



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)

--

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)

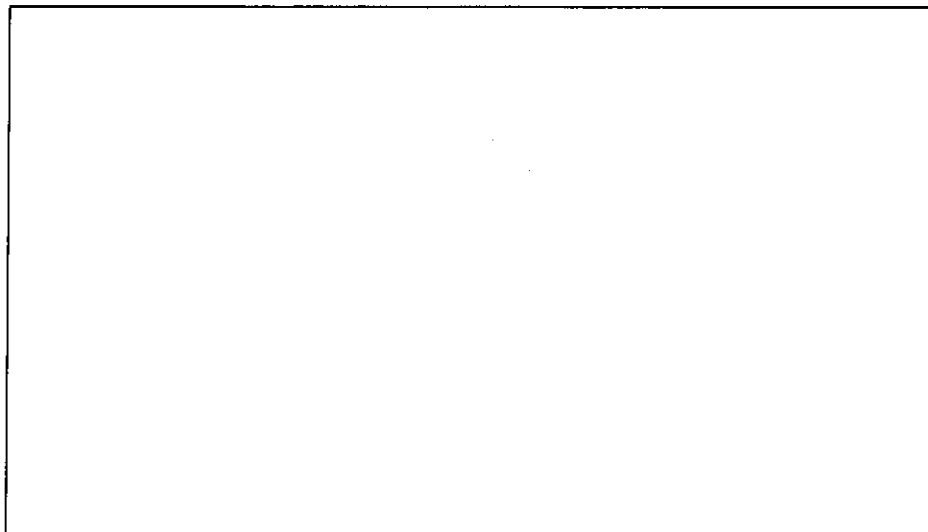
Additional governance issues (Optional Information)

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.

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.

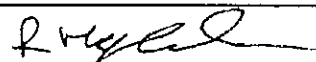
Section F Other optional information

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	279
Archive Group	1148	0	1148	817
Printing Income	151	0	151	39
Recycling	0	0	0	0
Returnable Deposits	10675	0	10675	3329
Less: Refunded Deposits	-11483	0	-11483	-3956
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

Total Receipts

0	0	0	-
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	556
Tea Room Costs	4240	0	4240	3,042
Total	7068	0	7068	3,598

Management and Administration Costs

Printing postage and stationery	961	0	961	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

Income (Deficit) before capital spending

79736	12500	92236	71908
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	
	<u>0</u>	<u>8576</u>	<u>8576</u>	<u>13842</u>

Total Payments

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

Net surplus (deficit) for period

Transfers between funds	12630	-3009	9821	7,002
Cash Funds last year end	-1921	1921	0	-
	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		68792	68792	68792
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>

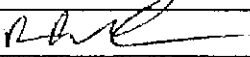
Liabilities:

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

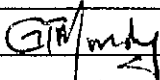
Signed by two Trustees on behalf of all the Trustees

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