

2021 Treasurer's Report for Gerrans Parish Memorial Hall – Registered Charity Number 300543

Once again, the charity's finances were impacted by COVID. Particularly income from Hall hire and Heritage Centre sales.

However, on the plus side, income from the Hall car park was significantly higher than previous years. This perhaps in part due to the staycation affect and the increase in tourists to the region.

Expenditure this year was low as there were no major projects undertaken.

We were fortunate to have a fixed-rate electricity deal until May 2022. But we can see an increase in oil price already

Overall, the Charity made an operating surplus of £25,072 over the period.

One difference in these accounts to previous years is the transfer of £50,200 to charity number 1194610, also called Gerrans Parish Memorial Hall. This is part of the process of moving the charity to CIO status and will be completed once the property transfers are complete.

Finally, I would like to thank Peter Cunningham for freely giving his time to audit these accounts.

Nigel Boon

Treasurer, Gerrans Parish Memorial Hall

AGM April 2022 – Chair's Report

For those who may be new to the Charity, our purpose is to provide and promote our assets for *“physical and mental training and recreation and social, moral and intellectual development”*. Today, along with the Memorial Hall, we fulfil this purpose through a broader base of assets, including the Surgery, Heritage Centre, and a telephone box.

The model that has been created over the years, is a shining example of community self-help. The rental income that passes from the NHS to the Surgery and then to the Charity, is reinvested back into the maintenance and improvement of our assets that serve our community so well.

We started 2021 closed of course, because of the pandemic, but as the vaccine programme progressed and we had all be double jabbed, we started to see the impact and restrictions were gradually lifted. In May, Ping Pong and St Antony Noyse restarted, and in June Osteopathy sessions commenced. By September the RSPG Café and Old Cornwall Society were back and with Roseland Life we had 6 new fitness and gymnastic classes each week. If you take a look through our online calendar now, we anywhere between 16 and 20 groups each week using the Hall and Committee Room. As we came out of lock down and re-opened, we also took the opportunity to install a new online booking and invoicing system to make it easier for users and our Bookings Secretary and Treasurer.

The Heritage Centre has followed a similar path of re-opening. Through the summer of 2021 we had restricted opening hours and restricted the numbers of visitors in at any one time. Now thankfully, we can fully reopen for the 2022 season. Thanks to everyone involved, we have a new exhibition with something like 50% of all the display boards being updated or new. We have increased our volunteer based and have restocked the shop.

It feels like we are approaching something like a new normal.

I am pleased to report that we are in a healthy financial position. The full details can be found in our audited accounts. This is thanks to our innovative funding model and the careful management by the Committee over the years. We have built up a decent reserve which has allowed us to start to pull together a capital projects plan for the next couple of years. This will include replacing some of the more tired features such as: the fencing in the car park; improving the external lighting around the grounds of the Memorial Hall and Surgery; and a new ticketing and payment system for the car park. As part of this we also hope to explore the installation of electric vehicle charging points.

Through 2021 we have put a significant amount of effort into tightening up our governance. The most important change has been to start to shift our legal structure to a new Charitable Incorporated Organisation (CIO). This transition should be complete by the end of 2022.

CIOs are a relatively new, and very helpful legal structure for organisations like ours. CIOs are similar to companies, in that they have the same legal status as a person. This means we can enter into contracts under the name of Gerrans Parish Memorial Hall. Before we formed the CIO, any contract we signed, for say a utility bill or some maintenance work, had to be done in the name of an individual Trustee. That meant that individual also had all the liability should something go wrong. This new move means that our trustees and members generally have limited or no personal liability – which makes it a little easier for people to decide to volunteer to be a Trustee in the future.

However, because CIOs are not companies we don't have to register with Companies House, rather we are registered and governed by the Charity Commission. This saves us lots of time, effort and costs in paperwork.

In moving to the new legal structure, we also took the opportunity to review and refresh all the policies that govern how we operate to bring us in line with the latest Charity Commission best practice. These documents cover a range of topics including: conflicts of interest; financial procedures; reserves; safeguarding; and data protection.

Finally, each year we take the opportunity to say a massive thank you to those people in our community who do so much to keep the amazing facilities we have open and available to us all. In no particular order!

