



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 01 April 2023 Period start date To: 31 March 2024 Period end date

Charity name: Orpen Memorial Hall Trust

Charity registration number: 208912

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	Village Hall for general use and benefit to the inhabitants of the parish.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p>Hire of the hall for regular users e.g. clubs, playgroup, local drama group, meetings etc.</p> <p>Hire of the hall for casual users e.g. parties, events, wedding receptions etc.</p> <p>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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	The Trustee is satisfied that this charity meets the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	No comment
Policy on social investment including program related investment	No comment
Contribution made by volunteers	No comment

Other	No comment
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Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>The hire charges are sufficient to cover the running costs of the hall.</p> <p>Use of the facilities continues to expand.</p> <p>The start of the financial year 2023 Orpen Memorial Hall bookings go from strength to strength again with regular hirings, one-off parties and upgrade projects becoming the norm following the interruptions of the previous years' Covid pandemic</p> <p>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.</p> <p>The Hall complex was open for hirers as stated earlier, with clubs, regular hirings and on-off parties swelling the diary to pre-Covid levels.</p> <p>The Annual Village Fete was not held in the summer of 2023, whilst there was a change in membership of the Fete Subcommittee. However, a new Committee was established in the Autumn of 2023 and fundraising/grant applications began in earnest preparing for the summer of 2024 Fete. £2,0074.36 were raised in the early part of 2024 for the summer Fete and £340 in early stall booking fees taken for the scheduled 6th July 2024 fete.</p> <p>The West Bergholt Social Club open during 2023-24 and paid each quarter of its licence fee in full to the Orpen Memorial Hall Trust. The use of the Social Club by the Trust as a meeting room during the day continued with the Warm Space running two mornings a week during the winter months. 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. Other daytime use included a weekly coffee morning during term times for those Bluebells parents of SEND children, providing support and a friendly chat.</p> <p>During 2023-24 Cha Cha Pizza continued to hire a space outside in the Orpen Memorial Hall car park, to cook and supply fresh pizzas on a Thursday evening for the first couple of months of the financial year but as they left the Norwegian Bakers took their space, providing freshly baked goods from the stall every Wednesday.</p> <p>Projects this year included the finalising of the upgrade to the Social Club toilets, for which the Hall Trust had successfully received a £50,000 Enover Landfill Trust grant. A £9975 grant was received from the National Lottery's Community Fund, which was spent on a variety of energy saving projects: the installation of a NEST smart thermostat heating system, LED replacement lighting throughout the complex and general electrical efficiency work. A new fire alarm system was also fitted to the Social Club to link with the rest of the hall's system.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	No comment
Performance of fundraising activities against objectives set	No comment
Investment performance against objectives	No comment
Other	No comment

Financial Review

Review of the charity's financial position at the end of the period	Cash at the bank on 31/03/23 was £27,721.60 including £5,423.57 in the Orpen Bequest account, which is to be used for internal improvements to the Orpen Memorial Hall.
Statement explaining the policy for holding reserves stating why they are held	<p>£3,235.60 is held for WB Village Fete, £1,627.41 in restricted funds (from grants) and £1,608.19 in a designated fund. 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, such as the £1,268.19 transferred to the Poor's Land servery project in Jan 2024.</p> <p>There is also £1,803.96 set aside for Improvements, £1,582 in a designated fund and £221.96 remaining in a restricted fund from the National Lottery grant, although it is expected this will be spent on additional electrical work in 2024-25.</p> <p>Reserves are set aside for future major projects and to cover unusual items of expenditure, as well as contingency for loss of income as noted below.</p>
Amount of reserves held	£17,318.95 was in unrestricted funds, enough to cover 4 months of operating costs in the event of a loss of income.
Reasons for holding zero reserves	Not applicable
Details of fund materially in deficit	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	None, even in the event of another pandemic and having to close the Hall is well prepared with contingency funds.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	<p>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.</p> <p>The Charity was in receipt of a grant worth £9,975 from the National Lottery in 2023-24 for energy efficiency building improvements.</p> <p>The Parish Council provide an annual maintenance contribution to the Orpen Memorial Hall of £1,500.</p>
Investment policy and objectives including any social investment policy adopted	No comment
A description of the principal risks facing the charity	No comment

Other	No comment

Structure, Governance and Management

Description of charity's trusts:	
Type of governing document (trust deed, royal charter)	Will proved 9 th February 1918 and Scheme of 8 th February 1944
How is the charity constituted? (e.g. unincorporated association, CIO)	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Appointment on becoming a member of West Bergholt Parish Council

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	No comment
The charity's organisational structure and any wider network with which the charity works	No comment
Relationship with any related parties	No comment
Other	No comment

