

PARISH HALLS - RUSHMERE ST ANDREW

England & Wales - Charity number 1111060

Details

Other names TOWER HALL - RUSHMERE ST ANDREW, TOWER HALL

Status Registered

Legal form Trust

Registered 2005-08-26

Register [View on the Charity Commission register](#)

Contact

Address Rushmere Village Hall
Humber Doucy Lane
Ipswich
IP4 3PD

Phone 07538 929253

Email parish.halls.rushmere@gmail.com

Website <https://www.parishhallsrsa.onesuffolk.net/>

Activities

Objects: FOR THE PURPOSES OF A VILLAGE HALL OR HALLS FOR THE USE OF THE INHABITANTS OF THE PARISH OF RUSHMERE ST ANDREW WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE OF THE PROPERTY AND ANY OTHER LAND AND BUILDINGS OF THE CHARITY FOR MEETINGS, LECTURES AND CLASSES OR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS

Activities: Provides buildings, facilities and open space for hire for the benefit of the local community

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF RUSHMERE ST ANDREW
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£81,600	£90,293	-	-
2023-12-31	£92,106	£95,456	-	-
2022-12-31	£63,367	£76,548	-	-
2021-12-31	£87,282	£63,605	-	-
2020-12-31	£81,729	£68,124	-	-

Trustees

Name	Role	Appointed
MRS M TARLING	Chair	2012-09-27
James Russell Wright		2025-01-28
Jan Treadaway		2022-03-31
Karen Ann Last		2024-07-25
MR J S WITHEY		
MR M R BENTLEY		
MRS A COOPER		2017-11-30
MRS J CLARKE		
Martin Colbert		2021-07-06
Sharon Lesley Parker		2024-07-25
Shirley Fisher		2025-10-30

PARISH HALLS - RUSHMERE ST ANDREW

England & Wales - Charity number 1111060

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st January 2024

Period start date

To 31st December 2024

Period end date

Charity name: Parish Halls Rushmere St Andrew

Charity registration number: 1111060

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Property together with the trust fund and its income shall be applied for the purposes of a village hall or halls for the use of the inhabitants of the Parish of Rushmere St Andrew without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property and any other land and buildings of the Charity for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.
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	Approximately 40 regular hirers used the hall in 2024, which included art, crafts, keep fit, dance, theatre, WI, camera club, social and youth groups. Casual hirers for one off events such as birthday parties, family celebrations, continued to be lower than pre Covid-19 levels with approximately 84 bookings, which was the same as the 2023.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are aware that the Charity is a Public Benefit Entity and in accordance with Charity Commission guidance, the Charity has a primary objective to provide services and social benefit for the community. Equity is provided with a view to supporting the entity's primary objectives rather than with a view to providing a financial return to equity providers or members.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>Chairman's Report</p> <p>This report was submitted at the Parish Halls – Rushmere St Andrew Annual General Meeting on Thursday 10th July 2025 for the Financial Year ended 31st December 2024.</p> <p>During 2024 we welcomed three new elected group representatives which left the end of 2024 we had 4 Trustee vacancies. We plan to continue with our attempts to recruit new volunteers, particularly for our weekly free lunch sessions, and Trustees to support the Charity. I would like to place on record my thanks to all our Trustees and volunteers who have provided their time and support throughout a challenging year as we continue to recover from the lasting impact of Covid-19 and as we navigate the Cost of Living crisis.</p> <p>Our team of admin and caretaking staff remained unchanged in 2024 and I would like to thank all four of them for their hard work and dedication which is fundamental in maintaining and running the halls.</p> <p>The successful application from our secretary/treasurer for grants from; the National Lottery to help with completing the switch over to LED lighting at both halls; Suffolk Community Foundation & East of England Co-op's Community Cares Fund and One Stop Groundworks UK to fund our free lunch sessions enabled our Charity to proceed with these projects for the benefit of the local community.</p> <p>I would also like to record my appreciation to Mel Bentley for his role of Vice-Chairman and for his invaluable help and knowledge with the array of building and technical problems we encountered across both halls throughout the year.</p> <p>Despite another challenging year post Covid, I am hopeful that with the continued support of our trustees and staff we will successfully navigate the hurdles of the increasing costs of the day to day running of the halls and that we will continue to see an increase in both, engagement from the local community at our events and income</p>

		<p>generated from both halls being hired for regular activities and one off celebrations.</p> <p>Mrs Margaret Tarling Chairman Parish Halls – Rushmere St Andrew</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	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p style="text-align: center;">Treasurers Report 1st January – 31st December 2024</p> <p>Bank Balances as at 31st December 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Co-op Account</td> <td style="text-align: right;">£23,969.53</td> </tr> <tr> <td>Suffolk Building Society</td> <td style="text-align: right;"><u>£12,969.53</u></td> </tr> <tr> <td></td> <td style="text-align: right;">£36,939.06</td> </tr> </table> <p>£1,671.52 of allocated funds in Co-op account to be noted as follows; £180.49 National Lottery Grant for Village Hall toilets; £1,000 One Stop Groundworks UK for free lunch sessions; £29.74 Suffolk Community Foundation & East of England Co-op's Community Cares Fund and £461.29 Fundraising for free lunches.</p> <p>Income Report The halls income for the year end 31st December 2024 was £75,828.15 an increase on the previous year end of £67,210.26.</p> <p>In addition Parish Halls received grants of; £3,290 from National Lottery to complete the LED lighting project across the halls; £1,481.96 from Suffolk Community Foundation & East of England Co-op's Community Cares Fund and £1,000 from One Stop Groundworks UK to enable us to provide free community lunch sessions.</p> <p>Expenditure Report Expenditure for the year end 31st December 2024 was £84,756.46, an increase of £11,162.28 from year end 2023 (£73,594.18).</p> <p>Summary As the Charity's only source of regular income, hire fees had to be increased after the annual review in order to reduce the annual deficit pattern of recent years. There continued to be increases in the running costs across both halls including utilities, maintenance and staffing costs and despite continuous actions throughout the year to reduce overheads wherever possible, essential building maintenance and HR services lead to an increase in income not being sufficient to reduce the deficit.</p> <p>Taking into consideration the pipeline of bookings in 2025, the annual review of the hire fees and monitoring opportunities for further running cost reductions, a year end</p>	Co-op Account	£23,969.53	Suffolk Building Society	<u>£12,969.53</u>		£36,939.06
Co-op Account	£23,969.53							
Suffolk Building Society	<u>£12,969.53</u>							
	£36,939.06							

		<p>deficit is predicted for 31st December 2025 and expenditure will require interrogation throughout the year.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Management Committee sets a budget each year in respect of projected repairs/replacement costs in respect of works to be carried out during that year. This is termed General Building Maintenance under the heading, Planned Maintenance. An amount of £5,000 is also included in the budget as an Earmarked Contingency Fund.</p> <p>In any year, however, additional works may need to be carried out which were not envisaged when the budget was set: in some cases also, for various reasons, the costs allocated have to be exceeded in order for the work to be completed.</p> <p>The Management Committee have delegated authority to the Chairman and Vice Chairman to authorise essential unbudgeted repairs or replacement without their prior approval up to £5,000 per annum, the costs of such repairs or replacement being drawn from the Earmarked Contingency Fund.</p> <p>Circumstances may also arise during the year where costs have to be incurred in an emergency, that is, in cases of extreme risk to the delivery of a full and safe hiring service to customers and where such costs are likely to exceed £5,000. If such a situation were to arise the authority of the Management Committee would be required but because the matter would need urgent action, a special meeting would be need to be convened in accordance with the terms of the Trust Deed, that is by the Chairman or any two members of the Management Committee giving not less than seven clear days notice to the other members of the Management Committee of the matters to be discussed.</p> <p>It may not be possible or practicable for the whole Committee to meet in these circumstances but as long as the meeting is quorate in accordance with section 12.5 of the Trust Deed any decisions arrived at by the meeting would be valid. For the sake of good order those decisions must be reported to the next full meeting of the Management Committee.</p> <p>If a quorate face-to-face meeting proves impossible to hold in the timescales required by the nature of the emergency</p>

		expenditure, then a Zoom Virtual Meeting may be convened, which again must be quorate with decisions reported at the next full Management Committee meeting.
Amount of reserves held	Para 1.22	The Charity holds an earmarked contingency reserve of £5,000. In addition £23,969.53 is held to cover any fluctuations in income from hall rentals and cover any unforeseen building maintenance.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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	Seven elected members elected annually at the AGM. Seven appointed members appointed by the Management Committee from nominees of users of the halls.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Parish Halls Rushmere St Andrew
Other name the charity uses	
Registered charity number	1111060
Charity's principal address	Rushmere Village Hall Humber Doucy Lane Ipswich IP4 3PD

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	Mrs M Tarling	Chairman		Elected
2	Mr M Bentley	Vice Chairman		Elected
3	Mr J Withey			Elected
4	Mrs J Clarke			Elected
5	Mrs A Cooper			Elected
6	Mrs S Abbott		1 st Jan - 25 th July 2024	Orwell Art Club
7	Mr M Colbert			51 st Ipswich Scouts
8	Miss A Cracknell		1 st Jan - 18 th April 2024	Rushmere St Andrew PC
9	Mrs J Treadaway			Order Women Freemasons
10	Ms S Parker		25 th July – 31 st Dec 2024	Foxhall Foxes
11	Mrs K Last		25 th July – 31 st Dec 2024	Rushmere Evening WI
12	Mr J Wright		25 th July – 31 st Dec 2024	Rushmere St Andrew PC
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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)	Margaret Tarling	
Position (eg Secretary, Chair, etc)	Chair	
Date	4/10/2025	

