



**Annual Report  
and  
Financial Statements  
for the year ended  
31<sup>st</sup> December 2023**

**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 for year:
Mr R Barnes			2026
Mr D I Cruickshank			2023
Mr M Hughes	Chairman		2025
Mr R Hughes			2025
Mr G Sargeant			Resigned Feb 2024
Mrs T Warner	Bookings Officer and Vice Chairman		Resigned Feb 2024

**Independent Examiner  
of Accounts:** Colin Coates  
16 Bainbridge Drive, Tiptree, Colchester, Essex CO5 0BP

**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 2023**

The Management Committee presents its report and financial statements for the year ended 31<sup>st</sup> December 2023.

### **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 all the volunteers who help in the running and maintenance of the Hall. We would particularly like to thank all those involved with organising and running of the social and fundraising events at the Hall this 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.

Finally, the Management Committee would like to thank Mr and Mrs Bones for the donation of a sack of daffodil bulbs once again in 2023. These have been planted in front of the Hall on either side of the road.

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

The Village Hall continues to hire the Hall on a regular basis to Aimie’s Dance Class, pilates, WI, dog training, Baby Basking sessions and Little Story Shapers classes. Additionally, the Hall continues to hire the Hall for children’s parties, weddings and other events.

Stisted Village Facebook page is still the most popular way to contact for hall bookings.

Only one plot in the allotments remains unoccupied. The rest have been rented for most of the year.

#### ***4. Community Orchard***

Thanks to everyone who helped with the maintenance of the community orchard this year. We have an orchard plan which guides us through the year, but were unable to host an apple pressing event due to a lighter crop. Nearly all the fruit this year was collected by the villagers.

We are currently in conversation with Orchards East about celebrating European Apple Blossom Day 2024.

There is now an absence of bee hives in the orchard and no return is expected for the foreseeable future

### **5. *Stisted Historic Archive***

Thanks to all in the archive team and to SVH and its volunteers for the continued support for the work of the archive.

We have had a busy 2023 with a presentation at Stisted Hall, exhibitions, oral history, writing for social media and the Parish Magazine.

We received the new dedicated laptop for the Archive which helps us meet data protection requirements as well as providing the space for the expanding digital collection.

Cataloguing of physical materials (photos, objects and documents) continues and The Parish Magazine is being researched to provide a guide to the historical material that has been gathered over the years.

We are currently planning events for 2024 and these include a major photographic exhibition in the Autumn, presentations at the Village Hall, oral history conversations and the first of the Trades and Businesses Exhibitions in the Fairhead Room.

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

Several social and fundraising events were organised by the Management Committee – Music night, Movie night, Barn Dance and a Quiz night. Approximately £5000 was raised which will be used for the much needed refurbishment of the toilets in the Hall.

The management Committee plan to organise a few more events in 2024.

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

In 2023, project planning was discussed as part of the SVHMC meetings and the following work has been completed:

1. General maintenance work to the interior and exterior of the Hall, a lot of it carried out by Trustees
2. Loft area has been fully insulated
3. 6 wooden bollards installed at the entrance of the Allotments carpark
4. Repair to roof and gutters completed and fascia boards replaced
5. Full Fire testing and PAT testing completed

### **Financial Review**

Our Financial Statements confirm that a net financial loss of £1161.31 was returned on our activities, allowing for an annual depreciation of £70.00. Therefore, the net financial loss is £1091.31 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. Additionally in 2023, the Management

Committee organised some fund -raising social events to boost their income for essential refurbishments.

As in previous years, an annual grant of £300 was received from Stisted Parish Council for maintenance of the external area.

### ***Investment Policy***

Despite the current financial market, it is still our desire to secure the best interest rates available, using a 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.

### ***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.

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.

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 still under consideration:

- Internal redecoration of lobby
- Refurbishment of toilets
- Upgrade of heating facility
- Review security alarm and install fire alarm
- Apply for grant to refurbish toilets
- Apply for grant to install solar panels

### **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: 24 April 2024

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees of the Stisted Village Hall (Registered Charity number 246278) on the accounts for the year ended 31 December 2023.

### Respective responsibilities of trustees and the 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 of the Charities Act 2011 (the Charities Act) and that an independent examiner is needed.

