

# WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE

England & Wales · Charity number 1153286

## Details

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Other names	WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE1
Status	Registered
Legal form	CIO
Registered	2013-08-07
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	281 Sidegate Lane Ipswich Suffolk IP4 3DP
Phone	07748941551
Email	<a href="mailto:philseurre@outlook.com">philseurre@outlook.com</a>
Website	<a href="http://woodbridgecommunityhall.co.uk">woodbridgecommunityhall.co.uk</a>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO PROVIDE THE COMMUNITY HALL (HEREINAFTER CALLED THE TRUST PROPERTY) FOR THE PURPOSE OF A COMMUNITY HALL FOR THE USE OF THE INHABITANTS OF THE TOWN OF WOODBRIDGE AND SURROUNDING DISTRICTS IN THE COUNTY OF SUFFOLK WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATIONAL AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

**Activities:** Provides accommodation within a Community Hall for hire to organisations and individuals for activities and events

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Recreation
- **Who:** The General Public/mankind

## Geography

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- Suffolk

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-12-31	£47,928	£46,553	-	-
2024-12-31	£59,984	£47,745	-	-
2023-12-31	£49,782	£35,356	-	-
2022-12-31	£39,694	£38,807	-	-
2021-12-31	£54,586	£44,235	-	-

## Trustees

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Name	Role	Appointed
Ann Keen		2018-01-03
GILL WRIGHT		2013-08-23
John Robert Leming		2022-01-26
Phil Seurre		2018-01-13
SUSAN SHARPE		2013-08-23

**WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE**

England & Wales - Charity number 1153286

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# Accounts

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# Financial Statements

**YEAR ENDED 31<sup>ST</sup> DECEMBER 2025**

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**Woodbridge Community Hall Management  
Committee.**

**Registered Charity 1153286**

# Woodbridge Community Hall Management Committee

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# Woodbridge Community Hall Management Committee

## REFERENCE AND ADMINISTRATIVE DETAILS

**Registered  
Charity No:**

1153286

**Trustees:**

Mr John Leming  
Mr Philip Seurre  
Ms Anne Keen  
Ms Gill Wright  
Ms Sue Sharpe

Chair  
Honorary Treasurer  
Honorary Secretary  
Hall Inspector  
Minutes Secretary

**Associate**

**Trustees:**

Mr Ben Osborne  
Mr Steve Lemon  
Ms Shona Hardie

Resigned 8<sup>th</sup> October 2025

**Booking  
Secretary:**

Ms Ann Rolph

**Bankers:**

National Westminster Bank Plc  
2 Tavern Street  
Ipswich  
Suffolk IP1 3BO

**Investment:**

Suffolk Building Society  
The Thoroughfare  
Woodbridge  
Suffolk IP12 1AQ

**Address:**

Station Road  
Woodbridge  
Suffolk IP12 4AU

**Website:**

[woodbridgecommunityhall.co.uk](http://woodbridgecommunityhall.co.uk)

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**Email:**

[woodbridgecommunityhall@gmail.com](mailto:woodbridgecommunityhall@gmail.com)

**Telephone:**

01394 446098

**Independent**

**Examiner:**

Vanessa Shorten FMAAT

# **Woodbridge Community Hall Management Committee**

## **REPORT OF THE TRUSTEES**

### **GOVERNANCE**

**Woodbridge Community Hall Management Committee is a charitable incorporated organisation registered as a charity with the charity commission on 7<sup>th</sup> August 2013 and amended on 2<sup>nd</sup> November 2016. The trustees have an agreement with the Town Council to manage Woodbridge Community Hall expiring in 2029. Our objective is to provide the community hall for the benefit of the inhabitants of Woodbridge Town and surrounding districts. This can include lectures and meetings as well as suitable forms of recreation and leisure. The Trustees have regard to the guidance issued by the Charity Commission regarding public benefit.**

**New trustees are appointed by the existing Trustees and serve a term of three years. Retiring trustees are eligible for re-appointment. Trustees are volunteers and give their time freely though reasonable expenses can be covered. One Trustee is employed, see note 2 of the financial statements for details.**

**The Trustees met nine times in 2025.**

### **FINANCIAL REVIEW**

**Income from lettings and other sources in 2025 resulted in an excess of income over expenditure of £1,375 (2024 £12,360) The Trustees have maintained the current hire rates since 2022.**

**The major uninsured risk continues to be bad debts. The trustees have reviewed the procedures in place and have found the risk to be minimal.**

### **GENERAL REVIEW**

**The Trustees have updated a number of items in the hall during the last two years including the speaker system and renewing the whole sewerage installation. We are aware that the superstructure of the hall is showing it's age and needs bringing up to date. Our plans for the coming years include improvements to the toilet blocks in each of the halls, refreshing the front elevation to update the appearance of the building and a review of our kitchen facilities. This all involves a considerable amount of work and time so if anyone can help or knows someone**

## **Woodbridge Community Hall Management Committee**

### **REPORT OF THE TRUSTEES (cont..)**

**who is prepared to help as a volunteer, not necessarily as a trustee please contact any of the current committee members to discuss options.**

**My thanks go to the Trustees, our Booking Secretary and our single volunteer Steve Lemon for their engagement and participation during the year. Finally and most importantly my thanks go to users of the hall especially our regular hirers.**

**John R Leming. C.Build.E. F.Cabe: Retd.Chair**

**15<sup>th</sup> February, 2026**

## **Woodbridge Community Hall Management Committee**

### **REPORT OF THE INDEPENDENT EXAMINER**

**The trust is a charitable incorporated organisation having a turnover less than £250,000.**

#### **Responsibilities and basis of my report.**

**As the charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.**

#### **Independent examiner's statement**

**I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:**

- 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or**
- 2. the accounts do not accord with those records; or**
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts are a "true and fair view" which is not a matter considered as part of an independent examination.**

