



The Parish of St. Peter and St. David,  
Fleetwood  
in the Diocese of Blackburn.

A summary of the Annual Report and  
Financial Statement of the Parochial  
Church Council for the year ended 31<sup>st</sup>  
December 2022.

Incumbent: Canon John Michael Hall  
M.A.

Bank: The National Westminster Bank,  
Cleveleys, Lancashire.

Charity Number: 1168745

Our Mission: To be accessible,  
welcoming and at the heart of the  
community. In Christ our mission is to  
serve, care for, teach and pray.

## **Members of the Church Council**

Canon John Hall, Ian Risely, Michael Rayner, Janice Risely, Kathleen Whittle, Di Graveston, Lynda Smith, Stephanie Ashcroft, Catherine Tattersall, Gloria Birdsall, James Lang, Peter Draper, Peter Day, Hilary Craig, John Eastwood, Joshua Brayshaw.

**Treasurer:** Gillian King (not a member of the Council).

## **Secretaries Report**

During 2022 there were 8 PCC meetings, these included a pre-section 11 meeting and a section 12 meeting.

The main topics were:

Fabric reports,

Safeguarding,

Parish Profile,

Appointing a new incumbent.

Stephanie Ashcroft & James Lang

## Vicars Report

From Fr. John

It does seem very odd writing this note for the Annual Parochial Church Report in 2023 having le

the parish some six months ago. However, your secretary asked me to pen just a few words in order

That I might report on all that has happened prior to my leaving.

The Church Council have been an enormous support and continue to serve the parish well. As a

group they have proved themselves capable of taking risks for the Gospel and for that I shall always

be grateful. In the Council's name Breaking Bread and the Co-ee Shop continue to be a good source

of outreach and all who help at these events on a regular basis deserve our heartfelt thanks.

The grounds and buildings are in exceptionally good order, this is due largely to the diligence of John

Eastwood, John Barnes, Scott Hayes, Peter, Mick, Kevin and David Fallows, not forgetting Barbara the

cleaner and the late Jill White. The Servers and Choristers make a huge difference to acts of witness

both on a Sunday and during the week. Thank you also to the Eucharistic Ministers, to David Hall,

Janet Bull and Kenneth for their contribution to the musical life of our parish. Barbara Riley and

Catherine Tattersall, with the help of Olwen decorate our churches wonderfully and often on a very

small budget.

Behind the scenes there are many who serve in a quiet way, people such as Jimmy and Steph, Hilary

and Gloria have over the years proved to be the link pin holding everything together. Of course, ably

supported by our Churchwardens Di and Ian and Gillian together with Maureen who have had to

make sure the bank has sufficient funds to pay for all we do.

The Pantry goes from strength to strength and is a huge force for good in our town. The good

reputation of our church has been hard fought for and so as we look forward to the future, we must

ensure that all we do is for the Kingdom of God and not our own profile.

Good reputations do not

come easily but are easily lost, service is the hallmark of Christian witness.

Thanks are due in no

small part to the Church worker Phill.

I would like finally to pay tribute to a remarkable man who has demonstrated faithfulness to the

Gospel of Jesus Christ over many years. Mr. Michael Rayner was a good friend to us and a loyal

servant. Peoples' lives throughout our town were better for Michael Rayner being present. Clearly the lives of Janice and Hope would have been all the poorer, but then so would many other lives, had he not bothered to get involved. In many ways I think Michael rejected the heart of Fleetwood and as I thank God for him, I do also thank God for YOU and all that you and I have done together.

Fr. John Hall

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Behind the scenes there are many who serve in a quiet way, people such as Jimmy and Steph, Hilary and Gloria have over the years proved to be the link pin holding everything together. Of course, ably supported by our Churchwardens Di and Ian and Gillian together with Maureen who have had to make sure the bank has sufficient funds to pay for all we do. The Pantry goes from strength to strength and is a huge force for good in our town. The good reputation of our church has been hard fought for and so as we look forward to the future, we must ensure that all we do is for the Kingdom of God and not our own profile. Good reputations do not come easily but are easily lost, service is the hallmark of Christian witness. Thanks are due in no small part to the Church worker Phill.

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Fr. John Hall

## **Churchwarden Report**

During the last 12 months as Churchwarden my key responsibilities have included representing the laity and welcoming new ministers. I have had overall responsibility for the whole Parish in accordance with Canon Law during a very difficult interregnum. I have cooperated fully with the Areadean in the pastoral, evangelistic, social and ecumenical mission of the church.

I have undertaken to be the Bishops officer and to be an active steward of the Church buildings and furnishings. I have had responsibility for the upkeep of the vicarage since Father John retired, whilst cooperating collaboratively in partnership with the Bishop and Archdeacon especially during the interregnum.

