THE PERCIVAL GUILDHOUSE

England & Wales · Charity number 528782

Details

Other names	THE PERCIVAL GUILD
Status	Registered
Legal form	Other
Registered	1964-01-17
Register	View on the Charity Commission register

Contact

Address	St Matthews Street Rugby CV21 3BY
Phone	01788 542467
Email	contact@percival-guildhouse.co.uk
Website	www.percival-guildhouse.co.uk

Activities

Objects: THE ADVANCEMENT OF EDUCATION OF ADULTS IN THE RUGBY AREA PRINCIPALLY BY THE PROVISION OF A CENTRE OF ACTIVITY KNOWN AS THE PERCIVAL GUILDHOUSE.

Activities: THE PERCIVAL GUILDHOUSE IS AN INDEPENDENT CENTRE FOR ADULT EDUCATION AND THE ARTS. WE PROVIDE OPPORTUNITIES FOR LIFE LONG LEARNING, RUNNING COURSES ON A WIDE RANGE OF SUBJECTS FROM LANGUAGES, ARTS, CRAFTS, HISTORY, AND CREATIVE WRITING.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** The General Public/mankind

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Geography

- **Area of benefit:** RUGBY AND DISTRICT
- Leicestershire
- Northamptonshire
- Warwickshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£231,610	£235,490	-	-
2024-07-31	£192,736	£222,537	-	-
2023-07-31	£173,149	£215,913	-	-
2022-07-31	£228,287	£208,173	-	-
2021-07-31	£204,430	£199,742	-	-

Trustees

Name	Role	Appointed
Rob Close OBE	Chair	2016-03-03
Clare Turnbull		2019-12-04
DAVID DOVE		2024-12-04
DAVID THOMSON		2016-04-21
Peter Reaney		2015-10-08
Susan Mary Maguire		2025-06-12

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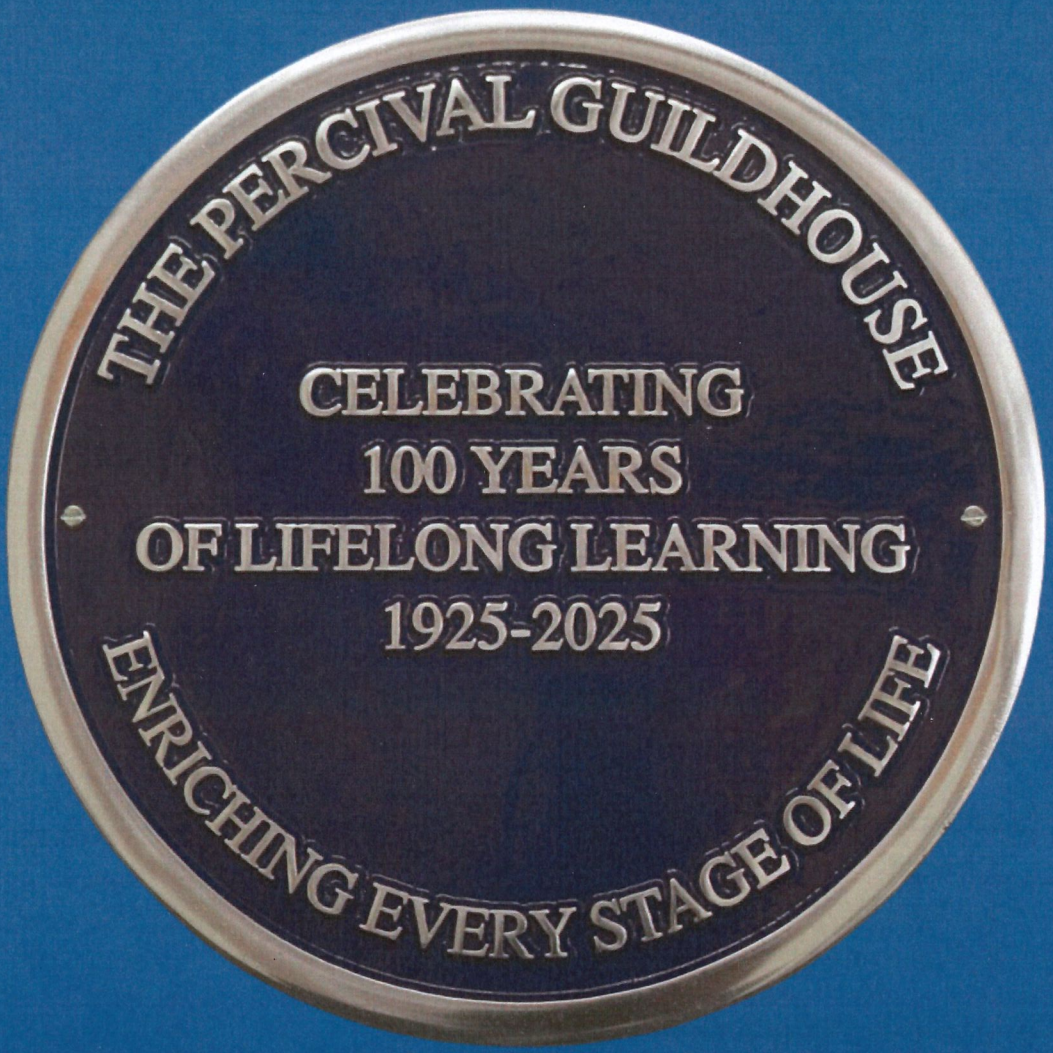
THE PERCIVAL GUILDHOUSE

England & Wales - Charity number 528782

Accounts

THE PERCIVAL GUILDHOUSE



ANNUAL REPORT 2024-2025

THE PERCIVAL GUILDHOUSE ANNUAL REPORT 2024-2025

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1. Chairman's Report

In last year's Report and Accounts, I emphasised the perilous nature of The Percival Guildhouse's finances. At the AGM in December 2024, I gave notice of a possible Special General Meeting in January 2025 to agree closure if funding could not be achieved to cover the projected deficit.

The very good news is that many supporters of the Guildhouse demonstrated their tremendous commitment by donating an incredible £29,322 in response to our Appeal. Additionally, we obtained £11,500 in grants from three bodies that have long supported us – Rugby Group Benevolent Fund, the Sir Edward Boughton Long Lawford Charity and the Westham House Fund. We are so grateful to all.

The impact of this is that our deficit for the year was significantly reduced – to just under £13k.

Funds were still needed to keep the Guildhouse going for the 2025-26 academic year commencing August 2025. The second piece of good news is that the Westham House Fund gave us an interest-free loan of £30k repayable only on the sale of our premises. Rugby School then supplemented this with a one-off loan of £10k on the same basis.

The report of the Executive Committee sets out the areas of focus in the 2024-25 academic year and continuing into this year. This includes:

- Ongoing marketing, including the appointment of a marketing support company, rebranding, the launch of a new website and increased social media activity.
- Development of the curriculum, with new courses, early evening courses, more workshops. We welcome any ideas for new courses and contact by potential tutors.
- An outreach to local companies to see if they are interested in promoting the Guildhouse to their employees.

The primary route to the Guildhouse becoming viable on an ongoing basis is to increase the number of students in each class to 10-11. This would cover both the tutor costs, staff costs and all other overheads.

A Five-Year Strategic Plan has been subject to several iterations in 2025. The Plan shows the value that the Guildhouse provides to Rugby and sets out the actions designed to increase student enrolments. If we can achieve the targets in the Plan, we would have a further deficit (of c. £30k) in 2025-26, but would be generating surpluses from then onwards. The Plan has been circulated to a number of possible sources of grants as we need around £30k funds to give us a sufficient balance to continue into the 2026-27 financial year. We may need to seek Bank funding, but the cost of interest will be an additional drain on our finances.

It is well understood that the Guildhouse needs to provide an online booking and payment facility, but this is a major challenge as the Guildhouse's database software cannot support this. Accordingly, focus is on identifying a standalone online platform that can meet most of our functional needs. We know that currently we do not have the

funds for this project. We either have to find a specific grant or we need to finance this in future years as we move to surpluses. In the meantime, the new website provides an online booking request form that can be sent to staff for them to follow up.

During 2025 the Centenary Committee led by Trustee David Dove organised many events to celebrate the 100th anniversary of the founding of the Guildhouse in September 1925. The events both increased the profile of the Guildhouse and generated funds. The celebration culminated in a celebratory event kindly hosted by Rugby School. I wish to express my thanks to the committee for all they did.

An Archives team led by Liz Pichon was successful in attracting a significant grant from the National Lottery Heritage Fund to preserve the Guildhouse's considerable collection. Where possible, digital records are being created. These have been put on display, with further presentations planned.

I would like to express my thanks to all of our staff for their good work. The team of Sarah, Fiona, Lorraine, Tatjana and Joe shows great commitment to the Guildhouse.

I am also very grateful to the small number of my fellow Trustees – David Dove, Peter Reaney, David Thomson and Clare Turnbull - who have stayed committed to the Guildhouse and take on many responsibilities. In my view, it is not sustainable to continue with the current low number of Trustees – five plus one potential Trustee who has been co-opted until being put forward for election at the AGM in January 2026.

Rob Close OBE

2. Centenary Committee Chairman's Report

A diverse programme of centenary events ran successfully in 2025, culminating in a special celebratory evening, held in Rugby School, on the actual anniversary, 29th September.

The committee's objectives in developing this programme were:-

- to increase the number of students by increasing the awareness of the Percival Guildhouse in Rugby and surrounding areas;
- to celebrate 100 years of lifelong learning;
- to create a fun, friendly programme of events which recognised people who have, and continue to, make an impact at the Guildhouse;
- to be at minimum cost neutral and potentially income generating.

I can say with confidence that each of the above objectives was fully met.

Significant media coverage, both online and in print, accompanied each event.

Students and tutors, past and present, enjoyed social events celebrating the cultures of France and Italy, and a 'Thank you' tea party was very well attended.

An Art & Crafts exhibition and Archives display were held in the Rugby Art Gallery & Museum whose support and assistance we greatly appreciate. We also participated in the National Heritage Weekend with a stunning display of fashions through the ages curated by Sheila Winterton and a further display of our archives. Both garnered glowing praise from appreciative visitors over the two days.

In addition, a writing competition involving pupils from several local secondary schools, organised by committee member Andy Roughton, ran throughout the summer months, hopefully inspiring a next generation of Guildhouse students.

To date the centenary programme has generated in excess of £1.6k towards Guildhouse funds with potentially more to come from the sale of writing competition booklets and prints and cards featuring an illustration of the Guildhouse by local artist, Jim Watson.

In closing, I would like to express my appreciation to my colleagues on the Centenary Committee who collectively, and individually, made it all happen – and so successfully.

David Dove

3. Report of the Executive Committee

The Executive Committee (EC) is comprised of those Trustees elected at the AGM plus any others co-opted throughout the year and with the Centre Manager as an ex-officio member. The EC is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all users.

The EC met throughout the year continuing to manage the financial situation, support the Centre Manager and progress plans for the Guildhouse to be a sustainable going concern.

During the academic year being reviewed here there were changes to Trustees with three departures and one new co-opted member (full details at Appendix I). These are separate to changes advised in last year's Annual Report & Accounts but which occurred after end July 2024. We currently have five very committed Trustees and one co-opted Trustee but need more.

3.1 Review of the Year

Two key factors gave the academic year August 2024-July 2025 an increased sense of urgency, focus and momentum. The ongoing financial challenge facing the Guildhouse – detailed in the Chairman and Treasurer narratives – and the Centenary – detailed in the Centenary Chairman's Report.

Trustees, mindful of comments made at recent previous AGMs, have tried to harness offers of volunteer help, embraced the challenge of progressing online booking and payment, addressed the need to improve marketing and reviewed the curriculum offer.

Marketing has been led by Trustee Clare Turnbull. After talking to several individual marketing specialists, including volunteers, and interviewing two local companies, Trustees engaged strategic marketing specialists LWM Marketing in the late Spring of 2025 on a fixed-term basis. We have immediately experienced the benefit of this investment with a better planned, more structured approach to all activity.

With LWM's help we have rebranded the Guildhouse introducing a new logo and, more importantly, a different way of talking about what we offer better to appeal to potential new generations of students. In late June it became apparent that applying changes to our website would require an entirely new site that conformed to all latest requirements and was capable of accepting all software updates. We are grateful both to LWM for the speed with which they designed and built the new site for us and to the staff and trustees who devoted so much time during the summer holiday shutdown to ensure that the site was capable of going live in time for the launch of the Autumn 2025 term in mid-August.

The new narrative pages on the website have greatly enhanced online visibility of the Guildhouse. This is now complemented by social media campaigns managed by LWM, driving traffic to the website and course bookings.

The other dedicated areas of focus for trustees have been curriculum and sponsorship. A small team comprising trustees David Dove and Peter Reaney, assisted by volunteer Jill Dwyer and recently joined by Sue Maguire has been progressing our Corporate Engagement with companies locally seeking to open conversations, demonstrate how involvement would benefit their employees and explore opportunities for sponsorship.

The curriculum remains under constant review. Our Centre Manager, Sarah Gall, is regularly talking to potential new tutors, exploring opportunities to add to the full-term or day courses that we can offer. We are grateful to our existing tutors whose high standards and support foster loyalty among students. Their understanding and flexibility in helping us chart these financially perilous times is greatly appreciated.

Our engagement with external organisations and participation in Borough events has helped to forge strong relationships and increase visibility. We are grateful to Rugby First for its support in our participation in Autumn and Spring Food & Drink Festivals and in the Rugby Literary Festival. We are also grateful to Rugby Borough Council – both councillors and officers – for their advice and support which is ongoing. We are delighted to welcome Councillor Tim Willis, who has been appointed by the Council as our liaison councillor.

Centenary events have provided a great platform for regular publicity. Our thanks to the editors of the Rugby Advertiser, Rugby Observer and many village newsletters for their coverage and to the Borough Council via The Rugby Town website and Rugby First via its website for helping to keep us front of mind with readers and followers.

Elsewhere in this Report you will read about the great success that is our Archives Project. It has reminded us of our proud past and inspired thoughts and passions for the future. Our thanks to former trustee, Liz Pichon, and her small team of assistants, notably Steve Becker and Peter Harris.

Finally, the biggest thank you goes to our students, past and present, and to long-term regular donors and supporters. Their response to our appeal in December 2024 in particular was astounding and humbling (see Chairman's report). We also remain very grateful to the Westham House Fund, Rugby Group Benevolent Fund and Sir Edward Boughton Long Lawford Charity, each of which has steadfastly supported the Guildhouse over many years and responded yet again to special appeals.

3.1.1 Objectives and Policies

The Charity's objective is the advancement of the education of adults in the Rugby area.

This objective is achieved principally by the provision of:

- A centre of activity known as The Percival Guildhouse
- Adult education courses run by self-employed tutors in a wide range of subjects in our own and other premises and online.

Our policy is to comply with all relevant legislation and regulations and to provide a welcoming and inclusive environment for all.

3.1.2 Public Benefit

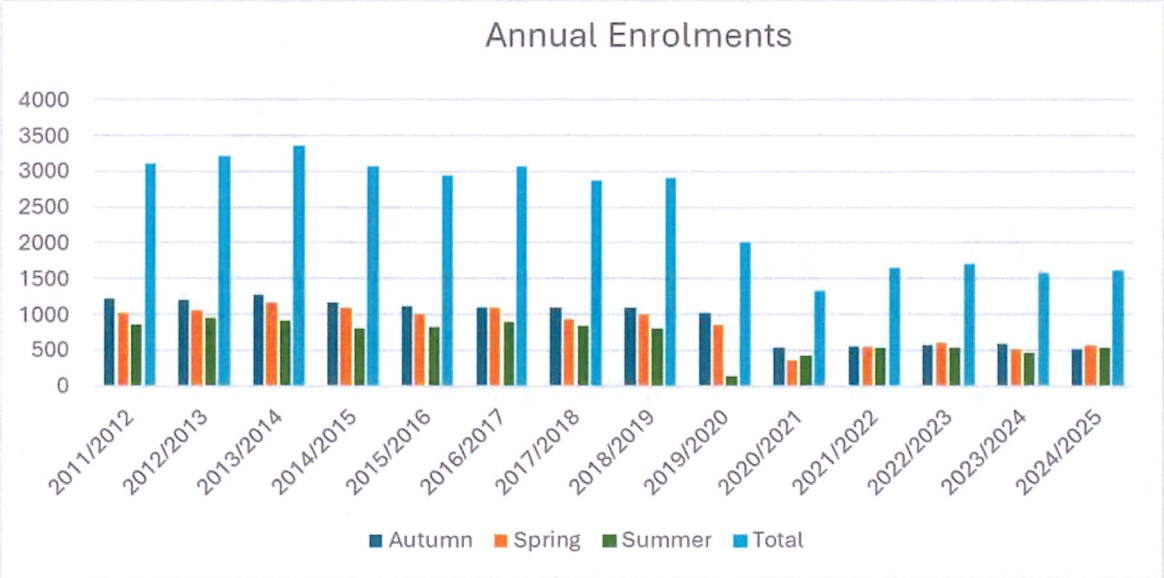
The Trustees have read and understood the Charity Commission guidance on public benefit. They consider that The Percival Guildhouse, whose charitable purpose is the advancement of education of adults in the Rugby area by the provision of an adult education centre, demonstrates public benefit by providing courses including the arts, languages, history, exercise and crafts which are available to all adults. It also provides public benefit as it is more than just a centre of education. It is a community of people who meet and make new friends in a warm, welcoming, safe and supportive environment so helping to reduce loneliness and social isolation.

3.2 **Centre Manager's Report**

In the past year we have seen gradual incremental improvement in student enrolments but the Guildhouse continues to suffer from the impact of the COVID-19 pandemic. Overall enrolments are still only 60% of pre-pandemic numbers. We have significantly increased our marketing activities to raise public awareness of all opportunities to learn something new in a safe and welcoming environment. We are grateful for the support we receive from volunteers who help to distribute our term brochures far and wide and to the editors of a host of village and parish newsletters for carrying regular articles about our courses and events.

3.2.1 Enrolments

This graph clearly shows the devastating effect of COVID-19 on student numbers. To remain viable, we need to increase student enrolments by circa 500+ over five years.

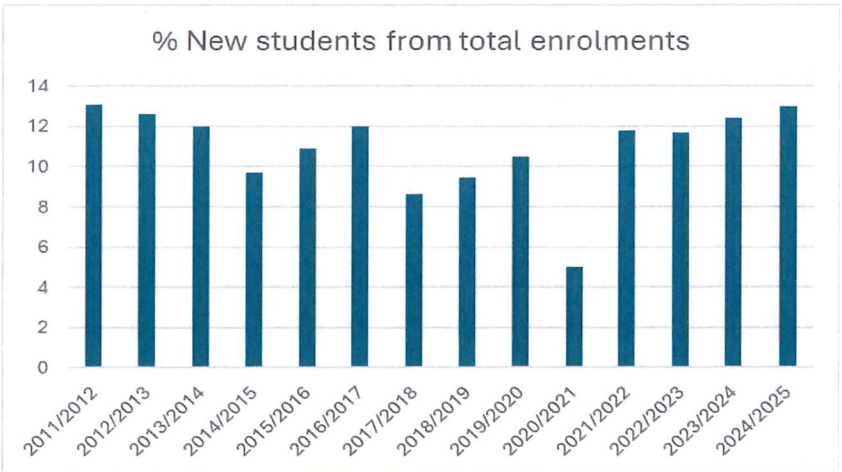


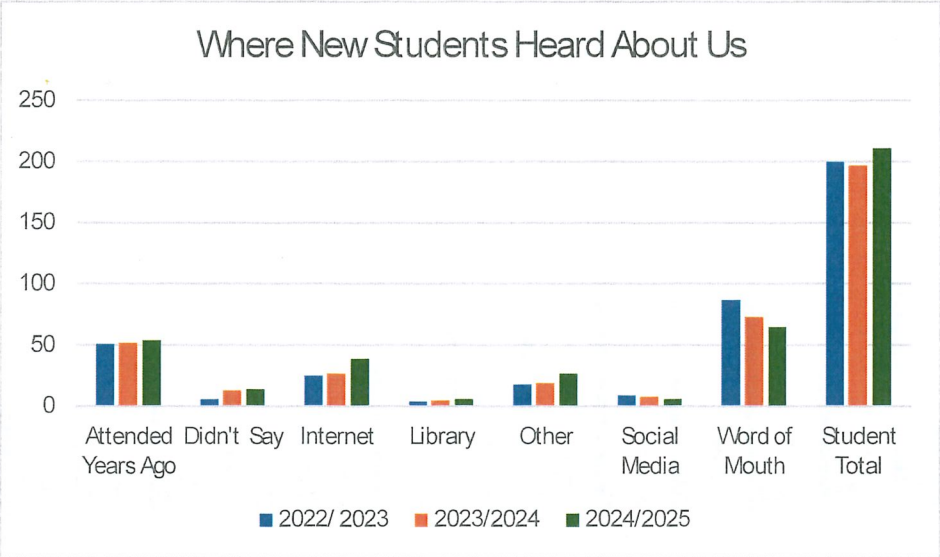
3.2.2 Enrolment of New Students

This graph shows that we continue to attract new students and that the main route via which they hear about us is 'Word of Mouth'. The other significant group is returning students who attended years ago.

New students are defined as those who had not enrolled on any course during the previous three years. Full details of the classes and their enrolments are included at the end of this report.

The total number of new students increased slightly in 2024-25 due to a better Summer Term than previous two years, which included some summer courses being offered in August 2025. Overall total enrolments comprising new students increased to 13%.





3.2.3 Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who are in receipt of certain means-tested benefits. During 2024-2025 the discount was set at 60% of the full fee. As a result, the cost was £3,469 (49 remissions) which was covered by a grant of £3,500 from the Westham House Fund. We are extremely grateful to the Fund for its continued support.

3.2.4 Clubs and Groups

This year the Bridge Club and the Knitting Group continued to meet in the Guildhouse.

3.2.5 Friends of PGH

In June we repeated the fundraising initiative 'The Friends of The Percival Guildhouse'. For an annual fee the 'Friend' is entitled to priority booking for courses in the Autumn term, three free drinks and access to the Wi-Fi code. The amount raised was £1,198. which equates to 80 'Friends'. We continue to add to the benefits offered under this scheme. 'Friends' can now access 15% discount at the Macready Theatre, 10% discount at Hunt's Bookshop and 10% discount at Stella Interiors.

3.2.6 Community Links

Both our students and the people of Rugby are extremely fortunate that in exchange for allowing public access, Rugby Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built-up corner of the town.

We have taken part in community activities to raise awareness, including a stall in Rugby Central, promotion of our courses in the library and attending the Rugby Food

& Drink Festivals. We also attended the Rugby Place Branding Masterclass at the Council. We have strengthened our relationship with Rugby First and the Community Development Workers organisation.

3.2.7 Communications

During this year we held a series of events to celebrate our Centenary Year. These events resulted in a significant increase in our exposure in local print and online media and raised our profile significantly. We believe this contributed to an increase in student enrolments in the Summer Term.

We continue to print and distribute brochures each term, in addition to promoting all courses via our website, social media channels and the wider media. In this year a total of 3,500 printed brochures were issued. We supplemented this with printed flyers. We are grateful to all outlets who display our brochures and to the volunteers who distribute them.

We also produced newsletters each term emailed to all current students and posted on our website promoting upcoming events in the term and workshops.

Our social media following continues to grow but we really need all supporters and students with a social media account both to follow us on Facebook and Instagram and to share Guildhouse posts. This could amplify our output exponentially and help us to reach important new audiences.

Sarah Gall

4. Treasurer's Report

4.1 Review of the Financial Year 2024-25

A statement of Financial Activities is appended to this report.
The principal continuing sources of income are class fees and room rentals. Income from these sources was £162,828 compared with £148,475 for the previous year.
In common with the last four years these income levels have still not recovered to those of earlier years prior to the COVID-19 pandemic.

On the expense side, tutors' fees and class expenses increased from £77,579 to £78,576.

The overall financial result for the Guildhouse has been a deficit for the year of £5,340. However, this includes £6,921 net income for the Archives, which means that the underlying deficit was £12,261, compared with £30,679 for the previous year. This improvement is largely due to generous donations and grants as stated in the attached accounts. Be assured that our Trustees have been striving to improve our ongoing finances, but above all an increase in class enrolments and attendances is vital.

