

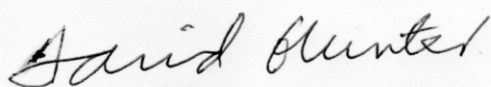
WESTWOOD PARISH ROOMS – CHAIRMAN'S ANNUAL REPORT FOR YEAR 2025

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

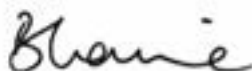
As at 30th Sept 2025 funds at bank stand at £24,504.96 (30th Sept 2024 £21,470.47).

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

BL 29.12.25

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*):

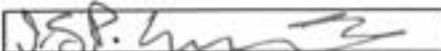
(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- 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*