

GALLEYWOOD HERITAGE CENTRE

England & Wales · Charity number 1128416

Details

Status Registered

Legal form Trust

Registered 2009-03-05

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

Contact

Address Galleywood Heritage Centre
Off Margaretting Road
Galleywood Common
Chelmsford
Essex
CM2 8TR

Phone 01245357700

Email mail@galleywoodheritagecentre.org.uk

Website www.galleywoodheritagecentre.org.uk

Activities

Objects: THE PROPERTY AND THE TRUST FUND AND ITS INCOME SHALL BE APPLIED FOR THE BENEFIT OF THE INHABITANTS OF GALLEYWOOD AND THE SURROUNDING AREAS WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER INHABITANTS, LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION, IN PARTICULAR IN THE HERITAGE OF THE LOCAL AREA AND TO PROVIDE FACILITIES IN THE INTEREST OF SOCIAL WELFARE FOR THE RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS, WHICH SHALL INCLUDE THE MAINTENANCE AND MANAGEMENT OF A HERITAGE AND COMMUNITY CENTRE IN GALLEYWOOD FOR THE BENEFIT OF THE PUBLIC.

Activities: Providing an archive and exhibition of local history artefacts, photographs, maps and documents. The hiring out of rooms to local societies and clubs and the holding of fund raising events for the Charity.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Religious Activities, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** GALLEYWOOD
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£113,993	£111,876	-	-
2023-12-31	£96,211	£89,902	-	-
2022-12-31	£110,633	£100,812	-	-
2021-12-31	£92,751	£85,750	-	-
2020-12-31	£68,184	£65,146	-	-

Trustees

Name	Role	Appointed
RICHARD JOSEPH JOHN HYLAND	Chair	2018-02-27
Anthony John McQuiggan		2024-05-16
GRAHAM THOMAS MUNDY		
Ian Eary		2024-02-20
JOHN HENRY TURKENTINE		2018-02-27
Jean Mary Blake		2017-02-27
NEVILLE JAMES ADRIAN PAUL		2016-04-04
Robert Alfred Villa		2014-04-01
Stephanie Troop		2014-05-12

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Jan	2024		31	Dec	2024

Section A Reference and administration details

Charity name Galleywood Heritage Centre

Other names charity is known by

Registered charity number (if any) 1128416

Charity's principal address

The Common
Galleywood, Chelmsford
Essex
CM2 8TR

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	Richard Hyland	Chairman		Chelmsford City Council
2	Graham Mundy	Treasurer		Elected
3	Neville Paul	Vice Chairman		Galleywood Parish Council
4	Stephanie Troop			Galleywood Parish Council
5	Jean Blake			Elected
6	John Turkentine			Elected
7	Robert Villa			Elected
8	Bill Woolward		19/05/22 – 19/05/24	Galleywood Parish Council
9	Janette Potter		21/02/23 - 20/02/24	Elected
10	Anthony McQuiggan		19/05/24 - present	Galleywood Parish Council
11	Ian Eary		20/02/24 - present	Elected
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
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	Galleywood Parish Council	

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by Chelmsford City Council (1 Trustee) Appointed by Galleywood Parish Council (3 Trustees) Elected by parishioners (5 Trustees); Option for Co-opted by trustees (2 Trustees)

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.

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Summary of the objects of the charity set out in its governing document

The property and its income is to be used for the benefit of the residents of Galleywood and the surrounding areas by associating together the inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular about the local area. The facilities are to be used as a heritage and community centre for recreation and leisure activities to improve the social welfare and quality of life of the said residents.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Heritage Centre holds historical archives donated by residents and organised by our volunteer archivists; these are available for anyone interested to consult. In addition, public exhibitions are mounted several times a year on matters of local interest. The archive group also organises regular talks about matters of interest to residents, and the Centre hosts monthly meetings of the Essex Society for Family History.

The Heritage Centre is used by many local groups for educational and recreational activities, and by residents for special events such as family parties.

Fund-raising events organised by staff and local volunteers include a tea room and family fun days and craft fairs for the benefit of local parents and children.

Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In 2024 the Heritage Centre continued holding regular exhibitions, talks, guided walks, family fun days, and other fund-raising activities on top of our hiring. The Centre has recovered entirely from previous significantly impacted trading years to return a surplus.

Fund-raising including the Galleywood Heritage Centre tea-room income plays a key role in supporting the centre. This year the fundraising income net of expenses amounted to £ 46,506; income from hire of the facilities totalled £ 62,406

During the year trustees continued to improve the buildings and facilities.

- Trustees initiated a 10 Year plan to document forward looking future for the centre
- Trustees employed a staff member to support Tea room growth
- Completed Electricity 3phase now independently secured sourced
- Windows replacement in 2025 planned to reduce carbon footprint
-

The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old. Currently have works to improve our electricity supply to 3 phase and in 2025 our heating retention in the main building by replacing the windows.

Trustees will continue to seek income opportunities, grant funding and development of more community events to provide the funding for the sustainability of the trust, for improvements and for on-going maintenance works and restoration, to support heritage and community purposes.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to maintain unrestricted reserves at a minimum level equal to 3 months total operating costs.

Details of any funds materially in deficit

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.

Section F

Other optional information

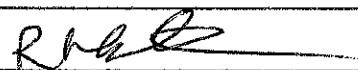
Section G

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)

Richard Joseph John Hyland

Position (eg Secretary, Chair, etc)

