

## Woodford Parish Church Memorial Hall

### Annual Report and Accounts 2022

#### 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

<https://stmaryswoodford.org.uk/woodford-parish-church-memorial-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.

Compared with 2020 and 2021, 2022 has been almost normal after the effects of the pandemic. January and February 2022 were still affected by the new Omicron variant. A couple of regular groups, primarily those attended by older people, did not resume their meetings until February or March. We recommenced evening parties in the Roberts Hall in March 2022 after a 2 year hiatus and had 6 Saturday evening parties and wedding receptions during the remainder of the year. There were 28 children's parties in the Pankhurst Hall on Saturday and occasionally Sunday afternoons.

Between Monday to Saturday there were only 14 days in 2022 when no part of the Hall was used (including 3 days over Easter and 6 days over Christmas). On Sundays bookings have included rehearsals, parties, meetings on 19 Sundays, plus Church usage including one or two monthly lunches.

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 including 2 Craft Markets, a Race Night fundraising event, Food & Fun Day, Christmas Charity Bazaar, Queen's Jubilee celebration, Soul Music fundraising Night and a Repair Cafe. From July 2022 St Mary's has been running free English for Speakers of Other Languages classes at the Memorial Hall, attended primarily by people newly arrived from Ukraine.

#### 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 three other part-time employees. Four meetings of Trustees were held during 2022, 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	(ex-officio as Churchwarden from 06.07.21)
Philip Petchey	(ex-officio as Churchwarden from 23.04.22)
Martin Freeston	(re-elected 05.11.15 for four yrs; and 07.11.19 for four years)(Representative Trustee)
Sarah Reynolds	(Representative Trustee from 02.07.21 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:

Gerry Everett	(Representative Trustee from 18.09.19 for four years, requested to finish November 2022)
Kate Adu-Baah	(Representative Trustee from 03.03.22 for five years, requested to finish March 2023)
Linda Wiskin	(ex-officio as Churchwarden until 23.04.22)

Tamsen Mann continued in post as the Hall Manager, assisted by three other part-time staff.

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 337 days during the year 2022 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.

### **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 2022 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.



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.

There was an overall deficit of £1,098 for the year which was met from reserves. This reflects rising costs, especially on utilities and to a lesser extent rising staff costs. Hire fees have been increased in response to this.

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.

At the end of 2022, liquid reserves (represented by the general fund cash balance at the bank) stood at £99,249 (over 11 months worth of outgoings). 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.

#### **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.

The Trustees are actively reviewing all aspects of the Hall's maintenance, have recruited new Trustees who are due to be appointed soon and are exploring strategic planning including widening engagement and participation across the local community.

#### **Tribute, Acknowledgements and Thanks**

The Trustees would like to record their gratitude to the dedicated service of the Hall staff.

Signed by the Chair on behalf of all the Trustees

Ehoulson 30/10/2023



# WOODFORD PARISH CHURCH MEMORIAL HALL

Balance Sheet as at 31st December 2022

	notes	2022 General Fund	2022 Appeal Fund	2022 TOTAL	2021 General Fund	2021 Appeal Fund	2021 TOTAL
<b>Fixed Assets</b>							
Investment Property	2	33,125		33,125	33,125		33,125
<b>Current Assets</b>							
Debtors & Prepayments	3	8,910	0	8,910	6,689	0	6,689
Cash at bank		99,249	3,993	103,242	102,459	2,298	104,757
		108,160	3,993	112,153	109,148	2,298	111,446
<b>Liabilities</b>							
Amount falling due within one year		4,010	0	4,010	2,205		2,205
Amounts falling due more than one year		0	0	0			0
Total Creditors & Accruals	4	4,010	0	4,010	2,205	0	2,205
Rent deposit		0	0	0	0	0	0
		4,010	0	4,010	2,205	0	2,205
<b>Net Current Assets</b>		104,149	3,993	108,142	106,942	2,298	109,240
<b>Total Assets</b>		137,274	3,993	141,267	140,067	2,298	142,365
<b>Funds</b>							
Surplus for the year		-2,793	1,695	-1,098	20,103	-5,824	14,279
Funds at the start of the year		140,067	2,298	142,365	119,964	8,122	128,086
Total Funds		137,274	3,993	141,267	140,067	2,298	142,365

