

ROWLANDS CASTLE PARISH HALL CIO

England & Wales · Charity number 1163499

Details

Status Registered

Legal form CIO

Registered 2015-09-10

Register [View on the Charity Commission register](#)

Contact

Address 11 The Green
Rowland's Castle
Hampshire
PO9 6BW

Phone 02392413044

Email clerk@rowlandscastlepc.org.uk

Website www.rowlandscastlepc.org.uk

Activities

Objects: THE ADVANCEMENT OF EDUCATION AND THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, FOR THE BENEFIT OF THE RESIDENTS OF THE PARISH OF ROWLANDS CASTLE AND THE NEIGHBOURHOOD, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR SUCH PERSONS.

Activities: The advancement of education and provision of facilities in the interests of social welfare for recreation and leisure time occupation, without distinction of sex, sexual orientation, race or of political, religious or other opinions, for the benefit of residents of the parish of Rowlands Castle and the immediate neighbourhood, with the object of improving the conditions of life for such persons.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training
- **Who:** The General Public/mankind

Geography

- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£29,969	£22,094	-	-
2023-12-31	£33,259	£35,598	-	-
2022-12-31	£25,536	£19,016	-	-
2021-12-31	£10,034	£27,867	-	-
2020-12-31	£20,253	£23,558	-	-

Trustees

Name	Role	Appointed
ROWLANDS CASTLE PARISH COUNCIL		2015-09-10

ROWLANDS CASTLE PARISH HALL CIO

England & Wales - Charity number 1163499

Accounts

Rowlands Castle Parish Hall Charity (Registered Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

The Parish Hall
11 Links Lane
Rowlands Castle
Hants PO9 6AD
02392 413489

parishhall@rowlandscastlepc.org.uk

TRUSTEE'S ANNUAL REPORT AND ACCOUNTS 2024

History and Background

By a constitution dated 18th May 2015, Rowlands Castle Parish Hall Charity was converted to become a Charitable Incorporated Organisation Foundation (Reg. No. 1163499) with the Rowlands Castle Parish Council as sole trustee.

Objectives

The objectives of the Charity are:

The advancement of education and the provision of facilities in the interests of social welfare for recreation and leisure time occupation without distinction of sex, sexual orientation race or of political, religious or other opinions, for the benefit of the residents of the Parish of Rowlands Castle and the neighbourhood, with the object of improving the conditions of life for such persons.

Management Committee

The routine running of the hall is devolved to a Management Committee. The Committee will consist of no more than 9 and no fewer than 5 members of which at least 2 will normally be Parish Councillors.

In 2024, there were no changes to the membership of the Management Committee. The establishment of a full Management Committee with a majority of the members drawn from the user community and making a full contribution to its work has been of great help in ensuring that it has been able to continue to meet the needs of the wide user base.

The work of the Committee is underpinned by the indispensable contributions of the Facilities Officer and the Parish Hall Administrator. Claire Newman (FO) has most effectively led much of the project work and development at the Parish Hall, and Anita King (PHA) has provided excellent communication and support to users as well as continuing to develop and improve the systems which form the basis of the Parish Hall operations.

Chairman's 2024 Annual Report

This section sets out the main points relating to the operation of the Parish Hall in 2023.

1. Work has continued throughout the year to ensure that the systems installed to meet the security needs of the Montessori Nursery School are properly configured. This has resulted in further expenditure.

Rowlands Castle Parish Hall Charity (Registered Charity No 1163499)
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2. Extensive flat roof to the rear of the Parish Hall was reroofed in 2024. The work was funded by monies held by East Hampshire District Council on behalf of the Parish.
3. Heavy periods of rainfall have continued to cause water ingress into the Hall because of a lack of maintenance by the highway authorities of the storm drainage systems in Links Lane. There was some damage to the flooring of the main hall there and remedial action was taken. The issues of ineffective maintenance were discussed at length with Hampshire County Council, but the issues were unresolved by the end of the year. Action by members of the Management Committee and the Administrator as well as other residents of the Parish have prevented further serious damage during 2024 but the risk remains.
4. The Parish Council has continued to provide most welcome support for the Parish Hall by funding the Parish Hall Administrator during 2024.
5. In 2024, hire income increased to £27,663, an increase of over £4,00 compared with the previous year. This satisfactory outcome reflects the increasing use of the Parish Hall with some welcome new users.
6. The cash balances over the year increased from £18,625 to £26,501. With the increasing activity at the Parish Hall, this leaves us in a good position for the future. It will be however, be necessary to maintain a good level of reserves as we continue to meet the challenge of maintaining a building which is now well over 100 years old.

