

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

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21st Jan 24