

The Perranwell Centre TRUSTEES' ANNUAL REPORT

1ST January 2021– 31st December 2021

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	21-06-21 resigned	
2	Juliet Hollingsworth			
3	Chris Davie	Treasurer	01-01-21 – 21-06-21	
4	Karen Dowden	Booking Manager	01-01-21 - 19-07-21	
5	Mark Breach			
6	Anne Brazier	Fire Safety Officer		
7	Ann Degenhart	Housekeeper		
8	John Frankland	Chair	21-06-21 elected Chair	
9	Colin Groom	Drama group representative		Carnon Downs Drama Group
10	Ian Halford	Publicity & Maintenance		
11	Geoff Ryall	IT & Maintenance	01-01-21 – 18-10-21	
12	Sue Sutherland Clark		01-01-20 – 19-04-21	
13	Jenifer Macindoe			

14	David Ward	Booking Manager from 10-21	01-06-21	
	Claire Martin Ex Officio member	Treasurer	From 21-06-21	
	Yselkla Hall Ex Officio member	Secretary		

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 2021 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 	<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
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<p>structure and any wider network with which the charity works;</p> <ul style="list-style-type: none"> relationship with any related parties; trustees' consideration of major risks and the system and procedures to manage them. 	<ul style="list-style-type: none"> 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 <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

<p>Summary of the objects of the charity set out in its governing document</p>	<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

2021 largely followed the same path as 2020 with our activities once again curtailed by the coronavirus epidemic. The year started with the third national lockdown followed by continuing restrictions. Once again as in 2020 we were able to support the local primary school by offering sole use of our main hall. This offer was again welcomed by the Headteacher.

Following the end of the summer term the school vacated the main hall and we were able to re-open from the beginning of August. This was welcomed by several groups especially Monday night badminton. Initially there was a demand from users to restrict their bookings to the main hall to help with social distancing. Trustees followed government advice with a one way system and sanitisation available on entry to the hall. Hirers were recommended that they clean any tables or chairs that they used. There were also some groups who still choose not to return because of the vulnerability of their

participants. Gradually normal service was at least partially returned, the Drama Group returned with a production in October complete with restricted numbers of audience, social distancing and temperature check on entry.

The work previously completed to install a new booking system meant on re-opening all our bookings were via Hallmaster. This was largely a successful transition due to the trustee who picked up the role of Booking Manager who worked extremely hard to make the transition as painless as possible to existing and new users.

We were all very saddened that the Pre – School had to close at the end of the summer term. This was a major casualty of two years of pandemic.

The work on redevelopment of the site continued though as well as the loss of the pre school the football club took the decision to move their first team matches away from the playing field as it didn't meet the demands of the league they had moved into. We held discussions with them and other major stakeholders to assess the impact on our development from the Stage two design concept. A working group was established with members from Perranwell Centre Trustees and members of the Parish Council to examine the proposal to transfer that part of the car park currently owned by the King George's Field charity to the Perranwell Centre charity for the purpose of supporting the redevelopment. The working group completed its work with a unanimous decision to support the proposal. Currently this decision has not been acted on.

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. Our thanks also go our paid bookkeeper who as we re-opened took on the role of Treasurer. This has greatly simplified our financial roles. Thanks also go to our paid secretary, though they are not trustees they do make a valuable contribution to the smooth running of the centre.

The charity's activities

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

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.

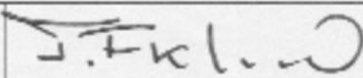
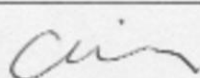
Section F: Other optional information

The charity's financial statement and balance sheet for 2021 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	Claire Martin
Position, e.g. chair, secretary,	Chair	Treasurer
Date	24/8/22	24/8/22



Perfect Sums

Bookkeeping & Accounts Ltd.