Chairman

Date

19-02-2025

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128418

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR TO 31st DECEMBER 2024

Income (Receipts):	Unrestricted Funds	Designated Funds	Total Income	2023
Grant & Awards	0	0	0	-
Hall Hire & Rent Income	62842	0	62842	63,555
Less: Refunded Hiring Fees	-436	0	-436	1,054
Payroll Client Account Refund	2850	0	2850	-
Fund Raising	11512	0	11512	10,707
Tea Room Income	34994	0	34994	19,889
Donations & Gifts	594	0	594	913
Archive Group	1241	0	1241	1,492
Printing Income	137	0	137	13
Recycling	0	0	0	-
Returnable Deposits	6672	0	6672	10,208
Less: Refunded Deposits	-6510	0	-6510	9,455
Bank Interest Payments	80	0	80	97
Gift Aid	0	0	0	-
Petty Cash	18	0	18	50
Miscellaneous	0	0	0	18
Sub Total Income (Receipts)	113993	0	113993	96,211
Asset & Investment Sales, etc	0	0	0	-
Total Receipts	113993	0	113993	96,211
Expenses (Payments):			Total Payments	Total Payments
Charitable Expenditure (Premises Overheads)				
Water, Light and Heat	13510	0	13510	9,116
Materials & Repairs	5429	0	5429	5,574
Security	1202	0	1202	2,109
Insurance	1627	0	1627	1,428
Rent & Rates	9318	0	9318	7,675
Total	31085	0	31085	25,900
Fundraising and Publicity Costs				
Fundraising Costs	3047	0	3047	3,288
Tea Room Costs	9364	0	9364	5,183
Total	12411	0	12411	8,451
Management and Administration Costs				
Printing postage and stationery	1751	0	1751	845
Subs. Conf. Fees and Publications	206	0	206	107
Salaries	57652	0	57652	46,927
Telephone	1265	0	1265	1,279
TV Licence & PRS	923	0	923	904
Office Computers	1452	0	1452	1,468
Bank Charges	151	0	151	108
Miscellaneous	227	0	227	151
Sundry Expenses	0	0	0	-
Total	63627	0	63627	51,788
Sub Total	107123	0	107123	88,136
Income (Deficit) before capital spending	6870	0	6870	10,073
Asset and investment purchases, etc				
New BBQ	670	0	670	1,431
BBQ Cold Cabinet	120	0	120	1,360
Hot Water Boiler	504	0	504	85
R.E.P.F. Match Funding for new Windows	3459	0	3459	888
Total	4753	0	4753	3,764
Total Payments	111876	0	111876	89,902
Net surplus (deficit) for period	2118	0	2118	6,308
Transfers between funds	0	0	0	-
Cash Funds last year end	32800	18000	50800	44,482
Cash Funds at 31st December 2024	34918	18000	52918	50,800

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

STATEMENT of ASSETS and LIABILITIES AT 31st DECEMBER 2024

	GHC Unrestricted Funds	Designated Funds	Total Funds 2024	2023
Cash at Bank:				
CAF Bank Account	34918	18000	52918	50,800
Total Cash Funds	<u>34918</u>	<u>18000</u>	<u>52918</u>	<u>50,800</u>
Other Monetary Assets & Creditors:				
Cash held but not banked	33	0	33	78
Tea Room Float	179	0	179	179
Office Petty Cash Float	0	0	0	7
C360 Client Account balance	669	0	669	2,655
Outstanding invoices for c360	133	0	133	-
Co-Op Community Card	0	0	0	53
Hire Fees not yet paid for 2024	301	0	301	316
Hire Fees for 2025 Bookings	-3518	0	-3518	- 3,753
Deposits not yet Returned for 2024 bookings	0	0	0	50
	<u>-2203</u>	<u>0</u>	<u>-2203</u>	<u>- 518</u>

Investments Assets:	Fund to which asset belongs	Cost (optional)	Current Value (optional)	
		0	0	
		<u>0</u>	<u>0</u>	

Fixed Assets retained for the Charity's own use		Cost (optional)	Current Value (optional)	
Gifted Leasehold Improvements	Note 1	Restricted 103374	103374	103,374
Gifted Equipment & Furniture	Note 2	Restricted 9036	9036	9,036
Porch & Clock Tower		Restricted 13508	13508	13,508
Curtains, Blinds, Projector & Mower		Unrestricted 5522	5522	5,522
Public Address System		Unrestricted 716	716	716
Marquee, Photocopier, Office PCs, Proj. Screen		Unrestricted 7366	7366	7,366
Small Outbuilding refurbishment		Restricted 68792	68792	68,792
Footpath & Marquee electrics		Unrestricted 5177	5177	5,177
Computers, Fridge, Freezers,		Unrestricted 4899	4899	4,899
Loft Conversion		Restricted 3658	3658	3,658
Scaffold Tower/Washing Machine 2019		Unrestricted 359	359	359
Sum-Up Machine		Unrestricted 155	155	155
Hall flooring Replacement		Restricted 12959	12959	12,959
Hot Water Boiler		Unrestricted 473	473	473
Hi-Fi Speaker, Gazebo Roof & Floor cleaner		Unrestricted 410	410	410
Larger Marquee & Linings, Ceiling Projector		Unrestricted 8576	8576	8,576
Marquee Flooring, Seven tables, Lectern and PC		Unrestricted 3764	3764	4,753
BBQ, Cold Cabinet, Water Boiler		Unrestricted 1294	1294	
New Windows		Unrestricted 3459	3459	
		<u>253497</u>	<u>253497</u>	<u>249,733</u>

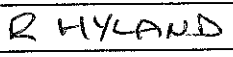
Liabilities:	Funds	Amount due	When Due	
		0		
		<u>0</u>		

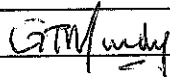
Signed by two Trustees on behalf of all the Trustees

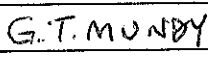
Signature

Print name









Notes to the Accounts

- The Charity has a 25 year lease commencing November 2008. The Leasehold improvements figure of £103,374 represents the cost of refurbishing the Heritage Centre building in 2008-09 paid for by Galleywood Parish Council and gifted to the Charity.
- Equipment and furniture amounting to £9,036 was paid for and gifted to the Charity by Galleywood Parish Council.
- The Trustees have elected to use the Receipts & Payments method of presenting the accounts and accordingly no amortisation of Leasehold Improvements or depreciation of Equipment & Furniture has been provided.
- There were no Trustee expenses during the year
- There were no Restricted Fund transactions during the year. The Designated Fund is to be used to pay for the recently installed new electricity supply to the Centre.