**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.**

**Vanessa Shorten FMAAT**

**Dated 22<sup>nd</sup> January 2026**

**Vine Cottage  
Woodbridge Road  
Debach  
IP13 6BY**

# Woodbridge Community Hall Management Committee

## Statement of Financial Activities for the year ended 31<sup>st</sup> December 2025.

	<u>Note</u>	<u>2025</u> £	<u>2024</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		50	50
<b>Generated Income:</b>			
Hire of the Hall and facilities		40,920	49,590
Interest Received		1,807	2,124
Solar Panel "feed in Income"		5,151	4,513
WTC Repair Contribution.		0	3,707
<b>Total Income</b>		<b>47,928</b>	<b>59,984</b>
<b>Resources Expended:</b>			
Salaries	2	4,866	5,888
Honorarium		6,000	6,000
Trustee Training		15	0
Maintenance to premises		12,536	14,318
Repairs to Equipment		208	0
Electricity & Water		13,601	13,294
Telephone		825	811
Refuse Collection		488	465
Insurance		1,931	1,781
Licences		1,305	1,177
Consumables		788	1,160
Postage, stationery, IT & Office Expenses		1,881	1,909
Donations & Gifts		190	190
Professional Fees.		1,200	100
Bad Debt		0	92
Depreciation	3	444	349
<b>Restricted Expenditure:</b>			
Advertising/Website Design costs.		275	90
<b>Total Resources expended</b>		<b>46,553</b>	<b>47,745</b>
<b>Net increase / (decrease) in funds</b>		<b>1,375</b>	<b>12,360</b>
<b>Total funds brought forward</b>		<b>90,992</b>	<b>78,753</b>
<b>Total Funds carried forward</b>		<b>92,367</b>	<b>90,992</b>

The notes on page 10 form part of these Statements.

# Woodbridge Community Hall Management Committee

## Balance Sheet as at 31<sup>st</sup> December 2025

	<u>Note</u>	<u>2025</u> £	<u>2024</u> £
<b>Fixed Assets</b>			
Net value of equipment.	3	1,426	1,217
<b>Current Assets</b>			
Cash at Bank		8,762	3,738
Cash on Deposit		32,555	28,238
Cash at Building Society		58,904	57,364
Debtors		2,621	2,750
Prepayments		2,173	2,048
Woodbridge Town Council		617	617
PAYE overpaid		0	10
		<u>105,632</u>	<u>94,765</u>
<b>Current Liabilities</b>			
Accounts payable		13,362	3,484
Accruals		264	100
PAYE payable		0	0
Hire deposits		874	1,215
		<u>14,500</u>	<u>4,799</u>
<b>Net Current Assets</b>		<b>91,132</b>	<b>89,966</b>
<b>Total Assets &amp; Liabilities</b>		<b><u>92,558</u></b>	<b><u>91,183</u></b>
<b>Fund value at 1<sup>st</sup> January 2025</b>		<b>91,183</b>	<b>78,823</b>
<b>Net income / (expenditure) for the year</b>		<b><u>1,375</u></b>	<b><u>12,360</u></b>
<b>Fund Value at 31<sup>st</sup> December 2025</b>		<b><u>92,558</u></b>	<b><u>91,183</u></b>
<b>Reserve Fund</b>	<b>4</b>	<b>40,000</b>	<b>40,000</b>
<b>Unrestricted Fund</b>		<b>52,558</b>	<b>51,183</b>
<b>Total Fund Value</b>		<b><u>92,558</u></b>	<b><u>91,183</u></b>

The notes on pages 9 form part of these statements

# Woodbridge Community Hall Management Committee

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2025

### 1 .ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice and Reporting FRS 102 by the charities Commission.

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

### 2. TRUSTEE REMUNERATION AND BENEFITS

The charity employs one Trustee, salary for the year was £4,513 (2024: £3,094) There were no related party transactions in the period nor any significant matters requiring disclosure.

### 3. FIXED ASSETS

	Cost	Addition	Disposal	Depr. To 31.12.24	Depr. 2025	Net Value @ 31,12.25
	£	£	£	£	£	£
Desktop Computer	760	653	(760)	0	(120)	533
Kitchen Equipment	1,267	0	0	(852)	(121)	294
Cleaning Equipment	521	0	0	(319)	( 53)	149
Defibrillator		750	0	(150)	(150)	450
	<u>2,548</u>	<u>1,403</u>	<u>(760)</u>	<u>(1,321)</u>	<u>(444)</u>	<u>1,426</u>

Other assets, catering equipment, furniture etc. were written off in the year of purchase.

### 4. RESERVE FUND

The trustees resolved to maintain a reserve of £40,000 to cover continuing expenditure during the possible closure of the hall for major repairs or building works.

**WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE**

England & Wales - Charity number 1153286

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# Accounts

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# Financial Statements

YEAR ENDED 31<sup>ST</sup> DECEMBER 2024

**Woodbridge Community Hall Management  
Committee.**

**Registered Charity 1153286**

# Woodbridge Community Hall Management Committee

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# Woodbridge Community Hall Management Committee

## REFERENCE AND ADMINISTRATIVE DETAILS

**Registered  
Charity No:**

1153286

**Trustees:**

Mr John Leming  
Mr Philip Seurre  
Ms Anne Keen  
Ms Gill Wright  
Ms Sue Sharpe

Chair  
Honorary Treasurer  
Honorary Secretary  
Hall Inspector  
Minutes Secretary

**Associate  
Trustees:**

Mr Ben Osborne  
Mr Steve Lemon  
Ms Shona Hardie

**Booking  
Secretary:**

Ms Ann Rolph

**Bankers:**

National Westminster Bank Plc  
2 Tavern Street  
Ipswich  
Suffolk IP1 3BO

**Investment:**

Suffolk Building Society  
The Thoroughfare  
Woodbridge  
Suffolk IP12 1AQ

**Address:**

Station Road  
Woodbridge  
Suffolk IP12 4AU

**Website:**

[woodbridgecommunityhall.co.uk](http://woodbridgecommunityhall.co.uk)

**Email:**

[woodbridgecommunityhall@gmail.com](mailto:woodbridgecommunityhall@gmail.com)

**Telephone:**

01394 446098

**Independent  
Examiner:**

Vanessa Shorten FMAAT

# **Woodbridge Community Hall Management Committee**

## **REPORT OF THE TRUSTEES**

### **GOVERNANCE**

Woodbridge Community Hall Management Committee is a charitable incorporated organisation registered as a charity with the charity commission on 7<sup>th</sup> August 2013 and amended on 2<sup>nd</sup> November 2016. The trustees have an agreement to manage Woodbridge Community Hall which expires in 2029. Our objective is to provide the community hall for the benefit of the inhabitants of Woodbridge Town and surrounding districts. This can include lectures and meetings as well as suitable forms of recreation and leisure. The Trustees have regard to the guidance issued by the Charity Commission regarding public benefit.

