

The Perranwell Centre

TRUSTEES' ANNUAL REPORT

1ST January 2020 – 31st December 2020

This report is based on the model provided by the Charity Commission.

Section A: Reference and administration details

Charity name	The Perranwell Centre
Other names charity is known by	Perranwell Village Hall
Registered charity no. (if any)	1170974
Charity's principal address	School Hill
	Perranwell Station,
	Truro, Cornwall
Postcode	TR3 7JU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Colin Bridges	Chair		
2	Juliet Hollingsworth			
3	Chris Davie	Treasurer		
4	Karen Dowden	Booking Manager		
5	Mark Breach			
6	Anne Brazier	Fire Safety Officer		
7	Ann Degenhart	Housekeeper		
8	John Frankland			
9	Colin Groom	Drama group representative		Carnon Downs Drama Group
10	Ian Halford	Publicity & Maintenance		
11	Geoff Ryall	IT & Maintenance		
12	Sue Sutherland Clark			
13	Jenifer Macindoe		19.10.20-31.12.20	Perran-ar-worthal Pre-school

Section B: Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution (Foundation model)
How charity is constituted	Charitable incorporated organisation
Trustee selection methods	<p>Charity trustees must be elected at an annual general meeting at which all inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote. No person other than a charity trustee retiring in accordance with the constitution may be appointed a charity trustee at any general meeting unless:</p> <ol style="list-style-type: none"> 1. they are recommended for re-election by the charity trustees; 2. or, an individual is proposed for election by an inhabitant of the area of benefit as under the Constitution item 9.9.2 <p>The charity trustees shall maintain a list of user bodies that they consider to be supportive of the CIO's objects and which have indicated a wish to appoint a charity trustee of the CIO. Each listed user body shall have the right to appoint one charity trustee. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary.</p> <p>Where any application for the right to appoint a charity trustee is received from any existing or newly-formed body operating in the area of benefit, the charity trustees may, with the approval of not less than two-thirds of all the charity trustees, add such body to the list of user bodies and allow such body to appoint a charity trustee.</p> <p>In view of the coronavirus epidemic, the trustees decided to cancel the AGM in 2020 and resolved that the elected trustees should remain in office for a further twelve months.</p>

Additional governance issues (optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>The following procedures are documented and in place to manage the charity:</p> <ul style="list-style-type: none"> • Annual business planner • Annual objectives • Annual review of trustees' performance • Declaration of business and pecuniary interest of trustees. • Annual inspection of premises and maintenance programme • Annual fire safety check • Risk assessment • Planning for incidents and emergencies • Safety notices and procedures (also included with invoices) • Financial procedures • Annual review of insurance cover • Review of contract of hire • Booking data analysis and review of hire charges • Review of services and their suppliers • Conditions of Hire • Financial reports
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	<p>Policies:</p> <ul style="list-style-type: none"> • Equal opportunities • Safeguarding children and vulnerable adults • Health and safety • Data protection <p>Related Parties</p> <ul style="list-style-type: none"> • To work closely with pre-school, who lease premises in the building. • To liaise with the Football Club about their lease and services. • To invite users to meetings to assist them with their requirements when necessary and encourage sharing of considerate use, cleanliness, storage, etc. • To keep users updated with Conditions of Hire and Policies. • To liaise with the Playing Field committee
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Section C: Objectives and activities

Summary of the objects of the charity set out in its governing document	<p>The objectives of the CIO are to establish and run a village centre and to promote, for the benefit of the inhabitants of the Parish of Perran-ar-worthal and surrounding districts ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, the provision of facilities for recreation, education or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.</p>
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Section D: Achievements and Performance

Like every other village hall and community centre, our activities were largely curtailed by the coronavirus epidemic. The first national lockdown in March meant that our premises had to close. An attempt was made to resume activities in September, but these were thwarted by further national restrictions. At the end of the year, the premises were still closed to all our regular hirers.

