



Trustees Annual Report

The trustees of the charity present their report and financial statements for the year ended **September 30th 2022**.

Reference and Administrative details

Name:	Pitstone Memorial Hall
Registered Charity number	300318
Principle Address	Pitstone Memorial Hall Vicarage Road Pitstone Buckinghamshire LU7 9EY

Objectives and activities

The provision and maintenance of a Memorial Village Hall (the Hall) and facilities ancillary thereto for the use of the inhabitants of the Parish of Pitstone and the immediate neighbourhood thereof without distinction of sex or of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation including food and beverage facilities.

It is the intention of the Trustees that the Hall is regarded as the centre of the Community especially after the hiatus caused by the COVID pandemic. The Trustees are keen to work alongside the Pitstone Parish Council, local sports clubs and groups and provide services and facilities that allow greater interaction between all parts of the local community.

In planning activities for the year, the Trustees confirm that they have given due regard to the Charity Commission's legislative and regularity requirements to comply with Section 17 of the Charities Act 2011.

The Trust financial objective is to maintain the Hall and to improve the facilities that it is able to provide to the Community.

Achievements and performance

After an extended period where the Hall was forced to close due to the pandemic, the Trustees and staff have reopened the facilities to the community, however, insufficient revenue could be generated during the year as users of the Hall regained their confidence for social activities and the results for the year ended 30 September 2022 show a loss of £15,320 for the period.

In preparation for the reopening of the Hall the Trustees approved major refurbishment and maintenance work but recognised that further work is still required following a number of years of poor investment on the building's structure and facilities.

Financial Review

Summary:

Total Income: £ 62,869

Total expenditure £ 78,189

The Trustees are content that the financial position of the Charity is in line with the Financial Policy and that there are sufficient funds to maintain it as a going concern,

The results for the year ended 30 September 2022 show a loss of £15,320 for the period. This is calculated on a cash basis (money actually received less amounts paid in the period) and is subject to an Independent Examination before submission to the Charity Commission. The previous year had a surplus of £6,053 (mainly due to Covid Grants from the council). As of 30 September 2022, the Hall had a total cash balance of £15,560; 30 September 2021: £34,184. Regular activity bookings and one-off Event Bookings were slow to resume after Covid restrictions were lifted, especially where a celebration included vulnerable people.

Included in the calculation is net income from the Hall's bar of £3,363. Bar income was boosted slightly in July due to its presence at the annual Pitstone Party in the Park event. The Hall provides bar services directly, primarily to Hall functions, and Cricket match hospitality. The Hall has continued to run the profit share arrangements with the Ivinghoe & Pitstone United Cricket Club only. From bar profits arising in the year to 30 September 2022, their profit share was £1,363.

Pay rises were given to the Bookkeeper, Hall and Bar Managers from 1st August.

In July the Hall provided a Bar service for the community *Party in the Park* event. Numbers were less than expected and there was an initial outlay of supplies and equipment. Surplus stock was returned to the Suppliers and credit refunds received.

The monthly electricity payments returned to normal after the Hall reopened for Hirers in October 2021. In the previous year the Hall received a large credit for the months it had been closed. The three-year contract with Eon has been renewed and some discount obtained which will help with the rising costs imposed nationally.

The Hall insurance has been renewed with a fixed 3-year price £4,035.38 per annum. Changing practice from previous years, 10 monthly payments will be made by Direct Debit starting from 22/11/22.

Due to difficulties with employing cleaning staff the decision was made to engage a professional cleaning company. Whilst this reduced the Wages costs slightly the £7,739 costs have increased the Maintenance figure. For 2022/2023 we have appointed new cleaners and will no longer use the cleaning company. In addition, repairs and maintenance to the building includes gardening charges of £2,184; CCTV and Fire maintenance/repairs of £2,651.

Hall Refurbishment costs reflect repairs of £5,934 for the roof and £1,630 for the showers using grants given in the previous financial year. Exterior lighting requirements cost £3,948 and a new oven for the Millennium kitchen cost £1,441.

Previous Independent Examination of the Hall accounts was carried out free of charge by local accountants *Ashby's*. The company was taken over during 20/21 and could not continue with the goodwill arrangement. Another Independent Examiner was found and has been re-engaged for the 2021/2022 IE.

Due to the continuing difficult conditions for 2021 and 2022 it was decided not to increase Hall Hire charges from 1st September to encourage regular Hirers to book for as long as possible. The situation will be reviewed in November 2022.