As Churchwarden, I have prioritised safeguarding and health and safety policies and endeavoured to put these both in place, as these key requirements were neither provided previously nor actively promoted.

Safeguarding within the parish remains a serious concern and the Areadean and her team are seeking to make the PCC aware of their responsibilities in an attempt to bring the parish in line with the House of Bishops safeguarding policy and procedures. The diocese is putting in place a strategy to ensure that all PCC members are aware of their accountability by appointing job roles and descriptions. It is their responsibility to ensure that all volunteer roles in all areas are addressed including the implementation of the diocesan safeguarding rules surrounding the hire of premises and the minibus. The diocese has advised that we must prioritise the many outstanding safeguarding issues in the Parish.

There have been many changes in 2022/2023 including the sudden death of my fellow Churchwarden, dear friend and mentor Michael Rayner in November. This sadly coincided with the very traumatic house move that Jan and I endured and added much stress to an already difficult time within the parish.

Nevertheless, I acted swiftly and sought permission from the Rev Jane Atkinson our Areadean (who has been a tower of strength to me in troubled times) to ask Di Graveston to act as my Assistant and who was became based at St David's. I am delighted to state she has been a wonderful support to me acting as my deputy.

Following the PCC decision in October 2022 to accept women priests to officiate within the parish, the church sadly became divided and there followed opposition to the PCC decision. The Bishop has now resolved this

matter and the letter from our Archdeacon states clearly the decisions reached. Hence, Women priests now actively conduct services in St Peter's and are very well received and much appreciated by the congregation .

I have enjoyed and found it most rewarding being part of the team developing the parish profile. It has at times been challenging but we look forward to the appointment of a new priest in due course.

Yours in Christ

Ian  
Churchwarden

## **Church worker report 2022**

Following Michael's passing I now take the morning service on Tuesday at St David's. I organise the rota and cook at breaking bread. Approximately 25 people a week attend this event. I continue to lead a fabulous team of 7 volunteers to deliver the Mustard Seed Monday night meal at St Peter's to approximately 30 people a week.

I now do the readings or intercessions once a month at St David's and twice a month at St Peter's. I organise the rota for duties at St Peter's Sunday service and step in to carry the crucifix or serve when needed. I carry out home visits in the parish and take holy communion at home when requested.

I continue to immerse myself in the life of the church and make myself available to support where needed.

I have joined the Men's Fellowship.

I continue to manage the Pantry food bank on behalf of Faith in the community.

Phill Clarke



## **Treasurer's Report 2022**

During the year the duties of Treasurer were undertaken by Maureen Burns and Gillian King. The small cash accounts retained for ease of use by Mustard Seed and the Flower Team have been administered by Liam Burns. The PCC has been provided with a regular oversight of income and expenditure and has taken decisions on major spend.

The accounts are yet to be independently examined and the PCC is required to appoint an examiner.

### **Revenue account**

#### *Income*

Financially this year has been comparable to previous years with the overall surplus for the year was £29,178 (2021:£23,024).

Planned giving is stable at £33,037 (2021: £33,447). However, recent months have shown a downward trend on the back of the passing of several of our key benefactors.

Trading activities have decreased to £10,231. (2021: £13,869) driven by the loss of the Rossall School income in April which in the prior year comprised £10,200). However, there has been an increase in other areas with room hire reaching £5,130 (2021: £2,435). In addition, due to the unexpected deaths of two agents for recovering the tax on charitable giving (which last year was £8,140), there has been no claim this year. Gillian King has volunteered to pick up this return when she has time and a similar amount is expected and has been provided for in the accounts.

During the year we were very fortunate to receive a donation of £20,000, which obviously is not repeat income.

#### *Expenses*

At the start of 2021 we knew that we were very unlikely to be able to meet the requested parish share. After some discussion we reached an agreement with the Diocese that our voluntary contribution needed to be adjusted and a revised figure of £18,000 was then agreed. This conversation needs to be had annually.

Parish of St Peter & St David's Fleetwood – Treasurer's Report 2021  
Parish/Pantry worker – You will see in the accounts that we are holding all the salary funds for a worker that is shared between The Pantry and the Parish. Faith in the Community contributed £15,000 and the Parish £5,000 (agreed by the PCC). These are committed yearly funds for the next two years. In addition, the Diocese will contribute £10,000 per year for this role. The payroll and Tax and NI Liabilities have been calculated independently by Rebecca Murdoch.

Church running expenses totalled £18,427 (2021: £28,632), utility bills were down slightly at £9,247.33 (2021: £11,056) and church repairs totalled £9,889.00 (2021:£15,545)

## **Statement of Assets and Liabilities Assets**

### *Assets*

The attached sheet shows our bank & cash holdings but please note that circa £26,000 is held in various reserve funds meaning that we can only use it for that particular purpose and not for general use. The minibus is an asset and is included on the final balance sheet with a 10% depreciation from the previous year.

