

WITHAM PUBLIC HALL TRUST LIMITED

England & Wales · Charity number 1139957

Details

Other names	WPHT
Status	Registered
Legal form	Charitable company
Company number	07452865
Registered	2011-01-20
Register	View on the Charity Commission register

Contact

Address	6 Holt Drive Wickham Bishops Witham CM8 3JR
Phone	03450178717
Email	info@withampublichall.co.uk
Website	www.withampublichall.co.uk

Activities

Objects: THE OBJECTS OF THE CHARITY ARE THE PROVISION AND MAINTENANCE OF A PUBLIC HALL FOR THE USE OF THE INHABITANTS OF WITHAM AND THE SURROUNDING AREA WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR: (1) MEETINGS, LECTURES AND CLASSES WITH A PARTICULAR PREFERENCE FOR THE PERFORMING ARTS, AND (2) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.

Activities: Provision of a public hall for the benefit of the local community, with a particular preference for the performing arts.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** WITHAM AND THE SURROUNDING AREA, ESSEX
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£174,162	£160,035	-	-
2024-06-30	£169,669	£150,268	-	-
2023-06-30	£146,964	£123,603	-	-
2022-06-30	£122,593	£107,693	-	-
2021-06-30	£64,415	£62,225	-	-
2020-06-30	£104,136	£99,460	-	-

Trustees

Name	Role	Appointed
Stewart Peter Adkins	Chair	
BARRY JOHN FLEET		2012-01-06
DAVID JOHN BEARDWELL		2018-10-01
GRAHAM GREEN		
Gill Peters		2024-03-25
Jeremy Lee		2023-02-06
TERENCE COLE		2012-01-06

WITHAM PUBLIC HALL TRUST LIMITED

England & Wales - Charity number 1139957

Accounts

REGISTERED COMPANY NUMBER: 07452865 (England and Wales)
REGISTERED CHARITY NUMBER: 1139957

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 JUNE 2025
FOR
WITHAM PUBLIC HALL TRUST LIMITED

Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

WITHAM PUBLIC HALL TRUST LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2025

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 13

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2025. The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 in preparing the annual report and financial statements of the Charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07452865 (England and Wales)

Registered Charity number
1139957

Registered office
The Public Hall
Collingwood Road
Witham
Essex
CM8 2DY

Trustees	
S P Adkins	Director (Chairman of the Board)
T Cole	Director
B J Fleet	Director
G Green	Director
D Beardwell	Director
J Lee	Director
G Peters	Director

Independent examiner
Baverstocks
Chartered Certified Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

Bankers
Co-operative Bank

Website
www.withampublichall.co.uk

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

History and constitution

Discussions between Braintree District Council and representatives of Witham Amateur Operatic Society, Witham Operatic Workshop and Witham Dramatic Club began late 2008 when it was first mooted that, in line with the Braintree District Council long term plan, the running of Witham Public Hall and other Halls owned by Braintree District Council could be outsourced to groups of interested parties. As a result, a small group was put together representing four of the major users of the Hall under the name Witham Theatre Association. In 2010 this became Witham Public Hall Trust Limited in order to reflect a more inclusive and community-wide approach. Following a period of consultation and the assistance of Paul Conway of Conway, Fielding and Gough (accountants) and Chris Haywood of Bright and Sons (solicitors), a company limited by guarantee (Company Registration No. 7452865) was incorporated in England on 29 November 2010 to facilitate the takeover of the day-to-day management of the Hall on a not-for-profit basis. The Company was registered with the Charity Commission on 20 January 2011 (Charity Registration No. 1139957).

A Business Plan was prepared and after much discussion was submitted and approved by Braintree District Council. Since Witham Public Hall Trust Limited, under the management of Braintree District Council, had operating costs exceeding revenues by approximately £20,000 it was forecast within the Business Plan that the Trustees would need three years to turn around the losses and achieve sustainability on an operating basis. However, it was also agreed that a truly sustainable business would need to have adequate reserves for unexpected eventualities and that Witham Public Hall Trust Limited would not be in a position to set aside such reserves for many years. Discussions with Braintree District Council continued throughout 2011 until a Lease Agreement, granting Witham Public Hall Trust Ltd a 25 year lease to run Witham Public Hall, was signed on 16 September 2011.

A bank account was set up under the name Witham Public Hall Trust Limited and company incorporation costs and miscellaneous other pre-trading expenses were met by donations from Witham Amateur Operatic Society and Witham Dramatic Club. Those donations were subsequently commuted into membership fees for the first year of trading. Braintree District Council granted Witham Public Hall Trust Limited the sum of £11,500 towards utilities expenses in its first year and together with the licence fee from the Citizens Advice Bureau, which occupies several rooms in the buildings adjacent to the Main Hall, this served as working capital from Witham Public Hall Trust Limited. A further £3,000 was granted to Witham Public Hall Trust Limited towards start-up costs and this was all spent on IT equipment, website development, stationery, and marketing.

Formal trading of Witham Public Hall Trust Limited began on 16 September 2011 and Witham Public Hall Trust Limited booked all costs and revenues associated with running Witham Public Hall from that date. An employment contract was agreed with the caretaker and PAYE and National Insurance details were duly registered with HMRC. All commercial contracts for utilities and other services delivered to Witham Public Hall were transferred to Witham Public Hall Trust Limited and every user of the hall was contacted about the change of management.

Hire fees to users of the hall were all scrutinised and the large variation in hiring rates which had evolved in the past was rationalised so that they were both fair and competitive. Where the move to a new rate represented a big percentage increase for the hirer a transitional rate was usually agreed in order to make the change to the new rate easier to manage. No hirers felt the need to cancel their bookings and the overall effect of rationalising hire fees and gaining new hirers led to a 40% increase in revenues from hiring in the first year. A membership scheme was established in the first year and those regular users of the hall who pay a membership fee benefit from a more favourable rate.

In 2012/13 a sum of £8,000 was donated by Braintree District Council specifically for the creation of a new bar. Some additional investment, in excess of £1,000, was made by Witham Public Hall Trust Limited to complete the bar to a high standard, including new fridges, tills, optics and other accessories. Subsequently the Trust has received a grant from the Essex Community Initiative Fund as well as interest free loans from Witham Amateur Operatic Society to enable the Trust to replace all the seating. In 2019/2020 and 2020/2021 the Trust received grants from Essex County Council in respect of the impact of Covid on hospitality venues. These were sufficient to keep the Public Hall open for the National Blood Transfusion Service and those few events that restrictions allowed.

Recruitment and appointment of new trustees

The Charity's Trustees are appointed at a meeting of the Board of Trustees following a selection process and recommendation by an existing Trustee. The Board requires breadth and depth of experience to carry out its duties effectively. When recruiting new Trustees, the Board takes into consideration eligibility, personal competence, specialist skills of knowledge and local availability.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees maintain overall responsibility for the charity and its assets. During the year the Trustees determined the policy of the charity with regards to hiring the hall and promoting events. They assisted in the management of the charity via the operation of the Main Board as well as provided direct help to the Management Team as volunteers, mainly as Front of House and Bar Assistants during promoted events.

During the year the day-to-day management of the Hall was delegated to the Hall Manager, Nigel Northfield and the Events Manager/Front of House Manager, Graham Green - the Management Team. However, Graham Green is now stepping back and offering support to Nigel Northfield until additional help can be found.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity and its finances. The trustees believe that by monitoring cash reserves and hire bookings versus anticipated expenditure the key financial risks can be controlled. However, exposure to the CAB's ability to receive funding (CAB is a major contributor to Witham Public Hall Trust Limited revenues since it licences several rooms under Witham Public Hall Trust Limited control) is outside the trustees' control. To establish an adequate capital reserve for repairs, redecoration, and unforeseen business risks, £18,000 was allocated to reserves at the end of the first year of trading and an additional £4,000 has been added to reserves each year. Until year-end 2020 these reserves were capped at approximately £40,000 and were matched by cash at bank. As a result of Covid and the rapidity with which plans for promoted events and other income-generating activities can be cancelled the board decided in 2020/21 to add the Covid grant of £25,000 (from Braintree District Council) to reserves, taking total reserves to £75,607. However, trading almost returned to normal in 2021/22 and so £5,000 of the Covid grant was released to the income account, reducing reserves to £70,607 (with the remaining £20,000 of the Covid grant moving to the General Repairs Fund. In 2023/24 the unusual costs associated with attempts to repair the boilers, together with installation costs for an extra electrical phase needed to power the air-conditioning meant that Trustees decided to release £8,439.13 from the General Repairs Fund, rather than depress the reported surplus for a non-recurring item. This reduced the total reserves to £62,168. At the end of 2024/25 Trustees decided to transfer an additional £10,000 from net income to the General Repairs Fund in anticipation of significant redecoration costs following the replacement of boilers, pipework and radiators.

An additional risk is dependence on volunteers and staff for key tasks. The Trust had previously been lucky to find three caretakers willing to share the load and provide cover for each other during holidays and illness. Since then, two caretakers have left, another is sick, and we have relied heavily on a recent hire. We need to find additional caretakers with some urgency. The work of finding additional volunteers to spread the workload of bar and front of housework is ongoing but this remains challenging. For the avoidance of doubt, it must be stressed that the bar generates most of the financial surplus (before allocation to reserves) made by WPHT and that surplus would disappear if bar and front of house volunteers were replaced with staff paid even the minimum wage.

One more risk, apparent since the previous year end, was the dependence of the Trust on its landlord, Braintree District Council, for repairs to the fabric of the building including the gas boilers. Normal inspection and maintenance has been sufficient until now to keep the fabric of the building structurally sound. However, failure of both gas boilers during the year 23/24 and the discovery that these boilers and its key replaceable parts are no longer manufactured posed a challenge to the normal operation of the Trust during the winter months. The Trust understands that BDC has a policy of obtaining three quotes for all work undertaken by outside contractors, but this lengthy process is at odds with the Trust's need to repair things quickly if it is to maintain normal service for hirers and other paying customers. Contractors are now, post-balance sheet end, replacing the boilers, pipework and radiators throughout the whole building.

OBJECTIVES AND ACTIVITIES

Objectives and Activities

The principal objects of Witham Public Hall Trust Limited, as set out in the Constitution, are to provide and maintain the public hall for the use of the inhabitants of Witham and the surrounding area but especially for

- i. Meetings, lectures and classes with a particular preference for the performing arts, and
- ii. Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

In addition, Witham Public Hall Trust Limited had planned the promotion of several events during the year to 30 June 2025, covering a range of tastes and activities including dances, concerts, professional theatre, and comedy nights.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2025

ACHIEVEMENT AND PERFORMANCE A Review of Key Targets for 2024/25

The Trust's main business goal for 2024/25 was to persuade Braintree District Council to replace the gas boilers, a vital task if our autumn and winter season was to remain viable. At the time of writing, Braintree District Council had appointed contractors to replace the gas boilers as well as the pipework and radiators throughout the building and the work is now in progress, with a completion date towards end September.

The main sources of income for Witham Public Hall Trust Limited are usually hire fees, rental income from the Citizens Advice and the surplus from promoted events, which include bar profits. This year three of those sources of income were down (between 1% and 9%) leaving bar sales as the stand-out success, rising 11% to £66,579 v £59,691.

Hire fees at £58,550 were down 1% vs the previous year (£59,167). This is mostly explained by having three more self-promoted or box office split events versus the previous year, from which we generate no hall hire income. This would account for approx. £1,500 lower hire fees which, if added back, would have generated a 1% growth in the year. However, these three events did generate £2,000 more ticket income share (Witham Public Hall Trust Limited share of total ticket sales for these events) thus representing a net gain in income for these events. It is worth noting that the number of events overall was reduced by two versus the previous year, owing to cancellations by the promoter. Witham Public Hall Trust Limited is trending towards peak capacity in terms of the number of events it can handle in a year, in the absence if significantly more volunteers. Improved audience attendance is one of few ways in which to improve income in the absence of price rises for the bar and hall hire.

