

WESTWOOD PARISH ROOM CHARITY

England & Wales · Charity number 1161872

Details

Status Registered

Legal form CIO

Registered 2015-05-28

Register [View on the Charity Commission register](#)

Contact

Address Westwood Parish Rooms
Lower Westwood
Bradford-On-Avon
BA15 2AF

Phone 01225869006

Email parishroomswestwood@gmail.com

Website <https://westwoodparishrooms.uk>

Activities

Objects: THE OBJECTS OF THE CIO ARE:1)TO ADVANCE THE CHRISTIAN RELIGION IN THE PARISH OF WESTWOOD IN WILTSHIRE AND IN SO FAR AS THE PROPERTY IS NOT REQUIRED TO BE USED FOR THIS PURPOSE IT MAY BE USED FOR THE FOLLOWING PURPOSE:2)THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF WESTWOOD IN WILTSHIRE WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR:(A) MEETINGS, LECTURES AND CLASSES, AND(B) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.

Activities: To manage and maintain Westwood Parish Room as a Village Hall for the wholesome benefit of the residents of Westwood Parish in the County of Wiltshire and the surrounding area. To ensure through income from letting and volunteer activities that the property remains functional, safe and attractive for all users while maintaining sufficient balance in the accounts to allow for emergencies.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Religious Activities, Arts/culture/heritage/science, Recreation, Other Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** LOCAL
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£13,096	£9,794	-	-
2024-09-30	£12,094	£20,448	-	-
2023-09-30	£10,041	£20,544	-	-
2022-09-30	£15,632	£23,057	-	-
2021-09-30	£25,764	£4,650	-	-
2020-09-30	£4,193	£6,318	-	-

Trustees

Name	Role	Appointed
David Alexander Hunter	Chair	2020-01-22
BELINDA LAWRIE		2016-03-22
CHRISTOPHER EDWARDS		2015-03-06
Caroline Philpott		2016-03-22
James Patrick Crawford		2017-09-06

Accounts

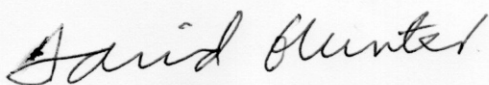
WESTWOOD PARISH ROOMS – CHAIRMAN'S ANNUAL REPORT FOR YEAR 2025

All told, this has been a steady year for the Westwood Parish Rooms (WPR), in that there has been no major capital expenditure project nor change to the general run of usage of the facility. Rather, the year has seen the continuation of the WPR as a popular venue for village and other local groups on weekdays and "one off" hirers on Saturdays – the Church having first call on Sundays. An application was submitted during the reporting period for the installation of solar panels on the roof. Note: outside the reporting period the application was refused by Wiltshire Council, on the grounds that, whilst causing "less than substantial harm", the public benefit of the provision of renewable energy would not outweigh the harm to the heritage asset of the WPR in its context of proximity to the Grade 1 listed church in a Conservation Area.

The reason for the planning application for the installation of solar panels was to alleviate, in the medium and long term, the increasing cost of energy. Whilst disappointed by the decision of Wiltshire Council in respect of the refusal of the application, the Trustees are confident regarding the overall financial health of the WPR. Whilst winter electricity costs in particular are a significant drain on funds, the loyalty of our regular weekday hirers ensures that the WPR has a solid flow of income to meet the outgoings. This is bolstered by regular Saturday bookings for private functions. Nonetheless, it was decided that with effect 1st August 2025 the 10% discount for regular hirers would be removed. This was viewed by the Trustees as a prudent measure, reflecting the effect of inflation on cash flow and one which lessened the pressure for an early general increase in fees. It was also decided that from 1st January 2026, the minimum Saturday hire period would be increased to three hours. In part this reflected actuality, as hirers frequently strayed beyond their booked time.

The WPR continued as the venue for the popular Manor Teas, served coincident with the opening periods of Westwood Manor. The funds of the Westwood Women's Institute, the Friends of Westwood with Iford School and the Parochial Church Council, all benefited when those organizations took their turn in providing the teas. The WPR balance sheet also received a boost on those occasions when WPR volunteers made and served the teas. On a practical note, it was decided to replace the cups and saucers held by WPR with mugs, with the former held in reserve.

This year's village Summer Show was blessed with warm and sunny weather on August Bank Holiday Monday and once again, the WPR played host to the teas. Not only was the hall itself popular, but as a consequence of the weather, the tables and chairs set out on the grassed area adjacent were also in constant use, as was the small patio cum terrace. The availability of the WPR for the Summer Show epitomised the benefit derived by the village from having such a facility as part of its fabric.



David Hunter
Chairman
Westwood Parish Rooms

24th February 2026

Westwood Parish Room Charity no. 1161872

Treasurer's Report for the 12 months ending 30th September 2025

Basis of preparation

These accounts have been prepared in accordance with The Charities (Accounts and Reports) Regulations 2008, on a Receipts and Payments basis.

Report for the period - Receipts and Payments

Receipts were slightly up on the previous year, whilst the Charity continued to fulfill our charitable aims and provide the facilities for the benefit of local residents and groups.

Payments consisted of running costs alone which were broadly in line with previous years.

The Charity reported **net receipts of £3,094**, (2024 net expenditure of £8,353).

Receipts

Total income for the period was **£13,096** (last year £12,095).

There are two income sources; renting out the facilities which earned **£10,936**, slightly up on last year's £10,401, and takings from summer teas of **£1,739** (last year £1,679).

Teas supporting the National Trust Sunday opening times at Westwood Manor were again provided over the summer months to local community groups for their own fundraising. As in prior years, the Charity was an agent for these events, the card takings as earned by the community groups for this period are excluded from these report and accounts.

The Charity ran a small number of tea afternoons for the Charity's own funds raising a net amount after expenses of **£1,521** (2024 £1,247).

There were sundry small donations & tips and other income of **£420** mainly donations from community groups for using the Tea facilities (last year £15).

Payments

Total expenditure this year was **£9,794** (last year £20,026). There were no large capital item purchases. Most other costs remained broadly in line with the previous year allowing for inflation, the most significant remaining electricity costs at **£4,396**, a slight improvement on prior year of **£4,448**. The Charity had entered into a new fixed rate contract for 3 years from March 2023 having benefited from a previous 3 year fixed rate contract, however market costs have now fallen and from March 2026 there should be some reduction.

Restricted fund

£5,000 remains in the restricted fund to be used on capital expenditure in the future, with the objective of fundraising to install solar panels. This was not used in the financial period as planning permission was refused.

Funding

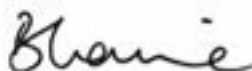
As at 30th Sept 2025 funds at bank stand at £24,504.96 (30th Sept 2024 £21,470.47).

The Treasurer requires the Unrestricted fund to be sufficient to cover fixed costs for one year, and this has been satisfied with the fund standing at £19,505 (2024 £16,470). Annual fixed costs are expected to be in the region of £11,000 for next year.