GENERAL FUND BALANCE		£	Note
£ 48,981.06	Balance Brought Forward	£ 45,631.62	
£ 5,000.00	Earmarked Contingency Fund	£ 5,000.00	2
£ -	East Suffolk Enabling Grant		
£ -	East Suffolk Enabling Grant Expenditure		
£ 2,067.00	National Lottery Toilet Grant	£ 874.48	
£ 1,192.52	National Lottery Toilet Grant Expenditure	£ 693.99	
£ 20,669.00	Biffa Award Grant	£ -	
£ 20,669.00	Biffa Award Grant Expenditure	£ -	
£ 2,160.00	East Suffolk Winter Cost of Living Grant		
-	East Suffolk Winter Cost of Living Grant Expenditure	£ 278.30	
-	East Suffolk Winter Cost of Living Grant Venue Costs	£ 960.00	
-	East Suffolk Winter Cost of Living Grant Returned	£ 921.70	
£ -	National Lottery Lighting Grant	£ 3,290.00	
£ -	National Lottery Lighting Grant Expenditure	£ 3,290.00	
-	Groundworks UK	£ 1,000.00	2
-	Groundworks UK Expenditure	£ -	
-	Community Foundation (CF)	£ 1,481.96	
-	Community Foundation (CF) Expenditure	£ 352.22	
-	Community Foundation (CF) Venue Hire Costs	£ 1,100.00	
£ 67,210.26	General Income	£ 75,828.15	
£ 73,594.18	Less, General Expenditure	£ 84,756.46	
<u>£ 45,631.62</u>	BALANCE CARRIED FORWARD	<u>£ 36,939.06</u>	

BALANCE SHEET AS AT 31 DECEMBER

2023	ASSETS	2024	
	<i>Long Term</i>		
£ -	Investments	£ -	
£ -	Long Term Debtors	£ -	
	<i>Current</i>		
£ 869.00	Debtors	£ 560.00	5
£ 45,631.62	Cash at Bank	£ 36,939.06	
£ 45.00	Cash In Hand	£ -	
<u>£ 46,545.62</u>	TOTAL ASSETS	<u>£ 37,499.06</u>	
	LIABILITIES		
£ -	Creditors	£ -	6
£ -	Cash Overdrawn	£ -	
	Unpresented Payments		
<u>£ -</u>	TOTAL LIABILITIES	<u>£ -</u>	
<u>£ 46,545.62</u>	NET ASSETS	<u>£ 37,499.06</u>	
	REPRESENTED BY;		
£ 14,181.08	General Fund Balance Carried Forward	£ 11,298.01	
£ 28,416.06	Suffolk Building Society inc Contingency Reserves £5,000	£ 23,969.53	
£ 874.48	Earmarked National Lottery Grant	£ 180.49	
£ 2,160.00	Earmarked Winter Cost of Living Grant	£ -	
£ -	Earmarked Groundworks UK Grant	£ 1,000.00	
	Earmarked Fundraising Free Lunch	£ 461.29	
	Earmarked Community Foundation Grant	£ 29.74	
£ 869.00	Debtors minus Creditors	£ 560.00	
£ 45.00	Cash in Hand	£ -	
<u>£ 46,545.62</u>	SUMMATION	<u>£ 37,499.06</u>	

The above statement represents fairly the financial position of the Charity as at 31 December and reflects its income and expenditure during the year.

Signed By



CHAIRMAN
Mrs M Tarling

VICE-CHAIRMAN
Mr M Bentley



TREASURER
Mrs E Ruddy



SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER 2024

		<u>Amount</u>
NOTE 1:	GRANT INCOME	
Item	National Lottery Lighting Grant	£ 3,290.00
	Community Foundation (CF)	£ 1,481.96
	Groundworks UK	<u>£ 1,000.00</u>
	TOTAL	<u>£ 5,771.96</u>
NOTE 2:	EARMARKED FUNDS	
	Contingency Reserve agreed 20 February 2008	£ 5,000.00
	National Lottery Grant	£ 180.49
	Groundworks UK	£ 1,000.00
	Fundraising for Free Lunch Sessions	<u>£ 461.29</u>
		<u>£ 6,641.78</u>
NOTE 3:	MISCELLANEOUS INCOME	
	See separate sheet	<u>Amount</u>
		£ 45.00
	TOTAL	<u>£ 45.00</u>
NOTE 4:	MISCELLANEOUS EXPENDITURE	
	None	<u>Amount</u>
		£ -
NOTE 5:	DEBTORS	
	Debts outstanding at 31 December 2024 - See separate sheet	<u>Amount</u>
		£ 560.00
	TOTAL	<u>£ 560.00</u>
NOTE 6:	CREDITORS	
	None	<u>Amount</u>
		£ -

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Parish Halls – Rushmere St Andrew 2024

Registered Charity No: 1111060

Income: £75,828.15 Expenditure: £84,756.46 Reserves: £36,939.06

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and the expenditure is supported by appropriate paperwork. Hiring agreements are in place. Both income and expenditure are clearly identified for the individual halls. There were no cheques written during the year.

The 2023 Annual Return has been received by the Charity Commission on 27/09/2024. The Annual General Meeting was held on 27/07/2023.

The Charity have taken steps to comply with GDPR and the relevant policies are in place. It is noted that Registration with ICO is in place and the risk assessment (Risk Management Policy) was reviewed at a meeting held on 18/4/2024. Fire Instruction Policies are in place for both halls.

The bank reconciliation at 31/12/2024 reconciled with the Co-op bank account (£12,969.53), Ipswich Building Society (£23,969.53) account and the Income and Expenditure account. Monthly reconciliations are carried out.

Income and expenditure for the individual halls are tracked throughout, providing a clear audit trail. The Secretary/Treasurer keeps excellent records. Fees were reviewed on 25/1/2024. Hire agreements are in place for both regular and casual hirers. Payments received are banked promptly.

An asset register is in place and assets are insured. The Charity has satisfactory insurance cover for both halls.

Budgets are prepared and monitored emphasising the good financial management systems in place. Risks are assessed on an ongoing basis and action taken as required. The Secretary/Treasurer provides comprehensive reports to the Committee so informed decisions can be made. Budgets are monitored during the year. Asset values are depreciated annually.

Regular NI and Tax contributions have been made. As required by HMRC, RTI is in operation. Salaries were reviewed at a meetings held on 25/1/2025 and 24/10/2024.

Receipts and payments were cross referenced against supporting paperwork. All were found to be in order. The Secretary/Treasurer keeps thorough and well organised records which provide a clear audit trail. Heelis & Lodge were appointed Independent Examiners on 27/7/2024. Earmarked Funds were confirmed as £26,201.05.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts have been countersigned by myself.



Heather Heelis
6 July 2025

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

PARISH HALLS - RUSHMERE ST ANDREW

England & Wales - Charity number 1111060

Accounts



Trustees' Annual Report for the period

From 1st January 2023
To 31st December 2023

Period start date
Period end date

Charity name: Parish Halls Rushmere St Andrew

Charity registration number: 1111060

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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	The aftermath of Covid-19 continued to impact on activities throughout 2022. Some of our regular hirers were unable to continue due to loss of their members and reduction of attendees. Approximately 44 regular hirers used the hall in 2023, which included art, crafts, keep fit, dance, theatre, parent and toddlers, WI, camera club, social and youth groups. Following the pandemic casual hirers for one off events such as birthday parties, family celebrations, continued to be lower than expected with approximately 84 bookings, which was an increase on 2022.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are aware that the Charity is a Public Benefit Entity and in accordance with Charity Commission guidance, the Charity has a primary objective to provide services and social benefit for the community. Equity is provided with a view to supporting the entity's primary objectives rather than with a view to providing

		a financial return to equity providers or members.
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<p>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.</p>	<p>Para 1.20</p>	<p>Chairman's Report</p> <p>This report was submitted at the Parish Halls – Rushmere St Andrew Annual General Meeting on 25th July 2024 for the Financial Year ended 31st December 2023.</p> <p>During 2023 there were no new elected group representatives, however regular hirers continue with their attempts to source volunteers. At the end of 2023 we had 5 Trustee vacancies as Mrs Arnold had stepped down due to ill health earlier in the year. We are continuing with our attempts to recruit new Trustees from our regular hirers. I am thankful for the support of our Trustees as we continue to recover from the pandemic disruptions and navigate the increasing costs of living.</p> <p>Mike Sarbutts remains a vital member of staff and I would like to thank him for his support and commitment ensuring that the halls run smoothly day to day and are also maintained to a high standard with the support of a caretaking team, which reduced to 2 in the latter part of 2023.</p> <p>Mr Sarbutts also continues to share some of the admin duties with Emma Ruddy. Mrs Ruddy successfully applied for grants to refurbish the toilet facilities at Rushmere Village Hall and a grant from East Suffolk Council to run Winter Cost of Living sessions for the community at Village hall over the winter months.</p> <p>Vice-Chairman, Mel Bentley's support has been invaluable, particularly with technical equipment issues and reviewing our procedures and policies and I would like to thank him for being an advocate for the charity.</p> <p>Recovery from the pandemic, the impact of the energy crisis and the cost of living crisis continued to effect both the charity's income and expenditure. The increase to our energy costs and rising core running costs left us with no option other than to increase the hire fees for our regular hirers, as the increased costs were unsustainable.</p> <p>We enjoyed engaging with our local community and hirers throughout 2023 at</p>