CA rental fell to £12,050 versus £13,200., reflecting the reduced floor area that the CA is now licensing from Witham Public Hall Trust Limited. The full year effect will be evident in the 2025/26 accounts.

Bar sales were £66,579 vs £59,691 an increase of 11% reflecting the success of events and their generally better attendee numbers. The Comedy Nights, which are becoming increasingly popular, are particularly good for bar sales.

Events income has drifted a little in 2024/25 vs the previous year, £31,019 vs £31,831, with the Real Ale and Gin Festival sales and net income down ca £1,500 and ca £2,500 respectively. However, this does not imply that the events themselves have been less successful than last year, since the value of revenues depends on the mix of third-party hires and self-promoted or box-office split events. The former generates ticket commissions, but the latter generate a share of ticket sales, which are clearly larger per event.

With respect to expenditure items the largest absolute change was the increase in Repairs and Renewals from £30,193 to £34,955. This was heavily impacted by the £13,000 charge in 2023/24 to keep the boilers running, reduced to just £1,500 in 2024/25. There was a myriad of small repairs in both years but with rather more in 2024/25 than the previous year.

Together with grants and donations, as well as membership fees, and interest on cash at bank, total income was £174,162 vs £169,669, a gain of 2.6%, surpassing previous years. Furthermore, a marginal increase in total expenses (from £150,268 to £160,035) reducing our reported surplus from £19,401 to £14,127.

Given the likely size of the redecoration bill in the current year it is difficult to forecast the net income for 2025/26 but a modest surplus of £5000-£10,000 should be possible.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2025

FUTURE PLANS

Key Targets for 2025/26

To a large extent 2025, from an operating perspective, will be like 2024, with third party hires driving bar sales and hall hire. This year BDC has agreed to replace the gas boilers and insisted on replacing all the radiators and pipework at the same time. Inevitably there will be some redecoration required, especially in the Citizens Advice part of the hall, in which the upstairs rooms had already been damaged by water ingress. Managing this redecoration while minimizing the impact on our ability to hire out the rooms will be an interesting logistical challenge as well as representing a significant financial undertaking. Other capital projects being explored are:

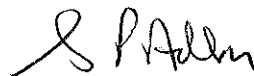
- 1 The potential to reorganise the front of house area (foyer, offices and toilets) to improve the look and functionality, possibly increasing the number of ladies toilets available.
- 2 The potential to redecorate the main hall
- 3 New sound equipment now that storage has become available after the Citizen's Advice has vacated one of its rooms.
- 4/ Upgrading the kitchen, especially the floor covering.

However, likely these projects will have to await the completion of the redecoration upstairs and the appropriate funding in place.

In terms of succession planning, we have started looking for part-time or potentially full-time staff that can manage some of the tasks currently managed by the caretakers and Hall Manager, perhaps transitioning to assume all of those tasks over time.

Capital projects aside we would anticipate a surplus of £5000- 10,000 in the year to end June 2026.

Approved by order of the board of trustees on^{24/11/25} and signed on its behalf by:



.....
S P Adkins - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WITHAM PUBLIC HALL TRUST LIMITED**

I report to the trustees on my examination of the accounts of the Company for the year ended 30 June 2025.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Steven Collins FCCA
Baverstocks
Chartered Certified Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ



Date: 24/11/2025

WITHAM PUBLIC HALL TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2025

		2025 Unrestricted fund £	2024 Total funds £
	Notes		
INCOME			
Incoming resources from generated funds			
Grants and Donations	2	1,916	1,570
Activities for generating funds	3	169,398	165,089
Investment income	4	<u>2,848</u>	<u>3,009</u>
Total incoming resources		174,162	169,669
EXPENDITURE			
Charitable activities	5	35,814	33,542
Other resources expended		<u>124,221</u>	<u>116,726</u>
Total resources expended		160,035	150,268
NET INCOME		14,127	19,401
RECONCILIATION OF FUNDS			
Total funds brought forward		108,318	88,917
TOTAL FUNDS CARRIED FORWARD		<u>122,445</u>	<u>108,318</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET
AT 30 JUNE 2025

		2025 Unrestricted fund £	2024 Total funds £
FIXED ASSETS	Notes		
Tangible assets	8	26,753	16,307
CURRENT ASSETS			
Stocks		4,585	4,270
Debtors	9	7,863	9,648
Cash at bank and in hand		<u>164,525</u>	<u>147,795</u>
		176,973	161,713
CREDITORS			
Amounts falling due within one year	10	(9,113)	(7,534)
		<u>167,860</u>	<u>154,179</u>
NET CURRENT ASSETS			
TOTAL ASSETS LESS CURRENT LIABILITIES		194,613	170,486
CREDITORS			
Amounts falling due after more than one year	11	(72,168)	(62,168)
		<u>122,445</u>	<u>108,318</u>
NET ASSETS			
FUNDS	12		
Unrestricted funds		122,445	108,318
Restricted funds		-	-
Endowment funds		<u>-</u>	<u>-</u>
TOTAL FUNDS		<u>122,445</u>	<u>108,318</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET - CONTINUED
AT 30 JUNE 2025

The charitable company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with FRS102 SORP.

The financial statements were approved by the Board of Trustees on ^{24/11/25} and were signed on its behalf by:



.....
S P Adkins -Trustee

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2025**

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Income

Recognised of incoming resources are included in the Statement of Financial Activities (SoFA) when:

- i. The charity becomes entitled to the resources
- ii. The trustees are virtually certain they will receive the resources; and
- iii. The monetary value can be measured with sufficient reliability

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Expenditure and liabilities

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capital, staff costs by the time spent and other costs by their usage. Where the charity gives a grant with conditions for its payment being a specific level of service to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service.

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and the cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is provided at an annual rate of 10-33% Straight line in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. GRANTS AND DONATIONS

	2025	2024
	£	£
Sponsorship and Donations	<u>1,916</u>	<u>1,570</u>

Grants received, included in the above, are as follows:

	2025	2024
	£	£
Essex County Council Business Adaptation Grants	<u>-</u>	<u>-</u>

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2025**

3. ACTIVITIES FOR GENERATING FUNDS

	2025	2024
	£	£
Events income	31,019	31,831
CAB Rent	12,050	13,200
Hiring income	58,550	59,167
Bar sales	66,579	59,691
Membership Fees	<u>1,200</u>	<u>1,200</u>
	<u>169,398</u>	<u>165,089</u>

4. INVESTMENT INCOME

	2025	2024
	£	£
Bank interest received	<u>2,848</u>	<u>3,009</u>

5. CHARITABLE ACTIVITIES

	2025	2024
	£	£
Opening stock	4,270	4,638
Bar costs	33,335	31,520
Promoted Events Costs	2,794	1,654
Closing stock	<u>(4,585)</u>	<u>(4,270)</u>
	<u>35,814</u>	<u>33,542</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2025	2024
	£	£
Depreciation - owned assets	<u>7,242</u>	<u>11,033</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

	2025	2024
	£	£
Trustees' remuneration	<u>-</u>	<u>-</u>

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2025 nor for the year ended 30 June 2024.

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2025**

8. TANGIBLE FIXED ASSETS		
		Fixtures and Fittings £
COST		
At 1 July 2024		90,932
Additions		17,688
Disposal		<u>-</u>
At 30 June 2025		<u>108,620</u>
DEPRECIATION		
At 1 July 2024		74,625
Charge for year		7,242
Disposal		<u>-</u>
At 30 June 2025		<u>81,867</u>
NET BOOK VALUE		
At 30 June 2025		<u>26,753</u>
At 30 June 2024		<u>16,307</u>
9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2025	2024
	£	£
Trade Debtors	4,863	6,622
Prepayments and Accrued Income	3,000	3,000
Social Security and Other Taxes	<u>-</u>	<u>26</u>
	<u>7,863</u>	<u>9,648</u>
10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2025	2024
	£	£
Trade Creditors	341	1,226
Social Security and Other Taxes	339	-
Other Creditors	<u>8,433</u>	<u>6,308</u>
	<u>9,113</u>	<u>7,534</u>
11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		
	2025	2024
	£	£
Coronavirus Grant	-	-
Sinking Fund	23,000	23,000
General Repairs Fund	<u>49,168</u>	<u>39,168</u>
	<u>72,168</u>	<u>62,168</u>

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2025**

12. MOVEMENT IN FUNDS

	At 1.7.24 £	Net movement in funds £	At 30.6.25 £
Unrestricted funds			
General fund	108,318	14,127	122,445
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>108,318</u>	<u>14,127</u>	<u>122,445</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	174,162	(160,035)	14,127
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>174,162</u>	<u>(160,035)</u>	<u>14,127</u>

13. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and therefore has no share capital. The liability of each member is restricted to a maximum of £1.

WITHAM PUBLIC HALL TRUST LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2025

	2025	2024
	£	£
INCOME		
Grants and Donations		
Sponsorship and Donations	1,916	1,570
Grants	-	-
Activities for generating funds		
Events income	31,019	31,831
CAB Rent	12,050	13,200
Hall Hiring income	58,550	59,167
Bar sales	66,579	59,691
Membership Fees	<u>1,200</u>	<u>1,200</u>
	171,314	166,659
Investment income		
Bank interest received	<u>2,848</u>	<u>3,009</u>
Total income	174,162	169,669
EXPENDITURE		
Charitable activities		
Opening stock	4,270	4,638
Bar costs	33,335	31,520
Promoted Events Costs	2,794	1,654
Closing stock	<u>(4,585)</u>	<u>(4,270)</u>
	35,814	33,542
Other resources expended		
Salaries and casual Labour	30,498	28,958
Trustees' remuneration	-	-
Selling and marketing costs	10,000	9,186
Rent, rates and insurance	8,696	8,328
Repairs and Renewals	34,955	30,193
Light and Heat	22,729	21,970
Telephone, postage & stationery	1,697	1,539
Legal and Professional fees	1,139	1,767
Cleaning	2,799	2,309
Travelling	-	-
Sundry expenses	3,622	1,511
Bank charges and interest	844	933
Bad Debt	-	-
Depn of Fixtures & Fittings	7,242	11,033
Profit/Loss on Disposal of Fixtures & Fittings	<u>-</u>	<u>-</u>
	<u>124,221</u>	<u>116,726</u>
Total resources expended	160,035	150,268
Net income	<u>14,127</u>	<u>19,401</u>

This page does not form part of the statutory financial statements

WITHAM PUBLIC HALL TRUST LIMITED

England & Wales - Charity number 1139957

Accounts

REGISTERED COMPANY NUMBER: 07452865 (England and Wales)
REGISTERED CHARITY NUMBER: 1139957

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 JUNE 2024
FOR
WITHAM PUBLIC HALL TRUST LIMITED

Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

WITHAM PUBLIC HALL TRUST LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 13

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2024. The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 in preparing the annual report and financial statements of the Charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07452865 (England and Wales)

Registered Charity number
1139957

Registered office
The Public Hall
Collingwood Road
Witham
Essex
CM8 2DY

Trustees	
S P Adkins	Director (Chairman of the Board)
T Cole	Director
B J Fleet	Director
G Green	Director
D Beardwell	Director
J Lee	Director
G Peters	Director

Independent examiner
Baverstocks
Chartered Certified Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

Bankers
Co-operative Bank

Website
www.withampublichall.co.uk

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

History and constitution

Discussions between Braintree District Council and representatives of Witham Amateur Operatic Society, Witham Operatic Workshop and Witham Dramatic Club began late 2008 when it was first mooted that, in line with the Braintree District Council long term plan, the running of Witham Public Hall and other Halls owned by Braintree District Council could be outsourced to groups of interested parties. As a result, a small group was put together representing four of the major users of the Hall under the name Witham Theatre Association. In 2010 this became Witham Public Hall Trust Limited in order to reflect a more inclusive and community-wide approach. Following a period of consultation and the assistance of Paul Conway of Conway, Fielding and Gough (accountants) and Chris Haywood of Bright and Sons (solicitors), a company limited by guarantee (Company Registration No. 7452865) was incorporated in England on 29 November 2010 to facilitate the takeover of the day-to-day management of the Hall on a not-for-profit basis. The Company was registered with the Charity Commission on 20 January 2011 (Charity Registration No. 1139957).

