



# Trustees' Annual Report for the period

Period start date				Period end date			
From	01	April	2020	To	31	March	2021

## Section A

### Reference and administration details

Charity name Orpen Memorial Hall

Other names charity is known by

Registered charity number (if any) 208912

Charity's principal address 80 Chapel Road

West Bergholt

Colchester

CO6 3HL

### 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	West Bergholt Parish Council			
2				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B

### Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)

Will proved 9<sup>th</sup> February 1918 and Scheme of 8<sup>th</sup> February 1944

How the charity is constituted (eg. trust, association, company)

Trust

Trustee selection methods (eg. appointed by, elected by)

Appointment on becoming a member of West Bergholt Parish Council

#### Additional governance issues (Optional information)

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

- 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.

The Parish Council adhere to the NALC model Standing Orders and Financial Regulations.

The Orpen Hall Management Committee oversee the day to day management of the Hall and have delegated power to spend an agreed annual budget, however all payments over £500 outside of the agreed annual budget must be approved by the Parish Council at its Sole Trustee meeting.

The Orpen Memorial Hall Trust have an agreed Terms of Reference with the Orpen Hall Management Committee, as there is with the Village Fete Subcommittee which reports to the Hall Management Committee.

The Council as Sole Trustee continued to meet on a regular basis throughout the year as the Orpen Hall Memorial Trust via Zoom, due to the Covid-19 pandemic, but were unable to hold an Annual General Meeting in 2020-21 to make public the end of year accounts.

The Council has a Risk Management Scheme in place.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

Village Hall for general use and benefit to the inhabitants of the parish.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Hire of the hall for regular users e.g. clubs, playgroup, local drama group, meetings etc.

Hire of the hall for casual users e.g. parties, events, wedding receptions etc.

Part of the hall is hired to West Bergholt Social Club during the evenings/weekends and available to hire to the public during the day.

The Trustee is satisfied that this charity meets the guidance issued by the Charity Commission on public benefit.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

The hire charges are sufficient to cover the running costs of the hall.

Use of the facilities continues to expand.

The Hall was closed for general hire on the 22<sup>nd</sup> March 2020, due to the Covid-19 pandemic. It reopened for the Pre-school on 23<sup>rd</sup> March 2020 to provide early years education for children with Special Educational Needs or those children of key workers in the back hall only and the Trust agreed to provide a payment holiday for that time. The Pre-school then fully re-opened to all pupils, again in just one of the two halls, from 1<sup>st</sup> June 2020, although at a requested reduced rate due to a lack of government funding (reduced attendance & therefore childcare vouchers & no ability to furlough staff) as well as the agreement that they would do their own cleaning since no-one else was using the hall. The Pre-school fully re-opened, using both halls, from September 2020 until the present, with normal attendance resuming at that time.

There was no West Bergholt Village Fete in 2020, it was cancelled due to Covid-19.

As a children's activity, Dynamite Dance was allowed to hire the hall from September 2020, although additional cleaning was required in between the Pre-school and them using the same room. When exercise activities were allowed to return to the hall, with restrictions, WB Bowls and the Badminton Club were keen to get back to meeting, although this ceased when we entered another lockdown in November 2020. The West Bergholt Social Club also ran with restricted numbers and social distancing from Sept to Nov 2020, but closed at the second lockdown and did not reopen again during the 2020-21 financial year.

During 2020-21 two mobile food vans hired space outside in the Orpen Hall car park, both The Refill Den and the Mobile Greengrocer came every Saturday and were well used by the community.

In regard to projects this year at the Hall, most were put on hold so that the Trust retained as much of their reserves as possible throughout the unpredictable financial situation. There were a couple of major projects which couldn't be avoided though, the CCTV cameras were updated and repaired where necessary and electrical testing was undertaken throughout the Hall and Social Club. The electrician then returned later in the year to carry out the remedial work that had arisen from the electrical tests.

Throughout the year approximately £600 was spent on "Covid-19 costs" which had not been budgeted for; the installation of hand sanitiser stations, more bins, materials for one-way systems, antibacterial cleaning products and the boxes to store them in as well as new signage to limit numbers using the toilets. The cost of the cleaner coming in more often to the hall between hirers was reflected in the hire cost and minimum 2-hour booking system.

The Trust are currently preparing budgets and are confident that having received the £8,000 Business Restart Grant in June 2021 income in 2021-22 will cover expenditure.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash at the bank on 31/03/21 was £20,096.52, including £3,503.86 in the Orpen Bequest account, which is to be used for internal improvements to the Orpen Memorial Hall. Of that money, £15,354.03 was in unrestricted funds, more than enough to cover 4 months of operating costs in the event of a loss of income.

£1,139.63 is held as a designated fund (WB Village Fete). The profits from the Village Fete are held with the Trust's reserves for use the following year. However, the profits from 2019 were held over until 2021 as the 2020 Village Fete was cancelled due to Covid-19.

Reserves are set aside for improvements to the building and to cover unusual items of expenditure.

### 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.

Hire charges for the premises are normally the principal source of funding, however in 2020-21 income from trading activities was halved due to the pandemic.

Luckily, the Trust received all the outstanding hire charge money from 2019-20 and had the Pre-school using the hall throughout. That with return of children's activities, exercise activities and the Social Club as the year progressed, together with the small amount from the car park food van hire charges, meant that at least some money came into the hall. Also, a couple of long-term clubs such as the WI and the Flower Club still insisted on paying their hire charges for one term in order to help out the hall. This certainly benefitted the bank account although the Trust did also have to pay out some refunds back to hirers who were unable reschedule their bookings.

