




Woodham Walter Village Hall

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED SEPTEMBER 30TH 2025



(Charity number 1198220)

www.woodhamwaltervillagehall.co.uk

trustees@woodhamwaltervillagehall.co.uk

Our Objects

“THE OBJECTS OF THE CIO ARE TO ESTABLISH AND RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF WOODHAM WALTER (“AREA OF BENEFIT”) WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS (THE “OBJECTS”).”





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1. Introduction

The Trustees of Woodham Walter Village Hall are pleased to present their annual report, together with the financial statements, for the year ended September 30th 2025. This report has been prepared in accordance with the Charities Act 2011 and the charity's governing document.

Our hall continues to serve as the heart of the community - a space where people of all ages come together for social, cultural, educational, and recreational activities.

This year was a pivotal year for the Village Hall with a new management committee being elected in October 2024 with a refreshed vision and renewed enthusiasm dedicated to strengthening governance and modernising hall operations.



2. Chairman's Report

This has been a year of change and positive progress for Woodham Walter Village Hall. With a new trustee team in place, we have focused on strengthening the foundations of how the hall is run and improving the experience for everyone who uses it.

Having a refreshed nimble management team, supported by dependable volunteers has been crucial in streamlining processes, making quicker decisions, and implementing changes effectively. The past year have been marked by growth, community spirit, and resilience. Despite the typical challenges that come with any transition, our renewed vision for the village hall - 'making the hall accessible for all' and 'being the cornerstone of the community' - is now in full force.

As a new committee, we have faced unforeseen financial pressures, including a substantial Land Registry-related legal fee and a large electricity bill that had been estimated for several years, we discovered the actuals being far higher than anticipated.

One of our key achievements has been the introduction of our new website and online booking system. This has made it easier for residents, groups and event organisers to check availability, make bookings and stay up to date with what's happening at the hall. Alongside the refreshed branding and improved visibility, the hall is now more accessible and welcoming than ever before.

We are also incredibly proud of the significant increase in fundraising this year. The generosity and enthusiasm shown by our community - through donations, attendance at events, and hands-on help ... is not only appreciated, but essential. These funds directly support the ongoing care, improvement and sustainability of the hall, ensuring it remains at the heart of village life for years to come.

Like many village halls, we continue to run with a small team of trustees, and this has brought some challenges as we find our rhythm. I would like to express my personal thanks to my fellow trustees for their continued dedication, time and energy. We are committed to bringing new trustees into the team to support our work and as with many rural charities, sustaining volunteer capacity remains a challenge and an ongoing priority for the year ahead.

While we have much to celebrate, we also face challenges. The rising costs of maintenance and utilities are a concern, and we must continue to seek funding and support to keep the hall running smoothly. However, these challenges also present opportunities for innovation and community involvement. We are exploring new fundraising initiatives and partnerships to ensure the sustainability of our village hall. Replacing the inadequate electric heaters is vital to reducing ongoing costs. To address this, we have engaged a volunteer energy consultant to help us evaluate possible solutions, including infrared heating & solar initiatives.

I would like to thank our dedicated trustees, volunteers, and all those who have supported this new era of our Woodham Walter Village Hall. Your contributions are invaluable, and together, we will continue to make our village hall a vibrant and essential part of our community.

Sincerely,

Dalen Smart
Chairman, Woodham Walter Village Hall

3. Objectives and Activities

Our charity exists to:

“Run a Village Hall and to promote for the benefit of the inhabitants of the Parish of Woodham Walter”

“Support social welfare, recreation, and leisure activities to enhance quality of life in Woodham Walter”

“Foster a sense of community and inclusiveness by providing an accessible and welcoming venue. ”

In the past year, we have achieved this through:

Hosting regular clubs and groups. Our regular hirers are clubs and classes such as Karate, Yoga, Amateur Dramatics and events such as the Women's Club quiz night.

Organising community events such as an Easter Trail, VE Day Celebrations, an evening with Owls and a band night plus the now annual Christmas Light Switch-On.

Providing affordable hire facilities for private events and celebrations. We have hosted numerous private parties, gatherings and wakes.

We've improved the facilities by way of replacing the old tables & chairs with new folding versions, made possible by a generous donation, this has made the hall and its facilities more inclusive and welcoming to our hirers, particularly for older residents.