A Business Plan was prepared and after much discussion was submitted and approved by Braintree District Council. Since Witham Public Hall Trust Limited, under the management of Braintree District Council, had operating costs exceeding revenues by approximately £20,000 it was forecast within the Business Plan that the Trustees would need three years to turn around the losses and achieve sustainability on an operating basis. However, it was also agreed that a truly sustainable business would need to have adequate reserves for unexpected eventualities and that Witham Public Hall Trust Limited would not be in a position to set aside such reserves for many years. Discussions with Braintree District Council continued throughout 2011 until a Lease Agreement, granting Witham Public Hall Trust Ltd a 25 year lease to run Witham Public Hall, was signed on 16 September 2011.

A bank account was set up under the name Witham Public Hall Trust Limited and company incorporation costs and miscellaneous other pre-trading expenses were met by donations from Witham Amateur Operatic Society and Witham Dramatic Club. Those donations were subsequently commuted into membership fees for the first year of trading. Braintree District Council granted Witham Public Hall Trust Limited the sum of £11,500 towards utilities expenses in its first year and together with the licence fee from the Citizens Advice Bureau, which occupies several rooms in the buildings adjacent to the Main Hall, this served as working capital from Witham Public Hall Trust Limited. A further £3,000 was granted to Witham Public Hall Trust Limited towards start-up costs and this was all spent on IT equipment, website development, stationery, and marketing.

Formal trading of Witham Public Hall Trust Limited began on 16 September 2011 and Witham Public Hall Trust Limited booked all costs and revenues associated with running Witham Public Hall from that date. An employment contract was agreed with the caretaker and PAYE and National Insurance details were duly registered with HMRC. All commercial contracts for utilities and other services delivered to Witham Public Hall were transferred to Witham Public Hall Trust Limited and every user of the hall was contacted about the change of management.

Hire fees to users of the hall were all scrutinised and the large variation in hiring rates which had evolved in the past was rationalised so that they were both fair and competitive. Where the move to a new rate represented a big percentage increase for the hirer a transitional rate was usually agreed in order to make the change to the new rate easier to manage. No hirers felt the need to cancel their bookings and the overall effect of rationalising hire fees and gaining new hirers led to a 40% increase in revenues from hiring in the first year. A membership scheme was established in the first year and those regular users of the hall who pay a membership fee benefit from a more favourable rate.

In 2012/13 a sum of £8,000 was donated by Braintree District Council specifically for the creation of a new bar. Some additional investment, in excess of £1,000, was made by Witham Public Hall Trust Limited to complete the bar to a high standard, including new fridges, tills, optics and other accessories. Subsequently the Trust has received a grant from the Essex Community Initiative Fund as well as interest free loans from Witham Amateur Operatic Society to enable the Trust to replace all the seating. In the last two financial years (2019/2020 and 2020/2021), the Trust received grants from Essex County Council in respect of the impact of Covid on hospitality venues. These were sufficient to keep the Public Hall open for the National Blood Transfusion Service and those few events that restrictions allowed. Trading was judged to have gone back to normal in 2022/23.

Recruitment and appointment of new trustees

The Charity's Trustees are appointed at a meeting of the Board of Trustees following a selection process and recommendation by an existing Trustee. The Board requires breadth and depth of experience to carry out its duties effectively. When recruiting new Trustees, the Board takes into consideration eligibility, personal competence, specialist skills of knowledge and local availability.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees maintain overall responsibility for the charity and its assets. During the year the Trustees determined the policy of the charity with regards to hiring the hall and promoting events. They assisted in the management of the charity via the operation of the Main Board as well as provided direct help to the Management Team as volunteers, mainly as Front of House and Bar Assistants during promoted events.

During the year the day-to-day management of the Hall was delegated to the Hall Manager, Nigel Northfield and the Events Manager/Front of House Manager, Graham Green - the Management Team.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity and its finances. The trustees believe that by monitoring cash reserves and hire bookings versus anticipated expenditure the key financial risks can be controlled. However, exposure to the CAB's ability to receive funding (CAB is a major contributor to Witham Public Hall Trust Limited revenues since it licences several rooms under Witham Public Hall Trust Limited control) is outside the trustees' control. To establish an adequate capital reserve for repairs, redecoration, and unforeseen business risks, £18,000 was allocated to reserves at the end of the first year of trading and an additional £4,000 has been added to reserves each year. Until year-end 2020 these reserves were capped at approximately £40,000 and were matched by cash at bank. As a result of Covid and the rapidity with which plans for promoted events and other income-generating activities can be cancelled the board decided in 2020/21 to add the Covid grant of £25,000 (from BDC) to reserves, taking total reserves to £75,607. However, trading had almost gone back to normal in 2021/22 and so £5000 of the Covid grant had been released to the income account, reducing reserves to £70,607. In 2023/24 the unusual costs associated with attempts to repair the boilers, together with installation costs for an extra electrical phase needed to power the air-conditioning meant that Trustees decided to release £8439.13 from the repairs and renewals fund, rather than depress the reported surplus for a non-recurring item.

An additional risk is dependence on volunteers and staff for key tasks. The Trust has been lucky to find three caretakers who now share the load and provide cover for each other during holidays and illness. The work of finding additional volunteers to spread the workload of bar and front of housework is ongoing but this remains challenging. For the avoidance of doubt, it must be stressed that the bar generates most of the financial surplus (before allocation to reserves) made by WPHT and that surplus would disappear if bar and front of house volunteers were replaced with staff paid even the minimum wage.

One more risk has become apparent since the previous year end; the dependence of the Trust on its landlord, Braintree District Council, for repairs to the fabric of the building including the gas boilers. Normal inspection and maintenance has been sufficient until now to keep the fabric of the building structurally sound. However, failure of both gas boilers during the year and the discovery that these boilers and its key replaceable parts are no longer manufactured posed a challenge to the normal operation of the Trust during the winter months. The Trust understands that BDC has a policy of obtaining three quotes for all work undertaken by outside contractors but this lengthy process is at odds with the Trust's need to repair things quickly if it is to maintain normal service for hirers and other paying customers. This has become even more obvious following water ingress from the roof into Committee Room 1, rendering the room almost unusable for the second half of the financial year and therefore compromising the Trust's ability to offer the facilities for which hirers have already paid. WPHT is in informal talks with BDC to resolve these issues and find a more rapid response to problems for which the responsibility lies with Braintree District Council.

OBJECTIVES AND ACTIVITIES

Objectives and Activities

The principal objects of Witham Public Hall Trust Limited, as set out in the Constitution, are to provide and maintain the public hall for the use of the inhabitants of Witham and the surrounding area but especially for

- i. meetings, lectures and classes with a particular preference for the performing arts, and
- ii. other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

In addition, Witham Public Hall Trust Limited had planned the promotion of several events during the year to 30 June 2024, covering a range of tastes and activities including dances, concerts, professional theatre, and comedy nights.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2024

ACHIEVEMENT AND PERFORMANCE

A Review of Key Targets for 2023/24

The Trust's main business goals for 2023/24 were to exhort BDC to repair the leaking roof and replace the gas boilers. We managed to achieve one of those things (the roof) although the internal damage to ceiling, walls and floor tiles is probably something that WPHT will deal with itself. The structural integrity of the building and the functioning of its heating system is core to the continued success of the Trust. Without these things our business is compromised. At the time of writing the gas boiler issue has rolled over to 2024/25 and is still not resolved.

The main sources of income for WPHT are usually hire fees, rental income from the Citizens Advice and the surplus from promoted events, which include bar profits. This year they were:

* Hire fees at £59,167 have grown 11% vs the previous year (£53,195) reflecting a combination of price increases and a change in the mix of the Events business model, away from our own promoted events, from which we receive no hall hire fee, to more external promoters who pay a hall hire fee. So far this is working well, with good attendance driving bar sales which are becoming more important to our financial success. It is also a lower risk strategy since we have no potential for losses. However, it does restrict our upside.

* CA rental rose to £13,200 after many years of £12,000. However, this amount will be short-lived since the CA is vacating a room in order to save costs. The negotiated license fee for the next full year will be £12,000 again.

* Bar sales were £59,691 vs £45,729 an increase of 30% reflecting the success of events and their generally better attendee numbers.

* Events income has apparently changed little in 2023/24 vs the previous year, £31,831 vs £31,582. However, the accounting for events is a little misleading since it does not include profits from the bar or hall hire fees to external promoters. Furthermore, we no longer account for ticket sales to third parties (external promoters) and so the mix of declared revenues under the heading of Events Income has changed. 2024/25 income will be a better guide to the new normal revenues from Events Income since it will include a full year of the new business model which is mostly using third party promoters.

Together with grants and donations, as well as membership fees, and interest on cash at bank total income was £169,669 vs £146,964, a gain of 15%, surpassing previous years. However, an increase in total expenses by 21% (from £123,603 to £150,268) cut our reported surplus from £23,361 to £19,401. Some of the higher expenses came from higher bar purchases and increased inventory but the majority was accounted for by an approx. £18,500 increase in repairs and renewals, most of which represented the installation costs and related materials for the air-conditioning ducts in the loft. The capital cost of the air-conditioning units themselves is responsible for the increase in fixed asset values at the end of the year.

WITHAM PUBLIC HALL TRUST LIMITED

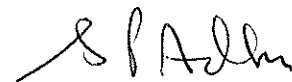
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2024

FUTURE PLANS

Key Targets for 2024/25

To a large extent 2025, from an operating perspective will be like 2024, with third party hires driving bar sales and hall hire. More challenging will be the management of capital projects including the redecoration of the upstairs committee rooms and the hall stairs and landing. Getting BDC to replace the boilers is work in progress but so far one old boiler is still able to function and generate heat. A stage rigging inspection may bring about needed changes above the stage while a recent failure of our lighting desk has required its replacement at a cost of more than £15,000 expense. Upgrading of some of our sound equipment is also on the cards but Trustees have concluded that making our technical offering attractive for the 50 or so bands that come to WPH each year is essential given the potential competition from other venues in a 10-15 mile radius.

Approved by order of the board of trustees on 16/12/24 and signed on its behalf by:



.....
S P Adkins - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WITHAM PUBLIC HALL TRUST LIMITED**

I report to the trustees on my examination of the accounts of the Company for the year ended 30 June 2024.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Steven Collins FCCA
Baverstocks
Chartered Certified Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ



Date: 16/12/2024

WITHAM PUBLIC HALL TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2024

	Notes	2024 Unrestricted fund £	2023 Total funds £
INCOME			
Incoming resources from generated funds			
Grants and Donations	2	1,570	1,416
Activities for generating funds	3	165,089	144,006
Investment income	4	<u>3,009</u>	<u>1,542</u>
Total incoming resources		169,669	146,964
EXPENDITURE			
Charitable activities	5	33,542	27,004
Other resources expended		<u>116,726</u>	<u>96,599</u>
Total resources expended		150,268	123,603
NET INCOME		19,401	23,361
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>89,917</u>	<u>66,556</u>
TOTAL FUNDS CARRIED FORWARD		<u>109,318</u>	<u>89,917</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET
AT 30 JUNE 2024

		2024 Unrestricted fund £	2023 Total funds £
FIXED ASSETS	Notes		
Tangible assets	8	16,307	16,620
CURRENT ASSETS			
Stocks		4,270	4,638
Debtors	9	9,648	6,738
Cash at bank and in hand		<u>147,795</u>	<u>139,400</u>
		161,713	150,776
CREDITORS			
Amounts falling due within one year	10	(7,534)	(6,872)
NET CURRENT ASSETS		<u>154,179</u>	<u>143,904</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		170,486	160,524
CREDITORS			
Amounts falling due after more than one year	11	(62,168)	(70,607)
NET ASSETS		<u>108,318</u>	<u>89,917</u>
FUNDS	12		
Unrestricted funds		109,318	89,917
Restricted funds		-	-
Endowment funds		-	-
TOTAL FUNDS		<u>108,318</u>	<u>89,917</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET - CONTINUED
AT 30 JUNE 2024

The charitable company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 16/11/24 and were signed on its behalf by:



.....
S P Adkins -Trustee

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Income

Recognised of incoming resources are included in the Statement of Financial Activities (SoFA) when:

- i. The charity becomes entitled to the resources
- ii. The trustees are virtually certain they will receive the resources; and
- iii. The monetary value can be measured with sufficient reliability

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Expenditure and liabilities

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capital, staff costs by the time spent and other costs by their usage. Where the charity gives a grant with conditions for its payment being a specific level of service to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service.