The financial Statement and notes are included in Annex 1

Structure, Governance and Management

Registration history:	02 July 1962: Standard registration
Organisation type:	Unincorporated Charity
Other names:	No other names
Gift aid:	Not recognised by HMRC for gift aid
Other regulators:	No information available
Policies:	Financial Policy Conflicting interests Paying staff Safeguarding vulnerable beneficiaries

Land and property: The Charity leases land and Property from the local authority at a peppercorn rent.

Trustee(s)

Name	Appointment	Role	Date of appointment	Other trusteeships
Stephanie Murrell	Elected at AGM	Chair	15-Jul-19	None on record
Edward Johnson	Co-opted	Trustee	13-Feb-23	None on record
Bill Brassington	Elected at AGM	Treasurer	08-Nov-21	None on record
Frances Nash	Elected at AGM	Trustee	25-Jan-21	THE BUCKINGHAMSHIRE BRANCH OF THE CAMPAIGN TO PROTECT RURAL ENGLAND
David Frankum	Ivinghoe and Pitstone Cricket Club	Trustee	11-Nov-19	None on record
Margaret Ann Crutchfield	Elected at AGM	Trustee	12-Nov-18	None on record
Margaret Ann Witherden	Elected at AGM	Trustee	12-Nov-18	None on record
Jane Beddall	Elected at AGM	Trustee		None on record

Trustees are appointed, elected or seconded as per Annex 2

Trustees are not permitted to make any financial gain from the Trust.

Declarations

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees.

Signature



Name

Bill Brassington

Position

Treasurer

Date

July 12th 2023

Annex 1 - Financial Statement

Pitstone Memorial Hall
Year ended 30 September 2022

INCOME	2022 £	2021 £	Notes
Interest	-	-	1
Lettings	38,719	14,244	2
Bar takings (including tfr from Main a/c)	24,150	14,800	4
Other income	-	29,354	6
	62,869	58,397	
EXPENDITURE			
Wages	14,917	16,982	7
Cleaning Materials	214	334	8
Water Rates	1,917	524	9
Bar expenses	20,846	16,029	4
Heating Oil and Gas	1,037	1,441	10
Electricity	1,793	646	11
Postage, stationery & telephone	938	1,021	12
Insurance	-	3,690	13
Repairs and Maintenance	16,765	3,387	14
Hall Refurbishment	14,664	3,729	15
Refuse Collection	1,274	1,038	16
Subscriptions	1,939	2,498	17
Professional fees (payroll and IE)	740	390	18
Sundries	1,147	636	19
	78,189	52,345	
.	(15,320)	6,053	
Funds brought forward	38,135	32,082	
Funds carried forward	22,814	38,135	
Funds in the form of			
Bank balance - Main account	15,560	34,184	
Bank balance - Bar account	6,757	3,394	
Cash in hand - Bar account	496	554	
	22,812	38,132	

Pitstone Memorial Hall
Year ended 30 September 2022

NOTES	2022	2021
	£	£
1 Interest		
The bank accounts are no longer interest bearing		
2 Lettings		
Social Club rent		
Room hire	38,719	14,244
	<u>38,719</u>	<u>14,244</u>
3 Social Club contribution		
For Social Club profits from Hall events		
	<u>-</u>	<u>-</u>
4 Net bar profits (Cash basis)		
Increase in cash in hand	(59)	278
Income received into main bank account	-	-
Income received into bar bank account	24,209	14,522
Total bar income	<u>24,150</u>	<u>14,800</u>
<i>Less costs:</i>		
Wages	(6,254)	(6,018)
Committee Expenses/ Other	(1,350)	(432)
Bar supplies	(12,175)	(7,045)
Maintenance / refurbishment	(384)	(967)
Merchant services fees	(319)	(288)
Cash float	-	-
Profit share to CC/FC	(363)	(1,279)
	<u>(20,846)</u>	<u>(16,029)</u>
Sales in Main account	-	-
Total of monthly profits October - September	<u>3,549</u>	<u>1,012</u>
	3,549	1,012
Less (increase)/decrease in stock value to 30 Sept	158	(501)
Timing differences	(374)	35
Items expensed not in sales above	-	2
Profit on cash basis above	<u>3,332</u>	<u>547</u>

Timing differences

Credit card receipts not yet received	-	-
Wages and tax/NI to pay	(64)	-
Stock purchases to pay	(89)	6
Sagepay fees to pay	(23)	(38)
Cricket Club profit share to pay	(115)	151
Football Club profit share to pay	(84)	(84)

(374)	35
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Items expensed not in sales above

Remembrance Service hospitality		105
Maintenance and refurbishment		(326)
	-	(221)