We also provide the meeting space for the Parish Council's regular "Walter's Third Thursday Café" which is a community hub with free advice and information plus regular guests covering health & wellbeing, crime & fraud prevention, home safety and lots more.

4. Achievements & Performance

This year has been marked by a number of key achievements:

Website & Rebranding: Successfully delivered a new website along with a fresh new brand and logo and an interactive 360 degree immersive tour.

Online Booking System: Implemented an online booking system to enable live availability and real time booking. It also reduces admin overhead related to payments and invoicing.

Reduced overheads: We moved our cleaning services away from the incumbent supplier who managed both bookings and cleaning to a dedicated cleaning service based in the village – saving £1000 per year.

Hall improvements: Water saving features introduced in the toilets. General maintenance improvements through regular working parties.



An immersive 360 tour of the hall published on our brand new website

Sep 25						
MO	TU	WE	TH	FR	SA	SU
1 1	2 1	3 1	4	5	6	7
8 1	9 2	10	11	12	13	14
15 1	16 3	17 1	18 1	19 1	20 2	21
22	23 2	24 1	25	26 1	27 1	28
29 1	30 2	1 1	2	3 1	4	5
< AUGUST				OCTOBER >		

Our booking calendar, showing live availability of the hall to users

4. Achievements & Performance (cont)

Community events: We successfully hosted our first community focused event in December 2024 “*Christmas Lights Switch-On*” that brought together residents across all generations to share festivities and fun. This is now an eagerly anticipated annual event throughout the village.

We also hosted a VE Day 80th Anniversary Celebration as well as an ‘Evening with Owls’ & Band Night – all well received, well supported and successful in bringing the community together.



Christmas Event

Hosted in early December, now an annual village event - an opportunity for the whole community to get together at a time of celebration.

VE Day Cream Tea

Hosted in May to celebrate the 80th Anniversary of VE Day, an opportunity for the whole community, across all generations to enjoy an afternoon of remembrance, community & fun.



5. Financial Review

Income this year was £21,219, compared to £8,990 in the previous year. The main sources of income were:

Hall hire: £6,262

Fundraising activities: £4,272

Grants £5,350

Donations: £5,205

The trustees are disappointed that there was a reduction in hall hire income, but this can be explained by two clients who no longer require the hall. We are though really pleased to see the general upward trend in bookings in more recent months, and our new on-line booking system seems to be bringing in a broader cross section of hirers including 3 new regulars and an uplift in ad-hoc bookings. This points to a more sustainable income in the future.

Expenditure amounted to £17,859, with the main costs being:

Utilities and maintenance: £3,574

Insurance: £1,366

Cleaning costs: £2,199

Improvement projects (eg Tables/Chairs): £5,436

Legal & Professional Fees £1578

Financial Highlights:

- Fundraising **income soared** 737% compared to the year prior, from £511 to £4272
- Contractor **costs were reduced** by 32%, from £3238 to £2199

The charity generated a surplus of £3,360 during the year, bringing total unrestricted reserves at year-end to £13,273.

This level of reserves is in line with the Trustees' policy to maintain sufficient funds to cover at least six months of operating costs, equating to approximately £4800.

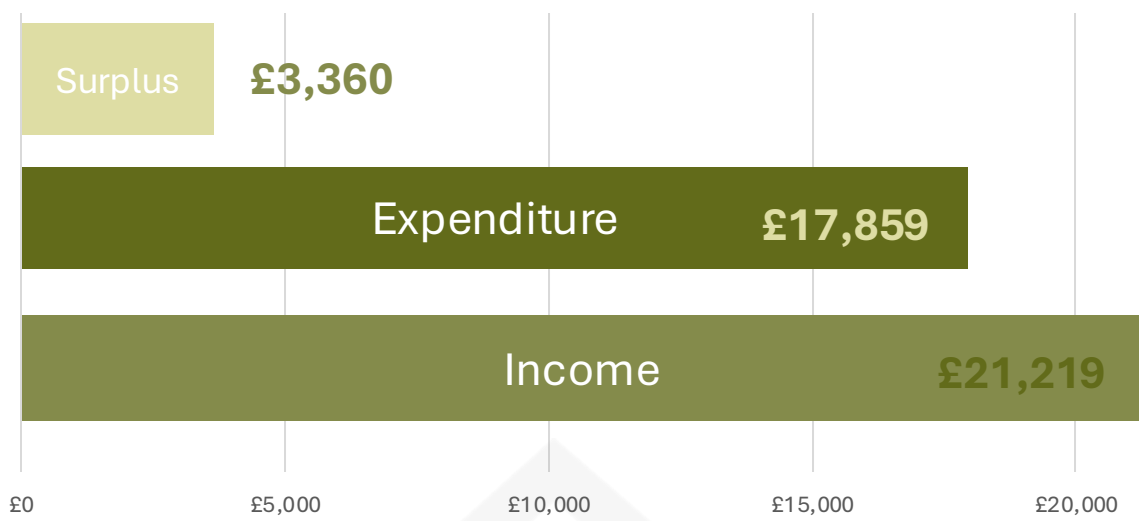
5. Financial Review (cont)

