


POWICK PARISH HALL

NOTES FOR CHAIRMAN'S REPORT FOR THE AGM, March 2024



The high level of use of the Parish Hall continued in 2023. Whilst some user groups have decided not to continue, this has been counterbalanced by a number of new users and there are still some 30 regular user groups/organisations and attendees. The number of occasional bookings has also continued at a high level, particularly at weekends. Use of the meeting room also continues to increase. The high standard of the facilities offered by the Hall and its grounds and car parking continue to attract new enquiries.

To facilitate the management of enquiries the Management Committee are in the process of establishing an individual web site for the Parish Hall, to provide an online presence and have the capability of allowing for an online booking facility in the future.

Whilst ongoing and annual maintenance of the building and its facilities and grounds has continued throughout the year, Refurbishment of the Ladies Cloakroom has been the major improvement undertaken in 2023. The costs of around £23,000 were covered out of Hall funds and with the assistance of a £10,000 grant from the National Lottery. This has been well received and accepted as a big improvement in the Hall's amenities.

A successful Harvest Supper was held in October with about 75 people attending. The format being slightly different to recent past events, with a two course meal rather than a buffet, being served. Thanks were due to Emma Pushman for the food and to Roy Snook and friends for incidental music during the evening. Over £200 was raised in the raffle and a donation of £203 was made to the Malvern Food Bank, in memory of Jim Allsopp.

The finances have almost returned to pre Covid levels and remain in a strong position. The Hall has, however, experienced some substantial increase in costs, in particular to repairs and maintenance, as well as utility costs covering electricity and gas. This is to be expected considering the increased use and general price increases in this area. It is some years since the current hire charges for the Hall were set, these were reviewed towards the end of the year, with the new rates to have effect from 1st April 2024.

Finally, could I express my personal thanks to Charlotte McLean for her work in keeping the premises in such good condition, to Roger Gurney (Secretary), Meg Allsopp for acting as minute secretary, following the sad loss of Jim and to all the members of the Management Committee and helpers, supporters and users for their efforts during the year.

STREETWISE BOOKKEEPING & ACCOUNTANCY SERVICES
32 MURREN AVENUE MALVERN WORCS WR14 3QB.
TELEPHONE 07790595089.

Mr A. Colston
Chairman – Powick Parish Hall
30 Malvern Road
Powick
Worcester
WR2 4RT

19th February 2024.

Dear Chris and the Committee

Re: Powick Parish Hall accounts to 31st December 2023.

Please find attached to this letter a copy of the latest set of accounts signed by me in my role as independent examiner. If you require other copies for your annual general meeting, let me know how many and I will forward these to you.

The year under review saw the Hall perform well, operating at almost pre-COVID levels. Regular hire income has decreased slightly by 8% down from £21,927 in 2022 to £20,183 in 2023. However, occasional income recorded a substantial increase, more than doubling its income by 110% from £2,726 in 2022 to an impressive £5,734 in the current year.

The hall has experienced some increase in costs, in particular repairs and maintenance, as well as utility costs, covering gas and electricity, but this is to be expected considering the increased use and general price increases in this area.

This level of activity has resulted in a small operating surplus of £3,607 and a final small deficit of £1,715 after accounting for depreciation. The accounts remain healthy with exceptional levels of working capital (£20,452 net, which is a decrease on 2022 at £29,746.)

Things which you may wish to note about this year's accounts include:

The refurbishment of the ladies cloakroom has been treated as an improvement and therefore taken to the balance sheet as asset rather than an expense and off-set against the grant received.

It has been assumed that the Treasurer's expenses have not been claimed for in the current year and therefore not accrued as an additional expense for 2023.

If you require any further information, please do not hesitate to contact me. Also enclosed is my invoice for completing this work, which I hope meets with your approval.

Yours sincerely

Derek Street.

Powick Parish Hall and Men's Club

Financial Statements for the year to

31st December 2023.

Powick Parish Hall

Income and expenditure account for the year to 31st December 2023.