		<p>open day events showing casing the halls, regular activities and fundraising events and I am positive that, with the support of our Trustees and team of staff, the increased cost of living challenges which may lie ahead in 2024 will be overcome as life post pandemic continues to stabilise.</p> <p>Mrs Margaret Tarling Chairman Parish Halls – Rushmere St Andrew</p>
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Additional information (optional)

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Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Treasurers Report 1st January – 31st December 2023</p> <p>Bank Balances as at 31st December 2023</p> <table border="0"> <tr> <td>Co-op Account</td> <td style="text-align: right;">£ 30,094.74</td> </tr> <tr> <td>Suffolk Building Society</td> <td style="text-align: right;">£ 15,536.88</td> </tr> </table> <p>To be noted: £874.48 National Lottery Grant Village Hall toilets and £2160 Winter Warm Up Grant allocated funds in Co-op Account</p> <p>Income Report The halls income for the year end 31st December 2023 was £67,210.26 an increase on the previous year end of £63,367.20.</p> <p>In addition Parish Halls received grants of £20,669 from Biffa Award and £2,067 from National Lottery to replace and refurbish the toilet facilities at Rushmere Village Hall and a grant of £2,160 from East Suffolk Winter Cost of Living Fund.</p> <p>Expenditure Report Expenditure for the year end 31st December 2023 was £73,594.18 a reduction from year end 2022 (£76,547.52).</p> <p>There was grant expenditure in 2023 of £20,669 from Biffa Award and £1,192.52 from National Lottery to replace and refurbish the toilet facilities at Rushmere Village Hall.</p> <p>Summary Although income from hire fees reached pre-Covid levels, it was not in line with the increases to the running costs and expenditure. However, the action taken to reduce overheads throughout the year e.g. phone contracts, reducing postage, altering window cleaning maintenance etc, greatly helped reduce the year end deficit. Taking into consideration the pipeline of bookings in 2024, the annual review of the hire fees and further overhead reductions e.g. changing electricity supplier, a continuous reduction of the deficit is predicted.</p>	Co-op Account	£ 30,094.74	Suffolk Building Society	£ 15,536.88
Co-op Account	£ 30,094.74					
Suffolk Building Society	£ 15,536.88					
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Management Committee sets a budget each year in respect of projected repairs/replacement costs in respect of works to be carried out during that year. This is termed General Building Maintenance under the heading, Planned</p>				

		<p>Maintenance. An amount of £5,000 is also included in the budget as an Earmarked Contingency Fund.</p> <p>In any year, however, additional works may need to be carried out which were not envisaged when the budget was set: in some cases also, for various reasons, the costs allocated have to be exceeded in order for the work to be completed.</p> <p>The Management Committee have delegated authority to the Chairman and Vice Chairman to authorise essential unbudgeted repairs or replacement without their prior approval up to £5,000 per annum, the costs of such repairs or replacement being drawn from the Earmarked Contingency Fund.</p> <p>Circumstances may also arise during the year where costs have to be incurred in an emergency, that is, in cases of extreme risk to the delivery of a full and safe hiring service to customers and where such costs are likely to exceed £5,000. If such a situation were to arise the authority of the Management Committee would be required but because the matter would need urgent action, a special meeting would be need to be convened in accordance with the terms of the Trust Deed, that is by the Chairman or any two members of the Management Committee giving not less than seven clear days notice to the other members of the Management Committee of the matters to be discussed.</p> <p>It may not be possible or practicable for the whole Committee to meet in these circumstances but as long as the meeting is quorate in accordance with section 12.5 of the Trust Deed any decisions arrived at by the meeting would be valid. For the sake of good order those decisions must be reported to the next full meeting of the Management Committee.</p> <p>If a quorate face-to-face meeting proves impossible to hold in the timescales required by the nature of the emergency expenditure, then a Zoom Virtual Meeting may be convened, which again must be quorate with decisions reported at the next full Management Committee meeting.</p>
Amount of reserves held	Para 1.22	<p>The Charity holds an earmarked contingency reserve of £5,000. In addition £23,416.06 is held to cover any fluctuations in income from hall rentals and cover any unforeseen building maintenance.</p>

Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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	Seven elected members elected annually at the AGM. Seven appointed members appointed by the Management Committee from nominees of users of the halls.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Parish Halls Rushmere St Andrew
Other name the charity uses	
Registered charity number	1111060
Charity's principal address	Rushmere Village Hall Humber Doucy Lane Ipswich IP4 3PD

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	Mrs M Tarling	Chairman		Elected
2	Mr M Bentley	Vice Chairman		Elected
3	Mr J Withey			Elected
4	Mrs J Clarke			Elected
5	Mrs A Cooper			Elected
6	Mrs S Abbott			Orwell Art Club
7	Mr M Colbert			51 st Ipswich Scouts
8	Miss A Cracknell			Rushmere St Andrew PC
9	Mrs J Treadaway			Order Women Freemasons
10	Mrs K Arnold		20 th April 2023	Rushmere Evening WI
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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)	M H T a	
Full name(s)	MARGARET ANU-TARLING	
Position (eg Secretary, Chair, etc)	CHAIRPERSON	
Date	25/7/24	

PARISH HALLS - RUSHMERE ST ANDREW

WHOLE YEAR INCOME & EXPENDITURE - INCOME & EXPENDITURE ACCOUNT, PERIOD ENDED

2022	TOWER 2022	VILLAGE 2022		TOWER 2023	VILLAGE 2023	Note
	£ 4,645.00	£ 5,565.00	Meetings	£ 7,978.60	£ 6,781.45	
	£ 1,165.00	£ 830.00	Cupboard & Car Park Rental	£ 924.97	£ 898.26	
	£ -	£ 1,188.00	Dancing Clubs/Classes	£ -	£ -	
	£ 2,814.50	£ -	Youth Groups	£ 2,959.00	£ 70.00	
	£ -	£ 1,716.00	Artists Clubs	£ -	£ 1,738.00	
	£ 4,112.00	£ 194.00	Craft Clubs	£ 1,738.00	£ 510.00	
	£ 3,501.00	£ 4,629.00	Religious Groups	£ 3,329.00	£ 5,347.50	
	£ -	£ -	Educational Hirings	£ -	£ -	
	£ -	£ -	Local Authority (SCDC & SCC)	£ 180.00	£ 180.00	
	£ 4,933.25	£ 3,864.00	Casual Hires	£ 5,459.00	£ 3,685.50	
	£ 5,093.00	£ 1,100.00	Parish Council	£ 5,402.66	£ 1,210.00	
	£ -	£ -	Exhibitions	£ -	£ -	
	£ -	£ -	Markets	£ 569.90	£ -	
	£ 5,019.00	£ 4,878.00	Keep Fit Clubs	£ 4,039.40	£ 5,676.00	
	£ 981.00	£ 949.00	Infant Clubs	£ 1,400.00	£ 444.00	
	£ 5,691.50	£ -	Theatre Groups	£ 5,109.00	£ 52.00	
	£ -	£ -	Fundraising Events	£ 338.87	£ 147.97	
	£ 75.00	£ 112.51	Miscellaneous	£ 82.50	£ 132.50	3
	£ -	£ -	Furlough	£ -	£ -	1

£ 311.44	£ -	£ -	Bldg Soc Interest		
£ 311.44	£ 38,030.25	£ 25,025.51	TOTAL INCOME		

£ 826.18	£ 39,510.90	£ 26,873.18	OTHER INCOME		
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£ 63,367.20

£ 67,210.26

GRANT INCOME £ - £ 24,896.00 1

COMMON 2022	TOWER 2022	VILLAGE 2022	Hall specific; EXPENDITURE	COMMON 0	TOWER 0	VILLAGE 0	Note
£ 877.35			Administration - stationery etc)	£ 1,846.55			
£ -			Advertising	£ 411.35			
£ 1,642.56			Cleaning Equipment Contract	£ 1,642.56			
£ 1,301.29	£ 450.00	£ 450.00	Cleaning Materials/Windows	£ 1,666.40	£ 460.00	£ 460.00	
	£ 2,393.47	£ 783.49	Electricity		£ 4,519.94	£ 1,285.95	
	£ 1,136.45	£ 791.97	Gas		£ 1,081.82	£ 667.94	
	£ 618.74	£ 332.22	Water		£ 866.74	£ 410.23	
	£ 1,395.20	£ 1,213.10	Insurance		£ 1,260.14	£ 1,114.52	
	£ 694.39	£ 642.78	Refuse clearance contract		£ 818.09	£ 818.09	
£ 612.97		£ 367.25	Post & Telephone Gen & VH WiFi	£ 305.36		£ 332.28	
	£ 2,189.65	£ 928.80	Ground maintenance		£ 1,978.59	£ 999.99	
	£ 4,111.44	£ 5,180.70	Building maintenance		£ 2,207.20	£ 1,218.00	
£ 247.20	£ -	£ -	Misc	£ -	£ -	£ 36.00	4
£ 28.51	£ 263.65	£ 2,912.36	Asset Improvement	£ -	£ 149.32	£ 70.14	
£ -			HR & H&S	£ -			
£ -			Training	£ -			
£ 2,532.96			PAYE & NI	£ 3,488.95			
£ 40,900.38			Wages	£ 41,743.80			
£ 1,548.64			Mileage	£ 1,734.23			
£ 49,691.86	£ 13,252.99	£ 13,602.67	TOTAL EXPENDITURE	£ 52,839.20	13341.84	7413.14	

