



# FYFIELD VILLAGE HALL

## Annual Report 2024

**FYFIELD VILLAGE HALL**

Charity number: 301304



# Trustees' Annual Report for the period

Period start date			Period end date		
01	January	2024	31	December	2024
<b>From</b>			<b>To</b>		

## Section A Reference and administration details

**Charity name** FYFIELD VILLAGE HALL

**Other names charity is known by**

**Registered charity number (if any)** 301304

**Charity's principal address**

Houchin Drive  
 Fyfield  
 Ongar  
 Postcode CM5 0RG

### 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	Martin Baxter	Chair	To 31 August 2024	
2	Penny Ovel	Vice Chair/Chair		
3	Steve Turner	Treasurer		
4	Chris Collins	Secretary		
5	Sandra Mead			Fyfield Parish Council
6	Patricia Jones		To 29 April 2024 and from 20 May 2024	Fyfield PCC
7	Karla Hirst			
8	Rachel Barlow			
9	Lizzie Webster			
10	Sarah McGregor		From 15 July 2024	
11	George Phimister		To 15 August 2024	WD50+ club
12	Debbie Spanton		To 29 April 2024	
13	Ann Jackson		To 29 April 2024	
14	Jenny Phimister		29 April 2024 to 2 May 2024	Fyfield PCC
15	Ira Mullish		From 15 July 2024	
16	Andy Lee		From 15 July 2024 to 12 August 2024	

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

Name	Dates acted if not for whole year
Official Custodian of Charities	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Declaration of Trust
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Maximum of 8 elected, 4 appointed and 4 co-opted

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>New trustees are provided with guidance from the Charity Commission and ACRE on the role and responsibilities of being a trustee. The secretary also offers individual discussions with new trustees to ensure they are comfortable with the role and familiar with the structure of the charity and the governing document.</p> <p>Fyfield Village Hall join the RCCE each year, giving access to RCCE training courses and material which is used as and when required by trustees.</p>
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**Section C Objectives and activities**

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

<p>To provide a Village Hall for the use of the inhabitants of Fyfield and the neighbourhood (hereinafter called ‘the area of benefit’) without distinction of sex or of political religious or other opinions and in particular for the use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.</p>

**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 core activity of the charity is the maintenance and running of Fyfield Village Hall, which is offered for use in accordance with its the objects of the charity. The charity carries out four main strands of activity as part of the running of the hall:

- maintaining and developing the building and the facilities offered as part of its use;
- arranging the hire of the hall by users. This primarily consists of clubs and classes offered by charities, community groups or for profit instructors/teachers. In addition, the hall is hired by private individuals or companies for private functions or other events;
- a weekly community hub;
- organising and running fundraising events that are consistent with the objectives of the charity, for example summer barbecues, quiz nights, live music events etc.

In considering all of its activities in 2024, the trustees had regard to the guidance issues by the Charity Commission on public benefit.

### **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 relies exclusively on volunteers in order to operate, primarily the management committee/trustees supplemented by occasional contributions from other volunteers (for example former committee members or other inhabitants of Fyfield and the surrounding area). In addition, the charity has good links with the Fyfield Men’s Shed located next to the hall, who offer their time and expertise to carry out works in the hall whenever possible.

During 2024, there was a higher than usual number of trustees, both in terms of absolute numbers and turnover. The management committee consider this to be due to a number of esoteric reasons rather than representing a structural issue relating to the governance of the charity or the demands of the role of trustees. Towards the end of the year, a more settled management committee was in place to take the charity forward into 2025, though vacancies continue to exist and, as will many rural village hall charities, there are ongoing challenges in the recruitment of trustees.

The former chair of the management committee, Martin Baxter, retired during 2024 after many years of serving as a trustee and Chair. Following the appointment of a new Chair, the committee considered it appropriate to take steps to (a) improve the documentation of processes and issues that arise in the running of the hall; and (b) seek to ensure that the Chair is not assigned tasks by default as issues arise. This work will continue during 2025 with the aim of reducing both the burden of the role of Chair and key person risk (particularly in respect of the Chair, Treasurer and Secretary).