The notes on page 7 form part of these accounts

Approved by the Board of Trustees on 22/10/2023  
+ 30/10/2023

BY CORRESPONDENCE  
B. E. M. E. N. and signed on its behalf by

ELIZABETH LOWSON

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Trustee

30/10/2023

VINECA DUTT

Trustee

30/10/2023



# WOODFORD PARISH CHURCH MEMORIAL HALL

## Statement of Financial Activities: Year ended 31st December 2022

### Incoming Resources

	2022	2022	2022	2021
	General Fund	Appeal Fund	Total	
Roberts Hall (Front Hall)	24,312.00		24,312.00	11,780.00
Pankhurst Hall (Rear Hall)	29,087.50		29,087.50	18,877.50
Birchnall Hall (Upper Hall)	11,491.85		11,491.85	8,531.85
Churchill Room (Meeting Room)	3,170.00		3,170.00	1,264.00
Performing Rights	213.90		213.90	133.30
St Mary's general usage contribution	5,880.00		5,880.00	5,700.00
Rent - 4 Chelmsford Road	23,467.62		23,467.62	23,110.53
Bank interest	200.49		200.49	3.00
Appeal		1,695.00	1,695.00	4,295.00
Miscellaneous income	0.00		0.00	739.00
Covid-19 grant	0.00		0.00	29,079.00
<b>Total incoming resources</b>	<b>97,823.36</b>	<b>1,695.00</b>	<b>99,518.36</b>	<b>103,513.18</b>

### Resources Expended

Direct charitable expenditure				
Staff costs	55,676.37		55,676.37	48,747.24
Lighting/heating/water	26,346.24		26,346.24	6,577.24
Telephone/Broadband	1,850.72		1,850.72	2,460.66
Repairs/Maintenance	6,517.66		6,517.66	9,791.88
Insurance	3,141.07		3,141.07	2,972.63
Fire/burglary precautions	1,244.10		1,244.10	973.85
Rates & Waste Collection	1,930.13		1,930.13	1,268.62
Cleaning	1,464.84		1,464.84	908.54
Bank Charges	82.50		82.50	97.00
Printing/Stationery/Postage	243.57		243.57	254.33
Licence	600.82		600.82	151.45
4 Chelmsford Road insurance	1,068.32		1,068.32	1,000.02
4 Chelmsford Road expenses	435.52		435.52	3,697.00
Appeal		0.00	0.00	10,119.00
Miscellaneous expenditure	14.39		14.39	214.39
<b>Total expenditure</b>	<b>100,616.25</b>	<b>0.00</b>	<b>100,616.25</b>	<b>89,233.85</b>
<b>Net movement in resources</b>	<b>-2,792.89</b>	<b>1,695.00</b>	<b>-1,097.89</b>	<b>14,279.33</b>
<b>Total funds brought forward</b>	<b>140,067.00</b>	<b>2,298.00</b>	<b>142,365.00</b>	<b>128,086.00</b>
<b>Total funds carried forward</b>	<b>137,274.11</b>	<b>3,993.00</b>	<b>141,267.11</b>	<b>142,365.33</b>



# WOODFORD PARISH CHURCH MEMORIAL HALL

## Notes to the Accounts for the year ended 31st December 2022

### 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 31/12/22 was approximately £720,000 (2021 - £720,000).

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>2022</u>		<u>2021</u>
Fire and Security	438	Fire and Security	369
General Rates	160	General Rates	45
Refuse collection	242	Refuse collection	228
Insurance	262	Insurance	249
Licence	439	Licence	454
4 Chelmsford Road	555	4 Chelmsford Road	548
Lettings receivable	6656	Lettings receivable	4,691
Maintenance	158	Maintenance	105
	<u>8,910</u>		<u>-</u>
			<u>6,689</u>

### 4. Creditors & Accruals

	<u>2022</u>		<u>2021</u>
Inland Revenue - PAYE	1597	Inland Revenue - PAYE	533
Gas	1741	Gas	0
Electricity	472	Electricity	0
Lettings prepaid	200	Lettings prepaid	1,672
	<u>4,010</u>		<u>-</u>
			<u>2,205</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

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I report on the accounts of the Trust for the year ended 31st December 2022 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

20th October 2023