4.1.1 Grants

We received total grants in the year of £11,500 compared with £5,000 in the previous year. These consisted of £3,500 from the Westham House Fund, which enabled us to offer fee remissions, £2,000 from the Sir Edward Boughton Long Lawford Charity and £6,000 from Rugby Group Benevolent Fund. All grants received are set out in note 3 of the Statement of Financial Activities.

4.1.2 Loans

During the year we have been grateful to be offered interest-free loans consisting of £30,000 by the Westham House Fund and £10,000 by Rugby School, both of which are secured on our freehold property. These generous loans will support us in our endeavours to increase our financial viability over the coming years.

4.1.3 Donations and Fundraising

Generous donations from a number of individuals, as mentioned above, together with the proceeds of fundraising activities have been used to help with the cost of operating and maintaining the Guildhouse. For a self-financing organisation this makes a tremendous difference, especially so in recent years. A summary of these items can be found in notes 2 & 6 attached to the Statement of Financial Activities.

The Percival Guildhouse raises funds from donations and, in normal circumstances, from fundraising events, such as the Christmas Fair. The Guildhouse is registered with the Fundraising Regulator and does not outsource fundraising to external organisations. The Charity has no other fundraising requiring disclosure under s162A of the Charities Act 2011.

4.2 Fundraising Events

The money raised from our fundraising events during this year made an important contribution to our general funds once again. Our thanks go to all of our members who continued to support our efforts so generously.

4.2.1 The Christmas Fair

Our Christmas Fair in 2024 produced an excellent result of £1,893.59. In addition, a further £37.00 was raised from participants in the Christmas quiz.

4.2.2 The Prize Club

The Prize Club generated income of £1,207 for the Guildhouse.

4.2.3 The Annual Plant Sale

The Plant Sale raised £447.54 plus £165.10 from a student who gift-aided the donation and sale from their tomato plants.

4.2.4 Book Sales

During the year we continued to sell donated books and raised £288.

4.2.5 Centenary Events

French and Italian evenings and associated raffles raised a total of £1,296.

4.2.6 Miscellaneous Fundraising

Miscellaneous fundraising generated a total of £725.75 and included a very popular Literary Afternoon among our students with the resulting sale of a Poetry Anthology of their work raising £305. A coffee and cake sale run as part of this event raised a further £150.36. In addition, our Photography class organised a raffle as part of their Tutor's retiring event raising £200.

4.3 Financial Deposits

We have cash of £35,372 in a savings account, albeit paying a low rate of interest. This is in addition to our working current account bank and cash balances of £42,344.

David Thomson

5. Our People

5.1 Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They contribute to the Guildhouse being a friendly and pleasant environment for students and tutors alike. We are very grateful to all our staff, administration and caretaking, for their much-valued contribution. Although not a staff member, we are also very grateful to our Tenant, Steve McNab, whose on-site presence is of immense help to us.

5.2 Tutors

The high standards set and maintained by our tutors continues to be appreciated by all students. Our tutors are self-employed. We appreciate their understanding, help and flexibility in the face of the difficult economic decisions we must make on occasion.

At the end of the 2024-2025 term, we said goodbye to David Harding as a tutor of photography and German. We are very grateful to David for his contribution to the Guildhouse, his support and his expertise in helping us with photographic exercises, notably in photographing tutors for our Centenary brochure. We are happy to note that David remains a presence at the Guildhouse – now as a student.

5.3 Volunteers

Without the loyal support of volunteers whose help as Trustees, Evening Stewards, distributors of brochures, helpers at events and much more, the Guildhouse would not be able to offer courses in the evening or operate as such a vibrant community. Our sincere thanks to one and all.

6. The Percival Guildhouse Archive Project

In March 2024, we were pleased to be informed that our National Lottery Heritage Fund bid to assist the preservation of the Percival Guildhouse archives had been successful. The project has two overlapping aims: to catalogue, conserve and digitise the Percival Guildhouse archives and to create a public access website, all with the aim of preserving the archive for posterity; and, using items from the archive, to enhance public engagement through a variety of activities centring on the history of the Percival Guildhouse and its wider contributions to the heritage of Rugby and surrounding districts in its Centenary year (1925-2025).

Experts from the National Archives and from Warwickshire County Records Office, which will be storing originals of the Guildhouse material, testify to the importance of the archives.

"The Percival Guildhouse archive holds significant importance as a comprehensive record of the institution's activities in Rugby over the last 100 years. It provides a unique

insight into the lives and experiences of the working-class community, particularly in the realm of education. The documents within this archive are a testament to the efforts of individuals who sought to improve their circumstances through learning and those who offered them a way to do it.

As custodians of Warwickshire's historical records, we recognise the immense value of preserving such records. The Percival Guildhouse archive will not only enrich our existing collections but also serve as a vital resource for researchers, historians, and the general public. It will help to illuminate a lesser-known aspect of the history of working-class education and contribute to a broader understanding of social dynamics in Rugby." ***Richard Lewis, Heritage and Culture Service Manager (Collections), Warwickshire County Record Office.***

In June 2025, a public exhibition of the archives was held at Rugby Art Gallery and Museum. It drew on digitised archive photos and explanatory text to create a timeline of the history of the Percival Guildhouse, and significant themes, people and milestones of the organisation. Feedback from the exhibition was overwhelmingly positive. A further series of public events is planned, including six Heritage Forums on specific themes relating to the history of the Percival Guildhouse. The project completes in September 2026.

Liz Pichon
Project Leader

Statement of Compliance

This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005 for Charities.

Approved by the Trustees and signed on their behalf

By: Robert Owen Clark

On: 4th December 2025

APPENDICES

I. REFERENCE AND ADMINISTRATIVE INFORMATION
II. STAFF LIST
III. STATEMENT OF ACCOUNTS
IV. COURSE STATISTICS

APPENDIX I

REFERENCE AND ADMINISTRATIVE INFORMATION

President	Mr Gareth Parker Jones, Headmaster of Rugby School		
Vice Presidents	Mr D. Dove Mr J. Lawton (died November 2025)	Mr M. J. Beare Mr M. J. Brice Mr P.H. Elliott	Mr T.P Cowhig Mrs S. Winterton
Executive Committee	(The Trustees of the Percival Guildhouse)		
Honorary Officers	Chairman Treasurer Secretary	Mr Rob Close OBE Mr David Thomson Ms Clare Turnbull	
Trustees	Mr David Dove Mr Peter Reaney Mrs Susan Maguire – co-opted June 2025 Ms Rachel Doughty (resigned December 2024) Mr David Bray (resigned March 2025) Mrs Elizabeth Pichon (resigned June 2025)		
Trustees of the Property	The Official Custodian for Charities		
Bankers	Royal Bank of Scotland, Drummond House (AO) Branch, Gogarburn, 175 Glasgow Road, Edinburgh, EH12 1HQ		
Insurance Brokers	Towergate MIA, Kings Court, London Road, Stevenage,SG1 2GA		
Independent Examiner	Cottons Accountants, Chestnut Field, Rugby, CV21 2PD		
Registered Name & Address	The Percival Guildhouse, St Matthew's St, Rugby, CV21 3BY		
Charity Registration Number	528782		
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 4th December 2024. It is constituted as an unincorporated association of its members.		

APPENDIX II

STAFF LIST

Office Staff:	
Centre Manager	Mrs Sarah Gall
Administrator and Bookkeeper	Mrs Fiona Pedley
Administrator	Ms Lorraine Rosser
Caretakers	Mrs Tatjana Sentereva Mr Joaquim Batista Da Silva

THE PERCIVAL GUILDHOUSE

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2025

Charity Registration No: 528782

The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2024 to 31 July 2025

	Notes	Unrestricted £	Restricted £	2025 Total Funds £	2024 Total Funds £
Incoming Resources					
Donations & legacies	2	32,198		32,198	25,165
Grants & sponsorship	3	11,500	10,288	21,788	5,000
Class Fees & Hire of Rooms	4	162,828		162,828	148,475
Other Income from Charitable Activities	5	6,073		6,073	5,895
Fund Raising Activities	6	7,355		7,355	6,951
Interest Receivable		1,290		1,290	1,063
Other Incoming Resources	7	78		78	187
Total Incoming Resources		**221,322**	**10,288**	**231,610**	**192,736**
Less: Cost of Fund Raising Activities	6	(1,460)		(1,460)	(878)
Net Incoming Resources Available for Charitable Application		219,862	10,288	230,150	191,858
Resources Expended:					
Charitable	8	(212,374)	(3,367)	(215,741	(203,756)
Governance Costs	9	(19,749)		(19,749)	(18,781)
Total Resources Expended		**(232,123)**	**(3,367)**	**(235,490)**	**(222,537)**
Net Income/(Expenditure) for year		(12,261)	6,921	(5,340)	(30,679)
Total Funds brought forward		118,552		118,552	149,231
Total Funds carried forward		106,291	6,921	113,212	118,552

The Percival Guildhouse

Statement of Financial Position as at 31 July 2025

	Notes	2025		2024	
		£	£	£	£
Fixed Assets:					
Tangible Assets	12		61,186		65,647
Current Assets					
Stock		220		240	
Debtors	13	12,998		7,854	
Deposits		35,372		34,761	
Cash At Bank and In Hand		49,265		13,493	
		97,855		56,348	
LESS: **Current Liabilities:**					
Creditors & Accruals	14	5,829		3,443	
Net Current Assets			92,026		52,905
Loans	15		(40,000)		0
Net Assets	16		113,212		118,552
Funds:					
Unrestricted Funds	17		43,568		55,829
Designated Funds	18		62,723		62,723
Restricted Funds	19		6,921		-
Total Funds			113,212		118,552

Signed..... Date..... 4th December 2025

R Close
Hon Chairman
For and on behalf of the
Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

i) The Charities Act 2022
ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
iii) The applicable accounting standards, and
iv) An historical cost accounting basis.

a) Class fees and similar income

i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £3,510,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i)	Lift	4%
ii)	Office fittings and equipment	10%
iii)	Classroom equipment	20%
iv)	General equipment	10%
v)	Catering equipment	20%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund (free reserves) comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds are set out in note 18 to these accounts

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Not withstanding the above, the Trustees had set the following targets with regard to the level of reserves held:

i. The General Purpose Fund is targeted to be one third of annual turnover (it is currently 24%).
ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 1.5%).
iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

The Trustees believe that the above target ii is reasonable but is not achievable at present and that in light of the adverse effects of Covid 19 and price inflation it may take a while for it to be achieved.

2. Donations and legacies

	2025	2024
	£	£
Legacies received	0	15,000
Donations and subscriptions	29,322	9,473
Income tax recovered	2,876	692
	32,198	25,165

3. Grants & Sponsorship

	Unrestricted £	Restricted £
Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	2,000	
Westham House Fund	3,500	
Rugby Group Benevolent Fund	6,000	
National Lottery Heritage Fund		10,288
	11,500	10,288

In previous years the Westham House Fund provided a grant of £26,750 towards the cost of maintaining the exterior of the building. This grant was made on the condition that it would be repayable should the property ever be sold and as such is a contingent liability.

4. Class Fees and Hire of Rooms

	2025	2024
	£	£
a) **Income (net of any fee remission granted)**		
i) Class fees	159,220	145,721
ii) From hire of rooms (in accordance with charitable aims)	3,608	1,736
	162,828	148,475

b) **Fee Remission granted from Guildhouse Funds**	2025	2024
i) Number of students on PGH courses receiving fee remission	49	58
ii) Total amount of fee remission given:	£3,469	£3,567

5. Other Income from Charitable Activities

	2025	2024
	£	£
a) Property Rentals:	2,724	2,724
b) Refreshments	3,349	3,171
	6,073	5,895

6. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

		2025		2024
	Costs	Income	Net	Net
Event	£	£	£	£
Plant sale		448	448	530
Christmas Fair		1,894	1,894	2,545
Italian evening				687
Christmas Quiz		37	37	85
Book Box		288	288	453
Prize Draw	(663)	1,870	1,207	1,320
Centenary events	(797)	2,092	1,295	
Miscellaneous		726	726	453
	(1,460)	7,355	5,895	6,073

7. Other Incoming Resources	2025	2024
	£	£
Sundry receipts	78	187

8. CHARITABLE EXPENDITURE

a) Programme Provision Expenses		2025	2024
		£	£
i)	Programme Publicity	9,544	7,236
ii)	Tutors Fees & Class Expenses	78,576	77,579
iii)	Depreciation	3,911	4,892
iv)	Office Staff Wages & Employers National Insurance	53,084	50,136
v)	Professional fees	559	3,152
vi)	Office Expenses	4,498	4,155
vii)	Marketing by outside parties	1,940	-
		152,112	147,150

b) Running and Maintenance Costs for Building		2025	2024
		£	£
i)	Insurance	4,528	4,441
ii)	Repairs, Renewals and Decorations	9,399	8,843
iii)	Utilities (Heat, Light, Water, Phone)	10,333	10,295
iv)	Care taking and Catering Staff Wages	31,552	28,836
v)	Kitchen Expenses	3,057	3,025
vi)	Depreciation	274	382
vii)	Professional fees	1,119	784
		60,262	56,606

	2025	2024
Total Charitable Expenditure	212,374	203,756

9. GOVERNANCE COSTS

		2025	2024
		£	£
a)	Office Staff Wages & Employers National Insurance	13,271	12,534
b)	Office Expenses	1,125	1,039
c)	Depreciation	276	275
d)	Insurance	4,015	3,938
e)	Professional Fees	186	131
f)	Independent Examination Fee	876	864
		19,749	18,781

10. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £97,907 (2024 £91,506).No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £nil

c) The average numbers of paid staff were;	2025	2024
Office Staff:	3	3
Caretaking Staff:	2	2

d) Members of the Office Staff share their duties between:

i. Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (80% of total) and
ii. The administration and management of the Percival Guildhouse (20% of total) which is included in Governance costs above.

Their salaries have been apportioned pro rata to these categories.

11. TRUSTEES' REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

12. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Lift	Office Fittings & Equipment	Classroom Equipment	Catering and other equipment	Total
	£	£	£	£	£	£
Cost						
At 1st August 2024	2,343	68,418	13,058	18,571	20,251	122,641
Additions	0	0	0	0	0	0
At 31st July 2025	2,343	68,418	13,058	18,571	20,251	122,641
Depreciation						
At 1st August 2024	0	10,947	10,299	17,897	17,851	56,994
Charge for year	0	2,737	552	518	654	4,461
At 31st July 2025	0	13,684	10,851	18,415	18,505	61,455
Net Book Value						
At 31st July 2025	2,343	54,734	2,207	156	1,746	61,186
At 31st July 2024	2,343	57,471	2,759	674	2,400	65,647

13. DEBTORS

	2025	2024
	£	£
Sundry debtors	6,199	1,508
Prepayments	6,799	6,346
	12,998	7,854

14. CURRENT LIABILITIES

	2025	2024
	£	£
Amounts falling due within one year		
Accruals and deferred income	5,829	3,443

15. Loans

	2025	
	£	
Rugby School	10,000	0
Westham House Fund	30,000	0
	40,000	0

These loans are interest free and are secured against the Freehold Property.

16. SUMMARY OF NET ASSETS BY FUNDS

	General Purposes £	Designated £	Restricted £	2025 Total £	2024 Total £
Tangible fixed assets	61,186	0	0	61,186	65,647
Net current assets	22,382	62,723	6,921	92,026	52,905
Loans	(40,000)			(40,000)	
	43,568	62,723	6,921	113,212	118,552

17. UNRESTRICTED FUNDS

	2025 £	2024 £
General Purpose Fund		
Balance at 1st August	55,829	86,508
Net income/(expenditure) for the year	(12,261)	(30,679)
Balance at 31st July	43,568	55,829

18. DESIGNATED FUNDS

	2025 £	2024 £
Building Renovation Fund		
This fund has been set aside by the Trustees out of unrestricted funds for renovations and improvements to the building.		
Balance at 1st August	53,148	53,148
Transfers to General Purpose Fund	-	-
Balance at 31st July	53,148	53,148
Development Fund		
This fund comprises substantial donations received from a member that have been set aside for improving the Guildhouse facilities.		
Balance at 1st August	9,575	9,575
Transfers to General Purpose Fund	-	-
Balance at 31st July	9,575	9,575
Total Designated Funds	62,723	62,723

19. RESTRICTED FUND

	2025 £	
Archive grant received	10,288	0
Expenditure in year	(3,367)	0
Balance at 31st July	6,921	0

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

I report on the accounts of the Trust for the year ended 31 July 2025, which are set out on sheets 18 to 25.

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 2022 (the Charities Act) and that an independent examination is needed.

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,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

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 matter has come to my attention:

(1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Palmer

Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date 5 December 2025

PGH - ENROLMENTS for Year 2024/2025

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Monday	101SP25	FRENCH BEGINNERS PLUS			9	7		
Monday	101SU25	FRENCH BEGINNERS PLUS					7	10
Monday	102AU24	FRENCH EXPERIENCE INTERMEDIATE LEVEL 3	12	10				
Monday	102SP25	FRENCH EXPERIENCE INTERMEDIATE LEVEL 3			12	10		
Monday	102SU25	FRENCH EXPERIENCE INTERMEDIATE LEVEL 3					7	6
Monday	103AU24	GERMAN ADVANCED	12	6				
Monday	103SP25	GERMAN ADVANCED			12	6		
Monday	103SU25	GERMAN ADVANCED					7	4
Monday	104AU24	ITALIAN BEGINNERS +	12	9				
Monday	104SP25	ITALIAN BEGINNERS +			10	6		
Monday	104SU25	ITALIAN BEGINNERS					8	9
Monday	105AU24	GERMAN INTERMEDIATE LEVEL 2	12	5				
Monday	105SP25	GERMAN INTERMEDIATE LEVEL 2			12	9		
Monday	106AU24	ITALIAN IMPROVERS	12	8				
Monday	106SP25	ITALIAN IMPROVERS			12	8		
Monday	106SU25	ITALIAN IMPROVERS					8	9
Monday	107AU24	SPANISH INTERMEDIATE LEVEL 1+	10	6				
Monday	107SP25	SPANISH INTERMEDIATE LEVEL 1+			10	6		
Monday	107SU25	SPANISH INTERMEDIATE LEVEL 1+					7	6
Monday	108AU24	NEW TESTAMENT GREEK	12	4				
Monday	108SP25	NEW TESTAMENT GREEK			12	3		
Monday	108SU25	NEW TESTAMENT GREEK					8	2
Monday	109AU24	BRAVE NEW WORLD? BRITAIN 1945 - 1951	12	16				
Monday	109SP25	JAMES I (1603-1625) KING OF GREAT BRITAIN			12	15		
Monday	109SU25	TOWARDS THE CIVIL WAR					8	17
Monday	110AU24	UPHOLSTERY	12	11				
Monday	110SP25	UPHOLSTERY			11	11		
Monday	110SU25	UPHOLSTERY					8	10
Monday	112AU24	ACRYLIC PAINTING FOR BEGINNERS	12	10				
Monday	112SP25	ACRYLIC PAINTING FOR BEGINNERS			12	10		
Monday	112SU25	ACRYLIC PAINTING FOR BEGINNERS					8	10
Monday	114AU24	SOFT PASTEL PORTRAITS	4	5				
Monday	115AU24	ACRYLICS FOR IMPROVERS	12	9				
Monday	115SP25	ACRYLIC PAINTING FOR IMPROVERS			12	11		
Monday	115SU25	ACRYLIC PAINTING FOR IMPROVERS					8	12
Monday	116AU24	CHAIR YOGA	10	7				
Monday	116SP25	CHAIR YOGA			10	8		
Monday	116SU25	CHAIR YOGA					7	8
Monday	117AU24	DISCOVERING OPERA	12	9				
Monday	117SP25	APPRECIATING OPERA			12	9		
Monday	117SU25	EMOTIONS TO THE FORE! THREE ROMANTIC OPERAS					8	8
Monday	118SP25	CHAIR YOGA			10	8		
Monday	118SU25	CHAIR YOGA					7	8
Monday	119SP25	QIGONG TAI CHI			12	8		
Monday	119SU25	QIGONG TAI CHI					8	8

Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Monday	121SU25	MINDFUL MONDAYS					7	8
Monday	123SU25	SEATED TAI CHI/SHIBASHI QIGONG					8	8
Tuesday	201AU24	PARLONS-EN ADVANCED LEVEL 2	12	8				
Tuesday	201SP25	PARLONS-EN ADVANCED LEVEL 2			11	7		
Tuesday	201SU25	PARLONS-EN ADVANCED LEVEL 2					7	8
Tuesday	202AU24	SPANISH BEGINNERS	12	10				
Tuesday	203SU25	SPANISH BEGINNERS					8	12
Tuesday	204AU24	SHAKESPEARE GROUP	10	12				
Tuesday	204SP25	SHAKESPEARE GROUP			10	11		
Tuesday	204SU25	SHAKESPEARE GROUP					8	12
Tuesday	205AU24	WRITE THE STORY OF YOUR LIFE	12	12				
Tuesday	205SP25	WRITE THE STORY OF YOUR LIFE			12	12		
Tuesday	205SU25	WRITE THE STORY OF YOUR LIFE					8	8
Tuesday	206AU24	ADVENTURES IN CREATIVE WRITING	12	10				
Tuesday	206SP25	ADVENTURES IN CREATIVE WRITING			12	9		
Tuesday	206SU25	ADVENTURES IN CREATIVE WRITING					8	7
Tuesday	207AU24	A KING AND A TRADING LEAGUE	12	14				
Tuesday	207SP25	CHARLES V (1500-1558) EMPEROR AND KING			12	14		
Tuesday	207SU25	FROM EMPEROR TO ARTIST: CHARLES V TO ALBRECHT DURER					8	12
Tuesday	208AU24	TRADITIONAL WOODCARVING	10	7				
Tuesday	208SU25	TRADITIONAL WOODCARVING					7	7
Tuesday	209AU24	PAINTING FIGURES AND FACES FROM PHOTOGRAPHS	12	9				
Tuesday	209SP25	PAINTING FIGURES AND FACES FROM PHOTOGRAPHS			12	9		
Tuesday	209SU25	PAINTING FIGURES AND FACES FROM PHOTOGRAPHS					8	9
Tuesday	210AU24	THE A-Z OF STILL LIFE DRAWING	12	10				
Tuesday	210SP25	THE A-Z OF STILL LIFE DRAWING			12	10		
Tuesday	210SU25	THE A-Z OF STILL LIFE DRAWING					8	9
Tuesday	213AU24	CHAIR YOGA	10	9				
Tuesday	213SP25	CHAIR YOGA			10	14		
Tuesday	213SU25	CHAIR YOGA					7	13
Tuesday	214AU24	HATHA YOGA FOR EVERYONE	10	10				
Tuesday	214SP25	HATHA YOGA FOR EVERYONE			10	8		
Tuesday	214SU25	HATHA YOGA FOR EVERYONE					7	8
Tuesday	215SP25	MODERN CALLIGRAPHY FOR BEGINNERS			12	8		
Tuesday	218SP25	HATHA YOGA FOR EVERYONE			10	8		
Tuesday	218SU25	HATHA YOGA FOR EVERYONE					7	7
Tuesday	219SU25	REFLEXOLOGY					8	7
Wednesday	301AU24	ON Y VA INTERMEDIATE LEVEL 2	12	13				
Wednesday	301SP25	ON Y VA INTERMEDIATE LEVEL 2			12	10		
Wednesday	301SU25	ON Y VA INTERMEDIATE LEVEL 2					7	10
Wednesday	302AU24	GERMAN INTERMEDIATE LEVEL 3	12	11				
Wednesday	302SP25	GERMAN INTERMEDIATE LEVEL 3			12	10		
Wednesday	302SU25	GERMAN INTERMEDIATE LEVEL 3					8	14
Wednesday	305AU24	FROM PAGE TO SCREEN	10	6				
Wednesday	305SP25	FROM PAGE TO SCREEN			12	8		
Wednesday	305SU25	FROM PAGE TO SCREEN					7	6

Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Wednesday	307AU24	CROCHET FOR BEGINNERS	10	5				
Wednesday	308AU24	SEWING AND DRESSMAKING	11	12				
Wednesday	308SP25	SEWING AND DRESSMAKING			12	12		
Wednesday	308SU25	SEWING AND DRESSMAKING					8	10
Wednesday	309AU24	PAINTING FOR PLEASURE	12	12				
Wednesday	309SP25	PAINTING FOR PLEASURE			12	14		
Wednesday	309SU25	PAINTING FOR PLEASURE					8	13
Wednesday	310AU24	WATERCOLOUR WORKSHOP	12	9				
Wednesday	310SP25	WATERCOLOUR WORKSHOP			12	12		
Wednesday	310SU25	WATERCOLOUR WORKSHOP					8	10
Wednesday	311AU24	FIGURES AND FACES	12	10				
Wednesday	311SP25	FIGURES AND FACES			10	8		
Wednesday	311SU25	FIGURES AND FACES					8	9
Thursday	401AU24	ALLONS-Y! INTERMEDIATE LEVEL 4	12	10				
Thursday	401SP25	ALLONS-Y! INTERMEDIATE LEVEL 4			12	8		
Thursday	401SU25	ALLONS-Y! INTERMEDIATE LEVEL 4					7	6
Thursday	402AU24	GERMAN BEGINNERS	12	5				
Thursday	402SP25	GERMAN BEGINNERS			12	4		
Thursday	402SU25	GERMAN BEGINNERS					8	4
Thursday	403AU24	SPANISH IMPROVERS LEVEL 3+	12	9				
Thursday	403SP25	SPANISH IMPROVERS LEVEL 3+			12	9		
Thursday	403SU25	SPANISH IMPROVERS LEVEL 3+					8	8
Thursday	404AU24	SPANISH INTERMEDIATE LEVEL 3+	11	7				
Thursday	404SP25	SPANISH INTERMEDIATE LEVEL 3+			11	7		
Thursday	404SU25	SPANISH INTERMEDIATE LEVEL 3+					8	7
Thursday	405AU24	CREATIVE WRITING	12	12				
Thursday	405SP25	CREATIVE WRITING			12	11		
Thursday	405SU25	CREATIVE WRITING					8	11
Thursday	406AU24	JOURNEY INTO POETRY	12	10				
Thursday	406SP25	JOURNEY INTO POETRY			12	10		
Thursday	406SU25	JOURNEY INTO POETRY					8	10
Thursday	407AU24	GOLDWORK WITH COLOUR	6	6				
Thursday	408AU24	DELVE DEEPER PHOTOGRAPHY	12	9				
Thursday	408SP25	DELVE DEEPER PHOTOGRAPHY			12	11		
Thursday	408SU25	DELVE DEEPER PHOTOGRAPHY					8	10
Thursday	409SP25	EAT WELL, LIVE WELL			6	5		
Thursday	410AU24	SECRETS AND LIVES; HOW BLETCHLEY PARK CHANGED THE COURSE OF HISTORY	5	5				
Thursday	412SU25	SECRETS AND LIVES; HOW BLETCHLEY PARK CHANGED THE COURSE OF HISTORY					1	13
Thursday	413SU25	RUSSIA AGAINST THE WORLD					1	20
Friday	501AU24	ITALIAN IMPROVERS LEVEL 2	12	10				
Friday	501SP25	ITALIAN IMPROVERS LEVEL 2			12	11		
Friday	501SU25	ITALIAN IMPROVERS LEVEL 2					8	11
Friday	502AU24	ITALIAN INTERMEDIATE LEVEL 4	11	6				
Friday	502SP25	ITALIAN INTERMEDIATE LEVEL 4			10	6		
Friday	502SU25	ITALIAN INTERMEDIATE LEVEL 4					7	6
Friday	505AU24	WATERCOLOUR WORKSHOP	10	5				

Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Friday	506AU24	ART WORKSHOP	11	10				
Friday	506SP25	ART WORKSHOP			12	8		
Friday	506SU25	ART WORKSHOP					8	7
Friday	508AU24	HATHA YOGA FOR EVERYONE	10	8				
Friday	508SP25	HATHA YOGA FOR EVERYONE			10	9		
Friday	508SU25	HATHA YOGA FOR EVERYONE					7	8
Friday	509AU24	HATHA YOGA FOR EVERYONE	10	8				
Friday	509SP25	HATHA YOGA FOR EVERYONE			10	8		
Friday	509SU25	HATHA YOGA FOR EVERYONE					7	8
Friday	510AU24	GUIDED MEDITATION FOR EVERYONE	10	8				
Friday	510SP25	GUIDED MEDITATION FOR EVERYONE			10	13		
Friday	510SU25	GUIDED MEDITATION FOR EVERYONE					7	11
Friday	511AU24	GUIDED MEDITATION FOR EVERYONE	10	11				
Friday	511SP25	GUIDED MEDITATION FOR EVERYONE			10	10		
Friday	511SU25	GUIDED MEDITATION FOR EVERYONE					7	12
Friday	512AU24	IMPROVERS' LATIN	12	6				
Friday	512SP25	IMPROVERS' LATIN			12	8		
Friday	512SU25	IMPROVERS' LATIN					8	5
Saturday	601AU24	INTRODUCTION TO MODERN CALLIGRAPHY FOR BEGINNERS	1	11				
Saturday	601SP25	QIGONG TAI CHI			1	8		
Saturday	601SU25	QIGONG TAI CHI					1	9
Saturday	602SP25	INTRODUCTION TO MODERN CALLIGRAPHY FOR BEGINNERS			1	8		
Saturday	602SU25	PAINTING CLOUDS IN ACRYLICS					1	6
Saturday	603SP25	THE ISRAEL - PALESTINE CONFLICT: HOW DID WE GET HERE?			1	18		
Saturday	604AU24	BEGINNING YOUR FAMILY HISTORY	1	5				
Saturday	605AU24	THE KENILWORTH ENTERTAINMENT OF 1575	1	11				
Saturday	605SU25	HERBAL MEDICINE, ANCIENT AND MODERN					1	5
Saturday	606SP25	EMBROIDERY ON PHOTOGRAPHS			1	7		
Saturday	606SU25	PAPER CUTTING					1	3
Saturday	607SP25	COLOURED PENCIL ANIMALS			1	10		
Saturday	608AU24	FRIENDS IN HIGH PLACES	1	12				
Saturday	611AU24	STITCHED BOOK BINDING	1	11				
Saturday	611SP25	NEEDLEFELTING			1	11		
Saturday	612SP25	BALLET HOO! - AND WHY			1	9		
Saturday	613SP25	LIFE DRAWING			1	9		
Saturday	614SP25	DELVING DEEPER INTO YOUR FAMILY HISTORY			1	5		
Saturday	615SP25	INTRODUCTION TO WATERCOLOUR PAINTING			1	5		
Saturday	616AU24	HIDDEN WORLD OF CANAL HERITAGE	1	10				
Saturday	616SP25	AIR DRY CLAY ORNAMENTS			1	10		
Saturday	617SP25	QIGONG TAI CHI			1	7		
Saturday	618AU24	FRENCH STYLE BERET	1	5				
Tuesday	702AU24	LET'S CELEBRATE CHRISTMAS THE SPANISH AND LATIN WAY	1	5				
Tuesday	805SU25	GET STUCK INTO ART					2	10
Tues - Fri	806SU25	SUMMER WRITING OASIS					4	15
Number of Courses-(182)				519		564		539

This report does not include cancelled Courses or Fullly refunded students

ANNUAL REPORT 2024-2025

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Warwickshire
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THE PERCIVAL GUILDHOUSE

Centre of Culture, Connection and Creativity

THE PERCIVAL GUILDHOUSE

England & Wales - Charity number 528782

Accounts

THE PERCIVAL GUILDHOUSE

ANNUAL REPORT 2023 - 2024

St. Matthew's Street,
Rugby, CV21 3BY

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Email contact@percival-guildhouse.co.uk
Tel: 01788 542467
Registered Charity No 528782

ANNUAL REPORT 2023-2024

1. Chairman's Statement
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2023-2024 ANNUAL REPORT - THE PERCIVAL GUILDHOUSE

1. Chairman's Statement

The Percival Guildhouse has struggled financially due to COVID-19 and the resulting change in people's behaviour. For the year to end July 2024 we had a net financial deficit of more than £30k. This was an improvement against the deficit of £44k in the previous year, but only because of a donation of £15k. The cumulative loss has depleted our cash balances to a very worrying level.

Our current projections are that we will run out of cash before the end of the Summer term 2025. This will mean that The Percival Guildhouse would close for business in its Centenary year.

The ultimate salvation for the Guildhouse can only come from an appreciable increase in student numbers and classes. We must increase the number of students per class in 50% of cases and restore the number of courses we run per term. These have dropped by 40%. The impact on our bottom line of decline in both cases has been devastating. In the Summer of 2024, we deployed new methods of promoting courses and trying to increase awareness of the Guildhouse. We have offered new classes, including introducing early evening sessions for the first time. In the coming Spring term, we are going to offer more classes, some running for fewer weeks and more Saturday workshops which, we believe, can be valuable tasters for our full-term courses.

We urgently need all students and tutors to promote the courses offered at the Guildhouse. Word of mouth is far and away our most effective means of boosting numbers and spreading the word is an endeavour in which each and every student can share.

The path to rebuilding numbers to sustainable pre-pandemic levels involves connecting with a range of different organisations, reassessing the market in which we operate, taking stock of changing working and retirement patterns and more. The Trustees are actively engaged in all of this work. At the same time, it has always been the case that Guildhouse activities have been underpinned by grant support. We are grateful to the Westham House Fund, for example, for its continued backing which enables us to offer subsidised courses to those on means-tested benefits. We are constantly looking for and applying to different grant providers, supporting these applications with our much-revised Strategic Plan which lays bare our circumstances but also demonstrates the unique offering of the Guildhouse.

I am grateful to the Trustees who have shown great commitment to the Guildhouse in the past and perhaps particularly during the pandemic. Trustees have had to be fairly hands on in support of the Centre Manager and her team. However, Trustee numbers have fallen for a variety of reasons. There is a particular need for help with fundraising and developing the curriculum. We would very much welcome students and tutors with experience in these areas to provide help, either as Trustees or as active members of a team working on these.

Rob Close

2. Centenary Committee Chairman's Report

The Centenary Committee is only too aware of the fragile nature of the Guildhouse's finances and that everyone's focus has to be on its survival.

Against that background the committee has been working towards developing a programme of modest, but appropriate, events to be held in 2025, culminating in a celebratory event on the actual 100th anniversary, 29th September, 2025.

Proposed events include:-

- a local schools creative writing competition inspired by the theme, 'The Time Machine' – 100 years of the Guildhouse.
- an Arts & Crafts exhibition and Guildhouse Archives display to be held 2nd-16th June in Rugby Art Gallery & Museum
- a celebratory Tea Party to be held in the Guildhouse in the summer
- a number of social evenings celebrating the cultures of France, Italy and Germany with appropriate food and music
- participation in the National Heritage Weekend in September displaying, amongst other artefacts, items from our recently-collated archives.

Whilst this programme will be cost neutral and potentially generating income, its taking place will depend entirely on the financial situation of the Guildhouse at the time.

David Dove

3. Report of the Executive Committee

The Executive Committee (EC) is comprised of those Trustees elected at the AGM plus any others co-opted throughout the year and with the Centre Manager as an ex-officio member. The EC is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all of its users.

The EC met throughout the year continuing to manage the financial situation, support the Centre Manager and progress plans for the Guildhouse to be a sustainable going concern.

3.1 Review of the Year

People are the driving force and lifeblood of The Percival Guildhouse in every part of the organisation. The overwhelming support, loyalty and passion evident at the last AGM served as a boost and a challenge to Trustees, then mid-way through the year being reviewed here.

The Trustees, who were already confronting the reality of the Guildhouse's post-pandemic position, have been fully focused on strategic actions to secure its future.

This has included development and implementation of new strategic and marketing plans. Relationships with Rugby Borough Council have grown with meetings with key councillors following the May elections and with senior officers, including those with staff responsibility with a view to them encouraging council employees to join courses.

Our relationships with Rugby School have deepened since Dr Neil Hampton, CEO of Rugby School Global Group, chaired the last AGM. He was impressed and affected by the strength of feeling demonstrated at that meeting. He has visited us since and has held meetings with the Chairman and Secretary of Trustees. In tandem, senior staff from the School have provided professional advice and assistance ranging from helping us organise our extensive archives (more later) to discussions around marketing and event opportunities.

Rugby First has helped us ensure that we embrace all opportunities to raise our profile by participating in town events. We continue to forge separate relationships with businesses equally committed to reviving the town centre.

For varying personal reasons, Trustees Ralph de la Croix, Steve Becker and our then chairman, Carin Jackson resigned during the year. Each played a distinct part in promoting the survival of the Guildhouse. They have our thanks for their unselfish contributions. The Trustees welcomed to the EC Rachel Doughty, a multi-disciplinary artist and tutor at the Guildhouse who also runs her own Community Interest Company focused on working with disadvantaged individuals and groups, and marketing specialist Tracey Saunders, who has since resigned (October 2024).

With sadness we mark the passing of one of our vice presidents, Anne Lewis-Jones. Anne's association with the Guildhouse went back to the 1950s. She had been an EC member and Social Club Secretary, a tutor of history and craft courses, and represented us at the Education Centres Association, a national body promoting lifelong learning. Stalwart supporter, Herbert "Roy" Barnes, also died during the year leaving the Guildhouse a generous £15,000 legacy. A memorial bench is to be installed in the inner Guildhouse garden area with a plaque recording his support and that of others.

Front-of-house "fixture" Prabha Mistry retired in November 2023 after 26 years with us. No visitor to the Guildhouse will have escaped her good-humoured determination to raise funds either via the prize draw, plant sale or other event. She has the thanks of all Trustees for her years of service. In her stead, we have welcomed Lorraine Rosser to the admin team.

With eyes fixed firmly on the future, we've been inspired by the history that's been uncovered during the exploration and categorisation of our extensive archives. Led by Trustee, Liz Pichon, our archives, recognised as of national significance, are gradually being turned into a resource capable of display and use as an education tool. Our aim is to have them in shape for the Centenary.

Elsewhere in this report you will read about volunteer-led fundraising events, with tutors and students banding together, of the Aspinall Lounge refurbishment, 90% of which was achieved by Trustee and volunteer effort, of long-term supporters donating regularly or leaving precious financial legacies. Every action exemplifies the dedication of individuals and their importance to the life of the Guildhouse.

3.1.1 Objectives and Policies

The Charity's objective is the advancement of the education of adults in the Rugby area.

This objective is achieved principally by the provision of:-

- A centre of activity known as The Percival Guildhouse
- Adult education courses run by self-employed tutors in a wide range of subjects in our own, other premises and online.

Our policy is to comply with all relevant legislation and regulations and to provide a welcoming and inclusive environment for all.

3.1.2 Public Benefit

The Trustees have read and understood the Charity Commission guidance on public benefit. They consider that The Percival Guildhouse, whose charitable purpose is the advancement of education of adults in the Rugby area by the provision of an adult education centre, demonstrates public benefit by providing courses including the arts, languages, history, exercise and crafts which are available to all adults. It also provides public benefit as it is more than just a centre of education. It is a community of people who meet and make new friends in a warm, welcoming and safe environment so reducing loneliness and social isolation.

3.2 **Centre Manager's Report**

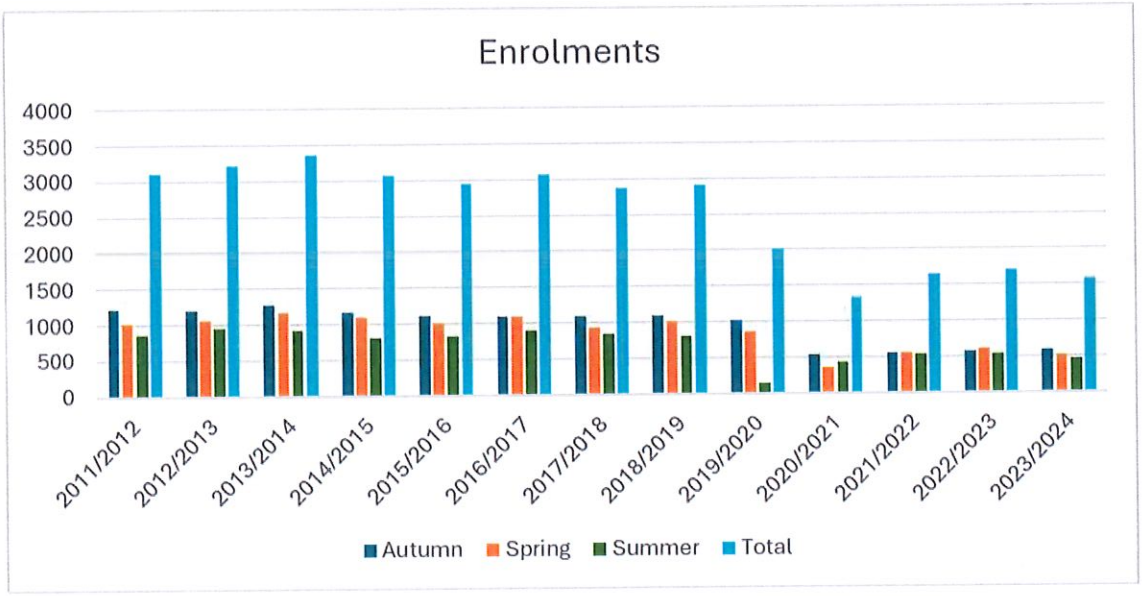
The Guildhouse continues to suffer from the impact of the COVID-19 pandemic. Enrolments are still only 60% of pre-pandemic numbers. We have significantly increased our marketing activities to raise our public profile including direct leafleting to target 11,000 homes in the town and surrounding villages, leaflet placement in public access points within a 20-mile radius of Rugby and, for example, a 30-minute interview on Rugby Hospital Radio - a very captive audience. During this year we have expanded our provision holding courses in West Haddon, in Northamptonshire, delivering weekly watercolour classes and Saturday Workshops. We are also grateful to the editors of a host of village and parish newsletters for their support in carrying regular articles about Guildhouse courses.

In September 2023, as part of National Heritage Day, we were visited by the Mayor of Rugby, Councillor Maggie O'Rourke. She was taken on a guided tour of the Guildhouse and briefed on our history and the wide range courses and dayschools we offer today. Afterwards, she commented: "Heritage Open Day shone a light for me on all the treasures we have in Rugby, places such as the Guildhouse which have a fascinating past but also remain a very active and vibrant part of Rugby's story today." Now part of the ruling group on Rugby Borough Council, Councillor O'Rourke has continued to promote the Guildhouse, as has the new MP for Rugby, John Slinger. We are grateful for their public affirmation.

We were delighted to unveil our newly-refurbished lounge completed thanks to volunteer labour, chiefly that of then Trustee Steve Becker, and funded by a grant from Hinckley and Rugby Building Society, whose Rugby Branch Manager, Simon Terry, came to the launch.

3.2.1 Enrolments

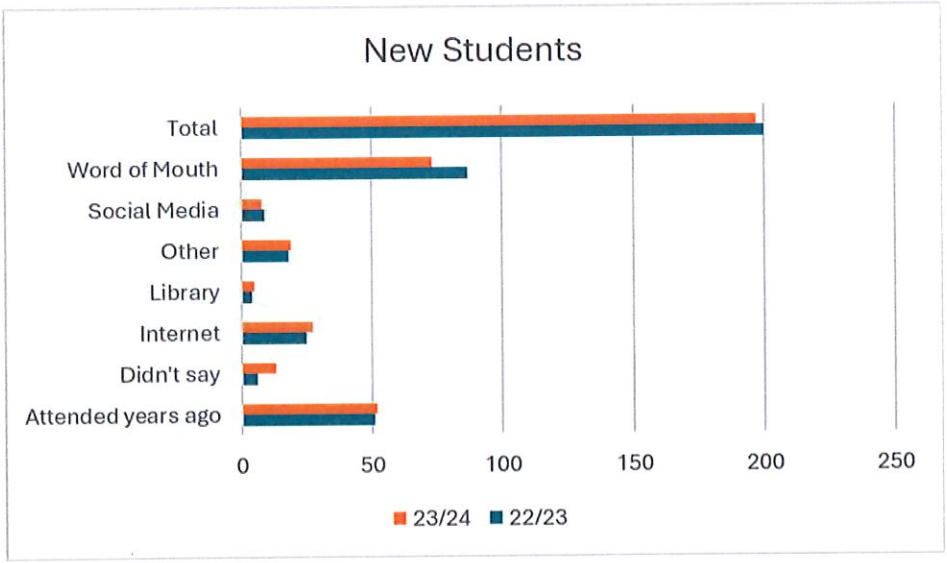
This graph clearly shows the devastating effect of COVID-19 on student numbers. To remain viable, we need an increase of at least 40% in enrolments.



3.2.2 Enrolment of New Students

This graph shows that we continue to attract new students and that the main methods of how they hear about us is 'Word of Mouth', with returning students who attended years ago forming the other significant group.

New students are defined as those who had not enrolled on any course during the previous three years. Full details of the classes and their enrolments are included at the end of this report.



3.2.3 Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who are in receipt of certain means-tested benefits. During 2023-2024 the discount was set at 60% of the full fee. As a result, the cost was £3,567 (58 remissions) which was covered in part by the grant of £3,000 from the Westham House Fund. We are extremely grateful to the Fund for its continued support.

3.2.4 Clubs and Groups

This year the Bridge Club, the Knitting Group and the Gardeners Guild continued to meet in the Guildhouse.

3.2.5 Friends of PGH

In June we introduced a new fundraising initiative 'The Friends of The Percival Guildhouse'. For an annual fee the 'Friend' is entitled to priority booking for courses in the Autumn term, three free drinks and access to the Wi-Fi code. The amount raised was £1,320 which equates to 88 'Friends'. We continue to add to the benefits offered under this scheme.

3.2.6 Community Links

Both our students and the people of Rugby are extremely fortunate that in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built-up corner of the town.

The Strategic group focusing on growing student numbers has had several meetings with stakeholders at Rugby Borough Council, the Community Development Group, Rugby First and representatives at Rugby Art Gallery and Museum.

3.2.7 Communications

We continue to print and distribute brochures each term, in addition to promoting all courses via our website, all social media channels and the wider media. In this year a total of 3,000 printed brochures were issued. We have increased our social media activity, purchasing the scheduling technology, 'Hootsuite', to enable us to co-ordinate our output via Facebook, Instagram and X and schedule posts to go out at times when potential students are most likely to see them. Our following is building but we really need all supporters and students with a social media account both to follow and to share Guildhouse posts. This would amplify our output and help us reach important new audiences. We have also registered our building on Venue Finder for our Room Hire offering and as a possible film location.

Sarah Gall

4. Treasurer's Report

4.1 Review of the Financial Year 2023-2024

A statement of Financial Activities is appended to this report.

The principal continuing sources of income are class fees and room rentals. Income from these sources for the year was £148,475 compared with £145,492 for the previous year.

In common with the last three years these income levels have still not yet recovered to those of earlier years prior to the COVID-19 pandemic.

On the expense side, tutors' fees and class expenses reduced from £85,352 to £77,579.

The overall financial result for the Guildhouse has been another substantial deficit for the year of £30,679, despite the efforts made to secure some grants and donations, as noted below.

On the face of it this might appear to be a reduction of the deficit for the previous year but we were fortunate in receiving an unexpected legacy of £15,000 which means that the core deficit was, in reality, again over £40,000. It cannot be stressed too strongly that this situation cannot continue and has put the Guildhouse in a dire situation going into the current year ending 31 July 2025.

Be assured, however, that our Trustees have been striving to improve our ongoing finances, but above all an increase in class attendances is vital.

4.1.1 Grants

We received total grants of £5,000 compared with £11,360 in the previous year. These consisted of £3,000 from the Westham House Fund, which enabled us to offer fee remissions, and £2,000 from the Sir Edward Boughton Long Lawford Charity. All grants received are set out in note 3 of the Statement of Financial Activities.

4.1.2 Donations and Fundraising

Generous donations from a number of individuals and the proceeds of fundraising activities have been used to help with the cost of operating and maintaining the Guildhouse. For a self-financing organisation this makes a tremendous difference, especially so in recent years. A summary of these items can be found in notes 2 & 6 attached to the Statement of Financial Activities.

The Percival Guildhouse raises funds from donations and, in normal circumstances, from fundraising events, such as the Christmas Fair. The Guildhouse is registered with the Fundraising Regulator and does not outsource fundraising to external organisations. The Charity has no other fundraising requiring disclosure under s162A of the Charities Act 2011.

4.1.3 Investments

We have cash of £34,761 in a savings account, albeit paying a low rate of interest. The Trustees kept the investment policy under review throughout the year.

4.2 Fundraising Events

The money raised from our fundraising events during this year made an important contribution to our general funds once again. Our thanks go to all of our members who continued to support our efforts so generously.