Summary

The period ending 30th September 2025 has continued to provide a steady income through regular room hirers holding various exercise and well being classes. This income is sufficient to cover the running costs, with the restricted funds being used as planned for capital projects.

The Trustees were delighted that the Parish Rooms continue to be well supported by the village and local groups.



Belinda Lawrie
Treasurer

29.12.25

Statement of Financial Position Comparison

Westwood Parish Room Charity

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)
Called up share capital not paid		
Fixed Asset		
Tangible assets		
Non-current Assets		
Total for Fixed Asset		
Cash at bank and in hand		
Westwood Parish Room Charity (5968)	24,504.96	21,470.47
Total for Cash at bank and in hand	£24,504.96 ✓	£21,470.47 ✓
Debtors		
Current Assets		
Uncategorised Asset	0.00	0.00
Total for Current Assets	£0.00	£0.00
NET CURRENT ASSETS	£24,504.96	£21,470.47 ✓
Prepayments and accrued income		
Creditors: amounts falling due within one year		
Trade Creditors		
Deferred Income	0.00	0.00
Total for Trade Creditors	£0.00	£0.00
Credit Cards		
Current Liabilities		
Room hire deposit	30.00	90.00
Total for Current Liabilities	£30.00 ✓	£90.00 ✓
Total for Creditors: amounts falling due within one year	£30.00	£90.00
NET CURRENT ASSETS (LIABILITIES)	£24,474.96	£21,380.47 ✓
TOTAL ASSETS LESS CURRENT LIABILITIES	£24,474.96	£21,380.47
Creditors: amounts falling due after more than one year		
Provision for liabilities and charges		
Accruals and deferred income		
TOTAL NET ASSETS (LIABILITIES)	£24,474.96	£21,380.47
Capital and Reserves		
Called up share capital		
Retained Earnings	-8,291.93 ✓	61.51 ✓
Net Income	3,094.49 ✓	-8,353.44 ✓
Opening Balance Equity	29,672.40 ✓	29,672.40 ✓
Total for Capital and Reserves	£24,474.96	£21,380.47 ✓

BA 29.12.25

Statement of Activity Comparison

Westwood Parish Room Charity

October 1, 2024-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 2024 - SEP 30 2025	OCT 1 2023 - SEP 30 2024 (PY)
Income		
Donations and legacies	420.00 ✓	15.00
Room Hire only	9,119.04 ✓	8,388.80
Room & Kitchen Hire	1,817.71 ✓	2,012.00
Sales - Teas	1,739.28 ✓	1,669.18
Winter lunches		9.82
Total for Income	£13,096.03	£12,094.80
Cost of Sales		
Teas Supplies and materials	218.00 ✓	422.32
Total for Cost of Sales	£218.00	£422.32
Gross Profit	£12,878.03	£11,672.48
Expenses		
Advertising/Promotional	255.16 ✓	
Business Rates	148.60 ✓	72.04
Cleaning	777.40 ✓	496.28
Computer Costs	220.80 ✓	215.99
Furniture & equipment	168.38 ✓	45.00
Garden maintenance	304.00 ✓	200.00
Insurances	624.72 ✓	608.93
Phone Costs	515.35 ✓	508.74
Professional Fees	1,573.00 ✓	65.00
Repair and maintenance	456.01 ✓	12,521.47
Utilities - Power	4,396.53 ✓	4,448.17
Utilities - Water	354.10 ✓	381.26
Bank charges		5.60
Community Donations		350.00
Office/General Administrative Expenses		107.44
Total for Expenses	£9,794.05	£20,025.92
Net Operating Income	£3,083.98	-£8,353.44
Other Income		
Other Miscellaneous Income	10.51 ✓	
Total for Other Income	£10.51	
Other Expenses		
Net Other Income	£10.51	
Net Income	£3,094.49	-£8,353.44

Statement of Cash Flows
Westwood Parish Room Charity
October 1, 2024-September 30, 2025

FULL NAME	TOTAL
OPERATING ACTIVITIES	
Net Income	2,905.05
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Debtors	204.15
Room hire deposit	-74.71
Total for Adjustments to reconcile Net Income to Net Cash provided by operations:	£129.44
Net cash provided by operating activities	£3,034.49
INVESTING ACTIVITIES	
FINANCING ACTIVITIES	
NET CASH INCREASE FOR PERIOD	£3,034.49
Cash at beginning of period	£21,470.47
CASH AT END OF PERIOD	£24,504.96

Independent Examiner's Report on the Accounts

Section A
Independent Examiner's Report

Report to the trustees/members of

Charity Name

WESTWOOD PARISH ROOM CHARITY

On accounts for the year ended

3 0 0 9 2 5

Charity no (if any)

1 1 6 1 8 7 2

Set out on pages

3-5

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees
and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's
statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed



Date

30 Jan 2026

Name

JENNIFER PITTMAN COWNIE

 Relevant professional qualification(s)
or body (if any)

ACA

Address

 3 WINDYRIDGE
WESTWOOD
BRADFORD ON AVON
BA15 2DU

Only complete if the examinee needs to highlight material problems

*Give here brief details of any items that the
examinee wishes to disclose*

Accounts

WESTWOOD PARISH ROOMS – CHAIRMAN'S ANNUAL REPORT FOR YEAR 2024

The year has seen the Westwood Parish Rooms (WPR) continue to thrive as a well-used village facility, for parishioners and local community groups. Indeed, there is a full programme of mid-week activities and bookings on Saturdays have increased markedly. As a consequence, annual revenue meets anticipated regular outgoings and the funds are in a healthy state.

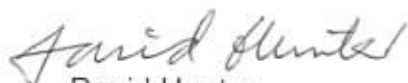
Expenditure in recent years on the fabric of the building, most particularly its re-roofing, the installation of secondary glazing and the replacement of the wall panel heaters, has resulted in reduced energy use, although because of the general increase in charges by utilities companies costs have increased. Acknowledging this, whilst taking note of the overall financial situation, the trustees agreed a modest increase in hiring charges of £1, in order to perpetuate the favourable financial situation.

Regretfully, the trustees decided to end the winter monthly village lunches, after the lunch held in March 2024. This was because the number of villagers attending fell away considerably in the latter half of the 2023/24 winter period, no longer justifying the work involved in preparing and serving the meals. In reality, despite a brief resurgence at the end of the lockdown era, numbers never returned to their pre-pandemic level. The lunches had run since 2018, on the initiative of trustee Caroline Philpott, who was responsible for providing the appetizing fare.

On a brighter note, there was a resumption of the Manor Teas, albeit to a reduced programme, in June, July and August. Teas were offered on the Sundays in these months, commensurate with the opening hours of Westwood Manor. The Friends of Westwood School, the Parochial Church Council and Westwood Women's Institute all took their turn to use the WPR facilities to provide the teas, the profits from which boosted each group's funds. On the few Sundays not taken up by one of these organizations WPR volunteers provided the teas. As usual, the WPR provided the venue for teas at the annual Westwood Summer Show, held on August Bank Holiday Monday.

