Trustees Annual Report 2025
DRAFT FOR TRUSTEE REVIEW

From	Period start date			To	Period end date		
	01	01	2025		31	12	2025

Section A Reference and administration details

Charity name	Great Waltham Village Hall
Other names charity is known by	The Hulton Hall
Registered charity number (if any)	301320
Charity's principal address	The Hulton Hall, South Street, Great Waltham, Essex
Postcode	CM3 1DF

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	[CONFIRM all trustees]	[2025 offices]	[Appointment and departure dates]	[Appointing body, where applicable]
2	MARK NICHOLLS	CHAIR (PT YEAR)	FEB 2026	FULL COMMITTEE
3	KERRIE WIFFEN	VICE-CHAIR	NOV 2025	FULL COMITEE
4	KATE SAPSFORD	TREASURER	JAN 2026	FULL COMMITTEE
5	STEPH WILLS	VICE-TREASURER	JAN 2026	FULL COMMITEE
6	MIKE SAPSFORD		MAY 2026	" "
7	DEBORAH MATTAM		MAY 2026	" "
8	STEPHEN TROY		MAY 2026	" "
9	DAWN LENOX		DEC 2025	" "
10	JANINE WILLSHER		DEC 2025	" "
11	DANIEL HARPER-GRAY		OCT 2025	" "
12				
13				
14				
15				
16	JO PALMER (RESIGNED)	CHAIR	MAY 24 - OCT 25	? ? ?
17				
18	LAURA MITSON (resigned)	CHAIR	OCT 25 - FEB 26	" "
19				
20				

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

Name	Dates acted if not for whole year
[CONFIRM any custodian or other trustees]	
OLLIE MICKLEM	MAY 25 - ~~OCT~~ DEC 2025

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charity Commission Scheme. Governing Document. Unincorporated
How the charity is constituted (eg. trust, association, company)	The charity's legal constitution is from its governing document.unincorporated
Trustee selection methods (eg. appointed by, elected by)	Trustees are selected in accordance with the governing Scheme. Casual members yearly AGM vote. To accompany user groups appointed members

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.

The hall is managed by volunteer trustees.

Draft keyholder arrangements were developed in August 2025, addressing access, key security and emergency access.

All Policies and documents are available on the charities website : https://www.greatwalthamvillagehall.co.uk/policies-trustees.html

An independent qualified Auditor has assessed the halls finance and governance

No Major risks were identified, and work to risk assessments are ongoing, many of the polices on the website identify the risks

Section C Objectives and activities

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

The provision and upkeep of a village hall for the use of the inhabitants of the Parish of Great Waltham, as constituted on 9 July 1889, with the object of improving their conditions of life.

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)

During 2025, Great Waltham Village Hall provided premises and facilities for community use, supporting its charitable purpose of improving the conditions of life of local inhabitants. The hall offered a shared space where people could meet, participate in activities and develop social connections.

Activities accommodated included regular yoga and meditation classes, providing opportunities for physical activity, reflection and social contact. Classes offered chair and cushion options to support participation by adults with differing abilities. Bookings were also taken for science workshops and regular tuition, broadening the educational activities available locally. Four new regular hirers were recorded during the year, supporting wider use of the facilities.

Free guest Wi-Fi was available to authorised users throughout the hall, supporting those delivering and attending activities. Trustees and volunteers also worked on arrangements for keys, access and handovers to help hirers use the premises responsibly and support the hall's continued operation.

Through the provision and management of these facilities, the charity enabled local organisers and activity providers to bring people together and contribute to community life.

The trustees have had regard to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and activities.

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 charity benefited from the unpaid time and commitment of its trustees and other volunteers during 2025. Their support included coordinating access to the premises, maintaining keyholder records and assisting with handovers for regular hirers.

This practical contribution supported the day to day running of the hall and helped local groups and activity providers use its facilities. Volunteer involvement remained an important part of providing a shared community resource for the benefit of local residents.

Section D Achievements and performance

Section D Achievements and performance

Summary of the main achievements of the charity during the year

During 2025, Great Waltham Village Hall continued to provide a venue for local activities, supporting the charity's purpose of improving the conditions of life of people in the parish. Maintaining opportunities for people to meet, learn and participate in shared activities remained central to its work.

A positive development was the booking of four new regular hirers, recorded in August 2025. These bookings demonstrated continuing interest in the hall and provided opportunities to broaden its use. They included bookings for a science workshop and weekly tuition, extending the range of educational activities available locally.

Regular Preschool, adult exercise, and karate for adults and children, as well as parties for local people and yoga and meditation sessions also formed part of the hall's programme, providing opportunities for physical activity, personal reflection and social contact. By accommodating independent activity providers, the charity supported the availability of these sessions within the village.

