

# LAWFORD VILLAGE HALL

England & Wales - Charity number 301353

## Details

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**Other names** OGILVIE HALL

**Status** Registered

**Legal form** Other

**Registered** 1969-12-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 19 Stourdale Close  
Lawford  
Manningtree  
CO11 2HY

**Phone** 01206390293

## Activities

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**Objects:** VILLAGE HALL

**Activities:** SOCIAL AND SPORTING ACTIVITIES

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

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- **Area of benefit:** PARISH OF LAWFORD AND NEIGHBOURHOOD
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£33,988	£40,946	-	-
2023-12-31	£31,241	£29,419	-	-
2022-12-31	£32,743	£19,589	-	-
2021-12-31	£19,736	£15,068	-	-
2020-12-31	£32,331	£28,017	-	-

## Trustees

Name	Role	Appointed
Edgar Potter		2016-01-25
John Cox		2016-01-25
Paul Gallifant		2016-01-25
STEVE MARR		2017-06-14

**LAWFORD VILLAGE HALL**

England & Wales - Charity number 301353

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# Accounts

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# Ogilvie Hall Management Committee

## Chairmans report – 2024

2024 saw another good year of use by various Groups of all the halls. A number of local businesses are regular users of the various halls, as well as local use of the facilities. The larger halls have been popular for a variety of parties. The committee is aware that the Parish Council will be relocating the base for its Parish Clerk to new offices in 2025, and we will be investigating whether these offices can be let out once they leave.

As the surface of the carpark deteriorated in the colder months of last year, the committee decided to spend a little more money to resurface the area, rather than just making good the surface on a temporary basis. We are still looking into extending the car parking area to reinforce the grass covered area, but this will be a significant cost and will likely require a planning application.

The dividing doors between the Main Hall and Wignall Rooms had been repaired on a number of occasions over the years, but they were becoming more and more dilapidated. We therefore took the decision to replace these during the year. Although they are much smarter and more robust, they do not always provide sufficient soundproofing between users, and we are investigating whether additional soundproofing may be possible.

The Managing Trustees for the Hall have reached the end of their 28 year tenure, and we are currently investigating the legislation around drawing up a new lease. With the situation at the church (a party to the legal documentation) currently in limbo, even when we know what steps we need to take this forward, the actual legal documentation will not be able to be completed until new parties are in place. We will also need to involve the Charity Commission, as they are also a party to the documentation.

As a committee, we are extremely fortunate to have the ongoing services of Dave Huck as caretaker, ably supported by his wife Sue, in ensuring the high standards or cleanliness of the buildings. This in turn contributes to the continuing success of the Hall as a venue for all of the users.

I am grateful for the continued support of the committee members, and the continued diligent work of the Secretary & Treasurer. As we continue through 2025 and into 2026, I hope that we will all continue to work together to ensure the smooth operation of the Hall in the future.

A Sparling  
Chairman  
Ogilvie Hall Management Committee  
16.7.25

# THE OGILVIE HALL

## ACCOUNTS SUMMARY 31st DECEMBER 2024

RECEIPTS	2023	2024	PAYMENTS	2023	2024
Sundry Lettings	1,070.40	3,335.25	Heat & Light	10,150.32	8,629.99
Debbie Millar	12,383.74	14,134.84	Maintenance	7,329.74	20,794.79
Carpet Bowls	1,047.90	977.90	Capital Expenditure	-	361.80
Table Tennis	3,704.75	3,629.45	Water Rates & Comm. Charge	254.77	260.83
Horticultural	995.65	800.80	Admin. costs	291.93	213.99
Council Meeting Room Rent	144.75	131.45	Hall Telephone	351.85	375.09
LPC Donation	6,000.00	6,000.00	Caretaker's Commission	5,462.73	4,973.75
Bank Interest	125.28	124.88	Insurance	2,574.20	2,460.47
Trefoil Guild	144.60	-	Licences	329.66	401.32
JP Charney Calligraphy	2,230.00	2,665.00	Bank Charges	60.00	60.00
Ed Cooper	117.00	-	Officer's Payment	1,300.00	1,300.00
Parties	1,005.00	1,205.00	Debbie Millar's Rebate	1,313.44	1,114.54
Nick Pilates	735.15	700.70			

Jade - The Creation Station	1,537.25	283.25			
Total Income	31,241.47	33,988.52			
Current a/c Opening Bal	63,840.56	65,571.24	BALANCE C/FWD	29,418.64	40,946.57
Petty Cash B/F	-	92.15		65,571.24	58,705.34
<b>TOTAL</b>	<b>95,082.03</b>	<b>99,651.91</b>	<b>TOTAL</b>	<b>95,082.03</b>	<b>99,651.91</b>

CASH AT BANK & IN HAND 58,705.34

✓ OT 16/10/25  
APP/13



Report to the trustees/  
members of

OGILVIE HALL (LAWFORD)  
Charity Name

On accounts for the year ended

31<sup>ST</sup> DECEMBER 2024

Charity no  
(if any)

301353

Set out on pages

1-6 (3 plus appendices 1-3)

(remember to include the page numbers of additional sheets)

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. ~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [ ] if not applicable.~~

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 material matters have come to my attention (other than that disclosed below\*) which gives me cause to believe that in, any material respect, the accounts did not accord 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*[Signature]*

Name:

DEBORAH TAYLOR

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

FCCA (FELLOW, ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

Address:

12 TRAJAN CLOSE

COLCHESTER, ESSEX

CO45GE

**LAWFORD VILLAGE HALL**

England & Wales - Charity number 301353

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# Accounts

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## **Chairman's Report for the year end December 2023**

2023 has seen a consolidation of hiring business since the increase of 2022. A good range of local businesses are regular users of the various halls, as well as local groups who continue to make good use of the facilities. The larger Halls are popular venues for quizzes and family parties.

