



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)

--

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.

--

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):		Total Income	2019
	Unrestricted Funds	Restricted Funds		
Grant & Awards	11334	1000	12334	-
Covid Furlough Payments	16477	0	16477	-
Hall Hire & Rent Income	26446	0	26446	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
Donations & Gifts	548	0	548	6,613
Archive Group	405	0	405	866
Printing Income	99	0	99	3,128
Recycling	4	0	4	104
Returnable Deposits	1000	0	1000	9
Less: Refunded Deposits	-750	0	-750	3,275
Gift Aid	0	0	0	3,562
Miscellaneous	0	0	0	360
Sub Total Income (Receipts)	62926	1000	63926	1,672
Asset & Investment Sales, etc	0	0	0	76,197
Total Receipts	62926	1000	63926	76,197
Expenses (Payments):				
Charitable Expenditure (Premises Overheads)				
Total				
Water, Light and Heat	4204	0	4204	3,077
Materials & Repairs	2140	993	3132	4,282
Security	1151	0	1151	1,016
Insurance	1694	0	1694	1,680
Rent & Rates	4396	0	4396	7,524
Total	13585	993	14577	17,529
Fundraising and Publicity Costs				
Fundraising Costs	659	0	659	2,308
Tea Room Costs	1441	0	1441	2,054
Total	2100	0	2100	4,362
Management and Administration Costs				
Printing postage and stationery	1273	0	1273	2,220
Subs, Conf. Fees and Publications	72	0	72	110
Salaries	38803	0	38803	38,950
Telephone	1070	0	1070	1,139
TV Licence & PRS	1527	0	1527	1,478
Office Computers	1191	0	1191	1,022
Bank Charges	60	0	60	60
Miscellaneous	96	0	96	1,160
Sundry Expenses	0	0	0	-
Total	44092	0	44092	46139
Sub Total				
Income (Deficit) before capital spending	59776	993	60769	68,036
	3150	7	3157	8167
Asset and investment purchases, etc				
Loan Repayments	0	0	0	5,193
Washing Machine	0	0	0	169
Scaffold Tower	0	0	0	190
Stun-up Machine	155	0	155	
	155	0	155	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	2,815
Cash Funds last year end	0	-
Cash Funds at 31st December 2020	18557	22,051
	21552	24,666

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

Other Monetary Assets & Creditors:	2020	2019
Amounts due but not banked	35	562
December Furlough Payment	2237	-
Tea Room Float	31	11
C360 Client Account balance	106	2,153
Office Petty Cash Float	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	-298
LIS Computer Support Fees (Sep-Dec)	-91	-91
	2054	2,757

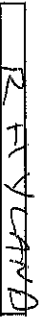
Investments Assets:	2020	2019
Fund to which asset belongs	Cost (optional)	Current Value (optional)
	0	0
	0	-

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

Liabilities:	2020	2019
Funds	Amount due	When Due
	0	-
	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
(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 2020.

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
29th March 2021