

Poulton-le-Fylde Community Hall

Formerly known as Vicarage Park Community Centre until 25 June 2022

Report and Financial Statements Year Ended 31 March 2022



The heart and soul of Poulton-le-Fylde



Poulton-le-Fylde Community Hall

Report and financial statements for year ended 31 March 2022

Corporate Information

Registered Office

Poulton-le-Fylde Community Hall
3 Vicarage Road
Poulton-le-Fylde
Lancashire
FY6 7BE

Charity number

1158292

Trustee Board

Sarah Welsh, Chair
Amelia MacPherson, Treasurer
Chris Gannon
Michael Buckley (resigned 31 January 2022)
Dana Gledhill, Secretary
Trevor Lund
Mark Carter (appointed 30 August 2022)

Independent Examiner

Sandra Spindler (MAAT)
Springend,
Garstang Road East
Singleton,
Poulton le Fylde
FY6 7SX

Bankers

Barclays Plc
2-4 Birley Street
Blackpool
FY1 1DU

Contents

Page:

4	Chairman's report
5	Strategic report
6	Treasurer's financial review
7	Independent examiner's report
8	Income statement
9	Balance sheet
10	Notes forming part of the financial statements

Chairman's report for the year ended 31 March 2022

Chairman's Review

The popularity and use of the Hall have continued to increase, and we have been at full capacity every weekday and evening. One of our objectives is to encourage community hiring, so we have not raised our hourly hire for this segment. It will continue at as low a rate for the foreseeable future. Our one-off hirers have included weddings, christenings, memorials/funerals, gala fundraisers, arts council/singing/children's shows, tribute band nights, Northern Soul nights, polling stations and public consultations. We have become a very popular children's/family/celebration party venue, but these bookings and others come with additional overheads. To cover the cost of paid bar staff and to help control the demand, we agreed to increase our Friday and Saturday night hire rates. Our community events have included wine and gin tasting evenings, comedy nights, St Patrick's night, Arts Council events and a New Year's Eve party.

Internal Building Improvements

The year has seen several improvements to the interior and exterior of the building. Internally we have fitted new bar shutters; insulated, clad, painted and carpeted the tower staircase; fitted a Nest system to help with heating control; purchased the improved audio system and fitted new hall lighting that replicates the original 1925 globe pendants. The last item has prompted many compliments as they hugely improve the aesthetics and enhance the vaulted ceiling.

External Building Improvements

We have partnered with St Chads Church to contract out the recycled waste disposal and removal of non-recycled waste. We have completed the car park re-tarmac, parking/disabled space painting, new bollards and fitted wall-hung cycle racks. At the rear of the building, we have landscaped the somewhat limited space with donated artificial grass, paving, a hand-made pergola, plus renovated and new benches. It is a peaceful sun trap for anyone to watch tennis or sit and chat.

Licence extension

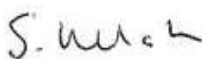
To save money and administrative time applying for Temporary Event Notices, we succeeded in extending our premises licence for the sale of alcohol on any Friday and Saturday night to 01:00 and playing of music up to 02:00 just three times a year. The conditions of the licence are that we can supply any CCTV footage within hours of any reported incident.

Charity name change

Although outside of the reporting period, please note that in June 2022, we renamed the Charity from Vicarage Park Community Centre to Poulton-le-Fylde Community Hall. The old name did not resonate with the community. We consulted our Hall users and volunteers for their views, and they selected the new name as the most representative. It has proved to be a very welcome change.

Looking ahead

The Hall is so well loved and used that it makes the custodial work of the Charity worthwhile and justified. The popularity and volume of footfall through our doors indicate the Community Hall's popularity and our Charity's success. It also means that there is considerable wear and tear on the fabric of the building and furnishings. We have a great team of volunteers that help with the Hall maintenance. As we advance, we will look at improving the service and easing the strain on the volunteers. I feel very proud to be part of the team that continues to provide the people of Poulton with its very own unique Community Hall.



Sarah Welsh - Chairman
22 January 2023

Strategic review for the year ended 31 March 2022

A time of change and transition

As we entered 2021, many COVID-19 restrictions were still in force, but as we moved into Spring, the government gradually eased some of these restrictions. Starting in April, outdoor and indoor leisure venues were allowed to reopen with more comprehensive social contact permitted. As the nationwide vaccination programme rolled out in May and June, the rule of six and two households for social gatherings remained in force. It was on 19 July that the government removed most legal limits on social contact, and venues like our Community Hall were permitted to operate as they had done before the COVID-19 pandemic. Despite this, wearing face masks and providing hand sanitiser remained in force for the remainder of 2021.

