



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/01/2021**  
Period end date

Period start date To **31/12/2021**

Charity name: **The Lee Parish Hall**

Charity registration number: **1103816**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The purpose of the charity:</b> The Lee Parish Hall provides community space for meetings of an educational and recreational nature. It is also used for social gatherings and available for private functions for residents of The Lee & Lee Common community. The Lee Parish Hall charity also includes a tarmac fenced single tennis court which is available for hire to local residents, the owned land also includes a small car park and small recreation space containing baseball hoop/football goal
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Main activities:</b> The first half of the reporting period was affected by Covid-19 restrictions resulting in decreased activity in accordance with government defined restrictions. The activities that have taken place during the reporting period include a weekly upholstering class, community meetings, use of the hall as a polling station, hire by local scouts, community social fundraising event (Roving Supper) and multiple private hire events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	When considering our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit and fee charging. In setting the level of fees the trustees give careful consideration to ensure accessibility of the hall facilities to the community it serves. The fees are set at a level which covers costs and ensures sufficient funds remain available for maintenance and upkeep of the hall, tennis courts and grounds without generating excessive reserves.

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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grant-making does not form a material part of The Lee Parish Hall charitable activities.
Policy on social investment including program related investment	Para 1.38	Programme related investment, does not form a material part of The Lee Parish Hall charitable activities.
Contribution made by volunteers	Para 1.38	There is no formal group of volunteers other than members of the Trust and Committee who provide their time and expertise to the running and maintenance of the hall, grounds and tennis court. Several members of the community voluntarily provide support to events being organised by the hall committee.
Other		N/A

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>At the start of the reporting period some COVID-19 restrictions were still in place and restrictions were gradually eased in accordance with government guidelines. As restrictions were eased more activities could take place in the hall and the tennis court was reopened. During the COVID restrictions a covid grant was received from Bucks CC and in return the Lee Parish Hall was able to make a donation of £2, 500 to the local Infant school serving local residents to help with ICT requirements to facilitate teaching continuity during COVID restrictions. This donation is an example of the Lee Parish Hall meeting one of the objectives to help educate young people in the local community.</p> <p>The Lee Parish Hall was able to hold its annual fundraising 'Roving Supper' with some Covid 19 adaptations and on a smaller scale having been cancelled completely in 2020.</p> <p>The annual bonfire night and fireworks also took place. These are examples of the Lee</p>

		<p>Parish Hall meeting its objective of providing social and leisure time for the wider community. Regular bookings for upholstery classes provide adult education opportunities. Once Covid restrictions allowed, the hall was used on a regular basis for community meetings, and multiple private hire social gatherings thereby meeting the objectives of The Lee Parish Hall Charity.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	See achievements listed above identified against objectives set.
Performance of fundraising activities against objectives set	Para 1.41	The two main annual fundraising events of the Bonfire & Fireworks evening and the Roving supper took place in November 2021 having been cancelled in 2020 due to the Covid-19 pandemic.
Investment performance against objectives	Para 1.41	The Lee Parish Hall does not include investment objectives in its governance.
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Income = £29,909.43</b> <b>Expenditure = £26,208.12</b> <b>Balance on Statement 31Dec2021: £26, 308.64</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover any unexpected building/tennis court/car park repair or replacement and operating costs
Amount of reserves held	Para 1.22	£26,308.64
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	No funds in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	There are two main fundraising events during the year a Firework & Bonfire evening and the 'Roving Supper.' The principal source of funds outside of the fundraising events are via rental of the hall and tennis court. During this reporting period £17,765 was received from Buckinghamshire council as a COVID grant.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The trustees and members of the Committee are responsible for the day to day running of the hall, grounds and tennis court.
A description of the principal risks facing the charity	Para 1.46	During this reporting period the Covid-19 pandemic posed a significant event affecting the financial performance and financial position of the Lee Parish Hall. The Income was higher than in previous years due to receipt of Covid grant payments from the local council. The easing of Covid-19 restrictions during the second half of the reporting period enabled the usual income channels of The Lee Parish Hall to resume. As a result, the charity exceeded the Charity Commission threshold for submitting an additional annual report to accompany the annual accounts
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by Trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees are briefed on all aspects of their responsibilities. Particular attention is paid to the Charity Commission's directions regarding public benefit.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The organisational structure comprises of four trustees under a Trust Chair, with Treasurer, Secretary and Committee Members
Relationship with any related parties	Para 1.51	The committee Chairman, Treasurer and Secretary are elected at the Trust AGM. The Trustees and Committee Members have equal voting rights for these three respective roles.
Other		