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and the cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is provided at an annual rate of 10-33% Straight line in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. GRANTS AND DONATIONS

	2024	2023
	£	£
Sponsorship and Donations	<u>1,570</u>	<u>1,416</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
Essex County Council Business Adaptation Grants	<u>-</u>	<u>-</u>

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2024**

3. ACTIVITIES FOR GENERATING FUNDS

	2024	2023
	£	£
Events income	31,831	31,582
CAB Rent	13,200	12,300
Hiring income	59,167	53,195
Bar sales	59,691	45,729
Membership Fees	<u>1,200</u>	<u>1,200</u>
	<u>165,089</u>	<u>144,006</u>

4. INVESTMENT INCOME

	2024	2023
	£	£
Bank interest received	<u>3,009</u>	<u>1,542</u>

5. CHARITABLE ACTIVITIES

	2024	2023
	£	£
Opening stock	4,638	3,993
Bar costs	31,520	25,587
Promoted Events Costs	1,654	2,062
Closing stock	<u>(4,270)</u>	<u>(4,638)</u>
	<u>33,542</u>	<u>27,004</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2024	2023
	£	£
Depreciation - owned assets	<u>11,033</u>	<u>9,613</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

	2024	2023
	£	£
Trustees' remuneration	<u>-</u>	<u>2,400</u>

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2024 nor for the year ended 30 June 2023.

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2024

8. TANGIBLE FIXED ASSETS

	Fixtures and Fittings £
COST	
At 1 July 2023	80,212
Additions	10,720
Disposal	-
	<u>-</u>
At 30 June 2024	<u>90,932</u>
DEPRECIATION	
At 1 July 2023	63,592
Charge for year	11,033
Disposal	-
	<u>-</u>
At 30 June 2023	<u>74,625</u>
NET BOOK VALUE	
At 30 June 2024	<u>16,307</u>
At 30 June 2023	<u>16,620</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade Debtors	6,622	3,738
Prepayments and Accrued Income	3,000	3,000
Social Security and Other Taxes	26	-
	<u>9,648</u>	<u>6,738</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade Creditors	1,226	1,240
Social Security and Other Taxes	-	142
Other Creditors	6,308	5,490
	<u>7,534</u>	<u>6,872</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2024 £	2023 £
Coronavirus Grant	-	-
Sinking Fund	23,000	23,000
General Repairs Fund	39,168	47,607
	<u>62,168</u>	<u>70,607</u>

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2024

12. MOVEMENT IN FUNDS

	At 1.7.23 £	Net movement in funds £	At 30.6.24 £
Unrestricted funds			
General fund	89,917	19,401	109,318
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>89,917</u>	<u>19,401</u>	<u>109,318</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	169,669	(150,268)	19,401
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>169,669</u>	<u>(150,268)</u>	<u>19,401</u>

13. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and therefore has no share capital. The liability of each member is restricted to a maximum of £1.

WITHAM PUBLIC HALL TRUST LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2024**

	2024 £	2023 £
INCOME		
Grants and Donations		
Sponsorship and Donations	1,570	1,416
Grants	-	-
Activities for generating funds		
Events income	31,831	31,582
CAB Rent	13,200	12,300
Hall Hiring income	59,167	53,195
Bar sales	59,691	45,729
Membership Fees	<u>1,200</u>	<u>1,200</u>
	166,659	145,422
Investment income		
Bank interest received	<u>3,009</u>	<u>1,542</u>
Total income	169,669	146,964
EXPENDITURE		
Charitable activities		
Opening stock	4,638	3,993
Bar costs	31,520	25,587
Promoted Events Costs	1,654	2,062
Closing stock	<u>(4,270)</u>	<u>(4,638)</u>
	33,542	27,004
Other resources expended		
Salaries and casual Labour	28,958	25,950
Trustees' remuneration	-	700
Selling and marketing costs	9,186	16,110
Rent, rates and insurance	8,328	6,536
Repairs and Renewals	30,193	11,613
Light and Heat	21,970	20,422
Telephone, postage & stationery	1,539	1,808
Legal and Professional fees	1,767	521
Cleaning	2,309	2,571
Travelling	-	-
Sundry expenses	1,511	103
Bank charges and interest	933	577
Bad Debt	-	75
Depn of Fixtures & Fittings	11,033	9,613
Profit/Loss on Disposal of Fixtures & Fittings	<u>-</u>	<u>-</u>
	116,726	96,599
Total resources expended	150,268	123,603
Net income	<u>19,401</u>	<u>23,361</u>

This page does not form part of the statutory financial statements

WITHAM PUBLIC HALL TRUST LIMITED

England & Wales - Charity number 1139957

Accounts

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 JUNE 2023
FOR
WITHAM PUBLIC HALL TRUST LIMITED

Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

WITHAM PUBLIC HALL TRUST LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 13

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2022. The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 in preparing the annual report and financial statements of the Charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07452865 (England and Wales)

Registered Charity number
1139957

Registered office
The Public Hall
Collingwood Road
Witham
Essex
CM8 2DY

Trustees

S P Adkins	Director (Chairman of the Board)
T Cole	Director
B J Fleet	Director
G Green	Director
T Drury	Director
J Lee	Director
D Beardwell	Director

Independent examiner

Baverstocks
Chartered Certified Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

Bankers

Co-operative Bank

Website

www.withampublichall.co.uk

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 JUNE 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

History and constitution

Discussions between Braintree District Council and representatives of Witham Amateur Operatic Society, Witham Operatic Workshop and Witham Dramatic Club began late 2008 when it was first mooted that, in line with the Braintree District Council long term plan, the running of Witham Public Hall and other Halls owned by Braintree District Council could be outsourced to groups of interested parties. As a result, a small group was put together representing four of the major users of the Hall under the name Witham Theatre Association. In 2010 this became Witham Public Hall Trust Limited in order to reflect a more inclusive and community-wide approach. Following a period of consultation and the assistance of Paul Conway of Conway, Fielding and Gough (accountants) and Chris Haywood of Bright and Sons (solicitors), a company limited by guarantee (Company Registration No. 7452865) was incorporated in England on 29 November 2010 to facilitate the takeover of the day-to-day management of the Hall on a not-for-profit basis. The Company was registered with the Charity Commission on 20 January 2011 (Charity Registration No. 1139957).

A Business Plan was prepared and after much discussion was submitted and approved by Braintree District Council. Since Witham Public Hall Trust Limited, under the management of Braintree District Council, had operating costs exceeding revenues by approximately £20,000 it was forecast within the Business Plan that the Trustees would need three years to turn around the losses and achieve sustainability on an operating basis. However, it was also agreed that a truly sustainable business would need to have adequate reserves for unexpected eventualities and that Witham Public Hall Trust Limited would not be in a position to set aside such reserves for many years. Discussions with Braintree District Council continued throughout 2011 until a Lease Agreement, granting Witham Public Hall Trust Ltd a 25 year lease to run Witham Public Hall, was signed on 16 September 2011.

A bank account was set up under the name Witham Public Hall Trust Limited and company incorporation costs and miscellaneous other pre-trading expenses were met by donations from Witham Amateur Operatic Society and Witham Dramatic Club. Those donations were subsequently commuted into membership fees for the first year of trading. Braintree District Council granted Witham Public Hall Trust Limited the sum of £11,500 towards utilities expenses in its first year and together with the licence fee from the Citizens Advice Bureau, which occupies several rooms in the buildings adjacent to the Main Hall, this served as working capital from Witham Public Hall Trust Limited. A further £3,000 was granted to Witham Public Hall Trust Limited towards start-up costs and this was all spent on IT equipment, website development, stationery, and marketing.

Formal trading of Witham Public Hall Trust Limited began on 16 September 2011 and Witham Public Hall Trust Limited booked all costs and revenues associated with running Witham Public Hall from that date. An employment contract was agreed with the caretaker and PAYE and National Insurance details were duly registered with HMRC. All commercial contracts for utilities and other services delivered to Witham Public Hall were transferred to Witham Public Hall Trust Limited and every user of the hall was contacted about the change of management.

Hire fees to users of the hall were all scrutinised and the large variation in hiring rates which had evolved in the past was rationalised so that they were both fair and competitive. Where the move to a new rate represented a big percentage increase for the hirer a transitional rate was usually agreed in order to make the change to the new rate easier to manage. No hirers felt the need to cancel their bookings and the overall effect of rationalising hire fees and gaining new hirers led to a 40% increase in revenues from hiring in the first year. A membership scheme was established in the first year and those regular users of the hall who pay a membership fee benefit from a more favourable rate.

In 2012/13 a sum of £8,000 was donated by Braintree District Council specifically for the creation of a new bar. Some additional investment, in excess of £1,000, was made by Witham Public Hall Trust Limited to complete the bar to a high standard, including new fridges, tills, optics and other accessories. Subsequently the Trust has received a grant from the Essex Community Initiative Fund as well as interest free loans from Witham Amateur Operatic Society to enable the Trust to replace all the seating. In the last two financial years (2019/2020 and 2020/2021), the Trust received grants from Essex County Council in respect of the impact of Covid on hospitality venues. These were sufficient to keep the Public Hall open for the National Blood Transfusion Service and those few events that restrictions allowed. Trading is judged to have gone back to normal in 2022/23.

Recruitment and appointment of new trustees

The Charity's Trustees are appointed at a meeting of the Board of Trustees following a selection process and recommendation by an existing Trustee. The Board requires breadth and depth of experience to carry out its duties effectively. When recruiting new Trustees, the Board takes into consideration eligibility, personal competence, specialist skills of knowledge and local availability.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees maintain overall responsibility for the charity and its assets. During the year the Trustees determined the policy of the charity with regards to hiring the hall and promoting events. They assisted in the management of the charity via the operation of the Main Board as well as provided direct help to the Management Team as volunteers, mainly as Front of House and Bar Assistants during promoted events.

During the year the day-to-day management of the Hall was delegated to the Hall Manager, Nigel Northfield. Events are managed by a sub-committee headed by Trevor Drury.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity and its finances. The trustees believe that by monitoring cash reserves and hire bookings versus anticipated expenditure the key financial risks can be controlled. However, exposure to the Citizens' Advice's ability to receive funding (Citizens' Advice is a major contributor to Witham Public Hall Trust Limited revenues since it licences several rooms under Witham Public Hall Trust Limited control) is outside the trustees' control. To establish an adequate capital reserve for repairs, redecoration, and unforeseen business risks, £18,000 was allocated to reserves at the end of the first year of trading and an additional £4,000 has been added to reserves each year. Until year-end 2020 these reserves were capped at approximately £40,000 and were matched by cash at bank. As a result of Covid and the rapidity with which plans for promoted events and other income-generating activities can be cancelled the board decided in 2020/21 to add the Covid grant of £25,000 (from BDC) to reserves, taking total reserves to £75,607. However, trading had almost gone back to normal in 2021/22 and very much so in 2022/23, so £5000 of the Covid grant had been released in 2021/22 to the income account, reducing reserves to £70,607, as they remain in 2022/23.