In addition, around £8,000 is due to be collected from the Inland Revenue in Gift Aid refunds.

### *Liabilities*

At the time of writing, £3,293 was owed to the previous incumbent in expenses and £1,214 in assigned fees.

The amount owed to John Hall has been classed initially as priest expenses and will be reallocated post year-end if any adjustment is deemed necessary.

Gillian King, Treasurer.

## **Please note:**

**The Accounts on the following pages have not yet been audited and therefore can only be submitted as draft copies.**



## PCC Accounts Y/E 31 Dec 2022

	Not e	£	£	£	£
<b>Income</b>					
<i>Voluntary Income</i>					
Tax efficient giving			23,920		22,401
Non-gift aid giving			9,526		10,636
Plate collections			4,289		5,861
All non recurring giving			365		2,012
All other recurring giving / donations			2,991		34,766
Tax recovered through Gift Aid	1		8,141		8,000
Legacies received			25000		-
<i>Activities for Generating Funds</i>					
Fund raising Activities			7,327		12,003
<i>Income from Investments</i>			33		492
<i>Church Activities</i>					
Fees retained by PCC			5,059		5,822
Trading Activities			13,870		10,231
<i>Other income</i>					
Other income / receipts			743		5,283
Assigned fees			5,313		6,253
Parish worker contributions			15,000		10,000
			<b>121,577</b>		<b>133,762</b>

## Expenses

Cost of Fundraising	218	146
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Mission, Giving & Donations	642	474	
<i>Church Activities</i>			
Parish Share	15,997	18,000	
Salaries & Wages	13,859	34,490	
Clergy & Staff Expenses	6,187	8,210	
Church Running Expenses	28,632	18,427	
Church Utility Bills	11,056	9,247	
Church Repairs	15,545	9,889	
Assigned fees	5,915	4,582	
Other Expenses	500	1,118	
	(98,553)	(104,583)	
Surplus / (Deficit)	23,024	29,178	

Funds transferred to CCLA	25000	21000	
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	2021	2022	
<b>Assets</b>			
<b>Fixed assets</b>			
Minibus	3150	2835	
<b>Current Assets</b>			
Current Account	27,728	33,046	
CBF Fund	54,528	75,454	
Cash Flower fund	33	676	
Cash Mustard seed	1,580	378	
HMRC Gift aid (est)	0	8,000	
	83,869	117,554	
<b>Liabilities</b>			
Assigned Fees		1,214	
Clergy expenses		3,293	

0 4,507

**Total Equity**

**83,869**

**113,047**

Represented by:

Opening equity

83,869

Surplus

29,178.49

**Closing equity**

**113,047**

## **Mothers Union Report 2022**

In 2022 we welcomed back Jan and Mary into Mothers Union, and we have had Paul accompanying Catherine with a view to joining us in the New Year 2023, which is very pleasing.

We have held a meeting every month apart from June when it was the Jubilee, and August when we took a break. We have been very lucky throughout the year to welcome some very interesting and accomplished speakers to our meetings, Beach Wheelchairs, Kate Stead, Peter Draper, Ian Glass and Michael Angus, as well as our lovely Christmas choristers, Jan and Ann, when we had our Christmas celebration.

We did get hearts ready for Mothering Sunday, and I know that both Fr. David at St. David's and Fr. Dick at St. Peter's thought they were a lovely idea. I wonder if our idea will pop up elsewhere in future!!

I did send an article to the magazine editor each month as required, but since Fr. John's retirement this doesn't seem to be happening. I will recommence when necessary again.

I do thank you all for your continued support and commitment to our Branch, for all who prepare refreshments, for all the brill suggestions for future meetings, just for you all being you. I do thank you all from the bottom of my heart.

God Bless.

Di Graveston

Branch Leader

## **Electoral Roll Report 2022**

Throughout the year I have maintained the Electoral Roll, by adding all requests that have been approved by the PCC, and removing those who have sadly died, or have left the area and are no longer regular worshippers in our Parish. The total on the Roll, at 25<sup>th</sup> April 2023 is 106, being 73 resident in the Parish and 33 outside.

Di Graveston

Electoral Roll Officer

## **Bereavement Report 2022**

I have continued throughout the year to deliver remembrance cards to all who have asked for a loved one to be remembered in this way. The original plan was to deliver cards for 3 years following the loss of a loved one. However, it has proved invaluable to so many, so much so that I have continued beyond that timescale, and will continue to do so in the future.

Di Graveston

Bereavement Officer





## Choir Report 2022

The choir is well and truly back into its normal rhythm after the disruptions of Covid, providing demanding and interesting selections of music for the major festivals and for the annual Carol Service.