In May 2020 the Trust received the Retail, Hospitality and Leisure Grant of £10,000, which meant that as a result they cover charitable expenditure.

The Parish Council provide an annual maintenance contribution to the Orpen Memorial Hall of £1,500.

## Section F

## Other optional information

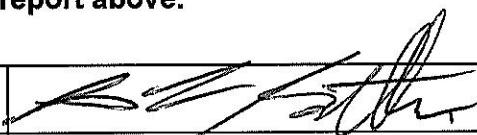
None

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	L. Walkingshaw	
Full name(s)	Laura Walkingshaw	Brian Butcher
Position (eg Secretary, Chair, etc)	Parish Clerk	Chair of Orpen Hall Management Committee & Vice Chair of Parish Council
Date	06/09/2021	



**Independent Examiner's Report to the Trustees of Orpen Memorial Hall  
(Registered Charity number 208912)**

I report to the trustees on my examination of the accounts of Orpen Memorial Hall for the year ended 31<sup>st</sup> March 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 ('the Act'). 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 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.



J Stobart FCCA  
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE  
7<sup>th</sup> September 2021



# ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

Receipts and Payments for year ending 31st March 2021

	2020-21					2019-20
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £	£
<b>Receipts</b>						
From Voluntary Sources						
Grants	0.00		0.00		0.00	500.00
Fundraising (Village Fete)	0.00		0.00		0.00	1421.06
Sub Total	0.00		0.00	0.00	0.00	1921.06
From Trading Activities						
Lettings Main Hall	8362.88				8362.88	19294.69
Lettings John Lampon Hall	7604.15				7604.15	14178.33
Social Club Licence Fee	1153.00				1153.00	4584.00
Social Club Meeting Room	-				0.00	0.00
Play Group Storage	455.80				455.80	532.46
Environment Storage	415.00				415.00	0.00
Maint. Contribution from PC	1500.00				1500.00	0.00
Miscellaneous	10000.00				10000.00	610.58
Sub Total	29490.83			0.00	29490.83	39200.06
From Assets						
Investment Income / Bank Interest	2.20			565.24	567.44	567.20
VAT Refund	1280.25				1280.25	3338.06
<b>Total Receipts</b>	<b>30773.28</b>		<b>0.00</b>	<b>565.24</b>	<b>31338.52</b>	<b>45026.38</b>
<b>Payments</b>						
Charitable Activities						
Electricity	2117.08				2117.08	2846.37
Gas	3537.24				3537.24	3197.44
Rates	0.00				0.00	0.00
Water Rates	508.25				508.25	650.90
Insurance	1323.80				1323.80	1115.04
Cleaning Materials	164.87				164.87	498.5
Administrators salary	6638.48				6638.48	6501.99
Administrators expenses	561.82				561.82	1425.24
Cleaning	3675.00				3675.00	11987.00
Waste	1351.83				1351.83	1915.64
Repairs and Repainting	1479.88				1479.88	1784.82
Replacement and Additions	190.00			515.38	705.38	1920.09
Fees and Licences	55.00				55.00	1420.72
Maintenance	2214.77				2214.77	1831.49
Public Works Loan	5368.26				5368.26	5368.26
	29186.28			515.38	29701.66	42463.50
Other Expenditure						
Covid-19 Costs	606.35				606.35	0.00
Legal Fees	0.00				0.00	0.00
Fundraising Costs (Village Fete)	0.00		0.00		0.00	548.84
VAT	1891.14				1891.14	2299.05
On Assets and Equipment Purchases						
Building improvements	0.00				0.00	0.00
<b>Total Payments</b>	<b>31683.77</b>		<b>0.00</b>	<b>515.38</b>	<b>32199.15</b>	<b>45311.39</b>
<b>Net Receipts for the year</b>	<b>-910.49</b>	<b>0.00</b>	<b>0.00</b>	<b>49.86</b>	<b>-860.63</b>	<b>-285.01</b>
Balances at start of year	16264.52	1139.63	0.00	3503.00	20957.15	21242.16
<b>Balances at end of year</b>	<b>15354.03</b>	<b>1139.63</b>	<b>0.00</b>	<b>3552.86</b>	<b>20096.52</b>	<b>20957.15</b>

# ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

## Statement of Assets and Liabilities at 31st March 2021

	2020-21					2019-20
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £	£
<b>MONETARY ASSETS</b>						
<b>Deposits and Bank Balances</b>						
Current Account	11735.11				11735.11	12647.8
High Interest Account	3668.92	1139.63	0.00		4808.55	4806.35
Orpen Bequest Account				3552.86	3552.86	2987.85
Mumford Bequest Account				0.00	0.00	515.15
	<b>15404.03</b>	<b>1139.63</b>	<b>0.00</b>	<b>3552.86</b>	<b>20096.52</b>	<b>20957.15</b>

Mumford Bequest Account closed in March 2021

### DEBTORS

Outstanding Hall hire fees	66.00	4017.3
VAT reclaim	862.20	251.31

### CREDITORS

Hall hire fees in advance	624.70
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### INVESTMENT ASSETS (assets belonging to Endowment Funds)

Orpen Bequest: COIF Charities Investment Fund - Income Units (1076.40 units) bid market value  
£19,258.41 at 31/03/21

### NON MONETARY ASSETS (assets belonging to Unrestricted Funds)

Land and Buildings  
Fixtures & Fittings  
Kitchen Equipment  
Stationery  
Office Equipment  
IT Projection equipment

### DESIGNATED FUNDS

The terms of the Village Fete Sub-Committee state that the funds raised by the fete will be held in the Orpen Hall Trust bank account.



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