4.2.1 The Christmas Fair
Our Christmas Fair in 2023 produced an outstanding result of £2,545.52.

4.2.2 The Prize Club
The Prize Club generated income of £1,320 for the Guildhouse.

4.2.3 The Annual Plant Sale
The Plant Sale raised £530, plus £77.50 gifted by one of our students for proceeds from their tomato plants.

4.2.4 Book Sales
During the year we continued to sell donated books and raised £453.31.

4.2.5 Miscellaneous Fundraising
During this year our students became more inventive and started selling homemade jams which proved very popular. We also held two enjoyable events - a Literary Afternoon and an Italian Evening. These events were very popular and together raised £1,140 towards our general funds.

David Thomson

5. **Our People**

5.1 Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They contribute to the Guildhouse being a friendly and pleasant environment for students and tutors alike. We are very grateful to all our staff, administration and caretaking, for their much-valued contribution. During the year Prabha Mistry, one of our administrators retired after 26 years of service. We marked the occasion with an enjoyable, very well attended retirement party which gave us all an opportunity to thank Prabha for her hard work and contribution to the Guildhouse. Prabha stayed on until she could hand over the reins to our new administrator, Lorraine Rosser, who has embraced her new role with us.

5.2 Tutors

We have a loyal, committed, and professional team of tutors who are a huge and essential part of our successful programme. We are always looking for new subjects and new tutors to enable us to continue to expand, refresh and maintain variety in our programme.

5.3 Volunteers

As a charity we rely on our volunteers, be they trustees, evening stewards, fundraisers or brochure deliverers. Their support helps us keep our costs down. They also make a very real contribution to, and are at the heart of, the success of the Guildhouse. We can never have too much of such support.

6. Other Ways You Can Help

6.1 Online Shopping Giving

We are grateful to supporters who have nominated the Guildhouse as their chosen charity while shopping online via easyfundraising. This site makes a donation to us with each shop, at no cost to the shopper.

6.2 Donations Website Button

Direct donations to the Guildhouse are always very much appreciated and valued. We are linked with CAF (Charities Aid Foundation) to enable us to take donations online via our website. At just the click of a button donations can be made simply, including Gift Aid, with both the donor and the Guildhouse receiving notification that the transaction has been completed successfully.

1. Statement of Compliance

This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005 for Charities.

Approved by the Trustees and signed on their behalf

By: Ruairí Mac Aodha

On: 9/11/2024

APPENDICES

I. REFERENCE AND ADMINISTRATIVE INFORMATION
II. STAFF LIST
III. STATEMENT OF ACCOUNTS
IV. COURSE STATISTICS

APPENDIX I

REFERENCE AND ADMINISTRATIVE INFORMATION

President	Mr Gareth Parker Jones, Headmaster of Rugby School		
Vice Presidents	Mr D. Dove Mr J. Lawton Mr M. J. Beare	Mrs A. Lewis-Jones (died June 2024) Mr M. J. Brice	Mr P.H. Elliott Mr T.P Cowhig Mrs S. Winterton
Executive Committee	(The Trustees of the Percival Guildhouse)		
Honorary Officers	Chairman Treasurer Secretary	Mr Rob Close (from March 2024) Mrs Carin Jackson (resigned March 2024) Mr David Thomson Ms Clare Turnbull	
Trustees	Mr Peter Reaney Mrs Elizabeth Pichon Ms Rachel Doughty Mr Ralph de la Croix (resigned November 2023) Mr Stephen Becker (resigned April 2024) Dr Anjna Chouhan (resigned September 2024) Ms Tracey Saunders (resigned October 2024)		
Trustees of the Property	The Official Custodian for Charities		
Bankers	Royal Bank of Scotland, Drummond House (AO) Branch, Gogarburn, 175 Glasgow Road, Edinburgh, EH12 1HQ		
Insurance Brokers	Towergate MIA, Kings Court, London Road, Stevenage,SG1 2GA		
Independent Examiner	Cottons Accountants, Chestnut Field, Rugby, CV21 2PD		
Registered Name & Address	The Percival Guildhouse, St Matthew's St, Rugby, CV21 3BY		
Charity Registration Number	528782		
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3rd March 2006. It is constituted as an unincorporated association of its members.		

APPENDIX II

STAFF LIST

Office Staff:	
Centre Manager	Mrs Sarah Gall
Administrator and Bookkeeper	Mrs Fiona Pedley
Administrator	Mrs Prabha Mistry (retired November 2023) Ms Lorraine Rosser
Caretakers	Mrs Tatjana Sentereva Mr Joaquim Batista Da Silva

THE PERCIVAL GUILDHOUSE

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2024

Charity Registration No: 528782

The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2023 to 31 July 2024

	Notes	Unrestricted £	2024 Total Funds £	2023 Total Funds £
Incoming Resources				
Donations & legacies	2	25,165	25,165	3,342
Grants & sponsorship	3	5,000	5,000	11,360
Class Fees & Hire of Rooms	4	148,475	148,475	145,492
Other Income from Charitable Activities	5	5,895	5,895	6,139
Fund Raising Activities	6	6,951	6,951	6,046
Interest Receivable		1,063	1,063	678
Other Incoming Resources	7	187	187	92
Total Incoming Resources		192,736	192,736	173,149
Less: Cost of Fund Raising Activities	6	(878)	(878)	(922)
Net Incoming Resources Available for Charitable Application		191,858	191,858	172,227
Resources Expended:				
Charitable	8	(203,756)	(203,756)	(197,446)
Governance Costs	9	(18,781)	(18,781)	(18,467)
Total Resources Expended		(222,537)	(222,537)	(215,913)
Net Income/(Expenditure) for year		(30,679)	(30,679)	(43,686)
Total Funds brought forward		149,231	149,231	192,917
Total Funds carried forward		118,552	118,552	149,231

Statement of Financial Position as at 31 July 2024

	Notes	2024		2023	
		£	£	£	£
Fixed Assets:					
Tangible Assets	12		65,647		71,196
Current Assets					
Stock		240		942	
Debtors	13	7,854		7,742	
Deposits		34,761		34,550	
Cash At Bank and In Hand		13,493		37,242	
		56,348		80,476	
LESS: **Current Liabilities:**					
Creditors & Accruals	14	3,443		2,441	
Net Current Assets			52,905		78,035
Net Assets	15		118,552		149,231
Funds:					
Unrestricted Funds	16		55,829		86,508
Designated Funds	17		62,723		62,723
Total Funds			118,552		149,231

Signed..... Date.....5/11/2024

R Close

Hon Chairman

For and on behalf of the
Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

i) The Charities Act 2022
ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
iii) The applicable accounting standards, and
iv) An historical cost accounting basis.

a) Class fees and similar income

i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £3,510,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i)	Lift	4%
ii)	Office fittings and equipment	10%
iii)	Classroom equipment	20%
iv)	General equipment	10%
v)	Catering equipment	20%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund (free reserves) comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds are set out in the notes to these accounts.(notes 15 and 16)

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Not withstanding the above, the Trustees had set the following targets with regard to the level of reserves held:

i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 29%).
ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 1.5%).
iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

The Trustees believe that the above target ii is reasonable but is not achievable at present and that in light of the recent adverse effects of Covid 19 and price inflation it may take a while for it to be achieved.

2. Donations and legacies

	2024	2023
	£	£
Legacies received	15,000	0
Donations and subscriptions	9,473	2,751
Income tax recovered	692	591
	25,165	3,342

3. Grants & Sponsorship

	Unrestricted £
Grants were received during the accounting period as follows:	
Sir Edward Boughton Long Lawford Charity	2,000
Westham House Fund	3,000
	5,000

In previous years the Westham House Fund provided a grant of £20,000 towards the cost of maintaining the exterior of the building. This grant was made on the condition that it would be repayable should the property ever be sold and as such is a contingent liability..

4. Class Fees and Hire of Rooms

	2024	2023
	£	£
a) **Income (net of any fee remission granted)**		
i) Class fees	145,721	143,756
ii) From hire of rooms (in accordance with charitable aims)	2,754	1,736
	148,475	145,492

b) **Fee Remission granted from Guildhouse Funds**	2024	2023
i) Number of students on PGH courses receiving fee remission	58	54
ii) Total amount of fee remission given:	£3,567	£3,949

5. Other Income from Charitable Activities

	2024	2023
	£	£
a) Property Rentals:	2,724	2,724
b) Refreshments	3,171	3,415
	5,895	6,139

6. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

		2024		2023
	Costs	Income	Net	Net
Event	£	£	£	£
Plant sale		530	530	1,011
Christmas Fair		2,545	2,545	2,071
Italian evening	(106)	793	687	
Christmas Quiz		85	85	106
Book Box		453	453	253
Prize Draw	(772)	2,092	1,320	1,456
Miscellaneous		453	453	227
	(878)	6,951	6,073	5,124

7. Other Incoming Resources	2024	2023
	£	£
Sundry receipts	187	92

8. CHARITABLE EXPENDITURE

a) Programme Provision Expenses		2024	2023
		£	£
i)	Programme Publicity	7,236	4,163
ii)	Tutors Fees & Class Expenses	77,579	85,352
iii)	Depreciation	4,892	4,892
iv)	Office Staff Wages & Employers National Insurance	50,136	50,123
v)	Professional fees	3,152	485
vi)	Office Expenses	4,155	5,071
		147,150	150,086

b) Running and Maintenance Costs for Building		2024	2023
		£	£
i)	Insurance	4,441	3,798
ii)	Repairs, Renewals and Decorations	8,843	5,340
iii)	Utilities (Heat, Light, Water, Phone)	10,295	6,602
iv)	Care taking and Catering Staff Wages	28,836	27,627
v)	Kitchen Expenses	3,025	2,642
vi)	Depreciation	382	382
vii)	Professional fees	784	969
		56,606	47,360

Total Charitable Expenditure	203,756	197,446

9. GOVERNANCE COSTS

		2024	2023
		£	£
a)	Office Staff Wages & Employers National Insurance	12,534	12,531
b)	Office Expenses	1,039	1,268
c)	Depreciation	275	276
d)	Insurance	3,938	3,367
e)	Professional Fees	131	161
f)	Independent Examination Fee	864	864
		18,781	18,467

10. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £91,506 (2023 £90,281).No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £nil

c) The average numbers of paid staff were;	2024	2023
Office Staff:	3	3
Caretaking Staff:	2	2

d) Members of the Office Staff share their duties between:

i. Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (80% of total) and
ii. The administration and management of the Percival Guildhouse (20% of total) which is included in Governance costs above.

Their salaries have been apportioned pro rata to these categories.

11. TRUSTEES' REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

12. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Lift	Office Fittings & Equipment	Classroom Equipment	Catering and other equipment	Total
	£	£	£	£	£	£
Cost						
At 1st August 2023	2,343	68,418	13,058	18,571	20,251	122,641
Additions	0	0	0	0	0	0
At 31st July 2024	2,343	68,418	13,058	18,571	20,251	122,641
Depreciation						
At 1st August 2023	0	8,210	9,747	16,399	17,089	51,445
Charge for year	0	2,737	552	1,498	762	5,549
At 31st July 2024	0	10,947	10,299	17,897	17,851	56,994
Net Book Value						
At 31st July 2024	2,343	57,471	2,759	674	2,400	65,647
At 31st July 2023	2,343	60,208	3,311	2,172	3,162	71,196

13. DEBTORS

	2024	2023
	£	£
Sundry debtors	1,508	1,834
Prepayments	6,346	5,908
	7,854	7,742

14. CURRENT LIABILITIES

	2024	2023
Amounts falling due within one year	£	£
Accruals and deferred income	3,443	2,441

15. SUMMARY OF NET ASSETS BY FUNDS

	General Purposes £	Designated £	2024 Total £	2023 Total £
Tangible fixed assets	65,647	0	65,647	71,196
Net current assets	(9,818)	62,723	52,905	78,035
	55,829	62,723	118,552	149,231

16. UNRESTRICTED FUNDS

	2024 £	2023 £
General Purpose Fund		
Balance at 1st August	86,508	130,194
Net income/(expenditure) for the year	(30,679)	(43,686)
Transfer from Designated Funds	-	-
Balance at 31st July	55,829	86,508

17. DESIGNATED FUNDS

	2024 £	2023 £
Building Renovation Fund		
This fund has been set aside by the Trustees out of unrestricted funds for renovations and improvements to the building.		
Balance at 1st August	53,148	53,148
Transfers to General Purpose Fund	-	-
Balance at 31st July	53,148	53,148
Development Fund		
This fund comprises substantial donations received from a member that have been set aside for improving the Guildhouse facilities.		
Balance at 1st August	9,575	9,575
Transfers to General Purpose Fund	-	-
Balance at 31st July	9,575	9,575
Total Designated Funds	62,723	62,723

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

I report on the accounts of the Trust for the year ended 31 July 2024, which are set out in Appendix 1, sheets 13 to 20.

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 2023 (the Charities Act) and that an independent examination is needed.

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,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

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 matter has come to my attention:

(1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Palmer

Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date 5 November 2024

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Day	Course Code	Course Title	Autumn		Spring		Summer	
			Mtgs	Enrol	Mtgs	Enrol	Mtgs	Enrol
Mon	101AU23	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2	12	9				
Mon	101SP24	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2			9	11		
Mon	101SU24	FRENCH EXPERIENCE INTERMEDIATE LEVEL 3					8	8
Mon	103AU23	GERMAN ADVANCED	12	6				
Mon	103SP24	GERMAN ADVANCED			8	6		
Mon	103SU24	GERMAN ADVANCED					11	5
Mon	104AU23	ITALIAN BEGINNERS	12	14				
Mon	104SP24	ITALIAN BEGINNERS			9	12		
Mon	104SU24	ITALIAN BEGINNERS					11	10
Mon	105AU23	ITALIAN IMPROVERS LEVEL 1	12	9				
Mon	105SP24	ITALIAN IMPROVERS LEVEL 1			9	9		
Mon	105SU24	ITALIAN IMPROVERS LEVEL 1					11	8
Mon	107AU23	SPANISH INTERMEDIATE LEVEL 1+	10	5				
Mon	107SP24	SPANISH INTERMEDIATE LEVEL 2			7	5		
Mon	107SU24	SPANISH INTERMEDIATE LEVEL 2					8	5
Mon	108AU23	NEW TESTAMENT GREEK	12	5				
Mon	108SP24	NEW TESTAMENT GREEK			9	5		
Mon	108SU24	NEW TESTAMENT GREEK					11	2
Mon	109AU23	BRITAIN AND WORLD WAR TWO: 1941-1944	12	18				
Mon	109SP24	BRITAIN AND WORLD WAR II 1943 - 1945			9	17		
Mon	109SU24	BRITAIN IN THE 1940'S: FROM WAR TO PEACE					11	16
Mon	110AU23	WONDERFUL WATERCOLOURS	12	10				
Mon	110SP24	WONDERFUL WATERCOLOURS			9	10		
Mon	110SU24	WONDERFUL WATERCOLOURS					11	10
Mon	111AU23	LEARN TO DRAW	12	9				
Mon	111SP24	LEARN TO DRAW			9	10		
Mon	111SU24	LEARN TO DRAW					11	9
Mon	112AU23	ACRYLICS	12	12				
Mon	112SP24	ACRYLIC PAINTING			9	11		
Mon	112SU24	ACRYLIC PAINTING					11	11
Mon	113AU23	UPHOLSTERY	12	12				

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Mtgs	Enrol	Mtgs	Enrol	Mtgs	Enrol
Mon	113SP24	UPHOLSTERY			8	10		
Mon	113SU24	UPHOLSTERY					11	10
Mon	114AU23	EMBROIDERY CIRCLE	12	12				
Mon	116AU23	HATHA YOGA FOR EVERYONE	10	7				
Mon	118AU23	OPERA: THREE MORE CONTRASTING WORKS	12	9				
Mon	118SP24	THREE SLICES OF THE OPERATIC CAKE			9	9		
Mon	118SU24	RINGING THE CHANGES: THREE CONTRASTING OPERAS					11	9
Mon	119SP24	CHAIR YOGA			8	9		
Mon	119SU24	CHAIR YOGA					8	8
Tues	201AU23	PARLONS-EN ADVANCED LEVEL 2	12	12				
Tues	201SP24	PARLONS-EN ADVANCED LEVEL 2			9	11		
Tues	201SU24	PARLONS-EN ADVANCED LEVEL 2					9	7
Tues	202AU23	GERMAN INTERMEDIATE LEVEL 2	12	6				
Tues	202SP24	GERMAN INTERMEDIATE LEVEL 2			8	5		
Tues	202SU24	GERMAN INTERMEDIATE LEVEL 2					11	5
Tues	204SP24	SPANISH BEGINNERS			9	9		
Tues	205AU23	SHAKESPEARE GROUP	10	12				
Tues	205SP24	SHAKESPEARE GROUP			9	12		
Tues	205SU24	SHAKESPEARE GROUP					10	11
Tues	206AU23	WRITE THE STORY OF YOUR LIFE	12	10				
Tues	206SP24	WRITE THE STORY OF YOUR LIFE			9	10		
Tues	206SU24	WRITE THE STORY OF YOUR LIFE					11	10
Tues	207AU23	WRITE THE STORY OF YOUR LIFE	12	8				
Tues	207SP24	WRITE THE STORY OF YOUR LIFE			9	8		
Tues	207SU24	WRITE THE STORY OF YOUR LIFE					11	7
Tues	208AU23	THE REIGN OF EDWARD III	12	18				
Tues	208SP24	FROM EDWARD III TO RICHARD II 1370 - 1399			9	16		
Tues	208SU24	FROM RICHARD II TO HENRY IV AND HENRY V: 1397 - 1422					11	11
Tues	209AU23	PAINTING PORTRAITS, MORE THAN A PHOTOGRAPH	12	7				
Tues	209SP24	PAINTING PORTRAITS, MORE THAN A PHOTOGRAPH			9	7		
Tues	209SU24	PAINTING PORTRAITS, MORE THAN A PHOTOGRAPH					11	7
Tues	211AU23	STILL LIFE DRAWING	12	7				

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Mtgs	Enrol	Mtgs	Enrol	Mtgs	Enrol
Tues	211SP24	STILL LIFE DRAWING			9	6		
Tues	211SU24	STILL LIFE DRAWING - URBAN SKETCHING					10	6
Tues	214AU23	AN INTRODUCTION TO HERBAL MEDICINE	8	8				
Tues	215AU23	PILATES FOR OSTEOPOROSIS/BACK CARE	12	11				
Tues	215SP24	PILATES FOR OSTEOPOROSIS/BACK CARE			9	10		
Tues	215SU24	PILATES FOR OSTEOPOROSIS/BACK CARE					11	10
Tues	216AU23	TRADITIONAL WOODCARVING	9	7				
Tues	216SP24	TRADITIONAL WOODCARVING			9	7		
Tues	216SU24	TRADITIONAL WOODCARVING					9	7
Wed	301AU23	ON Y VA INTERMEDIATE LEVEL 2	12	9				
Wed	301SP24	ON Y VA INTERMEDIATE LEVEL 2			9	10		
Wed	301SU24	ON Y VA INTERMEDIATE LEVEL 2					9	7
Wed	302AU23	GERMAN INTERMEDIATE LEVEL 3	12	11				
Wed	302SP24	GERMAN INTERMEDIATE LEVEL 3			8	12		
Wed	302SU24	GERMAN INTERMEDIATE LEVEL 3					11	14
Wed	303AU23	ITALIAN IMPROVERS LEVEL 2	12	7				
Wed	303SP24	ITALIAN IMPROVERS LEVEL 2			9	6		
Wed	304AU23	FROM PAGE TO SCREEN	12	8				
Wed	304SP24	FROM PAGE TO SCREEN			9	7		
Wed	304SU24	FROM PAGE TO SCREEN					11	7
Wed	305AU23	PAINTING FOR PLEASURE	12	14				
Wed	305SP24	PAINTING FOR PLEASURE			9	14		
Wed	305SU24	PAINTING FOR PLEASURE					11	14
Wed	307AU23	WATERCOLOUR WORKSHOP	12	8				
Wed	307SP24	WATERCOLOUR WORKSHOP			9	9		
Wed	307SU24	WATERCOLOUR WORKSHOP					11	10
Wed	308AU23	EXPERIMENTAL MIXED MEDIA	12	12				
Wed	308SP24	EXPERIMENTAL MIXED MEDIA			9	11		
Wed	308SU24	EXPERIMENTAL MIXED MEDIA					11	9
Wed	309AU23	SEWING AND DRESSMAKING	12	12				
Wed	309SP24	SEWING AND DRESSMAKING			9	12		
Wed	309SU24	SEWING AND DRESSMAKING					11	10

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Mtgs	Enrol	Mtgs	Enrol	Mtgs	Enrol
Wed	606SP24	HIDDEN WORLD OF CANAL HERITAGE			1	4		
Thurs	401AU23	ALLONS-Y! INTERMEDIATE LEVEL 4	12	8				
Thurs	401SP24	ALLONS-Y! INTERMEDIATE LEVEL 4			9	9		
Thurs	401SU24	ALLONS-Y! INTERMEDIATE LEVEL 4					9	8
Thurs	404AU23	SPANISH IMPROVERS LEVEL 3+	12	6				
Thurs	404SP24	SPANISH IMPROVERS LEVEL 3+			6	5		
Thurs	404SU24	SPANISH IMPROVERS LEVEL 3+					10	6
Thurs	405AU23	SPANISH INTERMEDIATE LEVEL 3+	12	8				
Thurs	405SP24	SPANISH INTERMEDIATE LEVEL 3+			9	9		
Thurs	405SU24	SPANISH INTERMEDIATE LEVEL 3+					11	9
Thurs	406AU23	INTERMEDIATE LATIN	12	4				
Thurs	407AU23	CREATIVE WRITING	12	11				
Thurs	407SP24	CREATIVE WRITING			9	11		
Thurs	407SU24	CREATIVE WRITING					11	9
Thurs	408AU23	JOURNEY INTO POETRY	12	10				
Thurs	408SP24	JOURNEY INTO POETRY			9	11		
Thurs	408SU24	JOURNEY INTO POETRY					11	10
Thur	409AU23	EXPLORING CREWEL EMBROIDERY	6	8				
Thurs	410AU23	PILATES IMPROVERS	12	10				
Thurs	410SP24	PILATES IMPROVERS			9	10		
Thurs	410SU24	PILATES IMPROVERS					10	10
Thurs	411AU23	PILATES ALL LEVELS	12	10				
Thurs	411SP24	PILATES ALL LEVELS			9	9		
Thurs	411SU24	PILATES ALL LEVELS					10	10
Thurs	412SP24	DIGITAL PHOTOGRAPHY FOR BEGINNERS			8	4		
Thurs	413AU23	DELVE DEEPER PHOTOGRAPHY	12	9				
Thurs	413SP24	DELVE DEEPER PHOTOGRAPHY			8	9		
Thurs	413SU24	DELVE DEEPER PHOTOGRAPHY					11	11
Thurs	414AU23	UNRAVELLING FASHION & TEXTILES FROM 18TH, 19TH AND 20TH CENTURIES	2	12				
Fri	501AU23	SPANISH ADVANCED LEVEL 4	10	6				
Fri	502AU23	IMPROVERS' LATIN	12	5				
Fri	502SP24	IMPROVERS' LATIN			9	9		

