



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.

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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

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 Lecturn 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 Galleyswood Parish Council and gifted to the Charity.
2. Equipment and furniture amounting to £9,036 was paid for and gifted to the Charity by Galleyswood 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