New trustees are appointed by the existing Trustees and serve a term of three years. Retiring trustees are eligible for re-appointment. Trustees are volunteers and give their time freely though reasonable expenses can be covered. One Trustee is employed, see note 2 of the financial statements for details.

### **FINANCIAL REVIEW**

Income from lettings and other sources in 2024 resulted in an excess of income over expenditure of £12,239 (2023 £14,426). The trustees have maintained the current hire rates since 2022 and intend doing so during 2025.

The major uninsured risk continues to be bad debts. The trustees have reviewed the procedures in place and have found the risk to be minimal. However, an updated Financial Management and Control Policy is currently under discussion.

### **GENERAL REVIEW**

The committee chairman, John Leming, convened 6 ordinary meetings and 2 extraordinary meetings during the year. The extraordinary meetings were to discuss proposals put forward by Woodbridge Town Council to install a special needs toilet “pod” immediately next to the entrance to the Deben annex. This proposal was eventually withdrawn by the Town Council due to the estimated cost.

## **Woodbridge Community Hall Management Committee**

### **REPORT OF THE TRUSTEES (Cont.)**

Lettings for the year have been good and even without increasing charges we have continued to support a small maintenance budget. The committee has also continued to ensure the hall is suitable for as many groups as possible. New heaters and seats have been provided in the toilets whilst in the main hall the speakers have been renewed and the system overhauled. Enquiries regarding the continuing upgrade of the sound system have been initiated.



**The Riverside Musical Theatre Company playing The Vicar of Dibley**

The Hall management committee is pleased to continue supporting the arts in all its forms and our local amateur opera group again put on a splendid performance for us during 2024. The hall is used for a vast selection of purposes ranging from management meetings to Tai Chi classes. All are welcome as are new groups so long as we can find a suitable time slot.

Finally I would like to thank all of our volunteers and staff members for their hard work and dedication throughout the year.

**John R Leming. C.Build.E. F.Cabe: Retd.Chair Woodbridge Community Hall  
Management Committee**

**21<sup>ST</sup> March 2025**

## **Woodbridge Community Hall Management Committee**

### **REPORT OF THE INDEPENDENT EXAMINER**

**The trust is a charitable incorporated organisation having a turnover less than £250,000.**

#### **Responsibilities and basis of my report.**

**As the charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.**

#### **Independent examiner's statement**

**I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:**

- 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or**
- 2. the accounts do not accord with those records; or**
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts are a "true and fair view" which is not a matter considered as part of an independent examination.**

**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.**

**Vanessa Shorten FMAAT**

**Dated 20<sup>TH</sup> March 2025**

**Vine Cottage  
Woodbridge Road  
Debach  
IP13 6BY**

## Woodbridge Community Hall Management Committee

### Statement of Financial Activities for the year ended 31<sup>st</sup> December 2024.

	<u>Note</u>	<u>2024</u> £	<u>2023</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		50	50
<b>Generated Income:</b>			
Hire of the Hall and facilities		49,590	43,562
Interest Received		2,124	1,627
Solar Panel "feed in Income"		4,513	4,543
WTC Repair Contribution.		3,707	
<b>Total Income</b>		<b>59,984</b>	<b>49,782</b>
<b>Resources Expended:</b>			
Salaries	2	5,888	5,856
Honorarium		6,000	5,762
Trustee Training		0	30
Maintenance to premises		14,318	3,336
Electricity & Water		13,294	12,695
Telephone		811	458
Refuse Collection		465	428
Insurance		1,781	1,419
Licences		1,177	1,035
Consumables		1,160	1,387
Postage, stationery, IT & Office Expenses		1,909	2,116
Donations & Gifts		190	60
Professional Fees.		100	100
Bad Debt		92	0
Depreciation	3	470	452
<b>Restricted Expenditure:</b>			
Advertising/Website Design costs.		90	222
<b>Total Resources expended</b>		<b>47,745</b>	<b>35,356</b>
<b>Net increase / (decrease) in funds</b>		<b>12,239</b>	<b>14,426</b>
<b>Total funds brought forward</b>		<b>78,753</b>	<b>64,327</b>
<b>Total Funds carried forward</b>		<b>90,992</b>	<b>78,753</b>

The notes on page 10 form part of these Statements.

# Woodbridge Community Hall Management Committee

## Balance Sheet as at 31<sup>st</sup> December 2024

	<u>Note</u>	<u>2024</u> £	<u>2023</u> £
<b>Fixed Assets</b>			
Net value of equipment.	3	1,026	745
<b>Current Assets</b>			
Cash at Bank		3,738	4,027
Cash on Deposit		28,238	17,635
Cash at Building Society		57,364	55,565
Debtors		2,750	2,198
Prepayments		2,048	1,977
Woodbridge Town Council PAYE overpaid		617 10	0 0
		<u>94,765</u>	<u>81,402</u>
<b>Current Liabilities</b>			
Accounts payable		3,484	2,078
Accruals		100	100
PAYE payable		0	42
Hire deposits		1,215	1,174
		<u>4,799</u>	<u>3,394</u>
<b>Net Current Assets</b>		89,966	78,008
<b>Total Assets &amp; Liabilities</b>		<u>90,992</u>	<u>78,753</u>
<b>Fund value at 1<sup>st</sup> January 2023</b>		78,753	64,327
<b>Net income / (expenditure) for the year</b>		<u>12,239</u>	<u>14,426</u>
<b>Fund Value at 31<sup>st</sup> December 2024</b>		<u>90,992</u>	<u>78,753</u>
<b>Reserve Fund</b>	4	40,000	40,000
<b>Unrestricted Fund</b>		50,992	38,753
<b>Total Fund Value</b>		<u>90,992</u>	<u>78,753</u>

The notes on pages 9 form part of these statements

# Woodbridge Community Hall Management Committee

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2024

### 1 .ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice and Reporting FRS 102 by the charities Commission.

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

### 2. TRUSTEE REMUNERATION AND BENEFITS

The charity employs one Trustee, salary for the year was £3,094 (2023: £3,150) There were no related party transactions in the period nor any significant matters requiring disclosure.

