

WOODFORD PARISH CHURCH MEMORIAL HALL

Annual Report and Accounts 2020

Objectives and Activities of the Trust

The primary purpose of the charity is the provision of the Memorial Hall for purposes connected with the Church of England in its area, notably as a church hall and for similar uses in the parish of St Mary with St Philip and St James, Woodford. The Trustees' chief asset for achieving this is the Memorial Hall building and its facilities, which comprise two major halls (one with a stage) each accommodating up to 150 people, and two meeting spaces for 40 to 50 people, together with associated kitchen and toilet facilities. Further details and pictures are available on the Hall's website www.woodfordmemorialhall.co.uk

2020 has been a very different year at the Memorial Hall, due to the Covid-19 pandemic and associated public health restrictions and mitigations which put legal prohibitions and then limitations on gathering.

St Mary's Church usually uses the Hall for its children's groups on Sundays and special occasions such as Parish Lunches and other celebrations. Children's groups did not meet between March and August 2020 and lunches and special occasions did not happen after March 2020. Total usage by the church was about 19¹ days during 2020. Also on 10 Friday evenings, Brownies and Guides associated with the church used the rear hall.

When not in use by the church, the Trustees hire out the Hall to other organisations and to private individuals, generally aiming to charge economic rates. The general policy is to encourage use by local community groups, such as playgroups, dance and sports groups and keep-fit classes. It is also used for private functions, particularly wedding and birthday parties. Initially when lockdown was introduced on 23 March 2020 no such hires were permitted. From September 2020, some hires were gradually permitted with limited capacities, social distancing, hand sanitising, face coverings and ventilation. However, restrictions were tightened in November and December 2020, again preventing most hires except Woodford PreSchool Playgroup.

Structure, Governance and Management

The Woodford Parish Church Memorial Hall is registered with the Charity Commission as no. 214670. It is constituted as a charitable association not registered under the Companies Act, and is governed by a committee consisting of all the Trustees. The Trust Deed requires the Trustees to meet at least twice a year. As the committee is small, it can work effectively by consensus to set policy and priorities. The Hall is administered by a Hall Manager, who has responsibility for the day-to-day running of the Hall, for relationships with hirers and for supervision of the Hall's four other part-time employees. Three meetings of Trustees were held during 2020², with the Hall Manager in attendance at all of them. The Trust Deed

¹Sunday School, Parish Lunches, Race Night

²2 March at the Hall; 27 July and 15 December on the online videoconferencing platform Zoom

requires that nine Trustees manage the Trust, and that representative and co-opted trustees shall be on the Electoral Roll of St Mary's Church, Woodford. Of these nine:

- Three are ex-officio Trustees, namely the Rector and two Churchwardens of St Mary's Church Woodford, of whom the Rector acts as Chair of Trustees.
- Four are Representative Trustees, appointed for a four-year term by the Parochial Church Council of St Mary's Church.
- Two are Co-Opted Trustees, appointed for a five-year term by the Trustees.

The Trustees who were in post when this report was approved were:

| | |
|------------------|---|
| Elizabeth Lowson | (ex-officio as Rector from 02.02.2021) |
| Gerry Everett | (ex officio as Churchwarden until 22.05.19, now Representative Trustee from 18.09.19 for four years) |
| Linda Wiskin | (ex officio as Churchwarden from 22.05.19) |
| Martin Freeston | (re-elected 05.11.15 for four years; and 07.11.19 for four years) (Representative Trustee) |
| Viveca Dutt | (from 30.11.15 for five yrs) (Co-opted Trustee) (Then co-opted March 2021, and ex-officio as church warden from 06.07.21) |
| Sarah Reynolds | (Representative Trustee from 02.07.21 for four years) |