This Trustee's Annual Report and Accounts was approved at a Meeting of the Rowlands Castle Parish Council on 6th October 2025 and signed by the Chairman of the Council.



Cllr C. Stanley, Chairman of Rowlands Castle Parish Council

ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE

Accounts

31 December 2024

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
Balance Sheet
as at 31 December 2024**

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Parish Hall building		114,960		114,960	
Lighting upgrade		<u>4,582</u>	119,542	<u>4,582</u>	119,542
Fixtures and fittings			2,611		2,611
			<u>122,153</u>		<u>122,153</u>
Current assets					
Bank/building society balances		<u>26,501</u>		<u>18,626</u>	
Net current assets			26,501		18,626
Net assets			<u>148,654</u>		<u>140,779</u>
Financed by:					
Capital account					
Balance at start of period			140,779		143,118
Net profit/(loss)			7,875		(2,339)
			<u>148,654</u>		<u>140,779</u>

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
Income and expenditure account
for the year ended 31 December 2024**

	Notes	2024 £	2023 £
Income			
Hire of halls		27,663	23,362
Lottery Transfers and subs		2,223	2,301
Security deposits		49	355
Miscellaneous income		34	-
Donations and grants		-	7,241
		<u>29,969</u>	<u>33,259</u>
Contract cleaning		4,648	5,912
Repairs and maintenance		4,646	15,172
Licence fees and Council Tax		586	587
Lottery expenses, prizes etc		775	800
Utilities		6,913	5,694
Bank charges		15	35
Telephone and other office costs		565	1,064
Accountancy/insurance costs		2,499	2,364
Capital expenditure			
Equipment and upgrade of locks		1,447	-
Door locks		-	3,970
		<u>22,094</u>	<u>35,598</u>
Profit/loss for year		<u>7,875</u>	<u>(2,339)</u>

ROWLANDS CASTLE PARISH HALL MANAGEMENT COMMITTEE
Independent examiner's report on the accounts

Report to the trustees
of ROWLANDS CASTLE PARISH HALL MANAGEMENT COMMITTEE
On accounts for the year ended 31 December 2024

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 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 you as trustees concerning 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:

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.

Martin Cornish FFA
Accountants

32 Castle Road
Rowlands Castle
Hampshire
PO9 6AS

4 September 2025

ROWLANDS CASTLE PARISH HALL CIO

England & Wales - Charity number 1163499

Accounts

Rowlands Castle Parish Hall Charity (Registered Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

The Parish Hall
11 Links Lane
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Hants PO9 6AD
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parishhall@rowlandscastlepc.org.uk

TRUSTEE'S ANNUAL REPORT AND ACCOUNTS 2023

History and Background

By a constitution dated 18th May 2015, Rowlands Castle Parish Hall Charity was converted to become a Charitable Incorporated Organisation Foundation (Reg. No. 1163499) with the Rowlands Castle Parish Council as sole trustee.

Objectives

The objectives of the Charity are:

The advancement of education and the provision of facilities in the interests of social welfare for recreation and leisure time occupation without distinction of sex, sexual orientation race or of political, religious or other opinions, for the benefit of the residents of the Parish of Rowlands Castle and the neighbourhood, with the object of improving the conditions of life for such persons.

Management Committee

The routine running of the hall is devolved to a Management Committee. The Committee will consist of no more than 9 and no fewer than 5 members of which at least 2 will normally be Parish Councillors.

In 2023, there was one change to the membership of the Management Committee. With the appointment of a new President of the Rowlands Castle Women's Institute, Emily Olson stood down and was replaced by Claire Stanley. The Committee was very grateful to Emily for her active and valuable contribution to the work of the Parish Hall, and we were pleased to welcome Claire in her place.

The establishment of a full Management Committee with a majority of the members drawn from the user community and making a full contribution to its work has been of great help in ensuring that it has been able to continue to meet the needs of the wide user base.

The work of the Committee is underpinned by the indispensable contributions of the Facilities Officer and the Parish Hall Administrator. Claire Newman (FO) has most effectively led much of the project work and development at the Parish Hall, and Anita King (PHA) has provided excellent communication and support to users as well as continuing to develop and improve the systems which form the basis of the Parish Hall operations.