	Note	2023.	2022.
INCOME		£	£
Regular hire income		20,183.44	21,927
Occasional hire income		5,734.00	2,726
Investment income		30.83	2
Solar panel income		2,554.15	2,602
Government grants			2,667
Surplus on Harvest Supper	2.	250.00	163
Donation			20
		<u>28,752.42</u>	<u>30,107</u>
EXPENDITURE			
Repairs & maintenance costs	3.	8,012.45	6,964
Cleaning contract		6,373.00	7,524
Cleaning costs		1,449.16	963
Electricity		1,967.08	1,063
Gas		3,152.60	1,584
Water rates		835.67	1,313
Insurance		1,817.65	1,601
Office expenses		440.00	828
Professional fees		275.00	275
Telephone		649.04	663
PRS Licence		173.88	607
Sundrey item - flowers		<u>(25,145.53)</u>	<u>20</u>
OPERATING SURPLUS		3,606.89	6,702
Less Depreciation costs		<u>(5,321.80)</u>	<u>(5,192)</u>
(DEFICIT)/SURPLUS FOR THE YEAR		<u>(1,714.91)</u>	<u>1,510</u>

Powick Parish Hall**Balance Sheet As At 31st December 2023.**

	Note	2023.	2022.
FIXED ASSETS		£	£
Tangibles	4	458,851.00	451,272
CURRENT ASSETS			
Debtors		3,856.00	6,963
Prepayments		1,850.00	1,805
Cash at Bank		<u>16,169.23</u>	<u>21,416</u>
		21,875.23	30,184
CREDITORS: Amounts falling due			
Within one year		(1,423.08)	(438)
NET CURRENT ASSETS		<u>20,452.15</u>	<u>29,746</u>
		<u>479,303.15</u>	<u>481,018</u>
Represented by:			
ACCUMULATED FUNDS			
Unrestricted funds b/f		41,075.06	39,565
(Deficit)/Surplus for the Year		<u>(1,714.91)</u>	<u>1,510</u>
		39,360.15	41,075
Revaluation reserve		<u>439,943.00</u>	<u>439,943</u>
		<u>479,303.15</u>	<u>481,018</u>

Notes to the accounts

Note 1. – The basis of preparation.

1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and reporting by Charities – statement of recommended practice (SORP 2005.)
- And with Accounting standards
- And with the Charities Act.

1.2 Change in basis of accounting.

There has been no change to the accounting policies, valuation rules and methods of accounting since last year.

1.3 Changes to previous accounts.

No changes have been made to the accounts for previous years.

2. Harvest Supper

INCOME	£	£
Ticket Sales		1,180.00
Raffle		<u>203.00</u>
		1,383.00
EXPENDITURE:		
Catering	900.00	
Ticket Printing	30.00	
Malvern Hills Food Bank	<u>203.00</u>	<u>(1,133.00)</u>
Surplus on event		<u>250.00</u>

3. Repairs and maintenance costs.

External maintenance and repairs	2023	2022
	£	£
Guttering and Soffit cleaning	285.00	
New Floodlights		440
Gardening	<u>3,584.79</u>	<u>2,948</u>
	<u>3,869.79</u>	<u>3,388</u>

Internal maintenance and repairs

Boiler repairs and service	363.60	1,216
Dishwasher repair	858.62	
Glass washer repair	174.00	
Curtain Repair		42
Lighting repair	12.99	73
Piano Tuning	240.00	75
Fire Alarm Service	264.00	128
Replacement Hoover		121

Compensation for damage at party		(65)
Fire Ext protection & maintenance	354.45	451
Decorating	<u>1,875.00</u>	<u>1,535</u>
Sub total	<u>4,142.66</u>	<u>3,576</u>
Total for the year	<u>8,012.45</u>	<u>6,964</u>

4. Tangible Fixed Assets, land and buildings and equipment.

	Freehold	Equipment	Total
At cost	£	£	£
At 1 st January 2023	515,825	39,702	555,527
Additions	22,901		22,901
Less Grant received	<u>(10,000)</u>	<u>—</u>	<u>(10,000)</u>
At 31 st December 2023	<u>528,726</u>	<u>39,702</u>	<u>568,428</u>
Depreciation			
At 1 st January 2023	64,655	39,600	104,255
Charges 2023	<u>5,288</u>	<u>34</u>	<u>5,322</u>
At 31 st December 2023	<u>69,943</u>	<u>39,634</u>	<u>109,577</u>
Net Book Values			
At 31 st December 2022	458,783	68	458,851
At 31 st December 2022	451,170	102	451,272

Independent examiner's report on the accounts to the trustees, on the unaudited financial statements of Powick Parish Hall. Charity number 202143.