An additional risk is dependence on volunteers and staff for key tasks. The Trust has been lucky to find two caretakers who now share the load and provide cover for each other during holidays and illness, although we continue to look for an additional caretaker as the demand for the WPH increases. The work of finding additional volunteers to spread the workload of bar and front of housework is ongoing but this remains challenging. For the avoidance of doubt, it must be stressed that the bar generates most of the financial surplus (before allocation to reserves) made by WPHT and that surplus would disappear if bar and front of house volunteers were replaced with staff paid even the minimum wage.

One more risk has become apparent since the latest year end; the dependence of the Trust on its landlord, Braintree District Council, for repairs to the fabric of the building including the gas boilers. Normal inspection and maintenance has been sufficient until now to keep the fabric of the building structurally sound. However, failure of both gas boilers during the year and the discovery that these boilers and its key replaceable parts are no longer manufactured posed a challenge to the normal operation of the Trust during the winter months. The Trust understands that BDC has a policy of obtaining three quotes for all work undertaken by outside contractors but this lengthy process is at odds with the Trust's need to repair things quickly if it is to maintain normal service for hirers and other paying customers. This has become even more obvious following water ingress from the roof into Committee Room 1, rendering the room almost unusable and therefore compromising the Trust's ability to offer the facilities for which hirers have already paid. WPHT is in informal talks with BDC to resolve these issues and find a more rapid response to problems for which the responsibility lies with Braintree District Council.

OBJECTIVES AND ACTIVITIES

Objectives and Activities

The principal objects of Witham Public Hall Trust Limited, as set out in the Constitution, are to provide and maintain the public hall for the use of the inhabitants of Witham and the surrounding area but especially for

- i. meetings, lectures and classes with a particular preference for the performing arts, and
- ii. other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

In addition, Witham Public Hall Trust Limited had planned the promotion of several events during the year to 30 June 2023, covering a range of tastes and activities including dances, concerts, professional theatre, and celebrity appearances. year.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2023

ACHIEVEMENT AND PERFORMANCE

A Review of Key Targets for 2022/23

The Trust's main business goals for 2022/23 were to find the best balance between risk and return on its many Events while continuing to offer a successful performance venue for the many performing arts groups that use the hall each year.

The main sources of income for WPHT are usually hire fees, rental income from CAB and the surplus from promoted events, which include bar profits. This year they were:

* Hire fees at £53,195 (£33,947), a record year which did include significant hire fees from promoters hiring the hall for their own bands and comedy acts.

* Citizens' Advice rental at £12,300, reflecting the inclusion on one quarter's additional fee from a renegotiated license that is now worth £13,200 pa.

* Event revenues at £31,682 down from £42,918 last year but reflecting a deliberate shift in the mix of events away from self-promoted events, for which WPHT took full financial risk (ie, if ticket sales were poor we still had the artist fees to pay) to mostly no-risk hires. This shift has meant that hall hire fees have gone up but ticket sales that WPHT books as revenue have gone down. The net effect has been positive for WPHT's surplus.

* Bar sales were £ 45,729 (£26,583) at record levels mostly reflecting the success of the many events at the hall but also, to some extent, the success of the Real Ale and Gin Festival.

Together with membership fees and interest received, total income was £146,964 (£122,593), surpassing previous years, thus allowing for a surplus of £23,361 (£14,900). Trustees decided that no additional provision for reserves was needed given the strong balance sheet backed up by cash of £139,400.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2023

FUTURE PLANS

Key Targets for 2023/24

The current year has already confronted Trustees with some new challenges. The gas boiler problems and the leaking roof (see Risk Management, last paragraph) has meant Trustees need to find a way of working with its landlord, Braintree District Council, that makes response times for fixing things, for which BDC has sole responsibility, competitive with private business. Having said that Trustees are committed to improving the facilities over which they have control and have planning permission to provide air conditioning in the Main Hall. This facility will also have heating functionality that may provide a short-term solution in the event of a boiler failure. However, the main function of the air conditioning system will be to maintain comfortable temperatures for our customers in the summertime when full houses and oppressive heat outside has made conditions in the Main Hall distinctly unpleasant. Trustees are convinced that this will encourage more customers to enjoy the programme of events we offer and to improve customer loyalty throughout the year.

The other main challenge in 2023/24 is to work through a sustainability plan that devolves more responsibility for key administrative activities (financial, bookings, event management, technical, facilities management etc) to small teams, thus reducing dependence on the Hall Manager and individual volunteers.

2023/24 should also see a major stage rigging inspection that includes structural engineering, thus making sure that the stage remains fit for purpose for the foreseeable future.

Trading for the first half of the year has developed well so far with the Real Ale and Gin Festival in September 2023 achieving a record surplus of over £6000. Events have also been generally well attended and well received and for the most part contributing surpluses. In the absence of unforeseen circumstances the Trust anticipates an operating surplus for the year similar to that of 2022/23.

Approved by order of the board of trustees on 12/4/24 and signed on its behalf by:



.....
SP Adkins - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WITHAM PUBLIC HALL TRUST LIMITED**

I report to the trustees on my examination of the accounts of the Company for the year ended 30 June 2023.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Steven Collins FCCA
Baverstocks
Chartered Certified Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ



Date: 12/2/2024

WITHAM PUBLIC HALL TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2023

		2023 Unrestricted fund £	2022 Total funds £
INCOME	Notes		
Incoming resources from generated funds			
Grants and Donations	2	53,460	6,091
Activities for generating funds	3	91,962	115,998
Investment income	4	<u>1,542</u>	<u>504</u>
Total incoming resources		146,964	122,593
EXPENDITURE			
Charitable activities	5	27,004	36,000
Other resources expended		<u>96,599</u>	<u>71,693</u>
Total resources expended		123,603	107,693
NET INCOME		23,361	14,900
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>66,556</u>	<u>51,656</u>
TOTAL FUNDS CARRIED FORWARD		<u>89,917</u>	<u>66,556</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET
AT 30 JUNE 2023

		2023 Unrestricted fund £	2022 Total funds £
FIXED ASSETS	Notes		
Tangible assets	8	16,620	24,133
CURRENT ASSETS			
Stocks		4,638	3,993
Debtors	9	6,738	6,384
Cash at bank and in hand		<u>139,400</u>	<u>107,381</u>
		150,776	117,758
CREDITORS			
Amounts falling due within one year	10	(6,872)	(4,728)
NET CURRENT ASSETS		<u>143,904</u>	<u>113,030</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		160,524	137,163
CREDITORS			
Amounts falling due after more than one year	11	(70,607)	(70,607)
NET ASSETS		<u>89,917</u>	<u>66,556</u>
FUNDS	12		
Unrestricted funds		89,917	66,556
Restricted funds		-	-
Endowment funds		-	-
TOTAL FUNDS		<u>89,917</u>	<u>66,556</u>

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET - CONTINUED
AT 30 JUNE 2023

The charitable company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 14/7/24 and were signed on its behalf by:


.....
SP Adkins -Trustee

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Income

Recognised of incoming resources are included in the Statement of Financial Activities (SoFA) when:

- i. The charity becomes entitled to the resources
- ii. The trustees are virtually certain they will receive the resources; and
- iii. The monetary value can be measured with sufficient reliability

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Expenditure and liabilities

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capital, staff costs by the time spent and other costs by their usage. Where the charity gives a grant with conditions for its payment being a specific level of service to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service.

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and the cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is provided at an annual rate of 10-33% Straight line in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. GRANTS AND DONATIONS

	2023	2022
Sponsorship and Donations	£ <u>1,416</u>	£ <u>1,091</u>

Grants received, included in the above, are as follows:

	2023	2022
Essex County Council Business Adaptation Grants	£ <u>-</u>	£ <u>5,000</u>

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30JUNE2023**

3. ACTIVITIES FOR GENERATING FUNDS

	2023	2022
	£	£
Events income	31,582	42,918
CAB Rent	12,300	12,000
Hiring income	53,195	33,947
Bar sales	45,729	26,583
Membership Fees	<u>1,200</u>	<u>550</u>
	<u>144,006</u>	<u>115,998</u>

4. INVESTMENT INCOME

	2023	2022
	£	£
Bank interest received	<u>1,542</u>	<u>504</u>

5. CHARITABLE ACTIVITIES

	2023	2022
	£	£
Opening stock	3,993	2,918
Bar costs	25,587	19,234
Promoted Events Costs	2,062	17,841
Closing stock	<u>(4,638)</u>	<u>(3,993)</u>
	<u>27,004</u>	<u>36,000</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	<u>9,613</u>	<u>9,056</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

	2023	2022
	£	£
Trustees' remuneration	<u>2,400</u>	<u>2,400</u>

Trustees' expenses

There were no trustees' expenses paid for the year ended 30June2023 nor for the year ended 30June2022.

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2023**

8. TANGIBLE FIXED ASSETS

	Fixtures and Fittings £
COST	
At 1 July 2022	78,112
Additions	2,100
Disposal	-
	<u> </u>
At 30 June 2023	<u>80,212</u>
DEPRECIATION	
At 1 July 2022	53,979
Charge for year	9,613
Disposal	-
	<u> </u>
At 30 June 2023	<u>63,592</u>
NET BOOK VALUE	
At 30 June 2023	<u>16,620</u>
At 30 June 2022	<u>24,133</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade Debtors	3,738	3,384
Prepayments and Accrued Income	<u>3,000</u>	<u>3,000</u>
	<u>6,738</u>	<u>6,384</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade Creditors	1,240	708
Social Security and Other Taxes	142	-
Other Creditors	<u>5,490</u>	<u>4,020</u>
	<u>6,872</u>	<u>4,728</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2023 £	2022 £
Coronavirus Grant	-	-
Sinking Fund	23,000	23,000
General Repairs Fund	<u>47,607</u>	<u>47,607</u>
	<u>70,607</u>	<u>70,607</u>

WITHAM PUBLIC HALL TRUST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2023**

12. MOVEMENT IN FUNDS

	At 1.7.22 £	Net movement in funds £	At 30.6.23 £
Unrestricted funds			
General fund	66,556	23,361	89,917
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>66,556</u>	<u>23,361</u>	<u>89,917</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	145,422	(123,603)	23,361
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>145,422</u>	<u>(123,603)</u>	<u>23,361</u>

13. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and therefore has no share capital. The liability of each member is restricted to a maximum of £1.