Chairman's 2023 Annual Report

This section sets out the main points relating to the operation of the Parish Hall in 2023.

Rowlands Castle Parish Hall Charity (Registered Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

1. Work has continued throughout the year to ensure that the systems installed to meet the security needs of the Montessori Nursery School are properly configured. This has resulted in further expenditure.
2. Discussions started in 2023 with the Village Fair Committee over their future needs for storage sheds in the garden of the Parish Hall.
3. Following a Fire Safety Assessment, work was undertaken to replace the fire alarm system. This was funded through the Parish Council by funds held by East Hampshire District Council on its behalf. Other recommended work that has been carried out includes cleaning and re-proofing the stage curtains, blocking a hatch to the main kitchen and installing 3 new fire doors.
4. The main hall and the corridors were completely redecorated in 2023, The work was funded by monies held by East Hampshire District Council on behalf of the Parish.
5. Heavy periods of rainfall have continued to cause water ingress into the Hall because of a lack of maintenance by the highway authorities of the storm drainage systems in Links Lane. Action by members of the Management Committee and our maintenance contractor have prevented serious damage during 2023, but the risk remains.
6. The Parish Council has continued to provide most welcome support for the Parish Hall by funding the Parish Hall Administrator during 2023.
7. In 2023, income increased to £33,259, compared to income of £25,536 in 2022 and pre-COVID income of £22,762 in 2019. The increase reflected the return to normal operation of many of the Hall users and some welcome new users.
8. The Income and Expenditure Account for 2023 shows a deficit of £2,339 compared with a surplus of £6,250 in 2022. This is a result of large expenditure of £15,172 on essential repairs and maintenance over the year. The redecoration costs of £6,239 (included in this figure) were covered by a S106 grant from East Hampshire District Council, but other costs included the work noted above to implement the recommendations of the Fire Safety Assessment and further work to put in place security systems,
9. The cash balances over the year decreased from £20,965 to £18,625. With the increasing activity at the Parish Hall, this leaves us in a satisfactory position moving forwards.

This Trustee's Annual Report and Accounts was approved at a Meeting of the Rowlands Castle Parish Council on 15th July 2024 and signed by the Chairman of the Council.



Cllr C. Stanley, Chairman of Rowlands Castle Parish Council

Rowlands Castle Parish Hall Charity (Registered Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

Rowlands Castle Parish Hall Income and Expenditure year ended 31st Dec 2023

<u>Income</u>	£	<u>Expenditure</u>	£
Hire of Halls	23,362	Cleaning	5,912
Lottery Subs	2,301	Repair and Maintenance	15,172
Security Deposits	355		
		Licences and Council Tax	587
Donations and Grants	<u>7,241</u>	Lottery Prizes	800
		Utilities	5,694
		Sundries	35
		Phone and Office Costs	1,064
		Accountant and Insurance	2,364
		<u>Capital Expenditure</u>	
		Door Locks	<u>3,970</u>
	<u>33,259</u>		<u>35,598</u>

ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE

Accounts

31 December 2023

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
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ROWLANDS CASTLE PARISH HALL MANAGEMENT COMMITTEE
Independent examiner's report on the accounts

Report to the trustees
of ROWLANDS CASTLE PARISH HALL MANAGEMENT COMMITTEE
On accounts for the year ended 31 December 2023

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 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 you as trustees concerning 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:

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.

Martin Cornish FFA
Accountants

32 Castle Road
Rowlands Castle
Hampshire
PO9 6AS

24 June 2024

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
Balance Sheet
as at 31 December 2023**

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Parish Hall building		114,960		114,960	
Lighting upgrade		<u>4,582</u>	119,542	<u>4,582</u>	119,542
Fixtures and fittings			<u>2,611</u>		<u>2,611</u>
			122,153		122,153
Current assets					
Bank/building society balances		<u>18,626</u>		<u>20,965</u>	
Net current assets			<u>18,626</u>		<u>20,965</u>
Net assets			<u>140,779</u>		<u>143,118</u>
Financed by:					
Capital account					
Balance at start of period			143,118		136,598
Net profit/(loss)			(2,339)		6,520
			<u>140,779</u>		<u>143,118</u>