Progress was made in developing clearer arrangements for managing the building. Work during the year included coordinating new locks and keys and preparing a keyholder policy and agreement. This work was intended to clarify responsibilities, improve security and support reliable access for hirers and volunteers.

Trustees and volunteers contributed practical support to the continued running of the hall. Their work helped maintain a shared resource for local people while supporting new bookings and the development of more organised management arrangements.

Taken together, these activities supported the hall's continuing role in village life and laid foundations for its future use and sustainability.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity has adopted a reserves policy, and the trustees have made progress in separating its funds into earmarked reserves held in a 90-day notice account and funds held in a more readily accessible account.

The charity holds reserves equivalent to two years' costs, together with three months' operating capital, taking account of predictable income.

Under the policy, transfers from these reserves require approval through a trustee vote that meets the specified minimum voting threshold. The accounts are held in the names of all trustees on behalf of the charity.

Details of any funds materially in deficit

NONE

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.

The charity's principal source of income is the hire of its premises and facilities. [Confirm against the 2025 accounts.]

Total income: £
Total expenditure: £
Surplus or deficit: £
Funds at 31 December 2025: £[CONFIRM]
Restricted funds: £ 20,000
Free reserves: £6,000

Section F Other optional information

The trustees wish to thank the volunteers, regular hirers and local residents who supported Great Waltham Village Hall during 2025. Their time, commitment and use of the facilities helped sustain the hall as a shared community resource.

The charity values its relationships with those who use and care for the building. Continued community involvement remains important in helping the hall respond to local needs and serve future generations.

Section G Declaration

DRAFT ONLY — approval and signature fields must be completed after trustee approval.

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees.

Signature(s)		
Full name(s)	MARK NICHOLLS	KATE SADSFORD
Position (eg Secretary, Chair, etc)	CHAIR.	TREASURER
Date	12 OCT	

GREAT WALTHAM VILLAGE HALL: Reg. Charity No.301320

INCOME AND EXPENDITURE ACCOUNT 31ST DECEMBER 2025

	Unrestricted Funds £	Restricted Funds £		Total 2024 £	Variance
INCOME RECEIPTS					
Hall Hire	17546.00			19753.75	-11.18%
Committee Room	1118.00			8345.00	-86.60%
Band Room	67.50			0.00	0.00%
Library	2383.26			2822.62	-15.57%
Parish Council	0.00			0.00	0.00%
Car Park	1580.00			1645.00	-3.95%
Clothes Bin	915.45			803.70	13.90%
Donations	226.00			160.00	41.25%
Grant- G.W. Community Network	93.54			0.00	100.00%
Grant -RCCE	0.00			0.00	0.00%
Grant -Lottery	0.00			0.00	0.00%
M&G	182.02			7.54	2314.06%
Deposits Held	4700.00			2100.00	123.81%
Total Receipts	28811.77	0	28811.77	35637.61	
PAYMENTS					
Internet	368.88			362.87	1.66%
Electricity	2171.38			3435.16	-36.79%
Business Rates	1263.67			1082.67	16.72%
Oil	2149.23			2622.13	-18.03%
Water & Sewage	1050.34			568.13	84.88%
Cleaning	3065.83			3283.09	-6.62%
Maintenance & Repairs	11875.62			26665.04	-55.46%
Stationary	25.18			102.76	-75.50%
Insurance	2038.51			1798.09	13.37%
RCCE	193.40			80.40	140.55%
Sundries	4933.35			906.55	444.19%
Returned Deposits	3300.00			2000.00	65.00%
Treasurer Fees	2155.00			1830.00	17.76%
Total Payments	34590.39	0	34590.39	44736.89	
Surplus/(Deficit) for the year			-5778.62		
Balance at start of year	31019.88	0	31019.88		
Balance at 31st DECEMBER 2025	25241.26	0	25241.26	31019.88	
Check			(0.00)		

Reviewed 13/4/26.

M. Nicholls 13 APR 26.

K. WIFFEN 13/4/26

J WILLSHER 13/4/26

S. Wills 13/4/26

Report to the Trustees of Great Waltham Village Hall
On accounts for the year ended 31st December 2025
Charity Number 301320

I report to the Trustees on my examination of the accounts of the above charity for the year ended 31st December 2025

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

I report in respect of my examination of the Trust's account carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- Accountings records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed.....

Date – 16th April 2026

Miss Ann C Wood LL.B., DMS, PIALC

LetchWood
134 Witham Road
Black Notley
Braintree
Essex
CM77 8LN