

HANNA'S FIELD CHARITY
Trustees of East Hanningfield Village Hall & Playing Field

TRUSTEES ANNUAL REPORT
FOR THE PERIOD
1st January 2021 to 31st December 2023

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Hanna's Field Charity

OTHER NAMES CHARITY IS KNOWN BY: None

REGISTERED CHARITY NUMBER: 286877

CHARITY'S PRINCIPAL ADDRESS: C/O Honorary Treasurer,
2, Clinton Close,
East Hanningfield,
Chelmsford Essex,
CM3 8AZ

NAMES OF TRUSTEES WHO MANAGE THE CHARITY:

	Trustee Name	Office	Date acted	Status
1.	Ms Jenny Mouser	Chairman	All of 2023	Elected
2.	Mr David Bell	Vice Chairman	All of 2023	Elected
3.	Mr Michael Plumridge	Treasurer	All of 2023	Elected
4.	Ms Wendy Thomas	Secretary	All of 2023	Elected
5.	Ms Anne Walden	-	Part of 2023	Resigned April 2023 AGM
6.	Mr Malcolm Edward	-	All of 2023	Elected
7.	Ms Fiona Ward	-	All of 2023	Elected
8.	Ms Jackie Feehan	-	All of 2023	Elected
9.	Mr Colin Warren	-	Part of 2023	Resigned August 2023
10.	Mr Malcom Thomas	-	All of 2023	Rep. (Custodian Trustee)
11.	Ms Diane Batt	-	All of 2023	Representative
12.	Ms Rachel Lambert	-	All of 2023	Representative

NAMES OF THE TUSTEES FOR THE CHARITY continued:

Name	Dates Acted
East Hanningfield Parish Council (Custodian Trustees)	All of 2023

NAMES AND ADDRESSES OF ADVISORS:

Type of Advisor	Address
Solicitor	Birkett Long Solicitors, Amphora Place, 1 Sheepen Road, Colchester, Essex. CO3 3WG

NAME OF CHIEF EXECUTIVE OR SENIOR STAFF MEMBERS:

Not applicable

STRUCTURE GOVERNANCE AND MANAGEMENT**DESCRIPTION OF THE CHARITY'S TRUSTS:**

Type of Governing Document	Declaration of Trust
How Is The Charity Constituted	By Trust Deed
Trustee Selection Methods	By election, and as representative members of (up to 12) village organisations

ADDITIONAL GOVERNANCE ISSUES:**Trustee's Consideration of major risks and the system and procedures to manage them:**

The trustees keep consideration of major risks under review, and carry insurance, accordingly, including trustee/employee and public liability.

The Play Area and Field Equipment such as Sports Wall, Football Goals and Youth Shelter are inspected by ROSPA.

The Hall's electrical equipment, fire detection system and fire extinguishers are inspected annually.

The field and trees around field are inspected annually for condition and dead trees/branches removed if considered a hazard.

OBJECTIVES AND ACTIVITIES:**SUMMARY OF THE OBJECTS OF THE CHARITY SET OUT IN ITS GOVERNING DOCUMENT:**

To hold the piece of land described as "Hanna's Field", including the Village Hall built there on, in trust for the use of the inhabitants of East Hanningfield.

SUMMARY OF THE MAIN ACTIVITIES IN RELATION TO THESE OBJECTS:

The main objects of the Trust are:

- a) Provision of sports, educational and recreation facilities for the local community.
- b) Provision of premises for the local Village Post Office and Shop to serve the community.

ADDITIONAL OBJECTIVES AND ACTIVITIES:

Contribution made by volunteers: The Charity is managed by volunteers who organise activities and oversee the resources of the organisation.

The Trustees are satisfied that the Charity meets the Charity Commission's requirements in the provision of public benefit as defined by its Trust Deed.

ACHIEVEMENTS AND PERFORMANCE

SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR:

The Charity works with the help of East Hanningfield Parish Council as Custodian Trustees to achieve the Charity's objective of maintaining and improving the hall and playing field facilities for use by the parishioners of East Hanningfield, and wider local community generally.

During the period covered by this report (2023) the Charity's income from hirers has continued to increase following the relaxation of virus social distancing restrictions for Corona virus in 2022.

Fundraising events on Hanna's Field and, in the Hall in 2023 with an annual Village Fete in July along with quarterly book sales in the Hall, the annual Art Exhibition in early October and a Fireworks & Halloween fundraising event at the end of October.