The year has been quiet as far as a major capital project is concerned, although work continues exploring the feasibility of installing solar panels on the roof. General maintenance has been low key, with a section of peeling plaster removed from the wall in one of the toilets, so reducing damp condensation and a dehumidifier purchased and set up in the vestry, which greatly reduced a recurrent damp problem in that room. There was also some minor wall painting carried out, to touch up blemishes caused by wear and tear. All this was done on a self-help basis.

Trustee Emma Purdie withdrew from her role after a short tenure and the trustees decided not to take forward a remodelling of the WPR online presence with trustee James Crawford resuming responsibility for media and IT matters. The trustees helped carefully monitor the performance of the WPR to make this another busy and successful year.



David Hunter
Chairman
Westwood Parish Rooms

24th February 2025

Westwood Parish Room Charity

Balance Sheet Comparison

As of September 30, 2024

	TOTAL	
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Westwood Parish Room Charity (5968)	✓ 21,470.47 ✓	29,813.91
Total Cash at bank and in hand	£21,470.47	£29,813.91
Current Assets		
Uncategorised Asset	0.00	0.00
Total Current Assets	£0.00	£0.00
NET CURRENT ASSETS	£21,470.47	£29,813.91
Creditors: amounts falling due within one year		
Trade Creditors		
Deferred Income	0.00	0.00
Total Trade Creditors	£0.00	£0.00
Current Liabilities		
Room hire deposit	✓ 90.00 ✓	80.00
Total Current Liabilities	£90.00	£80.00
Total Creditors: amounts falling due within one year	£90.00	£80.00
NET CURRENT ASSETS (LIABILITIES)	£21,380.47	£29,733.91
TOTAL ASSETS LESS CURRENT LIABILITIES	£21,380.47	£29,733.91
TOTAL NET ASSETS (LIABILITIES)	£21,380.47	£29,733.91
Charity funds		
Opening Balance Equity	29,672.40	29,672.40
Retained Earnings	61.51	10,314.68
Surplus/(Deficit)	-8,353.44	-10,253.17
Total Charity funds	£21,380.47	£29,733.91

Bh 8/12/24
P 4/2/25

Westwood Parish Room Charity

Financial Activities Comparison

October 2023 - September 2024

	TOTAL	
	OCT 2023 - SEP 2024	OCT 2022 - SEP 2023 (PY)
Income		
Donations and legacies	15.00	250.00
Room & Kitchen Hire	2,012.00 ✓	1,345.35
Room Hire only	8,388.80 ✓	7,941.20
Sales - Teas	1,669.18 ✓	218.37
Sales of Product Income	0.00	0.00
Winter lunches	9.82	323.32
Total Income	£12,094.80	£10,078.24
Cost of Sales		
Teas Supplies and materials	422.32 ✓	36.73
Total Cost of Sales	£422.32	£36.73
TOTAL	£11,672.48	£10,041.51
Expenditures		
Bank charges	5.60 ✓	85.70
Business Rates	72.04 ✓	91.67
Cleaning	496.28 ✓	395.72
Community Donations	350.00 ✓	891.83
Computer Costs	215.99 ✓	367.53
Furniture & equipment	45.00 ✓	1,577.66
Garden maintenance	200.00 ✓	281.00
Insurances	608.93 ✓	595.43
Office/General Administrative Expenses	107.44 ✓	70.00
Phone Costs	508.74 ✓	448.79
Professional Fees	65.00 ✓	0.00
Repair and maintenance	12,521.47 ✓	13,470.38
Utilities - Power	4,448.17 ✓	2,004.29
Utilities - Water	381.26 ✓	264.68
Total Expenditures	£20,025.92	£20,544.68
NET OPERATING INCOME	£ -8,353.44	£ -10,503.17
Other Income		
Other Miscellaneous Income	0.00	250.00
Total Other Income	£0.00	£250.00
NET OTHER INCOME	£0.00	£250.00
NET INCOME/(EXPENDITURE)	£ -8,353.44	£ -10,253.17

Bl 8/12/24
P 4/2/25

Westwood Parish Room Charity

Statement of Cash Flows

October 2023 - September 2024

	TOTAL
OPERATING ACTIVITIES	
Net Income	-8,256.29
Adjustments to reconcile Net Income to Net Cash provided by operations:	0.00
Debtors	-97.15
Room hire deposit	10.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-87.15
Net cash provided by operating activities	£ -8,343.44
NET CASH INCREASE FOR PERIOD	£ -8,343.44
Cash at beginning of period	29,813.91
CASH AT END OF PERIOD	£21,470.47

BL 8/12/24

Westwood Parish Rooms Charity

	Restricted Fund	Unrestricted Fund	Total Funds at bank
Opening balance 01.10.2022	11,175	28,892	£ 40,067.08
Heating & Fans installation Dec-22	(5,814.00)		(5,814.00)
Storm Windows deposit 26-Apr-23	(5,361.00)	(693.00)	(6,054.00)
unrestricted net cash movement	0.00	1,614.83	1,614.83
closing balance 30.09.23	0.00	29,813.91	29,813.91

opening balance 01.10.2023	0.00	29,813.91	29,813.91
Storm Windows balance October		(12,108.00)	(12,108.00)
transfer to restricted fund 13.11.23 see Minutes 13.11.2023, para 4.5.3	5,000.00	(5,000.00)	0.00
unrestricted net cash movement		3,764.56	3,764.56
balance as at 30.09.2024	5,000.00	16,470.47	21,470.47

BH 8/12/24
JP 4/2/25

Accounts

WESTWOOD PARISH ROOMS – CHAIRMAN'S ANNUAL REPORT FOR YEAR 2023

The Westwood Parish Rooms (WPR) have consolidated their recovery from the restrictions imposed during the Covid 19 period. The Rooms have been used loyally by a variety of local community groups with few, if any, spare slots for mid-week bookings. Saturday bookings remain healthy and the church continues to have access on Sunday mornings. The WPR opened its facilities for a village picnic lunch on Coronation Day in May, although because of inclement weather only a small number of villagers attended and indeed, those who did brave the elements made use of tables that had been set up inside the building.

A popular feature in recent years has been the provision of teas during the spring and summer, in parallel with the opening hours of Westwood Manor. However, during this reporting period it was not possible to continue this due to the unavailability of sufficient volunteers. Nevertheless, the Friends of Westwood with Iford School, the Women's Institute and the Parochial Church Council (PCC) took up the offer of the WPR facilities to provide teas to a more limited programme and the proceeds helped boost their own particular funds. Monthly village lunches continued during the winter. Whilst numbers attending were slightly down on those of pre-pandemic days, the lunches, together with the efforts of the volunteer helpers, continued to be appreciated by the villagers who made each event a regular date in their diary. Proceeds were donated to the PCC.

Further work has been undertaken to improve the fabric of the building, with secondary glazing installed in the early autumn. In conjunction with the re-roofing carried out last year this has already had a positive impact on energy use. It has also enhanced the aesthetics of the building's interior. The old wall panel heaters have been replaced with Quantum storage heaters and ceiling fans. This up-to-date system allows for more sensitive thermostat control and thereby helps to create a better environment for users of the Rooms, as well as helping to minimize any excessive use of energy.

