

Borwick and Priest Hutton War Memorial Hall Charity Number: 519572

Trustees' Report 2022-2023

The Trustees present their report and the financial statements of the charity for the year ended 5 April 2023.

Trustees

The trustees who served for the year were:

Kenneth Dunn
David Roy Smith
Claire Margaret Helme
Eric Rooney
Keith Brady
Maureen Thomas
Nigel David Adams

Names of other persons who served as trustees in the financial period:

There were no other trustees who served during the year.

Chair: Kenneth Dunn

Structure, governance and Management:

Nature of the governing document: Constitution
How the Charity is constituted: Governing Document, Unincorporated Association
Date of governing document: 1st December 1987

Governance:

Method of recruitment and appointment of trustees:

The Trustees are elected annually and are drawn from representative user groups in the main. The Chair of Borwick Parish meeting and the Chair of Priest Hutton Parish meeting are each invited to act as Trustees of the charity.

Policy and procedures adopted for the induction and training of Trustees:

New trustees are inducted into the workings of the Charity, including policies and procedures, in a timely fashion and understand their responsibilities.

Our purpose, aims and activities for the year 2022-23:

The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parishes of Borwick and Priest Hutton and the surrounding neighbourhood.

In addition the Charity administers certain funds held on behalf of community action groups involved with short term projects within the community served. Currently these are:

The Borwick and Priest Hutton Heritage Trail

The Priest Hutton Parish lands project (Whitebeck nature reserve).

During the year the trustees passed a motion to approve an updated constitution and apply to the Charity Commissioner for leave to register the charity under a revised registration as a Charitable Incorporated Organisation. The Commissioner granted this permission and has registered the charity under a new registration number 1197898. Immediately following the close of financial year 2022-23 the former registration under charity number 519572 will end and all assets of the charity will carry forward to charity number 1197898. The aims and objectives of the new charity remain unchanged.

Our financial year 2022-23 was our first full year of operations following the Covid pandemic.

As we write, hall bookings have recovered well and most of the regular clubs and societies have resumed their regular use of the facility. Private hires are steadily improving and we see some steady improvement in audience numbers at entertainments although these are still well below pre-pandemic levels.

The increase in hiring charges implemented during the last financial year proved timely as running costs continued to increase. Happily we were able to maintain the very low hiring charges for our locals whilst other users fully accepted the increases without loss of hires. We continue to be a popular and attractive venue.

During the summer of 2022 we replaced the roof at the hall with a similar construction but with greatly increased insulation. This has reduced our purchase volume of LPG used to heat the hall.

The overall cost of the roof replacement was £61.6K with around 70% of that falling due during the current financial year. We received a little over £22k from the Lancashire Environment fund in the form of grants and a further £1500 in support from the Parish meetings. We covered the balance of the expenditures from our Building Reserve.

In preparation for the transfer of assets to our new registration we registered our physical property at the Land Registry. Legal fees of £1,211 were incurred.

In terms of long term planning, we intend to invest in a replacement heating system, which is not dependent on burning fossil fuels, in line with Government regulation which will come into effect in 2030. A feasibility study on alternative approaches and their economics has been initiated.

During the year we invested £5,965 in replacement chairs to be delivered in April/May 2023. We hope that the new chairs will be easier to stack and to clean compared with the old chairs. We plan to recycle the old chairs to local faith groups and a training charity, once the new ones are received.

Our main targets for the coming year are to weather the ongoing economic storm whilst re-establishing the use of the hall to pre-Covid levels, particularly for entertainments and to continue to upgrade our hall so as to sustain this great resource for our local and wider communities.

Financial review:

The unrestricted expenditure for the year was £15,382 (2022: £4,853) and unrestricted income was £12,418 (2022: £8,103) giving a net operating deficit of £2,965 (2022 net operating surplus: £3,250). Restricted income for the year was £23,655 and restricted expenditures in the year totalled £43,395 as completion instalments of the re-roofing project were paid out from restricted funds carried forward.

The Village Hall supervises funds, funding and governance on behalf of a number of Community Action Groups (CAGS). In the financial year 2022-23 these were;

	£			
	Opening Balance	Income	Expenditures	Closing
Whitebeck Nature Reserve	500.00	500.00	731.87	268.13
B&PH History Trail	200.00			200.00

Principal financial management policies adopted in the year:

A budget for the year was established and agreed prior to the beginning of the financial year and it was monitored and amended as necessary over the period.

Management accounts were prepared and presented each four months to the board of Trustees for their monitoring and analysis of income and expenditures against the budget.

Policies regarding spending authorities, operation of petty cash systems and payment of expenses are held by the Charity and are reviewed at intervals.

Reserves policy:

The Trustees believe that the Charity should hold financial reserves in order that it might meet anticipated future costs, along with contingent liabilities and that it can continue to operate and meet the needs of users in the future. To this end the charity has established and holds the following reserve funds:

General reserve

Capital development reserve: to fund future refurbishments and purchases of equipment, furnishings and fittings.

Buildings reserve: to provide funds for future repairs and improvements

Contingencies reserve: to provide funds for unforeseen and unbudgeted expenditures which may be necessary from time to time.

Principal funding sources:

During the year we received the final instalments of the capital grant from LEF along with the final instalments of agreed support from Borwick parish meeting and Priest Hutton parish meeting.