**Independent Examiner's Report to the Trustees of Galleywood Heritage Centre
(Registered Charity No. 1128416)**

I report to the trustees on my examination of the accounts of Galleywood Heritage Centre for the year ended 31st December 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J Stobart FCCA
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
20th January 2025

Accounts



Trustees' Annual Report for the period

Period start date			Period end date		
From	01	Jan	2023	To	31 Dec 2023

Section A Reference and administration details

Charity name Galleywood Heritage Centre

Other names charity is known by

Registered charity number (if any) 1128416

Charity's principal address

The Common
Galleywood, Chelmsford
Essex
CM2 8TR

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	Richard Hyland	Chairman		Chelmsford City Council
2	Graham Mundy	Treasurer		Elected
3	Neville Paul	Vice Chairman		Galleywood Parish Council
4	Stephanie Troop			Galleywood Parish Council
5	Jean Blake			Elected
6	John Turkentine			Elected
7	Robert Villa			Elected
8	Bill Woolward		19/05/22 – present	Galleywood Parish Council
9	Janette Potter		21/02/23 - present	Elected
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
Galleywood Parish Council	

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by Chelmsford City Council (1 Trustee) Appointed by Galleywood Parish Council (3 Trustees) Elected by parishioners (5 Trustees); Option for Co-opted by trustees (2 Trustees)

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.

--

Summary of the objects of the charity set out in its governing document

The property and its income is to be used for the benefit of the residents of Galleywood and the surrounding areas by associating together the inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular about the local area. The facilities are to be used as a heritage and community centre for recreation and leisure activities to improve the social welfare and quality of life of the said residents.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Heritage Centre holds historical archives donated by residents and organised by our volunteer archivists; these are available for anyone interested to consult. In addition, public exhibitions are mounted several times a year on matters of local interest. The archive group also organises regular talks about matters of interest to residents, and the Centre hosts monthly meetings of the Essex Society for Family History.

The Heritage Centre is used by many local groups for educational and recreational activities, and by residents for special events such as family parties.

Fund-raising events organised by staff and local volunteers include a tea room and family fun days and craft fairs for the benefit of local parents and children.

Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In 2023 the Heritage Centre continued holding regular exhibitions, talks, guided walks, family fun days, and other fund-raising activities on top of our hiring. The Centre has recovered entirely from previous significantly impacted trading years to return a surplus.

Fund-raising including the Galleywood Heritage Centre tea-room income plays a key role in supporting the centre. This year the fundraising income net of expenses amounted to £ 21,925.04 ; income from hire of the facilities totalled £ 62,501

During the year trustees continued to improve the buildings and facilities.

- Completed Marquee Flooring
- Replace Office Manager Computer (aged)
- Additional furniture for community use
- Introduction of Lectern and Microphone for talks
- Additional Heating Controls to reduce carbon footprint

The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old. Currently we continue to have electrical phasing concerns under investigation, and we are seeking advice on improving our heating retention in the main building by improving the windows.

Trustees will continue to seek income opportunities, grant funding and development of more community events to provide the funding for the sustainability of the trust, for improvements and for on-going maintenance works and restoration, to support heritage and community purposes.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to maintain unrestricted reserves at a minimum level equal to 3 months total operating costs.

Details of any funds materially in deficit

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.

Section F

Other optional information

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)

Position (eg Secretary, Chair, etc)

Date

29-01-2024

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR TO 31st DECEMBER 2023

Income (Receipts):	Unrestricted Funds	Designated Funds	Total Income	2022
Grant & Awards	0	0	0	13,520
Hall Hire & Rent Income	63555	0	63555	68,201
Less: Refunded Hiring Fees	-1054	0	-1054	1,559
Fund Raising	10707	0	10707	8,134
Tea Room Income	19669	0	19669	18,646
Donations & Gifts	913	0	913	637
Archive Group	1492	0	1492	1,148
Printing Income	13	0	13	151
Returnable Deposits	10206	0	10206	10,825
Less: Refunded Deposits	-9455	0	-9455	11,483
Bank Interest Payments	97	0	97	39
Petty Cash	50	0	50	-
Miscellaneous	18	0	18	4,574
Sub Total Income (Receipts)	96211	0	96211	110,633
Asset & Investment Sales, etc	0	0	0	-
Total Receipts	96211	0	96211	110,633
Expenses (Payments):			Total	Total
Charitable Expenditure (Premises Overheads)			Payments	Payments
Water, Light and Heat	9116	0	9116	8,882
Materials & Repairs	5574	0	5574	17,243
Security	2109	0	2109	1,088
Insurance	1426	0	1426	1,308
Rent & Rates	7675	0	7675	7,846
Total	25900	0	25900	36,367
Fundraising and Publicity Costs				
Fundraising Costs	3288	0	3288	2,828
Tea Room Costs	5163	0	5163	4,240
Total	8451	0	8451	7,068
Management and Administration Costs				
Printing postage and stationery	845	0	845	961
Subs. Conf. Fees and Publications	107	0	107	101
Salaries	46927	0	46927	43,938
Telephone	1279	0	1279	988
TV Licence & PRS	904	0	904	1,160
Office Computers	1468	0	1468	1,370
Bank Charges	108	0	108	82
Miscellaneous	151	0	151	202
Sundry Expenses	-	0	-	-
Total	51788	0	51788	48,802
Sub Total	86138	0	86138	92,236
Income (Deficit) before capital spending	10072	0	10072	18,397
Asset and investment purchases, etc				
Flooring for Marquee	1431	0	1431	5,200
Seven Trestle tables and trolley	1360	0	1360	1,575
Lectern and Microphone	85	0	85	1,801
New PC	888	0	888	-
	3764	0	3764	8,576
Total Payments	89902	0	89902	100,812
Net surplus (deficit) for period	6308	0	6308	9,821
Transfers between funds	-18000	18000	0	-
Bank Funds at 1st January	44492	0	44492	34,671
Bank Funds at 31st December	32800	18000	50800	44,492

Registered Charity No: 1128416
STATEMENT of ASSETS and LIABILITIES AT 31st DECEMBER 2023

Other Monetary Assets & Creditors:

Investments Assets:

Fixed Assets retained for the

Charity's own use

Liabilities:

Signed by two Trustees on behalf of all the Trustees

Signature _____

Print name

C. T. MUNDY

Notes to the Accounts

1. The Charity has a 25 year lease commencing November 2008. The Leasehold improvements figure of £103,374 represents the cost of refurbishing the Heritage Centre building in 2008-09 paid for by Galleywood Parish Council and gifted to the Charity.
2. Equipment and furniture amounting to £9,036 was paid for and gifted to the Charity by Galleywood Parish Council.
3. The Trustees have elected to use the Receipts & Payments method of presenting the accounts and accordingly, no amortisation of Leasehold Improvements or depreciation of Equipment & Furniture has been provided.
4. There were no Trustee expenses during the year.
5. There were no Restricted Fund transactions during the year. The Designated Fund is to be used to install a new electricity supply to the Centre.