Reference and Administrative details

Charity name	Orpen Memorial Hall Trust
Other name the charity uses	
Registered charity number	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			

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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>B. Butcher</i>
Full name(s)	Laura Walkingshaw	Brian Butcher
Position (eg Secretary, Chair, etc)	West Bergholt Parish Clerk	Chair of West Bergholt Parish Council

Date

<i>15/01/2025</i>

ORPEN MEMORIAL HALL ACCOUNTS

Registered Charity No. 208912

Receipts and Payments for year ending 31st March 2024

	2023-24						2022-23
	Unrestricted Funds			Restricted Funds		Endowment Funds	Total
	General Reserves £	Designated for Improvements £	Designated for Fete £	Restricted for Improvements £	Restricted for Fete £	£	£
Receipts							
From Voluntary Sources							
Grants	0.00			9975.00			9975.00
Fundraising (Village Fete)			340.00		2074.36		2414.36
Sub Total	0.00	0.00	340.00	9975.00	2074.36	0.00	12389.36
From Trading Activities							
Lettings Main Hall	25911.39						25911.39
Lettings John Lampon Hall	16930.80						16930.80
Letting - PC	700.00						700.00
Social Club Licence Fee	4840.00						4840.00
Social Club Meeting Room	808.55						808.55
Play Group Storage	590.08						590.08
Environment Storage	440.00						440.00
Maint. Contribution from PC	1500.00						1500.00
Miscellaneous	0.00						0.00
Sub Total	51720.82					0.00	51720.82
From Assets							
Investment Income / Bank Interest	105.00					608.26	713.26
VAT Refund	6061.59						6061.59
Total Receipts	57887.41	0.00	340.00	9975.00	2074.36	608.26	70885.03
Payments							
Charitable Activities							
Electricity	3552.04						3552.04
Gas	1509.90						1509.90
Rates	56.19						56.19
Water Rates	1233.83						1233.83
Insurance	1381.56						1381.56
Cleaning Materials	1270.35						1270.35
Cleaning	9366.71						9366.71
Waste	2468.52						2468.52
Administrators salary	9015.52						9015.52
Adminsitrators expenses	626.57						626.57
Repairs and Repainting	2832.46						2832.46
Replacement and Additions	4680.27						4680.27
Fees and Licences	707.28						707.28
Maintenance	545.50						545.50
Public Works Loan	5368.26						5368.26
	44614.96					0.00	44614.96
Other Expenditure							
Legal Fees	0.00						0.00
Fundraising Costs (Village Fete)			1268.19		446.95		1715.14
VAT	4471.27						4471.27
On Assets and Equipment Purchases							
Building improvements	856.63	2729.00		9753.04			13338.67
Total Payments	49942.86	2729.00	1268.19	9753.04	446.95	0.00	64140.04
Net Receipts for the year	7944.55	-2729.00	-928.19	221.96	1627.41	608.26	6744.99
Balances at start of year	13685.40	0.00	2536.38	0.00	0.00	4754.83	20976.61
Transfer between funds	-4311.00	4311.00	0.00	0.00	0.00	0.00	0.00
Balances at end of year	17318.95	1582.00	1608.19	221.96	1627.41	5363.09	27721.60

ORPEN MEMORIAL HALL ACCOUNTS
Registered Charity No. 208912
Statement of Assets and Liabilities at 31st March 2024

	2023-24			2022-23
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total
	£	£	£	£
MONETARY ASSETS				
Deposits and Bank Balances				
Current Account 5808	20401.80			20401.80
High Interest Account 6578	46.86	1849.37		1896.23
Orpen Bequest Account 9558	60.48		5363.09	5423.57
	20509.14	1849.37	5363.09	27721.60
DEBTORS				
Outstanding Hall hire fees	Prayer Power Ministry		WB48	9.20
	Prayer Power Ministry		WB59	124.80
	BYG		WB110	20.80
	Blackman		WB114	75.00
	BYG - Storage		P115	31.00
VAT reclaim	Jun 23 - Mar 24			3981.64
				4242.44
CREDITORS				
Hall hire fees in advance	Norwegian Bakers		P105	10.00
INVESTMENT ASSETS (assets belonging to Endowment Funds)				
Orpen Bequest: COIF Charities Investment Fund - Income Units (7064.48 units) bid market value £19,704.25 at 30/09/23				
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 2024.

Responsibilities and basis of report

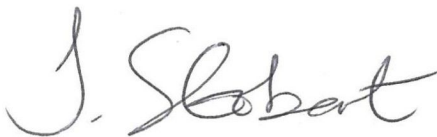
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination 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
10th June 2024