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Mtgs	Enrol	Mtgs	Enrol	Mtgs	Enrol
Fri	502SU24	IMPROVERS' LATIN					11	6
Fri	504AU23	THE RUGBY CONNECTION: RUPERT BROOKE AND THE POETS OF WW1	10	7				
Fri	505AU23	ART WORKSHOP	12	10				
Fri	505SP24	ART WORKSHOP			9	11		
Fri	505SU24	ART WORKSHOP					11	10
Fri	507AU23	HATHA YOGA FOR EVERYONE	10	9				
Fri	507SP24	HATHA YOGA FOR EVERYONE			8	8		
Fri	507SU24	HATHA YOGA FOR EVERYONE					8	8
Fri	508AU23	HATHA YOGA FOR EVERYONE	10	8				
Fri	508SP24	HATHA YOGA FOR EVERYONE			8	9		
Fri	508SU24	HATHA YOGA FOR EVERYONE					8	8
Fri	509AU23	GUIDED MEDITATION FOR EVERYONE	10	9				
Fri	509SP24	GUIDED MEDITATION FOR EVERYONE			8	12		
Fri	509SU24	GUIDED MEDITATION FOR EVERYONE					8	11
Fri	510AU23	GUIDED MEDITATION FOR EVERYONE	10	9				
Fri	510SP24	GUIDED MEDITATION FOR EVERYONE			8	10		
Fri	510SU24	GUIDED MEDITATION FOR EVERYONE					8	9
Fri	511AU23	ITALIAN IMPROVERS LEVEL 2	12	11				
Fri	511SP24	ITALIAN IMPROVERS LEVEL 2			9	11		
Fri	511SU24	ITALIAN IMPROVERS LEVEL 2					11	10
Fri	512AU23	ITALIAN INTERMEDIATE LEVEL 4	12	7				
Fri	512SP24	ITALIAN INTERMEDIATE LEVEL 4			9	7		
Fri	512SU24	ITALIAN INTERMEDIATE LEVEL 4					11	7
Fri	513SP24	WATERCOLOURS FOR ALL			9	7		
Fri	513SU24	WATERCOLOURS FOR ALL					11	7
Sat	601SP24	NEEDLEFELTING LANDSCAPES AND ANIMALS			1	10		
Sat	601SU24	DIGITAL PHOTOGRAPHY FOR BEGINNERS					1	3
Sat	602SP24	A COURTLY VISION: THE TRES RICHES HEURES DU DUC DE BERRY			1	8		
Sat	602SU24	NEEDLEFELTING					1	5
Sat	603AU23	BREATHWORK AND EFT TAPPING	1	9				
Sat	604AU23	TITIAN	1	16				
Sat	604SU24	THE QUEENES PICKTURE: PORTRAITS OF QUEEN ELIZABETH I					1	8

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Mtgs	Enrol	Mtgs	Enrol	Mtgs	Enrol
Sat	605SU24	BOOK MAKING					1	4
Sat	607AU23	WATER & REFLECTIONS WITH WATERCOLOURS	1	8				
Sat	607SP24	INTRODUCTION TO MODERN CALLIGRAPHY FOR TOTAL BEGINNERS			1	10		
Sat	607SU24	UKULELE FOR BEGINNERS					1	5
Sat	608SP24	LETTER CARVING IN WOOD			1	6		
Sat	608SU24	LIFE DRAWING					1	6
Sat	609AU23	CROCHET FOR BEGINNERS	1	12				
Sat	610AU23	MIXED MEDIA PAINTING	1	3				
Sat	610SP24	CROCHET			1	9		
Sat	610SU24	HENRY VIII AND THE FIELD OF CLOTH OF GOLD					1	7
Sat	611AU23	TRACING YOUR FAMILY HISTORY, NEXT STEPS	1	7				
Sat	612AU23	THE BRITISH HOME FRONT 1939-1945	1	6				
Sat	612SU24	FROM EAST TO WEST: HEALING TRADITIONS					1	10
Sat	613AU23	HERBAL MEDICINE FOR LIFE STAGES	1	6				
Sat	613SP24	WOMEN WRITERS, ARTISTS AND MUSICIANS IN THE SHADOWS			1	5		
Sat	614AU23	EMBROIDERY ON POSTCARDS	1	4				
Sat	616AU23	AIR DRY CLAY CHRISTMAS ORNAMENTS	1	7				
Sat	617AU23	CHRISTMAS WATERCOLOURS	1	6				
Sat	619AU23	INDIAN HEAD MASSAGE	1	10				
Tues	702SU24	EXPERIMENTAL WATERCOLOURS					2	7
Number of Courses-(179)				595		519		467

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The Percival Guildhouse

An Independent Centre for Adult Education and the Arts

St Matthew's Street, Rugby, Warwickshire CV21 3BY
Tel: 01788-542467
www.percival-guildhouse.co.uk
contact@percival-guildhouse.co.uk

ANNUAL REPORT 2023/2024

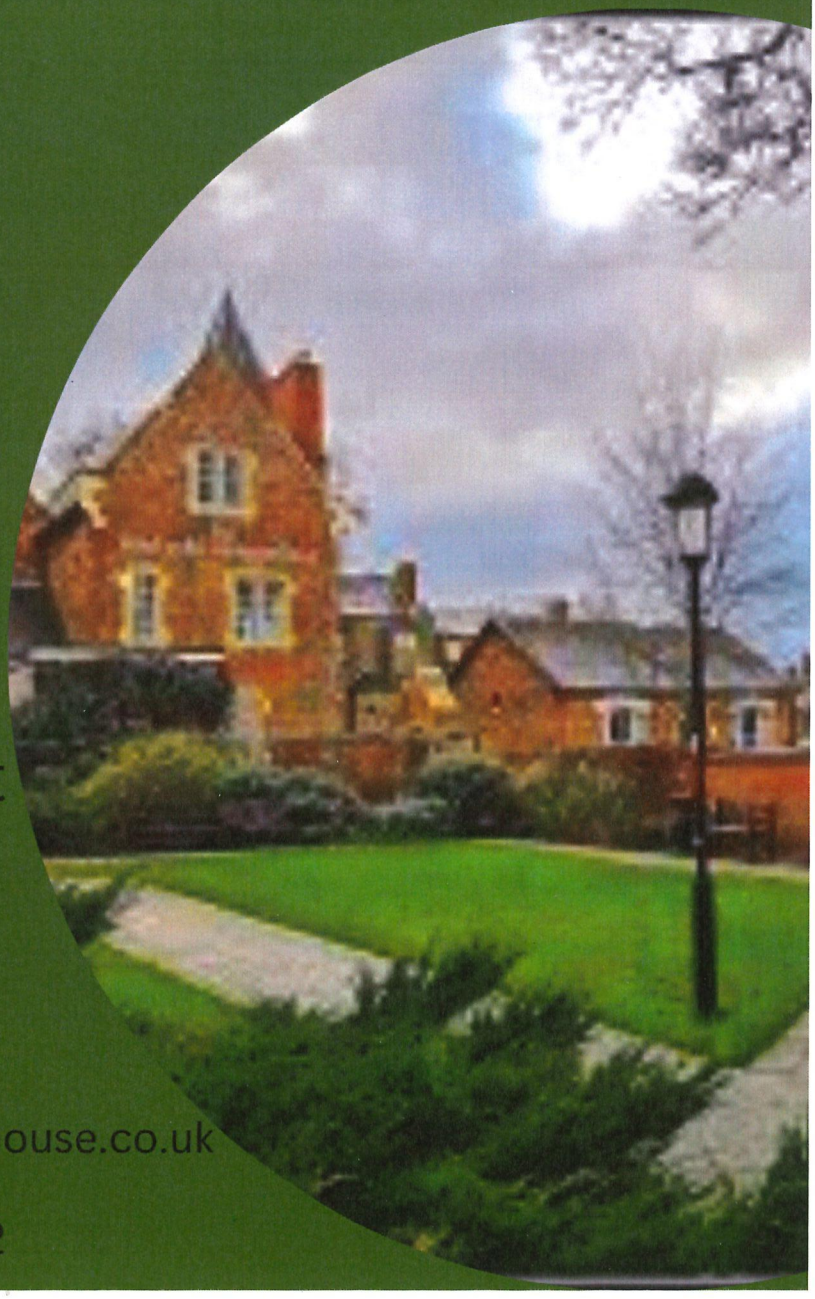
THE PERCIVAL GUILDHOUSE

England & Wales - Charity number 528782

Accounts

The Percival Guildhouse

ANNUAL REPORT 2022-2023



St. Matthew's Street
Rugby, CV21 3BY.

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Email:contact@percival-guildhouse.co.uk
01788 542467
Registered Charity No. 528782

Annual Report 2022/23

1. Introduction

2. Objectives and Policies

3. Report of the Executive Committee

   3.1 Quality Learning

   3.2 Local Community Links

   3.3 Review of Financial Year 2022/23

   3.4 People

   Appendices

   Statement of Accounts

   Course Statistics

2022/2023 Annual Report – Percival Guildhouse

1. Introduction

Welcome to this review of the academic year August 2022/July 2023

Events during this period shine a light on all that is good and exciting about the Percival Guildhouse and also the great challenge we face in maintaining our position as the only independent non-vocational adult education centre in Warwickshire.

Whilst progress is being made, it is still disappointing to report that our income did not cover our expenses and that a significant deficit was incurred. Fortunately, we had the resources to cover the loss, but the situation is not sustainable. We are working hard to become a going concern with a vibrant future.

We are exploring how we can underpin student fee income, legacy gifts and donations by unlocking new sources of funding and support while continuing to work closely with our much-valued current benefactors. We recognise that identifying and securing such sources of funding and income will be vital to the survival of our charity.

It has been heartening to welcome back students returning after a long absence, in addition to an increase in students joining courses for the first time alongside our existing students.

The year saw the Guildhouse join in Rugby School's year-long celebration of the bi-centenary of rugby football with trustee Rob Close joining in the Global Pass on The Close in February 2023. We have further developed our historic association with the School, joining in their exhibition at Rugby Art Gallery and Museum and taking up an offer of their help with curating our extensive archive as we prepare to celebrate our centenary in 2025.

Student fees continue to be our main and most important source of income, but we would not survive without grant support. This past year we have been especially grateful to the Westham House Fund whose consistent support over many years has enabled us to subsidise class fees for those who otherwise could not join us. Single grants also make a visible difference. In March 2023 the Hinckley and Rugby Building Society gave us a £3,000 grant to refurbish the Aspinall Lounge, with planning starting straightaway.

Volunteers including trustees play an essential role in supporting our small team of permanent staff, such as being able to run evening courses. In this year we welcomed a new trustee, Dr Anjna Chouhan, a former in-house scholar with the Shakespeare Birthplace Trust and currently creative producer for Warwickshire Libraries. We said goodbye, with our thanks, to Lee North who resigned as a trustee on moving away from the Rugby area.

As mentioned earlier, in September 2025 we will celebrate our centenary. A sub-committee is already well underway with planning a series of events to mark this historic and fantastic achievement. We hope that the publicity generated will have a positive effect on raising awareness of the rich programme of activities we offer to communities in and surrounding Rugby.

We are extremely grateful to our loyal staff and to the wide body of supporters, students, tutors, volunteers, and benefactors who enable us to continue to add to the cultural life of the Rugby area, benefitting the lives of everyone who gets involved. The challenge before us remains great as we adapt to changing times, but we aim to continue to be offering our unique services for many years to come.

2. Objectives and Policies

The Charity's objective is the advancement of the education of adults in the Rugby area.

This objective is achieved principally by the provision of:

- A centre of activity known as The Percival Guildhouse
- Adult education courses run by self-employed tutors in a wide range of subjects in our own, other premises and online.

Our policy is to comply with all relevant legislation and regulations and to provide a welcoming and inclusive environment for all.

3. Report of the Executive Committee

The Executive Committee (EC) is comprised of those trustees elected at the AGM plus any others co-opted throughout the year and with the Centre Manager as an ex-officio member. The EC is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all its users.

The EC and sub-groups met throughout the year continuing to manage the financial situation, support the Centre Manager and progress plans for the Guildhouse to be a dynamic going concern.

Public Benefit

The trustees have read and understood the Charity Commission guidance on public benefit. They consider that the Percival Guildhouse, whose charitable purpose is the advancement of education of adults in the Rugby area by the provision of an adult education centre, demonstrates public benefit by providing courses including the arts, languages, history, exercise and crafts which are available to all adults. It also provides public benefit as it is more than just a centre of education. It is a community of people who meet and make new friends in a warm, welcoming and safe environment so reducing loneliness and social isolation.

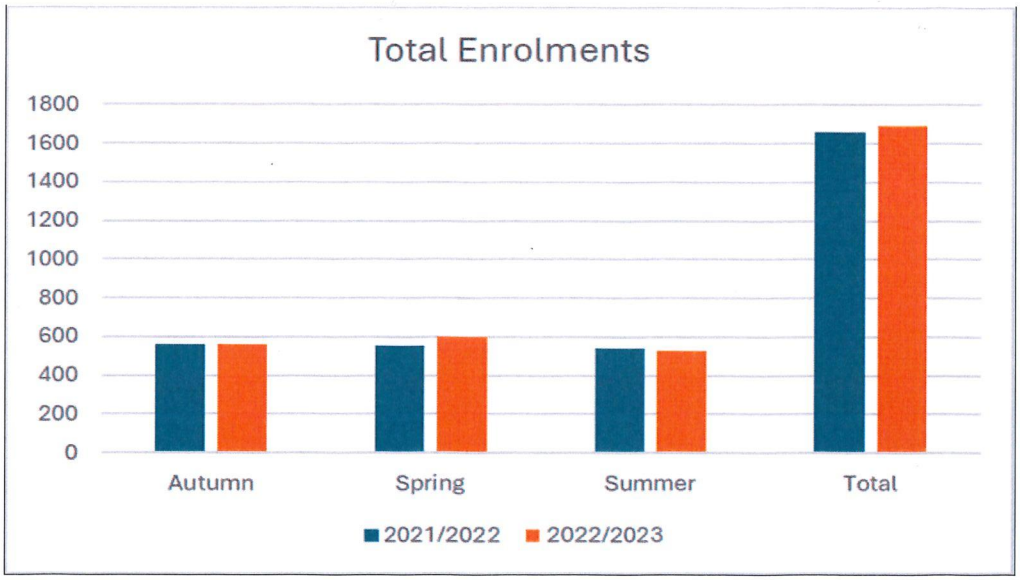
3.1 Quality Learning

3.1.1 Introduction

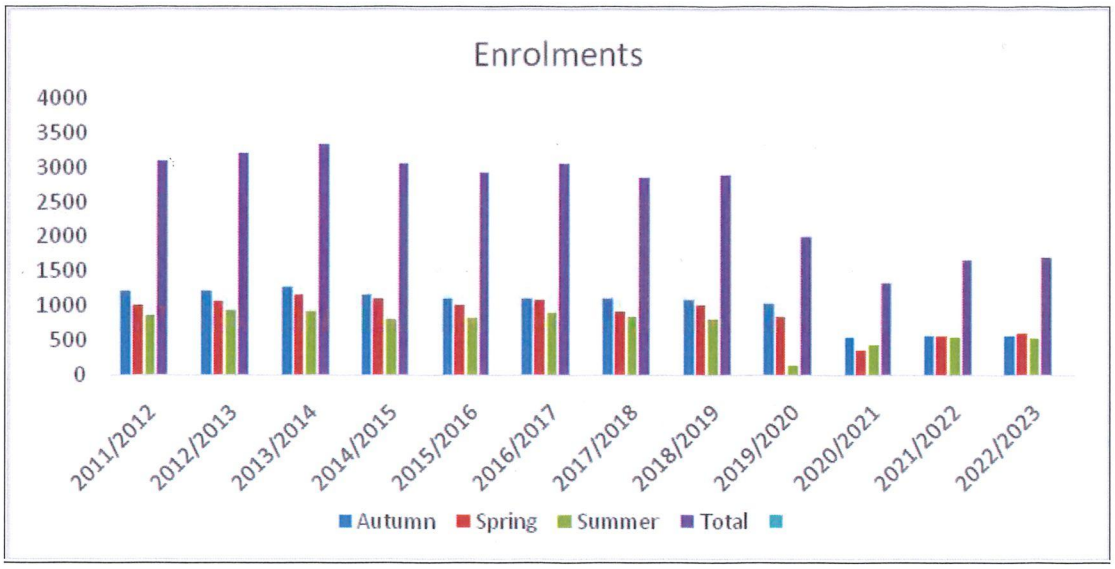
This year has been another challenging one for the Guildhouse with the long tail of the Covid-19 pandemic continuing to affect recovery. Our enrolments remain at only 60% of our pre-pandemic levels. We have used a varied and tempting dayschool and summer school programme to attract new students to the Guildhouse, confident that once through our doors they will return again. We have also maintained a strict cleaning regime, good ventilation, use of sanitising hand gel and air purifiers in classrooms so that students returning post-pandemic have confidence in their surroundings.

During the academic year 2022-2023 we retained some Zoom-only classes, but they are now very much in the minority. It has been encouraging to hear that our students want to return in person, valuing face-to-face lessons and community with fellow students.

3.1.2 Total Enrolments – Year-on-year comparison

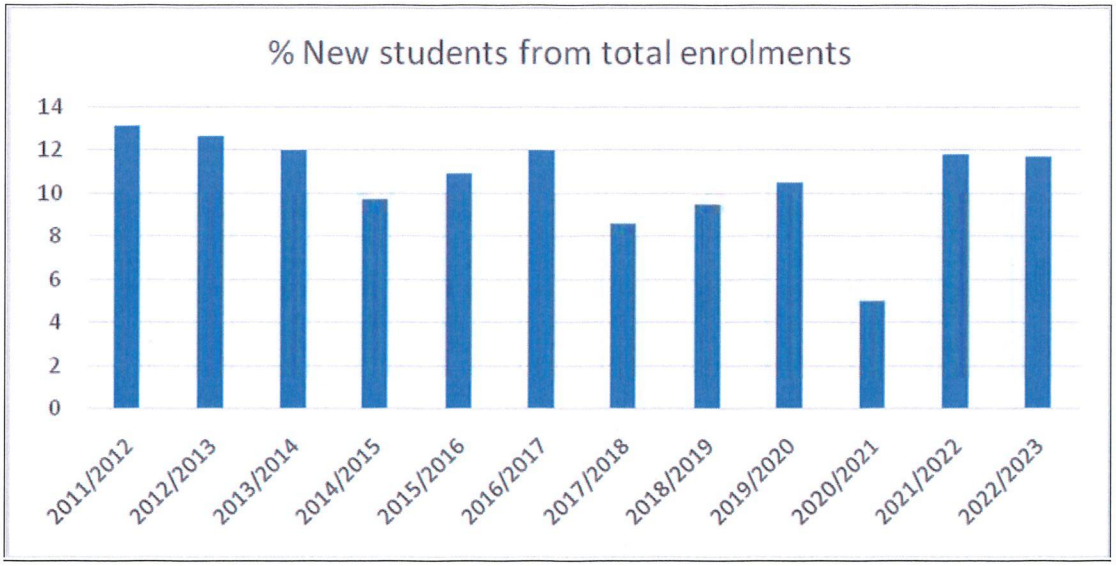


3.1.3 Total Enrolments – 2011-2023 comparison



The above graph shows the devastating impact of Covid-19 and our journey on the road to recovery.

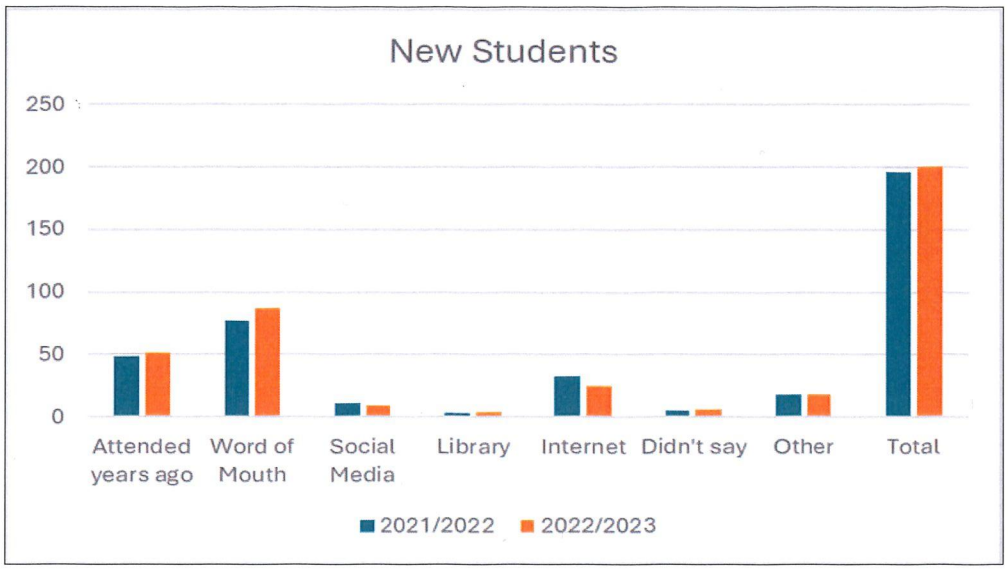
3.1.4 Enrolment of New Students



The above graph significantly shows that post-Covid the Guildhouse is attracting the same percentage of new students from total enrolments compared with earlier years, underlining the continuing relevance of, and interest in, the courses we offer.

New students are defined as those who had not enrolled on any course during the previous three years. Full details of the classes and their enrolments are included at the end of this report.

3.1.5 Enrolment of New Students – how they found us



3.1.6 Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who are in receipt of certain means-tested benefits. During 2022/2023 the discount was set at 75% of the full fee. As a result, the cost was £3,949.15 (42 remissions) which was covered by the grant of £3,000 from the Westham House Fund, plus an unspent amount from a previous grant. We are extremely grateful to the Fund for its continued support.

3.2 Local Community Links

3.2.1 Clubs and Groups

This year the Bridge Club, the Knitting Group and the Gardeners Guild continued to meet in the Guildhouse.

3.2.2 Coronation Tea Party

As the Jubilee Party had been so successful, we held a similar event for the Coronation in May, throwing open our doors to more than a hundred of our students and supporters. It was equally successful and happy.

3.2.3 Rugby Borough Council

The Guildhouse, our students and the people of Rugby are extremely fortunate that, in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built-up corner of the town.

The Strategic group focussing on growing student numbers continues to actively explore new ways of raising the profile of the Guildhouse and forging links with bodies equally focussed on increasing engagement with leisure opportunities in Rugby. We have been forging productive links with several stakeholders including Rugby Borough Council, Rugby First and Rugby Art Gallery and Museum. The Guildhouse remains a central destination for hundreds of people each week, so important as Rugby Town continues to transform and adapt to changes in retail demand. Councillor Sue Roodhouse is the Council's representative.

3.3 Review of the Financial Year 2022/2023

A statement of Financial Activities is appended to this report.

The principal continuing sources of income are class fees and room rentals. Income from these sources for the year was £145,492 compared with £136,331 for the previous year. Unfortunately, these income levels have still not recovered to those of earlier years prior to the pandemic. On the expense side, tutor fees and class expenses increased from £82,268 to £85,352.

The overall financial result for the Guildhouse has resulted in a substantial deficit for the year of £43,686, despite the efforts in securing some grants and donations, as noted below. Obviously if this trend is ongoing, it will soon put us in a precarious financial situation, along with other smaller charities which are suffering in these difficult times. Be assured that our Trustees are currently endeavouring to improve our ongoing finances, but above all a recovery in class attendances is vital.

3.3.1 Grants

We received total grants of £11,360, compared with £32,500 in the previous year. These included £2,000 from the Sir Edward Boughton Long Lawford Charity and £6,360 from the Westham House Fund, which enabled us to offer fee remissions and to assist with other ongoing expenses. All grants received are set out in note 3 of the Statement of Financial Activities.

3.3.2 Donations & Fundraising

Generous donations from a number of individuals and the proceeds of fundraising

activities have been used to help with the cost of operating and maintaining the Guildhouse. For a self-financing organisation this makes a tremendous difference, especially so in recent years.

A summary of these can be found in notes 2 & 6 attached to the Statement of Financial Activities.

The Percival Guildhouse raises funds from donations and, in normal circumstances, from fundraising events, such as the Christmas Fair. The Guildhouse is registered with the Fundraising Regulator and does not outsource fundraising to external organisations. This charity has no other fundraising requiring disclosure under s162A of the Charities Act 2011.

3.3.3 Investments

We have cash of £34,550 invested in a savings account, albeit paying a low interest rate. The Trustees kept the investment policy under review throughout the year.

3.4 People

3.4.1 Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They help to make the Guildhouse a friendly and pleasant environment for students and tutors alike. We are very grateful to all our staff for their valued contribution to the Guildhouse.

3.4.2 Tutors

We have a loyal, committed, and professional group of tutors who are a huge and essential part of our successful programme. We are always looking for new subjects and new tutors to enable us to continue to expand, refresh and maintain variety in our course programme.

3.4.3. Volunteers

As a charity we rely on our volunteers, be they trustees, evening stewards, fundraisers or brochure deliverers. Their support helps us keep our costs down. They make a very real contribution to, and are at the heart of, the success of the Guildhouse.

3.4.4 Publicity

Our brochures are printed and distributed termly. In the year a total of 1,650 were issued. Fortunately, more people are accessing the brochure via the website, and we now email existing students notifying them in advance of when a new brochure is available. This has helped to reduce the number of printed brochures we require, resulting in a cost saving.

