

The Manor Hall at Coalpit Heath CIO

Registered Charity: 11699017

AGM: Monday 7th July, 2025, 7.00pm RBA

I would like to welcome everyone to our meeting this evening. Thanks to you all for giving up an hour of your time and thanks to the team for all the work you have put in preparing for tonight.

Everything we discuss this evening is pertaining to the period between 1st January 2024 to 31st December 2024.

I'm pleased to report that The Manor Hall had another busy and successful year. Bookings continued to build and funds remained very healthy. This building is very expensive to maintain with our major income stream being generated by our Users. Our regular Users include Little Explorers (a very successful, 'Outstanding' pre-school), Gardening and Social, Slimming World, various dance groups, karate, Pilates etc. We also still host a most successful Vegan Supper Club, this is a monthly plant based dining experience which is hugely popular.

In addition we had many casual bookings for family and children's parties, baby showers, Little and Curious Stay and Play, a Harry Potter event, etc. We were also the chosen venue for a small number of wedding celebrations. The hall is very well suited to hosting weddings and looks fantastic when decorated, there are a few photos on our website if you would like to take a look.

The hall was also used for meetings, Westerleigh Parish Council regularly used the hall, Age UK, Time for Carers and, of course, the Trustees hold all their meetings here, generally in the Red Brick Annex.

The Red Brick Annex, or RBA as we call it, is an excellent addition to our room choices being a perfect environment for a quiet or intimate activity for up to twenty people. The renovation of the RBA definitely continues to have a positive impact.

I have spoken about the hall activities and I wanted to take a moment to reflect on our success. We are a dedicated body of seven Trustees, we are all volunteers. We have one paid employee, our Hall Manager, Alison. We are a team working closely to ensure we maintain this building in excellent condition, which isn't easy given the age of the hall and the fact it is a Listed building. We aim to provide the best possible experience to our visitors, ensuring we have clean and warm premises and that all equipment and facilities are in perfect working order.

We are also very well supported by Westerleigh Parish Council who provide financial contributions towards repairs related to the 'fabric of the building'. This help is significant and we are very appreciative.

To provide all the above requires not only a lot of money but a reliable and professional team to drive it forward and I believe that is what we are. Of course, however good we are, and we do rely on each one of us playing our part, we couldn't and wouldn't do as well if we did not have our dedicated and hard working Hall Manager. We rely heavily on Alison to provide her day to day, if

not hour by hour, expertise and support. Alison identifies any issues needing attention and certainly keeps the rest of us on our toes, she has a wealth of knowledge and without her networking and commitment to providing gold standard service the hall would not be thriving as it is. Thank you, Alison.

The team works with a Business Plan which we refer to at bi-monthly Business meetings, this, as the title suggests, enables us to plan larger projects, building them into our calendar and, of course, our expenditure budget. All things financial are headed up by Jean, our Treasurer. Jean is fantastic at what she does and always seems to have funds ready as and when needed, this can only be achieved by relentless attention to detail. Thank you, Jean.

Throughout the year we had many smaller maintenance jobs, these were managed by Alison who holds a directory of trusted tradespeople. These jobs included work needed to plumbing, flooring, windows, roof etc. Jobs are generally dealt with swiftly and efficiently, endeavouring at all times to minimise disruption to our Users.

We have annual 'shutdowns' when larger projects are carried out. We close for two weeks in the summer and again in the winter. During our summer break in 2024 we undertook the mammoth task of resurfacing the car park. This entailed a great deal of planning and a big pot of money! There were considerable modifications to underground pipe work etc prior to the levelling and laying of the new surface and the metal shed was re-sited in the car park. New parking bays marked afterwards when we took the opportunity to move the Disabled bay. It was a complex project and we were guided through by our much relied upon contractor Andy, he worked closely with Alison and the other contractors to ensure a job well done with the least possible problems.

In addition to our pre-arranged closures we also had to close the hall for three elections in 2024. The Manor Hall has been the Polling Station for the local community for many years but it is disruptive for us and our Users and having three in one year was a little excessive.

The Community Garden is a fantastic addition to the hall, we make a significant financial investment every year to its upkeep. We have a professional company treat our lawns twice a year and employ Frome Valley Landscaping to maintain the hedges, trees and shrubs. At the latter end of 2024 Alison identified a female gardener, Leanne Grovesnor who specialises in roses and we have since used her services. Alison also tends to our gardens to ensure they always looked beautiful for our visitors who came to enjoy a quiet time, visitors are often entertained by a variety of birds who reside in the garden. We also rely on volunteers to mow the lawns and help with general garden and car park maintenance. We are committed to maintaining a calm and beautiful retreat for anyone using the Community Garden.

