



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
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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

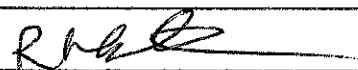
Section G

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
	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>

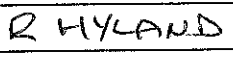
Liabilities:	Funds	Amount due	When Due	
		0		
		<u>0</u>		

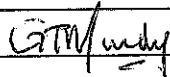
Signed by two Trustees on behalf of all the Trustees

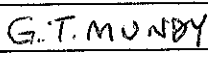
Signature

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