Throughout the year we continued to promote the Percival Guildhouse widely via our social media platforms, Facebook, X (formerly Twitter) and Instagram. We have also achieved coverage for our courses and events in local press, business, and village publications, plus posting notices on village notice boards. We continue to proactively explore new routes to reaching potential students especially those new to Rugby, for example, by contacting the developers of major new housing developments in the area asking them to alert homeowners to the adult education opportunities close by.

3.4.5 Communication

We have continued to develop our website and enrich the amount of information it offers. This has resulted in increasing numbers of students accessing the website and contacting the Guildhouse via email. In turn, this has increased our capacity to communicate with our students at an extremely critical time and it has reduced our postage costs. In addition to all students receiving a termly Newsletter keeping them up to date with all Guildhouse news, we alert existing students to re-enrolment opportunities via email ensuring their continued involvement in their courses.

3.4.6 Fundraising

The money raised from our fundraising events during the year made an important contribution to our general funds once again. Our thanks go to all our members who continued to support our efforts so generously.

- The Christmas Fair
  An enjoyable fundraising event successfully raised £2,070.84.

- The Annual Plant Sale
  The Plant Sale, run in tandem with a clock competition, tombola, and raffle, raised a bumper £1,011.00 which gave a welcome boost to our general funds.

- The Prize Club
  The Prize Club generated an income of £1,456 for the Guildhouse. Once again, we thank Prabha Mistry for organising this.

- Book Sales
  During the year we sold donated books raising £252.50, in addition to money generated from book sales as part of the Christmas Fair.

- Online Shopping Giving
  We are grateful to supporters who have nominated the Guildhouse as their chosen charity while shopping online at www.easyfundraising.com. This site makes a donation to us with each shop, at no cost to the shopper.

- Donations Website Button
  Direct donations to the Guildhouse are always very much appreciated and valued. We have linked with CAF (Charities Aid Foundation) to enable us to take donations online via our website – www.percival-guildhouse.co.uk. With just a click of a button now donations can be made simply, including Gift Aid, with both the donor and the Guildhouse receiving notification that the transaction has been completed successfully.

1. Statement of Compliance

This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005 for Charities.

Approved by the Trustees and signed on their behalf

by: ----------

on: 19/2/2024 ----------

APPENDICIES

I. REFERENCE AND ADMINISTRATIVE INFORMATION
II. STAFF LIST
III. STATEMENT OF ACCOUNTS
IV. COURSE STATISTICS

APPENDIX I

REFERENCE AND ADMINISTRATIVE INFORMATION

President	Mr Peter Green, Headmaster of Rugby School		
Vice Presidents	Mr D.Dove Mr J.Lawton Mrs A.Lewis-Jones	Mr M.J.Beare Mr M.J.Brice Mr P.H.Elliot	Mr T.P.Cowhig Mrs S.Winterton
Executive Committee	(The Trustees of the Percival Guildhouse)		
Honorary Officers (also Trustees)	Chairman Treasurer Secretary	Mrs Carin Jackson Mr David Thomson Ms Clare Turnbull	
Trustees	Mr Steve Becker Mr Rob Close Mr Ralph De La Croix Mrs Elizabeth Pichon Mr Peter Reaney		
Trustees of the Property	The Official Custodian for Charities		
Bankers	The Royal Bank of Scotland, 17 Church Street, Rugby, CV21 3PP		
Insurance Brokers	Towergate MIA, Kings Court, London Road, Stevenage, SG1 2GA		
Independent Examiner	Cottons Accountants, Chestnut Field, Rugby, CV 21 2PD		
Registered Name & Address	The Percival Guildhouse, St Matthew's Street, Rugby, CV21 3BY		
Charity Registration Number	528782		
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3rd March 2006. It is constituted as an unincorporated association of its members.		

APPENDIX II

STAFF LIST

Office Staff:	
Centre Manager	Mrs Sarah Gall
Administrator	Mrs Prabha Mistry
Administrator and Bookkeeper	Mrs Fiona Pedley
Caretakers	Mrs Tatjana Sentereva Mr Joaquim Batista Da Silva

The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2022 to 31 July 2023

	Notes	Unrestricted £	2023 Total Funds £	2022 Total Funds £
Incoming Resources				
Donations & legacies	2	3,342	3,342	12,397
Grants & sponsorship	3	11,360	11,360	32,500
Class Fees & Hire of Rooms	4	145,492	145,492	136,331
Other Income from Charitable Activities	5	6,139	6,139	8,974
Fund Raising Activities	6	6,046	6,046	4,888
Interest Receivable		678	678	80
Other Incoming Resources	7	92	92	33,117
Total Incoming Resources		**173,149**	**173,149**	**228,827**
Less: Cost of Fund Raising Activities	6	(922)	(922)	(970)
Net Incoming Resources Available for Charitable Application		172,227	172,227	227,317
Resources Expended:				
Charitable	8	(197,446)	(197,446)	(192,477)
Governance Costs	9	(18,467)	(18,467)	(15,696)
Total Resources Expended		**(215,913)**	**(215,913)**	**(208,173)**
Net Income/(Expenditure) for year		(43,686)	(43,686)	19,144
Total Funds brought forward		**192,917**	**192,917**	**173,773**
Total Funds carried forward		**149,231**	**149,231**	**192,917**

The Percival Guildhouse

Statement of Financial Position as at 31 July 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets:					
Tangible Assets	12		71,196		75,748
Current Assets					
Stock		942		193	
Debtors	13	7,742		6,458	
Deposits		34,550		34,412	
Cash At Bank and In Hand		37,242		78,923	
		80,476		119,986	
LESS: **Current Liabilities:**					
Creditors & Accruals	14	2,441		2,817	
Net Current Assets			78,035		117,169
Net Assets	15		**149,231**		**192,917**
Funds:					
Unrestricted Funds	16		86,508		130,194
Designated Funds	17		62,723		62,723
Total Funds			**149,231**		**192,917**

Signed.....

C Jackson

Hon Chairman

Date.....19/6/2024.

For and on behalf of the
Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

i) The Charities Act 2022
ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
iii) The applicable accounting standards, and
iv) An historical cost accounting basis.

a) Class fees and similar income

i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £3,510,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i)	Lift	4%
ii)	Office fittings and equipment	10%
iii)	Classroom equipment	20%
iv)	General equipment	10%
v)	Catering equipment	20%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund (free reserves) comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds are set out in the notes to these accounts.(notes 15 and 16)

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Not withstanding the above, the Trustees had set the following targets with regard to the level of reserves held:

i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 50%).
ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 1.5%).
iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

The Trustees believe that the above target ii is reasonable but is not achievable at present and that in light of the recent adverse effects of Covid 19 and price inflation it may take a while for it to be achieved.

2. Donations and legacies

	2023	2022
	£	£
Legacies received	0	2,000
Donations and subscriptions	2,751	6,997
Income tax recovered	591	3,400
	3,342	12,397

3. Grants & Sponsorship

	Unrestricted £
Grants were received during the accounting period as follows:	
Sir Edward Boughton Long Lawford Charity	2,000
Westham House Fund	6,360
Leicester & Rutland Community Foundation	3,000
	11,360

In previous years the Westham House Fund provided a grant of £20,000 towards the cost of maintaining the exterior of the building. This grant was made on the condition that it would be repayable should the property ever be sold and as such is a contingent liability..

4. Class Fees and Hire of Rooms

	2023	2022
	£	£
a) **Income (net of any fee remission granted)**		
i) Class fees	143,756	134,608
ii) From hire of rooms (in accordance with charitable aims)	1,736	1,723
	145,492	136,331

b) **Fee Remission granted from Guildhouse Funds**	2023	2022
i) Number of students on PGH courses receiving fee remission	54	42
ii) Total amount of fee remission given:	£3,949	£2,810

5. Other Income from Charitable Activities

	2023	2022
	£	£
a) Property Rentals:	2,724	2,724
b) Refreshments	3,415	6,250
	6,139	8,974

6. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

		2023		2022
	Costs	Income	Net	Net
Event	£	£	£	£
Plant sale		1,011	1,011	734
Christmas Fair		2,071	2,071	888
Christmas Quiz		106	106	
Book Box		253	253	184
Prize Draw	(922)	2,378	1,456	1,970
Miscellaneous		227	227	142
	(922)	6,046	5,124	3,918

7. Other Incoming Resources

	2023	2022
	£	£
a) Insurance claim re business interruption		33,088
b) Sundry receipts	92	29
	92	33,117

8. CHARITABLE EXPENDITURE

a) Programme Provision Expenses

		2023	2022
		£	£
i)	Programme Publicity	4,163	2,994
ii)	Tutors Fees & Class Expenses	85,352	82,268
iii)	Depreciation	4,892	4,843
iv)	Office Staff Wages & Employers National Insurance	50,123	44,716
v)	Professional fees	485	268
vi)	Office Expenses	5,071	4,517
		150,086	139,606

b) Running and Maintenance Costs for Building

		2023	2022
		£	£
i)	Insurance	3,798	2,517
ii)	Repairs, Renewals and Decorations	5,340	6,132
iii)	Utilities (Heat, Light, Water, Phone)	6,602	9,411
iv)	Care taking and Catering Staff Wages	27,627	30,903
v)	Kitchen Expenses	2,642	2,991
vi)	Depreciation	382	381
vii)	Professional fees	969	536
		47,360	52,871

Total Charitable Expenditure	197,446	192,477

9. GOVERNANCE COSTS

		2023	2022
		£	£
a)	Office Staff Wages & Employers National Insurance	12,531	11,179
b)	Office Expenses	1,268	1,129
c)	Depreciation	276	226
d)	Insurance	3,367	2,233
e)	Professional Fees	161	89
f)	Independent Examination Fee	864	840
		18,467	15,696

10. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £90,281 (2022 £86,798).No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £nil

c) The average numbers of paid staff were;

	2023	2022
Office Staff:	3	3
Caretaking Staff:	2	2
Catering Staff:	-	1

d) Members of the Office Staff share their duties between:

i. Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (80% of total) and

ii. The administration and management of the Percival Guildhouse (20% of total) which is included in Governance costs above.

Their salaries have been apportioned pro rata to these categories.

11. TRUSTEES' REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

12. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Lift	Office Fittings & Equipment	Classroom Equipment	Catering and other equipment	Total
	£	£	£	£	£	£
Cost						
At 1st August 2022	2,343	68,418	12,060	18,571	20,251	121,643
Additions	0	0	998	0	0	998
At 31st July 2022	2,343	68,418	13,058	18,571	20,251	122,641
Depreciation						
At 1st August 2022	0	5,473	9,195	14,900	16,327	45,895
Charge for year	0	2,737	552	1,499	762	5,550
At 31st July 2023	0	8,210	9,747	16.399	17,089	51,445
Net Book Value						
At 31st July 2023	2,343	60,208	3,311	2,172	3,162	71,196
At 31st July 2022	2,343	62,945	2,865	3,671	3,924	75,748

13. DEBTORS

	2023	2022
	£	£
Sundry debtors	1,834	1,716
Prepayments	5,908	4,742
	7,742	6,458

14. CURRENT LIABILITIES

	2023	2022
	£	£
Amounts falling due within one year		
Accruals and deferred income	2,441	2,817

15. SUMMARY OF NET ASSETS BY FUNDS

	General Purposes £	Designated £	2023 Total £	2022 Total £
Tangible fixed assets	71,196	0	71,196	75,748
Net current assets	15,312	62,723	78,035	117,169
	86,508	62,723	149,231	192,917

16. UNRESTRICTED FUNDS

	2023 £	2022 £
General Purpose Fund		
Balance at 1st August	130,194	110,275
Net income/(expenditure) for the year	(43,686)	19,144
Transfer from Designated Funds	-	775
Balance at 31st July	86,508	130,194

17. DESIGNATED FUNDS

	2023 £	2022 £
Building Renovation Fund		
This fund has been set aside by the Trustees out of unrestricted funds for renovations and improvements to the building.		
Balance at 1st August	53,148	53,148
Transfers to General Purpose Fund	-	-
Balance at 31st July	53,148	53,148
Development Fund		
This fund comprises substantial donations received from a member that have been set aside for improving the Guildhouse facilities.		
Balance at 31st July	9,575	10,350
Transfers to General Purpose Fund	-	(775)
Balance at 31st July	9,575	9,575
Total Designated Funds	62,723	62,723

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

I report on the accounts of the Trust for the year ended 31 July 2023, which are set out in Appendix 1, sheets 12 to 19.

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 2022 (the Charities Act) and that an independent examination is needed.

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,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

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 matter has come to my attention:

(1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Palmer

Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date 7 February 2024

Day	Course Code	Course Title	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Monday	101AU22	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2	12	9				
Monday	101SP23	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2			10	9		
Monday	101SU23	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2					8	8
Monday	104AU22	GERMAN ADVANCED	12	7				
Monday	104SP23	GERMAN ADVANCED			10	8		
Monday	104SU23	GERMAN ADVANCED					8	7
Monday	105AU22	ITALIAN BEGINNERS CONTINUATION	12	7				
Monday	105SP23	ITALIAN BEGINNERS +			10	6		
Monday	105SU23	ITALIAN BEGINNERS +					9	8
Monday	108AU22	SPANISH IMPROVERS LEVEL 1+	12	8				
Monday	108SP23	SPANISH IMPROVERS LEVEL 2			10	10		
Monday	108SU23	SPANISH IMPROVERS LEVEL 2+					8	8
Monday	109AU22	SPANISH IMPROVERS LEVEL 3+	11	5				
Monday	109SP23	SPANISH INTERMEDIATE 1			9	5		
Monday	109SU23	SPANISH INTERMEDIATE 1					6	5
Monday	110AU22	MOVING TOWARDS WAR; BRITAIN IN THE 1930'S	12	15				
Monday	110SP23	BRITAIN AND THE STRUGGLE FOR SURVIVAL 1939-1941			10	18		
Monday	110SU23	BRITAIN 1940-1942 - WORLD WAR TWO: THE CONFLICT INTENSIFIES					9	18
Monday	111AU22	THREE OPERAS, FROM THREE DIFFERENT PERIODS	12	12				
Monday	111SP23	FOUR OPERAS WITH ITALIAN CONNECTIONS			10	10		
Monday	111SU23	OPERA: THREE CONTRASTING WORKS					9	8
Monday	112AU22	WATERCOLOURS FOR BEGINNERS	11	10				
Monday	112SP23	WATERCOLOURS FOR BEGINNERS			10	10		
Monday	112SU23	WATERCOLOURS FOR BEGINNERS					9	10
Monday	113AU22	LEARN TO DRAW	11	9				
Monday	113SP23	LEARN TO DRAW			10	8		
Monday	113SU23	LEARN TO DRAW					9	8
Monday	114AU22	ACRYLICS	11	12				
Monday	114SP23	ACRYLICS			10	11		
Monday	114SU23	ACRYLICS					9	11
Monday	116AU22	UPHOLSTERY	12	12				
Monday	116SP23	UPHOLSTERY			10	12		
Monday	116SU23	UPHOLSTERY					8	12
Monday	117AU22	EMBROIDERY CIRCLE	12	13				
Monday	117SP23	EMBROIDERY CIRCLE			10	13		

This report does not include cancelled Courses or Full and Full minus £10 students refunds

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Monday	117SU23	EMBROIDERY CIRCLE					9	13
Monday	118AU22	NEW TESTAMENT GREEK	12	3				
Monday	118SP23	NEW TESTAMENT GREEK			10	4		
Monday	118SU23	NEW TESTAMENT GREEK					9	4
Monday	119SU23	GUIDED MEDITATION FOR EVERYONE					8	10
Monday	212SU23	TRADITIONAL WOODCARVING					7	7
14	702SU23	CREATIVE WRITING - PUT IT ON THE PAGE!					3	7
Tuesday	202AU22	PARLONS-EN ADVANCED LEVEL 2	12	6				
Tuesday	202SP23	PARLONS-EN ADVANCED LEVEL 2			10	5		
Tuesday	202SU23	PARLONS-EN ADVANCED LEVEL 2					8	5
Tuesday	203AU22	GERMAN INTERMEDIATE LEVEL 2	12	7				
Tuesday	203SP23	GERMAN INTERMEDIATE LEVEL 2			10	4		
Tuesday	203SU23	GERMAN INTERMEDIATE LEVEL 2					10	5
Tuesday	204AU22	SPANISH BEGINNERS CONTINUATION	10	4				
Tuesday	205AU22	SHAKESPEARE GROUP	10	11				
Tuesday	205SP23	SHAKESPEARE GROUP			10	13		
Tuesday	205SU23	SHAKESPEARE GROUP					10	13
Tuesday	206AU22	WRITE THE STORY OF YOUR LIFE	12	12				
Tuesday	206SP23	WRITE THE STORY OF YOUR LIFE			10	12		
Tuesday	206SU23	WRITE THE STORY OF YOUR LIFE					10	10
Tuesday	208AU22	ASPECTS OF THE BRITISH EMPIRE 1857-1947: A CHANGING VISTA	12	16				
Tuesday	208SP23	ASPECTS OF BRITISH SOCIAL HISTORY 1945-1979			10	16		
Tuesday	208SU23	THE DUTCH GOLDEN AGE: AN INTRODUCTION					10	12
Tuesday	209AU22	PAINTING PORTRAITS, MORE THAN A PHOTOGRAPH	12	8				
Tuesday	209SP23	PAINTING PORTRAITS, MORE THAN A PHOTOGRAPH			10	8		
Tuesday	209SU23	PAINTING PORTRAITS, MORE THAN A PHOTOGRAPH					10	7
Tuesday	210AU22	STILL LIFE DRAWING	12	7				
Tuesday	210SP23	STILL LIFE DRAWING			10	6		
Tuesday	210SU23	STILL LIFE DRAWING					10	5
Tuesday	211AU22	WATERCOLOURS FOR ALL	12	6				
Tuesday	211SP23	WATERCOLOURS FOR ALL			10	6		
Tuesday	211SU23	WATERCOLOURS FOR ALL					10	6
Tuesday	212AU22	WOODCARVING	6	8				
Tuesday	213AU22	PILATES FOR OSTEOPOROSIS/BACK CARE	11	10				
Tuesday	213SP23	PILATES FOR OSTEOPOROSIS/BACK CARE			10	10		

This report does not include cancelled Courses or Full and Full minus £10 students refunds

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Tuesday	213SU23	PILATES FOR OSTEOPOROSIS/BACK CARE					9	8
Tuesday	217SP23	AN INTRODUCTION TO HERBAL MEDICINE			10	8		
Tuesday	218SU23	WRITE THE STORY OF YOUR LIFE					10	7
Tuesday	701SU23	LINOCUT					1	8
Wednesday	301AU22	ON Y VA INTERMEDIATE LEVEL 2	12	8				
Wednesday	301SP23	ON Y VA INTERMEDIATE LEVEL 2			10	7		
Wednesday	301SU23	ON Y VA INTERMEDIATE LEVEL 2					10	7
Wednesday	302AU22	GERMAN INTERMEDIATE LEVEL 3	12	9				
Wednesday	302SP23	GERMAN INTERMEDIATE LEVEL 3			10	9		
Wednesday	302SU23	GERMAN INTERMEDIATE LEVEL 3					10	9
Wednesday	303AU22	ITALIAN IMPROVERS LEVEL 2	12	7				
Wednesday	303SP23	ITALIAN IMPROVERS LEVEL 2			10	9		
Wednesday	303SU23	ITALIAN IMPROVERS LEVEL 2					10	9
Wednesday	306AU22	FROM PAGE TO SCREEN: THREE NOVELS	12	6				
Wednesday	306SP23	FROM PAGE TO SCREEN: THREE NOVELS			10	7		
Wednesday	306SU23	FROM PAGE TO SCREEN: THREE NOVELS					10	8
Wednesday	308AU22	PAINTING FOR PLEASURE	12	12				
Wednesday	308SP23	PAINTING FOR PLEASURE			10	12		
Wednesday	308SU23	PAINTING FOR PLEASURE					10	13
Wednesday	309AU22	WATERCOLOUR WORKSHOP	12	6				
Wednesday	309SP23	WATERCOLOUR WORKSHOP			10	7		
Wednesday	309SU23	WATERCOLOUR WORKSHOP					10	5
Wednesday	310AU22	WATERCOLOUR WORKSHOP	12	13				
Wednesday	310SP23	WATERCOLOUR WORKSHOP			10	10		
Wednesday	310SU23	WATERCOLOUR WORKSHOP					10	11
Wednesday	312AU22	WEDNESDAY WATERCOLOURS	12	12				
Wednesday	312SP23	WEDNESDAY WATERCOLOURS			10	11		
Wednesday	312SU23	WEDNESDAY WATERCOLOURS					10	10
Wednesday	313AU22	SEWING AND DRESSMAKING	12	12				
Wednesday	313SP23	SEWING AND DRESSMAKING			10	7		
Wednesday	313SU23	SEWING AND DRESSMAKING					10	10
Wednesday	314AU22	LATIN FOR BEGINNERS	12	6				
Thursday	401AU22	WELSH (YEAR 2)	11	5				
Thursday	401SP23	WELSH (YEAR 2)			10	4		
Thursday	402AU22	ALLONS-Y! INTERMEDIATE LEVEL 4	12	8				

This report does not include cancelled Courses or Full and Full minus £10 students refunds

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Thursday	402SP23	ALLONS-Y! INTERMEDIATE LEVEL 4			10	8		
Thursday	402SU23	ALLONS-Y! INTERMEDIATE LEVEL 4					10	8
Thursday	403AU22	EN ROUTE ADVANCED LEVEL 1	12	7				
Thursday	403SP23	EN ROUTE ADVANCED LEVEL 1			10	7		
Thursday	403SU23	EN ROUTE ADVANCED LEVEL 1					8	5
Thursday	404AU22	SPANISH BEGINNERS	11	6				
Thursday	404SP23	SPANISH BEGINNERS CONTINUATION			9	4		
Thursday	404SU23	SPANISH BEGINNERS CONTINUATION					8	5
Thursday	405AU22	SPANISH IMPROVERS LEVEL 3+	12	8				
Thursday	405SP23	SPANISH IMPROVERS LEVEL 3+			10	6		
Thursday	405SU23	SPANISH IMPROVERS LEVEL 3+					9	6
Thursday	406AU22	SPANISH INTERMEDIATE LEVEL 3+	12	7				
Thursday	406SP23	SPANISH INTERMEDIATE LEVEL 3+			10	7		
Thursday	406SU23	SPANISH INTERMEDIATE LEVEL 3+					9	7
Thursday	407AU22	INTERMEDIATE LATIN	12	6				
Thursday	407SP23	INTERMEDIATE LATIN			10	6		
Thursday	408AU22	CREATIVE WRITING	12	12				
Thursday	408SP23	CREATIVE WRITING			10	12		
Thursday	408SU23	CREATIVE WRITING					10	12
Thursday	409AU22	JOURNEY INTO POETRY	12	9				
Thursday	409SP23	JOURNEY INTO POETRY			10	9		
Thursday	409SU23	JOURNEY INTO POETRY					10	8
Thursday	410AU22	PILATES IMPROVERS	11	10				
Thursday	410SP23	PILATES IMPROVERS			10	10		
Thursday	410SU23	PILATES IMPROVERS					9	9
Thursday	411AU22	PILATES ALL LEVELS	11	10				
Thursday	411SP23	PILATES ALL LEVELS			10	10		
Thursday	411SU23	PILATES ALL LEVELS					9	10
Thursday	414AU22	EXPLORING GOLDWORK EMBROIDERY	6	4				
Thursday	416AU22	DELVE DEEPER PHOTOGRAPHY	12	7				
Thursday	416SP23	DELVE DEEPER PHOTOGRAPHY			10	5		
Thursday	416SU23	DELVE DEEPER PHOTOGRAPHY					10	6
Thursday	417SP23	FOCUS ON FASHION & TEXTILES 1900 - 1980			2	7		
Thursday	418SU23	DIGITAL PHOTOGRAPHY FOR BEGINNERS					10	5
Friday	106AU22	ITALIAN IMPROVERS LEVEL 2	12	8				

This report does not include cancelled Courses or Full and Full minus £10 students refunds