WITHAM PUBLIC HALL TRUST LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 30 JUNE 2023

	2023 £	2022 £
INCOME		
Grants and Donations		
Sponsorship and Donations	1,416	1,091
Grants	-	5,000
Activities for generating funds		
Events income	31,582	42,918
CAB Rent	12,300	12,000
Hall Hiring income	53,195	33,947
Bar sales	45,729	26,583
Membership Fees	<u>1,200</u>	<u>550</u>
	145,422	122,089
Investment income		
Bank interest received	<u>1,542</u>	<u>504</u>
Total income	146,964	122,593
EXPENDITURE		
Charitable activities		
Opening stock	3,993	2,918
Bar costs	25,587	19,234
Promoted Events Costs	2,062	17,841
Closing stock	<u>(4,638)</u>	<u>(3,993)</u>
	27,004	36,000
Other resources expended		
Salaries and casual Labour	25,950	22,214
Trustees' remuneration	700	2,400
Selling and marketing costs	16,110	10,728
Rent, rates and insurance	6,536	4,446
Repairs and Renewals	11,613	9,476
Light and Heat	20,422	7,957
Telephone, postage & stationery	1,808	2,147
Legal and Professional fees	521	801
Cleaning	2,571	1,809
Travelling	-	-
Sundry expenses	103	91
Bank charges and interest	577	488
Bad Debt	75	80
Depn of Fixtures & Fittings	9,613	9,056
Profit/Loss on Disposal of Fixtures & Fittings	<u>-</u>	<u>-</u>
	<u>96,599</u>	<u>71,693</u>
Total resources expended	123,603	107,693
Net income	<u><u>23,361</u></u>	<u><u>14,900</u></u>

This page does not form part of the statutory financial statements

WITHAM PUBLIC HALL TRUST LIMITED

England & Wales - Charity number 1139957

Accounts

REGISTERED COMPANY NUMBER: 07452865 (England and Wales)
REGISTERED CHARITY NUMBER: 113995

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 JUNE 2022
FOR
WITHAM PUBLIC HALL TRUST LIMITED

Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

WITHAM PUBLIC HALL TRUST LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 13

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2022. The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 in preparing the annual report and financial statements of the Charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07452865 (England and Wales)

Registered Charity number

1139957

Registered office

The Public Hall
Collingwood Road
Witham
Essex
CM8 2DY

Trustees

S P Adkins	Director (Chairman of the Board)
T Cole	Director
B J Fleet	Director
G Green	Director
D Beardwell	Director

Independent examiner

Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

Bankers

Co-operative Bank

Website

www.withampublichall.co.uk

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 JUNE 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

History and constitution

Discussions between Braintree District Council and representatives of Witham Amateur Operatic Society, Witham Operatic Workshop and Witham Dramatic Club began late 2008 when it was first mooted that, in line with the Braintree District Council long term plan, the running of Witham Public Hall and other Halls owned by Braintree District Council could be outsourced to groups of interested parties. As a result, a small group was put together representing four of the major users of the Hall under the name Witham Theatre Association. In 2010 this became Witham Public Hall Trust Limited in order to reflect a more inclusive and community-wide approach. Following a period of consultation and the assistance of Paul Conway of Conway, Fielding and Gough (accountants) and Chris Haywood of Bright and Sons (solicitors), a company limited by guarantee (Company Registration No. 7452865) was incorporated in England on 29 November 2010 to facilitate the takeover of the day-to-day management of the Hall on a not-for-profit basis. The Company was registered with the Charity Commission on 20 January 2011 (Charity Registration No. 1139957).

A Business Plan was prepared and after much discussion was submitted and approved by Braintree District Council. Since Witham Public Hall Trust Limited, under the management of Braintree District Council, had operating costs exceeding revenues by approximately £20,000 it was forecast within the Business Plan that the Trustees would need three years to turn around the losses and achieve sustainability on an operating basis. However, it was also agreed that a truly sustainable business would need to have adequate reserves for unexpected eventualities and that Witham Public Hall Trust Limited would not be in a position to set aside such reserves for many years. Discussions with Braintree District Council continued throughout 2011 until a Lease Agreement, granting Witham Public Hall Trust Ltd a 25 year lease to run Witham Public Hall, was signed on 16 September 2011.

A bank account was set up under the name Witham Public Hall Trust Limited and company incorporation costs and miscellaneous other pre-trading expenses were met by donations from Witham Amateur Operatic Society and Witham Dramatic Club. Those donations were subsequently commuted into membership fees for the first year of trading. Braintree District Council granted Witham Public Hall Trust Limited the sum of £11,500 towards utilities expenses in its first year and together with the licence fee from the Citizens Advice Bureau, which occupies several rooms in the buildings adjacent to the Main Hall, this served as working capital from Witham Public Hall Trust Limited. A further £3,000 was granted to Witham Public Hall Trust Limited towards start-up costs and this was all spent on IT equipment, website development, stationery, and marketing.

Formal trading of Witham Public Hall Trust Limited began on 16 September 2011 and Witham Public Hall Trust Limited booked all costs and revenues associated with running Witham Public Hall from that date. An employment contract was agreed with the caretaker and PAYE and National Insurance details were duly registered with HMRC. All commercial contracts for utilities and other services delivered to Witham Public Hall were transferred to Witham Public Hall Trust Limited and every user of the hall was contacted about the change of management.

Hire fees to users of the hall were all scrutinised and the large variation in hiring rates which had evolved in the past was rationalised so that they were both fair and competitive. Where the move to a new rate represented a big percentage increase for the hirer a transitional rate was usually agreed in order to make the change to the new rate easier to manage. No hirers felt the need to cancel their bookings and the overall effect of rationalising hire fees and gaining new hirers led to a 40% increase in revenues from hiring in the first year. A membership scheme was established in the first year and those regular users of the hall who pay a membership fee benefit from a more favourable rate.

In 2012/13 a sum of £8,000 was donated by Braintree District Council specifically for the creation of a new bar. Some additional investment, in excess of £1,000, was made by Witham Public Hall Trust Limited to complete the bar to a high standard, including new fridges, tills, optics and other accessories. Subsequently the Trust has received a grant from the Essex Community Initiative Fund as well as interest free loans from Witham Amateur Operatic Society to enable the Trust to replace all the seating. In the last two financial years (2019/2020 and 2020/2021), the Trust received grants from Essex County Council in respect of the impact of Covid on hospitality venues. These were sufficient to keep the Public Hall open for the National Blood Transfusion Service and those few events that restrictions allowed.

Recruitment and appointment of new trustees

The Charity's Trustees are appointed at a meeting of the Board of Trustees following a selection process and recommendation by an existing Trustee. The Board requires breadth and depth of experience to carry out its duties effectively. When recruiting new Trustees, the Board takes into consideration eligibility, personal competence, specialist skills of knowledge and local availability.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 JUNE 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees maintain overall responsibility for the charity and its assets. During the year the Trustees determined the policy of the charity with regards to hiring the hall and promoting events. They assisted in the management of the charity via the operation of the Main Board as well as provided direct help to the Management Team as volunteers, mainly as Front of House and Bar Assistants during promoted events.

During the year the day-to-day management of the Hall was delegated to the Hall Manager, Nigel Northfield and the Events Manager/Front of House Manager, Graham Green - the Management Team. However, Graham Green is in the process of stepping back from his role as Events Manager and handing over this role to Trevor Drury.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity and its finances. The trustees believe that by monitoring cash reserves and hire bookings versus anticipated expenditure the key financial risks can be controlled. However, exposure to the CAB's ability to receive funding (CAB is a major contributor to Witham Public Hall Trust Limited revenues since it licences several rooms under Witham Public Hall Trust Limited control) is outside the trustees' control. To establish an adequate capital reserve for repairs, redecoration, and unforeseen business risks, £18,000 was allocated to reserves at the end of the first year of trading and an additional £4,000 has been added to reserves each year. Until year-end 2020 these reserves were capped at approximately £40,000 and were matched by cash at bank. As a result of Covid and the rapidity with which plans for promoted events and other income-generating activities can be cancelled the board decided in 2020/21 to add the Covid grant of £25,000 (from BDC) to reserves, taking total reserves to £75,607. However, trading has almost gone back to normal in 2021/22 and so £5000 of the Covid grant has been released to the income account, reducing reserves to £70,607.

An additional risk is dependence on volunteers and staff for key tasks. The Trust has been lucky to find three caretakers who now share the load and provide cover for each other during holidays and illness. The work of finding additional volunteers to spread the workload of bar and front of housework is ongoing but this remains challenging. For the avoidance of doubt, it must be stressed that the bar generates most of the financial surplus (before allocation to reserves) made by WPHT and that surplus would disappear if bar and front of house volunteers were replaced with staff paid even the minimum wage.

OBJECTIVES AND ACTIVITIES

Objectives and Activities

The principal objects of Witham Public Hall Trust Limited, as set out in the Constitution, are to provide and maintain the public hall for the use of the inhabitants of Witham and the surrounding area but especially for

- i. meetings, lectures and classes with a particular preference for the performing arts, and
- ii. other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

In addition, Witham Public Hall Trust Limited had planned the promotion of several events during the year to 30 June 2022, covering a range of tastes and activities including dances, concerts, professional theatre, and celebrity appearances. The impact of Covid on these events, although not zero, has not precluded Witham Public Hall Trust from having a successful year.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2022

ACHIEVEMENT AND PERFORMANCE

A Review of Key Targets for 2021/22

The Trust's main business goals for 2021/22 were simply to get back on track after the huge number of cancellations that Covid forced upon us the previous year. Many of the cancelled events were rebooked and successfully concluded.

The main sources of income for WPHT are usually hire fees, rental income from CAB and the surplus from promoted events, which include bar profits. This year they were:

- * Hire fees at £33,947 rebounded strongly from the previous year (£14,500) that was so badly affected by Covid but have not reached the pre-Covid levels of 2018/19, when hiring income was £42,118.
- * CAB rental remained at £12,000
- * Event revenues at £42,918 jumped to levels not previously seen in WPHT's 11 year history. The levels of attendance and the mix of events have both contributed to this success.
- * Bar sales were £26,583 but still below pre-Covid levels of approx. £30,000. Whether this is a function of a more abstemious audience or the impact of the rising cost of living remains to be seen.

Together with grants and donations, as well as membership fees, and interest on cash at bank total income was £122,593, surpassing previous years, thus allowing for a surplus of £14,900. This success is partly a reflection of releasing £5000 from the Covid grant received the previous year and the trustees' decision that no additional provision for reserves was needed given the strong balance sheet backed up by cash of £117,000.

It must be made clear that trustees acted extremely cautiously in their husbandry of cash during the worst of the Covid pandemic and may have some catching up to do with respect to capital investment over the next few years. In 2021/22 there were just a few investments - a new digital sound mixer (£3971), four moving spotlights (£2280) and the replacement of a faulty dishwasher (£1680). Capital investments over the 11 years of WPHT's existence has surpassed £100,000, so last year's spend was below the average.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2022

FUTURE PLANS

Key Targets for 2022/23

To some extent 2022/23 will be a year of transition, seeing how new energy contracts work out for WPHT's gas and electricity bills, as well as whether Covid makes a return during the winter months and forces cancellations of events or simply results in smaller numbers of audience members. Bar prices have been increased to try and recoup some of the anticipated rises in energy bills and hiring fees have also been increased for the following year. Trustees felt the Trust should honour hire fees already quoted for bookings where a deposit had been received. This does mean that it may take at least a year for the rise in hire fees to impact revenues.

Trading for the first half of the year has developed well so far with the Real Ale and Gin Festival seeing a welcome return to popularity. Events have also been generally well attended and well received and for the most part contributing surpluses. In the absence of unforeseen circumstances the Trust anticipates a small operating surplus for the year, with events and hire fees offsetting large rises in energy bills. However, any shortfall resulting from Covid resurgence may be offset by release of provisions from the Covid grant.

Approved by order of the board of trustees on^{6/21/23}..... and signed on its behalf by:

.....
S P Adkins - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WITHAM PUBLIC HALL TRUST LIMITED**

I report to the trustees on my examination of the accounts of the Company for the year ended 30 June 2022.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Philip Lawrence FCA
Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

Date: 6/2/2023

WITHAM PUBLIC HALL TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2022

		2022 Unrestricted fund £	2021 Total funds £
INCOME	Notes		
Incoming resources from generated funds			
Grants and Donations	2	6,091	30,913
Activities for generating funds	3	115,998	32,854
Investment income	4	<u>504</u>	<u>648</u>
Total incoming resources		122,593	64,415
EXPENDITURE			
Charitable activities	5	36,000	4,264
Other resources expended		<u>71,693</u>	<u>57,961</u>
Total resources expended		107,693	62,225
NET INCOME		14,900	2,190
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>51,656</u>	<u>49,466</u>
TOTAL FUNDS CARRIED FORWARD		<u>66,556</u>	<u>51,656</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET
AT 30 JUNE 2022

		2022 Unrestricted fund £	2021 Total funds £
FIXED ASSETS	Notes		
Tangible assets	8	24,133	25,258
CURRENT ASSETS			
Stocks		3,993	2,918
Debtors	9	6,384	7,570
Cash at bank and in hand		<u>107,381</u>	<u>98,743</u>
		117,758	109,231
CREDITORS			
Amounts falling due within one year	10	(4,728)	(7,226)
		<u> </u>	<u> </u>
NET CURRENT ASSETS		<u>113,030</u>	<u>102,005</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		137,163	127,263
CREDITORS			
Amounts falling due after more than one year	11	(70,607)	(75,607)
		<u> </u>	<u> </u>
NET ASSETS		<u>66,556</u>	<u>51,656</u>
FUNDS	12		
Unrestricted funds		66,556	51,656
Restricted funds		-	-
Endowment funds		<u>-</u>	<u>-</u>
TOTAL FUNDS		<u>66,556</u>	<u>51,656</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET - CONTINUED
AT 30 JUNE 2022

The charitable company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

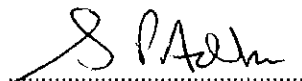
The members have not required the charitable company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with FRS102 SORP.