### Reference and Administrative details

Charity name	The Lee Parish Hall
Other name the charity uses	N/A
Registered charity number	1103816
Charity's principal address	Furzefield Lane Lee Gate Great Missenden Bucks HP16 9NR

# 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	Tony Lea	Chair		
2	Hayley Farrelly	Treasurer	01 Jan – 04Nov2021	
3	Pippa Hart	Committee Member		
4	Chris Nevill	Committee Member		
5				
6				
7				
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12				
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14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
		N/A

#### Name of chief executive or names of senior staff members (Optional information)

N/A
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### Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

N/A
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### Other optional information



N/A
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Tony Lea	Chris Bannister
Position (eg Secretary, Chair, etc)	Chair	Treasurer (appointed 2022)

Date 27-10-22





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**The Lee Parish Hall**

No (if any)  
**1103816**

## Receipts and payments accounts

**CC16a**

For the period from	Period start date 01/01/2021	To	Period end date 31/12/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of Hall and Fundraising	10,076	-	-	10,076	-
Bucks CC Covid Grant	17,765	-	-	17,765	-
Tennis court hire	1,568	-	-	1,568	-
Income towards Biffa from Shop & Scouts	500	-	-	500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>29,909</b>	<b>-</b>	<b>-</b>	<b>29,909</b>	<b>15,994</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,909</b>	<b>-</b>	<b>-</b>	<b>29,909</b>	<b>15,994</b>
<b>A3 Payments</b>					
Caretaker & Cleaning Materials	979	-	-	979	-
General Maintenance	2,522	-	-	2,522	-
Electricity	1,632	-	-	1,632	-
Chiltern District Council	96	-	-	96	-
Services	1,033	-	-	1,033	-
Advertising	60	-	-	60	-
Equipment	1,607	-	-	1,607	-
General Expenses	952	-	-	952	-
Insurance	1,024	-	-	1,024	-
Fundraising	7,607	-	-	7,607	-
Tennis court	468	-	-	468	-
Renovations	8,228	-	-	8,228	-
	-	-	-	-	-
<b>Sub total</b>	<b>26,208</b>	<b>-</b>	<b>-</b>	<b>26,208</b>	<b>8,531</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,208</b>	<b>-</b>	<b>-</b>	<b>26,208</b>	<b>8,531</b>
<b>Net of receipts/(payments)</b>	<b>3,701</b>	<b>-</b>	<b>-</b>	<b>3,701</b>	<b>7,463</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,701</b>	<b>-</b>	<b>-</b>	<b>3,701</b>	<b>7,463</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Paypal Account	1,664	-	-
	Reserve Account	10	-	-
	Current Account	26,309	-	-
	<b>Total cash funds</b>	<b>27,983</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	reserve account	10	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CHRIS BANNISTER	27/10/22



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

THE LEE PARISH HALL.

On accounts for the year  
ended

31. December 2021

Charity no  
(if any)

1103816

Set out on pages

1

(remember to include the page numbers of additional sheets)

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

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 (~~other than that disclosed below \*~~) 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:

27 October 2022

Name:

C.J. WISA

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

ACA (ICAEW)

Address:

THE OLD STAR, Church Street  
PRINCES RISBOROUGH  
BUCKS HP27 9AA