

RADFORD SEMELE COMMUNITY HALL

68 Lewis Road – Radford Semele – Leamington Spa – CV31 1UQ
Registered Charity Number 522985

Report of the Management Committee

Year ending 31st March, 2023

Introduction

The objectives of the charity remain to own, manage and maintain Radford Semele Community Hall for the benefit of the inhabitants of Radford Semele and the surrounding area. The constitution of the Charity is set out in a lease of land between Radford Semele Parish Council and the Trustees of Radford Semele Community Hall, made on the 15th December, 1967. That land vested in the Official Custodian for Charities under an order of the Charity Commission dated 4th October, 1971. The day-to-day running of the Hall is carried out by the Management Committee consisting of the vicar (now priest-in-charge) ex-officio, elected members and representatives of village organisations.

During the year or part of the year and up to the date of the Annual General Meeting the following have served on the Committee:

Elected * Mrs Janet Malin Chairman, Minute Sec. & Parish Council Representative

Elected * Mr D Chater Vice Chairman, Treasurer part year

Elected * Mrs M Rai

Elected AGM Nov. 2022 Mr B Friar Treasurer part year (Trustee appointed April 23)

Elected AGM Nov. 2022 Mrs H Higgins (Also Radford Semele Women's Institute)

Elected AGM Nov. 2022 Mrs D Gulliver (Also Booking Officer)

Elected AGM Nov. 2022 Mr J Morgan (Also Cacophony Music Group)

Elected AGM Nov. 2022 Mr S Roe

Elected AGM Nov. 2022 Mr G Gill

Elected AGM Nov. 2022 Mr G Spencer

Elected AGM Nov. 2022 Mrs G Clews

Elected AGM Nov. 2022 Mr A Philips

Bankers: Lloyds TSB Bank plc

73 The Parade, Leamington Spa, CV32 4BB

The services of Pat Follett over many years is acknowledged. In more recent years she has chaired the Committee and been responsible for implementing many projects, the most recent being the resurfacing of the carpark.:

Independent Examiner Andrew Jones FCA

Preparation of Accounts and book-keeping Miss Hannah Gray

RADFORD SEMELE COMMUNITY HALL

68 Lewis Road – Radford Semele – Leamington Spa – CV31 1UQ
Registered Charity Number 522985

Report of the Management Committee

Year ending 31st March, 2023

General Summary

The Committee met ten times in the year. Members are satisfied that the hall's use meets the requirements of the Charities Act 2006 to have charitable purposes for the public benefit; in particular, its hire enables the advancement of education, religion, community development and amateur sport.

The Management Committee reports on the following:-

The Committee

In recent years the Management Committee has been dependent on a small number of dedicated members. During the year the village was canvassed to seek a wider representation of members. This resulted in several individuals offering to take on this responsibility. New members were elected at the AGM in November which has resulted in a more diversified approach to running the Hall.

Trustees

The three trustees, Janet Malin, David Chater, Maxine Rai, were registered with the Charity at 31st March 2023. (Subsequently Brian Friar has agreed to take on the responsibility.)

Committee responsibilities

The main changes during the year have been as follows:-

Pat Follet retired from the Chairmanship in the early part of the year when David Chater, as Vice Chairman, took on short term responsibility. Janet Malin soon offered her services for this role and was adopted as Chairman by the Committee.

Brian Friar joined the Management Committee during the year with the offer to take on the financial management responsibility which has for many years been managed by David Chater. This transition was virtually completed by 31st March 2023.

Online banking has been introduced by Brian Friar. Online banking has virtually eliminated cheque payments and facilitated other changes, particularly Hall bookings where deposits against future reservations can be more easily managed.

The enthusiasm of Chairman Janet Malin and Booking Officer Debbie Gulliver led to social events being organised at the Hall aimed to promote the Hall and its facilities, more are planned. A Facebook page has been introduced which adds to the existing publicity and booking system provided by the Parish website radfordsemelepc.org.uk.

Financial matters

Notes on the financial accounts are documented in Section 5. These notes should be read in conjunction with this Management Committee Report.

Hire Charges. Rates of hire were increased in January 2023 to £15 per hour for village resident, £18 per hour for non-residents and £20 for private party functions.

Major Repairs and renewals. Car park repairs £25,500. Carpet replacement £2,180

Deficit for the Year. The accounts show a deficit for the year of £18,439.

Reserves. The cash reserves as at 31st March 2023 are £52,006.

Insurance/Building Values

The Property was revalued in 2020 by Allied Westminster for insurance purposes. Current property values insured are £1.988.976.

Finances

In accordance with the resolution of the Committee passed on 28th July, 2009, the financial statements have been prepared on the receipts and payments basis; this decision was taken to simplify accounting procedures and to avoid the more onerous demands of accruals accounting for the preparation and examination of the statements.