Financial Challenges:

This year saw some financial challenges for the charity which had an obvious impact on the accounts, however the charity remains in a strong financial position bolstered by substantial reserves and strong fundraising income.

One such challenge was a substantial Land Registry-related legal fee which the previous committee had initiated but not budgeted for.

The second was an unforeseen electricity bill owing to years of under-estimated billing which had become due. The trustees managed to negotiate a discount to the electricity account of £1574, representing a large cash benefit to the charity versus the original monies owed.



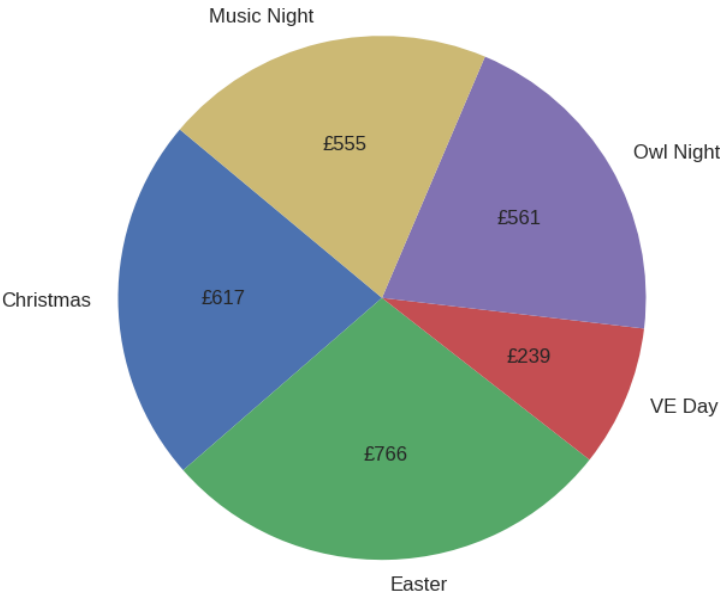
5. Financial Review (cont)

Fundraising Breakdown

Fundraising **income soared** 737% compared to the year prior year, from £511 to £4272

- **Easter** was the most profitable event, raising **£766**
- **Christmas** followed with **£617**
- **Owl Night** and **Music Night** were close, earning **£561** and **£555** respectively
- **VE Day** brought in **£239**

Fundraising Profits for Woodham Walter Village Hall (2024/2025)



6. Structure, Governance & Management

The charity is managed by a committee of Trustees, elected annually at the Annual General Meeting, in line with the charity's *Foundation Model* constitution.

The Trustees during the year were:

Dalen Smart, Chairman

Jacky Bannerman, Treasurer

Richard Sandlan, Secretary

Day-to-day management of bookings and hall operations is overseen by the trustees who also act as the hall management committee.

The current committee acknowledge that they are running with the minimum number of Trustees which increases governance risk and intend to elect a new Trustee during the AGM subject to their agreement for election.

Although the charity's income is below the £25k statutory threshold, the trustees wished to continue with an independent examination as a matter of good practice and transparency.

Bankers: NatWest, 250 Bishopsgate, London, EC2M 4AA

Examiner: Jan Stobart, FCCA, RCCE, Threshelfords Business Park, Inworth Road, Feering, Essex, C05 9SE

7. Plans for the Future

Looking ahead, the Trustees plan to:

Increase usage through private bookings to improve lettings income. With the improved website, branding and enquiry process now embedded, the Trustees will focus on promoting the hall to new users and groups in the coming year, as part of our plans to *increase community use and income*.

Continue hall improvements, with a focus on improving the warmth during winter months through the installation of improved heating.

Expand community programming to include a **wider variety of events** including ideas such as cinema nights.