### 3. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.23	Depr. 2024	Net Value @ 31,12.24
	£	£	£	£	£
Desktop Computer	760	0	(760)	(0)	0
Kitchen Equipment	1,267	0	(779)	(265)	223
Cleaning Equipment	521	0	(263)	( 55)	203
Defibrillator		750	0	(150)	600
	<u>2,548</u>	<u>750</u>	<u>(1,802)</u>	<u>(470)</u>	<u>1,026</u>

Other assets, catering equipment, furniture etc. were written off in the year of purchase.

### 4. RESERVE FUND

The trustees resolved to maintain a reserve of £40,000 to cover continuing expenditure during the possible closure of the hall for major repairs or building works.

**WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE**

England & Wales - Charity number 1153286

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# Accounts

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# Financial Statements

YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

**Woodbridge Community Hall Management  
Committee.**

**Registered Charity 1153286**

# Woodbridge Community Hall Management Committee

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# Woodbridge Community Hall Management Committee

## REFERENCE AND ADMINISTRATIVE DETAILS

**Registered  
Charity No:**

1153286

**Trustees:**

Mr Nigel Pryke	Resigned 26 <sup>th</sup> June 2023
Mr John Leming	Chair (appointed 3 <sup>rd</sup> August 2023)
Mr Philip Seurre	Honorary Treasurer
Ms Anne Keen	Honorary Secretary
Ms Gill Wright	Hall Inspector
Ms Sue Sharpe	Minutes Secretary

**Associate**

**Trustees:**

Mr Ben Osborne  
Mr Steve Lemon

**Woodbridge  
Town Council  
Representatives.**

Clr. Patrick Gillard  
Clr. Eamonn O’Nolan

**Booking  
Secretary:**

Ms Ann Rolph

**Bankers:**

National Westminster Bank Plc  
2 Tavern Street  
Ipswich  
Suffolk IP1 3BO

**Investment:**

Suffolk Building Society  
The Thoroughfare  
Woodbridge  
**Suffolk**

**Address:**

Station Road  
Woodbridge  
Suffolk IP12 4AU

# Woodbridge Community Hall Management Committee

## REFERENCE AND ADMINISTRATIVE DETAILS cont.

**Website:** woodbridgecommunityhall.co.uk

**Email:** [woodbridgecommunityhall@gmail.com](mailto:woodbridgecommunityhall@gmail.com)

**Telephone:** 01394 446098

**Independent Examiner:** Vanessa Shorten FMAAT

# Woodbridge Community Hall Management Committee

## REPORT OF THE TRUSTEES

### Governance

The Community Hall was built with funds raised by Woodbridge Community Council under the chairmanship of Sir Ian Jacob. It was opened on the 17th. January 1981. A charity was created the same year to manage the commercial operation, maintenance and improvement of the available facilities. The Hall is built on land formerly owned by Suffolk Coastal District Council and later transferred to Woodbridge Town Council.

Woodbridge Community Hall Management Committee (WCHMC) is a charitable incorporated organisation registered with the Charity Commission on 7<sup>th</sup> August 2013, amended 2<sup>nd</sup> November 2016. The charity manages the hall for Woodbridge Town Council in accordance with an agreement dated 13<sup>th</sup> May 2014 ending in 2029. The Council has waived its right to appoint representatives to attend Committee meetings and instead has formed a working party to monitor and report back to the council on all properties owned by the council.

Our Objective is to provide the Community Hall for the benefit of the inhabitants of Woodbridge Town and the surrounding districts. This can include holding lectures and meetings as well as suitable forms of recreation and leisure.

The Trustees have regard to the guidance issued by the Charity Commission regarding public benefit.

New trustees are appointed by the existing Trustees and serve for a term of three years, retiring Trustees are eligible for re-appointment. Trustees give their time freely, one Trustee is employed, details may be found in note 2.

The Trustees met nine times during the year. Nigel Pryke resigned on 26<sup>th</sup> June 2023 and Jonh Leming was appointed in his place on 3<sup>rd</sup> August 2023.

### Financial review

Hire income is £43,562 (2022 £34,820), 25% above income for 2022. Hire rates have not increased since March 2022. Hire income was low in that year whilst the market was recovering from the shut down during the pandemic. Total income £49,782 (2022: £39,694) was accelerated by local advertising, a refreshed web site and increased interest rates on our deposit funds.

At the same time total expenditure has decreased by 9% from £38,807 in 2022 to £35,356 in the current year largely due to a reorganization of our cleaning staff.

The major uninsured risk is bad debts, the Trustees have reviewed invoicing and credit control procedures and are satisfied that the risk is minimal.

## Woodbridge Community Hall Management Committee

### REPORT OF THE TRUSTEES Cont.

#### General review

Lettings in the year continued to be affected by the covid pandemic but have grown at a fairly constant rate and by the last quarter had reached pre covid levels. Both Deben annex and the Hutchinson room have a letting level below those achieved for the main hall but are greatly appreciated by those who use them. The committee have tried to provide a facility that is suitable to a wide range of activities and as such are pleased that we have had performances by both a local opera company and a wrestling group as well our more normal repeat users.

We have supported the introduction of more sports-based groups, particularly table tennis, and would like to further increase the use of the hall in this regard especially at weekends.



Finally, I would like to take this opportunity to thank all of our volunteers and staff for their hard work and dedication throughout the year.

**John R. Leming C.Build E FCabe Retd.**

# Woodbridge Community Hall Management Committee

## REPORT OF THE INDEPENDENT EXAMINER

The trust is a charitable incorporated organisation having a turnover less than £250,000.

**Responsibilities and basis of my report.**

As the charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

**I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:**

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts are a "true and fair view" which is not a matter considered as part of an independent examination.