- Pam Case, who, together with Paddy, was instrumental in making the Heritage Centre, the incredible asset that it is. Pam has decided to step down from the Heritage Centre Manager role, but I am pleased to say that she will stay on the Committee.
- Nev Meek for stepping in and taking over the Heritage Centre role. Nev has already moved at pace to set up a new exhibition with his team of volunteers and get ready for the new 2022 season.
- Nigel Boon for his diligent treasury skills in managing our finances and for leading the successful shift to Charitable Incorporated Organisation (CIO) status. The latter is a significant project in its own right.
- Cynthia Calton for continuing to do such a great job of Secretary to the Committee keeping us all in line and legal!
- Michelle Borrie, Mark Green, Chris Vandome and Geoff Roberts for keeping the Hall and Surgery in the best possible shape for all our users
- Luke Dunstan and Alex Fletcher for looking after the grounds.
- Victoria Ling for looking after the bookings for the Hall and overseeing the introduction of the new online bookings system.
- David Calton for continuing to collect money from the car park machine and keep the machine maintained.
- Peter Cunningham for his care and attention in auditing our accounts

- All those who run clubs, societies and events from the Hall, for the benefit of our community.

Finally, I just want to say thank you to the whole Committee of Trustees for giving of your time, energy and ideas. You all represent our wonderful community, and keep the Charity connected and grounded to its purpose.



Andy Mullins

Chair of Gerrans Parish Memorial Hall Committee (April 2022)

Financial Accounts Year to December 2021

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Date **8th March 2022**

Treasurer **Nigel Boon**

GERRANS PARISH MEMORIAL HALL - Registered Charity Number 300543

<u>STATEMENT OF FUNDS as at 31st December 2021</u>	<u>2021</u>		<u>2020</u>	
	£	£	£	£
<u>Income and Expenditure Account</u>				
Balance at 31st December	117,901		111,152	
Surplus/(Deficit) for the year ending 31st December	-25,128		6,749	
Balance at Year End		92,773		117,901
REPRESENTED BY:				
<u>Freehold Property at Cost</u>	154,717		154,717	
Less Depreciation	-83,771		-83,771	
Fixed Assets		70,946		70,946
<u>Current Assets</u>				
Cash at Bank	35,274		55,103	
Stock	943		1,470	
Debtors	471		4,505	
Payment in Advance	271		269	
Current Assets		36,959		61,347
Less Creditors due within one year	-1,132		-392	
Net Current Assets		35,827		60,955
Total Assets		106,773		131,901
Less: Long Term Grants & Loans,				
Grant - County Environment Trust	-14,000		-14,000	
Less Long-Term Liabilities		-14,000		-14,000
Total Net Assets		92,773		117,901
Nigel Boon				
Hon. Treasurer			Date: 14th March 2021	
Andy Mullins				
Chairperson			Date: 14th March 2021	

Report of the Independent Examiner

Basis of Independent examiner's report. An examination includes a review of the accounting records kept by the organisation 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 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 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **Peter Cunningham**

Date: 15th March 2022

GERRANS PARISH MEMORIAL HALL - Registered Charity Number 300543

Financial Accounts Year to 31 December 2021	Total		Memorial Hall & Surgery		Heritage Centre	
	2021 1 Jan to 31 Dec	2020 1 Jan to 31 Dec	2021 1 Jan to 31 Dec	2020 1 Jan to 31 Dec	2021 1 Jan to 31 Dec	2020 1 Jan to 31 Dec
	£	£	£	£	£	£
Income						
Surgery Rent	29,700	29,700	29,700	29,700		0
Hire of Hall	1,070	2,585	1,070	2,585		0
Car Parking	7,300	3,915	7,300	3,915		0
Donations	124	33	50	0	74	33
Inconvenience Payment	75	0	75			
Business Grant	0	20,000	0	10,000	0	10,000
Heritage Centre Sales	1,427	1,365		0	1,427	1,365
Bank Interest	4	31	4	31		0
Total Income	39,699	57,629	38,198	46,231	1,501	11,398
Deduct: Expenditure						
Cleaning	404	561	404	561	0	0
Gardening	785	774	785	774	0	0
Caretaker	39	135	39	135	0	0
Electricity	774	1,180	494	538	281	642
Oil	1,237	867	1,237	867		0
Water Rates	198	290	66	168	132	122
Insurance	3,255	3,158	2,794	2,710	461	447
Telephone	1,190	1,292	628	637	561	656
Car Park	930	1,055	930	1,055		0
Routine Maintenance	634	1,232	475	880	159	352
Enhanced Maintenance	845	33,473	845	25,005		8,468
Stationery, Licences and General	549	1,620	496	1,384	53	236
Administration Fees and Expenses	3,000	3,000		0	3,000	3,000
Professional Fees	0	1,550		1,550		0
Shop Purchases (Adjusted for Stock)	788	693		0	788	693
Total Expenditure	14,627	50,880	9,192	36,263	5,436	14,617
Operating Surplus	25,072	6,749	29,007	9,968	(3,935)	(3,219)
Transfer of funds to CIO (Charity No.1194610)	50,200	0	50,200	0		0
Surplus/(Deficit) for the year	(25,128)	6,749	(21,193)	9,968	(3,935)	(3,219)