Trustees in office during the year of this report, but no longer in office:

| | |
|-------------------|--|
| Ian Tarrant | (ex-officio as Rector 06.09.09-15.03.20) |
| Jean Lear | (ex-officio as Church Warden 10.05.17-11.10.20) |
| Jackie Peacock | (from 17.06.15 for four years and from 18.09.19 for 4 years, requested to finish 14.6.21) (Representative Trustee) |
| Wendy Littlejohns | (from 08.09.16 for four years) (Representative Trustee) (Ex-officio as Church Warden 11.10.20-06.07.21) |
| Richard Walker | (from 04.06.18 for five years, requested to finish 14.6.21) (Co-opted Trustee) |

Tamsen Mann continued in post as the Hall Manager, assisted by four other part-time staff. All staff were furloughed under the government's Job Retention Scheme from 21.3.20, with the Hall Manager returning to work for 1 week each month in order to administer the Scheme and process the monthly payroll. The Hall Manager and one other member of staff returned on a "flexible furlough" basis from August 2020 with the remainder of the staff doing so from September 2020 until the end of the year and into 2021.

The Trust's bankers are CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill West Malling, Kent ME19 4JQ.

The Trust, and its Trustees, do not act as custodian trustees.

Achievements and performance

The building (or part of it) was in use for 181 days during the year 2020 for purposes which included use by St Mary's Church and by other public and private hirers, mainly from within the parish. The Church has exclusive use of the Hall on Sunday mornings.

2020 has been a very different year due to the Covid-19 pandemic and associated restrictions, as reflected in these figures: in 2020, the building was in use on 23 Saturdays, including: · 1 evening party in the Roberts Hall · 5 children's parties in the Pankhurst Hall · 44 rehearsals and classes (+5 on Sunday afternoons) · 1 Craft Fair in the Roberts Hall · 5

other events. 6 other wedding receptions and parties booked in the Roberts Hall were cancelled or postponed to 2021 due to Covid-19 restrictions.

The ongoing programme of more minor maintenance, redecoration and upgrade by the Hall's staff also continued where possible, though this was limited by staff furlough to minimise expenditure in a context of greatly reduced lettings income due to legal restrictions on gathering.

Financial Review

The Hall is a large property that is over 100 years old, so the cost of maintaining it is considerable. Nevertheless, the Trustees aim to improve the facilities of the Hall to keep in line with current standards and expectations. In 2020 Funds came from:

- Rental of a nearby residential property which is owned by the Trust (4, Chelmsford Road)
- Hire Fees paid by non-church organisations
- A contribution from St Mary's Church in recognition of the benefit it obtains from assets held by the Trust
- A Covid-19 Retail, Hospitality and Leisure Grant from Redbridge Borough Council.

The Trustees seek to use these funds to maintain and update the Hall so that it is safe, fit for purpose for its users and an attractive venue for potential hirers.

The overall surplus for the year was £26,063, despite the significant reduction in letting income. This money is invested for future major projects to maintain the charity's asset: the buildings.

At the end of 2020, liquid reserves (represented by the general fund cash balance at the bank) stood at £85,881. The Trustees' policy is to maintain a level of liquid reserves that will provide a stable base for its continuing activities while at the same time ensuring excessive funds are not accumulated.

In the attached accounts, transactions relating to the refurbishment and the ongoing appeal have been shown separately, under the 'Appeal' heading, distinct from routine finances.

Plans for future periods

The Trustees will endeavour to ensure that the Hall continues to benefit a wide range of users from the Parish. They will continue to actively pursue ways of broadening its user base and range of activities for the benefit of the local community, while still ensuring that sufficient funds are generated from letting the Hall's rooms to support the essential maintenance and upgrade programme. The lettings fees are continually monitored to remain in line with local market rates, so they reach at least the level required to keep the Hall as a safe, viable and attractive venue for local use, suitable for the needs of the 21st century. The Trustees consider that the efficient running of the Hall's affairs by the Hall Manager, assisted by her staff, and the programme of refurbishment goes a long way towards achieving this.

For the next phase of the refurbishment programme, the Trustees reviewed the accessibility audit carried out in 2015, and prioritised the recommendations that could be addressed, with a view to seeking external funding.