**Independent Examiner's Report to the Trustees of Galleywood Heritage Centre
(Registered Charity No. 1128416)**

I report to the trustees on my examination of the accounts of Galleywood Heritage Centre for the year ended 31st December 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J Stobart FCCA
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
25th January 2024

Accounts



Trustees' Annual Report for the period

Period start date			Period end date		
From	01	Jan	To	31	Dec
		2022			2022

Section A Reference and administration details

Charity name Galleywood Heritage Centre

Other names charity is known by

Registered charity number (if any) 1128416

Charity's principal address

The Common
Galleywood, Chelmsford
Essex
CM2 8TR

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	Richard Hyland	Chairman		Chelmsford City Council
2	Graham Mundy	Treasurer		Elected
3	Neville Paul	Vice Chairman		Elected
4	Stephanie Troop			Galleywood Parish Council
5	Jean Blake			Elected
6	John Cummin	deceased	14/10/2020 to 21/12/2022	Elected
7	John Turkentine			Elected
8	Robert Villa			Elected
9	Anthony McQuiggan		05/05/2021 to 19/05/22	Galleywood Parish Council
10	Frank Clark	resigned	14/10/2020 to 06/02/2021	*Galleywood Parish Council
11	Bill Woolward		19/05/22 – present	Galleywood Parish Council
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
Galleywood Parish Council	

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Trust Deed

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Appointed by Chelmsford City Council (1 Trustee)
Appointed by Galleywood Parish Council (3 Trustees)
Elected by parishioners (5 Trustees);
Option for Co-opted by trustees (2 Trustees)

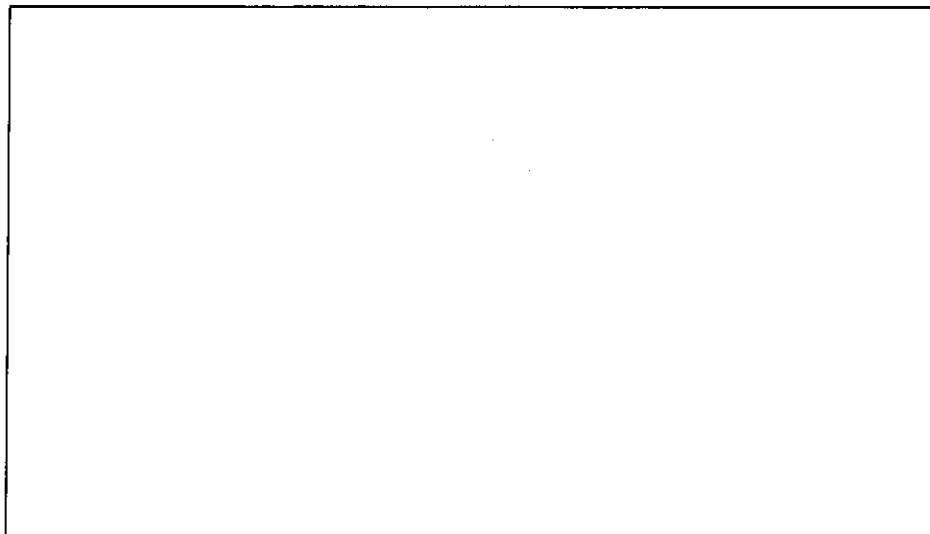
Additional governance issues (Optional Information)

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

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them.



Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The property and its income is to be used for the benefit of the residents of Galleywood and the surrounding areas by associating together the inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular about the local area. The facilities are to be used as a heritage and community centre for recreation and leisure activities to improve the social welfare and quality of life of the said residents.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Heritage Centre holds historical archives donated by residents and organised by our volunteer archivists; these are available for anyone interested to consult. In addition, public exhibitions are mounted several times a year on matters of local interest. The archive group also organises regular talks about matters of interest to residents, and the Centre hosts monthly meetings of the Essex Society for Family History.

The Heritage Centre is used by many local groups for educational and recreational activities, and by residents for special events such as family parties.

Fund-raising events organised by staff and local volunteers include a tea room and family fun days and craft fairs for the benefit of local parents and children.

Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional Information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In 2022 the Heritage Centre continued holding regular exhibitions, talks, guided walks, family fun days, and other fund-raising activities on top of our hiring. The Centre has recovered entirely from previous significantly impacted trading years to return a surplus.

Fund-raising including the Galleywood Heritage Centre tea-room income plays a key role in supporting the centre. This year the fundraising income net of expenses amounted to £18, 860; income from hire of the facilities totalled £68,150.62.

During the year trustees continued to improve the buildings and facilities.

- Upgraded and increased the size of the Garden Marquee after storm damaged the original
- Additional community resource of an Overhead Ceiling Mounted Projector was added to the main hall
- The Heritage Centre Front Façade was enhanced with Canopies to provide additional external shelter for visitors
- Replaced Main Hall Chairs
- Added an Additional Storage Shed by Common Room
- Purchased and Additional Industrial Floor Cleaning machine
- Introduced Garden feature lighting
- Damp Course concerns resolved

The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old. Currently we have electrical phasing concerns under investigation, and we are seeking advice on improving our heating retention in the main building by improving the windows.

Trustees will continue to seek income opportunities, grant funding and development of more community events to provide the funding for the sustainability of the trust, for improvements and for on-going maintenance works and restoration, to support heritage and community purposes.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity aims to maintain unrestricted reserves at a minimum level equal to 3 months total operating costs.

Details of any funds materially in deficit

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.