£ 76,547.52

£ 73,594.18

GRANT EXPENDITURE £ 21,861.52

GENERAL FUND BALANCE 0 Note

£ 62,161.38	Balance Brought Forward	£ 48,981.06
£ 5,000.00	Earmarked Contingency Fund	£ 5,000.00
£ 3,000.00	East Suffolk Enabling Grant	£ -
£ 3,000.00	East Suffolk Enabling Grant Expenditure	£ -
-	National Lottery Grant	£ 2,067.00
-	National Lottery Grant Expenditure	£ 1,192.52
-	Biffa Award Grant	£ 20,669.00
-	Biffa Award Grant Expenditure	£ 20,669.00
-	East Suffolk Winter Cost of Living Grant	£ 2,160.00
-	East Suffolk Winter Cost of Living Grant Expenditure	
£ 63,367.20	General Income	£ 67,210.26
£ 76,547.52	Less, General Expenditure	£ 73,594.18
£ 48,981.06	BALANCE CARRIED FORWARD	£ 45,631.62

BALANCE SHEET AS AT 31 DECEMBER

31 Dec -1	ASSETS	31 Dec	Note
	<i>Long Term</i>		
£ -	Investments	£ -	
£ -	Long Term Debtors	£ -	
	<i>Current</i>		
£ 1,459.00	Debtors	£ 869.00	5
£ 48,981.06	Cash at Bank	£ 45,631.62	
	Cash in Hand	£ 45.00	7
£ 50,440.06	TOTAL ASSETS	£ 46,545.62	
	LIABILITIES		
£ -	Creditors	£ -	
£ -	Cash Overdrawn	£ -	
£ -	Unpresented Payments	£ -	6
£ -	TOTAL LIABILITIES	£ -	
£ 50,440.06	NET ASSETS	£ 46,545.62	
	REPRESENTED BY;		
£ 20,565.00	General Fund Balance Carried Forward	£ 14,181.08	2
-	Earmarked National Lottery Grant	£ 874.48	
-	Earmarked Winter Cost of Living Grant	£ 2,160.00	
£ 28,416.06	Contingency Reserves Carried Forward	£ 28,416.06	
£ 1,459.00	Debtors minus Creditors	£ 869.00	
	Cash in Hand	£ 45.00	
£ 50,440.06	SUMMATION	£ 46,545.62	

The above statement represents fairly the financial position of the Charity as at 31 December and reflects its income and expenditure during the year.

Signed By

M Tarling

CHAIRMAN
Mrs M Tarling

VICE-CHAIRMAN
Mr M Bentley

M Bentley 18/4/24

TREASURER
Mrs E Ruddy

E Ruddy 18/4/24

SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER

NOTE 1:	GRANTS & DONATIONS	
Item		Amount
	National Lottery Grant - Village Hall Toilets	£ 2,067.00
	Biffa Award - Village Hall Toilets	£ 20,669.00
	East Suffolk Coastal Winter Cost of Living	£ 2,160.00
	TOTAL	<u>£ 24,896.00</u>
 NOTE 2:	 EARMARKED FUNDS	
	Contingency Reserve agreed 20 February 2008	£ 5,000.00
	Covid 19 Grants (received 2020) added to contingency reserve	£ 23,416.00
	Earmarked National Lottery Grant	£ 874.48
	Earmarked Winter Cost of Living Grant	£ 2,160.00
		<u>£ 31,450.48</u>
 NOTE 3:	 MISCELLANEOUS INCOME	
	Item	Amount
	See separate sheet	£ 215.00
	TOTAL	<u>£ 215.00</u>
 NOTE 4:	 MISCELLANEOUS EXPENDITURE	
	Item	Amount
	See separate sheet	£ -
		£ -
	TOTAL	<u>£ 36.00</u>
 NOTE 5:	 DEBTORS	
	Debts outstanding at 31 December 2023 - See separate sheet	<u>£ 869.00</u>
 NOTE 6:	 CREDITORS	
	Payments/bills outstanding on 31 December 2023 - See separate sheet	<u>£ -</u>
 NOTE 7:	 CASH IN HAND	
	Cash float and unbanked December income for Crafty Yarn Group	<u>£ 45.00</u>

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Parish Halls – Rushmere St Andrew 2023

Registered Charity No: 1111060

Income: £67,210.26 Expenditure: £73,594.18 Reserves: £45,631.62

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and the expenditure is supported by appropriate paperwork. Hiring agreements are in place. Both income and expenditure are clearly identified for the individual halls. There were no cheques written during the year.

The 2022 Annual Return has been received by the Charity Commission on 28/07/2023. The Annual General Meeting was held on 27/07/2023.

The Charity have taken steps to comply with GDPR and the relevant policies are in place. It is noted that Registration with ICO is in place and the risk assessment (Risk Management Policy) was reviewed at a meeting held on 05/10/2023. Fire Instruction Policies are in place for both halls.

The bank reconciliation reconciled with the Co-op bank account (£15,536.88), Ipswich Building Society (£29,268.56) account and the Income and Expenditure account. Debtors and Creditors were listed and accounted for in the year end Balance Sheet. Monthly reconciliations are carried out.

Income and expenditure for the individual halls are tracked throughout, providing a clear audit trail. The Secretary/Treasurer keeps excellent records. Fees were reviewed on 04/1/2023. Hire agreements are in place for both regular and casual hirers. Payments received are banked promptly.

An asset register is in place and assets are insured. The Charity has satisfactory insurance cover for both halls.

Budgets are prepared (04/01/2023) and monitored emphasising the good financial management systems in place. Risks are assessed on an ongoing basis and action taken as required. The Secretary/Treasurer provides comprehensive reports to the Committee so informed decisions can be made. Budgets are monitored during the year. Asset values are depreciated annually.

Payroll records were examined and all were found in order. Regular NI and Tax contributions have been made. As required by HMRC, RTI is in operation. Salaries were reviewed at a meeting held on 04/01/2023.

Receipts and payments were cross referenced against supporting paperwork. All were found to be in order. The Secretary/Treasurer keeps thorough and well organised records which provide a clear audit trail. Heelis & Lodge were appointed Independent Examiners on 30/6/2022. The 2023 Annual accounts were signed off at a meeting held on 18/4/2024. Earmarked Funds were confirmed as £31,450.48.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts have been countersigned by myself.



Heather Heelis
17 May 2024

HEELIS & LODGE

Contact details : 1 Hembling Terrace, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Parish Halls – Rushmere St Andrew

Invoice No: HL9465
Date: 17 May 2024

Details	Quantity	Amount (£)	Total (£)
To carry Independent Examination for the year ended 31 December 2023	1	95.00	95.00
Total			95.00

Please make cheques payable to: Heelis & Lodge

Terms – 14 days

Bank Details: Account 02539349 Sort Code 72-00-00

Thank you.

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

PARISH HALLS - RUSHMERE ST ANDREW

England & Wales - Charity number 1111060

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2022
To 31st December 2022

Period start date
Period end date

Charity name: Parish Halls Rushmere St Andrew

Charity registration number: 1111060

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Property together with the trust fund and its income shall be applied for the purposes of a village hall or halls for the use of the inhabitants of the Parish of Rushmere St Andrew without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property and any other land and buildings of the Charity for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.
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	The aftermath of Covid-19 continued to impact on activities throughout 2022. Some of our regular hirers were unable to continue due to loss of their members and reduction of attendees. Approximately 41 regular hirers used the hall in 2022, they included art, crafts, keep fit, dance, theatre, parent and toddlers, WI, camera club, social and youth groups. Casual hirers for one off events such as family celebrations, wedding receptions etc continued to be lower than pre Covid-19 levels with approximately 66 bookings.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are aware that the Charity is a Public Benefit Entity and in accordance with Charity Commission guidance, the Charity has a primary objective to provide services and social benefit for the community. Equity is provided with a view to supporting the entity's primary objectives rather than with a view to providing a financial return to equity providers or members.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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>Chairman's Report This report was submitted at the Parish Halls – Rushmere St Andrew Annual General Meeting on 27th July 2023 for the Financial Year ended 31st December 2022.</p> <p>During 2022 we elected group representatives, Mrs Jan Treadaway from The Order of the Women's Freemasons and Mrs Kaye Arnold from Rushmere Evening WI as new Trustees. At the end of 2022 we had 4 Trustee vacancies as Mrs Howell stepped down at the Annual Meeting. We will continue with our attempts to recruit new Trustees from our regular hirers and events such as our open days held at the hall each year. I would like to thank all of our Trustees for their continued support.</p> <p>Our caretaking team continued to be led by Mike Sarbutts as Caretaker Supervisor throughout 2022 and I am grateful for his support and commitment which is vital in maintaining and running the halls. Mike Sarbutts and Emma Ruddy continued to successfully share the admin duties</p>

		<p>following the departure of Lisa Foster the previous year. Emma Ruddy successfully applied for a grant from the Enabling Community Budget of Cllr Newton and Cllr Hedgley in June 2022 to improve the chairs at Rushmere Village. Feedback from regular hirers has shown that the chairs have had a positive impact on hall users with mobility issues.</p> <p>I would like to thank Mel Bentley for his support in the role of Vice-Chairman and his help with policies, technical issues and maintaining the halls which is invaluable.</p> <p>In 2022 we didn't see the return of casual bookings to the pre Covid-19 levels that we had hoped for, as the community were still cautious of socialising despite the Governments "Living with Covid-19" Roadmap. As we entered 2023 bookings remained lower than hoped for due to the energy crisis and cost of living crisis and this has impacted our income. As a result of this and the increase to our own energy costs and rising core running costs we had no option but to increase the hire fees for our regular hirers.</p> <p>We held our first open day in February 2023 to advertise the facilities available to hire and regular clubs/ activities held at the halls to the local community. The day was very successful and we are holding a similar event in the Autumn. We also trialed special offers to increase casual bookings for family celebrations and we are monitoring their success.</p> <p>I remain positive that with the support of our staffing team and valued support of our Trustees we will begin to see a steady increase of bookings in the second half of 2023.</p> <p>Mrs Margaret Tarling Chairman Parish Halls – Rushmere St Andrew</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	