However, the main events of the year have not necessarily taken place in the choir stalls: Cupid's arrows have been at work and on St George's Day a full-to-capacity church witnessed Paul and Catherine become Mr and Mrs Tattersall. We said farewell to Father John, throughout his tenure a staunch supporter of traditional choral music, at a parish supper held at St David's before singing him out of church at the end of October.

Sadly, David Hall played his last service on Christmas Eve; he felt that the commute from St Annes was becoming too much with Donna (more victims of Cupid's arrows in the choir stalls) expecting their second child. For 6 years David has delighted us with his sensitive interpretation of pieces well-known and not so well-known, as well as his own compositions for the choir and those of his predecessor, John Fishwick. David, Donna and Oliver leave us with all our very best wishes for the future.

Kath Whittle also left us after many years singing alto, to concentrate on working as an acolyte. Kenneth Keenan also left the choir, for personal reasons.

We rehearse on Fridays at 7pm and are always keen to welcome competent new singers. Since David's departure we have been enjoying singing a cappella, as we wait for a new organist to be appointed.

Peter Draper

*Stop Press: Donna gave birth to Ezra Thomas at 18.39 on 12th March, weighing in at 7lb 15oz.*

## **Laying on of Hands - Healing Ministry 2022**

I have been used by God along with others to provide Laying on of Hands monthly since before Fr. John retired as priest in September 2022.

We have been fortunate to be a Parish in Fleetwood which welcomes the Healing Ministry. On average we have 20 people across both churches that uses this God given provision for all once a month.

Healing with the touch of Jesus for mind, body and spirit is a necessity each time we visit church. It could be for yourself or for family and friends.

We know so well how healing has always been part of Jesus ministry. Healing the sick, poor, bereaved and the lost.

This is a ministry created by God for us to lean into and be a part of.

I have been fortunate to offer this ministry to those sick and at home after home communion, and I have found that they have always accepted it as a gift.

People across the board who open themselves up to the Laying on of Hands hope to witness the power of healing in their lives, as they want God to intervene and restore them. Along side this is our prayers for each other to see healing for those we love and care for.

This is a ministry, which needs to be upheld and relished.

Gloria Birdsall

## **Mustard Seed Monday report 2022**

Mustard Seed has continued at St Peters on Monday nights at 6pm with a free 3 course meal to anyone who comes in – usually about 30 people. Also the Mustard Seed at St Davids on Friday mornings with a woodwork class.

We have been blessed with donations to fund our outreach work, especially from “Light Bottles for Charity”, who continue to support us throughout the year. I would like to thank them and the other wonderful people who help us with their donations of money and food, and also their time. Local businesses help us with fresh food and the Salvation Army who like to make soup for us sometimes.

The staff are always ready to help, with some having been volunteering for several years. Our regular chef David cooks tasty and nutritious meals on a minimal budget; with soup to start, main course of pasta dishes, sausages and mash, all day breakfast, curry, chilli, hotpot, etc. The sweet course is often sponge and custard, pie and cream, fruit and ice cream or maybe cheesecake. With cups of tea or coffee as cordial.

We hope to continue to provide this outreach service for the Church for a long time to come, with the help of our loyal parishioners.

Hilary Craig

## **Friday Mustard Seed.**

We continue to meet on a Friday morning at St. David’s church. A group of between 8 and 10. We make or repair our usual assortment of garden furniture etc. We have taken on the job of painting all the fences around the church as they were looking a tired. At about 11.30 we move to St. Peter’s where we look after the grounds and fabric of the church.

John Eastwood.

## **St.Peter’s and St.David’s Mens Fellowship.**

Not having met since before Covid, we had a Christmas meal at the Steamer Hotel and from this we have started to meet again just this month with a gamesnight. The shove ha’penny proved very popular. Hopefully we have a full program for the rest of the year. Our next outing will be to Cartmell races on the 31st. of May.

John Eastwood

## **Flower Guild Report**

2022 was a busy year for the team, weekly fresh flowers were put in church with additional displays to celebrate Easter, and as was the case last October, Harvest Festival with a farewell service to Father John, Advent and Christmas followed.

Unfortunately, with fewer volunteers to assist on the rota and due to increasing costs, it was discussed with some members of the p.c.c, that until a new vicar is appointed, there would not be a weekly change of flowers but funds saved to use for the main festival decorations. For use in between, I donated and arranged some artificial displays for the Alter and Lady Chapel, small vases of flowers have also been brought in memory for those wishing to remember a loved one.

Liam has continued to kindly manage any donations and our payments, all of which are met and included in the main parish accounts. Sincere thanks to all the ladies on our arranging team and to those who so generously donate throughout the year.

Barbara Riley

## **Breaking Bread Annual Report 2022**

St David's Church hosts this event almost every week on Tuesday throughout the year. We start with Morning Prayer at 11.30am - attendance is voluntary and open to all. Usually up to 10 of our friends attend.

