

**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 31st March 2022.

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
15th June 2022

ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

Receipts and Payments for year ending 31st March 2022

	2021-22					2020-21
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £	£
Receipts						
From Voluntary Sources						
Grants	0.00		0.00		0.00	0.00
Fundraising (Village Fete)		707.50	0.00		707.50	0.00
Sub Total	0.00	707.50	0.00	0.00	707.50	0.00
From Trading Activities						
Lettings Main Hall	17057.00				17057.00	8362.88
Lettings John Lampon Hall	9645.22				9645.22	7604.15
Letting - PC & Trust	412.50				412.50	0.00
Social Club Licence Fee	4323.00				4323.00	1153.00
Social Club Meeting Room	39.60				39.60	0.00
Play Group Storage	558.31				558.31	455.80
Environment Storage	446.00				446.00	415.00
Maint. Contribution from PC	1500.00				1500.00	1500.00
Miscellaneous	10104.50				10104.50	10000.00
Sub Total	44086.13			0.00	44086.13	29490.83
From Assets						
Investment Income / Bank Interest	0.86			583.50	584.36	567.44
VAT Refund	1715.90				1715.90	1280.25
Total Receipts	45802.89	707.50	0.00	583.50	47093.89	31338.52
Payments						
Charitable Activities						
Electricity	2075.29				2075.29	2117.08
Gas	4057.69				4057.69	3537.24
Rates	150.80				150.80	0.00
Water Rates	359.53				359.53	508.25
Insurance	1262.76				1262.76	1323.80
Cleaning Materials	511.65				511.65	164.87
Administrators salary	6764.16				6764.16	6638.48
Administrators expenses	731.51				731.51	561.82
Cleaning	9900.00				9900.00	3675.00
Waste	1894.03				1894.03	1351.83
Repairs and Repainting	1807.27				1807.27	1479.88
Replacement and Additions	1647.41				1647.41	705.38
Fees and Licences	1043.80				1043.80	55.00
Maintenance	1312.5				1312.50	2214.77
Public Works Loan	5368.26				5368.26	5368.26
Covid-19 Costs	117.66				117.66	0.00
	39004.32			0.00	39004.32	29701.66
Other Expenditure						
Covid-19 Costs	0.00				0.00	606.35
Legal Fees	0.00				0.00	0.00
Fundraising Costs (Village Fete)	0.00	525.91	0.00		525.91	0.00
VAT	2374.93				2374.93	1891.14
On Assets and Equipment Purchases						
Building improvements	0.00				0.00	0.00
Total Payments	41379.25	525.91	0.00	0.00	41905.16	32199.15
Net Receipts for the year	4423.64	181.59	0.00	583.50	5188.73	-860.63
Balances at start of year	15404.03	1139.63	0.00	3552.86	20096.52	20957.15
Balances at end of year	19827.67	1321.22	0.00	4136.36	25285.25	20096.52

ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

Statement of Assets and Liabilities at 31st March 2022

	2021-22				2020-21
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £
MONETARY ASSETS					
Deposits and Bank Balances					
Current Account	16339.48				16339.48
High Interest Account	3487.81	1321.22	0.00		4809.03
Orpen Bequest Account				4136.74	4136.74
	<u>19827.29</u>	<u>1321.22</u>	<u>0.00</u>	<u>4136.74</u>	<u>25285.25</u>
					<u>20096.52</u>
DEBTORS					
Outstanding Hall hire fees					4582.28
VAT reclaim					1521.23
					66.00
					862.20
CREDITORS					
Hall hire fees in advance					328.00
					624.70
INVESTMENT ASSETS (assets belonging to Endowment Funds)					
Orpen Bequest: COIF Charities Ethical Investment Fund - Income Units (7,064.48 units) bid market value £20,933.47 at 31/03/22					
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.					



