

WOODFORD PARISH CHURCH MEMORIAL HALL

Annual Report and Accounts 2021

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

2021 has been a much more normal year than 2020 in Memorial Hall activities, though there were legal limitations on some gatherings and other precautions due to the Covid-19 pandemic until July and further public health concern and guidance related to the Omicron variant affected some gatherings in the final weeks of 2021.

St Mary's Church usually uses the Hall for its children's groups on Sundays, monthly Sunday lunches and special occasions such as Parish Lunches and other celebrations. Children's groups did not meet until April 2021 and lunches and special occasions did not happen until October 2021. Total usage by the church was about 23 days during 2021. Also on 10 Friday evenings, Brownies and Guides associated with the church used the rear hall and Brownies and Rainbows associated with the church used the front 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.

Covid-19 related government restrictions meant that the Memorial Hall was closed Jan-Feb 2021 to all hirers except Woodford Pre-School Playgroup which ran every weekday morning during term time. In March 2021 we were also able to accommodate one day's hire by an independent film company, and 2 days of bookings for essential First Aid courses for key workers. From April 2021 onwards restrictions were lifted and gradually the majority of previously regular hirers returned to their regular bookings each week from Monday to Saturday. Children's birthday parties and other one-off Saturday activities resumed in autumn 2021 with 11 children's parties taking place from then until the end of the year as well as 2 Craft Markets, St Mary's' Annual Bazaar and one other youth event.

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 other employees. Four meetings of Trustees were held during 2021 (15 March, 14 June, 4 Oct, 6 Dec all on the videoconferencing platform Zoom), with the Hall Manager in attendance at all of them.

The Trust Deed 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)
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)
Philip Petchey	(ex-officio as Churchwarden from 23.04.22)
Gerry Everett	(ex officio as Churchwarden until 22.05.19, now Representative Trustee from 18.09.19 for four years)
Martin Freeston	(re-elected 05.11.15 for four years; and 07.11.19 for four years) (Representative Trustee)
Sarah Reynolds	(Representative Trustee from 02.07.21 for four years)
Kate Adu-Baah	(Representative Trustee from 03.03.22 for four years)
Ian Layzell-Smith	(Co-opted Trustee from 14.03.22 for five years)

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

Linda Wiskin	(ex officio as Churchwarden 22.05.19-23.04.22)
Jackie Peacock	(from 17.06.15 for four years and from 18.09.19 for 4 years, requested to finish 14.06.21) (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 initially by four other part-time staff which reduced to three from March 2021 on the retirement of Barry Mingay after 18 years service.

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 305 days during the year 2021 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.

The ongoing programme of more minor maintenance, redecoration and upgrade by the Hall's staff also continued where possible.

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 2021 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 £14,079, despite the reduction in letting income due to the pandemic. This money is invested for future major projects to maintain the charity's asset: the buildings.

At the end of 2021, liquid reserves (represented by the general fund cash balance at the bank) stood at £102,459. 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.

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. Lowson

THE REV'D DR ELIZABETH LOWSON
RECTOR, ST MARY'S WOODFORD

Signed by the Chair on behalf of all the Trustees

WOODFORD PARISH CHURCH MEMORIAL HALL

Balance Sheet as at 31st December 2021

	notes	2021 General Fund	2021 Appeal Fund	2021 TOTAL	2020 General Fund	2020 Appeal Fund	2020 TOTAL
Fixed Assets							
Investment Property	2	33,125		33,125	33,125		33,125
Current Assets							
Debtors & Prepayments	3	6,689	0	6,689	4,613	0	4,613
Cash at bank		102,459	2,298	104,757	85,881	8,122	94,003
		109,148	2,298	111,446	90,494	8,122	98,616
Liabilities							
Amount falling due within one year		2,205		2,205	3,655	0	3,655
Amounts falling due more than one year				0	0	0	0
Total Creditors & Accruals	4	2,205	0	2,205	3,655	0	3,655
Rent deposit		0	0	0	0	0	0
		2,205	0	2,205	3,655	0	3,655
Net Current Assets		106,942	2,298	109,240	86,839	8,122	94,961
Total Assets		140,067	2,298	142,365	119,964	8,122	128,086
Funds							
Surplus for the year		20,103	-5,824	14,279	26,459	-399	26,060
Funds at the start of the year		119,964	8,122	128,086	93,505	8,521	102,026
Total Funds		140,067	2,298	142,365	119,964	8,122	128,086

The notes on page 7 form part of these accounts

Approved by the Board of Trustees on 12/09/2022

and signed on its behalf by

Sharon
M. Hewson

Trustee
THE REV DR
ELIZABETH LOWSON

Trustee
MARTIN FREESTON

31/10/2022

WOODFORD PARISH CHURCH MEMORIAL HALL

Statement of Financial Activities: Year ended 31st December 2021

Incoming Resources

	2021	2021	2021	2020
	General Fund	Appeal Fund	Total	
Roberts Hall (Front Hall)	11,780		11,780	4,667
Pankhurst Hall (Rear Hall)	18,878		18,878	12,597
Birchnall Hall (Upper Hall)	8,532		8,532	4,980
Churchill Room (Meeting Room)	1,264		1,264	1,313
Performing Rights	133		133	63
St Mary's general usage charge	5,700		5,700	5,580
Rent - 4 Chelmsford Road	23,111		23,111	24,329
Bank interest	3		3	19
Appeal		4,295	4,295	3,943
Miscellaneous income	739		739	3,200
Covid-19 grant	29,079		29,079	25,000
Total incoming resources	99,218	4,295	103,513	85,690

Resources Expended

Direct charitable expenditure				
Staff costs	48,747		48,747	30,341
Lighting/heating/water	6,577		6,577	4,680
Telephone/Broadband	2,461		2,461	1,687
Repairs/Maintenance	9,792		9,792	11,108
Insurance	2,973		2,973	2,841
Fire/burglary precautions	974		974	751
Rates & Waste Collection	1,269		1,269	1,409
Cleaning	909		909	696
Bank Charges	97		97	60
Printing/Stationery/Postage	254		254	145
Licence	151		151	389
4 Chelmsford Road insurance	1,000		1,000	953
4 Chelmsford Road expenses	3,697		3,697	210
Appeal		10,119	10,119	4,342
Miscellaneous expenditure	214		214	17
Total expenditure	79,115	10,119	89,234	59,630
Net movement in resources	20,103	-5,824	14,279	26,060
Total funds brought forward	119,964	8,122	128,086	102,026
Total funds carried forward	140,067	2,298	142,365	128,086

WOODFORD PARISH CHURCH MEMORIAL HALL

Notes to the Accounts for the year ended 31st December 2021

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 31/12/21 was approximately £720,000 (2020 - £710,000).

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>2021</u>		<u>2020</u>
Expenses float	0	Expenses float	100
Fire and Security	369	Fire and Security	642
General Rates	45	General Rates	0
Refuse collection	228	Refuse collection	223
Insurance	249	Insurance	237
Licence	454	Licence	0
4 Chelmsford Road	548	4 Chelmsford Road	487
Lettings receivable	4,691	Lettings receivable	1,763
Maintenance	105	Maintenance	1,161
	<u>6,689</u>		<u>-</u>
			<u>4,613</u>

4. Creditors & Accruals

	<u>2021</u>		<u>2020</u>
Inland Revenue - PAYE	533	Inland Revenue - PAYE	1,109
Gas	0	Gas	0
Electricity	0	Electricity	0
Lettings prepaid	1,672	Lettings prepaid	2,546
	<u>2,205</u>		<u>-</u>
			<u>3,655</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 2021 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 Act
- have 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

25th October 2022