



PELDON & WIGBOROUGHS COMMUNITY HALL

BOARD OF TRUSTEES' REPORT AND ACCOUNTS

**For the year ended
31 MARCH 2023**

Registered charity number: 269399

Board of Trustees' report for the year ended 31 March 2023

The Trustees present their report and accounts for the year ended 31 March 2023.

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 3 - 4.

Financial review

The Treasurer's report on pages 5 - 11 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* (resigned 1 June 2022)

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 Board of Trustees after the year end

Nil

Changes to the Charity's governing documents

Nil

On behalf of the Trustees.

Will Newton
Secretary
July 2023

Report of the Management Committee for the year ended 31 March 2023

The year to 31 March 2023 was the first year of normal operation of the Hall after the disruption due to the COVID-19 pandemic and we were all very relieved to get back to business as usual after the challenges of the previous two years. We bounced back, not only seeing the use of the Hall by regular hirers, one-off bookings and Hall clubs increase by 35% over the previous year, but it was also 25% higher than in the last pre-pandemic year to 31 March 2020.

This growth has come from two areas. Firstly, there has been a big increase in one-off bookings, with over twice as many hours as in the previous year and 40% more than in the year before the pandemic. The Hall is establishing a reputation as an excellent venue for private functions that extends beyond our Villages. The second area of growth has been in the use by the 7 different clubs that the Hall runs, which was 40% more than 2021/22.

Fundraising activities organised by the Committee are also key to both the Hall's role in the Community and its finances. We put a lot of effort into coordinating a great variety of activities to act as the focus for our Community's celebration of the late Queen's Platinum Jubilee over the four day weekend in June 2022. It was very pleasing to see the wide support for the various events, and many new faces helped with the organisation. The weekend was hard work, but a fitting celebration of an historical occasion and one of the highlights of the Hall's year.

The other highlight was our celebration in September of the 5th anniversary of the opening of the Hall in 2017. Crissy Lee worked her magic again and we welcomed back Lance Ellington, ex-Strictly Come Dancing singer and a life-long friend of Crissy, who had performed at the opening concert in 2017. Lance was supported by Crissy and an 8 piece band. We'll never forget the duet Lance sang with Chris Moore – "You Make Me Feel So Young".

Other fundraising activities included a resumption of the Summer Party at Brick House Farm, the home of Robert and Liz Davidson. 2022 was the 12th year they have held this event, with the first 7 years from 2011 being a crucial part of the fundraising that enabled us to build the new Hall. In 2023, Liz and Robert are taking a well-earned break from hosting the event and it is being held at the Hall instead. Our sincere thanks go to them both for all their efforts over the years, and also to Crissy for organising the superb entertainment that has been core to making the events such a success every year.

Crissy's music events in the Hall, with a variety of performers supported by Crissy and her band, continued to attract a regular audience. There were two quiz nights and we were very grateful to Keith Banks and Lionel Bloomfield for organising them. The Hall's monthly coffee mornings, normally on the second Saturday of the month and with a variety of themes, are a regular feature of village life for many people. Jane Andersen is the driving force behind them and thanks go to her, and Caroline Wilson for all they do.

The major improvement to the hall this year was the installation of two electric water heaters in the kitchen. The time it took for the water to run hot when it was heated by the combi boiler in the plant room had been an issue since the hall opened. We decided to address this with the water heaters, one for each sink, and the problem has been solved.

As set out in our Treasurer, Stewart Bilsland's report, there was an outflow of funds from the Hall's accounts during the year of just over £3,000, a reversal of the situation seen during the previous two years when COVID grant income more than made up for the losses the Hall would otherwise have incurred. This loss was attributable to the capital expenditure of installing the water heaters together with the repayments of the ACRE loan taken out in 2017 to fund some of the new equipment. Before taking into account these items, the Hall's income was more than enough to cover its day-to-day running costs, which is the minimum financial target the Committee seeks to achieve.

One of the main costs we incur are for the services of our caretaker, Tony Wilson. Every penny is well spent, as Tony plays a crucial role in keeping the Hall running and on the rare occasions when he is not available, we appreciate just what he does when we have to step in to cover. Thanks for everything, Tony.