Ten tables used for indoor events were replaced, having provided sterling service for many years and ten comparable tables were purchased. The old tables are now stored in the manor's barn, for use at village events, such as the ~~the~~ flower and vegetable show and fête.

The finances are sound, despite a fall in revenue. This reflects the fact that teas were not offered during the spring and summer, except as provided by village groups using the WPR facilities. Income from regular and other bookings more than covers the WPR running costs and allows for the replenishment of funds following this year's expenditure on capital projects, replacement tables and general maintenance.

We welcomed a new trustee, Emma Purdie, who will take on responsibility for communications and public relations, which will include remodelling the WPR website. The trustees of long-standing all played their parts this year to maintain the WPR's reputation as a well maintained facility that enhances the village of Westwood.

David Hunter

David Hunter
Chairman
Westwood Parish Rooms

12th February 2024

Westwood Parish Room Charity

Financial Activities Comparison

October 2022 - September 2023

	TOTAL	
	OCT 2022 - SEP 2023	OCT 2021 - SEP 2022 (PY)
Income		
Donations and legacies	250.00 ✓	309.89
Room & Kitchen Hire	1,345.35	2,848.90
Room Hire only	7,941.20 ✓	5,783.80
Sales - Teas	218.37	6,136.00
Sales of Product Income	0.00	0.00
Unapplied Cash Payment Income	0.00	0.00
Uncategorised Income	0.00	24.50
Winter lunches	323.32 ✓	529.19
Total Income	£10,078.24	£15,632.28
Cost of Sales		
Teas - Baking	0.00	700.00
Teas Supplies and materials	36.73 ✓	549.34
Total Cost of Sales	£36.73	£1,249.34
TOTAL	£10,041.51	£14,382.94
Expenditures		
Advertising/Promotional	0.00	363.41
Bank charges	85.70 ✓	175.88
Building Fabric expenditure; restricted fund	0.00	13,825.00
Business Rates	91.67 ✓	116.00
Cleaning	395.72 ✓	1,298.83
Community Donations	891.83 ✓	9.00
Computer Costs	367.53 ✓	172.80
Furniture & equipment	1,577.66 ✓	188.89
Garden maintenance	281.00 ✓	169.45
Insurances	595.43 ✓	706.39
Office/General Administrative Expenses	70.00 ✓	0.00
Phone Costs	448.79 ✓	434.39
Repair and maintenance	13,470.38 ✓	2,696.16
Utilities - Power	2,004.29 ✓	2,592.83
Utilities - Water	264.68 ✓	308.28
Total Expenditures	£20,544.68	£23,057.31
NET OPERATING INCOME	£-10,503.17	£-8,674.37
Other Income		
Other Miscellaneous Income	250.00 ✓	0.00
Total Other Income	£250.00	£0.00
NET OTHER INCOME	£250.00	£0.00
NET INCOME/(EXPENDITURE)	£-10,253.17	£-8,674.37

Bhannie

JOP. 
21st Jan 24

Accounts



Trustees' Annual Report for the period

From 01 October 2021 Period start date

To 30 September 2022 Period end date

Charity name: Westwood Parish Room Charity

Charity registration number: 1161872

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<i>The maintenance and improvement of the Parish Hall in Westwood for:</i> <i>1. Any ecclesiastical purpose affecting the Parish of Westwood in Wiltshire or any part of it;</i> <i>2. Any purpose in connection with educational schemes for providing facilities for the spiritual, moral and physical training of persons residing in or near the parish; or</i> <i>3. Improving the conditions of life for the inhabitants of the Parish.</i>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<i>Opening to the public for its benefit and advertising the facilities for public activities and private bookings.</i> <i>Providing facilities for visitors to National Trust Westwood Manor in accordance with the 30 year legal agreement with the NT.</i> <i>Refurbishment of the roof and installation of modern electrical storage heating.</i>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<i>It is confirmed that the trustees have had regard to CC guidance on public benefit, in particular guidance on charities for the purposes defined above when planning their activities for the spiritual, moral and physical benefit of local people.</i>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on social investment including program related investment	Para 1.38	<i>The Parish Room is to be non-profit making, but self-sustaining from hirings, donations and the provision of simple food and beverages.</i>
Contribution made by volunteers	Para 1.38	<i>All current management is undertaken by trustee volunteers.</i>
Other		<i>Separate contracts have been placed for regular cleaning and grounds maintenance.</i>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<i>From April to September, when the National Trust Westwood Manor is open, teas are provided at low cost for visitors but run by volunteers. These teas have proved very popular, not only to NT visitors, but to residents of the village and passing walkers. After costs of ingredients, this is an established income base and is providing a steadily increasing income stream to achieve the Charity's objects</i> <i>In the winter months of October to March, while Westwood Manor is closed the Trustees provide a monthly "drop-in" Village Lunch which is widely advertised and attracts an average of over 30-35 elderly visitors. Run by volunteers it asks for a nominal donation of £5/head to offset the cost of ingredients. The remaining income going as an annual donation to Westwood Church</i> <i>The rooms facilities have been widely advertised and regular repeat hirings and single bookings have been made, both for weekly activities and one-off events. An agreed number of free bookings have been made available to Westwood Church which has made good use of them. This is a major source of income.</i> <i>Funds are then available from the above income to improve the environment within the facility, especially a refurbished and insulated roof for a property built in the 1890's, and the enhanced electrical storage heating system.</i>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<i>The refurbished and insulated roof and enhanced electrical storage heating system has resulted in a lowering of the halls Carbon footprint, and reduced running costs.</i>
Performance of fundraising activities against objectives set	Para 1.41	<i>To aid the Church and other village Charities such as the local school friends association and Women's Institute, these organisations are offered to run weeks of the summer teas gratis. They volunteer and provision their teas and are not charged by the Charity for the use of the rooms. This village centric initiative has allowed such organisations to raise their own much need funds.</i>
Investment performance against objectives	Para 1.41	<i>No investments undertaken.</i>
Other		<i>Westwood Parish Room has 92 years of lease remaining from the Diocese of Salisbury through Westwood PCC. At least 4 of the 7 trustees must be nominated by Westwood PCC.</i> <i>Visitors to Westwood Manor (NT) have right of access to the Parish Room toilets when the Manor is open to the public.</i> <i>The Charity has written Governance and Operating Procedures including safety and risk assessments, and data protection regulations. These are kept under continuous review and updated as necessary.</i>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<i>The Charity still maintains a realistic £5,000 net income over expenditure, comparable with pre-Covid years. Despite a costly pre-planned roof refurbishment of £13,825 the Charity has provision to continue to fund the future building projects and further reduction of the Carbon Footprint for this 1890s building.</i>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<i>The trustees have agreed that a reserve of 12 months running, and maintenance costs will be retained. This Restricted fund continues to be maintained for expected secondary glazing and any other unexpected maintenance costs.</i>

Amount of reserves held	Para 1.22	<i>£39,987 of which £15,000 held as Restricted funds.</i>
Reasons for holding zero reserves	Para 1.22	<i>Not applicable</i>
Details of fund materially in deficit	Para 1.24	<i>Not applicable</i>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<i>Not applicable</i>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<i>Running costs are covered by income from hirings and Manor teas (Summer only)</i>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<i>Not applicable</i>
A description of the principal risks facing the charity	Para 1.46	<i>Structural failings of a 1980s building, leading to prolonged closure.</i>
Other	The correspondence address for the charity is: Attention James Crawford, Spring Cottage, 148 Upper Westwood, Bradford on Avon, Wilts BA15 2DE.	