6 Other income

Grant for Roof Repairs		6,000
Electricity Refund/Subscription		
Grant from AVDC re COVID Lockdown		19,099
HMRC re Furlough Main		2,280
Insurance Claim for Changing Rooms		1,975
	-	29,354

7 Wages

Facilities Manager	(5,876)	(5,076)
Bookkeeper	(5,913)	(6,007)
Cleaning staff	(879)	(3,569)
Furlough - Cleaning Staff		(685)
Furlough - Admin	-	(181)
HMRC	(2,179)	(1,969)
Bar Manager paid in error from Main a/c	-	-45.2
LB tax/wages tfr from Bar a/c	(71)	550
	(14,917)	(16,982)

8 Cleaning materials

From KLS	(214)	(215)
Amazon (COVID supplies)	-	(120)
From Nisbets		

(214)	(334)
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9 Water rates

Anglian Water	(1,917)	(524)
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10 Heating Oil and Gas

Eon	(1,037)	(1,441)
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(1,037)	(1,441)
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11 Electricity

Eon	(1,793)	(646)
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12 Postage, stationery and telephone

BT telephone	(836)	(976)
BT broadband		
Mobile cost	-	-
Postage and stationery	(102)	(45)

(938)	(1,021)
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13 Insurance

Came & Co	-	(3,690)
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14 Repairs and maintenance

Annual fees (eg servicing)	(768)	(1,087)
Ongoing expenses and repairs	(1,020)	(1,933)
Locks and security (including CCTV)	(2,651)	(367)
Hanging Baskets	(54)	
Gardening	(2,184)	
Line Marking	(150)	
Keys	(12)	
Locks	(450)	
Fly catcher	(220)	
Dishwasher maint	(299)	
Poppy Wreath/Bracket/Drill	(149)	
Fire Doors	(1,068)	
Contract Cleaners	(7,739)	
	<u>(16,765)</u>	<u>(3,387)</u>

15 Hall refurbishment

Outside Lighting		(1,810)
AGA Rangemaster		(1,919)
Roof	(5,934)	
Trolleys for Hall	(774)	
Oven	(1,441)	
Extractor Hood	(649)	
Showers	(1,630)	
Lighting	(3,948)	
Soundproofing	(288)	
	<u>(14,664)</u>	<u>(3,729)</u>

Received £6,000 from the Pitstone Parish Council as a contribution to roof repairs

16 Refuse collection

AVDC	(1,274)	(1,038)
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Note that we recover £55 a quarter from PPC for the litter pickers using our bins
(invoiced annually in December)

17 Subscriptions

PRS/PPL music licence	(1,119)	(1,896)
Premises licence	(180)	(180)
Hallmaster	(164)	(164)
Community Impact Bucks	(95)	(60)
Hall website	(115)	
Office 365	(66)	
TV licence	(159)	(158)
Quickfile		
ICO	(40)	(40)
	<u>(1,939)</u>	<u>(2,498)</u>

18 Professional fees (payroll)

Payroll service s	(390)	(390)
Inde pendent Examination	(350)	
	<u>(740)</u>	

19 Sundries

Bank fees	(72)	(72)
Laptop for Hall Manager		(299)
Ashbys re Tax advice		(227)
Covid Supplies		(38)
Poppy appeal wreath and hospitality	(93)	-
Memorial Plaque	(239)	
Blackout paper etc	(68)	
Training		
Laptop repair	(156)	
S Murrell Emma Leaving Gift	(506)	
Salt Grit	(12)	
	-	
	<u>(1,147)</u>	<u>(636)</u>

Pitstone's remembrance service held Remembrance Sunday - Cancelled due to Covid-19

20 Refunds

Returnable Refunds	(5,053)	(864)
Refunds due to Covid	-	(984)
	<u>(5,053)</u>	<u>(1,848)</u>
Deducted from Lettings income		

21 Bar Expenses

Paid to Tring Brewery from Main	-
Tfr to Bar in error	(44)
	<u>(44)</u>

Annex 2 - Committee of Management

(Note: extract from Sealed Scheme dated June 20th 2019 – The Committee of Management of the Hall Foundation is now referred to as the Board of Trustees and Members refers to individual Trustees)

9. (1) The Committee of Management of the Hall Foundation (hereinafter called ‘the Committee’) shall, when complete, and except as in this Part of the Scheme provided, consist of twenty-three Members, that is to say,

EIGHT Elected Members to be appointed (except in the case of such Members appointed to fill casual vacancies) at the Annual General Meeting to be held as hereinafter provided;

ELEVEN Representative Members, of whom one shall be appointed by each of the following organisations:

The Pitstone Parish Council

The Committee of the Ivinghoe and Pitstone Amateur Dramatic Society

The Committee of the Ivinghoe and Pitstone Cricket Club

The Committee of the Ivinghoe and Pitstone Darby and Joan Club

The Committee of the Pitstone and Ivinghoe Football Club

The Committee of the Pitstone Garden and Allotment Association

The Committee of the Pitstone Local History Society

The Committee of the Pitstone Pre-School Play Group

The Committee of the Ivinghoe and Pitstone Troop of Boy Scouts and

The Committee of the Ivinghoe and Pitstone Women’s Institute and

not more than FOUR Co-optative Members to be appointed by the Committee, if it thinks fit, at a duly constituted meeting.