The meal at 12 noon is also open to all and we usually cater for 18/20 paying £4 for a 2 course meal. Our volunteer cooks work on a rota basis (usually once every 5 weeks). Their expenses are reimbursed from the takings. We are ably helped during term time by four pupils of year 5/6 from Chaucer School who serve the meal and sit to eat with us. It is a delight to see and hear the interaction between our older and younger friends. We are very grateful for the school's contribution. Also, we thank those who provide transport and help with the kitchen tasks so willingly.

All profits are paid into the Parish account.

Olwen Hetherington

## St Peter's & St David's Coffee morning group Annual Report 2022

As in last year we are still suffering from the effects of Covid, along no doubt with most organisations. The total raised for the year was £3645.51 which is an improvement on last year but way short of precovid times.

March	Bk Stl	April	Bk Stl	May	Bk Stl	June	Bk Stl
£318	£12.50	£129	£51.50	£172	£35.50	£315.83	£44.40
July	Bk Stl	Aug	Bk Stl	Sept	Bk Stl	Oct	Bk Stl
£215.88	£109	£304.76	£149	£173.10	£16	£491.70	£77.30
Nov	Bk Stl	Dec	Bk Stl	Jan	Bk Stl	Feb	Bk Stl
£705.11	£131.50	£119.80	£71.70	£122.10	£52.10	£380.13	£98.10

Note. As in last years report, the figures under the month indicate the total for that month and include the proceeds from the book stall. Also included are income from the bonus ball, small change bottle, tombola, jams & pickle sales. The book stall figures are shown to illustrate the income from the stall with its associated activities.

Sadly we lost two valued members of the Tuesday morning team, Graham, a veteran of the Royal Air Force who died and Christine his wife, who does not drive. They had not been with us for very long and had proved to be committed and cooperative members of the team. They are and will be sorely missed.

DF Stead

**CHESTERFORDS VILLAGE HALL**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

**REGISTERED CHARITY NO. 301318**

**CHESTERFORDS VILLAGE HALL**  
**CHARITY REGISTRATION NUMBER: 301318**

**Current Management Committee**

J. C. Burwood  
C. D. Gjertsen  
A. Howe  
M. Mitchell  
F. Palmer  
A. Roberts  
L. Saunders  
G. J. Tennison

**Custodian Trustee**

Great Chesterford Parish Council

**Bankers**

Nationwide  
James Watt Close  
Swindon SN2 1EL

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

**Independent Examiner**

S Bygraves  
80 West Grove  
Walton on Thames  
Surrey KT12 5PD



**CHESTERFORDS VILLAGE HALL**  
**“CHESTERFORDS COMMUNITY CENTRE”**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED**  
**31 DECEMBER 2022**

The trustees present their report along with the Accounts of the Chesterfords Village Hall for the year ended 31 December 2022.

## **CONSTITUTION AND OBJECTIVES**

### **Governing Document**

The Chesterfords Village Hall Trust is constituted under a Trust Deed dated 28 April 1954, a Supplemental Trust Deed dated 11 May 2011 and a further Supplemental Trust Deed dated 17 April 2012.

### **Objectives of the Charity**

The object of the Charity is the provision of facilities which may be used for the purpose of educational, recreational, physical, social, moral and intellectual development for the advantage and benefit of the inhabitants of Great and Little Chesterford. The facilities are located at the Chesterfords Community Centre, Newmarket Road, Great Chesterford.

### **Public Benefit**

In planning the Centre's activities the Management Committee keep in mind the Charity Commission's guidance on public benefit.

The focus of the Centre's activities is to provide all hirers with a reasonably priced quality venue in which to hold their events. This embraces the need to ensure that the Centre is used for community related activities held on a regular basis for all age groups. At the same time there is a need to provide opportunities to commercial organizations and individuals wishing to hold business, social and other events.

### **Appointment of Trustees**

As set out in the Deed, new Trustees may be appointed at a properly convened Annual General Meeting. The Management Committee may co-opt trustees or may fill a casual vacancy if approved at a properly convened meeting of the Management Committee. All Trustees retire from office at the end of the Annual General Meeting next after the date on which they came into office. All trustees are members of the Management Committee.

### **Trustee Induction**

New trustees undergo induction to the organization during which time they have the opportunity to meet members of staff. They are also briefed on issues of current concern relating to the trustees' obligations. This includes an overview of the business plan, of the financial performance of the Charity and of the risk management issues facing the Trustees.

