

**Shenfield Parish Hall**  
**Annual Report and Accounts**  
**For the year ended 31 December 2022**

**Charity Number 301394**

## **SHENFIELD PARISH HALL**

### **Report of the Trustees for the year ended 31 December 2022**

The Trustees present their Report together with the Financial Statements of the Charity for the year ended 31 December 2022.

### **Objects of the charity**

The Shenfield Parish Hall's governing document is an indenture dated 6th January 1923 and the Hall was registered as Charity number 301394 on 14th October 1963.

The Charity owns and runs Shenfield Parish Hall for the benefit of the local community. The Hall is situated at 60 Hutton Road, Shenfield, Brentwood, Essex, CM15 8LB.

Contact should be through the Supervisor, Mrs Angie Donovan (01277 415964), or the Bookings Manager, Mrs Julia Coles (07826 554494).

### **Organisation**

The Trustees during the year were:

Father Christopher Mann (Chairman) (retired 3 October 2022)

Mr John Bridger (Vice-Chairman)

Mr Shaun De Boo (Treasurer)

Miss Gillian Oldham

Mrs Jane Oliver

Mrs Mary Roder

Mrs Nicky Smith (resigned 15 September 2022)

Mrs Christine Williams

Mr William Hindley

The Trustees together with the Supervisor, Mrs. Angie Donovan, and Bookings Manager, Mrs. Julia Coles, function as a Management Committee. The Chairman is the Rector of St Mary the Virgin Church, Shenfield, who is ex officio a member of the management committee. Two further trustees are members of and appointed by St. Mary's Parochial Church Council (the PCC). In addition to these three, not more than six further persons resident in Shenfield, Hutton and surrounding area may be appointed.

### **Changes to the Committee**

During the year our Chairman retired and one Trustee resigned. A new Chairman will be appointed following the appointment of a new Rector of St. Mary the Virgin, Shenfield. In the meantime, the Vice-Chairman is acting as Chairman.

### **Review of activities and public benefit**

The Committee continues to run Shenfield Parish Hall for the benefit of the local community and emphasises the importance of community service and seeks to provide quality facilities to suit the widest possible range of interests. It is one of the best used community halls in the Borough of Brentwood. Over thirty community groups have regular bookings and there are many annual and "one-off" events as well. The Hall was renovated in 2000 using funds from the lottery and a larger sum generously subscribed locally; this demonstrated very clearly the value of the Hall as perceived by the residents of Shenfield and the surrounding area and enabled the committee to pursue their aims for the local community. In common with many other organisations and businesses, since the ending of Coronavirus restrictions, the Hall has seen an upsurge in use and by the end of 2022 was experiencing a high level of usage by local community groups.

## **SHENFIELD PARISH HALL**

### **Report of the trustees for the year ended 31 December 2022 (continued)**

#### **Policies**

After the successful renewal of the Hall and its equipment in 2000 at a cost of some £320,000, the committee reviewed the actions necessary to sustain the long-term viability of the Hall. This is considered to be particularly important as any future public appeal for funds could be very uncertain and the availability of grants is now minimal; a condition of the 2000 £142,900 lottery grant was that the Hall should become self-sustaining. A maintenance fund was established and the target is to add to this fund an appropriation of at least £5,000 each year and to build the fund up to an appropriate level over the years. In 2022 there were charges of £2,353 (2021: £5,738). Routine repairs and maintenance will continue to be undertaken and charged to the General Fund in the year they are incurred.

The committee has reviewed the level of free reserves (the general fund) and believes that a sum of approximately £5,000 is appropriate to provide for working capital and minor contingencies. The free reserves at 31st December 2022 were £10,241 (2021 £10,241).


#### **Risk management**

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks.

#### **Outlook**

Based on our experience of 2022, the Coronavirus is no longer restricting the use of the Hall. As at the date of this Report, we consider that the Charity has sufficient financial resources to maintain and operate the Hall for the foreseeable future.