The financial statements were approved by the Board of Trustees on6/2/22..... and were signed on its behalf by:


.....
S P Adkins -Trustee

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Income

Recognised of incoming resources are included in the Statement of Financial Activities (SoFA) when:

- i. The charity becomes entitled to the resources
- ii. The trustees are virtually certain they will receive the resources; and
- iii. The monetary value can be measured with sufficient reliability

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Expenditure and liabilities

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capital, staff costs by the time spent and other costs by their usage. Where the charity gives a grant with conditions for its payment being a specific level of service to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service.

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and the cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is provided at an annual rate of 10-33% Straight line in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. GRANTS AND DONATIONS

	2022	2021
	£	£
Sponsorship and Donations	<u>1,091</u>	<u>30,913</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Essex County Council Business Adaptation Grants	<u>5,000</u>	<u>29,272</u>

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2022

3. ACTIVITIES FOR GENERATING FUNDS

	2022	2021
	£	£
Events income	42,918	4,096
CAB Rent	12,000	12,000
Hiring income	33,947	14,500
Bar sales	26,583	2,058
Membership Fees	<u>550</u>	<u>200</u>
	<u>115,998</u>	<u>32,854</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest received	<u>504</u>	<u>648</u>

5. CHARITABLE ACTIVITIES

	2022	2021
	£	£
Opening stock	2,918	3,496
Bar costs	19,234	1,350
Promoted Events Costs	17,841	2,336
Closing stock	<u>(3,993)</u>	<u>(2,918)</u>
	<u>36,000</u>	<u>4,264</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	<u>9,056</u>	<u>8,161</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

	2022	2021
	£	£
Trustees' remuneration	<u>2,400</u>	<u>2,400</u>

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2022 nor for the year ended 30 June 2021.

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2022

8. TANGIBLE FIXED ASSETS

	Fixtures and Fittings £
COST	
At 1 July 2021	70,181
Additions	7,931
Disposal	<u>-</u>
At 30 June 2022	<u>78,112</u>
DEPRECIATION	
At 1 July 2021	44,923
Charge for year	9,056
Disposal	<u>-</u>
At 30 June 2022	<u>53,979</u>
NET BOOK VALUE	
At 30 June 2022	<u>24,133</u>
At 30 June 2021	<u>25,257</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade Debtors	3,384	1,990
Prepayments and Accrued Income	<u>3,000</u>	<u>5,580</u>
	<u>6,384</u>	<u>7,570</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade Creditors	708	3,806
Social Security and Other Taxes	-	-
Other Creditors	<u>4,020</u>	<u>3,420</u>
	<u>4,728</u>	<u>7,226</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2022	2021
	£	£
Coronavirus Grant	-	25,000
Sinking Fund	23,000	23,000
General Repairs Fund	<u>47,607</u>	<u>27,607</u>
	<u>70,607</u>	<u>75,607</u>

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2022

12. MOVEMENT IN FUNDS

	At 1.7.21 £	Net movement in funds £	At 30.6.22 £
Unrestricted funds			
General fund	51,656	14,900	66,556
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>51,656</u>	<u>14,900</u>	<u>66,556</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	122,593	(107,693)	14,900
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>122,593</u>	<u>(107,693)</u>	<u>14,900</u>

13. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and therefore has no share capital. The liability of each member is restricted to a maximum of £1.

WITHAM PUBLIC HALL TRUST LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
	£	£
INCOME		
Grants and Donations		
Sponsorship and Donations	1,091	1,641
Grants	5,000	29,272
Activities for generating funds		
Events income	42,918	4,096
CAB Rent	12,000	12,000
Hiring income	33,947	14,500
Bar sales	26,583	2,058
Membership Fees	<u>550</u>	<u>200</u>
	122,089	63,767
Investment income		
Bank interest received	<u>504</u>	<u>648</u>
Total income	122,593	64,415
EXPENDITURE		
Charitable activities		
Opening stock	2,918	3,496
Bar costs	19,234	1,350
Promoted Events Costs	17,841	2,336
Closing stock	<u>(3,993)</u>	<u>(2,918)</u>
	36,000	4,264
Other resources expended		
Salaries and casual Labour	22,214	15,778
Trustees' remuneration	2,400	2,400
Selling and marketing costs	10,728	2,701
Rent, rates and insurance	4,446	1,749
Repairs and Renewals	9,476	16,416
Light and Heat	7,957	6,784
Telephone, postage & stationery	2,147	1,778
Legal and Professional fees	801	1,436
Cleaning	1,809	588
Travelling	-	-
Sundry expenses	91	32
Bank charges and interest	488	138
Bad Debt	80	-
Depn of Fixtures & Fittings	9,056	8,161
Profit/Loss on Disposal of Fixtures & Fittings	<u>-</u>	<u>-</u>
	<u>71,693</u>	<u>57,961</u>
Total resources expended	107,693	62,225
Net income	<u>14,900</u>	<u>2,190</u>

This page does not form part of the statutory financial statements

WITHAM PUBLIC HALL TRUST LIMITED

England & Wales - Charity number 1139957

Accounts

REGISTERED COMPANY NUMBER: 07452865 (England and Wales)
REGISTERED CHARITY NUMBER: 113995

06 APR 2022

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 JUNE 2021
FOR
WITHAM PUBLIC HALL TRUST LIMITED

Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

WITHAM PUBLIC HALL TRUST LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 13

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 JUNE 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2021. The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 in preparing the annual report and financial statements of the Charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07452865 (England and Wales)

Registered Charity number

1139957

Registered office

The Public Hall
Collingwood Road
Witham
Essex
CM8 2DY

Trustees

S P Adkins	Director (Chairman of the Board)
T Cole	Director
B J Fleet	Director
G Green	Director
D Beardwell	Director

Independent examiner

Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

Bankers

Co-operative Bank

Website

www.withampublichall.co.uk

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 JUNE 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

History and constitution

Discussions between Braintree District Council and representatives of Witham Amateur Operatic Society, Witham Operatic Workshop and Witham Dramatic Club began late 2008 when it was first mooted that, in line with the Braintree District Council long term plan, the running of Witham Public Hall and other Halls owned by Braintree District Council could be outsourced to groups of interested parties. As a result, a small group was put together representing four of the major users of the Hall under the name Witham Theatre Association. In 2010 this became Witham Public Hall Trust Limited in order to reflect a more inclusive and community-wide approach. Following a period of consultation and the assistance of Paul Conway of Conway, Fielding and Gough (accountants) and Chris Haywood of Bright and Sons (solicitors), a company limited by guarantee (Company Registration No. 7452865) was incorporated in England on 29 November 2010 to facilitate the takeover of the day-to-day management of the Hall on a not-for-profit basis. The Company was registered with the Charity Commission on 20 January 2011 (Charity Registration No. 1139957).

A Business Plan was prepared and after much discussion was submitted and approved by Braintree District Council. Since Witham Public Hall Trust Limited, under the management of Braintree District Council, had operating costs exceeding revenues by approximately £20,000 it was forecast within the Business Plan that the Trustees would need three years to turn around the losses and achieve sustainability on an operating basis. However, it was also agreed that a truly sustainable business would need to have adequate reserves for unexpected eventualities and that Witham Public Hall Trust Limited would not be in a position to set aside such reserves for many years. Discussions with Braintree District Council continued throughout 2011 until a Lease Agreement, granting Witham Public Hall Trust Ltd a 25 year lease to run Witham Public Hall, was signed on 16 September 2011.

A bank account was set up under the name Witham Public Hall Trust Limited and company incorporation costs and miscellaneous other pre-trading expenses were met by donations from Witham Amateur Operatic Society and Witham Dramatic Club. Those donations were subsequently commuted into membership fees for the first year of trading. Braintree District Council granted Witham Public Hall Trust Limited the sum of £11,500 towards utilities expenses in its first year and together with the licence fee from the Citizens Advice Bureau, which occupies several rooms in the buildings adjacent to the Main Hall, this served as working capital from Witham Public Hall Trust Limited. A further £3,000 was granted to Witham Public Hall Trust Limited towards start-up costs and this was all spent on IT equipment, website development, stationery, and marketing.

Formal trading of Witham Public Hall Trust Limited began on 16 September 2011 and Witham Public Hall Trust Limited booked all costs and revenues associated with running Witham Public Hall from that date. An employment contract was agreed with the caretaker and PAYE and National Insurance details were duly registered with HMRC. All commercial contracts for utilities and other services delivered to Witham Public Hall were transferred to Witham Public Hall Trust Limited and every user of the hall was contacted about the change of management.

Hire fees to users of the hall were all scrutinised and the large variation in hiring rates which had evolved in the past was rationalised so that they were both fair and competitive. Where the move to a new rate represented a big percentage increase for the hirer a transitional rate was usually agreed in order to make the change to the new rate easier to manage. No hirers felt the need to cancel their bookings and the overall effect of rationalising hire fees and gaining new hirers led to a 40% increase in revenues from hiring in the first year. A membership scheme was established in the first year and those regular users of the hall who pay a membership fee benefit from a more favourable rate.

In 2012/13 a sum of £8,000 was donated by Braintree District Council specifically for the creation of a new bar. Some additional investment, in excess of £1,000, was made by Witham Public Hall Trust Limited to complete the bar to a high standard, including new fridges, tills, optics and other accessories. Subsequently the Trust has received a grant from the Essex Community Initiative Fund as well as interest free loans from Witham Amateur Operatic Society to enable the Trust to replace all the seating. In the last two financial years (2019/2020 and 2020/2021), the Trust received grants from Essex County Council in respect of the impact of Covid on hospitality venues. These were sufficient to keep the Public Hall open for the National Blood Transfusion Service and those few events that restrictions allowed.

Recruitment and appointment of new trustees

The Charity's Trustees are appointed at a meeting of the Board of Trustees following a selection process and recommendation by an existing Trustee. The Board requires breadth and depth of experience to carry out its duties effectively. When recruiting new Trustees, the Board takes into consideration eligibility, personal competence, specialist skills of knowledge and local availability.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 JUNE 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees maintain overall responsibility for the charity and its assets. During the year the Trustees determined the policy of the charity with regards to hiring the hall and promoting events. They assisted in the management of the charity via the operation of the Main Board as well as provided direct help to the Management Team as volunteers, mainly as Front of House and Bar Assistants during promoted events.

During the year the day-to-day management of the Hall was delegated to the Hall Manager, Nigel Northfield and Events Manager, Graham Green - the Management Team.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity and its finances. The trustees believe that by monitoring cash reserves and hire bookings versus anticipated expenditure the key financial risks can be controlled. However, exposure to the CAB's ability to receive funding (CAB is a major contributor to Witham Public Hall Trust Limited revenues since it licenses several rooms under Witham Public Hall Trust Limited control) is outside the trustees' control. To establish an adequate capital reserve for repairs, redecoration, and unforeseen business risks, £18,000 was allocated to reserves at the end of the first year of trading and an additional £4,000 has been added to reserves each year. Until last year these reserves were capped at £40,000 and were matched by cash at bank. While the Covid pandemic would have dented these cash reserves, they were sufficient to have allowed WPHT to stay financially secure for at least 12 months. Thankfully the combination of Covid grants, our rental receipts from CAB and hire fees from the National Blood Transfusion Service kept our reserves intact. The furlough scheme also took significant pressure off our cost base.