**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.**

**Vanessa Shorten FMAAT**

**Dated 18<sup>th</sup> January, 2024**

**Vine Cottage  
Woodbridge Road  
Debach  
IP13 6BY**

## Woodbridge Community Hall Management Committee

### Statement of Financial Activities for the year ended 31<sup>st</sup> December 2023.

	<u>Note</u>	<u>2023</u> £	<u>2022</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		50	50
<b>Generated Income:</b>			
Hire of the Hall and facilities		43,562	34,820
Interest Received		1,627	450
Solar Panel "feed in Income"		4,543	4,374
<b>Total Income</b>		<b>49,782</b>	<b>39,694</b>
<b>Resources Expended:</b>			
Salaries	2	5,856	11,098
Honorarium		5,762	5,050
Trustee Training		30	025
Maintenance to premises		3,336	4,039
Electricity & Water		12,695	11,897
Telephone		458	436
Refuse Collection		428	398
Insurance		1,419	1,338
Licences		1,035	347
Consumables		1,387	1,234
Postage, stationery, IT & Office Expenses		2,116	1,763
Donations & Gifts		60	110
Professional Fees.		100	150
Bad Debt		0	276
Depreciation	4	452	348
<b>Restricted Expenditure:</b>			
Advertising/Website Design costs.	5	222	358
<b>Total Resources expended</b>		<b>35,356</b>	<b>38,807</b>
<b>Net increase / (decrease) in funds</b>		<b>14,426</b>	<b>887</b>
<b>Total funds brought forward</b>		<b>64,327</b>	<b>63,440</b>
<b>Total Funds carried forward</b>		<b>78,753</b>	<b>64,327</b>

The notes on page 10 form part of these Statements.

# Woodbridge Community Hall Management Committee

## Balance Sheet as at 31<sup>st</sup> December 2023

	<u>Note</u>	<u>2023</u> £	<u>2022</u> £
<b>Fixed Assets</b>			
Net value of equipment.	3	745	327
<b>Current Assets</b>			
Cash at Bank		4,027	5,425
Cash on Deposit		17,635	5,022
Cash at Building Society		55,565	54,000
Debtors		2,198	2,135
Prepayments		1,977	1,657
		<u>81,402</u>	<u>68,239</u>
<b>Current Liabilities</b>			
Accounts payable		2,078	3,265
Accruals		100	100
PAYE payable		42	62
Hire deposits		1,174	812
		<u>3,394</u>	<u>4,239</u>
Net Current Assets		81,063	64,000
Total Assets & Liabilities		<u>81,808</u>	<u>64,327</u>
Fund value at 1 <sup>st</sup> January 2023		64,327	63,440
Net income / (expenditure) for the year		<u>14,426</u>	<u>887</u>
Fund Value at 31 <sup>st</sup> December 2023		<u>78,753</u>	<u>64,327</u>
Restricted Fund	5	0	222
Reserve Fund	4	40,000	20,000
Unrestricted Fund		38,753	44,105
Total Fund Value		<u>78,753</u>	<u>64,327</u>

The notes on pages 10 form part of these statements.

# Woodbridge Community Hall Management Committee

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2023

### 1 .ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice and Reporting FRS 102 by the charities Commission.

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

### 2. TRUSTEE REMUNERATION AND BENEFITS

The charity employs one Trustee, salary for the year was £3,150 (2022: Nil.) There were no related party transactions in the period nor any significant matters requiring disclosure.

### 3. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.22	Depr. 2023	Net Value @ 31,12.23
	£	£	£	£	£
Desktop Computer	760	0	(646)	(114)	0
Kitchen Equipment	660	606	(506)	(273)	487
Cleaning Equipment	257	264	(198)	( 65)	258
	<u>1,677</u>	<u>870</u>	<u>(1,350)</u>	<u>(452)</u>	<u>745</u>

Other assets, catering equipment, furniture etc. were written off in the year of purchase.

### 4. RESERVE FUND

The trustees resolved to reserve £40,000 (2022 - £20,000) to cover continuing expenditure during the possible closure of the hall for major repairs or building works.

### 5. RESTRICTED FUND

The Trustees successfully applied for a start-up grant from East Suffolk Council in 2021 value £1,280 to cover the cost of refreshing the website and advertising the facilities of the hall. The remaining £222 was utilised in the current year for local advertising.

**WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE**

England & Wales - Charity number 1153286

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# Accounts

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# **Woodbridge Community Hall Management Committee**

**Registered Charity Number 1153286**

**Financial Statements for the year ended  
31<sup>st</sup> December 2022**

# Woodbridge Community Hall Management Committee

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# Woodbridge Community Hall Management Committee

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## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered

**Charity No:** 1153286

<b>Trustees:</b>	Mr Nigel Pryke	Chair
	Mr Philip Seurre	Honorary Treasurer
	Ms Anne Keen	Honorary Secretary
	Ms Gill Wright	Hall Inspector
	Ms Sue Sharpe	Minutes Secretary
	Mr John Leming	(appointed 26.01.2022)

### Associate

**Trustees:** Mr Ben Osborne  
Mr Steve Lemon

### Woodbridge Town Council

**Representatives.** Clr. Patrick Gillard  
Clr. Eamonn O’Nolan

### Booking

**Secretary:** Ms Ann Rolph

**Bankers:** National Westminster Bank Plc  
2 Tavern Street  
Ipswich  
Suffolk IP1 3BO

# Woodbridge Community Hall Management Committee

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## REFERENCE AND ADMINISTRATIVE DETAILS cont...

**Investment:** Suffolk Building Society  
The Thoroughfare  
Woodbridge  
Suffolk

**Address:** Station Road  
Woodbridge  
Suffolk IP12 4AU

**Website:** [woodbridgecommunityhall.co.uk](http://woodbridgecommunityhall.co.uk)

**Email:** [woodbridgecommunityhall@gmail.com](mailto:woodbridgecommunityhall@gmail.com)

**Telephone:** 01394 446098

**Independent Examiner:** Vanessa Shorten FMAAT

# Woodbridge Community Hall Management Committee

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## REPORT OF THE TRUSTEES

The Community Hall was built with funds raised by Woodbridge Community Council under the chairmanship of Sir Ian Jacob. It was opened on the 17th. of January 1981. A charity was created the same year to manage the commercial operation, maintenance and improvement of the available facilities. The Hall is built on land formerly owned by Suffolk Coastal District Council and later transferred to Woodbridge Town Council (WTC).

