



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>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

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			Rushmere Evening WI
11	Mrs J Howell		1 st January to 30 th June 2022	Elected
12				
13				
14				
15				
16				
17				
18				
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 J Tarling	
Full name(s)	Margaret Tarling	
Position (eg Secretary, Chair, etc)	Chair	
Date	27/7/2023	

PARISH HALLS - RUSHMERE ST ANDREW

WHOLE YEAR INCOME & EXPENDITURE - INCOME & EXPENDITURE ACCOUNT, PERIOD ENDED 31st December 2022														
OTHER INCOME		TOWER	VILLAGE	INCOME FROM HIRES/RENT		OTHER INCOME		TOWER	VILLAGE	2022				
2021		2021	2021			2022		2022	2022	Note				
£	3,759.50	£	3,186.00	Meetings	£	4,645.00	£	5,565.00						
£	815.00	£	535.00	Cupboard & Car Park Rental	£	1,165.00	£	830.00						
£	329.00	£	848.00	Dancing Clubs/Classes	£	-	£	1,188.00						
£	2,636.00	£	207.00	Youth Groups	£	2,814.50	£	-						
£	204.00	£	924.00	Artists Clubs	£	-	£	1,716.00						
£	1,087.00	£	203.00	Craft Clubs	£	4,112.00	£	194.00						
£	2,182.00	£	3,479.00	Religious Groups	£	3,501.00	£	4,629.00						
£	-	£	-	Educational Hirings	£	-	£	-						
£	-	£	75.00	Local Authority (SCDC & SCC)	£	-	£	-						
£	2,102.00	£	2,435.00	Casual Hires	£	4,933.25	£	3,864.00						
£	1,996.50	£	-	Parish Council	£	5,093.00	£	1,100.00						
£	-	£	-	Exhibitions	£	-	£	-						
£	-	£	972.00	Markets	£	-	£	-						
£	3,667.00	£	3,310.00	Keep Fit Clubs	£	5,019.00	£	4,878.00						
£	460.00	£	-	Infant Clubs	£	981.00	£	949.00						
£	5,358.00	£	-	Theatre Groups	£	5,691.50	£	-						
£	-	£	-	Fundraising Events	£	-	£	-						
£	88.12	£	262.05	Miscellaneous	£	75.00	£	112.51		3				
£	-	£	7,093.56	Furlough	£	-	£	-						
£	188.54	£	-	Bldg Soc Interest	£	311.44	£	-						
£	188.54	£	24,684.12	£	311.44	£	38,030.25	£	25,025.51					
				TOTAL INCOME					£	63,367.20				
				£	18,612.00	£	20,268.00	GRANT INCOME		£	-	£	3,000.00	1
COMMON		TOWER	VILLAGE	Hall specific; EXPENDITURE		COMMON		TOWER	VILLAGE			Note		
2021		2021	2021			2022		2022	2022					
£	864.03	£	-	Administration - contract	£	-	£	-	£	-				
£	-	£	-	Administration - stationery etc)	£	877.35	£	-	£	-				
£	684.40	£	-	Advertising	£	-	£	-	£	-				
£	720.45	£	455.00	Cleaning Equipment Contract	£	1,642.56	£	450.00	£	450.00				
£	-	£	1,164.00	Cleaning Materials/Windows	£	1,301.29	£	2,393.47	£	783.49				
£	-	£	830.65	Electricity	£	-	£	1,136.45	£	791.97				
£	-	£	408.97	Gas	£	-	£	618.74	£	332.22				
£	-	£	1,313.25	Water	£	-	£	1,395.20	£	1,213.10				
£	-	£	651.70	Insurance	£	-	£	694.39	£	642.78				
£	612.50	£	-	Refuse clearance contract	£	612.97	£	-	£	367.25				
£	-	£	1,039.20	Post & Telephone Gen & VH WIFI	£	-	£	2,189.65	£	928.80				
£	-	£	5,033.96	Ground maintenance	£	-	£	4,111.44	£	5,180.70				
£	-	£	-	Building maintenance	£	247.20	£	-	£	-				
£	375.67	£	979.90	Misc	£	28.51	£	263.65	£	2,912.36		4		
£	-	£	-	Asset Improvement	£	-	£	-	£	-				
£	-	£	-	HR & H&S	£	-	£	-	£	-				
£	-	£	-	Training	£	-	£	-	£	-				
£	2,593.19	£	-	PAYE & NI	£	2,532.96	£	-	£	-				
£	29,985.01	£	-	Wages	£	40,900.38	£	-	£	-				
£	-	£	-	Relief Caretaking	£	-	£	-	£	-				
£	876.32	£	-	Mileage	£	1,548.64	£	-	£	-				
£	36,711.57	£	11,876.63	£	49,691.86	£	13252.99	£	13602.67					
				TOTAL EXPENDITURE					£	76,547.52				
				£	3,828.00	£	2,172.00	GRANT EXPENDITURE		£	-	£	3,000.00	
GENERAL FUND BALANCE													2022	Note
				£	33,484.17	Balance Brought Forward				£	62,161.38			
				£	5,000.00	Earmarked Contingency Fund				£	5,000.00			
				£	23,416.06	Earmarked Covid Grant Reserve				£	23,416.06		2	
				£	33,449.35	Covid19 Small Business Grant				£	-			
				£	-	Covid19 Small Business Grant Expenditure				£	-			
				£	7,093.56	Coronavirus Job Retention Scheme				£	-			
				£	7,093.56	Coronavirus Job Retention Scheme Expenditure				£	-			
				£	6,000.00	East Suffolk Enabling Grant				£	3,000.00			
				£	6,000.00	East Suffolk Enabling Grant Expenditure				£	3,000.00			
				£	47,832.92	General Income				£	63,367.20			
				£	57,605.06	Less, General Expenditure				£	76,547.52			
				£	62,161.38	BALANCE CARRIED FORWARD				£	48,981.06			

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	2
£ 28,416.06	Reserves Carried Forward	£ 28,416.06	
£ 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

Date

30/03/2023

VICE-CHAIRMAN - MEL BENTLEY

Signature

Date

30/3/23

TREASURER - EMMA RUDDY

Signature

Date

30/3/23

SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER 2022

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

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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

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