**CHESTERFORDS VILLAGE HALL**  
**“CHESTERFORDS COMMUNITY CENTRE”**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED**  
**31 DECEMBER 2022**

**ORGANISATION**

**The Management Committee**

The responsibility for the management and control of the Chesterfords Village Hall is vested in the Management Committee. The members of the Management Committee who served during the year ended 31 December 2022 were as under:-

J. C. BURWOOD  
C. D. GJERTSEN  
A. ROBERTS  
G. J. TENNISON  
L. SAUNDERS  
A. HOWE  
M. MITCHELL  
F. PALMER

Any person or persons to be appointed new trustees shall be nominated and elected by a majority vote of the inhabitants of Great and Little Chesterford at an Annual General Meeting.

All trustees give their time on a voluntary basis and receive no remuneration or other benefits.

**Custodian Trustee**

The Parish Council of Great Chesterford is the Custodian Trustee of the Charity.

# **CHESTERFORDS VILLAGE HALL**

## **“CHESTERFORDS COMMUNITY CENTRE”**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022**

#### **FINANCIAL REVIEW**

##### **Overview**

The results for 2022 reflect the lifting of restrictions imposed by the UK Government during the previous two years in order to meet the challenge of the coronavirus pandemic. As the year progressed the Centre welcomed back hirers holding social gatherings and children's parties. The Trustees continued to maintain protocols, albeit with a lighter touch to ensure the premises remained covid secure. Regular cleaning, the provision of soap and sanitiser stations and availability of the use of air purifiers continued to be in place.

The premises Civil Ceremony Licence was renewed for a further three years and the Centre hosted a number of receptions, some held over from previous years. Costs continue to be an issue particularly in relation to utilities. The Trustees have sought to mitigate these increases by entering into forward fixed price contracts with utility suppliers.

There were no fundraising activities undertaken in the year.

Income for the year amounted to £60,596.04. Expenditure for the year amounted to £56,454.28 resulting in a surplus of £4,141.76.

The surplus has been increased as a result of the receipts of £2,667.00 of grants provided by Uttlesford District Council from Central Government Funds to mitigate the impact of the lockdown and also assist in restarting operations as the lockdown restrictions were eased. Additionally the gas cooker was sold for £100.00 and the bank interest of £229.82 was received.

After receipt of grants, the disposal of proceeds and bank interest the surplus amounted to £7,138.58. A net transfer of £2,359.80 from the Restricted New Building Fundraising Fund allocates grants received in 2022 against expenditure in 2021 for the purchase and installation of the electric oven.

The surplus has been added to the balance brought forward on the Unrestricted General Fund. This leaves a reserve of £73,628.68 carried forward on the Unrestricted General Fund.

In relation to the Restricted New Building Fundraising Fund a grant of £1,890.00 was provided by Uttlesford District Council Community Project Grant towards the cost of improvements to the stage.

A further grant of £2,000 was received from Uttlesford Council Community Project Grant used towards the installation of a new fire shutter in the kitchen.

Grants were received from Great Chesterford Parish Council £1,854.59 and Stansted Airport Passenger Community Fund £500.00 towards the costs incurred in the acquisition and installation of a new electric oven in 2021. A further grant of £300.00 has been received from the District Counsellors of Great Chesterford towards new chairs and chair trolleys.

The balance on the Restricted New Building Fundraising Fund at 1 January 2022 was £3,263.38 and at 31 December 2022 £3,563.38.

At 31 December 2022 cash at bank amounted to £71,355.87 of which £3,563.38 was held in restricted funds relating to grant monies received but not yet spent.

# **CHESTERFORDS VILLAGE HALL**

## **“CHESTERFORDS COMMUNITY CENTRE”**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2022**

#### **FINANCIAL REVIEW (continued)**

##### **Income**

The hire fee income for the year was £60,596.04, an increase of £20,823.49 from 2021.

2022 finally saw the return of the majority of the groups and organisations that have regular hire bookings at the Community Centre. The year also witnessed a steady return of adult social gatherings, wedding receptions and children's parties.

The Centre received a further grant from Uttlesford District Council from Central Government Funds to help mitigate the increased expenses arising from ensuring the premises continued to be COVID secure.

##### **Expenditure**

Total expenditure for the year decreased by £5,356.71 in comparison with 2021. There were three specific projects undertaken in the year. The replacement of the automatic fire shutters in the kitchen £4,188.20, part refurbishment of the men's toilets £488.24 and the next phase to improve the stage facilities £1,884.79.

The Trustees seek to mitigate the significant expenditure relating to specific projects by seeking grant funding.

During the year the Centre's Licence to hold Civil Ceremonies was renewed for three years.

The Trustees also began to consider the future development of the building. Architects were commissioned to undertake a feasibility plan as to possible extensions and modernization of the building.