- (2) The constitution of the committee as in this clause before provided may, on the application of the Committee, be altered from time to time by Order of the Charity Commissioner.

- (3) The name of each Representative Member shall be notified to the Secretary of the Committee by the organisation by which he is appointed.

- (4) A person who has previously been a Member of the Committee may be re-appointed.

Additional Representative Members

10. The Committee may, by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members for the time being, allow any organisation operating in the Parish of Pitstone which is not empowered to appoint a Representative Member by or under Claus 9 of this Scheme to appoint such a Member.

Commencement of Membership

11. The period of office of a Member of the Committee shall commence:
- In the case of an Elected Member (other than such a Member appointed to fill a casual vacancy), at the end of the Annual General Meeting at which he is appointed;
 - In the case of a Representative Member appointed within one month before an Annual General Meeting, at the end of the Annual General Meeting next after his appointment; and in the case of any other Representative Member, on the day on which notification of his appointment is received by the Secretary of the Committee from the organisation appointing him, and
 - In the case of a Co-optative Member, at the end of the meeting at which he is appointed.

Determination of Membership

12. (1) Any Member of the Committee who is adjudicated a bankrupt, or who makes a composition or

arrangement with his creditors, or who is incapacitated from acting, or who communicates in writing to the Committee a wish to resign, shall thereupon cease to be a Member.

- (2) All Members of the Committee shall cease to hold office at the end of the Annual General Meeting next after the date on which they came into office.

Casual Vacancies

13. (1) Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and such a vacancy in the office of Representative Member shall be notified as soon as possible to the proper appointing organisation.
- (2) A casual vacancy in the office of Elected Member may be filled by the Committee and the period of office of a Member appointed to fill such a vacancy shall commence at the end of the meeting at which he is appointed.

Failure to Appoint

14. The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any failure to appoint or by any defect in the appointment or qualification of any Member.

PITSTONE MEMORIAL HALL

Pitstone Memorial Hall
Year ended 30 September 2022

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	£	£	
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Other income	-	29,354	6

62,869	58,397
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EXPENDITURE

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Cleaning Materials	214	334	8
Water Rates	1,917	524	9
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Merchant services fees	(319)	(288)
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	-	(221)

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Cancelled due to Covid

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Mobile cost	-	-
Postage and stationery	(102)	(45)
	(938)	(1,021)

13 Insurance

Came & Co	-	(3,690)
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Both of these payments are under a fixed price three year contract, with increases only arising from changes to insurance tax rates, and the impact of RPI on insured assets.

14 Repairs and maintenance

Annual fees (eg servicing)	(768)	(1,087)
Ongoing expenses and repairs	(1,020)	(1,933)
Locks and security (including CCTV)	(2,651)	(367)
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Community Impact Bucks	(95)	(60)
Hall website	(115)	
Office 365	(66)	
TV licence	(159)	(158)
Quickfile		
ICO	(40)	(40)
	<u>(1,939)</u>	<u>(2,498)</u>

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	<u>(740)</u>	

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Blackout paper etc	(68)	
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Laptop repair	(156)	
S Murrell Emma Leaving Gift	(506)	
Salt Grit	(12)	
	-	
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	<u>(5,053)</u>	<u>(1,848)</u>
Deducted from Lettings income		

21 Bar Expenses

Paid to Tring Brewery from Main		-
Tfr to Bar in error		(44)
		<u>(44)</u>

PITSTONE MEMORIAL HALL (PMH)

Independent examiner's report to the trustees of PMH

I report to the trustees on my examination of the accounts of PMH (Charity number 300318) for the year ended 30th September, 2022.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

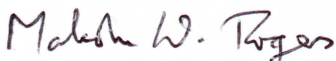
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed: 

Name: Malcolm W Rogers

Relevant professional qualification or membership of professional bodies : ACIE

Address: 24a, Friars Walk, Tring, Hertfordshire, HP23 4AY

Date: 20th July, 2023