No significant refurbishments were undertaken during the year, but the age of the property means that the committee needs to keep on top of ongoing repairs. Consideration is still being given to significant expenditure that could be incurred to repair and extend the car park area. As I mentioned in my last report, it is likely that planning permission would be required for any extension, and we would be looking to ensure that any work is undertaken with the minimal environmental impact. If these works are to go ahead, they will significantly reduce the financial reserves of the Management Committee.

As a committee, we are extremely fortunate to have the ongoing services of Dave Huck as caretaker, ably supported by his wife Sue, in ensuring the high standards of cleanliness of the buildings. This in turn contributes to the continuing success of the Hall as a venue for all of the users. I must add that I am pleased that it seems that Dave is in better health this year, and we wish him well for the future.

I am grateful for the continued support of the committee members, and as we go forward for the remainder of 2024 and into 2025, hoping that we will all continue to work to ensure the smooth operation of the Hall for the future. I am sure that if anyone is available to join the committee, we would be glad for them to join us.

Now finally, I would like to say a big thankyou to Steve in the roles of Secretary and Treasurer. I know that this is a paid role, but I feel Steve goes above and beyond, certainly supporting myself and in keeping the administration of the Hall going forward into the future.

Thank you – that is all from me.

A Sparling  
Chairman  
Ogilvie Hall Management Committee

17.7.2024

1/2 DT  
3/19/24

# THE OGILVIE HALL

ACCOUNTS SUMMARY 31st DECEMBER 2023

RECEIPTS	2022	2023	PAYMENTS	2022	2023
Sundry Lettings	1,225.50	1,070.40	Heat & Light	3,411.01	10,150.32
Debbie Millar	14,593.80	12,383.74	Maintenance	5,906.70	7,329.74
Carpet Bowls	948.50	1,047.90	Capital Expenditure	313.01	-
Table Tennis	3,101.00	3,704.75	Water Rates & Comm. Charge	852.46	254.77
Horticultural	419.50	995.65	Admin. costs	195.10	291.93
Council Meeting Room Rent	110.00	144.75	Hall Telephone	264.09	351.85
LPC Donation	6,000.00	6,000.00	Caretaker's Commission	4,581.27	5,462.73
Bank Interest	52.64	125.28	Insurance	1,893.05	2,574.20
Treffoil Guild	120.00	144.60	Licences	1,210.64	329.66
JP Chaney Calligraphy	1,660.00	2,230.00	Bank Charges	81.50	60.00
Ed Cooper	1,365.00	117.00	Officer's Payment	1,300.00	1,300.00
Parties	862.50	1,005.00	Debbie Millar's Rebate	704.42	1,313.44
Nick Pilates	991.25	735.15.			
Lapwing Suffolk					
			Refund of overpayment of Water rates	1,124.04	
			over several years		
Jade - The Creation Station	1,293.50	1,537.25			
Total Income	32,743.19	31,241.47			
Current a/c Opening Bal	50,540.61	63,840.56		19,589.21	29,418.64
Petty Cash B/F	145.97			63,840.56	65,571.24
TOTAL	83,429.77	95,082.03		83,429.77	95,082.03

CASH AT BANK & IN HAND	65,663.39
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**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
OGILVIE HALL (LAWFORD)

**On accounts for the year  
ended**

31<sup>ST</sup> DECEMBER 2023  
Charity no (if any) 301353

**Set out on pages**

1-3  
(remember to include the page numbers of additional sheets)

**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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

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 material matters have come to my attention (other than that disclosed below \*) 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 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:** 03/09/2024

**Name:** DEBORAH TAYLOR

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

FCCA ( FELLOW, ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

**Address:**

12 TRAJAN CLOSE  
COLCHESTER, ESSEX  
CO45GE

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

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

# THE OGILVIE HALL

## ACCOUNTS SUMMARY 31st DECEMBER 2023

	<u>2022</u>	<u>2023</u>	<u>PAYMENTS</u>	<u>2022</u>	<u>2023</u>
<b>RECEIPTS</b>					
Sundry Lettings	1,225.50	1,070.40	Heat & Light	3,411.01	10,150.32
Debbie Millar	14,593.80	12,383.74	Maintenance	5,906.70	7,329.74
Carpet Bowls	948.50	1,047.90	Capital Expenditure	313.01	-
Table Tennis	3,101.00	3,704.75	Water Rates & Comm. Charge	852.46	254.77
Horticultural	419.50	995.65	Admin. costs	195.10	291.93
Council Meeting Room Rent	110.00	144.75	Hall Telephone	264.09	351.85
LPC Donation	6,000.00	6,000.00	Caretaker's Commission	4,581.27	5,462.73
Bank Interest	52.64	125.28	Insurance	1,893.05	2,574.20
Trefoil Guild	120.00	144.60	Licences	1,210.64	329.66
JP Chaney Calligraphy	1,660.00	2,230.00	Bank Charges	81.50	60.00
Ed Cooper	1,365.00	1,17.00	Officer's Payment	1,300.00	1,300.00
Parties	862.50	1,005.00	Debbie Millar's Rebate	704.42	1,313.44
Nick Pilates	991.25	735.15			
Lapwing Suffolk					

