

## **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

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	1,839.38	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
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
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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.

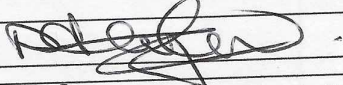
Independent examiner's  
statement

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

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Nick Pilates	390.00	991.25			
Lapwing Suffolk	50.00				

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over several years

1,124.04

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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
Petty Cash B/F	7.39	145.97		50,686.58
TOTAL	65,755.03	83,429.77	TOTAL	65,755.03
				83,429.77

CASH AT BANK & IN HAND

63,840.56

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# **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

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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.