Tribute, Acknowledgements and Thanks

The Trustees would like to record their gratitude to the dedicated service of the Hall staff, and in particular in the context of so much uncertainty financially, in public health terms and in Hall activity, with frequently changing guidance and legal restrictions.

E. Lawson
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THE REVD DR ELIZABETH LAWSON,
RECTOR, ST MARY'S WOODFORD

Signed by the Chair on behalf of all the Trustees

WOODFORD PARISH CHURCH MEMORIAL HALL

Statement of Financial Activities: Year ended 31st December 2020

Incoming Resources

| | 2020 | 2020 | 2020 | 2019 |
|---------------------------------|---------------|--------------|---------------|----------------|
| | General Fund | Appeal Fund | Total | |
| Roberts Hall (Front Hall) | 4,667 | | 4,667 | 19,075 |
| Pankhurst Hall (Rear Hall) | 12,597 | | 12,597 | 27,879 |
| Birchnall Hall (Upper Hall) | 4,980 | | 4,980 | 18,861 |
| Churchill Room (Meeting Room) | 1,313 | | 1,313 | 4,974 |
| Performing Rights | 63 | | 63 | 292 |
| St Mary's general usage charge | 5,580 | | 5,580 | 5,472 |
| Rent - 4 Chelmsford Road | 24,329 | | 24,329 | 23,133 |
| Bank interest | 19 | | 19 | 28 |
| Appeal | | 3,943 | 3,943 | 5,541 |
| Miscellaneous income | 3,200 | | 3,200 | 5,150 |
| Covid-19 grant | 25,000 | | 25,000 | |
| Total incoming resources | 81,747 | 3,943 | 85,690 | 110,406 |

Resources Expended

| | | | | |
|------------------------------------|----------------|--------------|----------------|----------------|
| Direct charitable expenditure | | | | |
| Staff costs | 30,341 | | 30,341 | 50,131 |
| Lighting/heating/water | 4,680 | | 4,680 | 10,787 |
| Telephone/Broadband | 1,687 | | 1,687 | 1,702 |
| Repairs/Maintenance | 11,108 | | 11,108 | 5,334 |
| Insurance | 2,841 | | 2,841 | 2,716 |
| Fire/burglary precautions | 751 | | 751 | 1,340 |
| Rates & Waste Collection | 1,409 | | 1,409 | 2,936 |
| Cleaning | 696 | | 696 | 1,071 |
| Bank Charges | 60 | | 60 | 60 |
| Printing/Stationery/Postage | 145 | | 145 | 393 |
| Licence | 389 | | 389 | 507 |
| 4 Chelmsford Road insurance | 953 | | 953 | 912 |
| 4 Chelmsford Road expenses | 210 | | 210 | 335 |
| Appeal | | 4,342 | 4,342 | 30 |
| Miscellaneous expenditure | 17 | | 17 | 442 |
| Total expenditure | 55,288 | 4,342 | 59,630 | 78,697 |
| Net movement in resources | 26,459 | -399 | 26,060 | 31,709 |
| Total funds brought forward | 93,505 | 8,521 | 102,026 | 70,317 |
| Total funds carried forward | 119,964 | 8,122 | 128,086 | 102,026 |