Woodbridge Community Hall Management Committee (WCHMC) is a charitable incorporated organisation registered with the Charity Commission. The current trustees have an agreement with WTC to continue managing the hall until 2029. Nevertheless the WTC wishes to terminate this agreement and negotiate a new lease for the property. This process is on-going.

The objective of the trustees has always been to provide the Community Hall and its annexes for the benefit of the inhabitants of Woodbridge for meetings, lectures and other forms of recreation and leisure at a reasonable cost. The trustees are all volunteers.

### Review of the year.

Clearly the past two years have been challenging for the trustees due to enforced restrictions on social activities as a result of the Covid 19 pandemic. Nevertheless revenue has remained buoyant due to a grant of £10,000 in 2020 and the successful negotiation of a contract in 2021 to use the Hall as a Covid vaccination hub for the district. Therefore 2022 was always going to be a significant challenge where we were starting from scratch with most of our regular users finding it very difficult to restart their activities.



We were delighted to be able to assist when the “opera in the park” needed a substitute venue. Of course the other very significant challenge for the trustees has been the management of electricity usage as a result of ever increasing costs.

In this respect the trustees have signed a contract with a new supplier from the 1st. February.

The trustees met six times during the year in January/

March/ June/ August/ September and December.

*Die Fledermaus performed in the main hall 17.09.22.  
Photo by Charmian Berry*

# Woodbridge Community Hall Management Committee

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## Income and expenditure comparison last 5 years.

2018	income £35,439	expenditure £35,106
2019	income £43,851	expenditure £40,725
2020	income £39,569	expenditure £34,410
2021	income £54,586 (boosted by NHS hire)	expenditure £44,235
2022	income £39,694	expenditure £38,807

## REPORT OF THE TRUSTEES Cont.

Taking everything into account the financial result for 2022 is very positive. The hire rates have been kept broadly the same as last year except that the charity rate has been applied more strictly. This has meant an increase of about 10% for some of our regular users.

We have been pleased to welcome John Leming as a new trustee this year. John has particular expertise in the area of building and maintenance. The trustees have updated all of the management policies this year. These are all published on the Community Hall website.

### Staff.

It has been a very busy year for our booking secretary Ann who has managed to attract several new hirers. One of our regular part time cleaners, Michelle, has retired and we are changing the cleaning arrangements so that Jane can manage on her own. This is only possible because of the considerable efforts put in by our Hall Inspector Gill. I would like to thank her and all of our trustees and staff for their hard work during a difficult year.

### Maintenance.

*taken by drone.*

*Photograph of main roof*

This year we budgeted for replacement of the main flat roof as a follow up to the repairs to the lower flat roof last year. We had a quotation for the work but a drone survey confirmed that the existing roof surface is sound.



We will consider a further drone survey next year.

Following a full survey of the building trustees met with Councillors Sanders and Sylvester to discuss a repair schedule. A list of repairs desirable for 2022 was agreed and has been completed. In June we had a fire safety inspection which highlighted that internal fire doors were not smoke proof as designed. Repairs have been completed as required. The main alarm panel and several individual alarm points required repair or replacement. These have all been completed. In November we had a

# Woodbridge Community Hall Management Committee

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full wiring inspection which we understand had only minor issues but we are waiting for the full results from WTC.

As well as items recommended by the WTC surveyor we have fitted new external lighting, carried out repairs to the lead flashing on the main roof, replaced the main stage lighting and

Installed new glitter ball lamps.

Trustees have also had two separate quotes for new external fire doors in the main hall as suggested by the WTC surveyor. The fire safety surveyor said the doors were fit for purpose and one of the manufacturers quoting for the work also reported that the existing fire doors were acceptable. The management committee has agreed to review the situation in twelve months time. Special thanks once again to Steve Lemon for all his hard work.

Nigel Pryke MNM, FNI

Chair of the Trust

## REPORT OF THE INDEPENDENT EXAMINER

The trust is a charitable incorporated organisation having a turnover less than £250,000.

### Responsibilities and basis of my report.

As the charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

# Woodbridge Community Hall Management Committee

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3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts are a “true and fair view” which is not a matter considered as part of an independent examination.

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.

Vanessa Shorten FMAAT

Vine Cottage  
Woodbridge Road  
Debach  
IP13 6BY

Dated 20<sup>th</sup> January, 2023

## Statement of Financial Activities for the year ended 31<sup>st</sup> December 2022.

	<u>Note</u>	<u>2022</u> £	<u>2021</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		50	150
<b>Restricted Grant:</b>			
East Suffolk Start Up Grant.	6	0	1,280
<b>Generated Income:</b>			
Hire of the Hall and facilities	7	34,820	49,228
Interest Received		450	253
Solar Panel “feed in Income”		4,374	3,675
<b>Total Income</b>		39,694	54,586
<b>Resources Expended:</b>			
Salaries	2	11,038	12,631
Honorarium		5,050	5,050
Trustee Training		25	0
Maintenance to premises		4,039	5,726
Electricity & Water		11,897	11,719
Telephone		436	250
Refuse Collection		398	558
Insurance		1,338	1,491
Licences		347	437

# Woodbridge Community Hall Management Committee

Consumables		1,234	819
Postage, stationery, IT & Office Expenses		1,763	1,193
Donations & Gifts		110	381
Professional Fees.		150	2,932
Bad Debt		276	0
Depreciation	4	348	348
<b>Restricted Expenditure:</b>			
Advertising/Website Design costs.	6	358	700
<b>Total Resources expended</b>		<b>38,807</b>	<b>44,235</b>
<b>Net increase / (decrease) in funds</b>		887	<b>10,351</b>
Total funds brought forward		63,440	53,089
<b>Total Funds carried forward</b>		<b>64,327</b>	<b>63,440</b>

The notes on page 10 form part of these Statements.

