



# **PELDON & WIGBOROUGH'S COMMUNITY HALL**

## **BOARD OF TRUSTEES' REPORT AND ACCOUNTS**

**For the year ended  
31 MARCH 2022**

**Registered charity number: 269399**

## **Peldon & Wigboroughs Community Hall**

### **Board of Trustees' report for the year ended 31 March 2022**

The trustees present their report and accounts for the year ended 31 March 2022.

#### **Principal activity and governance structure**

The principal activity of the charity is to maintain and manage the Hall for the benefit of the residents of Peldon, Great & Little Wigborough and local community groups. The trustees are also responsible as charity trustees for administering certain funds held in trust for the enhancement of the nave of St. Stephen's Church, Great Wigborough to make it more suitable for use as a community venue ("Nave Project").

The Board of Trustees has delegated certain powers to a Management Committee. The role of the Management Committee is to ensure that the Hall functions effectively and efficiently on a day-to-day basis. The Management Committee's report on the year is on pages 4-5.

#### **Financial review**

The Treasurer's report on pages 6-12 provides a commentary on the financial results for the year and position at the year end, including details of the Nave Project.

#### **Trustees**

The following trustees served during the year:

Mr Keith Banks\*

Mrs Alison Biegel\*

Mr Stewart Bilsland\* (Treasurer)

Mrs Liz Davidson

Mr Robert Davidson\* (Chairman)

Mr Phil Gladwin

Mr Bob Holmes\*

Mrs Katrina Lewis

Mr Jamie Longstaff\*

Mr Will Newton\* (Secretary)

*\*elected trustees; otherwise appointed trustees.*

#### **Changes to the Trustee Board after the year end**

On 1 June 2022, Mr Keith Banks advised the Board that he did not wish to stand for re-election as a Trustee at the forthcoming AGM to be held on 5 July 2022. The remaining Trustees would like to thank Keith for his contribution as a Trustee and, more broadly, for his support in the development of the Hall's wider activities over the last few years.

**Changes to the Charity's governing documents**

Nil

On behalf of the Trustees

Will Newton  
Secretary  
July 2022

## **Report of the Management Committee for the Year Ended 31 March 2022**

The year to 31 March 2022 saw a continuation of the disruption to the hall's activities due to the COVID-19 pandemic that was such a big factor in 2020/21. However, although we were closed at the start the year in April, activities were able to resume in May and picked up thereafter. There was a relatively short set-back in the winter when the Omicron variant struck, but by the end of March, with all social distancing restrictions lifted nationally, I am delighted to say that we were operating normally again.

So, overall, it was a better year than 2020/21, even if we were not quite as busy as the last year before the pandemic. All regular hirers and hall clubs restarted, and although we lost the externally-run weekly Zumba and quilting classes, local residents have continued both activities which now operate as hall clubs. A walking football group started up as a new hall club in September, bringing the total number of hall clubs to 7. Ballroom dancing classes restarted in September, but a lack of local support resulted in them ceasing at the end of March.

It's been particularly pleasing to see the hall being hired more and more for one-off reasons such as family parties or fundraising events – a trend that has continued into the new financial year. Those experiencing the hall for the first time tell us that it's the best venue they've found for such events. And people are making ever more use of the website to book the hall and tickets for our events – my thanks go to Mel Newton for keeping it up to date and ensuring we do all we can to meet hirers' needs.

On the fundraising side, our coffee mornings ran every month from May, thanks to the hard work of Jane Andersen and Caroline Wilson, and our regular music events, hosted by Crissy Lee resumed in August, although we had to cancel two of them, in December and March, due to the pandemic. We had two quiz nights, thanks to Keith Banks who compiles the questions, but for the second year running, the pantomime did not take place.

Although the Hall didn't benefit from the summer party at Brick House Farm this year, as the Davidsons used it to fundraise for Robert's mayoral charities, we were pleased to host the reception after the Mayor's Civic Service in September, which gave us the opportunity to showcase our facility to councillors and other dignitaries from Colchester Borough Council.

Our finances were supported by over £10,000 of COVID-related grant aid during the year, on top of almost £22,000 of similar support we received in 2020/21. As a result, once again we ended the year in a stronger financial position than when we started. Stewart Bilsland's Treasurer's Report gives more details of the financial results and I'd like to thank him for the work he does keeping an eye on the figures.

The big development with the building this year has been the installation of air conditioning units in both the main hall and the meeting room. The opportunity to do this came about because Essex County Council set up a £1.5 million fund to be spent on making community buildings "Covid-secure", and the installation of air conditioning was seen as one way of doing this. We were awarded the maximum

grant available of £15,000, leaving us less than £3,000 to fund from our own resources. As well as being able to keep the air circulating when the windows are closed, we can now regulate the temperature in both rooms much more quickly than previously, making the Hall an even more attractive venue than before.