WOODFORD PARISH CHURCH MEMORIAL HALL

Balance Sheet as at 31st December 2020

| | notes | 2020 General Fund | 2020 Appeal Fund | 2020 TOTAL | 2019 General Fund | 2019 Appeal Fund | 2019 TOTAL |
|--|-------|----------------------|---------------------|---------------|----------------------|---------------------|---------------|
| Fixed Assets | | | | | | | |
| Investment Property | 2 | 33,125 | | 33,125 | 33,125 | | 33,125 |
| Current Assets | | | | | | | |
| Debtors & Prepayments | 3 | 4,613 | 0 | 4,613 | 4,406 | 0 | 4,406 |
| Cash at bank | | 85,881 | 8,122 | 94,003 | 60,649 | 8,521 | 69,170 |
| | | 90,494 | 8,122 | 98,616 | 65,055 | 8,521 | 73,576 |
| Liabilities | | | | | | | |
| Amount falling due within one year | | 3,655 | 0 | 3,655 | 4,675 | 0 | 4,675 |
| Amounts falling due more than one year | | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Creditors & Accruals | 4 | 3,655 | 0 | 3,655 | 4,675 | 0 | 4,675 |
| Rent deposit | | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 3,655 | 0 | 3,655 | 4,675 | 0 | 4,675 |
| Net Current Assets | | 86,839 | 8,122 | 94,961 | 60,380 | 8,521 | 68,901 |
| Total Assets | | 119,964 | 8,122 | 128,086 | 93,505 | 8,521 | 102,026 |
| Funds | | | | | | | |
| Surplus for the year | | 26,459 | -399 | 26,060 | 26,198 | 5,511 | 31,709 |
| Funds at the start of the year | | 93,505 | 8,521 | 102,026 | 67,307 | 3,010 | 70,317 |
| Total Funds | | 119,964 | 8,122 | 128,086 | 93,505 | 8,521 | 102,026 |

The notes on page 7 form part of these accounts

Approved by the Board of Trustees, or by correspondence, and signed on its behalf by

on 04/11/21 and
05/11/21

Shonson

[Signature]

Trustee

REVD DR ELIZABETH
LOWSON

Trustee

MARTIN FREESTON
TREASURER

04/11/2021

WOODFORD PARISH CHURCH MEMORIAL HALL

Notes to the Accounts for the year ended 31st December 2020

1. Accounting Policies

a) Basis of accounting

The accounts have been prepared on an accruals basis, in accordance with guidance set out in the Charity Commission document CC15, dated May 2007.

b) Taxation

No provision for taxation is included in the accounts as the Charity is entitled to exemption from tax afforded by Section 505 of the Income & Corporation Taxes Act 1988.

c) Fixtures, Fittings and Equipment

Expenditure on fixtures, fittings & equipment is reflected in the Statement of Financial Activities and has not been capitalised.

2. Fixed Assets

Fixed assets are stated in the balance sheet at historical cost.

In the opinion of the Trustees the open market value of the investment property at 4 Chelmsford Road on 31/12/20 was approximately £710,000 (2019 - £700,000).

The Memorial Hall itself is not included as, being a Listed Building, it is not readily capable of valuation which would, in any case, serve no useful purpose.

3. Debtors & Prepayments

| | <u>2020</u> | | <u>2019</u> |
|---------------------|--------------|---------------------|--------------|
| Expenses float | 100 | Expenses float | 100 |
| Fire and Security | 642 | Fire and Security | 483 |
| General Rates | 0 | General Rates | 314 |
| Refuse collection | 223 | Refuse collection | 216 |
| Insurance | 237 | Insurance | 234 |
| Licence | 0 | Licence | 389 |
| 4 Chelmsford Road | 487 | 4 Chelmsford Road | 575 |
| Lettings receivable | 1,763 | Lettings receivable | 2,095 |
| Maintenance | 1,161 | | 0 |
| | <u>4,613</u> | | <u>-</u> |
| | | | <u>4,406</u> |

4. Creditors & Accruals

| | <u>2020</u> | | <u>2019</u> |
|-----------------------|--------------|-----------------------|--------------|
| Inland Revenue - PAYE | 1,109 | Inland Revenue - PAYE | 1,353 |
| Gas | 0 | Gas | 568 |
| Electricity | 0 | Electricity | 383 |
| Lettings prepaid | 2,546 | Lettings prepaid | 2,371 |
| | <u>3,655</u> | | <u>-</u> |
| | | | <u>4,675</u> |

5. Funds

The greater part of the charity's funds are represented by fixed assets and are therefore not available for expenditure.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WOODFORD PARISH CHURCH MEMORIAL HALL

I report on the accounts of the Trust for the year ended 31st December 2020 which are attached.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - * to keep accounting records in accordance with section 41 of the Act; and
 - * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name

GAC Pribul

G.A.C. Pribul

Relevant professional
qualification or body

ACMA

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Date

2nd November 2021