



Trustees' Annual Report for the period

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

Section D

Achievements and performance

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

Signed on behalf of the charity's trustees

Signature(s)	M. Margaret Tarling	
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	INCOME FROM HIRES/RENT	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			
£ 571.36			Administration - stationery etc)	£ 787.46			8
£ -			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	£ 8,259.41	£ 9,754.44	

£ 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	
			£ 2,365.90	
NOTE 6:	UNPRESENTED PAYMENT			
	Payments/bills outstanding on 31 December 2020 - See separate sheet		£ 415.59	
			£ 415.59	
NOTE 7:	GROSS SALARY PAYMENT			
	Including Employers NI contributions		£ 32,474.28	
			£ 32,474.28	
NOTE 8:	ADMIN CONTRACT			
			£ 6,825.58	
			£ 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 stubs. 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