

Purley Memorial Hall

Annual Trustees Report 2020/21

Operational Report



Covid-19

The past year has been one of two halves. The Trustees closed the Hall in December 2020, just after the AGM, due to the third Covid-19 lockdown for all hirers apart from the long-term hirer of the John Devine room. In April 2021 the Trustees agreed to a limited reopening of the Hall for activities for young children. The Hall fully reopened in June 2021 when the lockdown regulations ceased. We have maintained the sanitisation points in the Hall and amended the Special Conditions for Hall hire to strongly recommend to hirers some of the actions they should consider when using the Hall.

All the Hall Management meetings were held via Zoom between January and June 2021

General Operations

During the past year we have continued our efforts to improve and maintain the Hall.

The Trustees have been particularly busy in improving the Hall for the future.

- Replacing the boiler as the previous boiler was regularly failing.
- Purchase of a fogging machine to allow weekly sanitising of the Hall.
- Kitchen has been updated with coloured upstands and covered window ledges.
- Replacing the side windows on the garage block and Horticultural Store.
- Cutting back all the vegetation around the boundary of the Hall.
- Painting doors to match with the rest of the decoration.



- Further maintenance work on roof to seal spaces between roof bolts.
- Redrafting the Covid- Risk Assessment and Special conditions.
- Moved the router from the John Devine Room to the main Hall.
- Installed a handrail on stairs down to lower meeting room.
- Instigated report on the fire safety of the Hall. This resulted in:
 - Contractor filled in various gaps to prevent passage of smoke.
 - Several signs being provided and updated.
 - All steps edges being outlined in yellow paint.
 - Concrete area outside main door being hatched in yellow to keep clear for emergency vehicles.
 - Circuit breaker panels re-marked.

The Trustees agreed to plant a tree in remembrance of two of our long serving Trustees who sadly recently passed way.

An LCD projector has been donated to the Hall which is available for hirers to use.

Finance Report

The Hall raises all its income through the hire of its facilities to local groups and through grant applications to various organisations. It does not collect money from the public by seeking donations.

The accounts for the year 2020/21, have been agreed by the independent auditor, and are attached.

The first part of the year up to April was very quiet. However, since we part opened in April, we have had a steady stream of requests for parties for young children. Since June other bookings have started to pick up but many of our regular hirers are delaying restarting till the new year. The John Devine room is subject to a long-term rental which has brought in a regular income over the whole of the financial year.

During the year we have continued to benefit from Government grants to Village Hall in lockdown due to Covid -19 restrictions. This has amounted to a further £18,240.93. This has left the Hall finances in a very strong position. The trading account for 2020/21 shows a net income of £15,231.73. Our reserves as at the 31 August 2021 are £61,109.29.

All the invoices for the year up until the end of August have been paid.



Trustees

Rita Benedict	Hall Manager/Treasurer
Pam Beddoes	Rep for Parish Council
Marilyn Hoare	Rep for Women's Institute
Paul Humphreys	Rep for Purley Horticultural Society

Joan Killick	Rep for Thames Valley Singers
Mike Mercer	
Graham Rolfe	(Chairman)
Sue Slade	
Marie Stener	Secretary
Tony Stener	
Dave Waldock	Vice Chairman

This report was approved by the Trustees at the AGM meeting on 27th October 2021.

Chairman

Treasurer

R G Rolfe

R Benedict

27th October 2021

27th October 2021

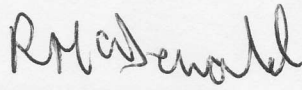
Purley on Thames Memorial Hall
Charity commission registered No 300191

Income and expenditure account
For the year ended 31st August 2021

2019/2020		2020/2021
	Income	
10,051.39	Lettings & rent	1,536.00
4,400.00	John Devine room	5,228.80
	Regular hirers	3,072.58
10,000.00	West Berks Council grant	18,240.93
239.12	miscellaneous	234.00
<u>24,690.51</u>		<u>28,312.31</u>
	Expenditure	
216.87	Council tax & water rates	548.04
2,118.86	Lighting & heating	2,336.22
4,291.21	Maintenance	1,722.12
2,495.50	Cleaning & gardening	1,806.50
2,893.75	Maintenance materials	1,732.37
1,182.02	Insurance	1,193.38
35.55	Postage & stationery	0.00
330.38	Telephone	327.30
2,024.00	Honoraria	
150.00	Accounts examiner	150.00
0.00	Service payments	2,109.50
366.88	Miscellaneous	1,155.15
<u>16,105.02</u>		<u>13,080.58</u>
<u>8,585.49</u>		<u>15,231.73</u>

Purley on Thames Memorial Hall
Balance Sheet
As at 31st August 2021

	Assets	
45,877.53	Lloyds treasurers account	61,109.26
<u>45,877.53</u>		<u>61,109.26</u>
	Liabilities	
	General fund	
37,292.04	As at 1st September (beginning of year)	45,877.53
8,585.49	Excess / Deficit (-) during the year	15,231.73
<u>45,877.53</u>	As at 31st August (year end)	<u>61,109.26</u>

Signed 
R McDonald - Independent Examiner

R Benedict
Treasurer



Dated 30 September 2021

Dated 30/9/2021

Independent Examiner's Report to the Trustees of Purley on Thames Memorial Hall.

Charity Commission registered 300191

I report on the accounts of the charity for the year ended 31st August 2021 which are set out on page 1.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility

- to examine the accounts as required under section 145 of the 2011 Act,
- to follow the procedures laid down in the general directions given by the Charity Commissioners section 145(5)(b) of the 2011 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 the general directions given by the Charity Commission.

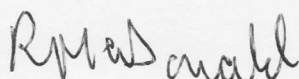
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the view given by the accounts. The report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matters have 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 2011 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Richard McDonald



5 Church Mews, Purley on Thames, Reading, RG8 8AG.

Dated.

30th September 2021