



# FYFIELD VILLAGE HALL

## Annual Report 2025

**FYFIELD VILLAGE HALL**

Charity number: 301304



# Trustees' Annual Report for the period

Period start date			Period end date		
01	January	2025	31	December	2025
<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	
<b>Postcode</b>	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	Penny Ovel	Chair		
2	Steve Turner	Treasurer		
3	Chris Collins	Secretary		
4	Sandra Mead			Fyfield Parish Council
5	Patricia Jones			Fyfield PCC
6	Karla Hirst		To 31 August	
7	Rachel Barlow			
8	Lizzie Webster			
9	Sarah McGregor			

### 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)

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.

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.

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.

The trustees typically meet once a month and discuss the financial position of the charity and any substantive issues arising in respect of the hall and its use. The trustees also review and agree amendments to policies, consider fundraising activities and discuss any other major risks or issues. Substantive decisions are taken at these meetings, or delegated by the committee to individual or smaller groups of trustees as appropriate.

## Section C Objectives and activities

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

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.

### 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 2025, 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 in exchange for costs and small donations.

During 2025, the number of trustees remained stable but was below both the maximum permitted by the governing documents and the number required to maximise the use of the hall for the benefit of the community. Efforts continued both to recruit more trustees, reduce key person risk and ensure the hall can be used by beneficiaries and other hirers as efficiently as possible without reliance on volunteer trustees.

## 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 2025 are set out below.

#### Maintaining and developing the hall

Two substantive renovation projects were completed in 2025. These were:

- the complete redecoration of both halls, club room and kitchen; and
- replacement of the hot water tank and heating controls with a more efficient and modern system.

Prior to 2025, the halls were last repainted prior to reopening the hall after the first covid lockdown in 2020 and the clubroom and kitchen had not been repainted for some years. Whilst the complete redecoration of all areas in one go was a significant expense, the charity is now in a position to implement a continuous rolling programme of upkeep and redecoration, spreading the cost and minimising disruption to users of the hall.

The management committee considered that the heating and hot water system needed to be upgraded to make it more efficient, increase reliability and consistency and enable greater control over the energy usage of the hall. Following advice from a number of heating engineers

and installers, the charity concluded it was unnecessary to replace the boiler at this time but that substantive improvements could be made by changing the hot water tank to a smaller unvented tank and replacing the heating controls with the Honeywell Home smart system. This work was completed in October 2025.

As well as these major projects, other more minor works were carried out as necessary through the year, including installation of additional external power sockets.

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

The hall continued to be used by all of its regular hirers during 2025 and also added another weekly children's dance class. Regular bookings continue to offer a range of activities at the hall. However, there remains slots available across the week for new regular hirers if required.

The number of private hires increased in 2025 against 2024, including around 40 weekend hires by private functions. Income from private hires averaged around £650 per month, plus food and drinks sales when volunteers were available to manage the bar and hirers requested it.

### **Community hub**

The weekly community hub morning continued on Thursday mornings, with a regular and steady attendance.

The community hub is free to attend – 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 continues to be 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 2025, all of which were also consistent with advancing the objectives of the charity.

The main fundraising events were:

- two 'paint and plonk' afternoons
- two quiz nights
- a series of 'Bangin' Friday!' barbecue evenings during the spring and summer months
- a live band night
- a harvest festival event (jointly organised with Fyfield Parish Council and other volunteers from the village)
- Halloween event

Overall the trustees consider 2025 to be another successful year, similar to 2024. Whilst on a cash basis the charity incurred a loss of around £4,500, this included two significant renovation projects costing around £14,500. The replacement of the hot water tank and heating controls might also allow a reduction in the amounts to be held in reserve and the charity remains in a robust financial position. Currently the capacity for continued renovation and investment is limited by trustee time and availability rather than finances

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

An income and reserves policy was in effect during 2025. This provided that £37,200 be held in reserve, being:  
- £7,200 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 2025.

**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 2025:

- 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. At such events funds are raised through ticket sales and through the sale of food and drink, including by opening the bar



**Section F Other optional information**

[Empty box for optional information]

**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>	Chris Collins	Penny Ovel
<b>Position</b>	Secretary	Chair
<b>Date</b>	9 February 2026	9 February 2026