

### **2. Volunteers**

The Stisted Village Hall Management Committee would like to thank Linda Barnes for weeding the flowers bed in front of the Hall, Kathryn Hughes for procuring the replacement curtains and all the other volunteers for their time, effort and expertise provided during last year. Without their support and goodwill much of the facilities the Village Hall, Allotments and Community Orchard provide to the local community would not be possible.

The Management Committee would like to thank Forrester Hughes Ltd for repairing the concrete in the parking area and installing kerb stones and bollards in the front of the Village Hall and at the entrance of the allotment car park. They would also like to thank Courtney Lang Ltd who erected the wooden stakes for the deer fencing.

Finally the Management Committee would like to thank Mr and Mrs Bones for the donation of a sack of daffodil bulbs which have been planted in front of the Hall on either side of the road and BDC for providing the tree whips and bulbs as part of the community tree and bulb planting scheme to support ‘The Queen’s Green Canopy’ initiative which is in honour of the Platinum Jubilee of Queen Elizabeth II.

### **3. COVID 19**

2021 has been another challenging year due to COVID 19. In compliance with the government regulation, the Hall has been closed - partially or completely - during the national and regional lockdowns. Loss of income has been compensated by the various COVID 19 local restriction and lockdown grants provided by the government.

#### **4. *Hall bookings and Allotments lettings***

Before the lockdown, the hall was used regularly - Monday to Saturday - for a variety of classes and events for children and adults, including dance, fitness, yoga, pilates, indoor bowls, youth club and WI meetings and events. However, due to COVID 19 some of the regular events had to be cancelled. Childrens classes and Aimie's Dance Classes returned in April. Pilates, yoga, WI, carpet bowls and baby sensory ran from May to October. During the year a wedding reception was held at the Hall along with some childrens' parties.

In 2022, dog training classes have started in January. Later in the year, a baby shower and two children's parties have been booked with a potential wedding reception in August. Stisted Village Hall Facebook page remains a popular channel for hirers to contact the Bookings Officer.

Demand for allotment plots has been good and at present there are no vacancies. The ongoing problem of a deer entering the allotments and causing damage to the crop has been addressed. A deer proof fencing has been erected around the perimeter of the allotments.

#### **5. *Community Orchard***

The trees have had some mulch during the year and the grass around them strimmed, but the grass in the Orchard is in need of a cut. There was some evidence of Muntjac nibbling at the new saplings.

Thanks to Terry Deighton who has provided the Archive with some useful documentation relating to the establishment of the Orchard including the 2008-2013 Management Plan.

The identification of varieties continues and there is currently some ongoing light pruning. Cropping last year was mixed due to late frost and unusual weather, but this might now be the norm with climate change. The apple pressing day worked well but we could have done with more participants. Thanks to Mark Hughes for his work on this. Thanks also to all those who help keep the orchard hedges trimmed.

There are now two bee hives reduced from three. This was due to weaknesses in the colonies so some had to be combined. We did however manage to harvest a few jars of honey and hope we can do better in the coming year. Thanks to Graham Walker for his help with this.

The Management Committee organised an apple pressing morning in the autumn, to which village residents were invited.

#### **6. *Stisted Historic Archive***

The Archive has now settled into its new home in the Fairhead Room with the help of a Braintree Community Grant of £350. This grant paid for a display cabinet, display board and decorating materials. The work was carried out by Howard Hollands, Derek Pryke and Tim Noonan. Due to Covid delays we have not yet opened the Archive formally, though a number of interested folk have been allowed a sneak preview.

We have subsequently been given a £200 Parish Council Grant which will go towards our technical needs in terms of scanning and printing as we expand the digital archive on the Parish Council website. We will need to make further bids this year from Local Community Grants and Essex Heritage. Thanks to Tim Noonan for looking after the Archive account held within the Village Hall accounts

Our public face continues through three main channels:

### **The Parish Council Website :**

<https://www.stited-pc.co.uk/stited-news/stited-historical-archive/>

This has over 1000 items now and expands with new material almost on a weekly basis. Although this is the home for historical material it is also the place to find records of what is happening now across all fields of community life. History lies in the present as well as the past. Material is gathered by the archivists, Howard Hollands and Derek Pryke, who is responsible for uploading material and holding the Archive database of images.

The archivists are currently attempting to organise and file the vast amount of physical documentation and images, which will take some time. It should be noted that Howard and Derek are not historians but have a good working relationship as they tackle quite a huge task. In time, it would be good to draw in more folk to help with this.

### **Stited Village Facebook**

<https://www.facebook.com/groups/356148267863361>

Although the Facebook page is not accessed by all in the community it does provide another useful outlet for the Archive and has generated much public interest. Howard has responsibility for uploading material here.

### **Stited Parish Magazine**

The Parish Magazine, edited by Eleanor McMillan, is a third key means of communication for the Archive. We include some material every month and it has become an important secular component for the Magazine. We are grateful to Eleanor for her support in this. Material is supplied by Howard and Derek. It has been good to see other members of the community provide historical items of their own under the auspices of the term 'Archive'. The Archive is currently collating its own extensive Archive of past Parish Magazines, going back to 1920s.

