

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
02392 413489

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.

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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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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

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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>