Risks and challenges

The government lockdown seriously impacted our income from room lettings and social functions. During the period of the COVID-19 lockdown, we could not accept bookings for parties and social gatherings, and many of our daytime exercise and wellbeing classes suffered from less demand. Even after the government removed all restrictions, many people, especially the older generation and people with underlying health conditions, were reluctant to return. Fortunately, we managed to make up most of the deficit thanks to a government grant to hospitality venues and community venues like ours. One unforeseen event was a strong storm in November that resulted in minor damage to the roof tiles and rainwater guttering. This incident has reminded us that we need to implement a medium-term plan to replace the roof tiles, which are almost 100 years old.

New horizons

Looking to the future, we aim to invest in the Hall and reinvent the services and activities we offer to the local community to make them fresh and more appealing. With the help of our volunteers, we worked hard throughout the second half of the year to rebuild audiences to our events and attract more bookings for social parties and family gatherings. We staged several successful entertainment events, including a Comedy Night, a Brass Band Concert by Poulton Band, a spectacular musical production by the Chaddeans Theatre Group, a Halloween-themed Craft and Gift Market, a Wine and Food Tasting Evening, a Lancashire Day Market, and a Christmas Market. We also fulfilled one of our long-term ambitions to resurface the car park with new Tarmac and mark out designated car spaces with provision for disabled access.

Back to the future

After a very challenging twelve months, we are set to start the new year on a more secure footing and hope to build on our success with exciting new ideas and innovations.



Chris Gannon - Communications Trustee
22 January 2023

Financial review for the year ended 31 March 2022

Financial review

In the first full year following the COVID-19 pandemic the Hall has seen huge success with regular weekday rentals and events being held most weekends.

The revenue for the year was £85,831 (2021: £29,597), an increase of 190%. The majority of the revenue was comprised of rental income (£35,875) and bar income (£32,629) which reflects the significant level of usage.

The profit for the year was £22,053 (2021: £3,540) which provided an operating profit margin of 26% (2021: 12%). This increase is primarily due to the increased revenue to cover the fixed overheads.

The Company held significant cash at the year end of was £40,335 (2021: £30,674) for which the Trustees have plans for improving the Hall and offering free of charge events to the local community.

Principal risks and uncertainties and financial risk management

The activities of the Charity expose it to financial risks, namely cash flow risk and capital management risk.

Cash flow risk

The Charity held significant cash at the year end and with regular hirers each week, the Trustees believe the cash flow risk to be mitigated. The Charity ensures that it manages this risk by regular re-forecasting and monitoring of the cash flow position. Any future capital projects require a prudent forecast approved by Trustees to support the evidence of funds available.

Capital risk management

The objectives of the Charity when managing capital are to safeguard the Company's assets and ability to continue as a going concern and a Community Hall for the people of Poulton-le-Fylde.

The directors do not believe the Company is exposed to significant interest rate risk, fair value estimation, price risk or foreign exchange risk.

Reserves policy

The Charity has developed a minimum reserves policy based on the assumption that, in the event of wind up of the Charity, there would be sufficient funds to settle all outstanding liabilities, taking account of any costs associated with winding up. The reserves policy also ensures there are sufficient reserves and cash balances to support the ongoing operational requirements and charitable commitments of the Charity. Minimum reserves are calculated on an annual basis.

Going concern

At the time of signing these accounts, the Trustees have a reasonable expectation that, for a period of at least 12 months, the Charity can meet its financial obligations as they fall due. The government grants received means that the Charity has a strong cash position and careful monitoring of costs during the next year will ensure that the Charity remains liquid. As such the accounts have been prepared on a going concern basis.



Amelia MacPherson ACA – Treasurer

Independent examiner's report

Independent examiner's report to the Trustees of the Poulton-le-Fylde Community Hall

I report to the Trustees on my examination of the accounts of the Poulton-le-Fylde Community Hall for the year ended 31 March 2022, which are set out on pages 8 to 12.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity's trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for report

As the Charity Trustees of the Poulton-le-Fylde Community Hall you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the ACT")

I report in respect of my examination of the Poulton-le-Fylde Community Hall 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:

- accounting records were not kept in respect of the the Poulton-le-Fylde Community Hall as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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 methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.