The Perranwell Centre
Accounts

January – December 2021

Prepared by:

Perfect Sums Bookkeeping

Unit 5

Tolvaddon Business Park

Camborne

TR14 0HX

The Perranwell Centre

Financial Activities

January - December 2021

	TOTAL	
	JAN - DEC 2021	JAN - DEC 2020 (PP)
Income		
Cleaning Deposits	0.00	-20.00
Fund Generation - Fund Raising		40.00
Hall Lettings	15,032.26	7,933.95
Other Income	210.00	
Pre-School Rental Income		925.00
Rent Income	225.00	
Total Income	£15,467.26	£8,878.95
TOTAL	£15,467.26	£8,878.95
Expenditures		
Audit and Accountancy Fees	1,960.80	2,002.80
Cleaning	4,423.14	4,107.48
Consultancy Fees	55.00	21,817.20
Electricity	4,078.00	3,346.09
Exterior Maintenance	1,434.50	
Gas	231.57	176.69
Insurance	844.11	1,807.81
Office/General Administrative Expenditures	124.99	439.31
On-Line Services	764.40	600.00
Refuse Collection	856.42	794.16
Repairs and Renewals	4,842.45	2,977.98
Secretary Costs	1,119.00	902.00
Telephone	615.15	604.27
Water Rates	682.34	637.70
Total Expenditures	£22,031.87	£40,213.49
NET OPERATING INCOME	£ -6,564.61	£ -31,334.54
Other Income		
Grant Income	16,263.79	11,034.34
Total Other Income	£16,263.79	£11,034.34
Other Expenditures		
Office Equipment Depreciation_8004	90.52	100.57
Plant/Machinery Depreciation_8001	244.41	241.76
Total Other Expenditures	£334.93	£342.33
NET OTHER INCOME	£15,928.86	£10,692.01
NET INCOME/(EXPENDITURE)	£9,364.25	£ -20,642.53

The Perranwell Centre

Balance Sheet

As of December 31, 2021

	TOTAL
Fixed Asset	
Tangible assets	
Furniture and Fixtures	2,616.72
Furniture/Fixture Depreciation	-2,158.60
Office Equipment	928.56
Office Equipment Depreciation	-113.93
Plant and Machinery	4,385.92
Plant/Machinery Depreciation	-2,186.17
Total Tangible assets	£3,472.50
Total Fixed Asset	£3,472.50
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	56,810.98
Petty Cash	0.00
Shawbrook 60 Day Notice	0.00
Standard Life, roof account (closed)	0.00
Total Cash at bank and in hand	£56,810.98
Debtors	
Debtors Control Account	3,102.66
Total Debtors	£3,102.66
Current Assets	
Prepayments	0.00
EXISTING Uncategorized Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£59,913.64
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors Control Account	-373.82
Total Trade Creditors	£ -373.82
Current Liabilities	
Manual Adjustments	0.00
VAT Control	0.00
Total Current Liabilities	£0.00
Total Creditors: amounts falling due within one year	£ -373.82
NET CURRENT ASSETS (LIABILITIES)	£60,287.46
TOTAL ASSETS LESS CURRENT LIABILITIES	£63,759.96
Creditors: amounts falling due after more than one year	
Funds	0.00
Total Creditors: amounts falling due after more than one year	£0.00
TOTAL NET ASSETS (LIABILITIES)	£63,759.96
Charity funds	
Retained Earnings	54,395.71
Surplus/(Deficit)	9,364.25
Total Charity funds	£63,759.96



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name The Perranwell Centre		
On accounts for the year ended	31 st Dec 2021	Charity no (if any)	1170974
Set out on pages	3 & 4 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/12/2021.

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. 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	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none">• accounting records were not kept in accordance with section 130 of the Act or• the accounts do not accord with the accounting records <p>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. <i>* Please delete the words in the brackets if they do not apply.</i></p>

Signed:  **Date:** 17th June 2022

Name: Leanda Daddow

**Relevant professional
qualification(s) or body
(if any):** MICB
Institute of Certified Bookkeepers
308300

Address: Garryglass
Penberthy Road
Portreath, Cornwall TR164LN

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).