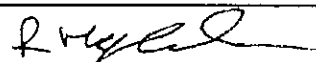
Section F Other optional information

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)

Richard Joseph John Hyland

Position (eg Secretary, Chair, etc)

Chairman

Date

23-01-2023

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR TO 31st DECEMBER 2022

Income (Receipts):

	Unrestricted Funds	Restricted Funds	Total Income	2021
Grant & Awards	0	13520	13520	18577
Covid Furlough Payments	0	0	0	14249
Hall Hire & Rent Income	66151	0	66151	44242
Less: Refunded Hiring Fees	-1559	0	-1559	-816
Payroll Client Account Refund	0	0	0	0
Fund Raising	8134	0	8134	1768
Tea Room Income	16646	0	16646	12792
Donations & Gifts	637	0	637	278
Archive Group	1148	0	1148	817
Printing Income	151	0	151	38
Recycling	0	0	0	0
Returnable Deposits	10675	0	10675	3328
Less: Refunded Deposits	-11483	0	-11483	-3856
Bank Interest Payments	39	0	39	
Gift Aid	0	0	0	0
Miscellaneous	28	4547	4574	100
Sub Total Income (Receipts)	92566	18067	110633	92,751

Asset & Investment Sales, etc

	0	0	0	-
Total Receipts	92566	18067	110633	92,751

Expenses (Payments):

Charitable Expenditure (Premises Overheads)

Expenses (Payments):			Total	Total
Charitable Expenditure (Premises Overheads)			Payments	Payments
Water, Light and Heat	8882	0	8882	4,964
Materials & Repairs	4743	12500	17243	8,042
Security	1088	0	1088	1,300
Insurance	1308	0	1308	1,287
Rent & Rates	7846	0	7846	6,448
Total	23667	12500	36367	22,002

Fundraising and Publicity Costs

Fundraising Costs	2828	0	2828	558
Tea Room Costs	4240	0	4240	3,042
Total	7068	0	7068	3,598

Management and Administration Costs

Printing postage and stationery	981	0	981	135
Subs. Conf. Fees and Publications	101	0	101	74
Salaries	43938	0	43938	42713
Telephone	988	0	988	937
TV Licence & PRS	1160	0	1160	688
Office Computers	1370	0	1370	1603
Bank Charges	82	0	82	114
Miscellaneous	202	0	202	102
Sundry Expenses	0	0	0	0
Total	48802	0	48802	46246.22

Sub Total

	79736	12500	92236	71908
Income (Deficit) before capital spending	12630	5567	18397	20844

Asset and Investment purchases, etc

New Larger Marquee	0	5200	5200	
Ceiling Mounted Projector	0	1575	1575	
Marquee Linings	0	1801	1801	
	0	8576	8576	13842

Total Payments

	79736	21076	100812	85750
--	-------	-------	--------	-------

Net surplus (deficit) for period

	12630	-3009	9821	7,002
Transfers between funds	-1921	1921	0	-
Cash Funds last year end	33583	1088	34671	27,989
Cash Funds at 31st December 2022	44492	0	44492	34671

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

STATEMENT of ASSETS and LIABILITIES AT 31st DECEMBER 2022

	GHC Unrestricted Funds	Restricted Funds	Total Funds 2022	2021
Cash at Bank:				
CAF Bank Account	44492	0	44492	34,871
Total Cash Funds	<u>44492</u>	<u>0</u>	<u>44492</u>	<u>34,871</u>
Other Monetary Assets & Creditors:				
Amounts due but not banked	781	0	781	849
Tea Room Float	232	0	232	252
Office Petty Cash Float	47	0	47	81
C360 Client Account balance	997	0	997	1841
Co-Op Community Card	60	0	60	98
Hire Fees not yet paid for 2022	372	0	372	882
Outstanding invoices for c360	-128	0	-128	-367
Hire Fees for 2023 Bookings	-2805	0	-2805	-2805
Deposits not yet Returned	-100	0	-100	-100
	<u>-542</u>	<u>0</u>	<u>-542</u>	<u>340</u>

Investments Assets:

Fund to which asset belongs	Cost (optional)	Current Value (optional)
	0	0
	<u>0</u>	<u>0</u>

Fixed Assets retained for the

Charity's own use

		Cost (optional)	Current Value (optional)	
Gifted Leasehold Improvements	Note 1	103374	103374	103374
Gifted Equipment & Furniture	Note 2	9036	9036	9036
Porch & Clock Tower		13508	13508	13508
Curtains, Blinds, Projector & Mower		5522	5522	5522
Public Address System		716	716	716
Marquee, Photocopier, Office PCs, Proj. Screen		7368	7368	7368
Small Outbuilding refurbishment		88792	88792	88792
Footpath & Marquee electrics		5177	5177	5177
Computers, Fridge, Freezers,		4899	4899	4899
Loft Conversion		3658	3658	3658
Scaffold Tower/Washing Machine 2019		359	359	359
Sum-Up Machine		155	155	155
Hall flooring Replacement		12959	12959	12959
Hot Water Boiler		473	473	473
Hi-Fi Speaker, Gazebo Roof & Floor cleaner		410	410	410
Larger Marquee & Linings, Ceiling Projector		8576	8576	
		<u>244980</u>	<u>244980</u>	<u>236404</u>

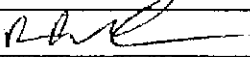
Liabilities:

Funds	Amount due	When Due
	0	
	<u>0</u>	

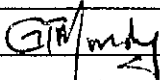
Signed by two Trustees on behalf of all the Trustees

Signature

Print name



R. HYLAND



G.T. MUNDY

Notes to the Accounts

- The Charity has a 25 year lease commencing November 2008. The Leasehold improvements figure of £103,374 represents the cost of refurbishing the Heritage Centre building in 2008-09 paid for by Galleywood Parish Council and gifted to the Charity.
- Equipment and furniture amounting to £9,036 was paid for and gifted to the Charity by Galleywood Parish Council.
- The Trustees have elected to use the Receipts & Payments method of presenting the accounts and accordingly no amortisation of Leasehold improvements or depreciation of Equipment & Furniture has been provided.
- There were no Trustee expenses during the year

**Independent Examiner's Report to the Trustees of Galleywood Heritage Centre
(Registered Charity No. 1128416)**

I report to the trustees on my examination of the accounts of Galleywood Heritage Centre for the year ended 31st December 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J Stobart FCCA
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
17th January 2023