Refund of overpayment of Water rates  
over several years

- 1,124.04

Jade - The Creation Station	1,293.50	1,537.25			
Total Income	32,743.19	31,241.47			
Current a/c Opening Bal	50,540.61	63,840.56	BALANCE C/FWD	19,589.21	29,418.64
Petty Cash B/F	145.97			63,840.56	65,571.24
<b>TOTAL</b>	<b>83,429.77</b>	<b>95,082.03</b>	<b>TOTAL</b>	<b>83,429.77</b>	<b>95,082.03</b>

CASH AT BANK & IN HAND	65,663.39
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1/2 DT  
3/9/24

**PETTY CASH For Year Ending 31st DECEMBER 2023**

DATE	DESCRIPTION	CASH IN	CASH OUT	BALANCE
1.1.22	Brought forward			£0.00
26.1.23	Nick Pilates	£117.00		£117.00
31.1.23	Caretakers Commission - Jan		£96.31	£20.69
18.2.23	Cheshire Homes	£95.00		£115.69
23.2.23	Nick Pilates	£68.25		£183.94
28.2.23	Caretakers Commission - Fe		£163.25	£20.69
2.3.23	Window Cleaner		£40.00	-£19.31
4.3.23	Replacement door handles and signs		£16.43	-£35.74
4.3.23	Replacement Toilet seats		£49.98	-£85.72
5.3.23	Party - Chillingworth	£135.00		£49.28
6.3.23	Replacement Ball Cock		£6.69	£42.59
24.3.23	Grass cutting March		£55.00	-£12.41
30.3.23	Nick Pilates	£65.00		£52.59
31.3.23	PACE Meeting	£24.50		£77.09
1.4.23	Caretakers commission March		£56.40	£20.69
25.4.23	Mr Smith	£9.00		£29.69
27.4.23	Nick Pilates	£52.00		£81.69
30.4.23	Grass cutting April		£55.00	£26.69
	Cable for PA System		£6.00	£20.69
14.5.23	Party - Mr Cutts	£75.00		£95.69
	Nick Pilates	£52.00		£147.69
31.5.23	Caretakers commission May		£32.00	£115.69
	Grass cutting May		£55.00	£60.69
	Window Cleaner		£40.00	£20.69
16.6.23	Em's Beauty Box	£24.00		£44.69
29.6.23	Nick Pilates	£52.00		£96.69
30.6.23	Replacement sign		£18.40	£78.29
	Water Boiler filter		£27.99	£50.30
	Hall diary 2024		£19.93	£30.37
	Grass cutting Jun		£9.68	£20.69
9.7.23	James Greenfield	£63.00		£83.69
14.7.23	Em's Beauty Box	£26.40		£110.09
27.7.23	Nick Pilates	£57.20		£167.29
30.7.23	Spot lights for Main Hall		£37.28	£130.01
	Grass cutting - July		£55.00	£75.01
	Caretakers commission July		£54.32	£20.69
5.8.23	Party - Ella Hutchins	£75.00		£95.69
24.8.23	Nick Pilates	£57.20		£152.89
31.8.23	Window Cleaner		£40.00	£112.89
	Grass cutting - Aug		£55.00	£57.89
	Hawthorn hedge cutting		£17.50	£40.39
	Caretakers commission August		£19.70	£20.69
7.9.23	Anita - yoga	£13.20		£33.89
8.9.23	Em's Beauty Box	£24.40		£58.29
14.9.23	Anita - yoga	£13.20		£71.49
17.9.23	Party - Ruth Thurlow	£75.00		£146.49
21.9.23	Anita - yoga	£13.20		£159.69
28.9.23	Anita - yoga	£13.20		£172.89
28.9.23	Nick Pilates	£57.20		£230.09
30.9.23	Grass cutting - Sept		£55.00	£175.09
	Caretakers commission - Sept		£154.40	£20.69
5.10.23	Anita - yoga	£13.20		£33.89
6.10.23	Pete Smith	£9.90		£43.79
12.10.23	Anita - yoga	£13.20		£56.99
16.10.23	Grass cutting - Oct		£55.00	£1.99
19.10.23	Anita - yoga	£13.20		£15.19
21.10.23	Party - Rachel Salmon	£75.00		£90.19
26.10.23	Nick Pilates	£57.20		£147.39
	Anita - yoga	£13.20		£160.59
27.10.23	Light tubes & starters		£50.28	£110.31
31.10.23	Caretakers commission - Oct		£89.62	£20.69
4.11.23	Anita - yoga	£42.90		£63.59
5.11.23	Party - A Barton christening	£75.00		£138.59
9.11.23	Anita - yoga	£13.20		£151.79
16.11.23	Anita - yoga	£13.20		£164.99
23.11.23	Anita - yoga	£13.20		£178.19
30.11.23	Nick Pilates	£71.50		£249.69
	Anita - yoga	£13.20		£262.89
	Window Cleaner		£40.00	£222.89
	Caretakers commission - Nov		£130.74	£92.15
3.12.23	Party - Kim Sage	£125.00		£217.15
7.12.23	Anita - yoga	£13.20		£230.35
9.12.23	Anita - yoga	£50.05		£280.40
14.12.23	Anita - yoga	£13.20		£293.60
	Nick Pilates	£28.60		£322.20
27.12.23	Key cutting		£22.00	£300.20
	Caretakers commission - Dec		£208.05	£92.15
		£1,924.10	£1,831.95	£92.15

