

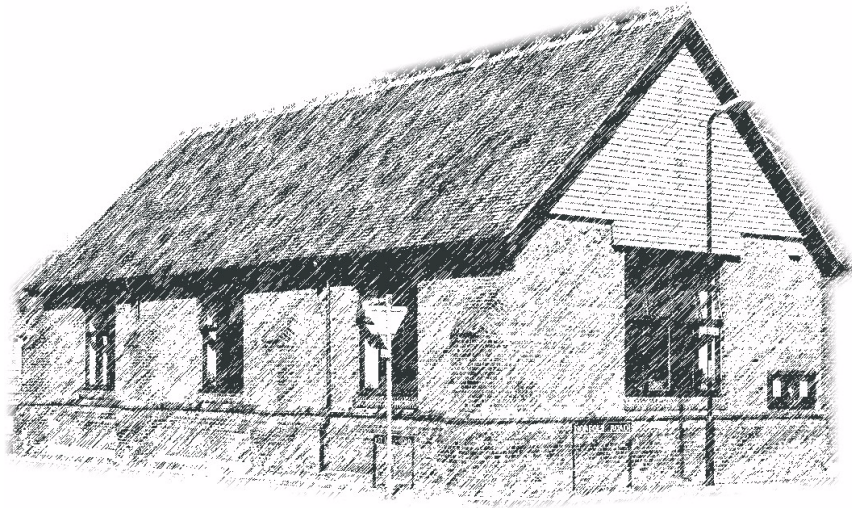
**ST. LUKE'S COMMUNITY HALL, MAIDENHEAD**  
**Registered Charity Number 1101943**

**REPORT AND FINANCIAL STATEMENTS**

**OF**

**THE TRUSTEES**

**for the year ended 31st December 2023**



**Chair of the Trustees:**  
**The Revd. Sally Lynch**

**Honorary Treasurer:**  
**Richard Burdett**  
**30 Mallow Park, Maidenhead, SL6 6SQ**

**Bankers:**  
**Lloyds Bank PLC**  
**45 High Street, Maidenhead, SL6 1JS**

**Independent Examiner:**  
**Mrs J. A. Bailey, IPFA**

**[www.stlukescommunityhall.co.uk](http://www.stlukescommunityhall.co.uk)**



# Trustees of St. Luke's Community Hall, Maidenhead

## Annual Report for 2023

### Object of Charity

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for:

(a) meetings, lectures and classes, and

(b) other forms of recreation and leisure time occupation,

with the object of improving the conditions of life for the inhabitants.

### Management Committee:

The committee consists of three elected members:

- The Revd. Sally Lynch
- Mary Pennington
- James Ellins

Two members appointed by the Council of the Royal Borough of Windsor and Maidenhead:

- Clive Baskerville
- Jack Douglas

Two members appointed by users of the hall listed in the scheme:

- Jean Tyrwhitt-Drake (St Luke's Church)
- Nicola Cox (Client of Dartnell Dance Academy)

and two co-opted members

- Richard Burdett
- Philip Love

The members of the Management Committee are the trustees of the charity and are governed by a scheme issued by the Charity Commissioners dated 27th August 2002. Two trustees are appointed by the Council of the Royal Borough of Windsor and Maidenhead, three are elected at the Annual General Meeting and a further two are nominated by groups using the Hall

### Meetings of the Management Committee:

The Annual General Meeting was held on 26th April 2023 and there were three Management Committee Meetings during the year.

The Revd. Sally Lynch was appointed as Chair  
Richard Burdett was appointed as Treasurer  
Pauline Love was appointed as Secretary  
Tony Buckley is employed as Caretaker  
Mary Sheaf-Jones is employed as Relief Caretaker

### Summary of Investment Powers

The trustees have power to buy and sell assets, including property, shares and bonds, in the furtherance of the charity's objectives. In practice, however, the only significant asset is the Hall building.

### Contribution of Volunteers

Although the trustees employ a part-time caretaker and relief caretaker, the successful operation of the Hall relies on significant unpaid contributions of time and talent by a number of people. These contributions cannot be given a financial value in these accounts, but are hereby acknowledged with thanks.

### Review of the Year:

The Hall Management Committee has met on three occasions since the last Annual General Meeting.

There was a significant increase in lettings for the Hall compared to 2022, with chargeable hours increasing from around 1300 to 1800, representing 580 separate bookings. The income generated by these extra bookings more than covered the additional energy and staff costs, and allowed us to undertake a number of maintenance projects.

