

LORD PIRBRIGHT'S HALL & RECREATION GROUND

Registered charity No. 200200



Report of the Managing Trustee for the year ended March 2021

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Governing Document & Objectives

Lord Pirbright Hall's Governing Document is a Trust Deed, based on an indenture dated 17th May 1901, between Lord Pirbright (the donor) and Pirbright Parish Council. The deed established Pirbright Parish Council as the Managing Trustee of the charitable trust, *Lord Pirbright's Hall & Recreation Ground*, for the use and benefit of the Parishioners of Pirbright.

The Managing Trustee considers that the core activities are in accordance with these objectives and of benefit to the residents of Pirbright parish.

Managing Trustee

The Trust Deed states that the management, direction, control and governance of Lord Pirbright's Hall & Recreation Ground shall be vested in a special committee to be called "Lord Pirbright's Hall & Recreation Ground Committee" and consist of four elected members to be appointed by the Parish Council.

During the financial year ended 31 March 2021, these members were:

Cllr David Woollett (Chairman)
Cllr Steven Fidgett (Chairman, Pirbright Parish Council)
Cllr Rosemary Richmond
Cllr Lisa Swinney

Policies & Procedures

As required in the Trust Deed and by the Audit Commission and Charity Commission, all Hall receipts and payments are banked & accounted for separately from the Parish Council's. The annual accounts are reviewed by an Independent Examiner, who prepares a report. Otherwise, the Financial Regulations adopted by the Parish Council are observed in the procedures for procurement, receiving income and making payments. Other policies regularly updated by the Parish Council also apply to the Lord Pirbright's Hall & Recreation Ground Committee and can be viewed on the website, plus price charts and hiring advice for the Hall.

Staff

The Parish Council employs three part-time members of staff for its work at the Hall: the Secretary (who manages the Hall hirings, invoicing and book-keeping) with a caretaker and a cleaner, who continued working on reduced hours during the Covid-19 pandemic.

Hall operations during the Covid-19 pandemic

When the lockdown was introduced by the Government in March 2020, the Hall and playground were closed for the mandatory periods, although the rest of the recreation ground could remain open in line with Government instructions.

Following advice from Acre (the village halls advisory service), appropriate risk assessments were prepared, and enhanced deep cleaning with recommended precautions was carried out. During the periods of closure, the Hall building was heated for short periods each day to prevent potential problems with condensation, and minor repairs and redecoration were undertaken.

The Committee continued to monitor the situation as it evolved and endeavored to preserve the Hall's reserves whilst ensuring essential maintenance was maintained. All regular and prospective hirers were contacted and assured that their booking deposits would be transferred to an appropriate date when operations could be resumed.

Regular operations (when not locked-down)

The Hall's accommodation consists of three lettable areas: a large room with a stage, a clubroom and smaller committee room. The separate annex has a meeting room, which is regularly used for meetings of the Parish Council and Hall management committee.

Normal weekly hires include:

Art classes for adults
Ballet classes (for children and adults)
Bounce exercise classes for adults
Country Market
Karate
Kick-boxing classes for children
Pilates classes for adults

Monthly/occasional hires include:

Amateur drama groups
Bonsai Society
Horticultural Society
Over-60s Club
Women's Institute

In addition, there are normally many social activities, including family celebrations, children's birthday parties, funeral wakes and wedding receptions.

During December 2020, a lit Christmas tree was erected on a low roof at the rear of the Hall, and coloured lighting was strung along the eaves.

Future maintenance plans

Projects for which grants have been pledged, include replacement of the cooker and hot water heaters for the kitchen and cloakrooms, plus an extension to the external electrical wiring to permit use during the Village Summer Fair (which was cancelled for 2020, but expected to take place in September 2021).

Notes to the accounts:

1. The accounts have been prepared on a Receipts & Payments basis.
2. Lord Pirbright's Hall is recognized as an asset but is not included in the accounts. The reinstatement value of the Hall building is £1,196,497 and the annex is £122,987.
3. Fixtures & fittings and equipment are recognized as assets but are not valued in the accounts.
4. There are no liabilities at the year end.
5. The district council passed on funding to the LPH charity because it met the eligibility requirements under the Retail, Hospitality and Leisure grant made to mitigate the loss of Hall income during mandatory periods of closure.

LORD PIRBRIGHT'S HALL					
Receipts & Payments Account 1/4/20- 31/3/21					
LPH RECEIPTS					
2016-17	2017-18	2018-19	2019-2020		2020-2021
£	£	£	£		£
31083.58	29408.44	25767.43	27713.04	Hall lettings	5642.47
0.91	0.91	0.91	0.90	Interest	0.45
1309.02	962.00	299.50	1961.54	Grants & other income	36943
		3182.42		Rechrge from PPC	888.70
4935.06	1809.75	1662.02	1329.40	VAT refund	1199.84
£37,328.57	£32,181.10	£30,912.28	£31,004.88	Total Receipts	£44,674.46
LPH PAYMENTS					
2016-17	2017-18	2018-19	2019-2020		2020-2021
10946.62	11688.32	13361.24	11645.13	Administration & staff payments	8637.97
7711.99	8036.65	8846.27	8911.15	Utilities	7815.88
2152.19	2262.68	2325.83	2390.87	Insurance	2360.03
2861.36	2702.23	4453.02	4034.52	Routine maintenance	5749.87
1503.51	894.40			Minor repairs	
4467.11	3077.25	475.49		Non routine maintenance	
561.77	0.00	375.38	2090.39	Projects	1245
1880.93	1662.02	1329.40	1199.84	VAT paid during the year	1305.76
£32,085.48	£30,323.55	£31,166.63	£30,271.90	Total Payments	£27,114.51
£5,243.09	£1,857.55	-£254.35	£732.98	Deficit/surplus for year	£17,559.95
£37,328.57	£32,181.10	£30,912.28	£31,004.88	Total	£44,674.46

Receipts & Payments Summary at 31/3/21		
		£
Balance b/f 1st April 2020		15,352.89
Add total receipts		44,674.46
Less total payments		-27,114.51
Balance c/f 31 March 2021		£32,912.84
Reconciliation		
Bank statement balances 31/03/2021	Lloyds current account	31,113.02
	Lloyds Chant savings account	1,799.82
Less uncleared payments		0.00
Add uncredited bankings		0.00
Cash Balance		£32,912.84

STATEMENT OF ASSETS & LIABILITIES AT 31 MARCH 2021			
	31-Mar-20		31-Mar-21
Current assets			
Cash at Bank			
Current account	13,553.52		31,113.02
Savings account	1,799.37		1,799.82
	£15,352.89		£32,912.84

Prepared by

Approved by.....

Date.....

Independent Examiner's Report:

To the trustees of Lord Pirbright's Hall & Recreation Ground - Charity No. 200200

I report on the accounts of the Charity for the year ended 31 March 2021.

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;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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 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.



Maxwell & Co (I.C.A.E.W)
1 June 2021