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
Income and expenditure account
for the year ended 31 December 2023**

	Notes	2023 £	2022 £
Income			
Hire of halls		23,362	17,516
Lottery Transfers and subs		2,301	2,717
Security deposits		355	200
Donations and grants		<u>7,241</u>	<u>5,103</u>
		<u>33,259</u>	<u>25,536</u>
Wages and salaries		-	566
Contract cleaning		5,912	3,610
Repairs and maintenance		15,172	3,414
Licence fees and Council Tax		587	601
Lottery expenses, prizes etc		800	1,179
Utilities		5,694	4,212
Bank charges		35	-
Sundry expenses		-	661
Telephone and other office costs		1,064	194
Accountancy/insurance costs		2,364	2,206
Capital expenditure			
Crockery		-	429
Door locks		<u>3,970</u>	<u>1,944</u>
		<u>35,598</u>	<u>19,016</u>
Profit/loss for year		<u><u>(2,339)</u></u>	<u><u>6,520</u></u>

ROWLANDS CASTLE PARISH HALL CIO

England & Wales - Charity number 1163499

Accounts

Rowlands Castle Parish Hall Charity (Reg. Charity No 1163499)

Trustee's Annual Report 2022

History and Background

By a constitution dated 18th May 2015 Rowlands Castle Parish Hall Charity was converted to Charitable Incorporated Organisation Foundation (Reg. No. 1163499) with the Rowlands Castle Parish Council as sole trustee.

Objectives

The objectives of the Charity are:

The advancement of education and the provision of facilities in the interests of social welfare for recreation and leisure time occupation without distinction of sex, sexual orientation race or of political, religious or other opinions, for the benefit of the residents of the Parish of Rowlands Castle and the neighbourhood, with the object of improving the conditions of life for such persons.

Management Committee

The routine running of the hall is devolved to a Management Committee. The Committee will consist of no more than 9 and no fewer than 5 members of which at least 2 will normally be Parish Councillors.

Councillor Bill Wilson resigned from the Parish Hall Management Committee in February 2022. He served on the Committee for many years and made an extremely valuable contribution in so many ways. At the same time, Jonathan Law, the Parish Hall Administrator also stepped down from his role. He too made an enormous contribution to the success of the Parish Hall and was widely known in the community as the person to go to for all Parish Hall issues. The Village owes much to the contribution of both of these long-standing members of the Parish Hall team.

The role of Parish Hall Administrator was reconfigured and advertised and Anita King took up the role in March 2022. Since her appointment, Anita has made a huge contribution in helping to maintain the efficient running of the hall and re-establishing its finances after the great difficulties of the Covid epidemic.

Chairman's 2022 Annual Report

This section sets out the main points relating to the operation of the Parish Hall in 2022.

1. When the Parish Hall re-opened after the Covid-19 break, many groups were able to restart including the WI, U3A, the Painting Society and the History Society, and the RVS was able to resume its monthly lunch clubs from September 2022. Some groups were unable to return: Zumba, Short Mat Bowls and RC Badminton, and the Parent and Toddler Group closed in July 2022.
2. Three new groups started in September 2022: Three Mermaids (home education), A Sense of Craft (a children's art and craft club) and Little City (a mobile role play for pre-schoolers).

3. Several brownie and guide groups from outside the local area have used the Parish Hall for over 20 years for residential stays, However following an external Fire and Safety Assessment, the Management Committee decided to withdraw overnight stays as a hire option; the cost of the adjustments required to meet current fire regulations and recommendations to ensure the safety of overnight residents was prohibitive. The groups affected by this decision were disappointed but understood the situation.
4. The incursion of golf balls into the garden has been a long-standing safety issue for the Parish Hall and the Golf Club. This has now been resolved with the installation of netting across the whole garden. We are grateful to the Golf Club for their considerable help in mitigating this risk, particularly to the children of the Montessori School.
5. In 2022, income increased to £25,536, compared to income of £10,034 in 2021 and pre-COVID income of £22,762 in 2019. The increase reflected the return to more normal operation of many of the Hall users and was also helped by a most welcome grant of £5,000 from Rowlands Castle Parish Council, to help with the considerable loss of income during 2021. The Parish Council also generously agreed to cover the cost of the Hall Administrator for the first year.
6. The Income and Expenditure Account for 2022 shows a surplus of £6,520 compared with a deficit of £17,823 for 2021, a difference of £24,073. This resulted not only from the additional income but also a reduction in expenditure of £8,751 compared to the previous year.
7. Significant items of capital expenditure included a further payment of £1,944 for the magnetic locking system and £428 for crockery for the new kitchenette. Maintenance and repair costs included a new control Panel (£342), heating thermostats (£540) and the replacement of fire alarm batteries (£751). As a result, the cash balances over the year increased from £14,445 to £20,965. This leaves us in a satisfactory position moving forwards.