Approved by the Trustees and signed on their behalf by:



.....  
John Bridger  
Vice-Chairman

24 July 2023

# Shenfield Parish Hall

## Statement of Financial Activities - Unrestricted Funds for the year ended 31 December 2022

<b>General Fund</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Incoming Resources - Charitable Activities</b>		
Hall rents	62183	42345
Grant	2667	10096
Total incoming resources	<u>64850</u>	<u>52441</u>
<b>Resources expended - Charitable Activities</b>		
Heating, lighting and water	5303	4414
Cleaning and rubbish removal	15065	10738
Council Tax	230	118
Insurance	0	1652
Repairs and maintenance	5976	1400
Telephone and Internet	535	435
Salary	7129	6828
Bookings	7211	6621
Professional fees	0	807
Rent refunded	332	125
Music Licence	502	318
Gardening	420	0
General expenses	241	267
Total resources expended	<u>42944</u>	<u>33723</u>
<b>Net incoming resources</b>	<u>21906</u>	<u>18718</u>
Transfer to maintenance fund	(21906)	(18718)
Balance at 1 January	10241	10241
Balance at 31 December	<u><u>10241</u></u>	<u><u>10241</u></u>
<b>Maintenance Fund - Unrestricted Fund</b>		
	<b>£</b>	<b>£</b>
<b>Incoming resources - Charitable Activities</b>		
	<u>1531</u>	<u>19</u>
<b>Resources expended - Charitable Activities</b>		
Maintenance expenditure	<u>2352</u>	<u>5738</u>
<b>Net outgoing resources</b>	(821)	(5719)
Transfer from General Fund	21906	18718
Balance at 1 January	164072	151073
Balance at 31 December	<u><u>185157</u></u>	<u><u>164072</u></u>

# Shenfield Parish Hall

## Balance Sheet at 31 December 2022

	2022	2021
	£	£
<b>Assets:</b>		
<b>Current Assets</b>		
Debtors and prepayments	737	20
<u>Cash at Bank</u>		
Barclays - Current Account	7601	5071
Barclays - Deposit Account	32542	16514
COIF - Charities Account	155556	154052
	<u>196436</u>	<u>175637</u>
<b>Liabilities:</b>		
Creditors: amounts falling due in less than one year		
Accrued expenses	0	1344
Hall rents in advance	1038	0
	<u>1038</u>	<u>1344</u>
<b>Total Net Assets</b>	<u>195398</u>	<u>174313</u>
<b>The Funds of the Charity - Unrestricted</b>		
General Fund	10241	10241
Maintenance Fund	185157	164072
<b>Total Charity Funds</b>	<u>195398</u>	<u>174313</u>

S.v. De Boo

24 July 2023

Shaun De Boo  
Treasurer

## **Shenfield Parish Hall**

### **Notes forming part of the Financial Statements**

**For the year ended 31 December 2022**

1. The financial statements are prepared under the historical cost convention except that the cost of the freehold land and buildings of the Hall are excluded as explained below. In other respects the financial statements are prepared in accordance with The Charities (Accounts and Reports) Regulations 2000 and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in October 2000 and with applicable accounting standards.
2. The Charity owns the freehold land and buildings and its equipment. The land was donated and the main Hall built by public subscription and opened in 1922 as a memorial after the First World War. In 1965 the Gwendoline Lewis Room was added following a bequest. The original costs of the Hall and some amendments thereto are not available. The Trustees consider that the cost of carrying out a professional valuation to include these assets in the accounts cannot be justified, particularly as a valuation of the land would be dependent on its use under the planning regulations.
3. The Hall was renewed in 2000 at a cost over the years 1997 to 2000 of £321,744; during this period donations from fundraising amounted to £173,115 and a further £142,900 was received from the National Lottery Charities Board. These costs have all been written off in the respective years of expenditure, as have all the past costs.
4. Of the cash at bank at 31 December 2022, £32,542 (2021: £16,514) was on deposit with Barclays Bank. The remainder of the cash on deposit was with the Charities Official Investment Fund.
5. Details of certain items of expenditure
  - a) £423 was paid to Trustees in reimbursement of expenses incurred on behalf of the Charity during the year (2021: £742).
  - b) No fees were paid to the Independent Examiner (2021 £Nil)
6. Paid employees. The Hall employs one part-time person as Hall Supervisor, part of its Charitable activities. The salary cost was £7,129 (2021: £6,828). There was no liability for employers national insurance and no pension costs were incurred (2021: £Nil).
7. Interest received has been credited directly to the Maintenance Fund as it arises on this Fund.

## INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Shenfield Parish Hall for the year ended 31st December 2022, which are set out on pages 1 to 3.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

Examine the accounts under section 145 of the 2011 Act;

To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

To state whether particular matters have come to my attention.

### **Basis of independent examiner's report.**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:  
to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
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Alan Ward

Chartered Accountant

Tangletrees

21 Worrin Road

Shenfield

Brentwood CM15 8DE

  
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