And finally, I would like to express my thanks to all the Management Committee for all they do to make the Hall the success it is. Recent weeks, when some members have not been in the best of health, have highlighted the importance of building the Committee for the future and welcoming new faces onto it. I hope that other residents who can spare a little time will be encouraged to join the team and be part of our success.

Bob Holmes
PWCH Management Committee Chairman
July 2023

Treasurer's Report on the Accounts for the year ended 31 March 2023

Overview

The year ended 31 March 23 saw the fifth full year of operation of the new hall and the fourth in relation to the St. Stephens Trust. The Covid-19 Pandemic did not have any significant effect on hiring and activities during the year although a Music Night at the beginning of the financial year had to be cancelled due, it was believed, in people's reluctance to go out to events with lots of people. We received no government Covid-19 Grants this year.

The General Fund records receipts and payments from ongoing operating activities and new capital expenditure associated with the Hall. The Trustees have decided that the designated fund set up previously to provide for the eventual replacement of the Hall would most likely be required to fund the replacement of equipment in the Hall before the Hall itself needed to be rebuilt. They have renamed the Rebuilding and Capital Asset Fund as the Equipment Replacement Fund to reflect this priority.

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

There was a total net outflow of funds of £12,969 over the year, and consequently cash balances at the end of the year had fallen to £108,440. 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 £9,694. Secondly, the costs of running the Hall, including capital expenditure and loan repayments, exceeded the receipts from its operating activities by £3,275.

It has been decided by the Trustees that a further £10,000 should be added to the Equipment Replacement Fund and so monies from the General Fund have been transferred to increase this balance. This leaves the General Fund with a balance of £32,522 at the end of the financial year, while the Equipment Replacement Fund has increased by the interest earned and additional funds to £20,271.

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) in the year amounted to £34,304 compared to £19,558 in the previous year. However, this is still around £5,000 below 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 even though some activities were either cancelled or had less people attending particularly at the beginning of the financial year.

Receipts from third party hiring's went up from £7,459 to £10,175. This increase is a direct result of the Hall being open more than the previous year. This includes income of £215 from the hire of tables/chairs etc.

The hall was hired for a total of 671 hours in the year (last year 501 hours), of which 358 hours (last year 362 hours) were hiring's by regular users and 313 hours (last year 139 hours) were for one-off private bookings. Among regular hirers, Autism Anglia were again the biggest user, accounting for 78 hours which was lower than last year's 111 hours.

Hall clubs' use has also seen a significant increase in activity, including the full year effect of the two new Hall clubs that started in the previous year – High Energy Dance and Walking Football, and an increase in the meetings of the Quilting class, who now meet every week. Receipts from the Hall Clubs in the year rose from £3,925 to £5,933 as these activities accounted for 441 hours' use of the hall (compared with 319 hours last year).

Once again there was no Peldon Players' pantomime but there was a Summer Concert at Brick House Farm during July 2022 (gross £4,801). There was also the very successful Queen's Platinum Jubilee weekend on 2nd to 5th June 2022 (gross £3,759) as well as the 5th Anniversary Gala Night in September 2022 (gross £2,804). There were also 4 x Crissy Lee Music evenings in the Hall (gross £3052), 12 x Coffee Mornings were held (including one as part of the Jubilee celebrations (gross £2,194 excluding Jubilee Coffee morning) and 2 x Quiz nights were held (gross £881). Also, a bar was run for a Third party event held in the Hall (£74).

Therefore, gross receipts from these fund-raising activities more than doubled to £17,595 compared with £7,765 the previous year.

Whilst the activities/events, and thus income, increased compared with last year, it was still around £5,000 below pre-pandemic levels.

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.

Building expenses totalled £16,220, an increase of £5,766 from the £10,454 incurred in the previous year. Caretaking/Cleaning and Utilities etc costs were higher due to the Hall being in use more than the previous year. This resulted in an increase in these elements of £3,948 over the previous year. Repairs and Maintenance of the hall were higher by £1,818 during this year.