Continue the **strong fundraising initiatives** to ensure long-term sustainability.

Develop stronger links with volunteers within the community, whilst we are well supported, we would also benefit from additional offers of help.



8. Public Benefit Statement

In planning our activities, the Trustees have had due regard to the Charity Commission's guidance on public benefit. The hall exists to serve the whole community without discrimination, and its facilities are open to all.

Details can be seen in our Equal Opportunities policy which can be found on our website.

The Trustees confirm that all activities during the year directly furthered the Objects of the CIO.



9. Policies

The charity operates the following policies:

Safeguarding
Health & Safety
Equal Opportunities
Reserves Policy
Complaints Procedure
Conflict of Interest
Food Hygiene
Risk Management
Trustee Conflicts of Interest Policy & Procedures

These are reviewed annually by the Trustees.



10. Acknowledgments

The Trustees wish to thank **our volunteers**, without whom we'd be unable to host some of our much needed community and fundraising events.

The Trustees would also like to extend their heartfelt thanks to our generous donors:

Walter Farthing Trust - £5,000 for new tables & chairs

Bill Warner Legacy - £5,000 towards general running costs

Woodham Walter Parish Council – 8 new chairs

Bell Meadow Committee - £350 towards Christmas event

We are also pleased to receive monthly income through a workplace charitable giving scheme and would encourage anyone who has such a scheme to please consider the Woodham Walter Village Hall charity.

EasyFundraising has also brought in a small income – and we encourage supporters to sign up if you are able to.

Finally, the Trustees would like to acknowledge the **amazing support and generosity of the community**, who help organise, attend, and support our community events.

11. Appendix: Financial Statements

WOODHAM WALTER VILLAGE HALL
Registered Charity no. 1198220

Receipts & Payments Account for the year ended 30th September 2025

	2024/25			2023/24
	£	£	£	£
RECEIPTS	Unrestricted	Restricted	Total	
Lettings	6262		6262	8024
Fund raising	4272		4272	511
Grants		5350	5350	325
Donations	5105	100	5205	
Interest	130		130	120
TOTAL RECEIPTS	15769	5450	21219	8980
PAYMENTS				
Charitable Activities				
Caretaking/Cleaning Contractor	2199		2199	2760
Cleaning Supplies	74		74	478
Electricity and Water	2688		2688	1234
Maintenance	986		986	1660
Insurance	1366		1366	1046
Licenses and Permits	311		311	236
Computer costs	448		448	
Internet and Telephone	89		89	
Training	65		65	
Printing	49		49	
Administration of the charity				
Independent Examination	114		114	0
Affiliation Fees	80		80	80
Bank Charges	24		24	
Other Expenditure				
Fundraising Costs	1433	350	1783	21
New Equipment / improvements	436	5000	5436	
Legal and Professional fees	1578		1578	
Building Reports/Surveys	569		569	0
TOTAL PAYMENTS	12509	5350	17859	7515
NET SURPLUS / DEFICIT	3260	100	3360	1465
Balances Brought Forward	9913		9913	8448
Balances Carried Forward	13173	100	13273	9913

11. Appendix: Financial Statements

(Cont)

WOODHAM WALTER VILLAGE HALL
Registered Charity no. 1198220

Statement of Assets & Liabilities at 30th September 2025

	2025 £	2024 £
MONETARY ASSETS		
Deposits and Bank Balances		
Nat West Current Account	659	801
Nat West Deposit Account	11281	9012
Sum Up Account	1183	
Petty Cash	150	100
	<u>13273</u>	<u>9913</u>
Debtors		
Creditors		
Lettings received in advance		120
Unpaid invoices	391	
Independent Examination	120	114
NON MONETARY ASSETS		
Land and buildings		
Tables and chairs		
Kitchen Equipment		
Cleaning materials		



11. Appendix:

Independent Examiner's Report

Independent examiner's report to the trustees of Woodham Walter Village Hall (registered charity number 1198220)

I report to the trustees on my examination of the accounts of Woodham Walter Village Hall (the charity) for the year ended 30th September 2025.

Responsibilities and basis of report

As the charity 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 charity'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 charity 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.



Mrs Janet Stobart, FCCA
RCCE, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
21st October 2025

Approval

Approved by the Trustees on 16th December 2025.

Signed on behalf of the Trustees:



Chairman



Treasurer