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p style="text-align: center;">Treasurers Report 1st January – 31st December 2022</p> <p>Bank Balances as at 31st December 2022</p> <p>Co-op Account £ 29,268.56 Suffolk Building Society £ 19,712.50</p> <p>Income Report The halls income for the year end 31st December 2022 was £63,367.20</p> <p>This compares to previous years as follows:</p> <p>2021 £48,402.27 (£41,308.71 not including furlough scheme) * 2020 £52,192.98 (£40,244.36 not including furlough scheme) 2019 £66,188.76. 2018 £64,947.03</p> <p>Parish Halls received an Enabling Community Grant of £3,000 to replace the chairs at Rushmere Village Hall.</p> <p>Expenditure Report Expenditure for the year end 31st December 2022 was £76,547.52 (excluding the £3,000 grant expenditure).</p> <p>This compares to previous years as follows:</p> <p>2021 £57,605.06 (excluding the £6,000 grant expenditure) 2020 £62,004.03 2019 £65,429.41 2018 £70,856.23</p> <p>There was grant expenditure in 2022 of the Enabling Community Grant of £3,000 towards the replacement chairs at Rushmere Village Hall. The purchase was completed in May 2022 from Rosehill Furniture.</p> <p>Summary</p> <p>Rising energy and running costs of the halls compared to income generated from bookings is a concern and should continue to be monitored as uncertainty with bookings looks set to continue.</p> <p>*2021 report had £569.35 Furlough income incorrectly categorised and showed income £47,832.92.</p>
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<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Management Committee sets a budget each year in respect of projected repairs/replacement costs in respect of works to be carried out during that year. This is termed General Building Maintenance under the heading, Planned Maintenance. An amount of £5,000 is also included in the budget as an Earmarked Contingency Fund.</p> <p>In any year, however, additional works may need to be carried out which were not envisaged when the budget was set: in some cases also, for various reasons, the costs allocated have to be exceeded in order for the work to be completed.</p> <p>The Management Committee have delegated authority to the Chairman and Vice Chairman to authorise essential unbudgeted repairs or replacement without their prior approval up to £5,000 per annum, the costs of such repairs or replacement being drawn from the Earmarked Contingency Fund.</p> <p>Circumstances may also arise during the year where costs have to be incurred in an emergency, that is, in cases of extreme risk to the delivery of a full and safe hiring service to customers and where such costs are likely to exceed £5,000. If such a situation were to arise the authority of the Management Committee would be required but because the matter would need urgent action, a special meeting would be need to be convened in accordance with the terms of the Trust Deed, that is by the Chairman or any two members of the Management Committee giving not less than seven clear days notice to the other members of the Management Committee of the matters to be discussed.</p> <p>It may not be possible or practicable for the whole Committee to meet in these circumstances but as long as the meeting is quorate in accordance with section 12.5 of the Trust Deed any decisions arrived at by the meeting would be valid. For the sake of good order those decisions must be reported to the next full meeting of the Management Committee.</p> <p>If a quorate face-to-face meeting proves impossible to hold in the timescales required by the nature of the emergency expenditure, then a Zoom Virtual Meeting may be convened, which again must be</p>
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		quorate with decisions reported at the next full Management Committee meeting.
Amount of reserves held	Para 1.22	The Charity holds an earmarked contingency reserve of £5,000. In addition £23,416.06 is held to cover any fluctuations in income from hall rentals and cover any unforeseen building maintenance.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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	Seven elected members elected annually at the AGM. Seven appointed members appointed by the Management Committee from nominees of users of the halls.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Parish Halls Rushmere St Andrew
Other name the charity uses	
Registered charity number	1111060
Charity's principal address	Village Hall Rushmere St Andrew Humber Doucy Lane Ipswich IP4 3PD

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	M Tarling	
Full name(s)	Margaret Tarling	
Position (eg Secretary, Chair, etc)	Chair	
Date	27/7/2023	

BALANCE SHEET AS AT 31 DECEMBER 2022

31 Dec 2021	ASSETS	31 Dec 2022	Note
	<i>Long Term</i>		
£ -	Investments	£ -	
£ -	Long Term Debtors	£ -	
	<i>Current</i>		
£ 370.00	Debtors	£ 1,459.00	5
£ 62,161.38	Cash at Bank & In Hand	£ 48,981.06	
£ 62,531.38	TOTAL ASSETS	£ 50,440.06	
	LIABILITIES		
£ -	Creditors	£ -	
£ -	Cash Overdrawn	£ -	
£ 1,187.96	Unpresented Payments	-	
£ 1,187.96	TOTAL LIABILITIES	£ -	
£ 61,343.42	NET ASSETS	£ 50,440.06	
	REPRESENTED BY:		
£ 33,745.32	General Fund Balance Carried Forward	£ 20,565.00	
£ 28,416.06	Reserves Carried Forward	£ 28,416.06	2
£ 370.00	Debtors minus Creditors	£ 1,459.00	
£ 62,531.38	SUMMATION	£ 50,440.06	

The above statement represents fairly the financial position of the Charity as at 31 December 2022 and reflects its income and expenditure during the year.

CHAIRMAN - MARGARET TARLING
 Signature *M T* Date 30/03/2023

VICE-CHAIRMAN - MEL BENTLEY
 Signature *M Bentley* Date 30/3/23

TREASURER - EMMA RUDDY
 Signature *Emmady* Date 30/3/23

SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER 2022

NOTE 1:	GRANTS & DONATIONS	Date	Amount
Item			
	Enabling Community Grant	13/05/2022	<u>£ 3,000.00</u>
		TOTAL	<u>£ 3,000.00</u>
NOTE 2:	RESERVE FUNDS		
	Contingency Reserve agreed 20 February 2008		£ 5,000.00
	Covid 19 Grants (received 2020)		<u>£ 23,416.00</u>
		TOTAL	<u>£ 28,416.00</u>
NOTE 3:	MISCELLANEOUS INCOME		
	See separate sheet		<u>£ 187.51</u>
		TOTAL	<u>£ 187.51</u>
NOTE 4:	MISCELLANEOUS EXPENDITURE		
	See separate sheet		<u>£ 247.20</u>
		TOTAL	<u>£ 247.20</u>
NOTE 5:	DEBTORS		
	Debts outstanding at 31 December 2022 - See separate sheet		<u>£ 1,459.00</u>
			<u>£ 1,459.00</u>

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Parish Halls – Rushmere St Andrew 2022

Registered Charity No: 1111060

Income: £63,367.20 Expenditure: £76,547.52 Reserves: £48,981.06

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and the expenditure is supported by appropriate paperwork. Hiring agreements are in place. Both income and expenditure are clearly identified for the individual halls. There were no cheques written during the year.

The 2021 Annual Return has been received by the Charity Commission on 15/8/2022. The Annual General Meeting was held on 30/06/2022.

The Charity have taken steps to comply with GDPR and the relevant policies are in place. It is noted that Registration with ICO is in place and the risk assessment was reviewed at a meeting held on 29/09/2022.

The bank reconciliation reconciled with the Co-op bank account, Ipswich Building Society account and the Income and Expenditure account. Debtors and Creditors were listed and accounted for in the year end Balance Sheet. Monthly reconciliations are carried out.

Income and expenditure for the individual halls are tracked throughout, providing a clear audit trail. The Secretary/Treasurer keeps excellent records. Fees were reviewed on 06/1/2022, a 0% increase agreed for regular hirers and an increase agreed for casual hirers. Hire agreements are in place for both regular and casual hirers. Payments received are banked promptly.

An asset register is in place and assets are insured. The Charity has satisfactory insurance cover for both halls.

Budgets are prepared (06/01/2022) and monitored emphasising the good financial management systems in place. Risks are assessed on an ongoing basis and action taken as required. The Secretary/Treasurer provides comprehensive reports to the Committee so informed decisions can be made. Budgets are monitored during the year. Asset values are depreciated annually.

Payroll records were examined and all were found in order. Regular NI and Tax contributions have been made. Supporting paperwork is in place and P60s have been issued. As required by HMRC, RTI is in operation. Salaries were reviewed at a meeting held on 6/1/2022.

Receipts and payments were cross referenced against supporting paperwork. All were found to be in order. The Secretary/Treasurer keeps thorough and well organised records which provide a clear audit trail.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts have been countersigned by myself.