We had an independent review of our fire security arrangements which was positive, and lead to us buying some more fire extinguishers and updating our fire risk assessment. The Hall's wifi was upgraded to the fibre network from County Broad band at no additional cost. We were also pleased to have entered into a 3 year fixed rate electricity contract in March 2021 which is sheltering the Hall from the price increases most people are currently experiencing, although the costs of our LPG usage are unfortunately not fixed.

We were very sad to learn of the death of Archie Moore in January. Archie was not just the Hall's neighbour but looked after the old hall building, having been there when it was built in the 1960's and still there, keeping it operational, until it was demolished in 2016. The Committee would like to record our sincere thanks and recognition for everything he did for the Hall, and therefore for the community, and express our condolences to Chris and her family. The Gardening Club have donated a tree in Archie's memory that has been planted in the grounds of the Hall by the entrance to Chris and Archie's back garden.

Archie and Chris's successor, Tony Wilson, remains the rock around which the hall runs on a day-to-day basis. His importance to the Hall is shown up starkly when he's not around, as has unfortunately been the case on a couple of recent occasions, and I'd like to thank him for everything he does.

Although after the end of the year, the big event in Spring 2022 has been the Platinum Jubilee Celebrations in Peldon, which the management committee has led. We started with 4 members of our committee but pretty quickly the organising group expanded to around 20 people, with everyone contributing ideas and practical help. It was great to see so many people enjoying the varied programme of events we staged over the long bank holiday weekend – a case of our Community Hall delivering events for the whole community.

It's also been really gratifying to see so many new faces getting involved with what the Hall does. I really hope that some of them will have got a taste for it and want to join us and help the Hall continue its successful start as it approaches its fifth anniversary. In the meantime, my thanks go to all of the dedicated team that make up the present management committee for all their efforts.

Bob Holmes  
PWCH Management Committee Chairman  
July 2022

# Peldon & Wigboroughs Community Hall

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## Treasurer's Report on the Accounts for the Year Ended 31 March 2022

### Overview

The year ended 31 March 22 saw the fourth full year of operation of the new hall and the third in relation to the St. Stephens Trust. It was a difficult year again due to the Covid-19 Pandemic but not as bad as the previous year. The Hall was closed for hiring and activities at the beginning of the financial year with only limited operations starting again in May 2021. Activities were just building up again when the Omicron variant effectively closed the Hall at the beginning of this year. However, we received some government Covid-19 Grants through Colchester BC which is detailed later.

The General Fund records receipts and payments from ongoing operating activities associated with Hall, together with the Rebuilding and Capital Asset Fund (formally Rebuilding and Equipment Fund) which deals with capital funding receipts and payments to purchase capital assets and repay capital debts again associated with the Hall.

Again, this year there were payments made out of the St Stephens Trust Fund to the PCC. All monies associated with this Trust is identified in a separate column within the Accounts. There are separate bank accounts associated with the Trust which are totally independent from the Hall bank accounts.

There was a total net outflow of funds of £31,990 over the year, and consequently cash balances at the end of the year had fallen to £121,409. This outflow was the result of two factors. Firstly, the net funds associated during the year in relation to the St Stephens Trust was an outflow of £36,317. Secondly, receipts from operating activities of the Community Hall exceeded the ongoing costs of running the Hall by £4,327 but only after an injection of £10,667 from Covid-19 Grants.

As last year, it has been decided by the Trustees that there should be a Rebuilding and Capital Asset Fund (Refurbishment Fund) of £10,000 and so monies from the General Fund have been transferred to reinstate this balance. Interest on this amount has been added into this year's figures. This leaves the General Fund with a balance of £45,964 at the end of the financial year, while the Rebuilding and Capital Asset Fund has increased by the interest earned to £10,104.

### General Fund

The hall normally earns income from 3 main sources – the hiring of its premises and equipment to third parties, the running of a number of regular activities such as Hall clubs, and from fundraising events and activities it organises. Total receipts (including sundry income but excluding the Covid-19 Grants) in the year amounted to £19,558

compared to £7,387 in the previous year. However, this is still around half of the £39,124 received during 2019-20 before the pandemic started. This increase in income this year compared with last year is a direct result of the Hall not being closed for long periods even though many bookings/activities were either cancelled or had less people attending.

Receipts from third party hiring's went up from £3,054 to £7,459. This increase is a direct result of the Hall being open more than the previous year. This includes income of £260 from the hire of tables/chairs.

