

WOODFORD PARISH CHURCH MEMORIAL HALL

Annual Report and Accounts 2023

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.

Activity levels were not obviously affected by the pandemic in 2023 compared with 2020 and 2021, and to a lesser extent 2022. We had 8 Saturday evening parties and wedding receptions in the Roberts Hall. There were 31 children's parties in the Pankhurst Hall on Saturday and occasionally Sunday afternoons. Between Mondays and Saturdays there are regular booking by approximately 22 different groups/organisations for classes, clubs and meetings.

Between Monday to Saturday there were only 9 days in 2023 when no part of the Hall was used (including 1 day over Easter and 4 days over Christmas). On Sundays bookings have included afternoon concerts, rehearsals, meetings and children's parties on 24 Sundays, plus Church usage including lunches once or twice a month.

St Mary's Church usually used the Hall on some Sundays for its children's groups (up to summer 2023 when usage transferred to the church building primarily) and special occasions such as Parish Lunches. St Mary's also uses the hall for other celebrations and events including two Craft Markets, a Race Night fundraising event, Food & Fun Day, Christmas Charity Bazaar, Soul Music fundraising night, a fundraising Bingo evening and two Repair Cafes. From 2022 and throughout 2023 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 2023 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 07.11.19 for four years; retired November 2023) (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)
Ian Strachan	(Representative Trustee from 16.11.23 for four years)
Dean Musk	(Representative Trustee from 16.11.23 for four years)

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

Kate Adu-Baah	(Representative Trustee from 03.03.22 for four years, requested to finish March 2023)
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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 342 days during the year 2023 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 2023 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 £5,841 for the year which was met from reserves. Hire fees and rent has been increased with total incoming resources almost £10,000 higher than in 2022. However there was considerable expenditure on repairs and maintenance (especially £8,832 on roofing works at the Hall and £3,600 on roofing works at the rental property the hall owns at 4 Chelmsford Road, in addition to driveway resurfacing at a special rate of £1,991, remedial electrical works following electrical inspection at £1,140 and replacement ceiling fans in the front hall at £1,692) and while utilities costs are lower than in 2022 they remain high. Staff costs have also increased to meet hall hire and maintenance needs.

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

At the end of 2023, liquid reserves (represented by the General Fund cash balance at the bank) stood at £95,625 (over 9 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.

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Signed by the Chair on behalf of all the Trustees

WOODFORD PARISH CHURCH MEMORIAL HALL

Statement of Financial Activities: Year ended 31st December 2023

	2023	2023	2023	Restated 2022
	General Fund	Appeal Fund	Total	Total
<u>Incoming Resources</u>				
Roberts Hall (Front Hall)	29,642	-	29,642	24,312
Pankhurst Hall (Rear Hall)	30,879	-	30,879	29,088
Birchnall Hall (Upper Hall)	11,780	-	11,780	11,492
Churchill Room (Meeting Room)	4,329	-	4,329	3,170
Performing Rights	215	-	215	214
St Mary's general usage contribution	6,000	-	6,000	5,880
Rent - 4 Chelmsford Road	28,950	-	28,950	23,468
Bank interest	1,323	-	1,323	200
Appeal	-	2,093	2,093	1,695
Miscellaneous income	570	-	570	-
Total incoming resources	113,688	2,093	115,781	99,518
<u>Resources Expended</u>				
Direct charitable expenditure				
Staff costs	60,394	-	60,394	55,676
Lighting/heating/water	19,615	-	19,615	26,346
Telephone/Broadband	1,660	-	1,660	1,851
Repairs/Maintenance	20,437	-	20,437	6,518
Insurance	3,432	-	3,432	3,141
Fire/burglary precautions	1,193	-	1,193	1,244
Rates & Waste Collection	1,870	-	1,870	1,930
Cleaning	1,498	-	1,498	1,465
Bank Charges	60	-	60	83
Printing/Stationery/Postage	408	-	408	244
Licence	601	-	601	601
4 Chelmsford Road insurance	1,148	-	1,148	1,068
4 Chelmsford Road expenses	7,761	-	7,761	436
Appeal	-	-	-	-
Miscellaneous expenditure	129	-	129	14
Independent Examination Fee	1,416	-	1,416	-
Total expenditure	121,622	-	121,622	100,616
Net movement in resources	(7,934)	2,093	(5,841)	(1,098)
Fair Value movement on Investment Property	30,000	-	30,000	686,875
Net movement in funds	22,066	2,093	24,159	685,777
Total funds brought forward-restated	824,149	3,993	828,142	142,365
Total funds carried forward	846,215	6,086	852,301	828,142