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Friday	107AU22	ITALIAN INTERMEDIATE LEVEL 4	12	7				
Friday	502AU22	SPANISH ADVANCED LEVEL 4	12	8				
Friday	502SP23	SPANISH ADVANCED LEVEL 4			10	7		
Friday	502SU23	SPANISH ADVANCED LEVEL 4					10	7
Friday	503AU22	IMPROVERS' LATIN	12	3				
Friday	503SP23	IMPROVERS' LATIN			10	5		
Friday	503SU23	IMPROVERS' LATIN					10	8
Friday	504AU22	WRITE THE STORY OF YOUR LIFE	12	8				
Friday	504SP23	WRITE THE STORY OF YOUR LIFE			10	7		
Friday	505AU22	ART WORKSHOP	12	11				
Friday	505SP23	ART WORKSHOP			10	11		
Friday	505SU23	ART WORKSHOP					10	8
Friday	506AU22	SEWING AND DRESSMAKING	12	9				
Friday	506SP23	SEWING AND DRESSMAKING			10	5		
Friday	507AU22	HATHA YOGA FOR EVERYONE	10	9				
Friday	507SP23	HATHA YOGA FOR EVERYONE			10	10		
Friday	507SU23	HATHA YOGA FOR EVERYONE					8	9
Friday	508AU22	HATHA YOGA FOR EVERYONE	10	7				
Friday	508SP23	HATHA YOGA FOR EVERYONE			10	9		
Friday	508SU23	HATHA YOGA FOR EVERYONE					8	8
Friday	509AU22	GUIDED MEDITATION FOR EVERYONE	10	11				
Friday	509SP23	GUIDED MEDITATION FOR EVERYONE			10	11		
Friday	509SU23	GUIDED MEDITATION FOR EVERYONE					8	10
Friday	510AU22	GUIDED MEDITATION FOR EVERYONE	10	10				
Friday	510SP23	GUIDED MEDITATION FOR EVERYONE			10	11		
Friday	510SU23	GUIDED MEDITATION FOR EVERYONE					8	11
Friday	511SP23	ITALIAN IMPROVERS LEVEL 2			10	8		
Friday	511SU23	ITALIAN IMPROVERS LEVEL 2					9	8
Friday	512SP23	ITALIAN INTERMEDIATE LEVEL 4			10	7		
Friday	512SU23	ITALIAN INTERMEDIATE LEVEL 4					9	7
Friday	703SU23	HOW TO BE AN AMATEUR HERBALIST					1	14
Saturday	601AU22	ABSTRACT PAINTING	1	10				
Saturday	601SU23	LIFE DRAWING					1	7
Saturday	602SP23	PLAITED, TWINED AND WOVEN HEDGEROW BASKETS			1	9		
Saturday	603SP23	WILLIAM KENT			1	18		

This report does not include cancelled Courses or Full and Full minus £10 students refunds

			Autumn		Spring		Summer	
Day	Course Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Saturday	603SU23	BESS OF HARDWICK AND HARDWICK HALL					1	18
Saturday	604AU22	CANAL HISTORY AND HERITAGE	1	11				
Saturday	604SP23	NEEDLE FELTING			1	10		
Saturday	605SU23	NEEDLE FELTING					1	6
Saturday	606AU22	CROCHET DAYSCHOOL	1	10				
Saturday	606SU23	BECOMING ACTIVE IN COMMUNITY ARCHAEOLOGY					1	8
Saturday	607AU22	GUITAR FOR BEGINNERS	1	6				
Saturday	607SP23	INDIAN HEAD MASSAGE			1	11		
Saturday	608SP23	HOW TO BE A HOME HERBALIST			1	16		
Saturday	608SU23	HOW TO SEARCH FOR YOUR ANCESTORS ONLINE					1	8
Saturday	609AU22	CHRISTMAS NEEDLE FELTING	1	9				
Saturday	610AU22	CANAL HISTORY AND HERITAGE	1	13				
Saturday	611AU22	PAINT YOUR PET	1	5				
Saturday	611SP23	A BEGINNER'S GUIDE TO TRACING YOUR FAMILY HISTORY			1	10		
Saturday	613SP23	WATERCOLOUR FLOWERS			1	10		
Saturday	616SP23	MINDFULNESS TASTER FOR COMPLETE BEGINNERS			1	11		
Saturday	617SP23	MINDFULNESS TASTER FOR COMPLETE BEGINNERS			1	11		
Saturday	620SP23	MIXED MEDIA PAINTING			1	5		
Saturday	621SP23	AN INTRODUCTION TO TRACING YOUR IRISH ANCESTORS			1	14		
Number of Courses-(194)				562		602		530

This report does not include cancelled Courses or Full and Full minus £10 students refunds

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The Percival Guildhouse

An Independent Centre for Adult Education and the Arts

St Matthew's Street, Rugby, Warwickshire CV21 3BY
Tel: 01788-542467
www.percival-guildhouse.co.uk
contact@percival-guildhouse.co.uk

ANNUAL REPORT 2022/2023

THE PERCIVAL GUILDHOUSE

England & Wales - Charity number 528782

Accounts

The Percival Guildhouse

Rugby's Independent Centre for Adult Education & the Arts

Annual Report 2021 -2022

St. Matthew's Street, Rugby, CV21 3BY. Tel: 01788 542467
Email: contact@percival-guildhouse.co.uk
www.percival-guildhouse.co.uk

Registered Charity No. 528782

Annual Report 2021/22

1. Introduction

2. Objectives and Policies

3. Report of the Executive Committee

   3.1 Quality Learning

   3.2 Local Community Links

   3.3 Review of Financial Year 2021/22

   3.4 People

   Appendices

   Statement of Accounts

   Course Statistics

2021/2022 Annual Report – Percival Guildhouse

1. Introduction

Welcome to this review of the academic year August 2021- July 2022

This year we continued to be affected by the consequences of the Covid 19 pandemic. We were delighted to be able to reopen the Guildhouse to students but our student numbers and total enrolments are still well below those we had in pre-pandemic years. Our finances and forecasts were worrying at the start of the year, but we did subsequently benefit from improved enrolments in the Spring and Summer.

However, as noted in the review of the financial year at 3.3 below, we would still have suffered a substantial deficit had it not been for the receipt of grants and donations and a successful "business interruption" insurance claim.

We strive every year to enrich the education experience to our existing, loyal students and also to reach new people. To this end, we are actively exploring connections and collaborations with organisations and outlets locally to put the Percival Guildhouse front and centre of adult education locally.

We are extremely grateful to all our wide body of supporters, including, our staff, students, tutors, volunteers, and benefactors who enable us to continue to add to the cultural life of the Rugby area, benefitting the lives of everyone who gets involved. The challenge before us remains great as we adapt to changing times, but we hope to be continuing to offer our unique services for many years to come.

With our future, as well as our past in mind, we are forming a dedicated subgroup to start planning for our Centenary in 2025. We hope the build-up to that proud moment will involve as many students and volunteers as possible exploiting their myriad talents to deliver a celebration to remember.

2. Objectives and Policies

The Charity's objective is the advancement of the education of adults in the Rugby area. This objective is achieved principally by the provision of:

- A centre of activity known as The Percival Guildhouse
- Adult education courses in a wide range of non-vocational subjects in our own and other premises.

Our policy is to comply with all relevant legislation and regulations and to provide a welcoming and inclusive environment for all. At the start of this year, we continued to meet Government social distancing restrictions and made adaptations to keep everyone safe, mainly offering courses on site, with a few continuing to run virtually. It will be interesting to see how this develops in future.

3. Report of the Executive Committee

The Executive Committee (EC) is comprised of those Trustees elected at the AGM plus any others co-opted throughout the year and with the Centre Manager as an ex-officio member. The EC is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all its users.

The EC and sub-groups met throughout the year continuing to manage the financial situation, support the Centre Manager and progress plans to keep PGH as a dynamic going concern.

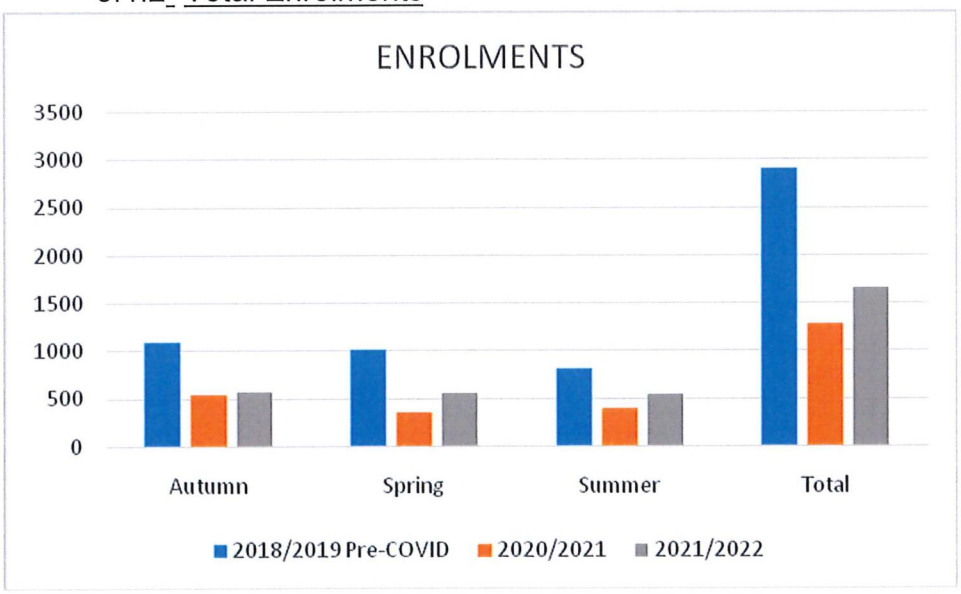
3.1. Quality Learning

3.1.1 Introduction

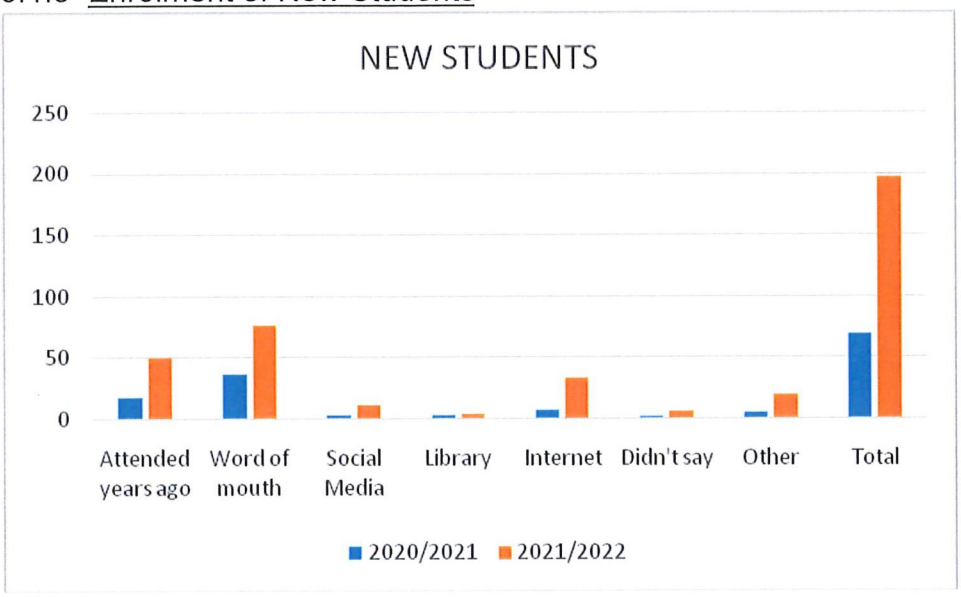
This year has been another extraordinary one for the Guildhouse with the impact of COVID 19 pandemic. Our enrolments are still only 50% of our pre-COVID 19 numbers. We have tried to encourage confidence in our students by maintaining a strict cleaning regime, good ventilation, use of sanitising hand gel and air purifiers in the classrooms.

During this academic year we still had a mix of face-to-face classes and Zoom-only classes, but it has been encouraging to hear that our students want to return in person.

3.1.2_ Total Enrolments



3.1.3 Enrolment of New Students



New students are defined as those who had not enrolled on any course during the previous three years. Full details of the classes and their enrolments are included at the end of this report.

3.1.3 Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who are in receipt of certain means-tested benefits. During 2021/2022 the discount was set at 75% of the full fee. As a result, the cost was £2,810 (42 remissions) which was covered by the grant of £3,000 from the Westham House Fund. We are extremely grateful to the Fund for its continued support.

3.2. Local Community Links

3.2.1 Clubs and Groups

This year the Bridge Club, the Knitting Group and the Gardeners Guild continued to meet in the Guildhouse.

3.2.2 Warwickshire Open Studios

This year, for the first time, the Percival Guildhouse participated in Warwickshire Open Studios, the annual event which promotes the work of professional and amateur visual artists and designer makers from throughout Warwickshire and Coventry. It attracted some visitors, albeit not as many as we would have liked,

and raised the profile of our art classes with the wider artistic community. It has resulted in good contacts with the burgeoning art scene in and around Rugby. We intend to build on this in 2023. Following this event, we held a virtual Art Exhibition promoted on Instagram, Twitter and Facebook featuring around 60 exhibits. This was highly effective and we received very positive feedback

3.2.3 Jubilee Tea Party

In June, we made the most of a grant from Warwickshire County Council to organise a Jubilee Tea Party, throwing open our doors to more than a hundred of our students and supporters. The joy with which people greeted one another after the extended disruption of the pandemic was wonderful to behold. And rarely has such a great assortment of tea pots, of all shapes and sizes, been put to such good use. We have resolved to repeat the experience.

3.2.4 Rugby Borough Council

Both our students and the people of Rugby are extremely fortunate that in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built-up corner of the town. The Strategic group focussing on growing student numbers has had several meetings with stakeholders at Rugby Borough Council, Rugby First and representatives at the Rugby Art Gallery and Museum. Councillor Sue Roodhouse is the Council's representative.

3.3. Review of the Financial Year 2021/2022

A statement of Financial Activities is appended to this report.

The principal continuing sources of income are class fees and room rentals. Income from these sources for the year was £136,331 compared with £94,264 for the previous year. This increase followed the Guildhouse being fully open again after the closures during the pandemic, although these income levels have unfortunately still not recovered to those of earlier years. On the expense side, tutor fees and class expenses increased from £63,326 to £82,268.

The overall financial result for the Guildhouse would still have resulted in a deficit for the year had it not been for the success of a further claim under our business interruption insurance policy contributing £33,088, together with the efforts in securing grants and also donations, as noted below.

3.3.1 Grants

We received total grants of £32,500 which included £2,000 from the Sir Edward Boughton Long Lawford Charity and £3,000 from the Westham House Fund, which enabled us to offer fee remission and to assist with other ongoing

expenses. All grants received are set out in note 3 of the Statement of Financial Activities.

3.3.2 Donations & Fundraising

Generous donations from a number of individuals and the proceeds of fundraising activities have been used to help with the cost of operating and maintaining the Guildhouse.For a self-financing organisation this makes a tremendous difference, especially so over recent years.

A summary of these can be found in notes 2 & 6 attached to the Statement of Financial Activities.

The Percival Guildhouse raises funds from donations and, in normal circumstances, from fundraising events, such as the Christmas Fair. The Guildhouse is registered with the Fundraising Regulator and does not outsource fundraising to external organisations. The charity has no other fundraising requiring disclosure under S162A of the Charities Act 2011.

3.3.3 Investments

We have cash of £34,411 invested in a savings account, albeit paying a low interest rate. The Trustees kept the investment policy under review throughout the year.

3.4 People

3.4.1 Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They make the Guildhouse a friendly and pleasant environment for students and tutors alike. We are very grateful to all our staff for their much-valued contribution to the Guildhouse.

3.4.2 Catering Department

In December 2021 our Catering Manager left to take up a new post. We made the decision not to replace her as our finances were in a precarious position. The students now have access to a drinks vending machine in the kitchen.

3.4.3 Tutors

We have a loyal, committed, and professional team of tutors who are a huge and essential part of our successful programme. We are always looking for new subjects and new tutors to enable us to continue to expand, refresh and maintain variety in our programme.

3.4.4. Volunteers

As a charity we rely on our volunteers, be they evening stewards, fundraisers or brochure deliverers. Their support helps us keep our costs down. They also make a very real contribution to, and are at the heart of, the success of the Guildhouse.

3.4.5 Publicity

Our brochures are printed and distributed termly. In the year a total of 1,700 were issued. Fortunately, more people are accessing the brochure via the website and we now email existing students notifying them in advance of when a new brochure is available. This has helped to reduce the number of printed brochures we require, resulting in a cost saving.

Throughout the year we continued to promote the Percival Guildhouse via our social media platforms, Facebook, Twitter and Instagram. We also advertised in local business and village publications and on village noticeboards. We proactively explored new routes to reaching potential students by, for example, contacting the developers of major new housing developments in the area asking them to alert homeowners to the adult education opportunities close by.

3.4.6 Communication

We have grown the numbers of student accessing our website and contacting the Guildhouse via email. This has increased our capacity to communicate with our students at an extremely critical time; it has also reduced our postage costs.
All students receive a termly Newsletter keeping them up-to-date with all the Guildhouse news.

3.4.7 Fundraising

The money raised from our fundraising events during this year has made an important contribution to our general funds once again. Our thanks go to all our members who continued to support our efforts so generously.

- The Christmas Fair

We were unable to have our Christmas Fair this year due to government Covid restrictions, however we held a Christmas raffle and Christmas tombola in-house and raised £888.82.

- The Annual Plant Sale

The Plant Sale raised £733.65 which contributed to our general funds.

- The Prize Club

The Prize Club generated an income of £1970 for the Guildhouse. Once again, we thank Prabha Mistry for organising this.

- Book Sales

During the year we commenced selling donated books and raised £184.

- Online Shopping Giving

We are grateful to supporters who have nominated the Guildhouse as their chosen charity while shopping online via sites such as easyfundraising and AmazonSmile. These sites make a donation to us with each shop, at no cost to the shopper. Little-by-little these donations have been increasing.

- Donations Website Button

Direct donations to the Guildhouse are always very much appreciated and valued. In the past year we have linked with CAF (Charities Aid Foundation) to enable us to take donations online via our website. At just a click of a button now donations can be made simply, including Gift Aid, with both the donor and the Guildhouse receiving notification that the transaction has been completed successfully.

1. Statement of Compliance

This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005 for Charities.

Approved by the Trustees and signed on their behalf

by: ----------

on: 14 NOV 2022 ----------

APPENDICIES

I. REFERENCE AND ADMINISTRATIVE INFORMATION
II. STAFF LIST
III. STATEMENT OF ACCOUNTS
IV. COURSE STATISTICS

APPENDIX I

REFERENCE AND ADMINISTRATIVE INFORMATION

President	Mr Peter Green, Headmaster of Rugby School		
Vice Presidents	Mr D.Dove Mr J.Lawton Mrs A.Lewis-Jones	Mr M.J.Beare Mr M.J.Brice	Mr P.H.Elliot Mr T.P.Cowhig
Executive Committee	(The Trustees of the Percival Guildhouse)		
Honorary Officers (also Trustees)	Chairman Treasurer Secretary	Mrs Carin Jackson Mr David Thomson Ms Clare Turnbull	
Trustees	Mr Steve Becker Mr Rob Close Mr Ralph De La Croix Mr Lee North (from August 2021 to August 2022) Mrs Elizabeth Pichon (from December 2021) Mr Peter Reaney		
Trustees of the Property	The Official Custodian for Charities		
Bankers	The Royal Bank of Scotland, 17 Church Street, Rugby, CV21 3PP		
Insurance Brokers	Towergate MIA, Kings Court, London Road, Stevenage, SG1 2GA		
Independent Examiner	Cottons Accountants, Chestnut Field, Rugby, CV 21 2PD		
Registered Name & Address	The Percival Guildhouse, St Matthews Street, Rugby, CV21 3BY		
Charity Registration Number	528782		
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3rd March 2006. It is constituted as an unincorporated association of its members.		

APPENDIX II

STAFF LIST

Office Staff:	
Centre Manager	Mrs Sarah Gall
Administrator	Mrs Prabha Mistry
Administrator and Bookkeeper	Mrs Fiona Pedley
Caretakers	Mrs Tatjana Sentereva Mr Joaquim Batista Da Silva

THE PERCIVAL GUILDHOUSE

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2022

Charity Registration No: 528782

The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2021 to 31 July 2022

	Notes	Unrestricted £	Restricted £	2022 Total Funds £	2021 Total Funds £
Incoming Resources					
Donations & legacies	2	12,397	0	12,397	33,619
Grants & sponsorship	3	32,500	0	32,500	48,873
Class Fees & Hire of Rooms	4	136,331		136,331	94,264
Other Income from Charitable Activities	5	8,974		8,974	4,991
Fund Raising Activities	6	4,888		4,888	2,704
Interest Receivable		80		80	115
Other Incoming Resources	7	33,117		33,117	19,864
Total Incoming Resources		**228,287**	**0**	**228,287**	**204,430**
Less: Cost of Fund Raising Activities	6	(970)	0	(970)	(947)
Net Incoming Resources Available for Charitable Application		227,317	0	227,317	203,483
Resources Expended:					
Charitable	8	(192,477)		(192,477)	(184,062)
Governance Costs	9	(15,696)		(15,696)	(14,733)
Total Resources Expended		(208,173)	0	(208,173)	(198,795)
Net Income/(Expenditure) for year		19,144		19,144	4,688
Total Funds brought forward		173,773		173,773	169,085
Total Funds carried forward		192,917	0	192,917	173,773

The Percival Guildhouse

Statement of Financial Position as at 31 July 2022

	Notes	2022		2021	
		£	£	£	£
Fixed Assets:					
Tangible Assets	12		75,748		80,423
Current Assets					
Stock		193		440	
Debtors	13	6,458		8,200	
Deposits		34,412		34,370	
Cash At Bank and In Hand		78,923		55,879	
		119,986		98,889	
LESS: **Current Liabilities:**					
Creditors & Accruals	14	2,817		5,539	
Net Current Assets			117,169		93,350
Net Assets	15		**192,917**		**173,773**
Funds:					
Unrestricted Funds	16		130,194		110,275
Designated Funds	17		62,723		63,498
Restricted Fund	18		0		0
Total Funds			**192,917**		**173,773**

Signed.....

Date.....14 Nov 2022.

C Jackson

Hon Chairman

For and on behalf of the
Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

i) The Charities Act 2011
ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
iii) The applicable accounting standards, and
iv) An historical cost accounting basis.

a) **Class fees and similar income**

i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) **Grants Receivable**

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) **Tangible Fixed Assets**

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £3,510,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) **Depreciation Policy**

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i)	Lift	4%
ii)	Office fittings and equipment	10%
iii)	Classroom equipment	20%
iv)	General equipment	10%
v)	Catering equipment	20%

e) **Stock**

Stock is carried at its cost value.

f) **Reserves**

The General Purpose Fund (free reserves) comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds and restricted fund are set out in the notes to these accounts.(notes 15 and 16)

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Not withstanding the above, the Trustees had set the following targets with regard to the level of reserves held:

i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 57%).
ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 1.5%).
iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

The Trustees believe that the above target ii is reasonable but is not achievable at present and that in light of the recent adverse effect of Covid 19 and price inflation it may take a while for it to be achieved.

2. Donations and legacies

	2022	2021
	£	£
Legacies received	2,000	3,000
Donations and subscriptions	6,997	26,101
Income tax recovered	3,400	4,518
	12,397	33,619

3. Grants & Sponsorship

	Unrestricted £	Restricted £
Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	2,000	
Westham House Fund	3,000	
WCC – RMAT Community grant	500	
The Edward Cadbury ECCT grant	5,000	
Persimmon Community Champions	1,000	
Cadbury Charitable Trust	1,000	
Garfield Weston	15,000	
Rugby Group	5,000	
	32,500	0

In previous years the Westham House Fund provided a grant of £20,000 towards the cost of maintaining the exterior of the building. This grant was made on the condition that it would be repayable should the property ever be sold and as such is a contingent liability..