Heather Heelis

16 April 2023

HEELIS & LODGE

PARISH HALLS - RUSHMERE ST ANDREW

England & Wales - Charity number 1111060

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st January 2021 Period start date
To 31st December 2021 Period end date

Charity name: Parish Halls – Rushmere St Andrew

Charity registration number: 1111060

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Property together with the trust fund and its income shall be applied for the purposes of a village hall or halls for the use of the inhabitants of the Parish of Rushmere St Andrew without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property and any other land and buildings of the Charity for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.
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	Covid-19 continued to impact on activities throughout 2021. Some of our regular hirers were unable to continue due to loss of members. Despite this approximately 35 regular hirers were still able to use the halls in 2021, they included art, crafts, keep fit, dance, theatre, parent and toddlers, churches, WI, camera club, social and youth groups. Casual hirers for one off events such as family celebrations, wedding receptions etc continued to be lower than pre Covid-19 levels with approximately 32 bookings.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are aware that the Charity is a Public Benefit Entity and in accordance with Charity Commission guidance, the Charity has a primary objective to provide services and social benefit for the community. Equity is provided with a view to supporting the entity's primary objectives rather than with a view to providing a financial return to equity providers or members.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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 style="text-align: center;">Chairman's Report 2022</p> <p>This report was submitted at the Parish Halls – Rushmere St Andrew 16th Annual General Meeting on 30th June 2022 for the Financial Year ended 31st December 2021.</p> <p>During 2021 Mr Burton resigned as a trustee representing Mission Ipswich East Church and Mr Colbert representing 51st Ipswich Scouts was elected.</p> <p>At the end of 2021 we were five Trustees short. Opportunities to recruit new trustees remained limited due to the Covid-19 pandemic however we continued with our efforts and elected two new Trustees in March 2022. Mrs Jan Treadaway from The Order of the Women's Freemasons and Mrs Kaye Arnold from Rushmere Evening WI. I would like to thank all of our Trustees for their continued support particularly during the continued impact and disruptions caused by Covid-19.</p> <p>2021 remained a challenge due to Covid-19. National lockdowns, which resulted in the closure of the halls and Government guidance on re-opening had an enormous impact on the halls. This was due to the</p>

		<p>reduced numbers of people that the halls could safely accommodate affecting our hirers.</p> <p>Our caretaking team remained unchanged in 2021. They continue to be lead by Mike Sarbutts and I would like to thank him for his continued support and help which has been instrumental in maintaining and running the halls.</p> <p>In November, Lisa Foster resigned from the job shared role of Secretary/Treasurer. It was agreed that Mike Sarbutts and Emma Ruddy would share the vacated role between them and this has worked well.</p> <p>Emma Ruddy successfully applied for grants to help with; the cost of replacing the lights at both Village Hall and Tower Hall in July 2021 and the cost of replacing the chairs at Village Hall in June 2022. We are grateful for the support of the grants which have allowed us to make necessary improvements to the hall and I would like to thank Cllr Hedgley, Cllr Newton, Cllr Lawson and Cllr McCallum for their support with the light project from their Enabling Community Budgets and for Cllr Newton and Cllr Hedgley's support for the replacement chairs at Village Hall.</p> <p>I would like to record thanks to Mel Bentley for his role of Vice-Chairman with the continued extra responsibilities during Covid-19 and for his invaluable help with the various technical problems and solutions and policy updates this year.</p> <p>Although we have some upcoming costly repairs to windows, roofing, car parks and redecoration across both halls in 2022, I am hopeful that we will see an increase with income from casual bookings from the community now we are at the phase of "Living with Covid-19" in the Government's Roadmap. We continue to be a in a good position with valued support of our Trustees and a strong staffing team.</p> <p>Mrs Margaret Tarling Chairman Parish Halls – Rushmere St Andrew</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

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Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p style="text-align: center;">Treasurers Report 1st January – 31st December 2021</p> <p>Bank Balances as at 31st December 2021</p> <table><tr><td>Co-op Account</td><td style="text-align: right;">£ 29,179.26</td></tr><tr><td>Ipswich Building Society</td><td style="text-align: right;">£ 32,982.12</td></tr></table> <p>Income Report The halls income for the year end 31st December 2021 was £47,832.92 (£41,308.71 not including furlough scheme). This compares to previous years as follows:</p> <p>2020 £52,192.98 (£40,244.36 not including furlough scheme) 2019 £66,188.76. 2018 £64,947.03</p> <p>Parish Halls were eligible for the Coronavirus Job Retention Scheme Grant against salaries for the Caretaking staff and for one member of the Admin staff from January to September. A total amount of £7,093.56 was received.</p> <p>In addition to the halls income for the year Parish Halls received Covid Grants from East Suffolk Council totalling £32,880 (£16,440 for each hall) and a Community Enabling Grant of £6,000 towards the cost of the replacement lighting project at Village Hall and Tower Hall.</p> <p>Expenditure Report Expenditure for the year end 31st December 2021 was £57,605.06 (excluding the £6,000 grant expenditure).</p> <p>This compares to previous years as follows:</p> <p>2020 £62,004.03 2019 £65,429.41 2018 £70,856.23</p> <p>There was grant expenditure in 2021 of the Community Enabling Grant of £6,000 towards the replacement lighting project at both halls. The work was completed in August 2021 by Martin Gilbert.</p> <p>Summary In light of the continued disruptions throughout 2021 due to the Covid-19 pandemic, Parish Halls ended the financial year in a positive position due to the grant eligibility.</p>	Co-op Account	£ 29,179.26	Ipswich Building Society	£ 32,982.12
Co-op Account	£ 29,179.26					
Ipswich Building Society	£ 32,982.12					

<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The Management Committee sets a budget each year in respect of projected repairs/replacement costs in respect of works to be carried out during that year. This is termed General Building Maintenance under the heading, Planned Maintenance. An amount of £5,000 is also included in the budget as an Earmarked Contingency Fund. In any year, however, additional works may need to be carried out which were not envisaged when the budget was set: in some cases also, for various reasons, the costs allocated have to be exceeded in order for the work to be completed.</p> <p>The Management Committee have delegated authority to the Chairman and Vice Chairman to authorise essential unbudgeted repairs or replacement without their prior approval up to £5,000 per annum, the costs of such repairs or replacement being drawn from the Earmarked Contingency Fund.</p> <p>Circumstances may also arise during the year where costs have to be incurred in an emergency, that is, in cases of extreme risk to the delivery of a full and safe hiring service to customers and where such costs are likely to exceed £5,000. If such a situation were to arise the authority of the Management Committee would be required but because the matter would need urgent action, a special meeting would be need to be convened in accordance with the terms of the Trust Deed, that is by the Chairman or any two members of the Management Committee giving not less than seven clear days notice to the other members of the Management Committee of the matters to be discussed.</p> <p>It may not be possible or practicable for the whole Committee to meet in these circumstances but as long as the meeting is quorate in accordance with section 12.5 of the Trust Deed any decisions arrived at by the meeting would be valid. For the sake of good order those decisions must be reported to the next full meeting of the Management Committee.</p> <p>If a quorate face-to-face meeting proves impossible to hold in the timescales required by the nature of the emergency expenditure, then a Zoom Virtual Meeting may be convened, which again must be quorate with decisions reported at the next full</p>

		Management Committee meeting.
Amount of reserves held	Para 1.22	The Charity holds an earmarked contingency reserve of £5,000. In addition £23,416.06 is held to cover any fluctuations in income from hall rentals and cover any unforeseen building maintenance.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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	Seven elected members elected annually at the AGM. Seven appointed members appointed by the Management Committee from nominees of users of the halls.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Parish Halls – Rushmere St Andrew
Other name the charity uses	
Registered charity number	1111060
Charity's principal address	Village Hall Rushmere St Andrew Humber Doucy Lane Rushmere St Andrew Ipswich IP4 3PD

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	Mrs M Tarling	Chairman		Elected
2	Mr M Bentley	Vice-Chairman		Elected
3	Mr J Withey			Elected
4	Mrs J Clarke			Elected
5	Mrs A Cooper			Elected
6	Mrs J Howell			Elected
7	Mr S Abbott			Orwell Art Club
8	Mr M Colbert		20/2/21 – 31/12/21	51 st Ipswich Scout Group
9	Miss A Cracknell			Rushmere St Andrew PC
10	Mr A Burton		1/1/21 – 6/7/21	Mission Ipswich East Church
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

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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)	M. Tarling	
Full name(s)	Margaret Tarling	
Position (eg Secretary, Chair, etc)	chair	
Date	30.6.2022	

BALANCE SHEET AS AT 31 DECEMBER 2021

31 Dec 2020	ASSETS	31 Dec 2021	Note
	<i>Long Term</i>		
£ -	Investments	£ -	
£ -	Long Term Debtors	£ -	
	<i>Current</i>		
£ 2,365.90	Debtors	£ 370.00	5
£ 38,484.17	Cash at Bank & In Hand	£ 62,161.38	
£ 40,850.07	TOTAL ASSETS	£ 62,531.38	
	LIABILITIES		
£ -	Creditors	£ -	
£ -	Cash Overdrawn	£ -	
£ 415.59	Unpresented Payments	£ 1,187.96	6
£ 415.59	TOTAL LIABILITIES	£ 1,187.96	
£ 40,434.48	NET ASSETS	£ 61,343.42	
	REPRESENTED BY;		
£ 10,068.11	General Fund Balance Carried Forward	£ 33,745.32	
£ 28,416.06	Earmarked Reserves Carried Forward	£ 28,416.06	2
£ 2,365.90	Debtors minus Creditors	£ 370.00	
£ 40,850.07	SUMMATION	£ 62,531.38	

The above statement represents fairly the financial position of the Charity as at 31 December 2021 and reflects its income and expenditure during the year.