2/2 DT  
3/9/24

**LAWFORD VILLAGE HALL**

England & Wales - Charity number 301353

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# Accounts

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## **Chairman's Report for the year end December 2022**

Since the last AGM in 2021, I would like to think a degree of normality has returned to the Hall. Some users of the halls have not returned after the pandemic, but we have new hirers that have started up, and in 2022 a significant increase in income was achieved. The Halls are used by local groups as well as small businesses, and the Main Hall and Wignall Room together provide a popular venue for quizzes and children's parties, and welcome enquiries are ongoing for hiring of the Halls.

The major repair work that had to be carried out around the roofs has now been completed. There are further work to be considered over coming months, not least the possibility of extending the car parking area - of course planning permissions may be required. We hope that this can be achieved with the least environmental impact. This would involve a lattice work embedded into the grass area, rather than by extending the tarmac area. This, as well as any maintenance works that might arise, will have to be financed through existing reserves.

As a committee, we are extremely fortunate to have the ongoing services of Dave Huck in his role of caretaker, ably supported by his wife Sue, in ensuring the high standards of cleanliness of the buildings. During Dave's recent ill health, his family have stepped in to help Sue, and he and the "team" are a prime reason for the continuing success of the Hall as a venue for all of the users.

I am grateful for the continued support of the committee members, and as we go forward for the remainder of 2023 and into 2024, we will all continue to work to ensure the smooth operation of the Hall for the future.

Now finally, I would like to say a big thankyou to Steve in the roles of Secretary and Treasurer. I know that this is a paid role, but I feel Steve goes above and beyond, certainly supporting myself and in keeping the administration of the Hall going into the future.

Thank you - that is all from me.

A Sparling  
Chairman  
Ogilvie Hall Management Committee

## **Treasurers Report for year ended December 2022**

An account summary report is attached for reference.

Rental income significantly increased during 2022, after the impact of the pandemic that we saw in the previous 2 years. While it is not quite back to the 2019 levels (when the Montessori school were clients) other new hirers have started who have lessened the impact of the school's closure. Debbie Millar's dance school is now the largest user of the facilities, and income from her is up 20% on pre pandemic levels. Table Tennis usage is up as matches have returned, and the rent that Lawford Parish Council pay for their offices is a sizeable contributor to the Hall's revenue.

Expenditure is up on previous years, although not by as much as income. The increased caretaker's commission reflects the increase in income, and the heat and light costs reflected the longer opening hours of the Halls. Rates for these for 2022 were not impacted by the significant increase in market rates, as we benefited from a fixed price contract during this time. Unfortunately, new contracts that had to be negotiated at the beginning of 2023 has seen a massive increase in this cost, and this will be reflected in the 2023 figures.

Maintenance expenditure was in line with the previous year with no major refurbishments being carried out. The committee are currently investigating the possibility of extending the hard standing car park area, and this is a cost that may have to be considered in the future.

The figure for Licences relates to Performing Rights licences, and covers a 2 year period. The refund item relates to a longstanding issue with the supplier of the water supply, which has now been resolved and resulted in a refund for over-payment for the previous 3 years.

As an old building, the Hall requires regular attention to keep it in good condition, and the reserves that we maintain ensure that we have sufficient monies available in the event of urgent or remedial work having to be carried out.

These accounts are reviewed by an Independent Examiner, and following this meeting, a copy of the accounts and Chairman's report will be submitted to the Charity Commission.