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 examiner 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) 9b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's statement.

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 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 material matters have come to my attention which gives me cause to believe that in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form the content of accounts set out in the Charities Accounts and Reports Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I 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:

Derek Street.

Date:

19th February 2024.

NAME: Derek Street

Relevant Professional Qualifications:

MAAT CMS Cert Ed BA HONS

Address:

32 Murren Avenue

Malvern

Worcs

WR14 3QB.

Trustees Annual Report**Objectives and activities.****Summary of purpose.**

The organisation is a charity regulated by a declaration of trust dated 7th December 1927 and is approved by the Charity Commission for England and Wales.

Summary of main activities – objectives of the organisation.

To hold the property and buildings thereon and to permit the same to be used for the purpose of a Parish Hall and Men's Club and for such entertainment, meetings and gatherings in connection with and for the benefit of the parishioners of Powick as the trustees may approve

but subject to the restrictive covenants mentioned in the Declaration of Trust. Note- there have been no changes in the stated objects during the year.

Statement confirming public benefit.

Powick Parish Hall is held in trust for the use of the residents of the Parish of Powick, for meetings, classes and other forms of recreational and leisure time occupations, with the objective of improving the conditions of life of the residents.

Summary of achievements and performance.

Risk review

The trustees and the management committee have reviewed the major risks to which the charity is exposed and have established systems to mitigate those risks.

Organisation review and results.

The high level use of the Parish Hall continued in 2023. Whilst some user groups have decided not to continue, this is balanced out by some new users and there are still some 30 regular user groups/organisations and attendees. The number of occasional bookings has also continued at a high level, in particular at weekends. There continues to be an increased use of the Meetings Room. The high standard facilities in the Hall and surrounding grounds, as well as the convenient location and off-road parking provision, continues to attract new enquiries. The Hall continues to benefit from the Feed in Tariff for the electricity generated by the solar panels which is a valuable source of additional income.

The grounds are to be maintained as, too is the area around the Scout Group container. Several rooms were decorated in the Summer, and the Ladies WC was upgraded in August 2023.

The trustees thank the management committee and the other helpers who, during the year have given their time in support of the hall. The trustees would also like to thank Lloyds Bank for their continued support and are pleased to report a small operating surplus for the year. Bookings for 2024, are continuing at a high level, which should result in another busy and successful year.

Financial review.

The Charities financial position.

The trustees believe the reserves are sufficient for their current needs.

Statement explaining the policy for holding reserves.

The reserves are held sufficient to cover the running costs in the event of a loss of income for 12 months.

Reserves held

Net cash reserves are £20,452 (£29,746 -2022.)

Structure, Governance and management.**Description of Charity's trust:**

By deed.

Type of governing document:

By trust deed.

How is the Charity constituted?

The organisation is a charity regulated by a declaration of trust deed dated 7th December 1927 and is approved by the Charity Commission for England and Wales.

Trustee selection methods:

By open vote of existing committee members and trustees.

Reference and administration details.

Charity name	Powick Village Hall and Men's Club
Registered Charity number	202143
Charity's principal address	Malvern Road Powick Worcester WR2 4RT

Name of the charity trustees who manage the charity.

	Trustee name	Office held (if any)	Dates acted if not for the whole year.	Name of person (or body) entitled to appoint a trustee (if any)
1	AJ Colston	Chairman		
2	RD Gurney	Secretary		
3	P Lewis		Died November 2023	
4	R Floyd			

Committee – names at the date the report was approved.

Mrs M Allsopp	K. Davies
AJ Colston	RD Gurney
RA Floyd	J Kent
C. March	

Names of trustees holding title to property belonging to the charity.

Trustee name	Dates acted, if not for whole year.
AJ Colston	
P Lewis	Died November 2023
RD Gurney	
R A Floyd	

Declarations

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

Signed on behalf of the charity's trustees.

Signature(s)	Andrew J. Colston
Full name	AJ Colston
Position	Chairman

Date: 12/03/2024

Transactions with related parties.

Nil during 2023

Transactions with trustees or related parties.

Nil during 2023.

Treasurer's expenses remained at £250 – not claimed in 2023.

Secretary expenses remained at £350.