Expenditure associated with the Fundraising activities, detailed above, came to a total of £11,804 (2022 - £4,130) thus after these related costs are taken into account, the net contribution to the Hall's funds from Fundraising activities increased from £3,635 last year to £5,791 this year.

Administration expenditure and Sundry payments accounted for £3,550 which was £341 lower than last year's figure of £3,891.

£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.

Capital assets purchased during the year were split into two categories – firstly, Land and Buildings, of which there was the supply & installation of two water heaters in the kitchen (£1,882) and 2 x new double electrical sockets installed in the storeroom (£96). Secondly, Equipment and Furnishings which principally comprised of vacuum cleaner (£120), additional sound equipment (£267), new tables clothes (£185), artificial Christmas tree (£170) and additional keys cut to provide all committee members with keys for the Hall (£139). A number of smaller items totalling around £100 made up the remainder of the £982 for this element.

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

This fund has been set aside to meet the costs of replacement of major equipment/assets in the Hall, and the funding of this expenditure has been separated from the main General Fund and is, therefore, ring fenced for this purpose. Examples of the expenditure to be paid by this fund is replacement kitchen cupboards, air conditioning, sound equipment etc.

The interest paid through the Redwood Bank account has been split between the General Fund and the Equipment Replacement Fund. As a result, this has added £167 to the Fund thus giving a total for the Fund at the end of the year of £10,271.

The Trustees have agreed that a further £10,000 should be allocated to this Fund at the end of the year. Therefore, £10,000 has been transferred from the General Fund to increase the Fund. The total money in the Fund as at the 31st March 2023 is £20,271.

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 Charity 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 £758 has been earned during the 2022/23 year from these savings accounts. As indicated, all these accounts are totally independent of the Community Hall's accounts.

There have been six approved payments in relation to five projects associated with St Stephens Trust this financial year between 1 April 2022 to 31st March 2023. The various sums paid out in relation to each of the Projects are as follows: -

Project	No. of Payments	Total Amount Paid
Noticeboards	1	£2,600
Digital Piano etc	2	£3,318
Curtains/Cushions	1	£2,196
Car Park Lighting etc	1	£1,388
Audio/Visual equipment	1	£950
Gross Total		£10,452

Therefore, the total expenditure paid out from the Trust in this financial year is £10,452. All these payments were in accordance with the approvals given by Trustees.

However, unlike last year, the PCC of Great & Little Wigborough have not been able to claim back any grants in relation to VAT payments associated with any of the above payments.


Statement of Assets and Liabilities

Cash and bank balances as at 31 March 2023 totalled £52,793 in relation to the Community Hall's Funds, a decrease of £3,275 since the previous year end. However, without the Covid-19 Grants last year, we would have made a loss of £6,340 in 2021/22 due to the continuing effect of the pandemic during that financial year. In addition, there is £55,647 in bank balances in relation to St Stephens Trust as at 31st March 2023.

Amounts due to the Hall from its use in Feb/March 2023 are £518 (2022 – £859). Around £1,520 (2022 - £1,118) of the operating expenditure paid in the year was attributable to the 2023/24 financial year (pre-paid insurance, publicity and licence costs).

Capital assets reflect the amounts spent on building the new hall (but excluding abortive costs incurred earlier in the project) and equipment/assets purchased for it. Donated assets are shown separately based on their valuation. As was agreed last year, the capital assets, including donated assets, have been 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).

The Hall's liabilities have reduced slightly overall from £13,703 in 2021/22 to £11,482 in 2022/23. Accrued operating costs of £1,915 (2022 - £1,328) 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, £922 income has been received in the 2022/23 financial year for advanced bookings in 2023/24. The only capital liability is the Rural Communities Buildings Loan Fund loan which has reduced to £8,645 (2022 - £11,691) including accrued interest.