### It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the General Direction given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention

### Basis of Independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination included a review of the account 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 the 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:
  - a) to keep accounting records in accordance with section 130 of the Charities Act;
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Signed:



Date: 18/03/2024

Name: Colin Coates

Relevant professional qualification: Fellow of The Chartered Association of Certified Accountants. (FCCA - retired)

16 Bainbridge Drive, Tiptree, Colchester, Essex CO5 0BP

**Stisted Village Hall**  
**Statement of Financial Activities**  
**For the period from 01 January 2023 to 31 December 2023**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<i>Receipts</i>					
Revenue receipts	17,675.66	2,852.50	—	20,528.16	18,414.50
Bank & CFB interest and investment income	215.94	—	—	215.94	21.90
Other receipts	150.00	8,736.10	—	8,886.10	80.00
<b>Total receipts</b>	<b>18,041.60</b>	<b>11,588.60</b>	<b>—</b>	<b>29,630.20</b>	<b>18,516.40</b>
<i>Payments</i>					
Hall upkeep	20,601.56	—	—	20,601.56	6,698.26
Allotment expenses	—	165.01	—	165.01	38.48
Utilities, insurances etc	2,753.78	408.00	—	3,161.78	5,300.88
Other payments	669.56	5,439.73	—	6,109.29	1,650.62
Officer expenses	600.00	—	—	600.00	600.00
Administration	83.87	—	—	83.87	85.49
<b>Total payments</b>	<b>24,708.77</b>	<b>6,012.74</b>	<b>—</b>	<b>30,721.51</b>	<b>14,373.73</b>
<b>Net income / (expenditure)</b>	<b>(6,667.17)</b>	<b>5,575.86</b>	<b>—</b>	<b>(1,091.31)</b>	<b>4,142.67</b>
<i>Transfers</i>					
Gross transfers between funds - in	—	—	—	—	350.00
Gross transfers between funds - out	—	—	—	—	(350.00)
<b>Net income / (expenditure)</b>	<b>(6,667.17)</b>	<b>5,575.86</b>	<b>—</b>	<b>(1,091.31)</b>	<b>4,142.67</b>
<i>Other recognised gains / losses</i>					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>(6,667.17)</b>	<b>5,575.86</b>	<b>—</b>	<b>(1,091.31)</b>	<b>4,142.67</b>
<i>Reconciliation of funds</i>					
<b>Total funds brought forward</b>	<b>61,472.87</b>	<b>4,509.52</b>	<b>323,076.77</b>	<b>389,059.16</b>	<b>384,916.49</b>
<b>Total funds carried forward</b>	<b>54,805.70</b>	<b>10,085.38</b>	<b>323,076.77</b>	<b>387,967.85</b>	<b>389,059.16</b>
<i>Represented by</i>					
Unrestricted					
General fund	35,786.14	—	—	35,786.14	42,453.31
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	—	4,133.55	—	4,133.55	3,423.56
Stisted Archive	—	328.00	—	328.00	64.04
Storage Facility	—	—	—	—	—
Village Hall Events	—	5,623.83	—	5,623.83	1,021.92
Endowment					
Hall & Land capital	—	—	323,076.77	323,076.77	323,076.77

## Stisted Village Hall

### Balance Sheet detailed

	As at 31/12/2023	As at 31/12/2022
<b>Fixed assets</b>		
3001: Village Hall building	323,173.12	323,173.12
3030: Hall Fixtures & Fittings	210.00	162.58
<b>Total Fixed assets</b>	<b>323,383.12</b>	<b>323,335.70</b>
<b>Current assets</b>		
5001: Barclays Current account 3780	40,701.56	42,761.29
5002: Bank Business Premium 5592	22,899.18	22,683.24
5006: Cash in Hand	881.29	82.93
5007: Village Events Petty Cash	—	—
5050: Sundry debtors	388.00	196.00
<b>Total Current assets</b>	<b>64,870.03</b>	<b>65,723.46</b>
<b>Liabilities</b>		
6002: General Creditors	285.30	—
<b>Total Liabilities</b>	<b>285.30</b>	<b>—</b>
<b>Net Asset surplus (deficit)</b>	<b>387,967.85</b>	<b>389,059.16</b>
<b>Reserves</b>		
Excess / (deficit) to date	(1,091.31)	21,053.35
Z01: Starting balances	389,059.16	368,005.81
<b>Total Reserves</b>	<b>387,967.85</b>	<b>389,059.16</b>

<b>Represented by Funds</b>		
Unrestricted	35,786.14	42,453.31
Designated	19,019.56	19,019.56
Restricted	10,085.38	4,509.52
Endowment	323,076.77	323,076.77
<b>Total</b>	<b>387,967.85</b>	<b>389,059.16</b>

## NOTES TO THE 2023 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 £280.00, depreciation of £70.00 realises a revised book value in 2023 of £210.00.

#### c) Sundry Debtors and Creditors

In presenting the Financial Statements as Receipts and Payments, it is confirmed that outstanding creditors is £285.00 and outstanding debtor amount is £388.00 for 2023.

#### d) Established Funds of the Charity

Restricted funds set aside by the Trustees of Stisted Village Hall include £4133.55 for Allotments and £5623.83 as the surplus being available for Village Hall events.

Unrestricted funds of £35786.14 are available for the running of the Village Hall and includes loss of income over expenditure of £1091.31 in 2023.