

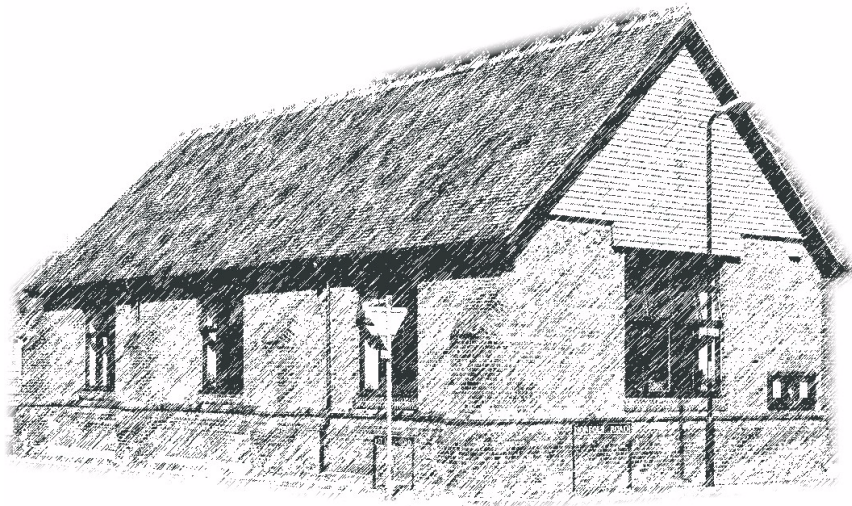
ST. LUKE'S COMMUNITY HALL, MAIDENHEAD
Registered Charity Number 1101943

REPORT AND FINANCIAL STATEMENTS

OF

THE TRUSTEES

for the year ended 31st December 2024



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

Trustees of St. Luke's Community Hall, Maidenhead

Annual Report for 2024

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 24th April 2024 and there were three Management Committee Meetings during the year.

The Revd. Sally Lynch was appointed at 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
Ela Budzyn is employed as Cleaner

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, relief caretaker, and cleaner, 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.

Lettings for the Hall in 2024 were similar to those in 2023 at 1800 chargeable hours over 583 separate bookings. The income generated by these bookings more than covered our costs, and allowed us to employ a cleaner on a fortnightly basis to ease the workload of the caretakers.

In addition to the usual servicing of the boiler we also spent money on replacing the valve in the gent's toilet, installing brass loops around the main hall for hirers to tie decorations to, and had missing tiles replaced on the roof.

We were very sad when Phyllis Sigsworth, who was hugely instrumental in establishing the Hall in its current form, sadly passed away in August 2024. The reception in early September following her memorial service in church was held in the Hall and it was lovely to see so many people who knew her and had used the Hall themselves over many years enjoying the hospitality and sharing memories.

Our caretaker Tony Buckley and relief caretaker Mary Sheaf-Jones are able to ensure that all lettings have full caretaking support, which is a significant advantage we offer over some other Halls where users are issued with keys and are responsible for letting themselves in and locking up afterwards. Our cleaner, Ela Budzyn does a wonderful job of ensuring that hirers are greeted with a clean and tidy facility.

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

Treasurer's Comments

Lettings income of £30,286 exceeded that of £28,258 in 2023 although chargeable hours were similar because our lettings rates were raised from April 2023 onwards. There was no increase in rates in 2024.

Interest on our accumulated reserves also increased. Although there were additional costs for cleaning, gas and electricity charges fell.

Overall these changes led to an increase in the operating surplus to £17,053 (2023: £8,618), so that our Accumulated Reserves rose to £62,032 with a further £3,747 in Restricted Reserves, being the Joan Rowe legacy after deduction of the Thursday Teas letting charge for 2024.

Signed

A handwritten signature in black ink, appearing to read 'Richard Burdett', with a long horizontal line extending from the bottom of the signature.

Richard Burdett
Hon Treasurer

20th January 2025

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 2024, 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

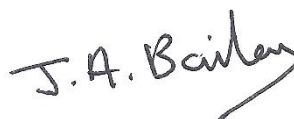
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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
10 April 2025

Trustees of St. Luke's Community Hall, Maidenhead

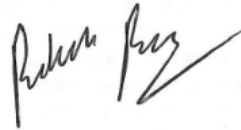
Statement of Assets and Liabilities at 31st December 2024

| | Note | Unrestricted Funds | | Restricted Funds | Endowment Funds | Total Funds | |
|-------------------------|------|--------------------|------------|------------------|-----------------|---------------|---------------|
| | | General | Designated | | | 2024 | 2023 |
| | | £ | £ | £ | £ | £ | £ |
| Cash Funds | | | | | | | |
| Current Account | 10 | 3,223 | - | 747 | - | 3,970 | 11,714 |
| CCLA Deposit Account | 10 | 58,809 | - | 3,000 | - | 61,809 | 37,434 |
| Total Cash Funds | | <u>62,032</u> | <u>-</u> | <u>3,747</u> | <u>-</u> | <u>65,779</u> | <u>49,148</u> |
| Other Monetary Assets | | - | - | - | - | - | - |
| Investment Assets | | - | - | - | - | - | - |