The Fete and Fireworks & Halloween events were organised by a Fete Sub-committee working under the overall supervision the HFC Management Committee.

Book Sales in the Hall, and the Fete and Fireworks and Halloween events were organised with help of All Saints Parochial Church Council and profits shared equally.

The Charity managed to complete a number of important improvements and tasks over the year, in particular:

- Installation of an Intruder Alarm system for the Hall in early 2023 following a Hall break-in and damage in 2022
- Upgrade of the Hall CCTV to include a Number Plate Recognition (NPR) Camera to improve Hall and Carpark security.
- The planning, fund raising and specification of a large Solar PV Panel system on the Hall roof to supply free energy to the Hall, including the Village Shop to reduce our carbon footprint and energy costs.
- Installation of changes to the Village Hall Power Distribution Board to upgrade it and add a metered supply for the Village Hall shop.
- Planning, specification and fundraising for a hall Solar Panel roof system to be installed in 2024.

The planned priorities for 2024, subject to funding, are:

- a) Installation of a Solar PV Panel roof system to supply the Hall and Shop with energy.
- b) Carpark repairs and refresh of parking bay marking.
- c) Creation of a new Village Hall website to replace that which was hosted on the Parish Council's site.

The annual shop rent review was completed in November 2023 under the new Hall shop/post office 7-year lease signed with the tenant in 2022 (the lease will not need to be renegotiated with the incumbent tenant again until 2029).

The Charity hosted the Rural Community Council of Essex (RCCE) Annual Rural Village Hall and Community Buildings Conference on 23rd September.

FINANCIAL REVIEW

BRIEF STATEMENT OF THE CHARITY'S POLICY ON RESERVES:

The Charity aims to maintain a flexible reserve, available to cover the cost of unforeseen problems and new initiatives whilst still supporting replacement of equipment approaching end of life in the Village Hall, the Community Shop/post office in the Hall and Playing Field equipment.

The free reserves at the end of the year stand at £40,506 which is marginally down compared to £41,429 at the end of 2022.

DETAILS OF FUNDS MATERIALLY DEFICIT:

None.

FURTHER FINANCIAL REVIEW DETAILS:

The resources of the Charity consist of the hire of facilities, fund raising, Post Office/Shop rental, and periodic receipts of grants for specific projects or needs. Funds are expended on maintaining the hall and field facilities, and with the aid of grants, the improvement thereof. See the Charity's Financial Report attached with this report.

Looking ahead, the main financial risk foreseen is the impact on Hall finances of a rise in the cost of energy. The Village Hall has a 3-year energy contract with Scottish & Southern Electric (SSE) which has protected the Charity from energy price increases thus far but this expires on 1 May 2024. The planned installation of solar panels should help negate the worst of the impact but will require negotiating with energy providers for both the best possible energy supply deal but also the sale of energy exported at times when the Hall has a surplus.

The experience with the Covid pandemic has highlighted the need to allow adequate reserves. After the Covid pandemic, the Rural Community Council of Essex and ACRE recommended Village Halls should increase the level of reserve as a percentage of income to allow for this risk.

Beyond the previously stated planned improvements for 2024, the list of ideas for future improvements includes (in no order of priority):

- a) Hall Foyer changes to flooring, seating and notice boards.
- b) Hard track in grass verge at side of Hall to allow vehicle access in wet weather.
- c) Replacement of equipment approaching end of life in the children's Play Area.
- d) An additional sun awning for Preschool Play Area
- e) Extending the Sports Wall.
- f) Completing a Trim Trail around the field & skateboard ramps.
- g) Relaying of the field Mountain Bike Track.
- h) Regeneration of the field Sports Court.
- i) Extension solar panel roof system.

A long-term aim remains to create a Community Suite function room above the Small Hall if and when suitable grant funding source becomes available.

The current level of cash resources does not at present justify a long-term investment policy given the nature of ongoing intended Hall and Field improvements and cost and need to maintain a reserve for unforeseen emergencies such as another Covid type pandemic.

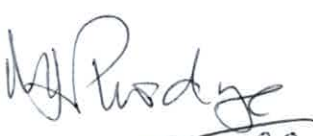

booking/invoicing system and a laptop for the Booking Secretary to run the software. This system has been run through 2023 with growing confidence but as part of setting up the new system it was decided to simplify and rationalise the hall's hire rate. This work has been started with some changes made but further work is needed for a conclusion in 2024.