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	April	2021	To	31	March	2022

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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)

Section B

Structure, governance and management

Description of the charity's trusts

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

Will proved 9th February 1918 and Scheme of 8th 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 and face to face. The end of year 2021-22 accounts were made public at the Annual Parish Meeting on the 27th April 2022, along with the report from the Chairman.

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 start of the financial year 2021 saw the Orpen Memorial Hall, West Bergholt in the middle of the country's third lockdown event from 6th Jan - 19th Jul 2021 (in fact from Boxing Day 2020 onwards in this part of Essex), during which time the Hall was closed for general hire due to the Covid-19 pandemic.

It had reopened for Bluebells Pre-school on the 8th March 2021 to provide early years education for children Monday-Friday during term time in both the front and back halls. The income from their hire made up some of the few receipts that we received in new financial year, April-June 2021, even though at a requested reduced rate due to a lack of government funding (reduced attendance & therefore childcare vouchers & no ability to furlough staff) in agreement that they would do their own cleaning as no-one else was using the hall.

Advance hirings started to pick up in June 2021 following news of the Government's plan to start living with the virus, with hire numbers back to normal by August 2021. The Hall reopened for hirers as per the legislation from the 19th July 2021 for community events, activities and private hirers with the risks now carefully managed by hirers e.g. through ventilation, encouraging social distancing, handwashing and the use of hand sanitiser. The Hall Committee reinforced these measures with clear information posters, an updated risk assessment and amended hire agreements which included special conditions, helping local residents to confidently & safely return to using the hall once more, which eventually led to hirings doubling on the previous year.

A low-key West Bergholt Village Fete was held in 2021 on the 24th July, having been cancelled in previous years due to the pandemic. It was a well-distanced, outside, celebration of being together again and much enjoyed by local people.

The West Bergholt Social Club reopened in July 2021, having been closed for some time and began a repayment scheme for some of its late 2020-21 payments, resulting in it clearing its debt to the Orpen Memorial Hall Trust by the 1st June 2022.

During 2021-22 two mobile food vans continued to hire 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.

Projects were again put on hold this year at the Hall, so that the Trust could retain as much of their reserves as possible throughout the continuing unpredictable financial situation. Expenditure increased as some fees that were waived in 2020-21 e.g., CBC rates & the PPL/PRS music licence, returned in 2021-22 and more money was spent on many budget items such as cleaning, consumables & gas as the hall reopened. The Hall Committee was able to book more contractors for repairs and maintenance as restrictions lifted and so overall expenditure was higher than the previous year.

The Trust received both a Colchester Borough Council Covid-19 grant in May 21 for £2,096 and an additional £8,000 Covid-19 grant in June 2021, helping to cover expenditure during the quiet early few months of the financial year and putting us on a stable setting for 2022-23.

Section E**Financial review****Brief statement of the charity's policy on reserves**

Cash at the bank on 31/03/22 was £25,285.25, including £4,136.74 in the Orpen Bequest account, which is to be used for internal improvements to the Orpen Memorial Hall. Of that money, £19,827.29 was in unrestricted funds, more than enough to cover 4 months of operating costs in the event of a loss of income.

£1,321.22 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 2021-22 income from trading activities were still lower than usual in the first quarter of the year due to the pandemic.

Luckily, the Trust received all the outstanding hire charge money from 2020-21 and had the Pre-school using the hall throughout 2021-22. That, with reopening of the Hall and Social Club from July 2021, meant that money started to come back into the hall accounts.

In May and June 2021 receipt of the CBC Covid-19 Grants, which totalled £10,096, meant that as a result the Orpen Memorial Hall Trust could cover charitable expenditure and in fact made a small £5,000 profit to help booster the reserves once more after a couple of very difficult years.

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)	<i>L Walkingshaw</i>	<i>Bob Tyrrell</i>
Full name(s)	Laura Walkingshaw	Bob Tyrrell
Position (eg Secretary, Chair, etc)	Parish Clerk	Chair of Orpen Hall Management Committee & Vice Chair of Parish Council
Date	27/01/23	