

**The Parish Hall, Little Heath**

**Trustees' Annual Report**

**(Accompanying Receipts and Payments Accounts for the  
Year ended 30 September 2022)**

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	N Buckland	(Acting Chair)
	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 2022

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, 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 8 December 2021, 22 March 2022, 20 June 2022, and 13 September 2022.

For the first year since 2019-20, we were free of Government Covid restrictions and were able to keep the Hall open and available for all hirers during the whole of the year. As a result, letting income recovered to levels close to those prior to the Covid pandemic. For those hirers who had pre-paid for lettings but were unable to use the Hall during its periods of closure, we had allowed credits for use of the Hall following its re-opening. These Covid credits were partly redeemed in the final months of 2020-21 and fully redeemed by the end of November 2021.

Letting income for the year was £23,370 as compared to £12,733 in the previous year. Total receipts for the year were £29,172 (£16,409 in the year to September 2021). Total payments during the year were £29,015, similar to the payments of £28,896 in the year to September 2021. The accounts show a small excess of receipts over payments of £157, as compared to a deficit of £12,487 in the year to September 2021. Unrestricted funds therefore showed a small increase from £38,944 to £39,101 at the end of September 2022.

On 1 January 2022 increases in letting charges were applied which were approximately in line with annual inflation.

Hall project expenditure during the year was £1,880 on the improvement of flooring at the Thornton Road entrance, £890 on improvement of the Parish Hall roof and £720 on replacement fencing, leading to total project expenditure of £3,490.

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 2022 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

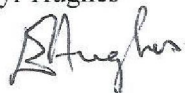
Acting Chair

30 March 2023



Emyr Hughes

Treasurer



**The Parish Hall, Little Heath**  
**Receipts and Payments Accounts – Year to 30 September 2022**

	2022		2021	
	£	£	£	£
<b>Lettings</b>				
Large Hall	10,230		3,876	
Small Hall	6,922		5,793	
Committee Rooms	<u>6,218</u>		<u>3,064</u>	
		23,370		12,733
<b>Donations</b>				
PCC	3,396		3,396	
North Mymms Parish Council	0		250	
Other Donations	<u>2,200</u>		<u>0</u>	
		5,596		3,646
<b>Interest</b>		206		30
<b>Total Receipts</b>		<u>29,172</u>		<u>16,409</u>
<b>Hall</b>				
Caretaker	9,483		8,950	
Insurance	2,151		2,111	
Water Rates	678		1,059	
Gas	5,535		4,980	
Electricity	2,786		1,869	
Cleaning Materials	334		208	
Refuse Collection	1,257		1,708	
Postage/Stationery/Telephone	149		95	
Repairs/Maintenance	2,134		1,376	
Equipment	109		0	
Decorating	58		239	
Projects	3,490		4,895	
Sundries	<u>36</u>		<u>36</u>	
		28,200		27,516
<b>Cottage</b>				
Insurance	482		435	
Utilities	280		270	
Repairs/Maintenance	53		22	
<b>Projects</b>	<u>0</u>		<u>653</u>	
		815		1,380
<b>Total Payments</b>		<u>29,015</u>		<u>28,896</u>
<b>Excess Receipts/(Payments)</b>		<u>157</u>		<u>(12,487)</u>

**Statement of Funds Year to 30 September 2022**

	<b>2022</b>	<b>2021</b>
	£	£
Barclays Current account	10,384	10,927
Barclays Deposit account	5	5
Central Board of Finance of Church of England	<u>31,064</u>	<u>30,858</u>
	41,453	41,790
<b>Less: Sundry Creditors / (Debtors)</b>	<b>(100)</b>	<b>(100)</b>
<b>Less: Income received in advance</b>	<b><u>(2,252)</u></b>	<b><u>(2,746)</u></b>
<b>Unrestricted funds</b>	<b><u>39,101</u></b>	<b><u>38,944</u></b>
These comprise:		
Reserves B/F	38,944	51,431
Excess/(Shortfall) during the year	157	(12,487)
Reserves C/F	<u>39,101</u>	<u>38,944</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 2022, 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

30 March 2023

65 Northlands  
Potters Bar  
Hertfordshire  
EN6 5JD