## Balance Sheet as at 31<sup>st</sup> December 2022

	<u>Note</u>	<b><u>2022</u></b> £	<b><u>2021</u></b> £
<b>Fixed Assets</b>			
Net value of equipment.	4	327	675
<b>Current Assets</b>			
Cash at Bank		5,425	3,675
Cash on Deposit		5,022	15,001
Cash at Building Society		54,000	43,231
Debtors		2,135	1,150
Prepayments		1,657	1,693
		68,239	64,750
<b>Current Liabilities</b>			
Accounts payable		3,265	35
Accruals		100	1,169
PAYE payable		62	18
Hire deposits		812	763
		4,239	1,985
Net Current Assets		64,000	62,765
<b>Total Assets &amp; Liabilities</b>		<b>64,327</b>	<b>63,440</b>

# Woodbridge Community Hall Management Committee

Fund value at 1 <sup>st</sup> January 2022	63,440	53,089
Net income / (expenditure) for the year	887	10,351
<b>Fund Value at 31<sup>st</sup> December 2022</b>	<b>64,327</b>	<b>63,440</b>
Restricted Fund	6                      222	580
Reserve Fund	5                      20,000	20,000
Unrestricted Fund	44,105	42,860
<b>Total Fund Value</b>	<b>64,327</b>	<b>63,440</b>

The notes on pages 10 form part of these statements.

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2022

### 1 .ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice and Reporting FRS 102 by the charities Commission. All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

### 2. SALARIES

The charity employs one part time cleaner. Cost for 2021 is stated net of the Job Retention Grant amounting to £229.

### 4. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.21	Depr. 2022	Net Value @ 31,12.22
	£	£	£	£	£
£					
Desktop Computer	760	0	(494)	(152)	114
Two Electric Cookers	660	0	(374)	(132)	154
Cleaning Equipment	257	0	(134)	( 64)	59
	1,677	0	(1,002)	(348)	327

Other assets, catering equipment, furniture etc. were written off in the year of purchase.

### 5. RESERVE FUND

# Woodbridge Community Hall Management Committee

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The trustees resolved to reserve £20,000 (2021 - £20,000) to cover continuing expenditure during the possible closure of the hall for major repairs or building works.

## **6. RESTRICTED FUND**

The Trustees successfully applied for a start-up grant from East Suffolk Council in 2021 value £1,280 to cover the cost of refreshing the website and advertising the facilities of the hall. £222 remains from the grant to be applied to local advertising in 2023.

## **7. HIRE INCOME**

The complete building was hired to Suffolk GP Federation during lockdown from 4<sup>th</sup> January to 30<sup>th</sup> August 2021. Hire income for that year was necessarily reduced to £8,428.

**WOODBIDGE COMMUNITY HALL MANAGEMENT COMMITTEE**

England & Wales - Charity number 1153286

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# Accounts

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# **Woodbridge Community Hall Management Committee**

**Registered Charity Number 1153286**

**Financial Statements for the year ended  
31<sup>st</sup> December 2021**

# Woodbridge Community Hall Management Committee

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# **Woodbridge Community Hall Management Committee**

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## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered**

**Charity No:** 1153286

<b>Trustees:</b>	Mr Nigel Pryke	Chair
	Mr Philip Seurre	Honorary Treasurer
	Ms Anne Keen	Honorary Secretary
	Ms Gill Wright	Hall Inspector
	Ms Sue Sharpe	Minutes Secretary

### **Associate**

**Trustees:** Mr Ben Osborne  
Mr Steve Lemon  
Mr John Leming

### **Woodbridge Town Council**

**Representatives.** Clr. Patrick Gillard  
Clr. Eamonn O’Nolan

### **Booking**

**Secretary:** Ms Ann Rolph

**Bankers:** National Westminster Bank Plc  
2 Tavern Street  
Ipswich  
Suffolk IP1 3BO

# **Woodbridge Community Hall Management Committee**

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## **REFERENCE AND ADMINISTRATIVE DETAILS cont...**

**Investment:** Ipswich Building Society  
The Thoroughfare  
Woodbridge  
Suffolk

**Address:** Station Road  
Woodbridge  
Suffolk IP12 4AU

**Website:** [woodbridgecommunityhall.co.uk](http://woodbridgecommunityhall.co.uk)

**Email:** [woodbridgecommunityhall@gmail.com](mailto:woodbridgecommunityhall@gmail.com)

**Telephone:** 01394 446098

**Independent  
Examiner:** Vanessa Shorten FMAAT

# **Woodbridge Community Hall Management Committee**

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## **REPORT OF THE TRUSTEES**

### **Governance**

Woodbridge Community Hall Management Committee (WCHMC) is a Charitable Incorporated Organisation registered as a charity with the Charity Commission on the 7<sup>th</sup>. Of August 2013 and amended on the 2<sup>nd</sup>. Of November 2016. The Trustees have an agreement with Woodbridge Town Council (WTC) to manage Woodbridge Community Hall (WCH) until 2029. On the 1<sup>st</sup>. Of December 2020 the Trustees were served by solicitors for WTC a notice terminating the management agreement. Solicitors for the trustees responded with legal argument that the Trustees have a legally binding management agreement with no provision for early termination. As a result of these legal discussions the notice requiring the WCHMC to quit the premises was never enforced. Throughout the year discussions have continued between WTC and WCHMC with the ambition on both sides to agree the wording of a new lease which would supersede the current management agreement. The objective of the Trustees is and has always been to provide the Community Hall and its annexes for the benefit of the inhabitants of Woodbridge for meetings, lectures and other forms of recreation and leisure at a reasonable cost. In this respect the Trustees are all volunteers and receive no monetary return from the charity. I would like to take this opportunity to thank them for their hard work during a very difficult year.

### **Review**

Whilst the year began in difficult circumstances due to restrictions on social activities caused by the Covid 19 pandemic the Hall was kept fully functioning and open for business in respect of socially distanced activities. In spite of the intention of WTC to “mothball” the Hall until a new tender for its management could be found offering “best consideration” the Trustees were able to negotiate a contract with Suffolk G.P.Federation CIC for the provision of a Covid 19 vaccination hub for Woodbridge and the surrounding district. This project lasted for 33 weeks from the 4<sup>th</sup>. of January until the 30<sup>th</sup>. of August. Clearly this usage of the hall for most of the year provided a guaranteed income at a time when most other activities would have been restricted. During the year we received donations of £150 from National Westminster Bank PLC and Woodbridge 41 Club and a restricted start up grant of £1280 from East Suffolk Council.

# **Woodbridge Community Hall Management Committee**

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## **REPORT OF THE TRUSTEES cont..**

The management Committee met five times during the year in February, April, July, September and November. The AGM for 2020 took place on the 3<sup>rd</sup> February, 2021.