Cllr Chris Stanley

Chairman of Rowlands Castle Parish Council

ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE

Accounts

31 December 2022

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
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ROWLANDS CASTLE PARISH HALL MANAGEMENT COMMITTEE
Independent examiner's report on the accounts

Report to the trustees
of ROWLANDS CASTLE PARISH HALL MANAGEMENT COMMITTEE
On accounts for the year ended 31 December 2022

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.**

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- to follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
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Basis of independent examiner's statement

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Independent examiner's statement

In connection with my examination, no matter has come to my attention:

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

Martin Cornish FFA
Accountants

32 Castle Road
Rowlands Castle
Hampshire
PO9 6AS

8 September 2023

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
Balance Sheet
as at 31 December 2022**

	Notes	2022 £	2021 £
Fixed assets			
Parish Hall building	114,960	114,960	
Lighting upgrade	<u>4,582</u>	119,542	<u>4,582</u> 119,542
Fixtures and fittings		2,611	2,611
		<u>122,153</u>	<u>122,153</u>
Current assets			
Bank/building society balances	<u>20,965</u>	14,445	
	20,965	<u>14,445</u>	
Net current assets		20,965	14,445
Net assets		<u>143,118</u>	<u>136,598</u>
Financed by:			
Capital account			
Balance at start of period		136,598	154,421
Net profit/(loss)		6,520	(17,823)
		<u>143,118</u>	<u>136,598</u>

**ROWLANDS CASTLE PARISH HALL
MANAGEMENT COMMITTEE
Income and expenditure account
for the year ended 31 December 2022**

	Notes	2022 £	2021 £
Income			
Hire of halls		17,516	7,091
Lottery Transfers and subs		2,717	2,743
Security deposits		200	200
Donations and grants		5,103	-
		<u>25,536</u>	<u>10,034</u>
Operating expenditure			
Wages and salaries		566	280
Contract cleaning		3,610	885
Repairs and maintenance		3,414	8,805
Returned security deosits		-	550
Licence fees and Council Tax		601	812
Lottery expenses, prizes etc		1,179	1,100
Utilities		4,212	1,939
Sundry expenses		661	-
Telephone and other office costs		194	358
Accountancy/insurance costs		2,206	1,987
Capital expenditure			
Dishwasher		-	1,481
Crockery		429	-
Kitchen		-	7,956
Door locks		1,944	1,704
		<u>19,016</u>	<u>27,857</u>
Profit/loss for year		<u>6,520</u>	<u>(17,823)</u>

ROWLANDS CASTLE PARISH HALL CIO

England & Wales - Charity number 1163499

Accounts

Rowlands Castle Parish Hall Charity (Reg. Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

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11 Links Lane
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parishhall@rowlandscastlepc.org.uk

TRUSTEE'S ANNUAL REPORT AND ACCOUNTS 2021

History and Background

By a constitution dated 18th May 2015, Rowlands Castle Parish Hall Charity was converted to Charitable Incorporated Organisation Foundation (Reg. No. 1163499) with the Rowlands Castle Parish Council as sole trustee.

Objectives

The objectives of the Charity are:

The advancement of education and the provision of facilities in the interests of social welfare for recreation and leisure time occupation without distinction of sex, sexual orientation race or of political, religious or other opinions, for the benefit of the residents of the Parish of Rowlands Castle and the neighbourhood, with the object of improving the conditions of life for such persons.

Management Committee

The routine running of the Hall is devolved to a Management Committee. Under revised terms agreed by Rowlands Castle Parish Council on 1st November 2021, the Committee shall consist of not fewer than 5 members, of which at least one and preferably 2 or more shall be parish councillors. Other members shall be drawn from representatives of users of the Parish Hall and others with an interest in preserving and improving the facilities, with the approval of the Committee. The Chairman of the Committee shall be elected from amongst its members. A quorum shall be 3 members.