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	<i>Constitution</i>
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	<i>Charitable Incorporated Organisation</i>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<i>Appointment by existing trustees.</i>

Reference and Administrative details

Charity name	Westwood Parish Room Charity
Other name the charity uses	
Registered charity number	1161872
Charity's principal address	The Rectory, 18A Woolley Street Bradford on Avon Wilts. BA15 1AF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Hunter	Chair		Westwood PCC
2	Belinda Lawrie	Treasurer		Westwood PCC
3	Caroline Philpott			
4	James Crawford	Secretary		
5	Christopher Edwards			Westwood PCC
6				
7				
8				

Corporate trustees – names of the directors at the date the report was approved

Director name		
<i>None</i>		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<i>Not applicable</i>		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<i>None</i>
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<i>Not applicable</i>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<i>Not applicable</i>

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

WESTWOOD PARISH ROOMS – CHAIRMAN'S ANNUAL REPORT FOR YEAR 2022

This year the Westwood Parish Rooms (WPR) made a strong recovery from the extended period of restrictions resulting from the Covid 19 pandemic and the associated limitations on the use of public and private facilities. Regular bookings revived such that the WPR had a full programme of mid-week users, encompassing a wide range of local community groups. The facility was also used by one-off mid-week hirers and there was also a healthy utilization on Saturdays for private functions. Mention should also be made of the fact that the WPR played host to the village picnic, held as part of Queen Elizabeth II's Platinum Jubilee celebrations in June and which culminated in the lighting of the Westwood beacon on the adjacent church tower.

The offering of teas coincident with the opening hours of Westwood Manor during the spring and summer months once again provided a regular stream of income. As was the case last year, the Friends of Westwood and Iford School and this year the Women's Institute, took advantage of the offer of providing the teas during a short part of this period to boost their own funds and thereby afford the WPR volunteers something of a break! Monthly village lunches were held during the winter and proceeds will be donated to the Westwood Parochial Church Council.

The finances of the WPR remain healthy, commensurate with the recovery in bookings post the pandemic. Furthermore, despite significant expenditure on building husbandry this year, the trustees are confident that there are sufficient funds to meet both the regular anticipated expenditure, particularly the greatly increased cost of energy and any unplanned contingency.

The major work carried out was re-roofing and gutter replacement. This was not in response to an emergency but was rather an anticipatory measure to safeguard the fabric of the building. The work came in under the trustees' allocated budget and required the removal of over two tonnes of lath and plaster, the installation of fresh insulation and a weatherproof membrane, together with new battens and new roof tiles. The trustees are mindful of the need to make the WPR more energy efficient and to enhance the facility for users. To this end, the obsolete wall panel heaters are to be replaced and the provision of secondary glazing will also be considered.

A relatively new trustee, Chris Burwell, resigned due to having other commitments. However, in his time as trustee he completed a review of the booking procedure and rationalized the forms used. These revised versions have been incorporated into the WPR operating procedures. The remaining trustees have been diligent in upholding the responsibilities of their position. In particular, James Crawford was instrumental in garnering and sifting the various quotes for the work undertaken this year and also kept a close eye on the fabric of the building. Belinda Lawrie adeptly managed the finances in the position of treasurer and Caroline Philpott led all aspects of the catering and coordinated the cleaning, to maintain the high standard of presentation of the WPR.

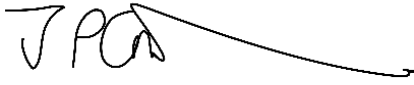
David Hunter
Chairman
Westwood Parish Rooms

January 2023

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	JAMES PATRICK CRAWFORD
Position (eg Secretary, Chair, etc)	SECRETARY
Date	21 JANUARY 2023



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

Westwood Parish Room Charity

On accounts for the year ended

300922

Charity no (if any)

1161872

Set out on pages

1-3 3-5

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed

J.P. [Signature]

Date

7th Jan 23

Name

Jennifer Pittman Cowrie

Relevant professional qualification(s) or body (if any)

ACA

Address

3 Windyridge
Westwood
Bradford on Avon
BA15 2DU

Westwood Parish Room Charity
Balance Sheet Comparison
As of September 30, 2022

	Total	
	As of Sep 30, 2022	As of Sep 30, 2021 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Westwood Parish Room Charity (5968)	40,067.08	48,691.45
Total Cash at bank and in hand	£ 40,067.08	£ 48,691.45
Current Assets		
Uncategorised Asset	0.00	0.00
Total Current Assets	£ 0.00	£ 0.00
Net current assets	£ 40,067.08	£ 48,691.45
Creditors: amounts falling due within one year		
Trade Creditors		
Deferred Income	0.00	0.00
Total Trade Creditors	£ 0.00	£ 0.00
Current Liabilities		
Room hire deposit	80.00	30.00
Total Current Liabilities	£ 80.00	£ 30.00
Total Creditors: amounts falling due within one year	£ 80.00	£ 30.00
Net current assets (liabilities)	£ 39,987.08	£ 48,661.45
Total assets less current liabilities	£ 39,987.08	£ 48,661.45
Total net assets (liabilities)	£ 39,987.08	£ 48,661.45
Charity funds		
Opening Balance Equity	29,672.40	29,672.40
Retained Earnings	18,989.05	-2,125.21
Surplus/(Deficit)	-8,674.37	21,114.26
Total Charity funds	£ 39,987.08	£ 48,661.45

Monday, Dec 05, 2022 09:40:10 am GMT0 - Cash Basis

BANK ACCOUNT	Restricted	Unrestricted	Total
opening balance	25,000	23,691	£ 48,691.45
movement - INCOME		15,632.28	
movement - EXPENSES	-13,825.00	-10,481.65	
movement - deposits (liabilities)		50.00	
closing balance	11,175	28,892	£ 40,067.08