This report was approved by the Management Committee on, 2023, and signed on its behalf by:

..... Meeting Chairman

RADFORD SEMELE COMMUNITY HALL

68 Lewis Road – Radford Semele – Leamington Spa – CV31 1UQ

Registered Charity Number 522985

Accounts for the Year Ended 31st March, 2023**Receipts and Payments Account**

	<u>2023</u>	<u>2022</u>
	<u>General Fund</u>	<u>General Fund</u>
	£	
Receipts (see notes)		
£		
Sports and Social Club Rent	7,116	7,116
Rent of Changing Rooms	0	410
Hire of Hall	13,662	5,744
Charitable Activities	562	0
Grants and Donations	2,125	23,167
Interest Received	497	11
Sales of Electricity	4,873	3,986
Sale of Insurance	0	865
	<hr/>	<hr/>
Sub total	28,835	41,299
Asset and Investment Sales		
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
Total receipts	28,835	41,299

Payments (see notes)

Business Rate	550	281
Water Rates	1,051	963
Electricity	5,440	4,996
Gas	2,219	1,897
Insurance	2,649	2,342
Performing Rights Society	0	139
Cleaning (including materials)	1,930	1,424
Booking Agent's Fee	2,799	990
Printing, Stationery, Postage, Telephone	242	153
Repairs and Renewals	28,962	12,965
Bookkeeping	875	840
Sundry Expenses	91	121
Equipment	313	780
Other professional services	0	360
Raising Funds	122	0
Card charges	1	0
Charitable Contributions	30	0
	<hr/>	<hr/>
Sub total	47,274	28,251

Asset and Investment Purchases

	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
Total payments	47,274	28,251

<u>Net excess of receipts</u>	-18,439	13,048
-------------------------------	---------	--------

Add Balance of Cash Funds at 1st April, 2022	70,445	57,397
Cash Funds at 31st March, 2023	<u>52,006</u>	<u>70,445</u>

4

RADFORD SEMELE COMMUNITY HALL
68 Lewis Road – Radford Semele – Leamington Spa – CV31 1UQ
Registered Charity Number 522985

Accounts for the Year Ended 31st March, 2023

Statement of Assets and Liabilities at 31st March, 2023

		2023	2022
	<u>Notes</u>	<u>General Fund</u>	<u>G. Fund</u>
Cash Funds		£	£
Lloyds TSB Current Account		5,096	44,032
COIF Charities Deposit Fund		26,882	26,413
Lloyds Deposit Account		20,028	0
Cash on hand		0	0
Total Cash Funds		<u>52,006</u>	<u>70,445</u>
Other Monetary Assets			
Hall Hire debtors		0	0
Other Debtors		1,250	0
Prepayment		1,774	1,619
Total		<u>3,024</u>	<u>1,619</u>
Assets Retained for the Charity's own use			
As valued for insurance			
Leasehold Building		1,988,976	1,988,976
Furniture, Fittings and Equipment		<u>23,528</u>	<u>23,528</u>
Liabilities			
Creditors		0	247
Advanced Insurance Recharge		727	664
Accruals		<u>0</u>	<u>0</u>
Total Liabilities		<u>727</u>	<u>911</u>

The Financial Statements on pages 4 to 7 were approved by the Management Committee on, 2023, and signed on its behalf by:

..... Trustee, on behalf of the Committee
The notes on pages 6 & 7 form part of these accounts.

RADFORD SEMELE COMMUNITY HALL

68 Lewis Road – Radford Semele – Leamington Spa – CV31 1UQ

Registered Charity Number 522985

Notes to the Accounts for the year ended 31st March, 2023

1. Accounting Policies

Basis

The financial statements have been prepared on a Receipts and Payments basis, in accordance with the requirements of the Charities Act 2006, and the Charities SORP 2005.

Funds

Whenever income is received for a purpose specified by the donor, a restricted fund is maintained as a separate account. No such funds were held during the year.

2. Comparatives

The comparative figures have been prepared on the same basis as the current year.

3. Receipts £28,835

Rent from Sports and Social Club- £7,116

Rent is receivable monthly from the Radford Semele Sports and Social Club under the terms of a seven year lease effective from 1st April 2015. The rent is reviewed at three-yearly intervals and was increased in line with the Retail Price Index from 1st April, 2021. The next rent review is due in April 2024. (The Management Committee has been advised that the seven year lease continues to operate beyond 1st April 2022 until one of the parties to the lease initiates the action which achieves termination.)

Rent from letting Changing Rooms £0

Facilities have not been used by the football teams

Hire of the Hall- £13,662

Hourly hire rates were increased from January to £15 per hour for Radford residents and £18 for non-residents. Bookings for private parties are charged at £20 per hour. The effect of the higher rates has been to increase the revenues. These hire revenues however arise from several factors including an increasing demand for private parties and the dedicated efforts of the Booking officer ensuring that all inquiries are carefully converted into bookings whenever possible.

Charitable activities £562

Income arising from a promotional day at the hall organised by the Chairman and Booking officer.