WOODFORD PARISH CHURCH MEMORIAL HALL

REGISTERED CHARITY NUMBER 214670

Balance Sheet as at 31st December 2023

	notes	2023 General Fund	2023 Appeal Fund	2023 TOTAL	Restated 2022 General Fund	2022 Appeal Fund	2022 TOTAL
Fixed Assets							
Investment Property	2	750,000	-	750,000	720,000	-	720,000
Current Assets							
Debtors & Prepayments	3	7,740	-	7,740	8,910	-	8,910
Cash at bank		95,625	6,086	101,711	99,249	3,993	103,242
		103,365	6,086	109,451	108,160	3,993	112,153
Liabilities							
Amount falling due within one year		7,150	-	7,150	4,010	-	4,010
Total Creditors & Accruals	4	7,150	-	7,150	4,010	-	4,010
		7,150	-	7,150	4,010	-	4,010
Net Current Assets		96,215	6,086	102,301	104,149	3,993	108,142
Total Assets		846,215	6,086	852,301	824,149	3,993	828,142
Funds							
Surplus for the year		22,066	2,093	24,159	684,082	1,695	685,777
Funds at the start of the year - restated		824,149	3,993	828,142	140,067	2,298	142,365
Total Funds		846,215	6,086	852,301	824,149	3,993	828,142

The notes on the following pages form part of these accounts

Approved by the Board of Trustees on 04/06/2025 and signed on its behalf by

V. D. R. Trustee

E. H. Trustee

WOODFORD PARISH CHURCH MEMORIAL HALL

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

a Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention except that the property at 4 Chelmsford Road is stated at a fair value as agreed by the Trustees.

b Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Funds are designated only when they are raised for a specific purpose. Appeal funds can only be used for particular projects within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

c Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

d Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

e Creditors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

f Debtors

Debtors are amounts owed by the charity. They are measured at the cash or other consideration expected to be received.

g Taxation

The charity is exempt from tax on its charitable activities.

WOODFORD PARISH CHURCH MEMORIAL HALL

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2023

1 Accounting policies (continued)

h Fixed Assets

- Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £1,500. They are valued at cost or else, for gifts- in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Fixtures, Fittings and Equipment - 4 years straight line

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.

- Investment property

- Investment property at 4 Chelmsford Road is carried at fair value determined by the Trustees. In determining the value, the Trustees consider current market rents and investment property yields for comparable real estate along with consultation with local estate agents with specific knowledge of the local market. No depreciation is provided and changes in the fair value are recognised in the Statement of Financial Activities. The Trustees feel that a review of the market value of the investment properties on a 3 year basis, to be adequate unless circumstances exist suggesting a material change in value.

2 Fixed Assets - Investment Property

	Investment Property £	Total £
Value at 1 January 2023 - restated	720,000	720,000
Additions	-	-
Disposals	-	-
Revaluations	30,000	30,000
Value at 31 December 2023	<u>750,000</u>	<u>750,000</u>
 Value at 31 December 2023	 <u>750,000</u>	 <u>750,000</u>
 Value at 31 December 2022 (restated)	 <u>720,000</u>	 <u>720,000</u>

The charity has changed its accounting policy for the valuation of the investment properties at 4 Chelmsford Road. Previously, these investment properties were held at historical cost. The new accounting policy is to measure investment properties at fair value, reflecting current market conditions. In the opinion of the Trustees, the new policy provides a more accurate representation of the charity's net assets and is more relevant to users of the financial statements. The change has been applied retrospectively. The effect of the change is to increase the carrying value of investment properties by £686,875, resulting in a corresponding increase in the opening balance of retained general fund for the prior period. The properties at 4 Chelmsford Road have been further revalued in 2023 and now have a carrying value of £750,000, with the uplift of £30,000 being reflected in the Statement of Financial Activities.

WOODFORD PARISH CHURCH MEMORIAL HALL

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2023

3 Debtors and Prepayments

	2023	2022
Fire and Security	418	438
General Rates	84	160
Refuse Collection	314	242
Insurance	288	262
Licence	483	439
4 Chelmsford Road	593	555
Lettings Receivable	5,260	6,656
Maintenance	300	158
	<u>7,740</u>	<u>8,910</u>

4 Creditors and Accruals

	2023	2022
HM Revenue & Customs- PAYE	2,401	1,597
Gas	2,587	1,741
Electricity	321	472
Lettings Prepaid	425	200
Independent Examination Fee	1,416	-
	<u>7,150</u>	<u>4,010</u>

5 Funds

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

6 Staff costs

	2023	2022
	£	£
Gross Salary	59,579	54,914
Employers pension contributions	815	762
	<u>60,394</u>	<u>55,676</u>

Number of employees in the year	4	4
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No employees received remuneration amounting to more than £60,000 in either year

No Trustees or any persons connected with them received any remuneration during the year.

**WOODFORD PARISH CHURCH MEMORIAL HALL
REGISTERED CHARITY NUMBER 214670**

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

I report to the PCC on my examination of the accounts of the charity for the year ended 31 December 2023 which are set out on the following pages.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Lorraine Catherine Purdy FCCA

Lorraine Catherine Purdy FCCA

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Date: *9 June 2025*