Steve Marr  
Treasurer, Ogilvie Hall Management Committee  
October 2023

# THE OGILVIE HALL

## ACCOUNTS SUMMARY 31st DECEMBER 2022

<u>RECEIPTS</u>	<u>2021</u>	<u>2022</u>	<u>PAYMENTS</u>	<u>2021</u>	<u>2022</u>
Sundry Lettings	952.00	1,225.50	Heat & Light	2,126.29	3,298.21
Debbie Millar	8,805.25	14,593.80	Maintenance	5,179.46	6,019.50
Carpet Bowls	476.00	948.50	Capital Expenditure	232.80	313.01
Table Tennis	1,479.50	3,101.00	Water Rates & Comm. Charge	455.44	852.46
Horticultural	105.00	419.50	Admin. costs	177.00	195.10
Council Rent	57.50	110.00	Hall Telephone	238.71	264.09
LPC Donation	6,000.00	6,000.00	Caretaker's Commission	2,876.31	4,581.27
Bank Interest		52.64	Insurance	1,839.38	1,893.05
Trefoil Guild	36.00	120.00	Licences		1,210.64
JP Chaney Calligraphy	1,385.00	1,660.00	Bank Charges	96.00	81.50
Ed Cooper		1,365.00	Officer's Payment	1,300.00	1,300.00
Parties		862.50	Debbie Millar's Rebate	547.06	704.42
Nick Pilates	390.00	991.25			
Lapwing Suffolk	50.00				
			Refund of overpayment of Water rates over several years	-	1,124.04
Jade - The Creation Station		1,293.50			
Total Income	19,736.25	32,743.19			
Current a/c Opening Bal	46,011.39	50,540.61	BALANCE C/FWD	15,068.45	19,589.21
Petty Cash B/F	7.39	145.97		50,686.58	63,840.56
<b>TOTAL</b>	<b>65,755.03</b>	<b>83,429.77</b>	<b>TOTAL</b>	<b>65,755.03</b>	<b>83,429.77</b>

<b>CASH AT BANK &amp; IN HAND</b>	<b>63,840.56</b>
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Section A Independent Examiner's Report

Report to the trustees/ members of Charity Name  
LAWFORD VILLAGE HALL

On accounts for the year ended 31st December 2022 Charity no (if any) 301353

Set out on pages 1-2 (remember to include the page numbers of additional sheets)

**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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

- 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 material matters have come to my attention (other than that disclosed below \*) 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 18/10/23

Name: DEBORAH ANN TAYLOR FCCA

Relevant professional qualification(s) or body (if any): CHARTERED ASSOCIATION OF CERTIFIED ACCOUNTANTS

Address: 12 TRAJAN CLOSE, COLCHESTER, ESSEX  
CO4 5GE

# THE OGILVIE HALL

## ACCOUNTS SUMMARY 31st DECEMBER 2022

RECEIPTS	2021	2022	PAYMENTS	2021	2022
Sundry Lettings	952.00	1,225.50	Heat & Light	2,126.29	3,298.21
Debbie Millar	8,805.25	14,593.80	Maintenance	5,179.46	6,019.50
Carpet Bowls	476.00	948.50	Capital Expenditure	232.80	313.01
Table Tennis	1,479.50	3,101.00	Water Rates & Comm. Charge	455.44	852.46
Horticultural	105.00	419.50	Admin. costs	177.00	195.10
Council Rent	57.50	110.00	Hall Telephone	238.71	264.09
LPC Donation	6,000.00	6,000.00	Caretaker's Commission	2,876.31	4,581.27
Bank Interest		52.64	Insurance	1,899.38	1,893.05
Trefoil Guild	36.00	120.00	Licences	96.00	1,210.64
JP Chaney Calligraphy	1,385.00	1,660.00	Bank Charges	1,300.00	81.50
Ed Cooper		1,365.00	Officer's Payment	547.06	1,300.00
Parties		862.50	Debbie Millar's Rebate		704.42
Nick Pilates	390.00	991.25			
Lapwing Suffolk	50.00				
			Refund of overpayment of Water rates over several years		1,124.04

Jade - The Creation Station	19,736.25	32,743.19		15,068.45	19,589.21
Total Income				50,686.58	63,840.56
Current a/c Opening Bal	46,011.39	50,540.61	BALANCE C/RWD		
Petty Cash B/F	7.39	145.97			
TOTAL	65,755.03	83,429.77	TOTAL	65,755.03	83,429.77

