Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	January	2025	To	31	December	2025

Section A Reference and administration details

Charity name LITTLE BURSTEAD VILLAGE HALL

Other names charity is known by

Registered charity number (if any) 301311

Charity's principal address

LAINDON COMMON ROAD
LITTLE BURSTEAD
ESSEX
Postcode CM12 9TJ

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	Roger Savage	Chairperson		
2	Carol Savage	Booking Secretary		
3	Angela McCoy	Treasurer		
4	Chris Hutchings	Secretary		
5	Jan Ellis			
6	Sheila Wright			
7	James Slocombe			
8				
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

There are no advisers or employees.

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Trust deed
Trustee selection methods (eg. appointed by, elected by)	Elected by Little Burstead Village Hall Management Committee

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The trust deed was set up for the village hall and accompanying land "to be used for the inhabitants of the Parishes of Great Burstead and Little Burstead ...and the surrounding districts, for the purposes of a Village Hall as hereinafter provided".

It is to be administered by the Trustees (as a Management Committee) according to the following:

1. used as a non-sectarian place of recreation and social intercourse, either gratuitously or in consideration of any money payment or on such terms as the Committee of Management may think fit
2. not to be used for the purposes of particular Church denomination or sect and no religious services
3. Buildings can be repaired, altered or enlarged or taken down and rebuilt if necessary, and may permit the erection of additional buildings"
4. The management and control of the said Village Hall shall be vested in a Committee to be selected annually by those persons residing in the district. The committee may from time to time delegate any of their powers or duties to Sub-Committees...as they think fit.
5. The Committee shall from time to time make and alter such rules and regulations with regard to the conduct of their business and all matters in respect of which any power or duty is hereby vested in them as they may think proper.
6. The members of the WI of Little Burstead shall have the exclusive right to use and occupy the trust premises free of charge on 12 days during any one year by giving 6 months' notice in writing of the dates required but shall pay such reasonable charges for lighting and firing as the Committee may decide.

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)

The village hall committee manage the day-to-day running of the hall – hall hire bookings, hall maintenance, purchase of equipment, maintain financial and operational records.

The hall is hired out to regular hirers (e.g. sports, arts, music, WI, NCT, N-Gage, Narcotics Anonymous groups) and to the wider community (e.g. parish council, Basildon council for polling, children's birthday parties, village community events, and fund-raising events).

The committee also undertake a number of community events during the year to both supplement our income to ensure we can pay for our outgoings and bring together members of the village and the wider community.

The Trustees and Management Committee agree that the Little Burstead Village Hall does meet the public benefit test as stipulated by the Charities Commission.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

We have increased our cash reserves by £5,145 this year.

Hall hire – hall hirings for the year resulted in about £18,000 income. The top 5 contributors to this income are the NCT, N-Gage (a young people's support group), Children's parties, regular Yoga sessions and weekly Narcotics Anonymous sessions.

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Events – we ran 11 events during the year, which resulted in net income of just under £1,600. Our Film & Pizza Night, Race Night, Murder Mystery Evening, Burstead in Bloom event, An Afternoon of Music in the village field, and another successful Christmas Fayre event raised the bulk of those funds.

Expenditure – we purchased a projector and screen for the hall £602, a refurbished dishwasher £360, 10 new circular tables £380, new Christmas decorations for the hall £144.

Furthermore, we had the hall revalued £100, added a plastic rail around the walls to protect the paint £320, replaced the first aid box lock £100, and has pest control in the hall £160

Lastly, we purchased and erected a new shed in Ellis field £3,468.

Section E Financial review

Brief statement of the charity's policy on reserves

The trustees strive to maintain reserves of £10,000 which is just over one year of hall running costs in a normal year. The reserves held on 31st December 2025 are £35,618. The surplus reserves are held for high-cost essential maintenance or capital expenditure as well as monies to cover events or situations that may arise.

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.

We obtain funds from hiring out the hall and fund-raising activities. We occasionally hire out Ellis field, which we lease, for parking use by villagers holding events on their own properties. We use the field ourselves for hall parking and a small number of fund-raising events. This year we erected a new shed on the field to store field event related equipment.

We continue to invest in the hall where required to provide an outstanding hall that can be used by our villagers and surrounding communities.

Section F Other optional information

The land is held by the Official Custodian for Charities.
We lease Ellis field on Laindon Common Road, to provide parking for the village hall, and to put on community events.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		AMcCoy
Full name(s)	ROGER SAVAGE	ANGELA MCCOY
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER
Date	27/10/26	

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Section B: Statement of Assets and Liabilities as at 31 December 2025

	£ 2025	£ 2024
MONETARY ASSETS		
Bank Balances		
Saver Account	23,289.03	18,008.25
Community Account	11,645.79	11,430.75
	34,934.82	**29,439.00**
Petty Cash held	**683.39**	**1,034.00**
Total monetary assets	**35,618.21**	**30,473.00**
Debtors		
Hall/field hire paid in following year:		
NCT	640.00	760.00
N-Gage	1,870.00	1,785.00
Yoga	255.00	390.00
Parish Council		150.00
Field hire		
EDF Energy held in credit (estimated)	220.00	400.00
Events proceeds received in following year	113.00	
Creditors		
Hall/field hire:		
Parties paid in advance	215.00	115.00
Deposits paid in advance/to be returned	500.00	200.00
Next year's event receipts paid in advance		200.00
Parish Council overpayment of goods		75.00

NON-MONETARY ASSETS

Hall
Kitchen contents
Hi-Fi System and Storage Table
Audio Visual & Projector Equipment
Committee mobile phone
Store room furniture
Tables
Table stacker & chairs
Hall cleaning equipment
Noticeboard
Defibrillator (operated by us, owned by Parish Council)
Shed on Ellis Field
Shed at Little Burstead Village Hall
Shed at The Wartons
2 marquees
2 BBQ's
Generator

Signed: Chairperson

Dated: 27/10/26

Signed: Treasurer

Dated: 27/10/26

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Hall/field hire:		
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Next year's event receipts paid in advance		200.00
Parish Council overpayment of goods		75.00

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Signed: Chairperson

Dated: 27/10/26

Signed: Treasurer

Dated: 27/10/26

Independent Examiner's Report to the trustees of Little Burstead Village Hall (Registered Charity Number 301311)

I report to the trustees on my examination of the accounts of Little Burstead Village Hall for the year ended 31st December 2025

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those 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 a proper understanding of the accounts to be reached.

Gemma Humphries
Rural Community Council of Essex
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
17th September 2026