Grants and Donations £2125

Donation received from the Table Tennis Club towards the resurfacing of the car park which improved access to their premises.

Interest received £497

Interest arising mainly from COIF account benefiting from higher rates of interest

Sale of Electricity £4,873

This relates to amount received from S.&.S.C for their metered portion of electricity used.

Sale of Insurance

S&SC where invoiced £969 in January 2023. Has subsequently been paid.

.

4. Payments £47,274

Rates £550

The Hall benefitted from a one-year Government subsidy

Electricity £5,440

Total cost of electricity including S&SC. The net cost for the Hall was £567 (£5440-£4873) approximately 11% relates to Hall usage. Both the Hall and S&SC have benefitted from a three-year contract with Eon which terminated on 12th May 2023. Costs after this date are subject to market forces. The Management Committee are concerned at the expected cost increase beyond 12th May 2023.

Gas £2,219

Current rates charged are controlled by a two year agreement which terminates on 9th December 2023.

Insurance £2,649

Hall renewal premium of £2,366 and £283 for Debbie Gulliver's insurance renewal.

P.R.S. Music Licence £0

Previous year's payment was made in March 2022. Current years charge not agreed as at 31st March 2023.

Cleaning £1,930

Increased by £506. It has proved impossible to engage a regular cleaner. Reliance for this service has been provided by the voluntary efforts of the Chairman and Booking Officer.

Booking Agents charges £2,799

The increase over the previous year (2021/22 £990) reflects a full year's costs for this service. It reflects the full effect of the Management's decision to pay for this service. It is expected to be offset by greater income from letting the Hall.

Repairs and renewals £28962

The two major items were car park resurfacing £25,500 and replacement carpeting in the Hall £2,180. The resurfacing costs were offset by a grant obtained via Warwick Council £12,500 (received in 2021/22) and a contribution from the Table Tennis Club (£2125)

The balance of this expense £10,875 (£25,500-£12,500-£2,180) was expected to be shared between the Hall and S&SC under the terms of the lease between the Hall Club. The Club confirmed that they were unable to pay their contribution (£5438) stating that concurrent repairs to the Club toilets had left them with insufficient funds. The effect was that the Hall incurred the cost of this loss of expected income. (A further invoice £280 for a 50% contribution towards the repair to car park lighting has not been paid.)

Book Keeping £875

The charge represents the full year cost of subcontracting the accounting work.

Equipment £313

The refrigerator was replaced £219

5. Debtors and Prepayments

Prepayments include £1,774 for 9 months prepaid for insurance and £727 for 9 months prepaid for recharge of insurance.

Debtors include £970 for outstanding invoice for insurance recharged to S&SC and £280 for 50% split of car park lighting invoice that is outstanding.

6. Creditors £0

6

7. Reserves £52,006

The Reserves of the Community Hall decreased by £18,439 (from £70,445 to £52,006) during the year. (The Reserves in the previous year (£70,445) included a £12,500 grant towards resurfacing the carpark)

The financial effect of resurfacing the carpark was to lower the reserves by £23,375 (i.e £25,500 reduced by the Table Tennis Club's contribution £2,125) In fact the Reserves reduced by only £18,439. The observation is that the result of all other income and expenditure resulted in a surplus of £4,936 (£23,375-£18,439).

A further observation is that the Management Committee expected a contribution towards the Car park refurbishment of £5,438 under the terms of the Lease. Had this been paid the reserves would have been that amount higher. The S&SC's advised that they were unable to pay this contribution.

The Reserves at £52,006) have in recent years been considered an adequate protection against variations in rental income at the of the Hall and the unexpected maintenance costs which arise periodically. It is important to recognise other potential risks which could lead the Hall to becoming insolvent:-

- 1) Major structural changes to the Hall which are intended to attract more rental income which may not materialise. The Management Committee needs to ensure that such projects are properly funded in advance e.g. financed by grants.
- 2) The Hall is reliant on the S&SC for:-
 - a) Rental income payable for their premises
 - b) Reimbursing the Hall for electricity used
 - c) Reimbursing the Hall for insurance cost
 - d) Reimbursing the Hall for costs incurred in accordance with the lease.

The annual cost of rent £7,116 and electricity (in 2023) could exceed £10,000, plus insurance £1,000 and repair costs are in total likely to be well in excess of £20,000

Failure to meet these obligations would lower the reserves by £20,000 in the first year. It is important that the Management Committee monitors the regular payment of these items to ensure that there is no default.

END

Copy



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Radford Semele Community Hall

**On accounts for the year
ended**

31st March 2023

**Charity no
(if any)** 522985

Set out on pages

One to Eight (approved by Committee On 26th June 2023)
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: 23rd October 2023

Name:

Andrew Charles Jones

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

Chartered Accountant

Address:

20, Offchurch Lane

Radford Semele

Leamington Spa CV31 1TN

Section B

Disclosure

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