

The Parish Hall, Little Heath

Trustees' Annual Report

**(Accompanying Receipts and Payments Accounts for the
Year ended 30 September 2020)**

Name	The Parish Hall, Little Heath
Registered Charity Number	250425
Governing Document	Trust Deed dated 30 September 1921
Principal Address	The Parish Hall Thornton Road Little Heath Potters Bar Hertfordshire EN6 1JJ
Objects	To manage the Parish Hall for the benefit of local organisations and individuals
Trustees	Rev D Newstead (Ex-officio Trustee) (to June 2020) N Buckland (Acting Chair) (from June 2020) S Blake (Letting Secretary) D Butler (Fabric Surveyor) E. Hughes (Treasurer) T Pennell (Technical Surveyor)
Secretary to Trustees	S Maughan
Caretaker	P Critoph 1 Thornton Road Little Heath Potters Bar Hertfordshire EN6 1JJ
Independent Examiner	Roger Moore 65 Northlands Potters Bar Hertfordshire EN6 5JD
Bankers	Barclays Bank plc CCLA Investment Management Ltd

Trustees' Report for the Year ended 30 September 2020

The only activity undertaken during the year was in connection with the maintenance and improvement of the Parish Hall and its hire out to local organisations and individuals and use by the church and church-related groups.

In June 2020, Dominic Newstead resigned as Ex-officio Trustee on his move from being Vicar of the Ecclesiastical Parish of Christ Church Little Heath to take up another church appointment. In June 2020, Nick Buckland was appointed as a Trustee and became the Acting Chairman. The other Trustees, who served throughout the year, are appointed by the PCC of Christ Church Little Heath. Formal meetings of the Trustees were held on 2 December 2019, 25 March 2020, 26 May 2020, 9 June 2020, 22 June 2020 and 28 September 2020, four of which were conducted virtually via Zoom video link.

In line with Government guidelines on the Covid 19 pandemic, use of the Parish Hall was restricted at various times during the year. In particular, the Parish Hall was closed from mid-March to the end of August, leading to a significant fall in letting income to £13,982 (£27,934 in 2019). This was compensated by the receipt of a £10,000 grant from Welwyn Hatfield Council, £10,100 of other donations and a £250 donation from North Mymms Parish Council bringing total receipts to £37,948 (£33,513 in 2019). Total expenditure was £33,332 for the year compared to £33,474 in the year to September 2019. The accounts show an excess of receipts over payments of £4,616 as compared to £39 in the previous year. This led to an increase in unrestricted funds from £46,815 as at 1 October 2019 to £51,431 as at 30 September 2020. On 1 January 2020 increases in letting charges were applied which were approximately in line with annual inflation.

Project expenditure of £4,444 during the year was on the refurbishment of the caretaker's Cottage, particularly on upgrading bathroom facilities. A similar amount had been spent in the previous year on dealing with very significant damp proofing problems within the Cottage.

The Trustees have adopted the following reserving policy. Reserves (equivalent to the unrestricted funds at the end of the year) should be sufficient to meet 6 months of regular expenditure, plus 12 months of budgeted project expenditure. The reserves as at 30 September 2020 more than exceeded the amount required to comply with this reserving policy.

The Trustees conduct an ongoing review of the risks to which the Parish Hall is exposed and have acted, and will continue to act, to address any issues raised. This includes a review of the ongoing level of reserves.

Signed on behalf of the Trustees, who have approved the report above and have authorised us to sign it on their behalf.

Nick Buckland Acting Chair

11th April 2021

Emyr Hughes Treasurer

The Parish Hall, Little Heath
Receipts and Payments Accounts – Year to 30 September 2020

	2020		2019	
Lettings	£	£	£	£
Large Hall	6,874		12,496	
Small Hall	3,225		6,882	
Committee Rooms	3,883		8,556	
		13,982		27,934
Donations				
PCC	3,396		3,396	
North Mymms Parish Council	250		250	
Welwyn Hatfield Grant	10,000		0	
Other donations	10,100		1,613	
		23,746		5,259
Interest		220		320
Total Receipts		<u>37,948</u>		<u>33,513</u>
Hall				
Caretaker	9,080		9,088	
Insurance	2,081		643	
Water Rates	508		455	
Gas	5,400		5,828	
Electricity	1,925		2,023	
Cleaning Materials	642		161	
Refuse Collection	1,223		1,242	
Postage/Stationery/Telephone	201		153	
Repairs/Maintenance	3,288		2,695	
Equipment	593		741	
Projects	0		3,810	
		24,941		26,839
Cottage				
Insurance	399		397	
Utilities	0		217	
Repairs/Maintenance	3,548		1,529	
Decorating	0		16	
Projects	4,444		4,476	
		8,391		6,635
Total Payments		<u>33,332</u>		<u>33,474</u>
Excess Receipts		<u>4,616</u>		<u>39</u>

Statement of Funds Year to 30 September 2020

	2020	2019
	£	£
Barclays Current account	23,223	6,919
Barclays Deposit account	5	5
Central Board of Finance of Church of England	<u>30,828</u>	<u>44,108</u>
	54,056	51,032
Less: Sundry Creditors / (Debtors)	<u>(264)</u>	<u>(92)</u>
	53,792	50,940
Less: Income received in advance	<u>(2,361)</u>	<u>(4,125)</u>
Unrestricted funds	<u>51,431</u>	<u>46,815</u>
These comprise:		
Reserves B/F	46,815	46,776
Excess/(Shortfall) during the year	<u>4,616</u>	<u>39</u>
Reserves C/F	<u>51,431</u>	<u>46,815</u>

NOTES:

1. The Parish Hall has not been professionally valued and the Trustees are therefore only aware of its insurance value which is considered to be adequate.
2. The building is approximately 60 years old and in view of its age and type of construction is considered to be in reasonable condition.
3. The Trustees operate a rolling programme for major redecorating and attend to other essential repairs when they arise.
4. The Trustees have not included other assets in their accounts as they generally comprise chairs, tables and other minor items of furniture and kitchen equipment of little value.

Independent Examiner's Report to the Trustees of The Parish Hall Little Heath

I report on the accounts of the Trust, charity no. 250425 for the year ended 30 September 2020, which are set out on pages 3 and 4.

Respective responsibilities of the Trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Roger Moore MBE
Retired Member Institute of Certified Accountants
and Former Member of the London Stock Exchange

11th April 2021

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