<u>GERRANS PARISH MEMORIAL HALL</u>					
<u>FOR THE YEAR ENDED 31st DECEMBER 2021</u>				<u>2021</u>	<u>2020</u>
<u>Schedule of Creditors</u>				<u>£</u>	<u>£</u>
V.A.T.				990	0
Heritage Centre BT				142.02	142.18
Heritage Centre - Professional and Admin				0.00	250.00
Sub Total Creditors				1,132	392
<u>Debtors</u>					
Hall - Hire				45	0
Heritage Centre - December Sales				58	0
VAT				0	3,870
Electricity Refund				368	635
Sub Total Creditors				471	4,505
<u>Payment in Advance</u>					
Insurance				271	269
For Insurance Payments in Advance-see calculations attached					
<u>Stock @ Cost</u>				943	1,470
For Stock Value supported by Stock Schedules					
<u>Cash at Bank</u>					
Barclays Current Account				25,193.90	15,026.98
Barclays Instant Saver Account				10,080.31	40,076.46
NatWest Current Account					
NatWest Fixed Term Deposit					
Sub Total Cash at Bank				35,274	55,103
Net Total				35,827	56,920

GERRANS PARISH MEMORIAL HALL Registered Charity Number 300543

FIXED ASSETS	As at 31st December 2021			As at 31st December 2020		
	Cost	Depreciation	Written Down Vale	Cost	Depreciation	Written Down Vale
FREEHOLD PROPERTY						
Gerrans Parish Memorial Hall upgrade to facilities at cost						
Brought Forward	83,771	-83,771	0	83,771	-83,771	0
Additions / Charge for Year	0	0	0	0	0	0
Carried Forward	83,771	-83,771	0	83,771	-83,771	0
Gerrans Heritage Centre at Cost	70,946	0	70,946	70,946	0	70,946
Gerrans Surgery	0	0	0	0	0	0
Total	154,717	-83,771	70,946	154,717	-83,771	70,946

Notes**Gerrans Parish Memorial Hall**

The Land for the Hall was conveyed by Gerrans Parish Council on 21st. June 1949 for a Sum of £160. This sum was provided by public subscription by the parishioners and others for the purpose of erecting a village hall.

The Trustees hold the property in fee simple for the Parish of Gerrans and it is held upon trust.

If the Committee decides it is necessary or advisable to discontinue the use of the premises for the purposes for which it is held a meeting of the inhabitants of Gerrans Parish shall be called. If such decision is confirmed the Committee may, with the consent of the Charity Commissioners, let or sell the premises. All such monies arising shall be applied either in the purchase of other premises or towards such other charitable purposes for the benefit of the inhabitants of the Gerrans Parish as may be approved by the Charity Commission.

We only seem to have accounts from 1979 and there is no record for money being spent & capitalised on building the Hall etc. I can only assume it was either covered by grants/public donations and of no net cost to the Hall or the amounts were expensed through the Income & Expenditure Accounts.

Gerrans Heritage Centre at Cost

I assume this was the cost of purchasing the Heritage Centre. It first appeared in the balance sheet on year to 30 April 2004.

Gerrans Surgery

There is a record of a Surgery Building Fund for the three years to 30 April 2003. Building costs were £150,408 and these were covered by Grants/Grant Aid/Donations/Fund raising so there was no net cost to the Hall. It is assumed any earlier costs were covered in a similar way.

Insurance Valuation for Rebuild Costs as at Feb 2018

	£
Gerrans Parish Memorial Hall	710,000
Gerrans Surgery	743,000
Gerrans Heritage Centre at Cost	240,000
Total Valuation	1,693,000

Reserves Policy

The Trustees of Gerrans Parish Memorial Hall consider it prudent to hold financial reserves to safeguard the future delivery of the charitable purposes set out in the Trust Deed. The reserves are necessary to guard against the following risks and contingencies.

- 1) Two thirds of the Hall's income is generated from renting the "Surgery", the lease has a 6 month break clause i.e. the occupants could give 6 months notice and vacate the premises. There is the risk of a substantial loss of income in the short to medium term plus additional costs may be required to refit the premises for any new occupier.
- 2) The Trustees manage three properties with an estimated rebuild cost of £1.7 million. The reserves are held to meet the long term maintenance and renewal costs that cannot be met from income generated in a single year.

The level of reserves are reviewed periodically.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Gerrans Parish Memorial Hall

On accounts for the year
ended

31st December 2021

Charity no
(if any)

300543

Set out on pages

Page 1 only

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05/04/2020.

Responsibilities and basis of
report

As the charity's trustees, 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 Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

Date:

15/03/22

Name:

Peter Cunningham

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

Chartered Management Accountant
A.C.M.A

Address:

Treverbyn, 13 Tregassick Rd. Gerrans, Cornwall – TR25ED

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None