



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 April 2022	To	31 March 2023

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)

--

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Will proved 9 th February 1918 and Scheme of 8 th 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 2022-23 accounts were made public at the Annual Parish Meeting on the 26th April 2023, 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 2022 finally saw the country putting the Covid-19 pandemic and series of lockdowns behind us and enabled the Orpen Memorial Hall, West Bergholt, to start getting back onto an even keel once more, with regular hirings, one-off parties and upgrade projects becoming the norm once more.

Bluebells Pre-school continued to provide Early Years education for children Monday-Friday during term time in both the front and back halls from 8am-4pm. They were fully subscribed as always and provided a substantial part of the hall's income during the daytime when it wasn't generally in demand.

The Hall complex was open for hirers as stated earlier, with clubs and regular hiring back in full swing, swelling bookings to pre-Covid levels. One-off parties too started hiring once more, although tentative in the first half of the financial year, many hirers seemed to be catching up on parties that they had cancelled during the pandemic, filling the hall with hires most weekends after July.

The Annual Village Fete was held early in 2022, on the 4th June, earlier to coincide with the celebrations for the late Queen Elizabeth II's Platinum Jubilee. This event included a Spitfire flyover, children's Fun Run, hog roast, stalls and live music. There was also a tree planting ceremony outside the front of the Orpen Memorial Hall with 4 new ornamental pear trees planted as part of the Queen's Green Canopy project to replace the old and diseased ornamental cherries which had apparently planted for her Silver Jubilee. All in all, a great day for all in attendance, which raised some £2800, the profits from which to be shared by both youth projects and future Fetes, as agreed by the Fete Subcommittee.

The West Bergholt Social Club was, like the hall itself, fully open during 2022-23, and having cleared its Covid debt by June 2022, continued to pay each part of its quarterly licence fee on time during the rest of the financial year as back on a good financial footing. The use of the Social Club by the Trust as a meeting room during the day enabled the establishment of a Warm Space to run two mornings a week from Nov 2022. This was run by the West Bergholt Care Network, supported by the Parish Council, providing free tea & biscuits, and more importantly companionship during the difficult economic times.

During 2022-23 only one mobile food van hired space outside in the Orpen Memorial Hall car park, Cha Cha Pizza came and cooked fresh pizzas on a Thursday evening, but both the Refill Ladies and Mobile Greengrocer could not attract enough custom to be profitable as demand for the outside mobile units slowed post-pandemic.

Projects that had been held back some years were able to be given the green light during 2022-23, although with bookings so full again, contractors were limited to the summer & half term holidays for full access to the hall. The wooden flooring in the John Lampon (JL) Hall was retreated & sealed, new vinyl flooring was fitted to the entrance to the Social Club Meeting Room & the Orpen Hall (OH) accessible WC and there was service, then subsequent repairs to the acoustic movable wall in the JL Hall. Most of the £5,500 for these projects had been held in the Hall or Parish Council reserves previously.

A lot of work was needed to the drains in this financial year, with frequent blockages occurring at the hall, although the issue was later found to be

Section D

Achievements and performance

an Anglian Water issue on the highway and a refund for the invoices is currently being sought.

The installation of PV solar panels on the hall roof, with battery storage, was one of the biggest projects of the year, taking place in Feb 2023, funded partly by an Essex County Council Climate Challenge Fund grant. With the rising costs of energy, the Hall Trust also successfully applied for a £50,000 Enovert Landfill Trust grant towards the installation of the solar PV, the complete toilet renovation of the Social Club toilets and the construction of an externally accessed disabled toilet for those outside the hall using the park during bookings.

Much of the toilet work was completed in 2023-24, but the solar panels have been up and contributing to the hall's electricity usage since Feb 2023. Other monies were transferred in 2022-23 to the Hall Reserves from the Parish Council in readiness of work upgrading the heating with a HIVE like system of smart thermostats, helping again to keep energy costs lower and to enable hire of the hall be affordable for all.

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash at the bank on 31/03/23 was £20,976.61, including £4,754.83 in the Orpen Bequest account, which is to be used for internal improvements to the Orpen Memorial Hall. Of that money, £13,685.40 was in unrestricted funds, enough to cover 4 months of operating costs in the event of a loss of income.

£2,536.38 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 or to fund projects as the Committee agreed.

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 the principal source of funding. Income from trading activities have remained steady during the year and as a result they cover charitable expenditure.

The Charity was in receipt of grants and donations worth £65871.57 in 2022-23 for building improvements. These were primarily made of the ECC Climate Challenge Fund grant of £17056.00 for the PV solar panels & batteries and the two-part Enovert grant of £39487.86 for the toilet refurbishment. A final payment of the Enovert grant was received later in the 2023-24 financial year.

