



**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>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 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

Review of the charity's financial position at the end of the period	Para 1.21	<p>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>£ 29,179.26</td></tr><tr><td>Ipswich Building Society</td><td>£ 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					

Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<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				
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19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

PARISH HALLS - RUSHMERE ST ANDREW

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

2021

OTHER INCOME 2020	TOWER 2020	VILLAGE 2020	INCOME FROM HIRES/RENT	TOWER 2021	VILLAGE 2021	Note
	£ 3,095.50	£ 2,126.00	Meetings	£ 3,759.50	£ 3,186.00	
	£ 975.00	£ 1,060.00	Cupboard & Car Park Rental	£ 815.00	£ 535.00	
	£ 268.00	£ 2,033.00	Dancing Clubs/Classes	£ 329.00	£ 848.00	
	£ 1,385.00	£ 30.00	Youth Groups	£ 2,636.00	£ 207.00	
	£ 331.00	£ 1,100.00	Artists Clubs	£ 204.00	£ 924.00	
	£ 326.00	£ 316.00	Craft Clubs	£ 1,087.00	£ 203.00	
	£ 2,147.00	£ 2,998.00	Religious Groups	£ 2,182.00	£ 3,479.00	
	£ -	£ 139.00	Educational Hirings	£ -	£ -	
	£ -	£ -	Local Authority (SCDC & SCC)	£ -	£ 75.00	
	£ 1,114.00	£ 4,152.00	Casual Hires	£ 2,102.00	£ 2,435.00	
	£ 2,250.50	£ 254.00	Parish Council	£ 1,996.50	£ -	
	£ -	£ -	Exhibitions	£ -	£ -	
	£ -	£ 647.00	Markets	£ -	£ 972.00	
	£ 3,907.00	£ 1,495.00	Keep Fit Clubs	£ 3,667.00	£ 3,310.00	
	£ 466.00	£ 236.00	Infant Clubs	£ 460.00	£ -	
	£ 3,592.00	£ 242.00	Theatre Groups	£ 5,358.00	£ -	
	£ 190.00	£ -	Fundraising Events	£ -	£ -	
	£ 454.92	£ 2,740.63	Miscellaneous	£ 88.12	£ 262.05	3
		£ 11,948.62	Furlough		£ 7,093.56	1

£ 173.81	£ -	£ -	Bldg Soc Interest
£ 173.81	£ 20,501.92	£ 31,517.25	TOTAL INCOME
	£ 52,192.98		
£ 17,268.00	£ 12,268.00		GRANT INCOME

£ 188.54	£ -	£ -	OTHER INCOME
£ 188.54	£ 24,684.12	£ 23,529.61	
	£ 48,402.27		
£ 18,612.00	£ 20,268.00		GRANT INCOME

COMMON 2020	TOWER 2020	VILLAGE 2020	Hall specific; EXPENDITURE	COMMON 2021	TOWER 2021	VILLAGE 2021	Note
£ 6,825.58			Administration - contract	£ -			
£ 787.46			Administration - stationery etc)	£ 864.03			
			Advertising	£ -			
£ 1,642.56			Cleaning Equipment Contract	£ 684.40			
£ 399.25	£ 380.00	£ 360.00	Cleaning Materials/Windows	£ 720.45	£ 455.00	£ 445.00	
	£ 1,206.00	£ 1,172.00	Electricity		£ 1,164.00	£ 887.00	
	£ 673.85	£ 831.60	Gas		£ 830.65	£ 553.85	
	£ 428.71	£ 725.76	Water		£ 408.97	£ 262.16	
	£ 1,285.09	£ 2,437.18	Insurance		£ 1,313.25	£ 1,145.53	
	£ 312.40	£ 541.60	Refuse clearance contract		£ 651.70	£ 640.27	
£ 608.92		£ 275.88	Post & Telephone Gen & VH WiFi	£ 612.50		£ 333.19	
	£ 909.00	£ 1,050.00	Ground maintenance		£ 1,039.20	£ 1,188.60	
	£ 3,064.36	£ 2,360.42	Building maintenance		£ 5,033.96	£ 2,327.26	
			Misc		£ -	£ -	4
			Asset Improvement	£ 375.67	£ 979.90	£ 1,234.00	
£ 235.60			HR & H&S	£ -			
£ 145.00			Training	£ -			
£ 1,342.42			PAYE & NI	£ 2,593.19			7
£ 31,131.86			Wages	£ 29,985.01			7
			Relief Caretaking	£ -			
			Mileage	£ 876.32			
£ 43,990.18	£ 8,259.41	£ 9,754.44	TOTAL EXPENDITURE	£ 36,711.57	£ 11,876.63	£ 9,016.86	
	£ 62,004.03				£ 57,605.06		
£ 5,559.97	£ 559.97		GRANT EXPENDITURE	£ 3,828.00	£ 2,172.00		

GENERAL FUND BALANCE		2021	Note
£ 19,879.16	Balance Brought Forward	£ 33,484.17	
£ 5,000.00	Earmarked Contingency Fund	£ 5,000.00	
-	Earmarked Covid Grant Reserve	£ 23,416.06	
£ 5,000.00	Grant Income for Second Shed	£ -	
£ 5,000.00	Grant Expenditure for Second Shed	£ -	
£ 24,536.00	Covid19 Small Business Grant	£ 32,880.00	
£ 1,119.94	Covid19 Small Business Grant Expenditure		
£ 11,948.62	Coronavirus Job Retention Scheme	£ 7,093.56	
£ 11,948.62	Coronavirus Job Retention Scheme Expenditure	£ 7,093.56	
-	East Suffolk Enabling Grant	£ 6,000.00	
-	East Suffolk Enabling Grant Expenditure	£ 6,000.00	
£ 52,192.98	General Income	£ 48,402.27	
£ 62,004.03	Less, General Expenditure	£ 57,605.06	
£ 38,484.17	BALANCE CARRIED FORWARD	£ 62,161.38	

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.

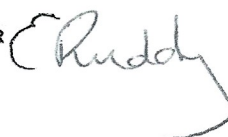
Approved by Independent Examiner

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		£ 39,973.56
NOTE 2:	EARMARKED FUNDS		
	Contingency Reserve agreed 20 February 2008		£ 5,000.00
	Covid 19 Grants (received 2020)		£ 23,416.00
			£ 28,416.00
NOTE 3:	MISCELLANEOUS INCOME		
	Item	Date	Amount
	See separate sheet		£ 350.17
	TOTAL		£ 350.17
NOTE 4:	MISCELLANEOUS EXPENDITURE		
	Item	Date	Amount
			£ -
			£ -
	TOTAL		£ -
NOTE 5:	DEBTORS		
	Debts outstanding at 31 December 2021 - See separate sheet		£ 370.00
NOTE 6:	CREDITORS		
	Payments/bills outstanding on 31 December 2021 - See separate sheet		£ 1,187.96
NOTE 7:	GROSS SALARY PAYMENT		
	Including Employers NI contributions		£ 32,578.20

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