The hall was hired for a total of 501 hours in the year (last year 185 hours), of which 362 hours (last year 168 hours) were hiring's by regular users and 139 hours (last year 17 hours) were for one-off private bookings. Among regular hirers, Autism Anglia were the biggest user, accounting for 111 hours which was higher than last year's 82 hours.

Hall clubs use has also seen a significant increase in activity as the Covid-19 pandemic restrictions were relaxed. This year Hall Clubs consisted of sessions of Badminton – 59 hours (last year 18 hours), Games Club – 38 hours (last year 6 hours), Knit & Natter – 38 hours (last year 10 hours), Quilting – 69 hours (last year nil) and Table Tennis – 69 hours (last year 14 hours). This year two new Hall clubs started – High Energy Dance (28 hours) and Walking football (18 hours). Receipts from the Hall Clubs in the year rose around six-fold from £652 to £3,925 as these activities accounted for 319 hours' use of the hall (compared with 48 hours last year).

Some of the usual fundraising activities and events run in the year were seriously curtailed as a result of the pandemic. Once again there was no Peldon Players' pantomime or Summer Concert at Brick House Farm during the 2021/22 year. However, there were 5 x Crissy Lee Music evenings in the Hall (2 last year), 11 out of the usual 12 Coffee Mornings were held and 2 x Quiz nights was held. Also, bars were run for 3 x Third party events held in the Hall. Gross receipts from the activities that were held more than doubled to £7,765 compared with £3,235 the previous year, and after related costs are taken into account, their net contribution to the Hall's funds more than doubled from £1,543 to £3,635.

Whilst the activities/events, and thus income, increased compared with last year, it was still significantly below pre-pandemic levels. However, we again received some support from the government backed Covid-19 Grants paid to us through Colchester BC. We received a Covid-19 Re-start Grant of £8,000 in April 2021 and an Omicron Hospitality and Leisure Grant of £2,667 in February of this year. There two payments meant that our operational losses were covered.

General Fund expenditure can also be grouped in 3 areas – payments to keep the building running, payments incurred in staging fundraising activities, and administrative expenses. Whilst some of these costs were lower due to the restrictions, others continued to be paid either in full or at reduced amounts. Building expenses totalled £10,454, an increase of £946 from the £9,508 incurred in the previous year. Caretaking costs were higher due to the Hall being in use more than the previous year. This resulted in an increase in this element of £975 over the previous year.

Repairs and Maintenance of the hall were higher by £1,118 during this year. Administrative and Sundry expenses also increased, from £1,573 to £3,535. As noted in last year's Report, we did not have to pay the PRS licence in 2020/21 (which is based on the previous financial year's receipts) as we were allowed to defer this payment. This meant that we had to pay the PRS Licence fees of £710 for 2019/20 year as well as the lower sum of £143 for the 2020/21 year (which reflects the effect of the pandemic on our events etc) in this financial year.

#### Rebuilding and Capital Asset Fund (formally Rebuilding and Equipment Fund) – Hall

This fund records the payments made for purchases of equipment/assets to fit out the hall, and the funding of this expenditure whether by capital grants received, donations or loans. The main item for this aspect consisted of supply and installation of an Air Conditioning system both for the main Hall and the Committee Room (£18,749). However, we received a Grant from the RCCE Covid Safe Community Buildings Fund of £15,000 towards the installation of the Air Conditioning so the net cost to the Rebuilding and Capital Asset Fund was £3,749.

Other major items of Equipment and Furnishings purchased during the year were replacement trees in the grounds (£150), Shelving for the Storeroom & container (£228), various items of crockery for the kitchen (£146) and a Reverb Unit for the Hall's sound system. A number of smaller items totalling around £304 made up the remainder of the £922 for this element.

£3,212 was also spent on scheduled repayments of the loan the Hall arranged with the Rural Communities Buildings Loan Fund in 2017 to fund the purchase of sound, lighting and stage curtaining equipment in the new hall. This is the same as last year.

As indicated, it has continued to be agreed by the Trustees that the Rebuilding and Capital Asset Fund of £10,000 should be maintained to cover any future major issues. However, the interest paid through the Redwood Bank account has now been split between the General Fund and the Refurbishment fund. As a result, this has added £104 to the £10,000 thus giving a total for the Rebuilding and Capital Asset Fund at the end of the year of £10,104. Therefore, the balance of the Rebuilding and Capital Asset Fund (formally Rebuilding and Equipment Fund) has been transferred from the General Fund to maintain the Fund as now agreed.

