



**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<br>reference  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document.                                                                                         | Para 1.17          | <p>The maintenance and improvement of the Parish Hall in Westwood for:</p> <ol style="list-style-type: none"><li>1. Any ecclesiastical purpose affecting the Parish of Westwood in Wiltshire, or any part of it;</li><li>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</li><li>3. Improving the conditions of life for the inhabitants of the Parish.</li></ol> |
| 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 | <p>Completion of the extension and refurbishment of the property, including disabled access.</p> <p>Opening to the public for its benefit and advertising the facilities for public activities and private bookings.</p> <p>Providing facilities for visitors to Westwood Manor (National Trust) in accordance with the legal agreement with the National Trust.</p>                                                                                                                          |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <p>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.</p>                                                                                                                                                                                                                                   |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                                  | SORP<br>reference |                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making<br><br>Contribution made by<br>volunteers | Para 1.38         | <p>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.</p> <p>Separate contracts have been placed for regular cleaning and grounds maintenance.</p> |

**Achievements and Performance**

|                                                                                                                                                                                                 | SORP<br>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         | <p>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.</p> <p>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.</p> <p>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.</p> <p>For the whole of the summer season, no teas were provided so denying the Hall of a credible source of revenue.</p> <p>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.</p> |

### 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 <b>£28,112</b> , split between Restricted and Unrestricted allocations.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <p>The Trustees have agreed that a reserve of 12 months running, and maintenance costs will be retained. An initial sum of <b>£15,000</b> 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.</p> <p>The Trustees aim to increase this by <b>£5,000</b> annually from the main fund provided income permits. Due to COVID 19 for the past year this set aside has been suspended.</p> |
| Amount of reserves held                                                          | Para 1.22 | The Treasurer requires approximately <b>£12,000</b> 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.<br><br>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<br>( <a href="#">trust deed</a> , <a href="#">royal charter</a> )                                                                               | Para 1.25 | Constitution                         |
| How is the charity constituted?<br>(e.g. <a href="#">unincorporated association</a> , <a href="#">CIO</a> )                                                                | 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                | <b>WESTWOOD PARISH ROOM CHARITY</b>                                           |
| Other name the charity uses |                                                                               |
| Registered charity number   | <b>1161872</b>                                                                |
| Charity's principal address | The Rectory<br>18A Wooley Street<br>Bradford on Avon<br>Wiltshire<br>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**

|                                  | £<br>Restricted Funds | £<br>Unrestricted Funds | £<br>Total     | £<br>30.09.2019 |
|----------------------------------|-----------------------|-------------------------|----------------|-----------------|
| <b>Opening Cash Funds</b>        | <b>15,000</b>         | <b>14,672</b>           | <b>29,672</b>  | <b>22,982</b>   |
| <b>Receipts</b>                  |                       |                         |                |                 |
| 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           |
| <b>Total Receipts</b>            | <b>-</b>              | <b>4,193</b>            | <b>4,193</b>   | <b>17,368</b>   |
| <b>Payments</b>                  |                       |                         |                |                 |
| 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            | -               |
| <b>Total Payments</b>            | <b>-</b>              | <b>6,318</b>            | <b>6,318</b>   | <b>10,677</b>   |
| <b>Net receipts / (payments)</b> | <b>-</b>              | <b>(2,125)</b>          | <b>(2,125)</b> | <b>6,690</b>    |
| transfer to Restricted Fund      |                       | 0                       | -              |                 |
| Cash receipts deferred *         |                       | 515                     | 515            | 0               |
| deposit due to be refunded**     |                       | 50                      | 50             |                 |
| <b>Closing Cash Funds</b>        | <b>15,000</b>         | <b>12,082</b>           | <b>28,112</b>  | <b>29,672</b>   |

\* 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**

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

*Signed by Treasurer*

Belinda Lawrie



*Signed by Independent Examiner*