As a result of Covid and the rapidity with which plans for promoted events and other income-generating activities can be cancelled the board has decided to maintain a higher level of cash reserves until the pandemic is under control. Total reserves now equal £75607, as the result of an extra £10868 added to the Repairs Fund.

An additional risk is dependence on volunteers and staff for key tasks. This risk became all too clear following the tragic death of the hall's caretaker, David Jones, in October 2018, as a result of a car accident. The role of the caretaker is vital to the smooth running of Witham Public Hall Trust and the Trust has been lucky to find two new caretakers who now share the load and provide cover for each other during holidays and illness. The work of finding additional volunteers to spread the workload of bar and front of housework is ongoing but this remains challenging. For the avoidance of doubt, it must be stressed that the bar generates most of the financial surplus (before allocation to reserves) made by WPHT and that surplus would disappear if bar and front of house volunteers were replaced with staff paid even the minimum wage.

OBJECTIVES AND ACTIVITIES

Objectives and Activities

The principal objects of Witham Public Hall Trust Limited, as set out in the Constitution, are to provide and maintain the public hall for the use of the inhabitants of Witham and the surrounding area but especially for

- i. meetings, lectures and classes with a particular preference for the performing arts, and
- ii. other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

In addition, Witham Public Hall Trust Limited had planned the promotion of several events during the year to 30 June 2021, covering a range of tastes and activities including dances, concerts, professional theatre, and celebrity appearances. However, the impact of Covid restrictions severely limited how many of these could take place.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

ACHIEVEMENT AND PERFORMANCE

A Review of Key Targets for 2020/21

The Trust had several business goals for 2020/21 that were intended to maintain or increase hiring fees while increasing the surplus from promoted events and joint ventures, especially from bar sales. However, the continuation of various restrictions relating to Covid, such as social distancing and the rule of 6, until complete relaxation on July 19 2021, meant that previously planned events often had to be postponed or cancelled completely.

The main sources of income for WPHT are usually hire fees, rental income from CAB and the surplus from promoted events, which include bar profits. This year they were:

- * Hire fees reduced by 42% to £14,500, of which £11,158 was from the Blood Donors. WPH benefited from its large main hall, allowing the Blood Donors to book additional days at the expense of smaller village halls where social distancing wasn't possible.
- * CAB rental remained at £12,000
- * Event revenues down 90% to £4096
- * Bar sales down 90% to £2058, unsurprisingly correlating with event revenues.

Furlough income for the two caretakers was £8096 during the year although this is reported as lower employee costs. Total grants and donations of £30,913 (mostly from Essex County Council), together with furlough income meant that WPHT reported a surplus of £2190 for the year. However, without grants and donations or furlough income WPHT would have made a hypothetical loss of £36,819. Of course, in the absence of these monies Trustees could have taken some mitigating actions such as reducing caretaker hours and refusing to pay for anything but essential repairs. However, it is unlikely that these hypothetical savings would have done more than halve the potential losses. This is where our conservative policy of backing up reserves with cash balances would have been critical to the Trust's survival.

WITHAM PUBLIC HALL TRUST LIMITED

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

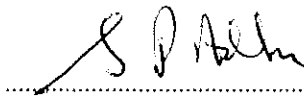
FUTURE PLANS

Key Targets for 2021/22

Trustees have been determined to reschedule as many events as possible from those that were cancelled or delayed last year. Several have already taken place successfully and the annual Real Ale and Gin Festival was a resounding success. Some caution is warranted in case more closures are forced upon us by the pandemic, but we have learned that the use of Ticket Source as the preferred ticket buying option for customers looking to attend promoted events does allow easy refunds. At the same time, we have encouraged mask-wearing and pre-show booking of drinks to limit congestion at the bar. These restrictions may be slowly eased depending on the prevailing infection rates, but the Trust has been very much aware of the need to reconcile public health measures with the desire for more freedoms.

Significant capital projects may await a return to normality, but Trustees would like to use additional resources to continue to improve the facilities for customers and hirers wherever possible. This includes sound equipment, improved kitchen facilities as well as some form of hearing system for the hard of hearing.

Approved by order of the board of trustees on 10th January 2022 and signed on its behalf by:



.....
S P Adkins - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
WITHAM PUBLIC HALL TRUST LIMITED**

I report to the trustees on my examination of the accounts of the Company for the year ended 30 June 2021.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Philip Lawrence FCA
Baverstocks
Chartered Accountants
Dickens House
Guithavon Street
Witham
Essex
CM8 1BJ

Date: 10/1/2022

WITHAM PUBLIC HALL TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2021

		2021 Unrestricted fund £	2020 Total funds £
INCOME	Notes		
Incoming resources from generated funds			
Grants and Donations	2	30,913	3,641
Activities for generating funds	3	32,854	100,255
Investment income	4	<u>648</u>	<u>240</u>
Total incoming resources		64,415	104,136
EXPENDITURE			
Charitable activities	5	4,264	38,977
Other resources expended		<u>57,961</u>	<u>60,483</u>
Total resources expended		62,225	99,460
NET INCOME		2,190	4,676
RECONCILIATION OF FUNDS			
Total funds brought forward		49,466	44,790
TOTAL FUNDS CARRIED FORWARD		<u>51,656</u>	<u>49,466</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET
AT 30 JUNE 2021

		2021 Unrestricted fund £	2020 Total funds £
FIXED ASSETS	Notes		
Tangible assets	8	25,258	33,418
CURRENT ASSETS			
Stocks		2,918	3,496
Debtors	9	7,570	5,808
Cash at bank and in hand		<u>98,743</u>	<u>79,214</u>
		109,231	88,518
CREDITORS			
Amounts falling due within one year	10	(7,226)	(7,731)
		<u>102,005</u>	<u>80,787</u>
NET CURRENT ASSETS			
		127,263	114,205
TOTAL ASSETS LESS CURRENT LIABILITIES			
CREDITORS			
Amounts falling due after more than one year	11	(75,607)	(64,739)
		<u>51,656</u>	<u>49,466</u>
NET ASSETS			
FUNDS	12		
Unrestricted funds		51,656	49,466
Restricted funds		-	-
Endowment funds		<u>-</u>	<u>-</u>
TOTAL FUNDS		<u>51,656</u>	<u>49,466</u>

The notes form part of these financial statements

WITHAM PUBLIC HALL TRUST LIMITED

BALANCE SHEET - CONTINUED
AT 30 JUNE 2021

The charitable company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

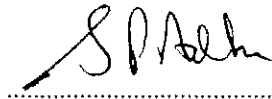
The members have not required the charitable company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 10th January 2022 and were signed on its behalf by:



.....
S P Adkins -Trustee

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Income

Recognised of incoming resources are included in the Statement of Financial Activities (SoFA) when:

- i. The charity becomes entitled to the resources
- ii. The trustees are virtually certain they will receive the resources; and
- iii. The monetary value can be measured with sufficient reliability

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Expenditure and liabilities

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capital, staff costs by the time spent and other costs by their usage. Where the charity gives a grant with conditions for its payment being a specific level of service to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service.

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and the cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is provided at an annual rate of 10-33% Straight line in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. GRANTS AND DONATIONS

	2021	2020
	£	£
Sponsorship and Donations	<u>30,913</u>	<u>3,641</u>

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Essex County Council Business Adaptation Grants	<u>29,272</u>	<u>-</u>

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2021

3. ACTIVITIES FOR GENERATING FUNDS

	2021	2020
	£	£
Events income	4,096	39,210
CAB Rent	12,000	12,000
Hiring income	14,500	25,109
Bar sales	2,058	22,736
Membership Fees	<u>200</u>	<u>1,200</u>
	<u>32,854</u>	<u>100,255</u>

4. INVESTMENT INCOME

	2021	2020
	£	£
Bank interest received	<u>648</u>	<u>240</u>

5. CHARITABLE ACTIVITIES

	2021	2020
	£	£
Opening stock	3,496	3,876
Bar costs	1,350	15,546
Promoted Events Costs	2,336	23,051
Closing stock	<u>(2,918)</u>	<u>(3,496)</u>
	<u>4,264</u>	<u>38,977</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	<u>8,161</u>	<u>8,140</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

	2021	2020
	£	£
Trustees' remuneration	<u>2,400</u>	<u>2,250</u>

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2021 nor for the year ended 30 June 2020.

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2021

8. TANGIBLE FIXED ASSETS

	Fixtures and Fittings £
COST	
At 1 July 2020	70,181
Additions	-
Disposal	-
At 30 June 2021	<u>70,181</u>
DEPRECIATION	
At 1 July 2020	36,763
Charge for year	8,161
Disposal	-
At 30 June 2021	<u>44,924</u>
NET BOOK VALUE	
At 30 June 2021	<u>25,257</u>
At 30 June 2020	<u>33,418</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade Debtors	1,990	708
Prepayments and Accrued Income	<u>5,580</u>	<u>5,100</u>
	<u>7,570</u>	<u>5,808</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade Creditors	3,806	5,321
Social Security and Other Taxes	-	-
Other Creditors	<u>3,420</u>	<u>2,410</u>
	<u>7,226</u>	<u>7,731</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021 £	2020 £
Coronavirus Grant	25,000	25,000
Sinking Fund	23,000	23,000
General Repairs Fund	<u>27,607</u>	<u>16,739</u>
	<u>75,607</u>	<u>64,739</u>

WITHAM PUBLIC HALL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2021

12. MOVEMENT IN FUNDS

	At 1.7.20 £	Net movement in funds £	At 30.6.21 £
Unrestricted funds			
General fund	49,466	2,190	51,656
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>49,466</u>	<u>2,190</u>	<u>51,656</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	64,415	(62,225)	2,190
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>64,415</u>	<u>(62,225)</u>	<u>2,190</u>

13. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and therefore has no share capital. The liability of each member is restricted to a maximum of £1.

WITHAM PUBLIC HALL TRUST LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 30 JUNE 2021

	2021 £	2020 £
INCOME		
Grants and Donations		
Sponsorship and Donations	1,641	3,641
Grants	29,272	-
Activities for generating funds		
Events income	4,096	39,210
CAB Rent	12,000	12,000
Hiring income	14,500	25,109
Bar sales	2,058	22,736
Membership Fees	<u>200</u>	<u>1,200</u>
	63,767	103,896
Investment income		
Bank interest received	<u>648</u>	<u>240</u>
Total income	64,415	104,136
EXPENDITURE		
Charitable activities		
Opening stock	3,496	3,876
Bar costs	1,350	15,546
Promoted Events Costs	2,336	23,051
Closing stock	<u>(2,918)</u>	<u>(3,496)</u>
	4,264	38,977
Other resources expended		
Salaries and casual Labour	15,778	20,665
Trustees' remuneration	2,400	2,250
Selling and marketing costs	2,701	3,057
Rent, rates and insurance	1,749	4,769
Repairs and Renewals	16,416	4,597
Light and Heat	6,784	9,733
Telephone, postage & stationery	1,778	3,084
Legal and Professional fees	1,436	782
Cleaning	588	2,522
Travelling	-	-
Sundry expenses	32	18
Bank charges and interest	138	866
Bad Debt	-	-
Depn of Fixtures & Fittings	8,161	8,140
Profit/Loss on Disposal of Fixtures & Fittings	<u>-</u>	<u>-</u>
	57,961	60,483
Total resources expended	62,225	99,460
Net income	<u>2,190</u>	<u>4,676</u>

This page does not form part of the statutory financial statements