CASH AT BANK & IN HAND 63,840.56

✓

18.10.23

1/2

**PETTY CASH For Year Ending 31st DECEMBER 2022**

DATE	DESCRIPTION	CASH IN	CASH OUT	BALANCE
1.1.22	Brought forward	£145.97		£145.97
1.1.22	Lawford AA	£28.00		£173.97
15.1.22	Harriet Graves - Party	£87.50		£261.47
27.1.22	Nick Pilates	£52.00		£313.47
31.1.22	Caretakers Commission Jan		£75.14	£238.33
	Window cleaner		£40.00	£198.33
2.2.22	Lawford AA	£35.00		£233.33
19.2.22	Cheshire Homes	£95.00		£328.33
24.2.22	Nick Pilates	£52.00		£380.33
28.2.22	Caretakers Commission Feb		£182.00	£198.33
6.3.22	Ella Wicks - party	£100.00		£298.33
	Alaana Chillingworth - party	£135.00		£433.33
31.3.22	Nick Pilates	£52.00		£485.33
	Grass Cutting		£55.00	£430.33
	Caretakers commission Mar		£232.00	£198.33
28.4.22	Nick Pilates	£52.00		£250.33
23.5.22	Grass cutting Apr		£52.00	£198.33
26.5.22	Nick Pilates	£52.00		£250.33
6.6.22	New diary		£14.10	£236.23
	Hawthorn hedge cutting		£25.00	£211.23
	Grass cutting May		£12.90	£198.33
5.6.22	Anna Skudder - Party	£180.00		£378.33
30.6.22	Nick Pilates	£117.00		£495.33
	Grass cutting Jun		£55.00	£440.33
	Repairs to gate		£25.00	£415.33
	Disposable gloves		£12.74	£402.59
	Caretakers commission - June		£204.26	£198.33
10.7.22	Andy Barton - party	£60.00		£258.33
21.7.22	Nick Pilates	£58.50		£316.83
23.7.22	Cynthia Conquest - party	£175.00		£491.83
31.7.22	Caretakers commission - July		£293.50	£198.33
25.8.22	Nick Pilates	£87.75		£286.08
31.8.22	Window cleaner		£19.16	£266.92
	Floor maintenance products		£68.59	£198.33
11.9.22	Nicola Hanley - party	£75.00		£273.33
18.9.22	Teresa - Yoga	£26.00		£299.33
25.9.22	Henry Cutts - christening (party)	£50.00		£349.33
29.9.22	Nick Pilates	£146.25		£495.58
30.9.22	Caretakers commission September		£264.65	£230.93
	Grass cutting - Sept		£32.60	£198.33
14.10.22	Pete Smith	£9.00		£207.33
27.10.22	Nick Pilates	£117.00		£324.33
31.10.22	Replacement Cooker Knob		£12.71	£311.62
	Caretakers commission Oct		£113.29	£198.33
	Caretakers commission Oct		£198.33	£0.00
24.11.22	Nick Pilates	£117.00		£117.00
27.11.22	Teresa - Yoga	£26.00		£143.00
30.11.22	Replacement top for boiler		£20.88	£122.12
	Window cleaner		£40.00	£82.12
	Caretakers commission Nov		£82.12	£0.00
15.12.22	Nick Pilates	£87.75		£87.75
31,12,22	Replacement spot lights		£27.96	£59.79
	Caretakers commission Dec		£59.79	£0.00

✓  
DT  
18-10-23  
2/2

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

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

NOT ALL BACKING DOCUMENTATION WAS AVAILABLE ON THE DATE OF INSPECTION, THOSE ITEMS THAT WERE MISSING WERE DOUBLE CHECKED TO THE BANK STATEMENTS.

**LAWFORD VILLAGE HALL**

England & Wales - Charity number 301353

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# Accounts

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## **Chairman's Report for year end December 2020**

In the last Chairman's report for the year end 2019, a comment was made that there was no indication at that stage that income would be impacted by any changes. However, what started as another year in the regular operation of the Ogilvie Hall took a significant change of direction in the middle of March of this year. As the well documented Covid 19 pandemic developed, and restrictions on the use of public and community buildings were put in place, it was necessary to close the Hall.

While limited opening occurred later in the year as restrictions were relaxed (and then reinstated), income for the Hall was significantly impacted. Users were impacted to varying degrees, with the Oaklea Montessori school hardest hit, and even when the Hall doors were able to reopen, some users did not return.

The hiatus did at least enable further refurbishment work to be undertaken, with the interior painting completed, the vinyl flooring in the front and rear lobbies and toilets replaced, as well as some further external repairs to the wooden edging of the roof.

As a committee, we are extremely fortunate to have the ongoing services of Dave Huck in his role as the Caretaker, supported by his wife Sue, in both ensuring the high standards of cleanliness of the building continues to protect our users, and working with the users to ensure the necessary Covid guidelines remain adhered to while they are in place.

I am grateful for the continued support of the committee during this difficult time. As we go forward into 2021 and beyond, I will continue to work with the committee to ensure the ongoing smooth operation of the Hall.

A Sparling  
Chairman  
Ogilvie Hall Management Committee

## THE OGILVIE HALL

ACCOUNTS SUMMARY as at 31st DECEMBER 2020

<u>RECEIPTS</u>	<u>2019</u>	<u>2020</u>	<u>PAYMENTS</u>	<u>2019</u>	<u>2020</u>
Oaklea Montessori	14,689.53	3,640.05	Heat & Light	3,774.51	2,251.56
Debbie Millar	12,106.50	7,815.20	Maintenance	10,490.18	15,095.41
Carpet Bowls	1,343.85	553.00	Capital Expenditure		539.57
Table Tennis	2,090.05	2,381.50	Water Rates & Comm. Charge	667.89	1,454.59
Horticultural	613.30	191.00	Admin. costs	682.53	166.00
Council Rent	262.30	77.50	Hall Telephone	228.06	198.55
LPC Donation	5,200.00	6,000.00	Caretaker's Commission	6,150.55	3,091.32
Sundry Lettings	3,107.00	1,190.00	Insurance	1,792.12	1,787.26
Trefoil Guild	165.00	90.00	Licences	879.94	819.94
Lawford AA	675.60	166.00	Bank Charges	60.00	60.00
Friendly Club	544.20	135.00	Officer's Payment	2,862.00	1,466.25
Trending DC	462.30	10,000.00	Debbie Millar's Rebate	1,131.36	1,086.34
Christian Ministries	46.00	40.00			
Essex Lottery	46.00	51.50			
<b>Total Income</b>	<b>41,305.63</b>	<b>32,330.75</b>		<b>28,719.14</b>	<b>28,016.79</b>
Current a/c Opening Bal	29,051.70	41,697.43			
Petty Cash B/F	66.63	7.39			
<b>TOTAL</b>	<b>70,423.96</b>	<b>74,035.57</b>			
Add : Receipts	41,305.63	32,330.75			
Less: Payments	- 28,719.14	- 28,016.79			
Current a/c Opening Bal	41,697.43	46,011.39			
Petty Cash B/F	7.39	7.39			
<b>CASH AT BANK &amp; IN HAND</b>	<b>41,704.82</b>	<b>46,018.78</b>			