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Jan	2021		31	Dec	2021

Section A Reference and administration details

Charity name

Galleywood Heritage Centre

Other names charity is known by

Registered charity number (if any)

1128416

Charity's principal address

The Common

Galleywood, Chelmsford

Essex

CM2 8TR

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	Richard Hyland	Chairman		Chelmsford City Council
2	Graham Mundy	Treasurer		Elected
3	Neville Paul	Vice Chairman		Galleywood Parish Council
4	Stephanie Troop			Elected
5	Jean Blake			Elected
6	John Cummin			Elected
7	John Turkentine			Elected
8	Robert Villa			Elected
9	Anthony McQuiggan			Galleywood Parish Council
10	Frank Clark	resigned	14/10/2020 to 06/02/2021	Galleywood Parish Council
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
Galleywood Parish Council	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Trust Deed

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Appointed by Chelmsford City Council (1 Trustee)
Appointed by Galleywood Parish Council (3 Trustees)
Elected by parishioners (5 Trustees);
Option for Co-opted by trustees (2 Trustees)

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.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The property and its income is to be used for the benefit of the residents of Galleywood and the surrounding areas by associating together the inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular about the local area. The facilities are to be used as a heritage and community centre for recreation and leisure activities to improve the social welfare and quality of life of the said residents.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Heritage Centre holds historical archives donated by residents and organised by our volunteer archivists; these are available for anyone interested to consult. In addition, public exhibitions are mounted several times a year on matters of local interest. The archive group also organises regular talks about matters of interest to residents, and the Centre hosts monthly meetings of the Essex Society for Family History.

The Heritage Centre is used by many local groups for educational and recreational activities, and by residents for special events such as family parties.

Fund-raising events organised by staff and local volunteers include a tea room and family fun days and craft fairs for the benefit of local parents and children.

Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

In 2021 the Heritage Centre continued to follow government advice to reduce holding regular exhibitions, talks, guided walks, family fun days, and other fund-raising activities on top of our allowed hiring. Whilst the Centre has recovered most of the many local groups, individuals and family hires our income has been significantly impacted by Covid-19 and the government restrictions.

Fund-raising including the Galleywood Heritage Centre tea-room income plays a key role in supporting the centre. This year the fundraising income net of expenses amounted to £11,885; income from hire of the facilities totalled £43,463 this considering, the hiring year only began in earnest for us in April.

During the year trustees continued to improve the buildings and facilities.

- main hall and high footfall areas including kitchen and lobby area were resurfaced with high quality laminate flooring with granted funds (£12,958.97)
- pond fencing was improved to increase safety and attractiveness of the feature with granted funds (£1,400)
- introduction of composting and water barrels as a contribution to climate mitigation action with assistance from Helping Hands organisation

The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old. Currently we have damp course concerns under investigation. Also we have relocation and replacement of on building-side gazebos and replacement of these with wall mounted awnings with a grant fund source approved already (£10,853)

Trustees will continue to seek income opportunities, grant funding and develop more community events to provide the funding for the sustainability of the trust, for improvements and for on-going maintenance works and restoration, to support heritage and community purpose.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity aims to maintain unrestricted reserves at a minimum level equal to 3 months total operating costs.

Details of any funds materially in deficit

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.

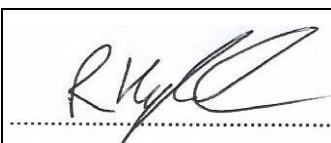
Section F Other optional information

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)

Richard Joseph John Hyland

Position (eg Secretary, Chair, etc)

Chairman

Date

03-01-2022

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR TO 31st DECEMBER 2021

Income (Receipts):

	Unrestricted Funds	Restricted Funds	Total Income	2020
Grant & Awards	8097	11480	19577	12,334
Covid Furlough Payments	14249	0	14249	18,477
Hall Hire & Rent Income	44242	0	44242	26,446
Less: Refunded Hiring Fees	-816	0	-816	3,472
Payroll Client Account Refund	0	0	0	2,050
Fund Raising	1798	0	1798	1,020
Tea Room Income	12792	0	12792	7,767
Donations & Gifts	279	0	279	548
Archive Group	817	0	817	405
Printing Income	39	0	39	99
Recycling	0	0	0	4
Returnable Deposits	3329	0	3329	1,000
Less: Refunded Deposits	-3656	0	-3656	750
Gift Aid	0	0	0	-
Miscellaneous	100	0	100	-
Sub Total Income (Receipts)	81271	11480	92751	63,926
Asset & Investment Sales, etc	0	0	0	-
Total Receipts	81271	11480	92751	63,926

Expenses (Payments):

Charitable Expenditure (Premises Overheads)

			Total Payments	Total Payments
Water, Light and Heat	4984	0	4984	4,204
Materials & Repairs	4493	3550	8042	3,132
Security	1300	0	1300	1,151
Insurance	1287	0	1287	1,694
Rent & Rates	6449	0	6449	4,396
Total	18513	3550	22062	14,577

Fundraising and Publicity Costs

Fundraising Costs	558	0	558	659
Tea Room Costs	3042	0	3042	1,441
Total	3599	0	3599	2,100

Management and Administration Costs

Printing postage and stationery	135	0	135	1,273
Subs. Conf. Fees and Publications	74	0	74	72
Salaries	42713	0	42713	38,803
Telephone	937	0	937	1,070
TV Licence & PRS	669	0	669	1,527
Office Computers	1503	0	1503	1,191
Bank Charges	114	0	114	60
Miscellaneous	102	0	102	96
Sundry Expenses	0	0	0	-
Total	46246	0	46246	44,092

Sub Total

Income (Deficit) before capital spending	12913	7931	20844	3157
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Asset and investment purchases, etc

Gazebo Roof	125	0	125	
Floor Cleaner	185	0	185	
HIFI Speaker	100	0	100	
Hot Water Boiler	473	0	473	
Hall Floor refurb.	0	12959	12959	155
	883	12959	13842	155

Total Payments

	69241	16508	85750	60,824
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Net surplus (deficit) for period

Transfers between funds	0	0	0	-
Cash Funds last year end	21553	6116	27669	24,666
Cash Funds at 31st December 2021	33583	1088	34671	27,666