The Charity also decided in 2023 on the need move away from the current spreadsheet tool for preparing accounts and financial reporting to a professional accounting software such as Xero or QuickBooks, which will require the services of a professional accountant to assist the Charity's Treasurer in the transition in 2024.

DECLARATION

The Trustees declare that they have approved the Trustees Report above.

Signed on behalf of the Charity's Trustees:

Signature(s) Date	 29.08.24	 31/08/24
Full Names	Michael Plumridge	Jenny Mouser
Position	Treasurer	Chairperson

HANNA'S FIELD CHARITY
Charity no 286877

INDEPENDENT EXAMINER'S REPORT
for the Year Ended December 31, 2023

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. the accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. 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 this report to enable a proper understanding of the accounts to be reached.



Jaclyn Bennett ACMA
7 Church Hill
Little Waltham
Chelmsford
CM3 3LR

Date:

22 Oct 24

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT
For the Year Ended 31 December 2023

	Notes	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Income from							
Donations & Legacies	3	585	-	585	11,863	-	11,863
Charitable Activities	4	30,040	-	30,040	19,961	950	20,911
Other Trading Activities	5	22,601	-	22,601	22,661	-	22,661
Investment Income	6	672	-	672	148	-	148
Other Income	7	112	-	112	2,750	-	2,750
Total Income		54,009	-	54,009	57,384	950	58,334
Expenditure on							
Raising Funds	8	8,178	-	8,178	7,066	-	7,066
Charitable Activities	9	46,755	950	47,705	53,483	-	53,483
Total Expenditure		54,933	950	55,883	60,548	-	60,548
Net Income		(923)	(950)	(1,873)	(3,165)	950	(2,215)
Transfers Between Funds	14	-	-	-	-	-	-
Net Movement in Funds		(923)	(950)	(1,873)	(3,165)	950	(2,215)
Reconciliation of Funds							
Total Funds Brought Forward	14	41,429	950	42,379	44,594	-	44,594
Total Funds Carried Forward	14	40,506	-	40,506	41,429	950	42,379

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure is derived from continuing activities.

BALANCE SHEET
As at 31 December 2023

	Notes	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Current assets							
Debtors	12	2,108	-	2,108	4,854	-	4,854
Cash at bank and in hand		39,209	-	39,209	43,040	950	43,990
		41,317	-	41,317	47,894	950	48,844
Creditors							
Amounts falling due within one year	13	(811)	-	(811)	(6,465)	-	(6,465)
Net assets		40,506	-	40,506	41,429	950	42,379

The attached notes form part of these accounts.

The financial statements were approved by the Board of Trustees and were signed on its behalf by:


Mike Plumridge - Treasurer


Date

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2023

1. Statutory Information

Hanna's Field Charity registered charity number, registered office and the nature of its activities can be found in the Trustees Report. The presentation currency of the financial statements is Pounds Sterling (£)

2. Accounting policies

Basis of preparing the financial statements

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2019 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Critical accounting judgements and key sources of estimation uncertainty

No critical accounting judgements have been made in the process of applying the accounting policies below.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Volunteers

The contribution of unpaid volunteers cannot be measured reliably. Therefore, the contribution of volunteers is not included as income in the financial statements.

Trading activities

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Charitable Activities

The charity occasionally receives grants in respect of agreed projects. Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2023

2. Accounting policies - continued

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The cost of raising and administering such funds are charged against the specific fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

3. Donations & Legacies

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Donations	<u>585</u>	<u>-</u>	<u>585</u>	<u>11,863</u>	<u>-</u>	<u>11,863</u>

2022 donations included a £10K donation from the sale of WI land

4. Income from Charitable Activities

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Grants Received	-	-	-	-	950	950
Hall & Storage hire	28,706	-	28,706	18,174	-	18,174
Field hire	1,333	-	1,333	1,023	-	1,023
Meeting room		-	-	764	-	764
	<u>30,040</u>	<u>-</u>	<u>30,040</u>	<u>19,961</u>	<u>950</u>	<u>20,911</u>

5. Income from Other Trading Activities

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Post Office shop rental	6,550		6,550	5,100	-	5,100
Fete	6,281		6,281	7,341	-	7,341
Fireworks	3,155		3,155	4,557	-	4,557
Art show	6,549		6,549	5,663	-	5,663
Book Sale	66		66	-	-	-
	<u>22,601</u>	<u>-</u>	<u>22,601</u>	<u>22,661</u>	<u>-</u>	<u>22,661</u>

Net income was presented in the 2022 accounts for Fete, Fireworks and Art show. The 2022 figures have now been restated to separate income and expenditure.