Approved by Independent Examiner

Date

CHAIRMAN



TREASURER



VICE-CHAIRMAN



SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER 2021

NOTE 1:	GRANTS & DONATIONS		
	Item	Date	Amount
	COVID 19 Business Grants	Various	£ 32,880.00
	Coronavirus Job Retention Scheme	Various	£ 7,093.56
	East Suffolk Enabling Grant	10/08/2021	£ 6,000.00
		TOTAL	<u>£ 39,973.56</u>
NOTE 2:	EARMARKED FUNDS		
	Contingency Reserve agreed 20 February 2008		£ 5,000.00
	Covid 19 Grants (received 2020)		£ 23,416.00
			<u>£ 28,416.00</u>
NOTE 3:	MISCELLANEOUS INCOME		
	Item	Date	Amount
	See separate sheet		£ 350.17
		TOTAL	<u>£ 350.17</u>
NOTE 4:	MISCELLANEOUS EXPENDITURE		
	Item	Date	Amount
			£ -
			£ -
		TOTAL	<u>£ -</u>
NOTE 5:	DEBTORS		
	Debts outstanding at 31 December 2021 - See separate sheet		<u>£ 370.00</u>
NOTE 6:	CREDITORS		
	Payments/bills outstanding on 31 December 2021 - See separate sheet		<u>£ 1,187.96</u>
NOTE 7:	GROSS SALARY PAYMENT		
	Including Employers NI contributions		<u>£ 32,578.20</u>

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Parish Halls – Rushmere St Andrew 2021

Registered Charity No: 1111060

Income: £47,832.92 Expenditure: £57,605.06 Reserves: £62,161.38

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and the expenditure is supported by appropriate paperwork. Hiring agreements are in place. Both income and expenditure are clearly identified for the individual halls. There were no cheques written during the year. The impact of the pandemic has been offset through the receipt of grants and government furlough schemes.

The 2020 Annual Return has been received by the Charity Commission on time. The Annual General Meeting was held on 06/07/2021 at which the 2020 accounts were duly approved.

The Charity have taken steps to comply with GDPR and the relevant policies are in place. It is noted that Registration with ICO is in place and the risk assessment was reviewed at a meeting held on 23/11/2021.

The bank reconciliation reconciled with the Co-op bank account, Ipswich Building Society account and the Income and Expenditure account. Debtors and Creditors were listed and accounted for in the year end Balance Sheet. Monthly reconciliations are carried out.

Income and expenditure for the individual halls are tracked throughout, providing a clear audit trail. The Secretary/Treasurer keeps excellent records. Fees were reviewed on 06/7/2021 and a 0% increase agreed due to the impact on groups due to the pandemic. Hire agreements are in place for both regular and casual hirers. Payments received are banked promptly.

An asset register is in place and assets are insured. The Charity has satisfactory insurance cover for both halls.

Budgets are prepared (02/02/2021) and monitored emphasising the good financial management systems in place. Risks are assessed on an ongoing basis and action taken as required. The Secretary/Treasurer provides comprehensive reports to the Committee so informed decisions can be made. Budgets are monitored during the year. Asset values are depreciated annually.

Payroll records were examined and all were found in order. Regular NI and Tax contributions have been made. Supporting paperwork is in place and P60s have been issued. As required by HMRC, RTI is in operation. Current staff do not qualify for automatic pension enrolment.

Receipts and payments were cross referenced against supporting paperwork. All were found to be in order. The Secretary/Treasurer keeps thorough and well organised records which provide a clear audit trail.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts have been countersigned by myself.



Heather Heelis, 25 July 2022

HEELIS & LODGE

PARISH HALLS - RUSHMERE ST ANDREW

England & Wales - Charity number 1111060

Accounts



Trustees' Annual Report for the period

Period start date Period end date
 From Day Month Year To Day Month Year
 01 01 2020 31 12 2020

Section A Reference and administration details

Charity name Parish Halls – Rushmere St Andrew

Other names charity is known by N/A

Registered charity number (if any) 1111060

Charity's principal address Parish Halls - Rushmere St Andrew
 Village Hall, Rushmere St Andrew
 Humber Doucy Lane, Ipswich, Suffolk
 Postcode IP4 3PD

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	Mrs M Tarling	Chairman		Elected
2	Mr M Bentley	Vice-Chairman		Elected
3	Mr J Withey			Elected
4	Mrs A Cooper		1/1/20 – 1/2/20	51 st Ipswich Scout Group
5	Mr A Burton			Mission Ipswich East Church
6	Miss A Cracknell			Rushmere St Andrew PC
7	Mrs J Clarke			Elected
8	Mrs J Howell			Elected
9	Mr S Abbott			Orwell Art Club
10	Mr M Colbert		2/2/20 – 31/12/20	51 st Ipswich Scout Group
11	Mr A Towns	Vice-Chairman	1/1/20 – 28/7/20	Elected
12	Mrs D Hibbert		1/1/20 – 31/1/20	Elected
13	Mrs A Cooper		1/2/20-31/12/20	Elected
14				
15				
16				
17				
18				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Auditors	Heelis & Lodge	52 Parkway, Wickham Market, Suffolk IP13 0SS

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed
How the charity is constituted	Trust
Trustee selection methods	Seven elected members elected annually at the AGM Seven appointed members appointed by the Management Committee from nominees of users of the halls

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.

	N/A
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Summary of the main achievements of the charity during the year

Chairman's Report 2021

This report was submitted at the Parish Halls – Rushmere St Andrew 15th Annual General Meeting on 6 July 2021 for the Financial Year ended 31st December 2020

During 2020 we had some changes of trustees. Mrs Hibbet, Mrs Cooper and Mr Towns resigned as trustees. We thank all our former trustees for their help and support, with particular thanks to Mr Towns for his invaluable help with policies, contracts and stepping into the role of Vice-Chairman with all its extra responsibilities.

At the end of 2020 we were six trustees short. Opportunities to recruit new trustees were limited due to the Covid19 pandemic however we will continue with our efforts. I would like to thank all of our Trustees for their continued support.

The year was challenging in the main due to Covid19. National lockdowns resulting in the closure of the halls and subsequent restrictions on re-opening had an enormous impact on the halls. This was due to the restrictions, the reduced numbers of people that the halls could safely accommodate, the closure of the kitchens and the cleaning and sanitising work required by our caretaker team to allow the safe step by step reopening following the Government's Roadmap.

In 2020 we overcame problems with recruiting caretakers and we had a strong team lead by Mike Sarbutts as Caretaker Supervisor. In October one of Caretakers resigned and it was agreed in February 2021 that Mike Sarbutts would fill the position alongside his Caretaker Supervisor Role. I would like to thank him for all of his invaluable help and support throughout the unprecedented year.

Our long serving Secretary/Treasurer, Jean Potter retired in April 2020 and we appointed Lisa Foster and Libby Griggs to job share the role. To enable transparency and efficiency with the day to day running of the halls, we purchased the Hallmaster programme to improve the booking system and Dropbox for secure sharing of documents. This has proved to be such an aid and has also cut down the time wasted and not forgetting the paper that has been saved. Hirers were encouraged to use email which reduced our postage costs and to make payment by BACS which has reduced banking time with only a few hirers now paying by cheque. I would like to thank Lisa Foster and Libby Griggs for being the anchor with our regular hirers and casual booking enquiries and cancellations during a difficult year with the ever-changing hall closures and restrictions changing throughout 2020.

During the period of Covid19 Libby Griggs successfully applied for the Government Furlough payment scheme which helped with our staffing costs. Libby Griggs also applied for Covid19 grants which totalled £24,536 in 2020. These were essential, not only to keep us going but to do general maintenance as and when it was needed on the halls. Libby Griggs left us in March 2021 and we appointed Emma Ruddy for the role in March. Emma has also proved to be a valuable member of the team in securing more grants totalling another £16,880.

I would like to record thanks to the following:

Mel Bentley for the being the Vice-Chairman with all its extra

Section D

Achievements and performance

responsibilities during Covid-19 and his continuing help with the various technical problems and solutions.
Julie Clarke for continuing to cover the area of Safeguarding of Children and Vulnerable Adults.

Despite the impact of the Government Covid19 restrictions in 2020, that have also notably remained in place for 2021 so far, we are in a strong position with our staffing team, finances, our valued Trustees and ongoing demand from hirers.

Mrs Margaret Tarling
Chairman
Parish Halls – Rushmere St Andrew

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity holds an earmarked contingency reserve of £5,000. In addition £23,416.06 is held to cover any fluctuations in income from hall rentals and cover any unforeseen building maintenance.

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.

Principal source of funds is from lettings and hires of halls and associated committee rooms.

