



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

**From 1st January 2024
To 31st December 2024**

**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	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	
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</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

Review of the charity's financial position at the end of the period	Para 1.21	<div>Treasurers Report 1st January – 31st December 2024</div> <div>Bank Balances as at 31st December 2024</div> <table><tr><td>Co-op Account</td><td>£23,969.53</td></tr><tr><td>Suffolk Building Society</td><td><u>£12,969.53</u></td></tr><tr><td></td><td>£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> <div>Income Report</div> <p>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> <div>Expenditure Report</div> <p>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> <div>Summary</div> <p>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							

		deficit is predicted for 31 st December 2025 and expenditure will require interrogation throughout the year.
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.</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	

PARISH HALLS - RUSHMERE ST ANDREW

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

31/12/2024

TOWER		VILLAGE		INCOME FROM HIRES/RENT	TOWER		VILLAGE		Note
2023	2023	2023	2023		2024	2024	2024	2024	
£ 7,978.60	£ 6,781.45			Meetings	£ 10,378.00	£ 10,750.50			
£ 924.97	£ 898.26			Cupboard & Car Park Rental	£ 874.98	£ 615.76			
£ -	£ -			Dancing Clubs/Classes	£ 20.00	£ -			
£ 2,959.00	£ 70.00			Youth Groups	£ 2,771.50	£ -			
£ -	£ 1,738.00			Artists Clubs	£ -	£ 1,898.00			
£ 1,738.00	£ 510.00			Craft Clubs	£ 2,256.00	£ 386.00			
£ 3,329.00	£ 5,347.50			Religious Groups	£ 3,186.00	£ 8,935.00			
£ -	£ -			Educational Hirings	£ -	£ -			
£ 180.00	£ 180.00			Local Authority (SCDC & SCC)	£ 540.00	£ 180.00			
£ 5,459.00	£ 3,685.50			Casual Hires	£ 4,172.69	£ 2,364.06			
£ 5,402.66	£ 1,210.00			Parish Council	£ 6,683.17	£ 677.50			
£ -	£ -			Exhibitions	£ -	£ -			
£ 569.90	£ -			Markets	£ 333.00	£ 410.00			
£ 4,039.40	£ 5,676.00			Keep Fit Clubs	£ 5,042.00	£ 5,748.16			
£ 1,400.00	£ 444.00			Infant Clubs	£ 907.83	£ -			
£ 5,109.00	£ 52.00			Theatre Groups	£ 5,266.00	£ -			
£ 338.87	£ 147.97			Fundraising Events	£ 190.50	£ 321.71			2
£ 82.50	£ 132.50			Miscellaneous	£ -	£ 45.00			3

OTHER INCOME

£ 826.18	£ -	£ -	Bldg Soc Interest
£ 826.18	£ 39,510.90	£ 26,873.18	TOTAL INCOME
	£ 67,210.26		
£ -	£ -	£ 24,896.00	GRANT INCOME

OTHER INCOME

£ 874.79	£ -	£ -	
£ 874.79	£ 42,621.67	£ 32,331.69	
	£ 75,828.15		
£ -	£ -	£ 5,771.96	GRANT INCOME

COMMON	TOWER	VILLAGE	Hall specific; EXPENDITURE	COMMON	TOWER	VILLAGE	
2023	2023	2023		0	0	0	
£ 1,846.55			Administration - stationery etc)	£ 1,249.11			
£ 411.35			Advertising	£ 102.94			
£ 1,642.56			Cleaning Equipment Contract	£ 1,642.56			
£ 1,666.40	£ 460.00	£ 460.00	Cleaning Materials/Windows	£ 1,901.85	£ 290.00	£ 290.00	
	£ 4,519.94	£ 1,285.95	Electricity		£ 2,609.35	£ 2,158.67	
	£ 1,081.82	£ 667.94	Gas		£ 1,109.22	£ 886.39	
	£ 866.74	£ 410.23	Water		£ 858.79	£ 484.70	
	£ 1,260.14	£ 1,114.52	Insurance		£ 1,378.53	£ 1,211.07	
	£ 818.09	£ 818.09	Refuse clearance contract		£ 865.34	£ 865.34	
£ 305.36		£ 332.28	Post & Telephone Gen & VH WiFi	£ 315.81		£ 317.95	
	£ 1,978.59	£ 999.99	Ground maintenance		£ 1,117.20	£ 1,077.60	
	£ 2,207.20	£ 1,218.00	Building maintenance	£ 210.97	£ 3,632.31	£ 1,418.27	
£ -		£ 36.00	Misc	£ -	£ -	£ -	4
£ -	£ 149.32	£ 70.14	Asset Improvement	£ -	£ 143.42	£ 219.42	
			Fundraising Expenditure			£ 50.92	
£ -			HR & H&S	£ 5,941.49			
£ -			Training	£ -			
£ 3,488.95			PAYE & NI	£ 1,822.41			
£ 41,743.80			Wages	£ 48,226.42			
£ 1,734.23			Mileage	£ 2,358.41			
£ 52,839.20	£ 13,341.84	£ 7,413.14	TOTAL EXPENDITURE	£ 63,771.97	12,004.16	8,980.33	
	£ 73,594.18				£ 84,756.46		
	£ 21,861.52		GRANT EXPENDITURE		£ 2,245.00	£ 3,291.21	

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
£ 45,631.62	Cash at Bank	£ 36,939.06
£ 45.00	Cash In Hand	£ -
£ 46,545.62	TOTAL ASSETS	£ 37,499.06
	LIABILITIES	
£ -	Creditors	£ -
£ -	Cash Overdrawn	£ -
	Unpresented Payments	
£ -	TOTAL LIABILITIES	£ -
£ 46,545.62	NET ASSETS	£ 37,499.06
	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	£ -
£ 46,545.62	SUMMATION	£ 37,499.06

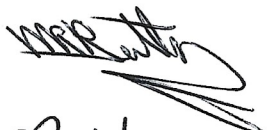
The above statement represents fairly the financial position of the Charity as at 31 December and reflects its income and expenditure during the year.

Signed By



CHAIRMAN
Mrs M Tarling

VICE-CHAIRMAN
Mr M Bentley



TREASURER
Mrs E Ruddy



SUPPORTING NOTES FOR THE PERIOD ENDED 31 DECEMBER 2024

		Amount
NOTE 1:	GRANT INCOME	
Item	National Lottery Lighting Grant	£ 3,290.00
	Community Foundation (CF)	£ 1,481.96
	Groundworks UK	£ 1,000.00
	TOTAL	£ 5,771.96
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	£ 461.29
		£ 6,641.78
NOTE 3:	MISCELLANEOUS INCOME	
	See separate sheet	Amount
		£ 45.00
	TOTAL	£ 45.00
NOTE 4:	MISCELLANEOUS EXPENDITURE	
	None	Amount
		£ -
NOTE 5:	DEBTORS	
	Debts outstanding at 31 December 2024 - See separate sheet	Amount
		£ 560.00
	TOTAL	£ 560.00
NOTE 6:	CREDITORS	
	None	Amount
		£ -

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