The Committee grew to 10 members during the year with most welcome representation from six users of the Hall and an increase to four parish councillors. This has been very valuable in planning and managing the considerable developments that took place in 2021.

During the year, the Committee also welcomed the appointment of Claire Newman as Facilities Officer. This important role has already made a huge contribution in managing the projects associated with capital expenditure and repairs, and planning for the future.

Rowlands Castle Parish Hall Charity (Reg. Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

Chairman's 2021 Annual Report

Summary

This section sets out the main issues relating to the operation of the Parish Hall in 2021.

1. A third national lockdown imposed in January 2021, due to the Covid-19 pandemic and the Government's 4-step roadmap for opening, meant the Parish Hall remained closed to almost all users until July 2021, at which point most legal restrictions on social contact were lifted. The restricted opening in 2021 had a negative effect on hire income for the period and there was an overall drop in income of £8,600 compared to that in the pre-pandemic year of 2019.
2. The only user that was able to continue operating during the lockdown and 4 step plan in 2021 was the Montessori Nursery School. Private bookings resumed slowly from July, and September saw regular groups start to return. Some user groups were slower to return, others closed permanently and one, the RVS Lunch Club, was prevented from returning by continued restrictions. Two events were cancelled because of the Covid-19 restrictions and these resulted in a refund of deposits (£350).
3. The income from the Montessori Nursery School and the full opening of the Hall in the second part of the year were important factors in limiting the impact of Covid-19 on the Parish Hall income. However, unlike 2020, no grants were available in 2021 to offset the impact of the Covid-19 restrictions and overall income dropped by £10,200 from 2020.
4. As a result, the Income and Expenditure Account for 2021 shows a loss for the year of £17,823 compared with a loss of £3,305 in 2020. Although income was down by £10,200, reduced day to day running costs had a positive effect being £3,400 less than a normal year. Spending on repairs was £8,805 in 2021 compared to £14,031 in 2020; this necessary expenditure was high compared with the average spend of £4,703 over the previous 6 years. There was also significant capital expenditure of £11,141 during the year as noted below and these last two areas of expenditure reflect the need to continue to ensure that the building, which is now well over one hundred years old, remains fully operational and fit for purpose.
5. One significant spend (£7,956) was the new kitchenette, installed to allow both halls to be hired simultaneously without impositions on the users of either hall. This was a key part of planned measures to ensure compliance with legislation relating to the safety and security of children attending Montessori Nursery

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(Sole Trustee Rowlands Castle Parish Council)

School. Following the completion of the new kitchenette, the response from existing and new hirers has been wholly positive.

6. Other related costs include relocating a fire door and installing a new door security system (£2,109): electrical preparation (£249) and a deposit for magnetic locks (£1,704).
7. Following replacement of the boiler in 2020, post installation problems resulted in further unexpected costs (£2,452) for repairs. Other costs included work carried out in 2020 for painting the façade and ladies' WC (£2,300), purchase of new chair and tables trolleys (£415), dishwasher repairs and a replacement dishwasher for the main kitchen (£2,348).
8. At the start of the year, we had cash balances of £32,268; by the end of the year, this had fallen to £14,445. While this reserve is sufficient to maintain our operations at present, attention is required now to ensure that we grow our reserves to enable us to meet potential future liabilities.

This Trustee's Annual Report and Accounts was approved at a meeting of the Rowlands Castle Parish Council on 3rd October 2022 and signed by the Chairman of the Council.



Cllr C. Stanley, Chairman of Rowlands Castle Parish Council

Rowlands Castle Parish Hall Charity (Reg. Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

Rowlands Castle Parish Hall Income and Expenditure year ended 31st Dec 2021

<u>Income</u>	£	<u>Expenditure</u>	£
Hire of Halls	7,091.00	Wages	280.00
Lottery Subs	2,743.00	Cleaning	885.00
Security Deposits	<u>200.00</u>	Repair and Maintenance	8,805.00
		Returned security deposits	550.00
		Licences and Council Tax	812.00
		Lottery Prizes	1,100.00
		Utilities	1,939.00
		Phone and Office Costs	358.00
		Accountant and Insurance	1,987.00
		<u>Capital Expenditure</u>	
		Dishwasher	1,481.00
		Kitchen	7,956.00
		Door Locks	<u>1,704.00</u>
	<u>10,034.00</u>		<u>27,867.00</u>