We fitted new LED panel lights in the main and rear hall, significantly improving the lighting while also reducing energy consumption.

We purchased 40 of the blue upholstered folding chairs, allowing us to dispose of existing ones which were broken.

The main south window and south door were restored and redecorated, and selective internal redecoration was carried out to maintain the general appearance of the Hall. This included repairing and redecorating the water damaged ceiling in the Disabled Person's toilet.

We installed a new wall mirror on request of Dartnell Dance Academy, who generously contributed half of the total cost, and reinstated the power point next to this mirror on the west wall.

The Trustees increased the maximum number of people permitted for private parties to 60, but retained a general limit of such parties finishing by 6:00pm at the latest out of courtesy to our neighbours and to make it easier for the caretakers to deal with such events.

Phyllis Sigsworth, who was hugely instrumental in establishing the Hall in its current form, retired as a Trustee at the 2023 AGM. We will miss her great contribution to our meetings and knowledge that came from her 40+ years of involvement with the Hall.

Our caretaker Tony Buckley and relief caretaker Mary Sheaf-Jones are able to ensure that all lettings have full caretaking support, which is a key advantage we offer over some other Halls where users are issued with keys and are responsible for letting themselves in and locking up afterwards.

The management committee works efficiently and well in support of this valuable resource for our community.

**Treasurer's Comments**

Lettings income of £28,258 exceeded that of £20,434 in 2022, and interest on our accumulated reserves also significantly increased. Despite increased operating costs, notably for gas and electricity where charges went from £2,280 to £3,611, the operating surplus was £9,041.

This surplus means our Accumulated Reserves therefore rose to £44,978 with a further £4,170 in Restricted Reserves, being the Joan Rowe legacy after deduction of the Thursday Teas letting charge for 2023.

Signed

A handwritten signature in black ink, appearing to read 'Richard Burdett', written over a horizontal line.

Richard Burdett  
Hon Treasurer

23rd January 2023

# **Independent Examiner's Report to the Trustees of St. Luke's Community Hall, Maidenhead**

I report on the accounts of the Trust for the year ended 31st December 2023, which are set out on pages 4 to 6 of this document.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I 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 J.A. Bailey IPFA  
Maidenhead  
Berkshire  
20 March 2024

# Trustees of St. Luke's Community Hall, Maidenhead

## Receipts and Payments Accounts for the year ended 31st December 2023

	Note	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
		General £	Designated £	£	£	2023 £	2022 £
<b>Receipts</b>							
Donations, Legacies and other similar receipts	2	-	-	-	-	-	5,000
Activities to further the charity's objectives		-	-	-	-	-	-
Activities to generate funds							
Lettings - Brownies	3	514	-	-	-	514	544
Lettings - Other	3	27,322	-	-	-	27,322	19,482
Lettings - Thursday Teas	3	422	-	(422)	-	-	-
Investment Income (Interest) Receipts		1,532	-	-	-	1,532	245
<b>Sub Total</b>		29,790	-	(422)	-	29,368	25,271
Other Receipts (not counted as "Gross Income")	4	429	-	-	-	429	530
<b>Total Receipts</b>		30,219	-	(422)	-	29,797	25,801
<b>Payments</b>							
Payments for generating funds		-	-	-	-	-	-
Charitable Payments		-	-	-	-	-	-
Charitable Activities							
Staff Costs	5	7,436	-	-	-	7,436	6,643
Insurance		1,277	-	-	-	1,277	1,700
Gas	6	2,775	-	-	-	2,775	1,562
Electricity	6	836	-	-	-	836	718
Water		211	-	-	-	211	91
Rates		106	-	-	-	106	170
Cleaning/Repairs/Maintenance	4	1,020	-	-	-	1,020	2,382
Dance Mirror		858	-	-	-	858	-
New LED panel lights		2,359	-	-	-	2,359	-
Replacement chairs		2,370	-	-	-	2,370	-
Redecoration		1,700	-	-	-	1,700	-
Support Costs		-	-	-	-	-	-
Management and administration	7	151	-	-	-	151	163
<b>Sub Total</b>		21,099	-	-	-	21,099	13,429
Other Payments (not counted as "Expenditure")		80	-	-	-	80	-
<b>Total Payments</b>		21,179	-	-	-	21,179	13,429
<b>Net of Receipts (Payments)</b>		9,040	-	(422)	-	8,618	12,372
Cash balances brought forward at 1st January 2023		36,361	-	4,169	-	40,530	28,158
<b>Cash balances carried forward at 31st December 2023</b>		45,401	-	3,747	-	49,148	40,530