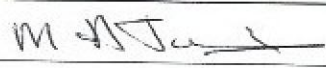
Section F Other optional information

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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)	Mrs Margaret Tarling	
Position (eg Secretary, Chair, etc)	Chairman	
Date	6/7/21	

PARISH HALLS - RUSHMERE ST ANDREW

WHOLE YEAR INCOME & EXPENDITURE - INCOME & EXPENDITURE ACCOUNT, PERIOD ENDED 31st DECEMBER

2020

OTHER INCOME 2019	TOWER 2019	VILLAGE 2019		TOWER 2020	VILLAGE 2020	Note
	£ 2,097.00	£ 3,969.00	Meetings	£ 3,095.50	£ 2,126.00	
	£ 820.00	£ 1,173.50	Cupboard & Car Park Rental	£ 975.00	£ 1,060.00	
	£ 1,873.00	£ 3,154.00	Dancing Clubs/Classes	£ 268.00	£ 2,033.00	
	£ 1,364.00	£ 117.00	Youth Groups	£ 1,385.00	£ 30.00	
	£ 1,080.00	£ 1,969.00	Artists Clubs	£ 331.00	£ 1,100.00	
	£ 1,066.00	£ 1,118.00	Craft Clubs	£ 326.00	£ 316.00	
	£ 4,528.00	£ 4,065.00	Religious Groups	£ 2,147.00	£ 2,998.00	
	£ -	£ 1,360.50	Educational Hirings	£ -	£ 139.00	
	£ 540.00	£ 540.00	Local Authority (SCDC & SCC)	£ -	£ -	
	£ 3,906.00	£ 5,024.00	Casual Hires	£ 1,114.00	£ 4,152.00	
	£ 4,630.00	£ 1,000.00	Parish Council	£ 2,250.50	£ 254.00	
	£ -	£ -	Exhibitions	£ -	£ -	
	£ -	£ 1,548.00	Markets	£ -	£ 647.00	
	£ 7,124.00	£ 2,424.50	Keep Fit Clubs	£ 3,907.00	£ 1,495.00	
	£ 1,310.00	£ 908.00	Infant Clubs	£ 466.00	£ 236.00	
	£ 5,881.00	£ 585.00	Theatre Groups	£ 3,592.00	£ 242.00	
	£ 720.00	£ -	Fundraising Events	£ 190.00	£ -	
	£ 15.00	£ -	Miscellaneous	£ 454.92	£ 2,740.63	3
			Furlough		£ 11,948.62	

£ 279.26	£ -	£ -	Bldg Soc Interest
£ 279.26	£ 36,954.00	£ 28,955.50	TOTAL INCOME

OTHER INCOME	£ 173.81	£ -	£ -
£ 173.81	£ 20,501.92	£ 31,517.25	

£ 66,188.76

£ 52,192.98

£ - £ - GRANT INCOME -

£ 17,268.00 £ 12,268.00

COMMON 2019	TOWER 2019	VILLAGE 2019	Hall specific; EXPENDITURE	COMMON 2020	TOWER 2020	VILLAGE 2020	Note
£ 19,462.69			Administration - contract	£ 6,825.58			8
£ 571.36			Administration - stationery etc)	£ 787.46			
£ -			Advertising	£ -			
£ 1,901.79			Cleaning Equipment Contract	£ 1,642.56			
£ 1,717.78	£ 615.00	£ 585.00	Cleaning Materials/Windows	£ 399.25	£ 380.00	£ 360.00	
	£ 1,491.64	£ 1,071.78	Electricity		£ 1,206.00	£ 1,172.00	
	£ 930.29	£ 792.55	Gas		£ 673.85	£ 831.60	
	£ 579.68	£ 455.58	Water		£ 428.71	£ 725.76	
	£ 1,257.74	£ 1,095.95	Insurance		£ 1,285.09	£ 2,437.18	
	£ 538.49	£ 538.49	Refuse clearance contract		£ 312.40	£ 541.60	
£ 353.60		£ 25.97	Post & Telephone Gen & VH WiFi	£ 608.92		£ 275.88	
	£ 908.40	£ 1,001.40	Ground maintenance		£ 909.00	£ 1,050.00	
	£ 3,469.00	£ 1,928.38	Building maintenance		£ 3,064.36	£ 2,360.42	
£ 75.00	£ 274.00	£ -	Misc	£ -	£ -	£ -	4
-£ 160.00	£ 113.26	£ 165.00	Asset Improvement	£ -	£ -	£ -	
£ 144.00			HR & H&S	£ 235.60			
£ -			Training	£ 145.00			
£ 1,839.76			PAYE & NI	£ 1,342.42			7
£ 17,724.75			Wages	£ 31,131.86			7
£ 2,162.50			Relief Caretaking	£ -			
£ 1,798.58			Mileage	£ 871.53			
£ 47,591.81	£ 10,177.50	£ 7,660.10	TOTAL EXPENDITURE	£ 43,990.18	8259.41	9754.44	

£ 65,429.41

£ 62,004.03

£ - £ - GRANT EXPENDITURE -

£ 5,559.97 £ 559.97

GENERAL FUND BALANCE		2020	Note
£ 19,119.81	Balance Brought Forward	£ 19,879.16	
£ 5,000.00	Earmarked Contingency Fund	£ 5,000.00	
£ -	Grant Income for Second Shed	£ 5,000.00	
£ -	Grant Expenditure for Second Shed	£ 5,000.00	
	Covid19 Small Business Grant	£ 24,536.00	
	Covid19 Small Business Grant Expenditure	£ 1,119.94	
	Coronavirus Job Retention Scheme	£ 11,948.62	
	Coronavirus Job Retention Scheme Expenditure	£ 11,948.62	
£ 66,188.76	General Income	£ 52,192.98	
£ 65,429.41	Less, General Expenditure	£ 62,004.03	
£ 24,879.16	BALANCE CARRIED FORWARD	£ 38,484.17	

BALANCE SHEET AS AT 31 DECEMBER 2020

31 Dec 2019	ASSETS	31 Dec 2020	Note
	<i>Long Term</i>		
£ -	Investments	£ -	
£ -	Long Term Debtors	£ -	
	<i>Current</i>		
£ 2,922.00	Debtors	£ 2,365.90	5
£ 24,879.16	Cash at Bank & In Hand	£ 38,484.17	
£ 27,801.16	TOTAL ASSETS	£ 40,850.07	
	LIABILITIES		
£ 1,227.94	Creditors	£ -	
£ -	Cash Overdrawn	£ -	
£ -	Unpresented Payments	£ 415.59	6
£ 1,227.94	TOTAL LIABILITIES	£ 415.59	
£ 26,573.22	NET ASSETS	£ 40,434.48	
	REPRESENTED BY;		
£ 19,879.16	General Fund Balance Carried Forward	£ 10,068.11	
£ 5,000.00	Earmarked Reserves Carried Forward	£ 28,416.06	2
£ 1,694.06	Debtors minus Creditors	£ 1,950.31	
£ 26,573.22	SUMMATION	£ 40,434.48	

The above statement represents fairly the financial position of the Charity as at 31 December 2020 and reflects its income and expenditure during the year.

Approved by Independent Examiner

Date


CHAIRMAN

TREASURER 


vice-CHAIRMAN

SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER 2020

NOTE 1:	GRANTS & DONATIONS		
Item		Date	Amount
	East Suffolk Shed Build	25/02/2020	£ 5,000.00
	COVID 19 Business Grants	Various	£ 24,536.00
	Coronavirus Job Retention Scheme	Various	£ 11,948.62
		TOTAL	£ 41,484.62
NOTE 2:	EARMARKED FUNDS		
	Contingency Reserve agreed 20 February 2008		£ 5,000.00
	Covid 19 Grants		£ 23,416.00
			£ 28,416.00
NOTE 3:	MISCELLANEOUS INCOME		
	Item	Date	Amount
	See separate sheet		£ 3,195.55
		TOTAL	£ 3,195.55
NOTE 4:	MISCELLANEOUS EXPENDITURE		
	Item	Date	Amount
			£ -
		TOTAL	£ -
NOTE 5:	DEBTORS		
	Debts outstanding at 31 December 2020 - See separate sheet		£ 2,365.90
NOTE 6:	UNPRESENTED PAYMENT		
	Payments/bills outstanding on 31 December 2020 - See separate sheet		£ 415.59
NOTE 7:	GROSS SALARY PAYMENT		
	Including Employers NI contributions		£ 32,474.28
NOTE 8:	ADMIN CONTRACT		
			£ 6,825.58

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Parish Halls – Rushmere St Andrew 2020

Registered Charity No: 1111060

Income: £52,192.98 Expenditure: £62,004.03 Reserves: £38,484.17 (Balance Sheet £40,434.48)

Income audit trails were examined. All were found to be in order. A clear referencing system is in place and detailed breakdown of income is recorded. Good records are kept and the expenditure is supported by appropriate paperwork, referenced and countersigned by signatories, as are the cheque stubbs. Hiring agreements are in place. Both income and expenditure are clearly identified for the individual halls

The 2019 Annual Return has been received by the Charity Commission on time. The Annual General Meeting was held on 28/07/2020 at which the 2019 accounts were duly approved.

The Charity have taken steps to comply with GDPR and the relevant policies are in place. It is noted that Registration with ICO is in place.

The bank reconciliation dated 31/12/20 reconciled with the Barclays bank account, Ipswich Building Society account and the Income and Expenditure account. Debtors and Creditors were listed and accounted for in the year end Balance Sheet. Monthly reconciliations are carried out.

Income and expenditure for the individual halls are tracked throughout, providing a clear audit trail. The Secretary/Treasurer keeps excellent records. Fees were reviewed on 28/7/2020 and a 0% increase agreed. Hire agreements are in place for both regular and casual hirers. Payments received are banked promptly.

An asset register is in place and assets are insured. The Charity has satisfactory insurance cover for both halls.

Budgets are prepared (20/01/2020) and monitored emphasising the good financial management systems in place. Risks are assessed on an ongoing basis and action taken as required. The Secretary/Treasurer provides comprehensive reports to the Committee so informed decisions can be made. Budgets are monitored during the year. Asset values are depreciated annually.

The Charity employed two part-time admin staff for the year of examination. Payroll records were examined and all were found in order. Regular NI and Tax contributions have been made quarterly. Supporting paperwork is in place and P60s have been issued. As required by HMRC, RTI is in operation. Neither staff qualify for automatic enrolment.

Receipts and payments were cross referenced against supporting paperwork. All were found to be in order. The Secretary/Treasurer keeps thorough and well organised records which provide a clear audit trail.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts have been countersigned by myself.



Heather Heelis, 24 June 2021
HEELIS & LODGE