ROWLANDS CASTLE PARISH HALL CIO

England & Wales - Charity number 1163499

Accounts

Rowlands Castle Parish Hall Charity (Reg. Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

The Parish Hall
11 Links Lane
Rowlands Castle
Hants PO9 6AD
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rcphmc@btconnect.com

TRUSTEE'S ANNUAL REPORT AND ACCOUNTS 2020

History and Background

By a constitution dated 18th May 2015 Rowlands Castle Parish Hall Charity was converted to Charitable Incorporated Organisation Foundation (Reg. No. 1163499) with the Rowlands Castle Parish Council as sole trustee.

Objectives

The objectives of the Charity are:

The advancement of education and the provision of facilities in the interests of social welfare for recreation and leisure time occupation without distinction of sex, sexual orientation race or of political, religious or other opinions, for the benefit of the residents of the Parish of Rowlands Castle and the neighbourhood, with the object of improving the conditions of life for such persons.

Management Committee

The routine running of the hall is devolved to a Management Committee. The Committee will consist of no more than 9 and no fewer than 5 members of which at least 2 will normally be Parish Councillors.

Chairman's 2020 Annual Report

Summary

This section sets out the main issues relating to the operation of the Parish Hall in 2020.

1. The most significant feature of the operation of the Parish Hall in 2020 was the imposition of a closure of the Parish Hall in March 2020 as a result of the Covid-19 epidemic in the UK. Most of the use of the Parish Hall ended in March 2020 and did not resume for the rest of the year. As a consequence, there was a drop of nearly £11,000 in the hire income of the halls. Fortunately, EHDC made a grant to the Parish Hall of £10,000 to offset the loss of hire income.

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2. The only user that was able to continue to operate in 2020 was the Montessori Nursery School and the continued income from this source was an important factor in ensuring that the impact of the Covid-19 was not too severe in income terms.
3. However, the Income and Expenditure Account for 2020 shows a loss for the year of £3,305 compared with a surplus of £6,548 in 2019, a turnaround of about £10,000 from 2019 to 2020. This is in the main accounted for by a substantial increase in the costs of repairs and maintenance in 2020 to £14,031 compared to an average of £4,703 over the previous 6 years.
4. Coincidentally at the time of the Covid lockdown, the boiler finally needed replacing. Expense was incurred prior to the eventual identification of the need to replace the boiler and also afterwards, with a new gas supply pipe required (£5,089). The new boiler itself was funded via the Parish Council with S106 developer's money.
5. Additional repair and maintenance costs were incurred in cleaning the roof (£1,975), painting the exterior of the Hall and the ladies' WC (£2,300), to the re-lacquering of the floor of the main hall following flood damage the previous year (£1,950) and to the fire alarm (£1,000). While it was regrettable that there should have been such a spike in costs in this area, it is perhaps a reflection of the relatively intensive use of a building which is well over 100 years old and the need to ensure that satisfactory provision is made for its maintenance and renewal.
6. At the start of the year, we had cash balances of £35,573; by the end of the year, this had fallen to £32,268. While this reserve is sufficient to maintain our operations at present, attention may be required in future to ensure that our reserves match potential future liabilities.

During the latter part of the year the committee welcomed two new Parish Council appointed members, Frank Ball and Jonathan Edwards

This Trustee's Annual Report and Accounts was approved at a Meeting of the Rowlands Castle Parish Council on 4th October 2021 and signed by the Chairman of the Council.



Cllr C. Stanley, Chairman of Rowlands Castle Parish Council

Rowlands Castle Parish Hall Charity (Reg. Charity No 1163499)
(Sole Trustee Rowlands Castle Parish Council)

Rowlands Castle Parish Hall Income and Expenditure year ended 31st Dec 2020

<u>Income</u>	£	<u>Expenditure</u>	£
Hire of Halls	5,777.00	Wages	819.00
Lottery Subs	3,016.00	Cleaning	1,053.00
Donations and Grants	11,092.00	Repair and Maintenance	14,031.00
Fund Raising	<u>368.00</u>	Licences and Council Tax	230.00
		Lottery Prizes	1,329.00
		Utilities	3,664.00
		Phone and Office Costs	401.00
		Accountant and Insurance	2,031.00
	<u>20,253.00</u>		<u>23,558.00</u>