Bhannie
6th Dec 2022

J.S.P. Lutz
7th Jan 2023

Westwood Parish Room Charity

Financial Activities Comparison

October 2021 - September 2022

	TOTAL	
	OCT 2021 - SEP 2022	OCT 2020 - SEP 2021 (PY)
Income		
Donations and legacies	309.89	60.00
Room & Kitchen Hire	2,848.90	463.60
Room Hire only	5,783.80	2,580.34
Sales - Teas	6,136.00	5,577.03
Unapplied Cash Payment Income	0.00	0.00
Uncategorised Income	24.50	0.00
Winter lunches	529.19	0.00
Total Income	£15,632.28	£8,680.97
Cost of Sales		
Teas - Baking	700.00	500.00
Teas Supplies and materials	549.34	782.02
Total Cost of Sales	£1,249.34	£1,282.02
TOTAL	£14,382.94	£7,398.95
Expenditures		
Advertising/Promotional	363.41	0.00
Bank charges	175.88	151.47
Building Fabric expenditure; restricted fund	13,825.00	0.00
Business Rates	116.00	25.34
Cleaning	1,298.83	643.84
Community Donations	9.00	50.00
Computer Costs	172.80	304.80
Covid-19 costs	0.00	98.45
Furniture & equipment	188.89	0.00
Garden maintenance	169.45	170.00
Insurances	706.39	665.15
Phone Costs	434.39	456.59
Repair and maintenance	2,696.16	834.03
Unapplied Cash Bill Payment Expenditure	0.00	0.00
Utilities - Power	2,592.83	1,139.57
Utilities - Water	308.28	110.45
Total Expenditures	£23,057.31	£4,649.69
NET OPERATING INCOME	£ -8,674.37	£2,749.26
Other Income		
Covid 19 grant	0.00	18,365.00
Total Other Income	£0.00	£18,365.00
NET OTHER INCOME	£0.00	£18,365.00
NET INCOME/(EXPENDITURE)	£ -8,674.37	£21,114.26

Bhannie
6th Dec 2022

J.S.P. 
7th Jan 2023

Westwood Parish Room Charity no. 1161872
Assets & Liabilities statement
as at 30th September 2022

	£ Restricted	£ Unrestricted	£ Total
Assets			
cash at bank	11,175	28,892	40,067
Liabilities			
		80	80
<u>Net assets</u>	11,175	28,812	<u>39,987</u>

Belinda

6th Dec 2022

Signed by Treasurer

Belinda Lawrie

J.S.P. Cownie

Signed by Independent Examiner

7th Jan 2023

Jennifer Pittman Cownie

Accounts

Chairman's report Westwood Parish Rooms

Chair's report for year 2021.

Overall:

Despite the continuation of the Covid pandemic with the often changing regulations, guidance and restrictions, Westwood Parish Room continued to operate effectively and efficiently throughout 2021. The room has been extensively used, when available due to restrictions, as the trustees would want and the community would expect.

Usage:

The room has continued to be used when possible for the variety of standard weekly bookings which have been in place since the refurbishment e.g. Yoga, Pilates, water colour painting, and there has been little change in the extent of demand for these slots and usage.

There has, as before, been a number of private 'one off' rentals for private parties and events.

Summer teas have continued to provide a good percentage of the WPR income. After a request from the PCC for financial support it was agreed that a number of teas would be managed by the Church PCC and by the Westwood and Iford School PTA, with these organisations retaining the income, these proving to be very successful.

Monthly community 'soup' lunches continued outside the summer months (where possible) and have again been well received by the villagers who attended these.

Finance:

The WPR continues to be in healthy financial standing with a good income and with a contingency held for some significant roof rework - quotes currently being obtained. The work is preventative rather than essential at the current time and will be assessed against the contingency held once quotes have been assessed.

Fabric and Infrastructure:

The building remains in a good state of repair with some minor fixes, replacements and enhancements made during 2021. Planning for the roof and gutter repair is the only significant project currently envisaged.

Trustees:

The trustees have predominantly remained stable in 2021, however we are very pleased to welcome Chris Burwell who has joined the group.

The Chair would again like to thank, and draw notice, to the most significant efforts made by the number of the trustees and in particular Caroline, James and Belinda to make the WPR so successful in running and providing the facility for the village; preparing, cleaning, managing bookings, managing accounts, catering and maintaining the fabric to mention but some of the tasks .

Objectives:

The objectives of the WPR to provide a community facility have been, and continue to be very successfully met, and the donation of summer teas revenue to the Church PCC and School PTA have also gone towards supporting other local charities with both sharing the facility and with supporting their fundraising. In 2022 the WPR trustees hope to continue communication and expand engagement with these other groups and sections within the Westwood community.

Chris Edwards Chair - Westwood Parish rooms – 9 Jan 22

Westwood Parish Room Charity no. 1161872

Treasurer's Report for the 12 months ending 30th September 2021

Basis of preparation

These accounts have been prepared in accordance with The Charities (Accounts and Reports) Regulations 2008, on a Receipts and Payments basis.

Report for the period - Receipts and Payments

For the second year running, normal life has been disrupted by the Coronavirus pandemic which meant that the WPRC's normal income generating activities were almost zero for several months over the winter of 2020/21.

The Charity claimed three Coronavirus support grants during the period.

Due to prudent savings from prior years, the Charity continues to operate with a comfortable reserves balance. The Charity was able to keep operating costs low throughout the lockdown periods, and in the Spring / Summer when activities began to open up again there was some encouraging income generation. There were net receipts from normal operations for the period of **£2,749** (previous period a loss of £2,125).

Receipts

Total Operating Receipts for the period were **£8,681** (2020 was £4,193, 2019 was £17,368, 2018 was £16,365).

This reflects a return to some normality from the summer onwards from room hire and Teas three days per week.

There are two income sources; renting out the facilities which earned **£3,044** this year (last year £3,998), and takings from Teas over the summer from June to September of **£5,577** (last year £7,495). Two months were lost due to Covid.

There were sundry small donations of £63 (£65).

No Community lunches were held over the winter.

There were some small donations totaling £60.

Covid 19 grants

Exceptional items of income consisted of three grants from Wiltshire Council totaling £18,365.

Payments

Total Costs of Sales (i.e. the costs of Teas) were £1,282, giving a net surplus of running Teas of £4,295.

Other expenditure for the period was **£4,650** (2020; £6,318, 2019; £10,677, 2018 ; £16,797), reflecting slightly lower water and electricity costs. This year,

these costs were based on actual metered readings, rather than estimates and prior year catch up costs, so reflects actual usage more accurately.

No major items of maintenance were required, and only a relatively small outlay on face shields and wipe clean tablecloths for Covid 19 safety measures was required.

Remaining costs are in line with expectations.

Community Support

The Trustees took the decision to invite community groups to supplement their income by taking over the Teas for August 2021.

This was a very successful fundraising initiative for the Westwood Church PCC and Westwood with Iford School PTA.

Each group ran the Teas for a fortnight each.

WPRC donated use of the facilities and equipment including the Square card reader and tablet payment facility for this period.

As WPRC was acting in an agency capacity, the card takings as earned by the community groups for this period are excluded from these report and accounts.

Funding

Total funds at bank stand at £48,691 (2020 **£28,112**) split between Restricted and Unrestricted allocations.

Given the increase in funds due mostly to the grants, the Trustees have added to £10,000 to the balance in the Restricted Fund bringing it to £25,000 thereby meeting the target to replace the entire roof of the building.

The Treasurer requires the Unrestricted fund to be sufficient to cover fixed costs for one year, and this has been satisfied with the fund standing at £23,661. Annual costs are c. £10,000.