#### St Stephens Trust Fund

As indicated at previous AGM's, half of the net proceeds of Wigboroughs Village Hall Management Committee's sale of the old village hall site in Great Wigborough has been paid to the Hall during the 2019-20 financial year to be held by PWCH on trust, in a separate fund, to meet improvements to the Nave of the church in Great Wigborough to provide a community space. The total amount received was £142,009 and the majority of this has been distributed into two savings accounts with the small remainder in the Santander Current account. Interest totalling £252 has been earned



during the 2021/22 year from these savings accounts. As indicated, all these accounts are totally independent of the Community Hall accounts.

There have been nine approved payments in relation to six projects associated with St Stephens Trust this financial year between 1 April 2021 to 31<sup>st</sup> March 2022. The various sums paid out in relation to each of the Projects are as follows: -

<b>Project</b>	<b>No. of Payments</b>	<b>Total Amount Paid</b>
Pull-up Panels	1	£2,794
Noticeboard	1	£1,866
Nave Lighting and Heating	1	£156
Mobile Kitchen	2	£13,726
Audio/Visual equipment	1	£14,133
Misc Items	3	£9,713
<b>Gross Total</b>		<b>£42,388</b>

Therefore, the total expenditure paid out from the Trust in this financial year is £42,388. All these payments were in accordance with the approvals given by Trustees.

However, the PCC of Great & Little Wigborough have managed to claim grants in relation to some VAT payments and, therefore, have managed to reclaim a total of £5,819 back to cover VAT paid as part of the payments made in relation to the Nave Lighting and Heating, Nave Flooring (gross payments made in 2020-21 Financial year) and some elements of the Mobile Kitchen projects. The VAT monies received by the PCC have, therefore, been refunded back into the Trust Fund. This means that the total net expenditure for the 2021-22 Financial year is £36,569.

#### Statement of Assets and Liabilities

Cash and bank balances at 31 March 2022 totalled £56,068 in relation to the general Hall fund, an increase of £4,327 since the previous year end. This is a result of the £10,667 Covid-19 Grants that have been paid to us. Without these grants it can be seen that we would have made a loss of £6,340 in 2021/22 due to the continuing effect of the pandemic during this financial year. In addition, there is £65,341 in bank balances in relation to St Stephens Trust.

Amounts due to the Hall from its use in Feb/March 2022 are £858 (2021 – nil). Around £1,118 (2021 - £230) of the operating expenditure paid in the year was attributable to the 2022/23 financial year (pre-paid insurance, publicity and licence costs).

Capital assets comprise the amounts spent on the new hall (but excluding abortive costs incurred earlier in the project) and equipment/assets purchased for it. Donated assets are shown separately at valuation. This year, it has been decided, following an in-principle approval from Trustees, that the capital assets should be adjusted for depreciation. In depreciating the assets, we are writing the amounts we paid for them (or their donated value) down to zero in equal annual instalments over the estimated useful life of the asset (which varies according to the type of asset).

Therefore, the capital assets associated with the Hall have been retrospectively adjusted for depreciation by Bob Holmes and this has resulted in the 2020/21 financial year figure being adjusted from what was indicated last year. Also, the capital assets have been adjusted for this financial year 2021/22 and the relevant figures incorporated into the Statement of Assets and Liabilities in the accounts.

The hall's liabilities have reduced slightly overall from £15,025 in 2020/21 to £13,703 in 2021/22. Accrued operating costs of £1,328 (2021 - £338) include amounts due for utilities costs and rates and also amounts due under the caretaking, cleaning and maintenance contract which are settled monthly in arrears. Further, £684 hiring income has been paid for advanced bookings in 2022/23 received in the 2021/22 financial year. The only capital liability is the Rural Communities Buildings Loan Fund loan which has reduced to £11,691 (2021 - £14,687) including accrued interest.

A handwritten signature in black ink, appearing to read 'Stewart Bilsland', with a large, stylized initial 'S'.