*ST*  
10/12/2011



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name OGILVIE HALL (LAWFORD)

On accounts for the year ended

31st DECEMBER 2020 Charity no (if any) 301353

Set out on pages

1-3 (remember to include the page numbers of additional sheets)

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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [ ] if not applicable.

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 material matters have come to my attention (other than that disclosed below \*) 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 19/2/2021

Name: DEBORAH TAYLOR

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

FCCA (FELLOW, ASSOCIATION OF CERTIFIED ACCOUNTANTS)

Address:

12 TRAJAN CLOSE, COLCHESTER, ESSEX CO4 5QE

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

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

[Empty rectangular box for disclosure details]

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	DATE	DESCRIPTION	TOTAL	Payment Method	Heat & Light	Maintenance	Capital Expenditure	Water Rates & Conn. Charge	Admin. costs	Hall Telephone	Caretaker's Commission	Insurance	Licences	Bank Charges	Officer's Payment	Debbie Millar's Rebate
4	Jan.31	Caretakers Commission	64.45	Cash							64.45					
5	Jan.31	Caretakers Commission	223.36	CHQ 601							223.36					
6	Dec.28	Light Bulbs	22.55	Cash		22.55										
7	Dec.31	Window Cleaner	30.00	Cash		30.00										
8	Jan.06	Opus Energy	166.11	DDR	166.11											
9	Jan.12	Emergency equipment servid	174.00	CHQ 448		174.00										
10	Jan.15	Account Fee	5.00	DDR										5.00		
11	Jan.15	Affinity Water	250.25	DDR				250.25								
12	Jan.20	Gazprom	235.78	DDR	235.78											
13	Jan.28	Veolia	168.05	DDR		168.05										
14	Jan.30	BT	46.89	DDR					46.89							
15	Feb.06	Opus Energy	129.59	DDR	129.59											
16	Feb. 09	Secretary Payment	265.00	CHQ 602											265.00	
17	Feb.17	Account Fee	5.00	DDR										5.00		
18	Feb.17	Gazprom	268.57	DDR	268.57											
19	Feb.28	Veolia	201.90	DDR		201.90										
20	Feb.26	Caretakers Commission	24.52	Cash							24.52					
21	Feb.26	Caretakers Commission	722.68	CHQ 603							722.68					
22	Feb.26	Debbie Millar Rebate	1086.34	Deducted												1,086.34
23	Feb.26	First Aid Kit	27.48	Cash		27.48										
24	Feb.28	Elmor Boiler Services	418.92	CHQ 604		418.92										
25	Feb.28	EFP replacement fire equip	401.94	CHQ 605		401.94										
26	Mar.05	Came & Co (insurance)	1787.26	CHQ 608								1787.26				
27	Mar.12	Secretary Payment	212.00	CHQ 606											212.00	
28	Mar.13	PPL PRS (music licence)	819.94	CHQ 607									819.94			
29	Mar.16	Account Fee	5.00	DDR										5.00		
30	Mar.16	Business Rates	414.72	CHQ 609				414.72								
31	Mar.19	Gazprom	259.18	DDR	259.18											
32	Mar.05	RCCE membership	66.00	CHQ 610					66.00							
33	Mar.23	GLS cleaning supplies	172.68	CHQ 612		172.68										
34	Mar.27	Veolia	166.97	DDR		166.97										
35	Mar.28	Caretakers Commission	479.57	CHQ 611							479.57					
36	Mar.28	Caretakers Commission	150.00	CHQ 613							150.00					
37	Mar.28	Caretakers Commission	22.00	Cash							22.00					
38	Mar.28	Grass Cutting - March	55.00	Cash		55.00										
39	Mar.31	Opus Energy	374.86	DDR	374.86											
40	Mar.10	CBS Cleaning Service (Gutters	150.00	Cash		150.00										
41	Apr.02	D Taylor (accounts)	100.00	CHQ 614					100.00							
42	Apr.15	Account fee	5.00	DDR										5.00		
43	Apr.20	Crown Gas & Power	129.87	DDR	129.87											
44	Apr.28	Veolia	168.05	DDR		168.05										
45	May.01	BT	52.51	DDR						52.51						
46	May.06	Opus Energy	108.26	DDR	108.26											
47	May.15	Account Fee	5.00	DDR										5.00		
48	May.26	Crown Gas & Power	10.59	DDR	10.59											
49	May.26	Fire Alarm & Emergency Light	120.00	CHQ 615		120.00										
50	May.28	Veolia	201.36	DDR		201.36										
51	Jun.08	Opus Energy	45.44	DDR	45.44											