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

STATEMENT of ASSETS and LIABILITIES AT 31st DECEMBER 2021

	GHC Unrestricted Funds	Restricted Funds	Total Funds 2021	2020
Cash at Bank:				
CAF Bank Account	33583	1088	34671	27,668
Total Cash Funds	<u>33583</u>	<u>1088</u>	<u>34671</u>	<u>27,668</u>
Other Monetary Assets & Creditors:				
Amounts due but not banked	849	0	849	35
December Furlough Payment	0	0	0	2,237
Tea Room Float	252	0	252	31
C360 Client Account balance	1641	0	1641	106
Office Petty Cash Float	81	0	81	5
Sharprint	0	0	0	340
Co-Op Community Card	98	0	98	53
Hire Fees not yet paid for 2021	682	0	682	1,076
Outstanding invoices from c360	-357	0	-357	
Hire Fees for 2022 Bookings	-2805	0	-2805	1,281
Deposits not yet Returned	-100	0	-100	250
SGN Fire Invoice	0	0	0	298
LIS Computer Support Fees (Sep-Dec)	0	0	0	91
	<u>340</u>	<u>0</u>	<u>340</u>	<u>1963</u>

Investments Assets:

Fund to which asset belongs	Cost (optional)	Current Value (optional)	
	0	0	-
	0	0	-

Fixed Assets retained for the Charity's own use

		Cost (optional)	Current Value (optional)	
Gifted Leasehold Improvements	Note 1	103374	103374	103,374
Gifted Equipment & Furniture	Note 2	9036	9036	9,036
Porch & Clock Tower		13508	13508	13,508
Curtains, Blinds, Projector & Mower		5522	5522	5,522
Public Address System		716	716	716
Marquee, Photocopier, Office PCs, Proj. Screen		7366	7366	7,366
Small Outbuilding refurbishment		68792	68792	68,792
Footpath & Marquee electrics		5177	5177	5,177
Computers, Fridge, Freezers,		4899	4899	4,899
Loft Conversion		3658	3658	3,658
Scaffold Tower/Washing Machine 2019		359	359	359
Sum-Up Machine		155	155	155
Hall flooring Replacement		12959	155	-
Hot Water Boiler		473	473	-
Hi-Fi Speaker, Gazebo Roof & Floor cleaner		410	410	-
		<u>236404</u>	<u>222407</u>	<u>222561.99</u>

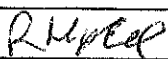
Liabilities:

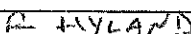
Funds	Amount due	When Due
	0.00	
	<u>0.00</u>	<u>-</u>

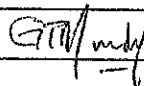
Signed by two Trustees on behalf of all the Trustees

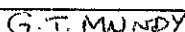
Signature

Print name









Notes to the Accounts

- The Charity has a 25 year lease commencing November 2005. The Leasehold improvements figure of £103,374 represents the cost of refurbishing the Heritage Centre building in 2008-09 paid for by Galleywood Parish Council and gifted to the Charity.
- Equipment and furniture amounting to £9,036 was paid for and gifted to the Charity by Galleywood Parish Council.
- The Trustees have elected to use the Receipts & Payments method of presenting the accounts and accordingly no amortisation of Leasehold Improvements or depreciation of Equipment & Furniture has been provided.
- There were no Trustee expenses during the year

**Independent Examiner's Report to the Trustees of Galleywood Heritage Centre
(Registered Charity No. 1128416)**

I report to the trustees on my examination of the accounts of Galleywood Heritage Centre for the year ended 31st December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J Stobart FCCA
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
19th January 2022

Accounts



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 Jan 2020	To	31 Dec 2020

Section A Reference and administration details

Charity name

Galleywood Heritage Centre

Other names charity is known by

Registered charity number (if any) 1128416

Charity's principal address

The Common

Galleywood, Chelmsford

Essex

CM2 8TR

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	Richard Hyland	Chairman		Chelmsford City Council
2	Graham Mundy	Treasurer		Elected
3	Neville Paul	Vice Chairman		Galleywood Parish Council
4	Stephanie Troop			Elected
5	Jean Blake			Elected
6	John Cummin			Elected
7	John Turkentine			Elected
8	Robert Villa		16/03/2020	Co-opted
9	Anthony McQuiggan		16/03/2020	Co-opted
10	Jane Edwards	resigned	02/06/2020	Galleywood Parish Council
11	Janette Potter	resigned	12/08/2020	Galleywood Parish Council
12	Barry Willden	resigned	14/10/2020 to 18/11/2020	Galleywood Parish Council
13	Frank Clark	resigned	14/10/2020 to 06/02/2021	Galleywood Parish Council
13				
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
Galleywood Parish Council	

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by Chelmsford City Council (1 Trustee) Appointed by Galleywood Parish Council (3 Trustees) Elected by parishioners (5 Trustees); Co-opted by trustees (2 Trustees)

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.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The property and its income is to be used for the benefit of the residents of Galleywood and the surrounding areas by associating together the inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular about the local area. The facilities are to be used as a heritage and community centre for recreation and leisure activities to improve the social welfare and quality of life of the said residents.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Heritage Centre holds historical archives donated by residents and organised by our volunteer archivists; these are available for anyone interested to consult. In addition, public exhibitions are mounted several times a year on matters of local interest. The archive group also organises regular talks about matters of interest to residents, and the Centre hosts monthly meetings of the Essex Society for Family History.

The Heritage Centre is used by many local groups for educational and recreational activities, and by residents for special events such as family parties.

Fund-raising events organised by staff and local volunteers include a tea room and family fun days and craft fairs for the benefit of local parents and children.

Trustees have complied with their duty to have due regard to the Charity Commission’s public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

In 2020 the Heritage Centre operated under Covid Secure restraints and were restricted by government and had to curtail holding regular exhibitions, talks, guided walks, family fun days, and other fund-raising activities. The Centre begins on the road to recovery and we hope it will be well-used by many local groups and individual families. Total fund-raising income net of expenses amounted to £7,235; income from hire of the facilities totalled £22,974.

