

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

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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

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J.S.P. [Signature]

Westwood Parish Room Charity no. 1161872

Assets & Liabilities statement

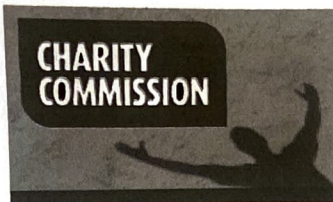
as at 30th September 2021

	£	£	£
	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

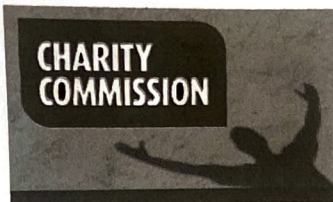


Independent Examiner's Report on the Accounts

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

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Set out on pages	3 AND 4 TO 5 (remember to include the page numbers of additional sheets)		
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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		

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