Summary

The period ending 30th September 2021 started nervously due to all the unknowns from the pandemic. While the winter saw very little activity, the late spring saw classes return to the room and the summer saw good visitor numbers at Teas. The Trustees were delighted that the two community groups were able to benefit financially from previous goodwill and customers built up from Teas in prior years.



Belinda Lawrie
Treasurer

Westwood Parish Room Charity

Financial Activities Comparison

October 2020 - September 2021

	Total	
	Oct 2020 - Sep 2021	Oct 2019 - Sep 2020 (PY)
Income		
Donations and legacies	60.00	62.56
Room & Kitchen Hire	463.60	1,124.10
Room Hire only	2,580.34	2,874.00
Sales - Teas	5,577.03	0.00
Unapplied Cash Payment Income	0.00	0.00
Winter lunches	0.00	132.00
Total Income	£ 8,680.97	£ 4,192.66
Cost of Sales		
Teas - Baking	500.00	0.00
Teas Supplies and materials	782.02	0.00
Total Cost of Sales	£ 1,282.02	£ 0.00
Total	£ 7,398.95	£ 4,192.66
Expenditures		
Bank charges	151.47	100.90
Business Rates	25.34	100.00
Cleaning	643.84	609.00
Community Donations	50.00	0.00
Computer Costs	304.80	86.40
Covid-19 costs	98.45	0.00
Furniture & equipment	0.00	170.29
Garden maintenance	170.00	65.00
Insurances	665.15	650.04
Office/General Administrative Expenses	0.00	79.48
Phone Costs	456.59	395.06
Repair and maintenance	834.03	874.32
Unapplied Cash Bill Payment Expenditure	0.00	0.00
Utilities - Power	1,139.57	2,675.44
Utilities - Water	110.45	511.94
Total Expenditures	£ 4,649.69	£ 6,317.87
Net Operating Income	£ 2,749.26	-£ 2,125.21
Other Income		
Covid 19 grant	18,365.00	0.00
Total Other Income	£ 18,365.00	£ 0.00
Net Other Income	£ 18,365.00	£ 0.00
Net Income/(Expenditure)	£ 21,114.26	-£ 2,125.21

Thursday, Oct 28, 2021 05:26:52 pm GMT+1 - Cash Basis

Bhavin
J.S.P. 6m3

Westwood Parish Room Charity
Balance Sheet Comparison
As of September 30, 2021

	Total	
	As of Sep 30, 2021	As of Sep 30, 2020 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Westwood Parish Room Charity (5968)	48,691.45	28,112.19
Total Cash at bank and in hand	£ 48,691.45	£ 28,112.19
Current Assets		
Uncategorised Asset	0.00	0.00
Total Current Assets	£ 0.00	£ 0.00
Net current assets	£ 48,691.45	£ 28,112.19
Creditors: amounts falling due within one year		
Trade Creditors		
Deferred Income	0.00	515.00
Total Trade Creditors	£ 0.00	£ 515.00
Current Liabilities		
Room hire deposit	30.00	50.00
Total Current Liabilities	£ 30.00	£ 50.00
Total Creditors: amounts falling due within one year	£ 30.00	£ 565.00
Net current assets (liabilities)	£ 48,661.45	£ 27,547.19
Total assets less current liabilities	£ 48,661.45	£ 27,547.19
Total net assets (liabilities)	£ 48,661.45	£ 27,547.19
Charity funds		
Opening Balance Equity	29,672.40	29,672.40
Retained Earnings	-2,125.21	0.00
Surplus/(Deficit)	21,114.26	-2,125.21
Total Charity funds	£ 48,661.45	£ 27,547.19

Thursday, Oct 28, 2021 05:32:16 pm GMT+1 - Cash Basis

Bhannie

J.S.P. [Signature]

Westwood Parish Room Charity no. 1161872

Assets & Liabilities statement

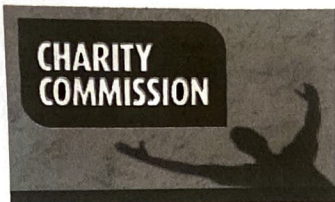
as at 30th September 2021

	£	£	£
	Restricted	Unrestricted	Total
Assets			
cash at bank	25,000	23,691	48,691
Liabilities	-	30	30
<u>Net assets</u>	25,000	23,661	<u>48,661</u>

Signed by Treasurer

Belinda Lawrie

Signed by Independent Examiner

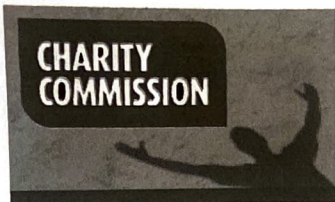


Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees/members of	Charity Name WESTWOOD PARISH ROOM CHARITY		
On accounts for the year ended	300921	Charity no (if any)	1161872
Set out on pages	3 AND 4 TO 5 (remember to include the page numbers of additional sheets)		
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to: • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and • to state whether particular matters have come to my attention.		
Basis of independent examiner's statement	My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.		
Independent examiner's statement	In connection with my examination, no matter has come to my attention (other than that disclosed below): (1) which gives me reasonable cause to believe that in, any material respect, the requirements: • to keep accounting records in accordance with section 130 of the Charities Act; • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. <i>* Please delete the words in the brackets if they do not apply.</i>		
Signed	J.S.P. [Signature]	Date	10/12/2021
Name	JENNIFER PITTMAN COWNIE		
Relevant professional qualification(s) or body (if any)	ACA		
Address	3 WINDYRIDGE WESTWOOD BRADFORD ON AVON BA15 2DU		

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the
examiner wishes to disclose



Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees/members of	Charity Name WESTWOOD PARISH ROOM CHARITY		
On accounts for the year ended	300921	Charity no (if any)	1161872
Set out on pages	3 AND 4 TO 5 (remember to include the page numbers of additional sheets)		
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to: • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and • to state whether particular matters have come to my attention.		
Basis of independent examiner's statement	My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.		
Independent examiner's statement	In connection with my examination, no matter has come to my attention (other than that disclosed below): (1) which gives me reasonable cause to believe that in, any material respect, the requirements: • to keep accounting records in accordance with section 130 of the Charities Act; • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. <i>* Please delete the words in the brackets if they do not apply.</i>		
Signed	J.S.P. [Signature]	Date	10/12/2021
Name	JENNIFER PITTMAN COWNIE		
Relevant professional qualification(s) or body (if any)	ACA		
Address	3 WINDYRIDGE WESTWOOD BRADFORD ON AVON BA15 2DU		

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the
examiner wishes to disclose

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01 October 2019** Period start date
To **30 September 2020** Period end date