During the restricted period trustees continued to maintain the buildings and facilities; making use of business adaptation grant funding to support outdoor alternative service to the community. Trustees are keenly aware of their need to reduce energy consumption (and operating costs) – grant funding was granted by Essex County Council (£1,000) for further improvements in these areas.

During the year two additional trustees were co-opted to bring more experience and expertise to the trustee board.

The bookings system is embedded into our operating processes now since early 2020; this has greatly improved office efficiency. The new website has developed and support marketing of The Heritage Centres activity since early 2020.

The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old. New flooring is needed, and the marquee needs refurbishment. Lighting has been changed this year and we still need to replace flooring in the main hall which would improve conditions for our users. Trustees will continue to seek grant funding and develop more community events to provide the funding for these.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity aims to maintain unrestricted reserves at a minimum level equal to 3 months total operating costs.

Details of any funds materially in deficit

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.

Section F Other optional information

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)	Richard Joseph John Hyland	
Position (eg Secretary, Chair, etc)	Chairman	
Date	21 st March 2021	

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR TO 31st DECEMBER 2020

	Income (Receipts):		Income (Payments):		2019
	Unrestricted Funds	Restricted Funds	Total Income	Total Payments	
Grant & Awards	11334	1000	12334	-	-
Covid Furlough Payments	16477	0	16477	-	-
Hall Hire & Rent Income	26446	0	26446	57,158	57,158
Less: Refunded Hiring Fees	-3472	0	-3472	-	-
Payroll Client Account Refund	2050	0	2050	-	-
Fund Raising	1020	0	1020	-	-
Tea Room Income	7767	0	7767	6,575	6,575
Donations & Gifts	548	0	548	866	866
Archive Group	405	0	405	3,128	3,128
Printing Income	99	0	99	104	104
Recycling	4	0	4	9	9
Returnable Deposits	1000	0	1000	3,275	3,275
Less: Refunded Deposits	-750	0	-750	3,562	3,562
Gift Aid	0	0	0	360	360
Miscellaneous	0	0	0	1,672	1,672
Sub Total Income (Receipts)	62926	1000	63926		76,197
Asset & Investment Sales, etc	0	0	0	-	-
Total Receipts	62926	1000	63926	76,197	
Expenses (Payments):					
Charitable Expenditure (Premises Overheads)					
Water, Light and Heat	4204	0	4204	3,077	3,077
Materials & Repairs	2140	993	3132	4,282	4,282
Security	1151	0	1151	1,016	1,016
Insurance	1694	0	1694	1,680	1,680
Rent & Rates	4396	0	4396	7,524	7,524
Total	13585	993	14577	17,529	
Fundraising and Publicity Costs					
Fundraising Costs	659	0	659	2,308	2,308
Tea Room Costs	1441	0	1441	2,054	2,054
Total	2100	0	2100	4,362	
Management and Administration Costs					
Printing postage and stationery	1273	0	1273	2,220	2,220
Subs, Conf. Fees and Publications	72	0	72	110	110
Salaries	38803	0	38803	38,950	38,950
Telephone	1070	0	1070	1,139	1,139
TV Licence & PPS	1527	0	1527	1,478	1,478
Office Computers	1191	0	1191	1,022	1,022
Bank Charges	60	0	60	60	60
Miscellaneous	96	0	96	1,160	1,160
Sundry Expenses	0	0	0	-	-
Total	44092	0	44092	46139	
Sub Total	59776	993	60769	68,036	
Income (Deficit) before capital spending	3150	7	3157	8167	8167
Asset and investment purchases, etc					
Loan Repayments	0	0	0	5,193	5,193
Washing Machine	0	0	0	169	169
Scaffold Tower	0	0	0	190	190
Stump-up Machine	155	0	155	5,562	5,562
Total Payments	59931	993	60924	73,582	

GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

STATEMENT OF ASSETS and LIABILITIES AT 31st DECEMBER 2020

Net surplus (deficit) for period	2020		2019
Transfers between funds	2,995	7	2,615
Cash Funds last year end	0	0	-
Cash Funds at 31st December 2020	18557	6109	22,051
	21552	6116	24,666

Cash at Bank:	2020		2019
CAF Bank Account	21552	6116	24,666
Total Cash Funds	21552	6116	24,666

Other Monetary Assets & Creditors:	2020		2019
Amounts due but not banked	35	0	562
December Furlough Payment	2237	2237	-
Tea Room Float	31	31	11
C360 Client Account balance	106	106	2,153
Office Petty Cash Float	5	5	31
Sharpint	340	340	-
Co-Op Community Card	53	53	-
Hire Fees not yet paid for 2020	1076	1076	-
Hire Fees for 2021 Bookings	-1281	-1281	-
Deposits not yet Returned	-250	-250	-
SGN Fire Invoice	-298	0	-
LIS Computer Support Fees (Sep-Dec)	-91	-91	-
	2054	2054	2,757

Investments Assets:	2020		2019
Fund to which asset belongs	Cost (optional)	Current Value (optional)	
	0	0	-

Fixed Assets retained for the Charity's own use	2020		2019
Gifted Leasehold Improvements	103374	103374	103,374
Gifted Equipment & Furniture	9036	9036	9,036
Porch & Clock Tower	13508	13508	13,508
Curtains, Blinds, Projector & Mower	5522	5522	5,522
Public Address System	716	716	716
Marquee, Photocopier, Office PCs, Proj. Screen	7366	7366	7,366
Small Outbuilding refurbishment	68792	68792	68,792
Footpath & Marquee electrics	5177	5177	5,177
Computers, Fridge, Freezers,	4899	4899	4,899
Loft Conversion	3658	3658	3,658
Scaffold Tower/Washing Machine 2019	359	359	359
Sum-Up Machine	155	155	-
	222407	222407	222,407

Liabilities:	2020		2019
Funds	Amount due	When Due	
	0		-

Signed by two Trustees on behalf of all the Trustees

Signature  

Notes to the Accounts

Print name **G.T. MUNDY**

1. The Charity has a 25 year lease commencing November 2008. The Leasehold Improvements figure of £103,374 represents the

**Independent Examiner's Report to the Trustees of Galleywood Heritage Centre
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29th March 2021