

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

The Parish Hall
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Rowlands Castle
Hants PO9 6AD
02392 413489

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.

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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

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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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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		7,241	5,103
		<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		3,970	1,944
		<u>35,598</u>	<u>19,016</u>
Profit/loss for year		<u>(2,339)</u>	<u>6,520</u>