Signed:



Name: Sandra Spindler (MAAT)
Association of Accounting Technicians

Address: Springend, Garstang Road East
Singleton,
Poulton le Fylde
FY6 7SX

21 January 2023

Income statement for the year ended 31 March 2022

	2022 £	2021 £
Income		
Rental Income	35,875	5,631
Bar Income	32,629	163
Donations	5,428	1,134
Grant income	11,899	22,071
Fundraising	-	598
	<hr/>	<hr/>
Total Income	85,831	29,597
Cost of Sales		
Cost of bar sales	12,287	154
Cost of events	4,941	-
	<hr/>	<hr/>
	17,228	154
Expenditure		
Management costs	10,382	4,445
Utilities	4,551	3,325
Staff costs	3,213	-
Rent and rates	351	1,615
Fittings	1,743	-
Repairs and Maintenance	5,342	390
Governance costs	1,130	578
Insurance	2,731	1,288
Depreciation	11,520	10,596
Cleaning	2,846	2,085
Accountancy	715	-
Marketing	367	-
Other	1,659	1,580
	<hr/>	<hr/>
Total Expenditure	46,550	25,902
	<hr/>	<hr/>
Profit before tax	22,053	3,540
	<hr/>	<hr/>

The notes on pages 10 to 12 form part of these financial statements.

Balance sheet at 31 March 2022

<i>Company number</i>	<i>Note</i>	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	3		157,757		145,152
			<u>157,757</u>		<u>122,814</u>
Current assets					
Cash at bank and in hand		40,335		30,674	
Stock		2,662		1,534	
		<u>42,997</u>		<u>32,208</u>	
Current Liabilities					
Trade creditors		310		310	
Deferred income		3,282		1,941	
		<u>3,592</u>		<u>2,251</u>	
Net assets			<u>197,163</u>		<u>175,109</u>
Capital and reserves					
General funds			175,109		171,569
Profit for the year			22,054		3,540
Total reserves			<u>197,163</u>		<u>175,109</u>

The financial statements were approved by the Board of Directors and authorised for issue on 21 January 2023.

Sarah Welsh - Chairman

Notes forming part of the financial statements for the year ended 31 March 2022

1. Accounting policies

The Poulton-le-Fylde Community Hall is a charity registered with the Charity Commission (charity number 1158292). The address of the registered office is given on the contents page and the nature of the charities operations and its principal activities are set out in the strategic report.

Basis of preparation

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice for accounting and reporting for Charities preparing their accounts in accordance with FRS 102, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland issued on 16 July 2014 and Bulletin 1 to the Charities SORP (FRS 102) and the Charities Act 2011.

The functional currency is £ sterling.

The charity constitutes a public benefit entity as defined by FRS 102.

Fund accounting

General Funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. The charity has no restricted funds.

Revenue recognition

Revenue is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the income receivable can be recognised reliably.

Rental income

Rental income is recognised at the point that the Poulton-le-Fylde Community Hall is hired.

Bar income

Bar income is recognised at the point of sale.

Grant income

Grants, whether of a capital or revenue nature, are recognised when the charity has entitlement to the funds, any performance conditions have been met and it is probable that the income will be received.

Donations

Donations from individuals and other bodies are recognised when receivable.

Tangible Fixed Assets

Tangible fixed assets are measured at cost net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of the assets over their useful lives on the following basis:

Leasehold Improvements	5% - 7% straight line
Fixtures and Fittings	10% straight line

Assets under the course of construction

Assets under the course of construction comprise improvements to the Poulton-le-Fylde Community Hall which is held under leasehold from St Chad's Church. Assets under the course of construction are held at cost less any recognised impairment losses.

Assets under the course of construction are not depreciated.

Notes forming part of the financial statements for the year ended 31 March 2022

Stock

Stock comprises bar stock and is stated at the lower of cost and net realisable value. At each reporting date, an assessment is made for impairment.

Deferred Income

Deferred income comprises deposits for hall hire in future reporting periods.

Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors. The Charity makes estimates and assumptions concerning the future. In the opinion of the Trustees, there are no critical accounting estimates or judgements.

1 Trustees' remuneration

No trustees received payment for their services during the year (last year: none).

2 Employees

The average monthly number of persons employed by the Charity during the year was 10 (last year: 0).

No member of staff received employee benefits of £60,000 or more. The highest paid member of staff received £470.

Income statement for the year ended 31 March 2022

3 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 April 2020	136,718	36,273	172,991
Additions	1,200	-	1,200
At 31 March 2021	137,918	36,273	174,191
Depreciation			
At 1 April 2020	11,722	6,721	18,443
Provision for year	6,887	3,709	10,595
At 31 March 2019	18,609	10,430	29,039
Net book value			
At 31 March 2021	119,309	25,843	145,152
At 31 March 2020	124,996	29,552	154,548
Cost or valuation			
At 1 April 2021	137,918	36,273	174,191
Additions	19,060	5,065	24,125
At 31 March 2022	156,978	41,338	198,316
Depreciation			
At 1 April 2021	18,609	10,430	29,039
Provision for year	7,652	3,868	11,520
At 31 March 2022	26,261	14,298	40,559
Net book value			
At 31 March 2022	130,717	27,040	157,757
At 31 March 2021	119,309	25,843	145,152