The one exception was the use of the hall by the local primary school. One of the government's priorities was children's education and, therefore, although the hall could not be used by regular hirers, the trustees were able to offer the sole use of the hall during weekdays to the school from September onwards, an offer for which the headteacher was extremely grateful.

Even though the hall was closed to regular hirers for ten months of the year, the trustees were still able to make progress on a number of issues, the most important of which was the proposed redevelopment of the hall.

By the end of 2019, the trustees had decided that redevelopment of the whole site, rather than refurbishment of the current premises, was the preferred option. A draft strategic brief for a new building had been prepared and initial contact had been made with a company of consulting engineers and architects to help design the new building and make grant applications. During 2020, the strategic brief was taken forward into Stages 1 and 2 of the design process recommended by the Royal Institute of British Architects, resulting in 'design concept' that could be shared with stakeholders, who were then consulted. The proposed design received a great deal of favourable comments and the trustees were encouraged by the positive response of the community. This work will continue.

During the year, work was also undertaken to migrate to a new booking system to ensure that it would

Although the building was out of action, the coronavirus epidemic created a lot of extra work for trustees. This included keeping abreast of all the guidance and regulations, taking all the necessary precautions in preparation for re-opening and carefully considering all requests for activities to resume.

Once again, thanks are expressed to our excellent trustees, all of whom are highly committed and diligent. It would be invidious to identify individuals because they all continued to contribute a great deal of time and energy to the charity, but perhaps special mention could be made of our treasurer who not only had to manage a very tricky financial period, but who also had to cope with a major insurance claim.

The charity's activities

Because the hall was closed and regular activities were cancelled for over nine months of the year, a detailed analysis of the charity's activities has not been undertaken this year.

The trustees remain confident that, as coronavirus restrictions are eased, then bookings will resume at their normal level, although it remains to be seen whether bookings and activities will be affected by any continuing requirements in relation to social distancing.

The beneficiaries of the charity's activities

The trustees are pleased to report that in pursuit of the charity's objectives, and while the hall was actually open, the hall continued to be used by a wide range of organizations, groups and private individuals. As previously mentioned, the local primary school was a major beneficiary during lockdown. The use of the hall by the school was strongly supported by the community and many of our hirers.

'Community' activities include a diverse range, such as bridge clubs, church groups, dog training classes, Big Village events, etc. Craft groups include embroiderers, lace makers and quilters. 'Exercise' includes sports other than badminton, for example, carpet bowls and martial arts groups, as well as exercise and keep fit classes.

Sometimes, the classification is rather arbitrary. For example, 'statutory' includes the primary school, although pre-school has been classed as a community group. Some U3A groups have been classed as community groups, but art, badminton, dance and sewing groups have been classed under those respective headings.

One reason for the Art and Craft categories is the type of resource that these groups prefer, such as lots of table space and good sources of natural light. The west room, with its better natural light, is favoured over the south room. Knowing the amount of use of the hall by these groups will help with future planning.

Demographic data is not routinely collected about the users of the facilities. It is true that the hall is used predominantly by a large number of older people, for example, in dance groups, the Memory Café and Coffee Stop. This is largely because older people are mostly retired and able to use the hall throughout the day. However, the hall is also used by many people in younger age groups. The youngest are members of the Toddlers Group and Pre-school, followed by children from Perran-ar-worthal Primary School. The drama group has a large membership of young persons, and the football clubhouse stands on ground leased from the charity. Therefore, it can be reasonably claimed that the charity serves all ages in the community.

Section E: Financial review

Brief statement of the charity's policy on reserves

Surplus funds are held in interest-bearing accounts.
At present, the charity holds reserves of approximately 150% of annual income in order to cover any emergencies and fund any future improvements or major repairs

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of income is the revenue received from users for hiring facilities at the village hall.

The charity's policy is to charge hire fees at a rate that provides a modest surplus over expenditure.

Expenditure is entirely for the maintenance and improvement of the facilities for the benefit of users.

During 2020, funds from reserves were used to facilitate redevelopment work prior to a major fundraising drive.

