

# **St. Paul's Church Hall, Charlestown.**

Charity No. 1077855

## **Minutes of the Trustees' Meeting on Tuesday, 14<sup>th</sup> May 2023, at 3:30pm, in the Vestry.**

### **Welcome and Opening Prayer**

Fr. Paul welcomed those present and led the opening prayer for the responsible work of the Hall Trustees..

### **1. Attendees**

Fr. Paul (Fr P, Chairman), Jan Rivers (JR, Treasurer), Elizabeth Minors (EM), Ann Holland (AH, Minute Secretary),

### **Apologies**

Daphne Johns (DJ), Alan Bannon (AB), George Trudgeon (GT), Fr. Michael (Fr M).

### **2. Minutes of the Meeting on February 15<sup>th</sup> 2024**

Approval of the minutes of the February 15<sup>th</sup> meeting (prop. Fr P, sec. EM) was agreed unanimously and they were duly signed by the Chairman.

The minutes of the November 23<sup>rd</sup> 2023 meeting, previously approved, were also signed.

### **3. Matters arising**

JR reported that she had bought more hooks for the Hall curtains.

### **4. Finance and Bookings**

#### **a. Finance**

JR reported that the bank balances, as on 14<sup>th</sup> May, were as follows:

Current Account	£ 3,210.85
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Savings Account	£44,580.71
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Total at Bank	£47,791.56
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JR Expressed concern over excessive charges for electricity, a concern shared by the PCC. This would be persued.

#### **b. Bookings**

Booking were good and the new online banking system was considered "money well spent".

### **5. Hall and Kitchen Report**

It was agreed that the Hall was kept in lovely condition – thanks to Natalia.

The lighting in the Hall needs updating and Steve Rivers was investigating the installation of LED panel lights. There would be a discussion of the figures involved in the future.

An inventory of all kitchen equipment (particularly crockery and glasses) was required so that equipment could be updated and the kitchen was always "good for hire". Glass tumblers were certainly needed and wine glasses needed checking, but a previous suggestion that the PCC contribute towards the expense was agreed to be unnecessary (prop. JR, sec. EM).

Note: the Regatta Committee has enquired about glasses for hire.

## **6. Car Park**

Further discussion of this topic was unnecessary.

## **7. Any Other Business**

Mr Flinn, a music teacher, had enquired about hiring the Hall for a piano recital, not realizing that there was no piano in the Hall. He had been offered the Church (with piano!) at a rate of £20 per hour, on Sunday July 21<sup>st</sup>, 1pm to 6pm.

## **8. Date of next meeting**

**Hall Trustees' AGM, Thursday, 13<sup>th</sup> June 2024, at 5:45pm.**

(To be followed by a PCC meeting at 6:30pm.)

The meeting closed with The Grace at 4:20pm.

## **St Paul's Church Hall**

**Registered UK Charity No: 1077855**

### **Annual Report - April 2023 to March 2024**

The Hall Trustees have met regularly throughout the year and ensured that the Hall is well run.

The Hall is extremely popular and has once again been well used with bookings on most days, both regular and casual which have ranged from children's parties, bazaars, suppers, etc. The accounts show a good return for this financial year and record a healthy profit.

The general income from the previous year rose by £4,500. With expenditure on the Cleaning/Booking Clerk fees reduced by £2000. This has been obtained by separating the two jobs and engaging a separate cleaner and booking clerk.

The Hall Expenses have risen mainly due to the required electrical work in the car park area together with approx. £600 for ground maintenance.

In agreement with the Trustees vote, a £5000 donation was made to the PCC of St Paul's towards the Roof Appeal project in recognition of the help the PCC has given to the hall in the past when it was not so buoyant.

The Hall Booking System continues to work well. In agreement with the Trustees, a deposit system has now been implemented to all one-off bookings.

**St Paul's Church Hall, Charlestown****Reg. Charity No. 1077855****Receipts and Payments Account for the Year Ending 31st March 2023**

<u>2021/22</u>	<u>Income</u>	<u>2022/23</u>
900	Baby Ballet	-
3,215	Baby Sensory	-
4,260	Becky's Fitness	6,090.00
712	Cornwall Music	150.00
-	Dixon Yoga	1,485.00
1,040	Extend Fitness	985.00
-	Lobb Craft	292.50
1,415	Radio Controlled Car Club	630.00
650	Rock Choir	1,080.00
420	Singalong	877.50
2,150	Slimming World	1,850.00
870	St Austell Arts	1,050.00
1,309	Tash Fitness	2,409.75
	Miscellaneous:	
	Individual Parties	2,155.00
	Individual Group Hire	1,185.00
	EDF Refund	175.58
	Interest on Savings a/c	78.27
	To Petty Cash	60.00
<u>8,074</u>		<u>3,653.85</u>
<u><b>25,015</b></u>		<u><b>20,553.60</b></u>
	<b><u>Expenditure</u></b>	
10,124	Booking Clerk	5,128.75
-	Cleaning	2,673.00
115	Cleaning Supplies	332.23
898	Hall Insurance & Fire Security	909.26
200	Window/Gutters Cleaning	210.00
964	Electricity	1,388.00
1,242	WiFi & PPL/PRS	1,167.04
728	Gas	818.15
276	Pest Control Costs	379.50
443	Hall Maintenance & Supplies	792.45
-	Hall Capital Expenditure	8,700.67
	Miscellaneous:	
	General	114.96
	Online Booking System	120.00
	Petty Cash	76.97
<u>20,683</u>		<u>311.93</u>
<u><b>35,673</b></u>		<u><b>22,810.98</b></u>
<u><b>(10,658)</b></u>	Excess Payments over Receipts for the year	<u><b>(2,257.38)</b></u>

**St Paul's Church Hall, Charlestown**  
**Reg. Charity No. 1077855**  
**Reconciliation of Funds for the Year Ending 31st March 2023**

53,493	Opening Funds	42,834.44
<u>(10,658)</u>	Excess Payments over Receipts for the year	<u>(2,257.38)</u>
<b><u>42,835</u></b>		<b><u>40,577.06</u></b>

Represented By: Balances Held as at 31st March 2023

42,815	Bank: Current a/c	3,493.31
-	Savings a/c	37,081.05
<u>20</u>	Petty Cash	<u>2.70</u>
<b><u>42,835</u></b>		<b><u>40,577.06</u></b>

**Notes**


Hall Capital Expenditure in the Year Ended 31st March 2023 consists of:

Vacuum cleaner	149.99
Range cooker	1,935.00
New boiler	3,252.20
Dishwasher/cupboard	3,060.00
Key Safe & book	15.49
Cornwall Signs	240.00
Car park signs	30.00
Key safe for stage	<u>17.99</u>
	<b><u>8,700.67</u></b>

Approved By:

.....  
Chairman

.....  
Honorary Treasurer

  
.....  
Independent Examiner

Date

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**Independent examiner's report**

**To the Trustees of St Paul's Church Hall, Charlestown**

I report to the trustees on my examination of the Receipts and Payments Account for the above charity ("the Trust") for the year ended 31st March 2023

**Responsibilities and basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date .....

Name DAVID BLOXHAM M.A.AT.

Address 15 PYRAMID CLOSE

TREWOON

ST AUSTELL, CORNWALL

Post Code PL25 5TP

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