



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

Section A Reference and administration details

Charity name Martlesham Heath Pavilion

Other names charity is known by

Registered charity number (if any) 1069469

Charity's principal address 6 Lark Rise

Martlesham Heath

Ipswich, Suffolk

Postcode

IP5 3SB

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	Aldwyn Jones	Chairman		Elected at AGM
2	Paul Roland Firman MBE			Elected at AGM
3	Prue Denton			Elected at AGM
4	Robert Neil Webb			Elected at AGM
5	Caroline Mary Webb			Elected at AGM
6	Michael John Farahar	Treasurer	Co-opted 9 April 2021	Co-opted by Committee of Management
7	Paul Burke	Treasurer	Resigned 30 April 2021	
8				

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting Co-option by Committee of Management until next Annual General Meeting

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 Charity's Committee of Management comprises up to six elected members (Trustees) and up to seven representative members. One representative member shall be a director of Martlesham Heath Householders Ltd and one a member of Martlesham Parish Council, with up to five representatives from those using the Pavilion.

The Charity operates in accordance with a lease from Martlesham Heath Householders Ltd, owners of the land on which the Pavilion and play area stand.

The major risk during the year was Covid 19. To ensure the provision of safe community facilities, when permitted in accordance with government guidelines, a covid-secure working party of members was established to ensure compliance with latest guidelines, the provision of necessary equipment and guidance for hirers.

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

To manage the Martlesham Heath Pavilion and surrounding land for the purposes of a village hall for the use of inhabitants of the parish of Martlesham and district, in accordance with a lease granted between Martlesham Heath Householders Ltd and the Charity.

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 provision of a community hall and play park to users as and when permitted during the year in accordance with government covid virus guidelines.

The Trustees consider the provision of these facilities, in a covid-secure manner along with clear guidance to and communication with users, was especially important to users' well-being during the year in line with the Charity's public benefit requirement.

Summary of the main achievements of the charity during the year

As a community hall the main achievement has been to deal with the impact of the Coronavirus and open, when possible, in a Covid-secure way. The Charity recognised the value of opening a community facility to assist peoples' well-being and has used its funds to provide all necessary equipment (such as sanitisers, wipeable chairs etc). We have had to constantly update our conditions of hire and risk assessments. We have also discounted our hiring fees to encourage the community to return.

We have also installed a new play park with brand new equipment and surfacing. A small project team was able to make the case, raise the funding and design the equipment for this area. The opening of this park in October 2021 has been welcomed by the community and, given the constraints of lockdowns etc, is a very good open-air facility which should last for many years.

We acknowledge and are grateful for the support and substantial investment also made by Martlesham Parish Council in the play park.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity designates funds to achieve specific purposes in accordance with the objectives.
Grants and Donations of £6,790 were received during the year towards the purchase of new play equipment, and is held as a restricted fund at 31.08.2021. This, together with £10,000 of Charity funds previously designated for this purpose, and an additional £1,810 designated during the year, has been utilised since 31.08.21 to fund the purchase of play equipment costing £18,600.
£1,000 has been designated towards the purchase of an electronic door entry system.

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.

Hiring fees were significantly reduced during the year due to the impact of Covid 19. Government support grants totalling £19,999 were received during the year, in addition to £10,000 in the previous year, to compensate for the loss of income and additional costs incurred through the virus. As 31.08.21 an estimated £11,700 of covid grant income remains in the Charity's reserves, available to offset the ongoing reduction in hire income and fund discounted hire rates to attract users to return.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Aldwyn Jones	Michael Farahar
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	25 th January 2022	

MARTLESHAM HEATH PAVILION MANAGEMENT COMMITTEE
REGISTERED CHARITY No. 1069469
FINANCIAL REPORT FOR YEAR ENDING 31st AUGUST 2021

£'s

RECEIPTS

	2021		2020
	Unrestricted	Restricted	Total
Hire from regular bookings	370		370
Hire from casual bookings	185		185
Energy Feed-in Tariff	1499		1499
Covid business support grants	18708	1291	19999
Grants and donations for Play equipment		6790	6790
	<u>20762</u>	<u>8081</u>	<u>28843</u>
			<u>21886</u>

ASSETS AND LIABILITIES

	31.08.21		31.08.20
	Unrestricted	Restricted	Total
Cash	10		10
Co-operative Bank account	65286	6790	72076
Cheque in hand	9		9
Debtors (unpaid invoices)			
Creditors			
Net assets	<u>65306</u>	<u>6790</u>	<u>72095</u>
			<u>54141</u>

PAYMENTS

	2021		2020
	Unrestricted	Restricted	Total
Employee salary and expenses	2366		2366
Utilities (Water, Electric, Comms, & Business rates)	825		825
Insurance	1080		1080
Cleaning & Hygiene	2219		2219
Premises painting and decorating			1410
Premises and equipment repair and maintenance	1191		1191
Hallmaster online booking system	164		164
Martlesham Monthly advert.	105		105
Miscellaneous costs (items <£50)	205		205
Equipment:- Chairs	639	1291	1930
Cleaning & Hygiene	804		804
	<u>9597</u>	<u>1291</u>	<u>10888</u>
			<u>11330</u>
Surplus of Receipts over Payments	<u>11165</u>	<u>6790</u>	<u>17955</u>
			<u>10556</u>

FUNDS

	31.08.21		31.08.20
	Unrestricted	Restricted	Total
Balances b/fwd from previous year	54141		54141
Surplus for the year, as above	11165	6790	17955
Fund balances c/fwd to next year	<u>65306</u>	<u>6790</u>	<u>72095</u>
			<u>54141</u>

Government support grants totalling £19,999 were received during the year to 31.8.21, in addition to £10,000 received in the previous year, to compensate for the loss of income and additional costs incurred through Covid 19. £1,291 of this year's grant income was restricted funding for 40, of a total 60, easily cleaned chairs purchased in the year. At 31.8.21 an estimated £11,700 covid grant income remains within the Charity's unrestricted funds, available to offset the ongoing reduction in hire income.

Grants and donations of £6,790 were received during the year towards refurbishment of the Harry Higgins Play Park, and this amount is held as a restricted fund at 31.8.21. In addition the £10,000 designated for this purpose in previous years, plus a further £1,810 designated in the year to 31.8.21, total £11,810, is held within unrestricted funds at 31.8.21. Since that date both funds have been utilised with a payment from the Charity of £18,600 for new equipment.

£1,000 of the Charity's unrestricted funds at 31.8.21 remains designated towards the purchase of an Electronic Key System.

The Pavilion building is an asset owned by MHHL Ltd and leased to the Charity at a peppercorn rent, hence it is not included as an asset in this report.

These accounts have been prepared on a cash basis.

Treasurer: Mike Farahar FCCA
 Mhpavilion.finance@gmx.com
 Signed Date 1/12/21

Examined by : Nik Bestow CGMA
 Signed Date 1/12/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Martlesham Heath Pavilion

**On accounts for the year
ended**

31st August 2021

**Charity no
(if any)**

1069469

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st August 2021.

**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**

As the charity's gross income exceeded £25,000 but is less than £250,000 and the charity has elected to has opted to prepare receipts and payments accounts as an independent examiner with sufficient financial awareness, numeracy skills and relevant experience to carry out the review and make the judgements required.

I have completed my 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 in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

2nd March 2022

Name:

Nicholas C Bestow

**Relevant professional
qualification(s) or body
(if any):**

CGMA

Address:

Northside Farmhouse, Caters Road, Bredfield

Woodbridge, Suffolk

IP13 6BE