The Trustees are grateful to the staff for all their help during a difficult year.

## **Maintenance**

During 2021 the flat roof and the Perspex roof domes at the front of the building above the entrance hall and the toilets were replaced due to a prolonged period of leaks during wet weather. The drainage channels and gutters associated with all of the lower flat roofed areas were cleaned and cleared of moss. As a result of previous leaks, the ceilings were repaired and painted in the entrance lobby and the public toilets. Some of the lighting in these areas had to be dried out and reconnected. The retaining wall around the bin storage area was rebuilt due to its hazardous condition.

The Community Hall website has been completely modernised and updated and now has a calendar of bookings available to all.

The Town Council commissioned a survey of the building at the beginning of the year and the Trustees have sought an estimate for repairs to the main flat roof.

We are once again very grateful to Steve Lemon our volunteer maintenance officer who has carried out routine maintenance work throughout the year and in particular was on call to NHS managers during the period of the vaccination hub.

## **Reserves Policy**

The Trustees have reserved £25,000 to meet the costs of operation in the event of unplanned closure for any reason.

## **Nigel Pryke FNI**

# Woodbridge Community Hall Management Committee

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## REPORT OF THE INDEPENDENT EXAMINER

The trust is a charitable incorporated organisation having a turnover less than £250,000.

### **Responsibilities and basis of my report.**

As the charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts are a "true and fair view" which is not a matter considered as part of an independent examination.

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.

Vanessa Shorten FMAAT

Vine Cottage  
Woodbridge Road  
Debach

Dated 24<sup>th</sup> January, 2022

IP13 6BY

# Woodbridge Community Hall Management Committee

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## Statement of Financial Activities for the year ended 31<sup>st</sup> December 2021.

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		150	530
<b>Grants:</b>			
Covid-19 Hospitality & Leisure Grant.		0	10,000
<b>Restricted Grant:</b>			
East Suffolk Start Up Grant.	6	1,280	0
<b>Generated Income:</b>			
Hire of the Hall and facilities	7	49,228	17,569
Interest Received		253	309
Solar Panel "feed in Income"		3,675	3,978
Return of Sink Fund Balance.		0	7,183
<b>Total Income</b>		<b>54,586</b>	<b>39,569</b>
<b>Resources Expended:</b>			
Salaries	2	12,631	7,473
Honorarium		5,050	4,650
Maintenance to premises	8	5,726	3,973
Electricity & Water		11,719	6,764
Telephone		250	444
Refuse Collection		558	736
Insurance		1,491	1,675
Licences		437	1,205
Consumables		819	967
Postage, stationery, IT & Office Expenses		1,193	1,739
Donations & Gifts		381	138
Professional Fees.		2,932	4,300
Depreciation	4	348	346
<b>Restricted Expenditure:</b>			
Website Design costs.	6	700	0
<b>Total Resources expended</b>		<b>44,235</b>	<b>34,410</b>
<b>Net increase / (decrease) in funds</b>		<b>10,351</b>	<b>5,159</b>
Total funds brought forward		53,089	47,930
<b>Total Funds carried forward</b>		<b>63,440</b>	<b>53,089</b>

The notes on page 10 form part of these statements.

# Woodbridge Community Hall Management Committee

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## Balance Sheet as at 31<sup>st</sup> December 2021

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
<b>Fixed Assets</b>			
Net value of equipment.	4	675	1,023
<b>Current Assets</b>			
Cash at Bank		3,675	6,586
Cash on Deposit		15,001	
Cash at Building Society		43,231	50,148
Debtors		1,150	780
Prepayments		1,693	274
HMCE – Job Retention Scheme		0	405
		64,750	58,193
<b>Current Liabilities</b>			
Account payable		35	0
Accruals		1,169	5,324
PAYE payable		18	7
Hire deposits		763	796
		1,985	6,127
Net Current Assets		62,765	52,066
<b>Total Assets &amp; Liabilities</b>		<b>63,440</b>	<b>53,089</b>
Fund value at 1 <sup>st</sup> January 2021		53,089	47,930
Net income / (expenditure) for the year		10,351	5,159
<b>Fund Value at 31<sup>st</sup> December 2018</b>		<b>63,440</b>	<b>53,089</b>
Restricted Fund	6	580	
Reserve Fund	5	25,000	20,000
Unrestricted Fund		37,860	27,930
<b>Total Fund Value</b>		<b>63,440</b>	<b>47,930</b>

The notes on pages 10 form part of these statements.

# Woodbridge Community Hall Management Committee

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2021

### 1 .ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice and Reporting FRS 102 by the charities Commission. All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

### 2. SALARIES

The charity employs two part time staff. Cost is stated net of the Job Retention Grant amounting to £229 (2020 £3,648).

### 3. SINK FUND

Woodbridge Town Council stopped contributions to the sink fund and returned the charity's share of the balance held at 31<sup>st</sup> December 2019.

### 4. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.20	Depr. 2021	Net Value @ 31,12.21
£	£	£	£	£	£
Desktop Computer	760	0	(342)	(152)	266
Two Electric Cookers	660	0	(242)	(132)	286
Cleaning Equipment	257	0	( 70)	( 64)	123
	<u>1,677</u>	<u>0</u>	<u>(654)</u>	<u>(348)</u>	<u>675</u>

Other assets, catering equipment, furniture etc. were written off in the year of purchase.

### 5. RESERVE FUND

The trustees resolved to reserve £25,000 (2020 - £20,000) to cover continuing expenditure during the possible closure of the hall for major repairs or building works.

### 6. RESTRICTED FUND

The Trustees successfully applied for a start-up grant from East Suffolk Council value £1,280 to cover the cost of refreshing the website and advertising the facilities of the hall. £580 remains from the grant to be applied to local advertising in 2022.

### 7. HIRE INCOME

The complete building was hired to Suffolk GP Federation during lockdown from 4<sup>th</sup> January to 30<sup>th</sup> August 2021. Hire income for the current year was £8,428 (2020: £17,569).

### 8. Maintenance and Repairs to Premises.

The amount stated, £5,726 is net of a contribution from Woodbridge Town Council for £3,610 being 50% of roof repairs paid in accordance with the management agreement.