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

Stewart Bilsland
Treasurer
10th June 2023

Peldon and Wigboroughs Community Hall - Annual Accounts

Receipts and Payments Accounts

Year ended 31 March 2023

2021-22

	<u>Community Hall</u>		<u>St Stephens</u>		
	General	Equipment	Trust Fund	Total	Total
	Fund	Replacement		Funds	Funds
	£	Fund	£	£	£
<u>Receipts</u>					
<i>Operating activities</i>					
Hire charges	10,175	0	0	10,175	7,459
Hall clubs	5,933	0	0	5,933	3,925
Fundraising events	17,595	0	0	17,595	7,765
Donations & gift aid	0	0	0	0	0
Interest received	601	167	758	1,526	765
Covid-19 Grants from Colchester BC	0	0	0	0	10,667
<i>Capital funding</i>					
RCCE Covid Safe Community Buildings Fund	0	0	0	0	15,000
Reimbursement of VAT Refunds claimed by PCC	0	0	0	0	5,819
Total receipts	34,304	167	758	35,229	51,400
<u>Payments</u>					
<i>Operating costs</i>					
Rates, utilities and insurance	4,673	0	0	4,673	2,976
Caretaker	3,476	0	0	3,476	2,740
Cleaning & domestic sundries	3,935	0	0	3,935	2,420
Repairs & maintenance	4,136	0	0	4,136	2,318
Fundraising events	11,804	0	0	11,804	4,130
Marketing & publicity	1,982	0	0	1,982	2,170
Licenses & subscriptions	597	0	0	597	1,026
Administration costs	900	0	0	900	602
Sundry payments	71	0	0	71	93
<i>Asset purchases & debt repayments</i>					
St Stephens Nave Trust	0	0	10,452	10,452	42,388
Land & Buildings	1,978	0	0	1,978	18,176
Equipment & furnishings	982	0	0	982	1,139
Loan repayments & interest	3,212	0	0	3,212	3,212
	37,746	0	10,452	48,198	83,390
<u>Net receipts/(payments) for the year</u>	-3,442	167	-9,694	-12,969	-31,990
Transfers between funds	-10,000	10,000	0	0	0
Cash funds at start of year	45,964	10,104	65,341	121,409	153,399
<u>Cash funds at end of year</u>	£32,522	£20,271	£55,647	£108,440	£121,409

Peldon and Wigboroughs Community Hall - Annual Accounts

Statement of Assets & Liabilities

As at 31 March 2023

2021-22

	General Fund	Equipment Replacement Fund	St Stephens Trust Fund	Total Funds	Total Funds
	£	£	£	£	£
<u>Cash Funds</u>					
Bank deposit accounts	30,635	20,271	55,597	106,503	119,780
Bank current accounts	1,000	0	50	1,050	493
Cash in hand	887	0	0	887	1,136
	<u>32,522</u>	<u>20,271</u>	<u>55,647</u>	<u>108,440</u>	<u>121,409</u>
<u>Other Monetary Assets</u>					
Debtors	518	0	0	518	859
Accrued interest receivable	2	0	59	61	17
Prepaid expenditure	1,520	0	0	1,520	1,118
	<u>2,040</u>	<u>0</u>	<u>59</u>	<u>2,099</u>	<u>1,994</u>
<u>Capital Assets</u>					
Land and buildings at depreciated cost	494,699	0	0	494,699	505,628
Purchased equipment at depreciated cost	26,537	0	0	26,537	25,739
Donated assets at depreciated valuation	10,747	0	0	10,747	11,916
	<u>531,983</u>	<u>0</u>	<u>0</u>	<u>531,983</u>	<u>543,283</u>
<u>Liabilities</u>					
Accrued operating costs	1,915	0	0	1,915	1,328
Income received in advance	922	0	0	922	684
Accrued capital expenditure	0	0	0	0	0
ACRE loan & accrued interest to 31 March	8,645	0	0	8,645	11,691
	<u>11,482</u>	<u>0</u>	<u>0</u>	<u>11,482</u>	<u>13,703</u>
<u>Net Assets</u>	£555,063	£20,271	£55,706	£631,040	£652,983

Independent examiner's report on the accounts

Report to the trustees/ members of	Peldon & Wigboroughs Community Hall		
On accounts for the year ended	31 st March 2023	Charity no (if any)	269399
Set out on pages	1 to 11		

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:** 16th June 2023

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