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

As set out in Section C, the activities of the charity are currently focussed on four main strands. The achievements for each during 2024 are set out below.

### **Maintaining and developing the hall**

The financial surplus generated since the end the of covid pandemic allowed significant repair, renovation and investment in new equipment

during 2024.

Key works to the fabric of the building were window replacement and repairs, repair and renovation of the stock room door and the replacement of the fire exit door in the Monica Couling room to ensure compliance with current standards.

The oven and fridge-freezer in the kitchen were replaced and a larger fridge-freezer for the club room kitchenette was acquired and installed.

There was also significant investment in equipment, notably:

- a projector and mobile large screen, which was immediately put to good use by allowing the hall to open for the England men's Euro 2024 fixtures and which can also be hired by hirers;
- a floor cleaning machine, to increase the efficiency and quality of the floor cleaning;
- the installation of free high speed internet, courtesy of Gigaclear;
- replacement of the outside noticeboard
- the full implementation of an up to date point of sales and inventory system in the bar, including a new tablet.

In addition, the curtains in the hall underwent full cleaning and fireproofing.

### **Arranging the hire of the hall**

The hall maintained a steady number of regular hires over 2024. Three new regular sessions were secured, being two weekly adult dance classes and the U3A Rodings and Ongar branch monthly meeting. Unfortunately this was offset by the end of Sing and Sign classes at the hall.

The number of private hires slightly decreased in 2024 against 2023, however these still secured a notable income for the hall averaging around £375 per month.

### **Community hub**

The weekly community hub morning continued on Thursday mornings. During 2024 this became an established part of the public benefit of the charity, offering local residents a chance to meet and catch up over a drink and cake. In addition, this session now hosts the regular 'coffee with cops' organised by Fyfield Parish Council, providing regular access to the village police officer to raise any concerns and ask questions about crime and policing issues.

The community hub is free to attend (including hot drinks and any food offered) – whilst this represents a small cost for the charity, the trustees consider it an important offering for the village. It has also been useful to be able to provide potential hirers of the hall a time when the hall is open for viewing, so has been used a way to try to increase the income of the charity.

### **Fundraising events**

The hall hosted a number and range of fundraising events in 2024, all of which were also consistent with advancing the objectives of the charity. The main fundraising events were:

## Section D

## Achievements and performance

- bingo night
- two quiz nights
- a series of 'Bangin' Friday!' barbecue evenings during the spring and summer months
- a live band night
- a magic night, featuring magicians from the Ilford Magic Circle
- Christmas party
- Halloween event

Overall the trustees consider 2024 to be a successful year. Whilst the accounts show an overall loss of around £3,500, this included the acquisition of various assets and repairs/renovations that are all expected to last in the range of 8 – 20 years. The charity remains in a robust financial position, with amounts held in excess of reserves such that significant renovations and investment can continue in 2025, including complete redecoration of the hall.

Finally, the efforts of all of the trustees during 2024 and prior years were rewarded by Fyfield Village Hall achieving runner up in the 2024 RCCE community building award.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

An income and reserves policy was in effect during 2024. This provided that £37,000 be held in reserve, being:

- £7,000 as an operational reserve, to cover a minimum of nine months' operating costs assuming no income is generated during this time and variable costs are reduced to an amount consistent with the hall not operating; and
- £30,000 to pay for exceptional expenditure for significant repairs and renewals.

An amount in excess of this reserve amount was held on account in the charity's bank accounts during 2024.

### 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 income was from three main sources during 2024:

- hire income from regular users of the hall, mostly being either non-profit making/charity groups or private classes that are consistent with the objectives of the charity
- income from ad-hoc users of the hall, mostly being private functions and events. Income was largely hire fees for the hall, with some ancillary trading income from the operation of the bar during such functions and events.
- fundraising, largely being events held at the hall such as Friday Night BBQs, music nights, quiz nights and similar.

**Section F Other optional information**

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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		