Approved by the the Trustees of St Luke's Community Hall on 22nd January 2025 and signed on their behalf by:-



The Revd. Sally Lynch (Chair)



Mr Richard Burdett (Honorary Treasurer)

Trustees of St. Luke's Community Hall, Maidenhead

Receipts and Payments Accounts for the year ended 31st December 2024

| | Note | Unrestricted Funds | | Restricted Funds | Endowment Funds | Total Funds | |
|--|------|--------------------|-----------------|------------------|-----------------|-------------|-----------|
| | | General £ | Designated £ | £ | £ | 2024 £ | 2023 £ |
| Receipts | | | | | | | |
| Donations, Legacies and other similar receipts | 2 | - | - | - | - | - | - |
| Activities to further the charity's objectives | | - | - | - | - | - | - |
| Activities to generate funds | | | | | | | |
| Lettings - Brownies | 3 | 567 | - | - | - | 567 | 514 |
| Lettings - Other | 3 | 29,297 | - | - | - | 29,297 | 27,322 |
| Lettings - Thursday Teas | 3 | 422 | - | (422) | - | - | - |
| Investment Income (Interest) Receipts | | 2,375 | - | - | - | 2,375 | 1,532 |
| Sub Total | | 32,661 | - | (422) | - | 32,239 | 29,368 |
| Other Receipts (not counted as "Gross Income") | 4 | - | - | - | - | - | 429 |
| Total Receipts | | 32,661 | - | (422) | - | 32,239 | 29,797 |
| Payments | | | | | | | |
| Payments for generating funds | | - | - | - | - | - | - |
| Charitable Payments | | - | - | - | - | - | - |
| Charitable Activities | | | | | | | |
| Staff Costs | 5 | 8,927 | - | - | - | 8,927 | 7,436 |
| Insurance | | 1,313 | - | - | - | 1,313 | 1,277 |
| Gas | 6 | 1,834 | - | - | - | 1,834 | 2,775 |
| Electricity | 6 | 772 | - | - | - | 772 | 836 |
| Water | | 481 | - | - | - | 481 | 211 |
| Rates | | 94 | - | - | - | 94 | 106 |
| Cleaning Materials/Repairs/Maintenance | 7 | 1,953 | - | - | - | 1,953 | 1,020 |
| Dance Mirror | | - | - | - | - | - | 858 |
| New LED panel lights | | - | - | - | - | - | 2,359 |
| Replacement chairs | | - | - | - | - | - | 2,370 |
| Redecoration | | - | - | - | - | - | 1,700 |
| Support Costs | | - | - | - | - | - | - |
| Management and administration | 8 | 146 | - | - | - | 146 | 151 |
| Sub Total | | 15,520 | - | - | - | 15,520 | 21,099 |
| Other Payments (not counted as "Expenditure") | 9 | 88 | - | - | - | 88 | 80 |
| Total Payments | | 15,608 | - | - | - | 15,608 | 21,179 |
| Net of Receipts (Payments) | | 17,053 | - | (422) | - | 16,631 | 8,618 |
| Cash balances brought forward at 1st January 2024 | | 44,979 | - | 4,169 | - | 49,148 | 40,530 |
| Cash balances carried forward at 31st December 2024 | | 62,032 | - | 3,747 | - | 65,779 | 49,148 |

Trustees of St. Luke's Community Hall, Maidenhead

Notes to the financial statements for the year ended 31st December 2024

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 2024, less cheques drawn or payments setup but not made, but plus credits relating to the year to 31st December 2024 not yet banked by that date.

Investments

Investments are valued at market value at year-end, although at 31st December 2024 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 2024.

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 2024 £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. s.

5 Staff Costs

The charity employs two members of staff as caretaker and relief caretaker, and a further person as cleaner, none of whom earns more than £10,000 p.a. Staff salaries were increased by 10% in 2024

6 Gas & Electricity

We pay the standard variable rate tariffs but subject to the government price cap.

7 Cleaning Materials, Repairs and Maintenance

This includes £870 spent on the roof tile repairs, £220 on fire extinguisher serving, and new cleaning equipment.

8 Management & Administration

This item covers the cost of the website, fees for PayPal payments processing, and a gift for our Independent Examiner.

9 Other Payments

The £88.00 of Other Payments is the letting fee transferred to St Luke's PCC for a party on 14 December that had to be moved into the church due to a duplicate booking error.

10 Cash Accounts

The charity operates a bank current account and a tax-free instant access deposit account with CCLA. Interest rates remained much higher than in recent years and increased funds on deposit generated £2,375 interest vs. £1,532 in 2023.

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 2024, the balance in this account was £646.47 (2023: £408.45), all of which is for lettings booked for 2025.