



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.

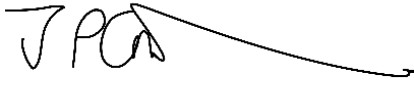
David Hunter
Chairman
Westwood Parish Rooms

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

Jennifer Pittman Cownie

7th Jan 2023