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)		
Full name(s)	Laura Walkingshaw	James Owers
Position (eg Secretary, Chair, etc)	Parish Clerk	Chair of Orpen Hall Management Committee
Date	12/01/2024	

ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

Receipts and Payments for year ending 31st March 2023

	2022-23					2021-22
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total £	£
Receipts						
From Voluntary Sources						
Grants	0.00		65871.57		65871.57	0.00
Fundraising (Village Fete)		1219.42	1617.00		2836.42	707.50
Sub Total	0.00	1219.42	67488.57	0.00	68707.99	707.50
From Trading Activities						
Lettings Main Hall	24472.55				24472.55	17057.00
Lettings John Lampon Hall	14308.61				14308.61	9645.22
Letting - PC & Trust	0.00				0.00	412.50
Social Club Licence Fee	4901.00				4901.00	4323.00
Social Club Meeting Room	201.10				201.10	39.60
Play Group Storage	584.98				584.98	558.31
Environment Storage	0.00				0.00	446.00
Maint. Contribution from PC	1500.00				1500.00	1500.00
Miscellaneous	30.00				30.00	10104.50
Sub Total	45998.24			0.00	45998.24	44086.13
From Assets						
Investment Income / Bank Interest	15.92			618.09	634.01	584.36
VAT Refund	3896.09				3896.09	1715.90
Total Receipts	49910.25	1219.42	67488.57	618.09	119236.33	47093.89
Payments						
Charitable Activities						
Electricity	3323.57				3323.57	2075.29
Gas	2888.94				2888.94	4057.69
Rates	54.27				54.27	150.80
Water Rates	202.98				202.98	359.53
Insurance	1559.93				1559.93	1262.76
Cleaning Materials	883.97				883.97	511.65
Administrators salary	8058.06				8058.06	6764.16
Administrators expenses	1226.03				1226.03	731.51
Cleaning	10809.00				10809.00	9900.00
Waste	2187.95				2187.95	1894.03
Repairs and Repainting	3140.12				3140.12	1807.27
Replacement and Additions	2919.85				2919.85	1647.41
Fees and Licences	1252.30				1252.30	1043.80
Maintenance	1529.22				1529.22	1312.50
Public Works Loan	5368.26				5368.26	5368.26
	45404.45			0.00	45404.45	38886.66
Other Expenditure						
Covid-19 Costs	0.00				0.00	117.66
Legal Fees	0.00				0.00	0.00
Fundraising Costs (Village Fete)	0.00	4.26	1617.00		1621.26	525.91
VAT	8027.71				8027.71	2374.93
On Assets and Equipment Purchases						
Building improvements	2619.98		65871.57		68491.55	0.00
Total Payments	56052.14	4.26	67488.57	0.00	123544.97	41905.16
Net Receipts for the year	-6141.89	1215.16	0.00	618.09	-4308.64	5188.73
Balances at start of year	19827.29	1321.22	0.00	4136.74	25285.25	20096.52
Balances at end of year	13685.40	2536.38	0.00	4754.83	20976.61	25285.25

ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

Statement of Assets and Liabilities at 31st March 2023

	2022-23				Total £	2021-22
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £		£
MONETARY ASSETS						
Deposits and Bank Balances						
Current Account	12059.07				12059.07	16339.48
High Interest Account	1626.33	2536.38	0.00		4162.71	4809.03
Orpen Bequest Account				4754.83	4754.83	4136.74
	13685.40	2536.38	0.00	4754.83	20976.61	25285.25
				0.00		
DEBTORS						
Outstanding Hall hire fees			Mar invoices		271.80	
			81/22-23		11.70	
VAT reclaim			Feb & Mar 23		5562.27	
					<u>5845.77</u>	
CREDITORS						
Hall hire fees in advance			P112/22-23		19.90	
INVESTMENT ASSETS (assets belonging to Endowment Funds)						
Orpen Bequest: COIF Charities Investment Fund - Income Units (7064.48 units) bid market value £19,442.16 at 30/09/22						
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.

**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 2023.

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
19th April 2023

WEST BEGHOLT PARISH COUNCIL

Independent examination of Trusts for the year ended 31st March 2023

Orpen Memorial Hall (registered charity number 208912)

Charity Commission requirement

Total income of the trust is above £25,000 so there is a requirement to lodge Accounts, Independent Examination and Trustees Annual Report with the Charity Commission.

Scope of work undertaken

- Cash book totals from the 4 bank accounts agreed to totals for receipts and payments on the face of the accounts.
- Bank statement balances agreed to closing balances on the face of the accounts.
- Sample of requests for payment trailed through the cash book (May / June)
- A comparison with previous year figures and review where there are significant variances.
- Verification of Investments held.
- Verification of debtors and creditors at year end.
- There has been no verification of non-monetary assets owned by the charity.
- Check that the accounts follow the [CC16 template](#)

Notes

The underlying records / vouchers are excellently maintained, with references making it easy to trace individual receipts and payments to the excel spreadsheet.

Each invoice has an HA reference number: other payments are by direct debit or are transfers to WBPC for proportionate contributions to wages and insurance.

The charity has an endowment fund, The Orpen Bequest Fund, which has a bank account and an investment in COIF units. There was restricted fund income for 3 separate projects: £65571.57 for hall capital improvements (floors, toilet refurbishment, solar panels, fire alarms), £1617 for Jubilee celebrations and £300 for playgroup equipment upgrades. All of the restricted funding was expended in the year. The designated funds column keeps track of the funds raised from the fete and are spent in accordance with the terms of reference between the Fete committee and the Village Hall committee.

Bank statements are to 30/03/23 with online print outs to 31st March 2023 to pick up final transactions. Paying in slip 100592 £276 was deposited at the post office on 29/03/23 but cleared in April so is a reconciliation difference on the current account at the year end. The valuation statement for the COIF units is dated 30th September 2022. At the time of examination, the trustees Annual Report is not finalised and will be reviewed later.

Income from lettings is back to pre-COVID levels. Expenditure on charitable activities has increased as would be expected with increased hire, but the total is still just about covered by trading income.

Closing unrestricted reserves are less than 4 months of running costs. If all debtors are collected, this increases to around 5 months.

Jan Stobart, FCCA
19th April 2023