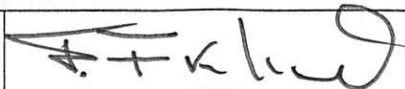
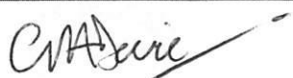
Section F: Other optional information

The charity's financial statement and balance sheet for 2020 are attached as appendices to this report, together with the report of the independent examiner.

Section G: Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Frankland	Christopher Davie
Position, e.g. chair, secretary,	Chair	Treasurer
Date	20.9.21	20.9.21

Independent examiner's report to the trustees of

The Perranwell Centre – Registered Charity No 1170974

I report on the accounts of the Trust for the year ended 31st December 2020, which are set out on the attached pages.

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 the 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 report

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 the 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 Charities Act; and
 - 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.

Signed:



Date: 17th May 2021

Name: Leanda Daddow of Celtic Bookkeeping and Accountancy Services Ltd

Relevant professional qualification or body: MICB 308300

Address: Garryglass, Penberthy Road, Portreath, TR164LN

The Perranwell Centre

Financial Activities

January - December 2020

	TOTAL
Income	
Cleaning Deposits	-20.00
Fund Generation - Fund Raising	40.00
Hall Lettings	7,933.95
Pre-School Rental Income	925.00
Total Income	£8,878.95
TOTAL	£8,878.95
Expenditures	
Audit and Accountancy Fees	2,002.80
Cleaning	4,107.48
Consultancy Fees	21,817.20
Electricity	3,346.09
Gas	176.69
Insurance	1,807.81
Office/General Administrative Expenditures	439.31
On-Line Services	600.00
Refuse Collection	794.16
Repairs and Renewals	2,977.98
Secretary Costs	902.00
Telephone	604.27
Water Rates	637.70
Total Expenditures	£40,213.49
NET OPERATING INCOME	£ -31,334.54
Other Income	
Grant Income	11,034.34
Total Other Income	£11,034.34
Other Expenditures	
Office Equipment Depreciation_8004	100.57
Plant/Machinery Depreciation_8001	241.76
Total Other Expenditures	£342.33
NET OTHER INCOME	£10,692.01
NET INCOME/(EXPENDITURE)	£ -20,642.53

The Perranwell Centre

Balance Sheet
As of December 31, 2020

	TOTAL
Fixed Asset	
Tangible assets	
Furniture and Fixtures	2,616.72
Furniture/Fixture Depreciation	-2,158.60
Office Equipment	1,019.08
Office Equipment Depreciation	-113.93
Plant and Machinery	4,385.92
Plant/Machinery Depreciation	-1,941.76
Total Tangible assets	£3,807.43
Total Fixed Asset	£3,807.43
Cash at bank and in hand	
Barclays Bank, roof account	0.00
CAF Bank, Deposit Account	0.00
Cash Register	0.00
Lloyds Bank, Current Account	50,026.60
Petty Cash	0.00
Shawbrook 60 Day Notice	0.00
Standard Life, roof account (closed)	0.00
Total Cash at bank and in hand	£50,026.60
Debtors	
Debtors Control Account	215.60
Total Debtors	£215.60
Current Assets	
Prepayments	0.00
_EXISTING_Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£50,242.20
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors Control Account	-346.08
Total Trade Creditors	£ -346.08
Current Liabilities	
Manual Adjustments	0.00
VAT Control	0.00
Total Current Liabilities	£0.00
Total Creditors: amounts falling due within one year	£ -346.08
NET CURRENT ASSETS (LIABILITIES)	£50,588.28
TOTAL ASSETS LESS CURRENT LIABILITIES	£54,395.71
Creditors: amounts falling due after more than one year	
Funds	70,439.44
Total Creditors: amounts falling due after more than one year	£70,439.44
TOTAL NET ASSETS (LIABILITIES)	£ -16,043.73
Charity funds	
Retained Earnings	4,598.80
Surplus/(Deficit)	-20,642.53
Total Charity funds	£ -16,043.73