Thanks should go to many folk who have contributed either in terms of furnishing the Fairhead Room or to the Archive itself, these include Sue Motion, Mark Hughes, Jenny Alderton, Tim Noonan, Brenda Easter, Peter Bash, Tayrina

Ferguson, Sue and Richard Buffey, Eleanor McMillan, Mike Bardell (Braintree historian), Pauline Harrington, Sian Parker, David Lear, Colin Vince, Christine Hunt, with apologies to those we may have missed!

### **7. *Stisted Village Hall Social Committee***

Due to COVID 19 restrictions, the Stisted Social Committee has had to cancel all the events that were planned for 2021.

### **8. *Project Planning Meetings***

A project planning meeting was held in April 2021 via Zoom to identify, prioritise and plan projects to be undertaken in 2021, following which:

1. All curtains and blinds have been replaced in the Hall and bar area
2. Concrete in the Hall car park has been repaired and kerb stones and bollards have been installed in front of the Hall and at the entrance of the allotment car park.
3. Deer fencing has been installed around the allotments
4. Cooker has been replaced in compliance with Health and Safety regulations
5. Contactor for the heating has been replaced
6. Access locks to side door for independent disabled access has been fitted
7. Landscaping in the front of the Hall has been completed

### **Financial Review**

Our Financial Statements confirm that a surplus of £12,128.32 was returned on our activities before the annual depreciation of £72.25 was calculated. Therefore, the net financial surplus is £12,056.07 after depreciation deduction.

### ***Principal Funding Sources***

Our main source of income is from the hire of the premises which enables the Management Committee to plan effectively for necessary repairs and renewals to the premises, including compliance with Health & Safety regulations. The Management Committee continues to seek appropriate grants to augment funding for specific projects.

As in previous years, an annual grant of £300 was received from Stisted Parish Council for maintenance of the external area. An additional grant of £200 was received from the Parish Council to complete the work of landscaping in the front of the Hall.

The Village Hall also qualified and received a total of £18,850.86, in response to the COVID 19 financial support provided by the government for local restrictions and national lockdown during the year.

Finally, a donation of £100 was received from the Masonic Charitable Foundation.

### ***Investment Policy***

Despite the current financial market, it is still our desire to secure the best interest rates available, using high rate interest accounts for a fixed term for the bulk of Trustee Designated and Unrestricted Funds. However, the low interest rates of the last five years now mean that a higher return is no longer available through Guaranteed Bonds so all our investments are held in a Savers Deposit Account which does not give the return we would desire.

### ***Village Events Account***

The Management Committee continues to administer the funds associated with village events and is therefore deemed to be restricted. No activities have taken place in 2021 and so the balance held in the dedicated current account has not changed.

### ***Reserves Policy***

Unless specifically instructed otherwise, all surplus funds and bank interest earned are deemed as unrestricted funds, available for the continued improvement of premises facilities. However, it is agreed that our reserves are equal to or greater to the value of Designated and Restricted Funds.

This year our average annual expenditure has been different to other years due to the pandemic. However as in previous years, we have allocated £12,000 as a designated fund, which is available to the Trustees should income from hirings be insufficient to meet our overheads.

Also, the Allotments are self-supporting and do not use funds from our main income of hall hire. In 2018 we created funds so the Allotments Funds (and future trading) is a restricted fund.

### **Plans for Future Periods**

Viability on need and affordability - with or without external funding - will dictate whether projects can be implemented. The following are under consideration:

- Internal redecoration of lobby
- Refurbishment of toilets
- Upgrade of heating facility
- Review security alarm and install fire alarm
- Insulation to roof

### **Responsibilities of the Management Committee**

The Management Committee is required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- Select suitable accounting policies and then apply them consistently;

- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to ensure that the financial statements apply to the relevant reporting standards. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Members of the Management Committee**

Members of the Management Committee who are Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

### **Independent Examiner of Accounts**

Mr Colin Coates of 16 Bainbridge Drive, Tiptree, Colchester, Essex CO5 0BP is the Independent Examiner of Accounts.