##### **Grants**

Uttlesford District Council – Hospitality and Leisure Grant	2,667.00
Uttlesford District Council – Community Project Grant – (restricted grant – improvement to stage facilities)	1,890.00
Great Chesterford Parish Council - (restricted grant – electric oven)	1,854.59
Stansted Passenger Community Fund - (restricted grant – installation of electric oven)	500.00
Uttlesford District Council – Community Project Grant – (restricted grant – fire shutter)	2,000.00
District Councillors Fund – (restricted grant – chairs)	<u>300.00</u>

£9,211.59

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**CHESTERFORDS VILLAGE HALL**  
**“CHESTERFORDS COMMUNITY CENTRE”**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED**  
**31 DECEMBER 2022**

**New Building Fund**

No movement occurred on the account during the year under review.

**INVESTMENT POLICY**

Under the Trust Deed the trustees have a general power to invest any surplus funds as they see fit in furtherance of its charitable objects.

**RESERVES POLICY**

Unrestricted reserve funds are needed to cover administration, fund raising and support costs without which the charity could not function.

The Trustees consider it prudent that unrestricted reserve funds should be sufficient to avoid the necessity of seeking additional finance from third parties. The Trustees believe the unrestricted reserves should approximate to cover 6 months administration and support costs.

The unrestricted reserves meet this criteria. The Trustees will continue to undertake marketing initiatives fundraising and cost saving initiatives in order to ensure the unrestricted reserves continue to meet the criteria.

**RISK MANAGEMENT**

The Trustees consider the following course of action to be appropriate:

- an annual review of the risks which the Charity may face;
- the establishment of systems and procedures to mitigate those risks identified; and
- the implementation of procedures designated to minimise any potential impact on the Charity should any of these risks materialise;
- disclosure and barring service checks are carried out prior to commencement of employment and the appointment of trustees.

**HEALTH AND SAFETY POLICY**

The Trustees have kept the Health and Safety Policy under review and since the beginning of the COVID-19 pandemic more regular assessments have been undertaken to ensure the premises remain COVID secure.

**SAFEGUARDING**

The Trustees have adopted policies to ensure safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

**CHESTERFORDS VILLAGE HALL  
“CHESTERFORDS COMMUNITY CENTRE”  
REPORT OF THE TRUSTEES FOR THE YEAR ENDED  
31 DECEMBER 2022**

**THE IMPLICATIONS OF COVID- 19**

The control measures imposed by H M Governmetn to mitigate the Covid-19 pandemic were gradually relaxed during 2021. The Trustees continued to implement protocols to ensure the premises remained Covid secure during the first half of 2022. The daily full cleaning schedule was maintained including deep cleaning when required. The availability of hand sanitiser and hand towels and soap dispensers remained throughout the year. Hirers also had the option to use the air purifiers.

All employees returned to full-time working at the premises.

**PLANS FOR THE FUTURE**

The organisations plans for the future is to continue to raise the awareness in the local community by online marketing and other techniques to promote the availability of a first class venue which can be hired at a reasonable price in order to hold a multitude of events. Trustees will at the same time look to enhance the facilities at the venue in order to widen the appeal to other groups or organisations which may be interested in hiring the premises. The Centre has many clubs and hirers who use the Centre on a regular booking basis, gaining us security from regular hirers.

Approved by the Trustees on

.....  
**G. J. TENNISON**

.....  
**J. C. BURWOOD**

**Chesterfords Community Centre  
Newmarket Road  
Great Chesterford  
Saffron Walden  
Essex CB10 1NS  
Registered Charity No. 310318**

We aim to improve the quality of life in the Community.

# **CHESTERFORDS VILLAGE HALL**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHESTERFORDS VILLAGE HALL**

I report on the accounts of the Trust for the year ended 31 December 2022 which are set out on pages 9 to 12.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the 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 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:

- (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 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

S Bygraves  
80 West Grove  
Walton on Thames  
Surrey  
KT12 5PD



# CHESTERFORDS VILLAGE HALL

## BALANCE SHEET AS AT 31 DECEMBER 2022

	Note	2022	2021
Freehold Land and Buildings:-			
Newmarket Road	1	733,345.03	733,345.03
<b>Balances at Nationwide</b>			
Deposit		509.94	509.94
Current		228.35	228.35
<b>Balances at CAF</b>			
Current		10,418.24	6,579.79
Deposit		56,901.43	53,697.38
Grants		3,297.91	3,285.33
		<u>71,355.87</u>	<u>64,300.79</u>
Debtors and Prepayments		13,526.05	11,301.12
Cash		229.98	29.98
		<u>85,111.90</u>	<u>75,631.89</u>
Less: Creditors		<u>7,919.84</u>	<u>8,238.21</u>
		77,192.06	67,393.68
<b>NET ASSETS</b>		<u>£810,537.09</u>	<u>£800,738.71</u>
<b>REPRESENTED BY:</b>			
<b>GENERAL ACCOUNT (Unrestricted Funds)</b>		73,628.68	64,130.30
<b>NEW BUILDING ACCOUNT (Restricted Funds)</b>		<u>736,908.41</u>	<u>736,608.41</u>
		<u>£810,537.09</u>	<u>£800,738.71</u>
Signed:		TENNISON	G. J.
	Trustee		
<b>Dated:</b>			
Signed:	J. C. BURWOOD		
	Trustee		
<b>Dated:</b>			