6. Investment Income

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Bank interest receivable	<u>672</u>	<u>-</u>	<u>672</u>	<u>148</u>	<u>-</u>	<u>148</u>

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2023

7. Other Income

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Insurance claim	112	-	112	2,750	-	2,750

8. Expenditure on Raising Funds

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Fete	2,089	-	2,089	2,080	-	2,080
Fireworks	1,781	-	1,781	1,480	-	1,480
Art show	3,968	-	3,968	3,359	-	3,359
Book sale	-	-	-	-	-	-
	7,838	-	7,838	6,919	-	6,919
Share of support costs (see note 7)	264	-	264	147	-	147
Share of governance costs (see note 7)	75	-	75	-	-	-
	8,178	-	7,838	7,066	-	7,066

Net income was presented in the 2022 accounts for Fete, Fireworks and Art show. The 2022 figures have now been restated to separate income and expenditure.

9. Expenditure on Charitable Activities

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Staff costs incl holiday cover	10,414	-	10,414	10,377	-	10,377
Cleaning consumables	1,682	-	1,682	849	-	849
Utilities	7,652	63	7,715	5,786	-	5,786
Insurance	1,557	-	1,557	1,305	-	1,305
Maintenance, repairs & safety inspections	7,021	-	7,021	11,591	-	11,591
Building enhancements	14,117	-	14,117	17,817	-	17,817
Charitable donations made to share fundraised profits	2,331	-	2,331	4,649	-	4,649
Grant funds returned	-	887	887	-	-	-
	44,774	950	45,724	52,373	-	52,373
Share of support costs (see note 10)	1,541	-	1,541	1,110	-	1,110
Share of governance costs (see note 10)	440	-	440	-	-	-
	46,755	950	47,705	53,483	-	53,483

10. Support Costs

	Support Costs £	Governance Costs £	2023 Total Funds £	Support Costs £	Governance Costs £	2022 Total Funds £
Memberships	147	-	147	106	-	106
Bank charges	60	-	60	89	-	89
Telephony & IT	1,327	-	1,327	910	-	910
Sundry expenses	271	15	286	151	-	151
Independent examiners fees	-	500	500	-	-	-
	1,805	515	2,320	1,256	-	1,256

Support and governance costs are allocated across Fundraising and Charitable Activities based on total expenditure.

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2023

10. Trustees

No trustees received remuneration and no trustees expenses were reimbursed during the year ended 31st December 2023 (2022: £0). Trustees receive a 50% discount of any hall hires.

11. Staff Costs

	2023 £	2022 £
Salaries	9,889	10,036
Social security costs	281	286
Pension costs	55	56
	<u>10,225</u>	<u>10,377</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Charitable Activities	<u>1</u>	<u>1</u>

No Key Management Personnel received remuneration in 2023 (2022 £0).

12. Debtors: amounts falling due within one year

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Trade Debtors	2,108	-	2,108	4,854	-	4,854
Prepayments	-	-	-	-	-	-
	<u>2,108</u>	<u>-</u>	<u>2,108</u>	<u>4,854</u>	<u>-</u>	<u>4,854</u>

13. Creditors: amounts falling due within one year

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Trade Creditors	33	-	33	6,062	-	6,062
Social security and other taxes	278	-	278	179	-	179
Accruals and deferred income	500	-	500	224	-	224
	<u>811</u>	<u>-</u>	<u>811</u>	<u>6,465</u>	<u>-</u>	<u>6,465</u>

14. Movement In Funds 2023

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
Chelmsford City Warm Hub Grant	950		(950)	-	-
Restricted Funds	<u>950</u>	<u>-</u>	<u>(950)</u>	<u>-</u>	<u>-</u>

Chelmsford City Warm Hub Grant - supporting the provision of warm and welcoming drop in sessions in community spaces.

15. Movement in funds Prior Year - 2022

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
Chelmsford City Warm Hub Grant	-	950	-	-	950
Restricted Funds	<u>-</u>	<u>950</u>	<u>-</u>	<u>-</u>	<u>950</u>