I would like to take this opportunity to thank all our volunteers, it is fantastic that you kindly give your time to the hall and we are all very grateful. Thank you.

We have a sub committee to organise our own fund raising events, this did not meet in 2024 and no events were held. This was unfortunate but many of our members had family issues which prevented them from being able to commit to an additional workload. We hope that this can be re-instated at a later date.

Our secretary, Sandra, continues to provide management with excellent comprehensive backup, amongst all her varied secretarial duties she also manages all our policies, of which there are many. I somehow doubt there are many halls that are better organised in this regard. Sandra also

ensures all information is available to the whole team. My thanks to Sandra for her hard work and support.

The committee members have good communication with each other and with the wider community. We have monthly face to face meetings, email, WhatsApp, Facebook and we are considering opening an Instagram account.

Hopefully, this report will give an overview of how business at The Manor Hall works and a brief window into 2024. Work never finishes here and we are already working towards making 2025 another successful year. Thank you again to the whole Management team and for all our supporters.

Thank you.

Signed:

Geraldine Jasper
Chair of Trustees



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE MANOR HALL AT COALPIT HEATH CIO

On accounts for the year
ended

31-12-2024

Charity no
(if any)

116 9917

Set out on pages

remember to include the page numbers of additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

ALLISON

Date:

21/06/2025

Name:

MRS ALLISON MARSHALL

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:

KELER & CO

367B CHURCH ROAD, FRAMPTON COTTERELL,
BRISTOL, BS36 2AQ.

Financial Statement for the Manor Hall at Coalpit Heath CIO
Income & Expenditure as at 31 December 2024

	<u>2024</u>		<u>2023</u>	
Income	£	£	£	£
Bank Interest	1,288.15		1,026.02	
Booking receipts	52,462.64		46,372.73	
Donations	35.00		10.00	
Fundraising			809.59	
Grants				
House Rent (inc water)	10,932.00		10,272.00	
Miscellaneous income			9.59	
WPC contribution	13,300.93		7,110.00	
Total Income		78,018.72		65,609.93
Expenses				
Bank charges	100.40		68.80	
Community Garden	2,834.92		3,458.95	
Council Tax	63.62		65.28	
Equipment/machinery	213.19		859.71	
Fundraising/Event Costs			114.00	
Hall Manager's Expenses				
Homeworking allowance	312.00		312.00	
Mobile phone	239.82		101.56	
Postage			2.50	
Salary	12,976.16		11,777.57	
PAYE Tax/NI/Pension	1,789.39		1,087.57	
Stationery	9.38		164.89	
House Expenses	378.80		7,907.14	
Insurance	2,003.71		1,292.27	
Lease payment	50.00		50.00	
Licence Fees	241.96		962.28	
Miscellaneous Expense	270.50		62.99	
Office Expenses				
Cleaning	9,644.90		9,595.05	
Consumables	588.17		416.23	
Nappy Bin Service	350.18		330.41	
Sanitary bin service	281.32		292.46	
Stationery				
Supplies	18.59		175.15	
Professional Fees	568.20		353.65	
Repairs & Maintenance				
Decorating/Improvements	11,970.93			
Main building	3,301.00		10,361.80	
Outbuildings			325.00	
Perimeter walls & car park	36,033.00		5,879.60	
Subscriptions				
Utilities				
Electricity	2,369.46		1,725.98	
Gas	2,050.71		2,394.75	
Waste & Recycling	1,214.90		999.82	
Water	1,237.57		1,076.88	
Wi-fi service	553.43		479.69	
Total Expenses		91,666.21		62,693.98
(Deficit) / Surplus for the year to date		<u>-13,647.49</u>		<u>2,915.95</u>
Surplus b/fwd from last year		<u>74,781.95</u>		<u>71,866.00</u>
Deficit/Surplus for This Year		<u>-13,647.49</u>		<u>2,915.95</u>
		<u>61,134.46</u>		<u>74,781.95</u>
Payments in hand				
Outstanding Cheques/credits		-143.48		-90.00
Petty Cash account		196.75		194.60
HSBC Current a/c		4,537.90		4,422.21
HSBC Savings a/c		56,543.29		70,255.14
		<u>61,134.46</u>		<u>74,781.95</u>

Accounts prepared by J Butler Treasurer

Accounts checked by Independent Examiner

Dated



 21/06/25



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Signed:

ALLISON

Date:

21/06/2025

Name:

MRS ALLISON MARSHALL

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:

KELER & CO

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BRISTOL, BS36 2AQ

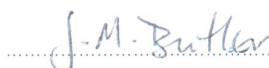
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