52	Jun.15	Account Fee	5.00	DDR										5.00		
53	Jun.15	Plumbing Work	450.00	CHQ 616		450.00										
54	Jun.16	Indoor painting	1350.00	CHQ 617		1350.00										
55	Jun.16	Grass Cutting - April & May	110.00	CHQ 617		110.00										
56	Jun.19	Crown Gas & Power	2.36	DDR	2.36											
57	Jun.29	Veolia	168.05	DDR		168.05										
58	Jul.03	Business Rates refund	-414.72	DDR					-414.72							
59	Jul.06	Opus Energy	21.04	DDR	21.04											
60	Jul.07	Grass cutting - June	55.00	CHQ 619		55.00										
61	Jul.07	Indoor painting - stage 1	1765.00	CHQ 619		1765.00										
62	Jul.15	Account Fee	5.00	DDR										5.00		
63	Jul.15	Affinity Water	320.47	DDR				320.47								
64	Jul.28	Veolia	167.51	DDR		167.51										
65	Jul.30	BT	47.42	DDR					47.42							
66	Aug.03	Hedge Trimming	17.50	CHQ 620		17.50										
67	Aug.03	Grass cutting - July	55.00	CHQ 620		55.00										
68	Aug.03	Anti-bacterial supplies	61.52	CHQ 620			61.52									
69	Aug.06	Opus Energy	33.55	DDR	33.55											
70	Aug.17	Account Fee	5.00	DDR										5.00		
71	Aug.28	Veolia	201.90	DDR		201.90										
72	Sep.01	Anti-bacterial supplies	478.05	CHQ 618			478.05									
73	Sep.01	Secretary Payment	500.00	CHQ 622											500.00	
74	Sep.01	Caretakers Commission Mar.	102.63	CHQ 625							102.63					
75	Sep.01	Caretakers Commission Mar.	65.00	Cash							65.00					
76	Sep.02	Hedge pruning	100.00	CHQ 621		100.00										
77	Sep.07	Opus Energy	45.01	DDR	45.01											
78	Sep.07	Carpeting and flooring repair	3043.20	CHQ 623		3043.20										
79	Sep.15	Account Fee	5.00	DDR										5.00		
80	Sep.21	Building works & repairs	2859.38	CHQ 626		2859.38										
81	Sep.21	Indoor painting - Stage 2	965.00	CHQ 624		965.00										
82	Sep.21	Repairs to toilet	15.00	CHQ 624		15.00										
83	Sep.21	Grass cutting - August	55.00	CHQ 624		55.00										
84	Sep.28	Veolia	168.05	DDR		168.05										
85	Oct.07	Opus Energy	40.48	DDR	40.48											
86	Oct.14	Caretakers Commission Sept	56.44	CHQ 627							56.44					
87	Oct.14	Grass cutting - Sept	55.00	CHQ 627		55.00										
88	Oct.14	Vents for toilets	5.00	CHQ 627		5.00										
89	Oct.14	Vents for toilets	65.00	Cash		65.00										
90	Oct.15	Account fee	5.00	DDR										5.00		
91	Oct.15	Crown Gas & Power	20.00	DDR	20.00											
92	Oct.28	Veolia	201.36	DDR		201.36										
93	Oct.30	BT	51.73	DDR					51.73							
94	Nov.06	Opus Energy	73.73	DDR	73.73											
95	Nov.09	Caretakers Commission Oct	250.54	CHQ 628							250.54					
96	Nov.09	Caretakers Commission Oct	125.00	CHQ 627							125.00					
97	Nov.09	Caretakers Commission Oct	35.00	Cash							35.00					
98	Nov.09	Grass cutting	55.00	Cash		55.00										
99	Nov.16	Account fee	5.00	DDR										5.00		
100	Nov.16	Crown Gas & Power	123.19	DDR	123.19											
101	Nov.30	Veolia	168.05	DDR		168.05										
102	Dec.07	Opus Energy	93.82	DDR	93.82											
103	Dec.14	Crown Gas & Power	70.13	DDR	70.13											
104	Dec.14	Fire Alarm & Emergency Light	174.00	CHQ 629		174.00										
105	Dec.15	Account Fee	5.00	DDR										5.00		
106	Dec.15	Affinity Water	883.87	DDR				883.87								
107	Dec.29	Veolia	167.51	DDR		167.51										
108	Dec.31	Secretary Payment	489.25	DP04											489.25	
109	Dec.31	Caretakers Commission Dec	231.13	DP01							231.13					
110	Dec.31	Caretakers Xmas Bonus	500.00	DP02							500.00					
111	Dec.31	Joinery work - J Colvin	180.00	DP03												
112	Dec.31	Caretakers Commission Dec	39.00	Cash							39.00					

REBATE, NET REC'D.

(181.44 - 125.00) 00

Dr.

220	TOTAL		28016.79		2251.56	15095.41	539.57	1454.59	166.00	198.55	3091.32	1787.26	819.94	60.00	1466.25	1086.34
221			28016.79													CROSS CAST
222																
223																
224																
225	Balance b/f		41,697.43							47,129.77						
226	B/f Petty Cash		7.39							-489.25						
227	Plus receipts		32,330.75			</										