### **Declaration**

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

Signed on behalf of the Charity's Trustees

**Mr Mark Hughes**  
**Chairman**

Date: 30<sup>th</sup> March 2022

**Stisted Village Hall**  
**Statement of Financial Activities**  
**For the period from 01 January 2021 to 31 December 2021**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Receipts</b>					
Revenue receipts	27,561.36	1,392.40	—	28,953.76	18,663.82
Bank & CFB interest and investment income	2.44	—	—	2.44	26.36
Other receipts	—	—	—	—	—
<b>Total receipts</b>	<b>27,563.80</b>	<b>1,392.40</b>	<b>—</b>	<b>28,956.20</b>	<b>18,690.18</b>
<b>Payments</b>					
Hall upkeep	10,641.63	1,879.72	—	12,521.35	16,101.21
Allotment expenses	—	375.13	—	375.13	204.99
Utilities, insurances etc	1,911.24	203.30	—	2,114.54	2,224.20
Other payments	733.03	382.80	—	1,115.83	802.80
Officer expenses	600.00	—	—	600.00	703.25
Administration	101.03	—	—	101.03	83.87
<b>Total payments</b>	<b>13,986.93</b>	<b>2,840.95</b>	<b>—</b>	<b>16,827.88</b>	<b>20,120.32</b>
<b>Net income / (expenditure)</b>	<b>13,576.87</b>	<b>(1,448.55)</b>	<b>—</b>	<b>12,128.32</b>	<b>(1,430.14)</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	—	—	—	1,034.50
Gross transfers between funds - out	—	—	—	—	(1,034.50)
<b>Net income / (expenditure)</b>	<b>13,576.87</b>	<b>(1,448.55)</b>	<b>—</b>	<b>12,128.32</b>	<b>(1,430.14)</b>
<b>Other recognised gains / losses</b>					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>13,576.87</b>	<b>(1,448.55)</b>	<b>—</b>	<b>12,128.32</b>	<b>(1,430.14)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	<b>45,236.94</b>	<b>4,474.46</b>	<b>323,076.77</b>	<b>372,788.17</b>	<b>374,218.31</b>
<b>Total funds carried forward</b>	<b>58,813.81</b>	<b>3,025.91</b>	<b>323,076.77</b>	<b>384,916.49</b>	<b>372,788.17</b>
<b>Represented by</b>					
Unrestricted					
General fund	39,794.25	—	—	39,794.25	26,217.38
Designated					
Reserves	12,000.00	—	—	12,000.00	12,000.00
Trustee Funds for Property Alts & Imps	7,019.56	—	—	7,019.56	7,019.56
Restricted					
Allotments	—	2,375.60	—	2,375.60	3,441.35
Stisted Archive	—	(382.80)	—	(382.80)	—
Storage Facility	—	—	—	—	—
Village Hall Events	—	1,033.11	—	1,033.11	1,033.11
Endowment					
Hall & Land capital	—	—	323,076.77	323,076.77	323,076.77

## Stisted Village Hall

### Balance Sheet detailed

	As at 31/12/2021	As at 31/12/2020
<b>Fixed assets</b>		
3001: Village Hall building	323,173.12	323,173.12
3030: Hall Fixtures & Fittings	216.78	289.03
<b>Total Fixed assets</b>	<b>323,389.90</b>	<b>323,462.15</b>
<b>Current assets</b>		
5001: Barclays Current account 3780	39,226.82	15,422.77
5002: Bank Business Premium 5592	22,661.34	33,708.15
5006: Cash in Hand	38.43	195.10
5007: Village Events Petty Cash	—	—
5050: Sundry debtors	—	—
<b>Total Current assets</b>	<b>61,926.59</b>	<b>49,326.02</b>
<b>Liabilities</b>		
6002: General Creditors	400.00	—
<b>Total Liabilities</b>	<b>400.00</b>	<b>—</b>
<b>Net Asset surplus (deficit)</b>	<b>384,916.49</b>	<b>372,788.17</b>
<b>Reserves</b>		
Excess / (deficit) to date	12,128.32	4,782.36
Z01: Starting balances	372,788.17	368,005.81
<b>Total Reserves</b>	<b>384,916.49</b>	<b>372,788.17</b>

<b>Represented by Funds</b>		
Unrestricted	39,794.25	26,217.38
Designated	19,019.56	19,019.56
Restricted	3,025.91	4,474.46
Endowment	323,076.77	323,076.77
<b>Total</b>	<b>384,916.49</b>	<b>372,788.17</b>

## NOTES TO THE 2021 FINANCIAL STATEMENTS

### General Notes

The accounts conform to the latest requirements of the Charity Commission as they comply with the Charities Act 2011. The Statement of Financial Activities and the Balance Sheet will provide a standard view for the general public and the Charity Commission.

### Balance Sheet Items

#### a) Fixed Assets: Freehold Land and Buildings

The figure for Freehold Land and Buildings - £323,173.12 - remains at the same historic valuation in the absence of any independent, professional assessment, and any further expenditure of a capital nature for this financial year.

Freehold Land and Buildings remain categorised, in line with the requirements of the Charities Act 2011, as a Permanent Endowment under the Restricted Funds category because of its capital nature and implicit restrictions in its charitable use.

#### b) Tangible Assets

The Tangible Assets - Fixtures & fittings, furniture, crockery & cutlery etc. - are depreciated at the rate of 25% per annum on a reducing balance basis. Based on a book value brought forward of £289.04, depreciation of £72.25 realises a revised book value in 2021 of £216.78.

#### c) Sundry Debtors and Creditors

In presenting the Financial Statements as Receipts and Payments, it is confirmed that there are no outstanding debtors for 2021. Outstanding creditors relating to Horizon for grass cutting is £400.

#### d) Established Funds of the Charity

Restricted funds set aside by the Trustees of Stisted Village Hall include £1,992.80 for Allotments and £1,033.11 as the surplus being available for Village Hall events.

Unrestricted funds of £39794.25 are available for the running of the Village Hall and includes the excess of income over expenditure of £12,128.32 in 2021.