Stewart Bilsland

Treasurer

24<sup>th</sup> June 2022

# Peldon and Wigboroughs Community Hall - Annual Accounts

## Receipts and Payments Accounts

Year ended 31 March 2022

2020-21

	<u>Community Hall</u>		<u>St Stephens</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Rebuilding &amp;</u>	<u>Trust Fund</u>	<u>Funds</u>	<u>Funds</u>
	<u>Fund</u>	<u>Capital Asset</u>			
	<u>Fund</u>	<u>Fund</u>			
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>Receipts</u></b>					
<b><i>Operating activities</i></b>					
Hire charges	7,459	0	0	7,459	3,054
Hall clubs	3,925	0	0	3,925	651
Fundraising events	7,765	0	0	7,765	3,235
Donations & gift aid	0	0	0	0	0
Interest received	409	104	252	765	860
Covid-19 Grants from Colchester BC	10,667	0	0	10,667	21,955
<b><i>Capital funding</i></b>					
RCCE Covid Safe Community Buildings Fund	0	15,000	0	15,000	0
Reimbursement of VAT Refunds claimed by PCC	0	0	5,819	5,819	0
Total receipts	30,225	15,104	6,071	51,400	29,755
<b><u>Payments</u></b>					
<b><i>Operating costs</i></b>					
Rates, utilities and insurance	2,976	0	0	2,976	5,204
Caretaker	2,740	0	0	2,740	1,765
Cleaning & domestic sundries	2,420	0	0	2,420	1,340
Repairs & maintenance	2,318	0	0	2,318	1,200
Fundraising events	4,130	0	0	4,130	1,692
Marketing & publicity	1,814	0	0	1,814	1,118
Licenses & subscriptions	1,026	0	0	1,026	171
Administration costs	602	0	0	602	284
Sundry payments	93	0	0	93	0
<b><i>Asset purchases &amp; debt repayments</i></b>					
St Stehens Nave Trust	0	0	42,388	42,388	36,506
Land & Buildings	0	0	0	0	0
Equipment & furnishings	0	922	0	922	906
Approved Capital Items	0	18,749	0	18,749	5,068
Loan repayments & interest	0	3,212	0	3,212	3,212
	18,119	22,883	42,388	83,390	58,467
<b><u>Net receipts/(payments) for the year</u></b>					
	12,106	-7,779	-36,317	-31,990	-28,712
Transfers between funds	-7,883	7,883	0	0	0
Cash funds at start of year	41,741	10,000	101,658	153,399	182,111
<b><u>Cash funds at end of year</u></b>	<b>£45,964</b>	<b>£10,104</b>	<b>£65,341</b>	<b>£121,409</b>	<b>£153,399</b>

# Peldon and Wigboroughs Community Hall - Annual Accounts

## Statement of Assets & Liabilities

As at 31 March 2022

2020-21

	General Fund	Rebuilding & Capital Asset Fund	St Stephens Trust Fund	Total Funds	Total Funds
	£	£	£	£	£
<b><u>Cash Funds</u></b>					
Bank deposit accounts	44,385	10,104	65,291	119,780	152,983
Bank current accounts	443	0	50	493	262
Cash in hand	1,136	0	0	1,136	154
	<u>45,964</u>	<u>10,104</u>	<u>65,341</u>	<u>121,409</u>	<u>153,399</u>
<b><u>Other Monetary Assets</u></b>					
Debtors	859	0	0	859	5,268
Accrued interest receivable	0	0	17	17	14
Prepaid expenditure	1,118	0	0	1,118	230
	<u>1,977</u>	<u>0</u>	<u>17</u>	<u>1,994</u>	<u>5,513</u>
<b><u>Capital Assets</u></b>					
Land and buildings at depreciated cost	0	505,628	0	505,628	498,367
Purchased equipment at depreciated cost	0	25,739	0	25,739	26,480
Donated assets at depreciated valuation	0	11,916	0	11,916	13,086
	<u>0</u>	<u>543,283</u>	<u>0</u>	<u>543,283</u>	<u>537,932</u>
<b><u>Liabilities</u></b>					
Accrued operating costs	1,328	0	0	1,328	338
Hiring income received in advance	684	0	0	684	0
Accrued capital expenditure	0	0	0	0	0
ACRE loan & accrued interest to 31 March	0	11,691	0	11,691	14,687
	<u>2,012</u>	<u>11,691</u>	<u>0</u>	<u>13,703</u>	<u>15,025</u>
<b><u>Net Assets</u></b>	<b>£45,929</b>	<b>£541,696</b>	<b>£65,358</b>	<b>£652,983</b>	<b>£681,819</b>

# Independent examiner's report on the accounts

Report to the trustees/  
members of

Peldon & Wigboroughs Community Hall

On accounts for the year  
ended

31<sup>st</sup> March 2022

Charity no  
(if any)

269399

Set out on pages

1 to 12

**Respective  
responsibilities of  
trustees and 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.

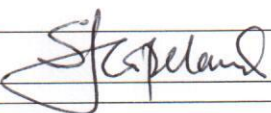
**Basis of independent  
examiner's statement**

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 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 130 of the Charities Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed:



Date:

24<sup>th</sup> June 2022

Name:

S J Copeland

**Relevant professional  
qualification(s) or body  
(if any):**

F.C.C.A.

Address:

Elmdale, Peldon Road, Little Wigborough, Essex CO5 7RB

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None