Charity name: **WESTWOOD PARISH ROOM CHARITY**

Charity registration number: **1161872**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document.	Para 1.17	The maintenance and improvement of the Parish Hall in Westwood for: 1. Any ecclesiastical purpose affecting the Parish of Westwood in Wiltshire, or any part of it; 2. Any purpose in connection with educational schemes for providing facilities for the spiritual, moral and physical training of persons residing in or near the parish; or 3. Improving the conditions of life for the inhabitants of the Parish.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Completion of the extension and refurbishment of the property, including disabled access. Opening to the public for its benefit and advertising the facilities for public activities and private bookings. Providing facilities for visitors to Westwood Manor (National Trust) in accordance with the legal agreement with the National Trust.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	It is confirmed that the Trustees have had regard to CC guidance on public benefit, in particular guidance on charities for the purposes defined above when planning their activities for the spiritual, moral and physical benefit of local people.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making Contribution made by volunteers	Para 1.38	The Parish Room is to be a non-profit making, but self-sustaining from hirings and donations. All current management is undertaken by Trustee volunteers. Separate contracts have been placed for regular cleaning and grounds maintenance.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	For the winter months of October to February, while Westwood Manor is closed the Trustees provide a monthly "drop-in" Village Lunch which is widely advertised and attracts an average of over 30-35 visitors each time. This is run by volunteers and a nominal charge of £2/head was made towards the cost of ingredients. From March to July due to COVID 19 lockdown restrictions the Hall was closed and maintained to prevent deterioration to the fabric of the building. From July, and under HM Government regulations for Village Hall amenities, this Hall was prepared and utilised by authorised COVID Secure activities such as Art classes, Pilates and Yoga. One COVID Secure family event was permitted. This was effectively 25% of the normal usage until the next Autumnal COVID 19 lockdown period. For the whole of the summer season, no teas were provided so denying the Hall of a credible source of revenue. The Trustees considered that the low costs of maintenance and reduced usage for utilities during the spring, summer and autumn have not compromised the funds of the Hall. Further the Trustees consider that the provision for a short period of a Covid Secure Hall provided a steady income stream to achieve the Charity's objectives.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The reporting period started positively with good take up of the Parish Room for regular weekly activities, interspersed with one off hires. As soon as the pandemic took hold, the Trustees had to comply with HM Government regulations and close up initially, then arrange a COVID Secure facility, then close again. Whilst reducing costs, maintenance, heating and cleaning were still continued.
Performance of fundraising activities against objectives set	Para 1.41	Not applicable
Investment performance against objectives	Para 1.41	Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total funds at bank stand at £28,112 , split between Restricted and Unrestricted allocations.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees have agreed that a reserve of 12 months running, and maintenance costs will be retained. An initial sum of £15,000 from income has been transferred to a Restricted Fund to go towards future expected roof refurbishment (target of £20,000), and any other unexpected maintenance costs. The Trustees aim to increase this by £5,000 annually from the main fund provided income permits. Due to COVID 19 for the past year this set aside has been suspended.
Amount of reserves held	Para 1.22	The Treasurer requires approximately £12,000 as Unrestricted funds sufficient to cover fixed costs for one year
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Private bookings and hirings to private enterprises providing fee paying activities to the public. Sales of "Village Lunches" for parishioners, and "Manor Teas" for visitors to Westwood Manor (National Trust).
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	Extended denial of use of facilities by a pandemic, or an act of nature to the fabric of the Parish Room.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees.	Para 1.25	Appointment by existing Trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Charity has written Governance and Operating Procedures including Safety and Risk Assessments, and data protection regulations. These are kept under continuous review with updating, and notified to Trustees and volunteers as necessary.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Westwood Parish Room is leased for 99 years (from 2016) from the Diocese of Salisbury through Westwood Parochial Church Council. At least four of the seven Trustees must be nominated by the Westwood PCC
Relationship with any related parties	Para 1.51	Visitors to Westwood Manor (National Trust) have right of access to the Parish Room toilets when the Manor is open to the public.

Reference and Administrative details

Charity name	WESTWOOD PARISH ROOM CHARITY
Other name the charity uses	
Registered charity number	1161872
Charity's principal address	The Rectory 18A Wooley Street Bradford on Avon Wiltshire BA15 1AF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher EDWARDS	Chairman		Westwood Parochial Church Council
2	Belinda LAWRIE	Treasurer		Westwood PCC
3	James CRAWFORD	Secretary		
4	Caroline PHILPOTT			
5	Paul SLADE			Westwood PCC
6	David HUNTER			Westwood PCC
7				
8				
9				

Corporate trustees – names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------

		Not applicable
--	--	----------------

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Other optional information

Not applicable

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	James Patrick CRAWFORD	
Position (eg Secretary, Chair, etc)	Secretary	
Date	9th March 2021	

Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

WESTWOOD PARISH ROOM CHARITY

On accounts for the year ended

3 0 0 9 2 0

Charity no (if any)

1 1 6 1 8 7 2

Set out on pages

3 AND 4

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed

JSP

Date

05/01/2021

Name

JENNIFER PITTMAN COWNIE

Relevant professional qualification(s)
or body (if any)

ACA

Address

3 WINDYRIDGE
WESTWOOD
BRADFORD ON AVON
BAIS 2DU

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose

Westwood Parish Room Charity no. 1161872

Receipts & Payments statement

12 months to 30th Sept 2020

	£ Restricted Funds	£ Unrestricted Funds	£ Total	£ 30.09.2019
Opening Cash Funds	15,000	14,672	29,672	22,982
Receipts				
Donations and grants		63	63	65
Licence Fee	-		-	-
Fundraising events	-		-	-
Hire of hall & facilities	-	3,998	3,998	9,041
Gift aid rebate	-		-	-
Lunches & Teas takings	-	132	132	8,262
Total Receipts	-	4,193	4,193	17,368
Payments				
Bank charges		101	101	106
Building & renovation work			-	-
Business rates		100	100	252
Cleaning		609	609	485
Computer costs		86	86	-
Fees & subscriptions			-	-
Furniture & Equipment		170	170	3,027
Garden costs		65	65	461
Insurance		650	650	646
Light & Heat		2,675	2,675	2,466
Marketing			-	-
Office expenses		79	79	-
Printing & Postage			-	-
Repairs & Maintenance		874	874	1,127
Teas		-	-	3,036
Telephone & Wifi		395	395	551
Utilities upgrade		-	-	1,480
Water		512	512	-
Total Payments	-	6,318	6,318	10,677
Net receipts / (payments)	-	(2,125)	(2,125)	6,690
transfer to Restricted Fund		0	-	
Cash receipts deferred *		515	515	0
deposit due to be refunded**		50	50	
Closing Cash Funds	15,000	12,082	28,112	29,672

* refers to £300 due to Falklands charity re ticket sales, and £215 NT Tour tea sales x43

** refers to £50 damage deposit awaiting refund

Signed by Treasurer
Belinda Lawrie



Signed by Independent Examiner



Date of approval

9 March 2021

Westwood Parish Room Charity no. 1161872

Assets & Liabilities statement

as at 30th September 2020

	£ Restricted	£ Unrestricted	£ Total
Assets			
cash at bank	15,000	13,112	28,112
 Liabilities	 -	 565	 565
 Net assets	 15,000	 12,547	 <u>27,547</u>

Signed by Treasurer

Belinda Lawrie



Signed by Independent Examiner