



# Trustees' Annual Report for the period

| Period start date |    | Period end date |      |                |
|-------------------|----|-----------------|------|----------------|
| From              | 01 | Jan             | 2021 | To 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<br>Funds | Restricted<br>Funds | Total<br>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             | -             |
| <b>Sub Total Income (Receipts)</b> | <b>81271</b>          | <b>11480</b>        | <b>92751</b>    | <b>63,926</b> |
| Asset & Investment Sales, etc      | 0                     | 0                   | 0               | -             |
| <b>Total Receipts</b>              | <b>81271</b>          | <b>11480</b>        | <b>92751</b>    | <b>63,926</b> |

### Expenses (Payments):

#### Charitable Expenditure (Premises Overheads)

|                       |              |             | Total<br>Payments | Total<br>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             |
| <b>Total</b>          | <b>18513</b> | <b>3550</b> | <b>22062</b>      | <b>14,577</b>     |

#### Fundraising and Publicity Costs

|                   |             |          |             |              |
|-------------------|-------------|----------|-------------|--------------|
| Fundraising Costs | 558         | 0        | 558         | 659          |
| Tea Room Costs    | 3042        | 0        | 3042        | 1,441        |
| <b>Total</b>      | <b>3599</b> | <b>0</b> | <b>3599</b> | <b>2,100</b> |

#### 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            | -             |
| <b>Total</b>                      | <b>46246</b> | <b>0</b> | <b>46246</b> | <b>44,092</b> |

#### Sub Total

|                                          |       |      |       |      |
|------------------------------------------|-------|------|-------|------|
| Income (Deficit) before capital spending | 12913 | 7931 | 20844 | 3157 |
|------------------------------------------|-------|------|-------|------|

#### 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        |
|                    | <b>883</b> | <b>12959</b> | <b>13842</b> | <b>155</b> |

#### Total Payments

|  |              |              |              |               |
|--|--------------|--------------|--------------|---------------|
|  | <b>69241</b> | <b>16508</b> | <b>85750</b> | <b>60,824</b> |
|--|--------------|--------------|--------------|---------------|

#### Net surplus (deficit) for period

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

# GALLEYWOOD HERITAGE CENTRE

Registered Charity No: 1128416

## STATEMENT of ASSETS and LIABILITIES AT 31st DECEMBER 2021

|                                               | GHC<br>Unrestricted<br>Funds | Restricted<br>Funds | Total<br>Funds<br>2021 | 2020          |
|-----------------------------------------------|------------------------------|---------------------|------------------------|---------------|
| <b>Cash at Bank:</b>                          |                              |                     |                        |               |
| CAF Bank Account                              | 33583                        | 1088                | 34671                  | 27,668        |
| <b>Total Cash Funds</b>                       | <u>33583</u>                 | <u>1088</u>         | <u>34671</u>           | <u>27,668</u> |
| <b>Other Monetary Assets &amp; Creditors:</b> |                              |                     |                        |               |
| 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<br>asset belongs | Cost<br>(optional) | Current Value<br>(optional) |   |
|--------------------------------|--------------------|-----------------------------|---|
|                                | 0                  | 0                           | - |
|                                | 0                  | 0                           | - |

### Fixed Assets retained for the Charity's own use

|                                                |        | Cost<br>(optional) | Current Value<br>(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> |

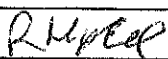
### Liabilities:

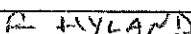
| Funds | Amount due  | When Due |
|-------|-------------|----------|
|       | 0.00        |          |
|       | <u>0.00</u> | <u>-</u> |

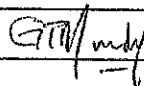
Signed by two Trustees on behalf of all the Trustees

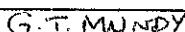
Signature

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 31<sup>st</sup> 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  
19<sup>th</sup> January 2022