## Trustees of St. Luke's Community Hall, Maidenhead

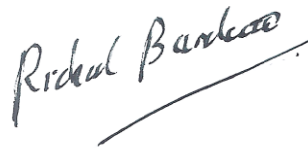
### Statement of Assets and Liabilities at 31st December 2023

	Note	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
		General	Designated			2023	2022
		£	£	£	£	£	£
Cash Funds							
Current Account	8	7,967	-	3,747	-	11,714	12,372
CCLA Deposit Account	8	37,434	-	-	-	37,434	28,158
<b>Total Cash Funds</b>		<u>45,401</u>	<u>-</u>	<u>3,747</u>	<u>-</u>	<u>49,148</u>	<u>40,530</u>
Other Monetary Assets		-	-	-	-	-	-
Investment Assets		-	-	-	-	-	-

Approved by the the Trustees of St Luke's Community Hall on 24th January 2024 and signed on their behalf by:-



The Revd. Sally Lynch (Chair)



Mr Richard Burdett (Honorary Treasurer)

# Trustees of St. Luke's Community Hall, Maidenhead

## Notes to the financial statements for the year ended 31st December 2023

### 1 Accounting Policies

These Receipts and Payments accounts have been prepared in accordance with:

- Accounting standards;
- and with the Charities Act 2011

The charity has no investment assets.

### Funds

General funds represent funds of the charity that are not subject to any restrictions regarding their use and are available for application to the general purposes of the charity. These include funds designated for a particular purpose by the trustees, although at 31st December 2023 there were no such funds.

The accounts include transactions, assets and liabilities for which the trustees of the charity can be held responsible in law.

### Receipts

All receipts are recognised when received, except card payments for lettings made via PayPal which are only recognised when the corresponding event has taken place. This ensures funds are available in the PayPal account to permit a full refund if necessary.

### Investment Income

Dividends and interest are accounted for when receivable.

### Payments

All payments are accounted for when paid.

### Assets and Liabilities

#### Cash Funds

The balances given are the closing balances of each account as at 31st December 2023, less cheques drawn or payments setup but not presented, but plus credits relating to the year to 31st December 2023 not yet banked by that date.

#### Investments

Investments are valued at market value at year-end, although at 31st December 2023 there were no investment assets.

### Assets Retained for the charity's own use.

The principal asset of the charity is the freehold of St Luke's Community Hall. Since the charity turnover is not large enough to require the preparation of accruals accounts, it is not necessary for the trustees to have a formal valuation of this fixed asset. The building was re-valued for insurance purposes in August 2012 and is insured for £1m rebuilding costs with an additional £50,000 of contents.

### Liabilities

The charity had no known liabilities at 31st December 2023.

### 2 Donation

In 2022 the charity received a restricted donation of £5,000 in memory of Joan Rowe, to be used to pay the lettings fees for the Thursday Teas group or for other similar activities for older people.

### 3 Lettings Income

The charity's main income comes from lettings charges. In 2023 £422 of these charges were provided by transfer from the Joan Rowe donation.

### 4 Other Receipts

The £429 of Other Receipts in 2023 was a payment of half the cost of the new mirror from Dartnell Dance Academy. The £530 of Other Receipts in 2022 was a payment from St Luke's Church to cover work undertaken on the church by the roofer we employed to clear the gutters and repair broken tiles.

### 5 Staff Costs

The charity employs two members of staff as caretaker and relief caretaker, neither of whom earns more than £10,000 p.a. Staff salaries were increased by 12% in 2023

### 6 Gas & Electricity

We pay the standard variable rate tariffs but subject to the government price cap. We received £201 during the year as part of the government support scheme.

### 7 Management & Administration

This item covers the cost of the website and fees for PayPal payments processing.

### 8 Cash Accounts

The charity operates a bank current account and a tax-free instant access deposit account with CCLA. Interest rates rose substantially during the year generating £1,532 interest vs. £245 in 2022.

The charity also has a PayPal account which is used to receive card payments for online bookings. Funds are transferred to the main bank account only after the corresponding letting has occurred. This means that if it does not, for any reason, then we can refund the fee paid.

At the end of December 2023, the balance in this account was £408.45, all of which is for lettings booked for 2024.