**CHESTERFORDS VILLAGE HALL**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted General Fund	Restricted New Building Fund Raising	Restricted New Building	Total 2022	Total 2021
<b>INCOMING RESOURCES</b>						
Receipts from operating activities		60,596.04	-	-	60,596.04	39,772.55
Donations, legacies and similar receipts	2	2,767.00	6,544.59	-	9,311.59	16,960.81
Bank Interest		229.82	-	-	229.82	6.19
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL INCOMING RESOURCES</b>		63,592.86	6,544.59	-	70,137.45	56,739.55
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>RESOURCES EXPENDED</b>						
Charitable payments	3	56,454.28	3,884.79	-	60,339.07	65,695.78
Costs of generating funds		-	-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL RESOURCES EXPENDED</b>		56,454.28	3,884.79	-	60,339.07	65,695.78
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources		7,138.58	2,659.80	-	9,798.38	(8,956.23)
Transfers Between Funds		2,359.80	(2,359.80)	-	-	-
Fund balances brought forward at 1 January 2022		64,130.30	3,263.38	733,345.03	800,738.71	809,694.94
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances carried forward at 31 December 2022</b>		£73,628.68	£3,563.38	£733,345.03	£810,537.09	£800,738.71
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

# CHESTERFORDS VILLAGE HALL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

### Freehold land and buildings – Newmarket Road

1. £733,345.03 (2021: £733,345.03) represents the accumulated costs to date in relation to professional fees, purchase of land, construction costs and costs in relation to equipping the New Community Centre at Newmarket Road.

### Donations, legacies and similar receipts

2.

	Unrestricted 2022	Restricted 2022	Unrestricted 2021	Restricted 2021
Proceeds from Sale of Cooker	100.00			
<b>Fundraising</b>				
HMRC – Coronavirus Job Retention Scheme			-	-
			4,355.00	-
<b>Grants</b>				
Great Chesterford Parish Council		1,854.59	-	-
Uttlesford District Council – Omicron Hospitality and Leisure Grant	2,667.00		-	-
Uttlesford District Council – Local Restrictions Support Grants			2,333.81	-
Uttlesford District Council – Community Project Grants		3,890.00	-	2,000.00
Uttlesford District Council – Business Restart Grant			2,667.00	-
Uttlesford District Council – Essex Business Adaption Fund			1,177.00	4,428.00
Stansted Airport Passenger Community Fund		500.00		
District Councillors Fund		300.00		
	£2,767.00	£6,544.59	£10,532.81	£6,428.00

**CHESTERFORDS VILLAGE HALL**  
**NOTES TO THE ACCOUNTS - FOR THE YEAR ENDED**  
**31 DECEMBER 2022**

**Charitable Payments**

3.

	2022	Restricted 2022	2021	Restricted 2021
Salaries	21,650.96		20,444.76	
Electricity	4,128.80		2,612.26	
Gas	3,658.42		3,681.71	
Water Rates	(911.17)		1,907.76	
Cleaners	5,065.00		5,746.00	
Consumables	1,141.50		599.50	
Insurance	3,150.62		2,920.79	
PRS Society	569.01		418.84	
Acre Affiliation	66.00		66.00	
Telephone	710.22		656.86	
Miscellaneous	366.94		418.40	
General Maintenance	5,847.89		11,648.56	
IT Costs	1,774.42		1,671.31	
Marketing	313.93		-	
Bank Charges	96.50		96.00	
Pension	307.80		280.80	
Bad Debts	-		(352.00)	
Accountancy	783.00		-	
Legal	83.00		-	
Architects Fees	3,000.00			
Wedding Licence	1,975.00			
	<u>£53,777.84</u>		<u>£52,817.55</u>	<u>-</u>
Miscellaneous Payments:-				
Glasses/Cutlery				
CCTV			800.00	2,000.00
Kitchen – Fire Shutter	2,188.20	2,000.00		
Refurbishment – Men’s Toilets	488.24			
2 Hospital Grade Air Purifiers			-	4,428.00
Computer			1,195.75	-
Stage Improvements		1,884.79		
Electric Oven Range and Installation			4,454.48	
	<u>£2,676.44</u>	<u>£3,884.79</u>	<u>£6,450.23</u>	<u>£6,428.00</u>
Total Charitable Payments	<u>£56,454.28</u>	<u>£3,884.79</u>	<u>£59,267.78</u>	<u>£6,428.00</u>