Investment policy and objectives:

Funds which are not required immediately are held in easily accessed interest bearing accounts.

Risk Management:

The trustees review the risks at regular intervals and set up procedures to mitigate those risks.

The three main risks previously identified are the loss of external funding support for major projects, insufficient trustees; loss of key trustees and volunteers; reduced income from external hires.

Subsidiaries: none to report

Responsibilities of the Trustees:

The Trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable regulations.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. They are similarly responsible for safeguarding the assets of the relevant community action groups and maintaining oversight of their prudent operation.

Signed on behalf of the Board of Trustees

Kenneth Dunn

Chair of Trustees  Dated 17th August 2023

Receipts and Payments Accounts for the Year Ended 5 April 2023

	Notes	Year ended 5 April 2023			Year ended 5 April 2022
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
Receipts					
Trading Activities	2	10,303	-	10,303	5,399
Other	3	2,115	23,665	25,780	22,839
Total receipts		12,418	23,665	36,083	28,238
Payments					
Event costs		1,400	-	1,400	-
Overheads and expenses	4	6,807	-	6,807	4,853
Other Costs	5	7,176	43,395	50,571	18,225
Total payments		15,382	43,395	58,778	23,078
Surplus/ (deficit) of receipts over payments		(2,965)	(19,730)	(22,695)	5,160
Transfers between funds		8,770	(8,770)	-	-
Cash funds at prior year end		29,232	28,500	57,732	51,787
Movement on CAGs and creditors		(837)	-	(837)	785
Cash funds at year end		34,200	-	34,200	57,732

Borwick and Priest Hutton War Memorial Hall
Statement of Assets and Liabilities as at 5 April 2023

		As at 5 April 2023	As at 5 April 2022
		£	£
Cash at Bank	6	34,200	57,732
Liabilities			
Held on account for C.A.G'S	7	468	700
Creditors	8	-	605
		468	1,305

Borwick and Priest Hutton War Memorial Hall

Notes to the Accounts

1. These accounts have been prepared on a receipts and payments basis.

2. Income from activities (Unrestricted)

	2023	2022
	£	£
Village Hall Room Hire	8,268	5,399
Entertainment Events	2,035	-
	10,303	5,399

3. Other Income

	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
Bank Interest Received	155	-	155	37
Grants	960	22,165	23,125	21,002
Village Lottery	1,000	-	1,000	1,300
Parish Donations	-	1,500	1,500	500
	2,115	23,665	25,780	22,839

4. Overheads and expenses

	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
Heat Light and Water	2,926	-	2,926	2,018
Cleaning	1,734	-	1,734	1,255
Hall Maintenance	1,150	-	1,150	526
Sundries	305	-	305	403
Insurance	693	-	693	652
	6,807	-	6,807	4,853

5. Other Costs	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
Legal and Professional Costs	1,211	-	1,211	540
Re-roofing Costs	-	43,395	43,395	17,685
Equipment	5,965	-	5,965	-
	<u>7,176</u>	<u>43,395</u>	<u>50,571</u>	<u>18,225</u>

6. Cash At Bank	Unrestricted Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£
Cash at Bank	9,317	-	9,317	33,004
Cash at Building Society	24,883	-	24,883	24,728
	<u>34,200</u>	<u>-</u>	<u>34,200</u>	<u>57,732</u>

7. Funds held on behalf of Community Action Groups	2023	2022
	£	£
Heritage Trail	200	200
Whitebeck Nature Reserve	268	500
	<u>468</u>	<u>700</u>

8. Creditors	2023	2022
	£	£
Due to Suppliers	-	438
Room Hire Deposits paid in advance	-	167
	<u>-</u>	<u>605</u>

9. Movement on Funds	Unrestricted	Designated	Total Unrestricted	Restricted	Total 2023
Fund Balances at 6 April 2022	9,809	18,118	27,927	28,500	56,427
Receipts	11,418	1,000	12,418	23,665	36,083
Payments	9,418	5,965	15,382	43,395	58,778
Excess / (Deficit) of receipts over payments	2,000	(4,965)	(2,964)	(19,730)	(22,695)
Transfers		8,770	8,770	(8,770)	-
Fund Balances at 6 April 2023	<u>11,810</u>	<u>21,922</u>	<u>33,732</u>	<u>0</u>	<u>33,732</u>

The movement on the above designated and restricted funds during the year were:

	Balance at 6 April 2022	Receipts	Payments	Transfers	Balance at 6 April 2023
	£	£	£	£	£
Designated Funds					
Contingency Reserve Fund	10,000	-	-	-	10,000
Capital Development Reserve	8,118	1,000	5,965	-	3,153
Building Reserve	-	-	-	8,770	8,770
	<u>18,118</u>	<u>1,000</u>	<u>5,965</u>	<u>8,770</u>	<u>21,922</u>
Restricted Funds					
Building Fund	28,500	23,665	43,395	(8,770)	0

Independent Examiner's Report to the Trustees of Borwick and Priest Hutton War Memorial Hall

I report to the trustees on my examination of the accounts of the Borwick and Priest Hutton War Memorial Hall (the Charity) for the year ended 5 April 2023.

Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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

Signed:



Joyce Tombs (Retired Chartered Accountant)
White Gables
Borwick

16 August 2023