4. Class Fees and Hire of Rooms

	2022	2021
	£	£
a) **Income (net of any fee remission granted)**		
i) Class fees	134,608	94,004
ii) From hire of rooms (in accordance with charitable aims)	1,723	260
	136,331	94,264

b) **Fee Remission granted from Guildhouse Funds**	2022	2021
i) Number of students on PGH courses receiving fee remission	42	31
ii) Total amount of fee remission given:	£2,810	£1,511

5. Other Income from Charitable Activities

	2022	2021
	£	£
a) Property Rentals:	2,724	2,724
b) Refreshments	6,250	2,267
	8,974	4,991

6. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

		2022		2021
	Costs	Income	Net	Net
Event	£	£	£	£
Plant sale		734	734	
Christmas Fair		888	888	
Book Box		184	184	
Prize Draw	(970)	2,940	1,970	1,540
Miscellaneous		142	142	217
	(970)	4,888	3,918	1,757

7. Other Incoming Resources	2022	2021
	£	£
a) Insurance claim re business interruption	33,088	19,834
b) Sundry receipts	29	30
	33,117	19,864

8. CHARITABLE EXPENDITURE

a) Programme Provision Expenses		2022	2021
		£	£
i)	Programme Publicity	2,994	2,870
ii)	Tutors Fees & Class Expenses	82,268	63,326
iii)	Depreciation	4,843	4,687
iv)	Office Staff Wages & Employers National Insurance	44,716	43,846
v)	Professional fees	268	335
vi)	Office Expenses	4,517	4,187
		139,606	119,251

b) Running and Maintenance Costs for Building		2022	2021
		£	£
i)	Insurance	2,517	1,745
ii)	Repairs, Renewals and Decorations	6,132	16,927
iii)	Utilities (Heat, Light, Water, Phone)	9,411	8,637
iv)	Care taking and Catering Staff Wages	30,903	35,097
v)	Kitchen Expenses	2,991	1,355
vi)	Depreciation	381	381
vii)	Professional fees	536	669
		52,871	64,811
Total Charitable Expenditure		192,477	184,062

9. GOVERNANCE COSTS

		2022	2021
		£	£
a)	Office Staff Wages & Employers National Insurance	11,179	10,961
b)	Office Expenses	1,129	1,047
c)	Depreciation	226	226
d)	Insurance	2,233	1,547
e)	Professional Fees	89	112
f)	Independent Examination Fee	840	840
		15,696	14,733

10. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £86,798 (2021 £89,904).No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £nil

c) The average numbers of paid staff were;	2022	2021
Office Staff:	3	3
Caretaking Staff:	2	2
Catering Staff:	1	1

d) Members of the Office Staff share their duties between:

i. Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (80% of total) and

ii. The administration and management of the Percival Guildhouse (20% of total) which is include in Governance costs above.

Their salaries have been apportioned pro rata to these categories.

11. TRUSTEES' REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

12. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Lift	Office Fittings & Equipment	Classroom Equipment	Catering and other equipment	Total
	£	£	£	£	£	£
Cost						
At 1st August 2021	2,343	68,418	12,060	17,796	20,251	120,868
Additions	0	0	0	775	0	775
At 31st July 2022	2,343	68,418	12,060	18,571	20,251	121,643
Depreciation						
At 1st August 2021	0	2,736	8,744	13,401	15,564	40,445
Charge for year	0	2,737	451	1,499	763	5,450
At 31st July 2022	0	5,473	9,195	14,900	16,327	45,895
Net Book Value						
At 31st July 2022	2,343	62,945	2,865	3,671	3,924	75,748
At 31st July 2021	2,343	65,682	3,316	4,395	4,687	80,423

13. DEBTORS

	2022	2021
	£	£
Sundry debtors	1,716	4,518
Prepayments	4,742	3,682
	6,458	8,200

14. CURRENT LIABILITIES

	2022	2021
	£	£
Amounts falling due within one year		
Accruals and deferred income	2,817	5,539

15. SUMMARY OF NET ASSETS BY FUNDS

	General Purposes £	Designated £	2022 Total £	2021 Total £
Tangible fixed assets	75,748	0	75,748	80,423
Net current assets	54,446	62,723	117,169	93,350
	130,194	62,723	192,917	173,773

16. UNRESTRICTED FUNDS

	2022 £	2021 £
General Purpose Fund		
Balance at 1st August	110,275	30,274
Net income/(expenditure) for the year	19,144	(9,346)
Transfer from Restricted Fund	-	74,696
Transfer from Designated Funds	775	14,651
Balance at 31st July	130,194	110,275

17. DESIGNATED FUNDS

	2022 £	2021 £
Building Renovation Fund		
This fund has been set aside by the Trustees out of unrestricted funds for renovations and improvements to the building.		
Balance at 1st August	53,148	63,799
Transfers to General Purpose Fund	-	(10,651)
Balance at 31st July	53,148	53,148
Development Fund		
This fund comprises substantial donations received from a member that have been set aside for improving the Guildhouse facilities.		
Balance at 31st July	10,350	14,350
Transfers to General Purpose Fund	(775)	(4,000)
Balance at 31st July	9,575	10,350
Total Designated Funds	62,723	63,498

18. RESTRICTED FUND

	2022 £	2021 £
Lift Fund		
This restricted fund has arisen from grants and donations received towards the cost of installation of a lift.		
Balance at 1st August	0	60,662
Incoming resources		1,020
Transfers to General Purpose Fund		(61,682)
Balance at 31st July	0	0
Other Funds		
This restricted fund has arisen from grants and donations received.		
Balance at 1st August	0	0
Incoming resources	0	13,014
Transfers to General Purpose Fund		(13,014)
Balance at 31st July	0	0

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

I report on the accounts of the Trust for the year ended 31 July 2022, which are set out in Appendix 1, sheets 12 to 19.

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.

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,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

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 matter has come to my attention:

(1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Palmer

Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date 16 November 2022

PGH – ENROLMENTS FOR YEAR 2021/2022

			Autumn		Spring		Summer	
Day	Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Monday	101AU21	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2	10	11				
Monday	101SP22	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2			11	9		
Monday	101SU22	FRENCH EXPERIENCE INTERMEDIATE LEVEL 2					9	9
Monday	102AU21	ACTUALITÉS ADVANCED LEVEL 3	12	7				
Monday	102SP22	ACTUALITÉS ADVANCED LEVEL 3			11	7		
Monday	105SP22	GERMAN ADVANCED			11	7		
Monday	105SU22	GERMAN ADVANCED					8	9
Monday	106AU21	ITALIAN IMPROVERS LEVEL 2	12	8				
Monday	107AU21	SPANISH IMPROVERS LEVEL 2+	12	7				
Monday	107SP22	SPANISH IMPROVERS LEVEL 3			11	8		
Monday	107SU22	SPANISH IMPROVERS LEVEL 3+					9	7
Monday	109AU21	SPANISH BEGINNERS	12	11				
Monday	109SP22	SPANISH BEGINNERS CONTINUATION			11	11		
Monday	109SU22	SPANISH IMPROVERS LEVEL 1					9	11
Monday	110AU21	NEW TESTAMENT GREEK	12	6				
Monday	110SP22	NEW TESTAMENT GREEK			11	4		
Monday	110SU22	NEW TESTAMENT GREEK					9	3
Monday	111AU21	BRITAIN 1919-1924: A COUNTRY FIT FOR	12	16				
Monday	111SP22	BRITAIN 1924-1933: UNEXPECTED CRISES			11	16		
Monday	111SU22	"CARRYING ON CARRYING ON" BRITAIN IN THE EARLY					8	16
Monday	112AU21	THREE OPERATIC COMEDIES	12	10				
Monday	112SP22	EMOTIONS TO THE FORE! THREE MID-NINETEENTH			11	9		
Monday	112SU22	THREE OPERAS					8	9
Monday	113AU21	ACRYLIC PAINTING	11	9				
Monday	114AU21	STILL LIFE DRAWING	12	7				
Monday	114SP22	STILL LIFE DRAWING			11	8		
Monday	114SU22	STILL LIFE DRAWING					9	7
Monday	115AU21	DRAWING FOR EVERYONE	12	11				
Monday	115SP22	DRAWING FOR EVERYONE			11	11		

PGH – ENROLMENTS FOR YEAR 2021/2022

			Autumn		Spring		Summer	
Day	Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Monday	115SU22	DRAWING FOR EVERYONE					9	11
Monday	116AU21	CHARCOAL PORTRAITS	10	4				
Monday	117AU21	ACRYLICS	12	13				
Monday	117SP22	ACRYLICS			11	10		
Monday	117SU22	ACRYLICS					9	13
Monday	118AU21	EMBROIDERY CIRCLE	12	10				
Monday	118SP22	EMBROIDERY CIRCLE			11	10		
Monday	118SU22	EMBROIDERY CIRCLE					9	11
Monday	120AU21	UPHOLSTERY	11	10				
Monday	120SP22	UPHOLSTERY			11	9		
Monday	120SU22	UPHOLSTERY					9	10
Monday	122AU21	MAKING BREAD:TECHNIQUES &	12	8				
Monday	122SP22	MAKING BREAD:TECHNIQUES &			11	8		
Monday	123SU22	ITALIAN BEGINNERS					9	5
Tuesday	201AU21	PARLONS-EN ADVANCED LEVEL 2	12	8				
Tuesday	201SP22	PARLONS-EN ADVANCED LEVEL 2			11	7		
Tuesday	201SU22	PARLONS-EN ADVANCED LEVEL 2					9	8
Tuesday	202AU21	GERMAN INTERMEDIATE LEVEL 2	12	6				
Tuesday	202SP22	GERMAN INTERMEDIATE LEVEL 2			11	4		
Tuesday	202SU22	GERMAN INTERMEDIATE LEVEL 2					9	5
Tuesday	204AU21	ITALIAN INTERMEDIATE LEVEL 3	12	8				
Tuesday	204SP22	ITALIAN INTERMEDIATE LEVEL 3			11	8		
Tuesday	206AU21	SHAKESPEARE GROUP	12	12				
Tuesday	206SP22	SHAKESPEARE GROUP			11	11		
Tuesday	206SU22	SHAKESPEARE GROUP					9	11
Tuesday	207AU21	WRITE THE STORY OF YOUR LIFE	12	9				
Tuesday	207SP22	WRITE THE STORY OF YOUR LIFE			11	10		
Tuesday	207SU22	WRITE THE STORY OF YOUR LIFE					9	9
Tuesday	208AU21	WRITE POETRY	12	8				

PGH – ENROLMENTS FOR YEAR 2021/2022

			Autumn		Spring		Summer	
Day	Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Tuesday	208SP22	WRITE POETRY			11	7		
Tuesday	209AU21	FLORENCE: RENAISSANCE WONDER	12	16				
Tuesday	209SP22	THOUGHTS ON THE EMPIRE: 1784-1902			11	16		
Tuesday	209SU22	FLORENCE IN THE TIME OF LORENZO THE					9	13
Tuesday	210AU21	PAINTING PORTRAITS, MORE THAN A	12	9				
Tuesday	210SP22	PAINTING PORTRAITS, MORE THAN A			11	9		
Tuesday	210SU22	PAINTING PORTRAITS, MORE THAN A					9	9
Tuesday	211AU21	DRAWING FOR IMPROVERS	10	11				
Tuesday	212AU21	WATERCOLOURS FOR ALL	12	9				
Tuesday	212SP22	WATERCOLOURS FOR ALL			11	10		
Tuesday	212SU22	WATERCOLOURS FOR ALL					9	9
Tuesday	213AU21	PILATES FOR OSTEOPOROSIS/BACK	12	9				
Tuesday	213SP22	PILATES FOR OSTEOPOROSIS/BACK			11	7		
Tuesday	213SU22	PILATES FOR OSTEOPOROSIS/BACK					9	8
Tuesday	217AU21	CROCHET FOR BEGINNERS	12	7				
Tuesday	218SU22	SPANISH BEGINNERS					9	7
Tuesday	220SU22	MAKING BREAD:TECHNIQUES &					9	8
Tuesday	221SU22	WOODCARVING					9	6
Tuesday	707SU22	LINOCUT					1	7
Wednesday	301AU21	LE FRANCAIS DES VACANCES INTERMEDIATE	12	5				
Wednesday	301SP22	LE FRANCAIS DES VACANCES INTERMEDIATE			11	6		
Wednesday	301SU22	LE FRANCAIS DES VACANCES INTERMEDIATE					9	7
Wednesday	303AU21	GERMAN INTERMEDIATE LEVEL 3	12	11				
Wednesday	303SP22	GERMAN INTERMEDIATE LEVEL 3			11	9		
Wednesday	303SU22	GERMAN INTERMEDIATE LEVEL 3					9	9
Wednesday	304AU21	ITALIAN IMPROVERS LEVEL1	12	8				
Wednesday	304SP22	ITALIAN IMPROVERS LEVEL1			11	8		
Wednesday	304SU22	ITALIAN IMPROVERS LEVEL 1					9	7
Wednesday	305AU21	ITALIAN INTERMEDIATE LEVEL 4	12	6				

PGH – ENROLMENTS FOR YEAR 2021/2022

			Autumn		Spring		Summer	
Day	Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Wednesday	305SP22	ITALIAN INTERMEDIATE LEVEL 4			11	6		
Wednesday	305SU22	ITALIAN INTERMEDIATE LEVEL 4					9	8
Wednesday	310AU21	DICKENS' ADAPTATIONS; FROM THE PAGE TO THE	12	8				
Wednesday	310SP22	FROM PAGE TO SCREEN: WORKS BY DICKENS AND			11	9		
Wednesday	310SU22	FROM PAGE TO SCREEN: 3 MORE NOVELS					9	7
Wednesday	311AU21	PAINTING FOR PLEASURE	12	10				
Wednesday	311SP22	PAINTING FOR PLEASURE			11	10		
Wednesday	311SU22	PAINTING FOR PLEASURE					7	10
Wednesday	312AU21	WATERCOLOURS FOR EVERYONE	12	6				
Wednesday	312SP22	WATERCOLOURS FOR EVERYONE			11	6		
Wednesday	312SU22	WATERCOLOURS FOR EVERYONE					9	6
Wednesday	313AU21	WATERCOLOURS FOR EVERYONE	12	12				
Wednesday	313SP22	WATERCOLOURS FOR EVERYONE			11	14		
Wednesday	313SU22	WATERCOLOURS FOR EVERYONE					9	9
Wednesday	314AU21	ART: HISTORY AND PRACTICE	12	8				
Wednesday	314SP22	ART: HISTORY AND PRACTICE			11	7		
Wednesday	314SU22	ART: HISTORY AND PRACTICE					9	7
Wednesday	315AU21	WEDNESDAY WATERCOLOURS	12	12				
Wednesday	315SP22	WEDNESDAY WATERCOLOURS			11	12		
Wednesday	315SU22	WEDNESDAY WATERCOLOURS					9	12
Wednesday	316AU21	SEWING AND DRESSMAKING	12	9				
Wednesday	316SP22	SEWING AND DRESSMAKING			11	13		
Wednesday	316SU22	SEWING AND DRESSMAKING					9	14
Wednesday	320SP22	ITALIAN IMPROVERS LEVEL 2			11	7		
Wednesday	320SU22	ITALIAN IMPROVERS LEVEL 2					9	7
Wednesday	321SU22	INTRODUCTION TO ANCIENT EGYPT					9	8
Wednesday	322SU22	ITALIAN INTERMEDIATE LEVEL 3					9	6
Wednesday	704SU22	GELLI PLATE PRINTING					1	8
Thursday	401AU21	WELSH FOR BEGINNERS	12	9				

PGH – ENROLMENTS FOR YEAR 2021/2022

			Autumn		Spring		Summer	
Day	Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Thursday	401SP22	WELSH FOR BEGINNERS			11	7		
Thursday	401SU22	WELSH BEGINNERS					9	9
Thursday	402AU21	ALLONS-Y! INTERMEDIATE LEVEL 4	12	9				
Thursday	402SP22	ALLONS-Y! INTERMEDIATE LEVEL 4			11	7		
Thursday	402SU22	ALLONS-Y! INTERMEDIATE LEVEL 4					9	8
Thursday	403AU21	EN ROUTE ADVANCED LEVEL 1	12	7				
Thursday	403SP22	EN ROUTE ADVANCED LEVEL 1			11	6		
Thursday	403SU22	EN ROUTE ADVANCED LEVEL 1					9	7
Thursday	406AU21	SPANISH IMPROVERS LEVEL 3+	9	9				
Thursday	406SP22	SPANISH IMPROVERS LEVEL 3+			7	7		
Thursday	406SU22	SPANISH IMPROVERS LEVEL 3+					6	7
Thursday	407AU21	SPANISH INTERMEDIATE LEVEL 3+	9	6				
Thursday	407SP22	SPANISH INTERMEDIATE LEVEL 3+			7	7		
Thursday	407SU22	SPANISH INTERMEDIATE LEVEL 3+					6	6
Thursday	408AU21	INTERMEDIATE LATIN	12	4				
Thursday	408SP22	INTERMEDIATE LATIN			11	6		
Thursday	408SU22	INTERMEDIATE LATIN					9	3
Thursday	409AU21	CREATIVE WRITING	12	11				
Thursday	409SP22	CREATIVE WRITING			11	10		
Thursday	409SU22	CREATIVE WRITING					9	9
Thursday	410AU21	JOURNEY INTO POETRY	12	7				
Thursday	410SP22	JOURNEY INTO POETRY			11	8		
Thursday	410SU22	JOURNEY INTO POETRY					9	8
Thursday	413AU21	A CENTURY OF FASHION AND TEXTILES 1870-1970	5	7				
Thursday	413SP22	FOCUS ON FASHION AND TEXTILES			2	9		
Thursday	414AU21	EXPLORING FREESTYLE EMBROIDERY	6	10				
Thursday	415AU21	PILATES BEGINNERS	12	8				
Thursday	415SP22	PILATES BEGINNERS			10	8		
Thursday	415SU22	PILATES BEGINNERS					9	9

PGH – ENROLMENTS FOR YEAR 2021/2022

			Autumn		Spring		Summer	
Day	Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Thursday	416AU21	PILATES ALL LEVELS	12	8				
Thursday	416SP22	PILATES ALL LEVELS			10	8		
Thursday	416SU22	PILATES ALL LEVELS					9	9
Thursday	417AU21	HATHA YOGA FOR JOINTS	10	6				
Thursday	417SP22	HATHA YOGA FOR JOINTS			7	4		
Thursday	417SU22	HATHA YOGA FOR JOINTS					8	5
Thursday	418SP22	DIGITAL PHOTOGRAPHY FOR BEGINNERS			11	4		
Thursday	418SU22	DIGITAL PHOTOGRAPHY FOR BEGINNERS					9	5
Thursday	419AU21	DELVE DEEPER PHOTOGRAPHY	12	7				
Thursday	419SP22	DELVE DEEPER PHOTOGRAPHY			11	7		
Thursday	419SU22	DELVE DEEPER PHOTOGRAPHY					9	7
Thursday	422SU22	MEDITATION FOR EVERYONE					8	4
Friday	501AU21	SPANISH ADVANCED LEVEL 3+	9	8				
Friday	501SP22	SPANISH ADVANCED LEVEL 3+			7	8		
Friday	501SU22	SPANISH ADVANCED LEVEL 3+					6	6
Friday	502AU21	SPANISH ADVANCED LEVEL 4	9	7				
Friday	502SP22	SPANISH ADVANCED LEVEL 4			7	7		
Friday	502SU22	SPANISH ADVANCED LEVEL 4					6	6
Friday	503AU21	IMPROVERS' LATIN	12	4				
Friday	503SP22	IMPROVERS' LATIN			11	4		
Friday	503SU22	IMPROVERS' LATIN					9	4
Friday	504AU21	WRITE THE STORY OF YOUR LIFE	12	8				
Friday	504SP22	WRITE THE STORY OF YOUR LIFE			11	7		
Friday	504SU22	WRITE THE STORY OF YOUR LIFE					9	7
Friday	506AU21	ART WORKSHOP	12	9				
Friday	506SP22	ART WORKSHOP			11	10		
Friday	506SU22	ART WORKSHOP					9	11
Friday	507AU21	HATHA YOGA FOR EVERYONE	10	4				
Friday	507SP22	HATHA YOGA FOR EVERYONE			7	8		

PGH – ENROLMENTS FOR YEAR 2021/2022

			Autumn		Spring		Summer	
Day	Code	Course Title	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Friday	507SU22	HATHA YOGA FOR EVERYONE					8	9
Friday	508AU21	MINDFULNESS LEVEL 1	10	5				
Friday	508SP22	MEDITATION FOR BEGINNERS			7	8		
Friday	508SU22	MEDITATION FOR BEGINNERS					8	8
Friday	509AU21	MINDFULNESS LEVEL 2	10	10				
Friday	509SP22	MEDITATION FOR EVERYONE			7	9		
Friday	509SU22	MEDITATION FOR EVERYONE					8	10
Friday	510SP22	HATHA YOGA FOR EVERYONE			7	6		
Friday	510SU22	HATHA YOGA FOR EVERYONE					8	7
Friday	705SU22	LIFE DRAWING					1	7
Saturday	601AU21	WONDERFUL WATERCOLOURS	1	9				
Saturday	601SP22	FRAME BASKETS FROM HEDGEROW WOODS			1	11		
Saturday	602SP22	LIFE DRAWING			1	8		
Saturday	603AU21	NEEDLE FELTING FOR BEGINNERS	1	5				
Saturday	603SP22	NEEDLE FELTING FOR BEGINNERS			1	7		
Saturday	604AU21	ART OF THE COURTS OF BURGUNDY	1	16				
Saturday	604SP22	GUITAR FOR BEGINNERS			1	8		
Saturday	604SU22	CROCHET FOR FUN					1	5
Saturday	605AU21	WILLOW WEAVING AUTUMN GIFTS	1	12				
Saturday	605SP22	DIGITAL PHOTOGRAPHY FOR BEGINNERS			1	4		
Saturday	607SP22	WATERCOLOUR ANIMALS			1	7		
Saturday	608SP22	TUDOR ROYAL PALACES			1	16		
Saturday	608SU22	NEEDLE FELTING LANDSCAPES					1	8
Saturday	609SP22	SHIBORI AND TIE-DYEING			1	7		
Saturday	611SU22	GUITAR FOR BEGINNERS					1	4
Tues - Fri	702SU22	CREATIVE WRITING WORKSHOPS					4	7
Number of Courses-(200)				560		556		541

The Percival Guildhouse

An Independent Centre for Adult Education and the Arts

St Matthew's Street, Rugby, Warwickshire CV21 3BY
Tel: 01788-542467
www.percival-guildhouse.co.uk
contact@percival-guildhouse.co.uk

ANNUAL REPORT 2021/2022

THE PERCIVAL GUILDHOUSE

England & Wales - Charity number 528782

Accounts

The Percival Guildhouse

Rugby's Independent Centre for Adult Education & the Arts

ANNUAL REPORT 2020-21

St. Matthew's Street, Rugby, CV21 3BY
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Registered Charity No. 528782

Annual Report 2020/21

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2021 Annual Report – The Percival Guildhouse

1. Introduction

Welcome to this review of the academic year August 2020 - July 2021.

COVID 19 lockdown had, not unsurprisingly, a dramatic impact.

Physical classes were only possible under the restrictions from the end of September to early November and then from mid-May. Students, tutors and staff experienced the challenge of accessing classes virtually. Trustees were very hands-on in supporting the staff. Catering and caretaking staff were placed on furlough from November to May.

Many students signed up for the virtual classes but the overall sharp decline in the number of students per class meant that net revenue fell substantially. The Guildhouse was only able to keep going because of generous grants and donations.

On the more positive side, the lift project was completed towards the end of November. This was financed out of funds raised previously specifically for the lift installation and which could not be reallocated.

We were also heartened by, and grateful for, the overwhelmingly supportive feedback we received in the 438 responses to our survey of students and tutors at the beginning of 2021. The views and comments given have assisted our decision-making.

Trustees have decided that there will be an AGM on 1st December 2021 and for safety reasons this will be held virtually.

2. Objectives and Policies

The Charity's objective is the advancement of the education of adults in the Rugby area. This objective is achieved principally by the provision of:

- A centre of activity known as The Percival Guildhouse
- Adult education courses in a wide range of non-vocational subjects in our own and other premises

Our policy is to comply with all relevant legislation and regulations and to provide a welcoming and inclusive environment for all. This year has again necessitated a focus on meeting Government restrictions, keeping everyone safe and delivering courses virtually.

3. Report of the Executive Committee

3.1 Executive Committee

The Executive Committee (EC) is comprised of those Trustees elected at the AGM plus any others co-opted throughout the year and with the Centre Manager as an ex-officio member. The EC is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all its users.

By necessity, the EC met continuously throughout the academic year to manage the financial situation and to provide hands-on support to the Centre Manager in areas such as fundraising and the establishment of a virtual delivery capability. Our Chairman of 14 years, David Dove, had given notice that he wished to stand down but due to the pandemic he agreed to continue in post until April 2021. Great appreciation and thanks are extended to David for all he has done for The Percival Guildhouse.

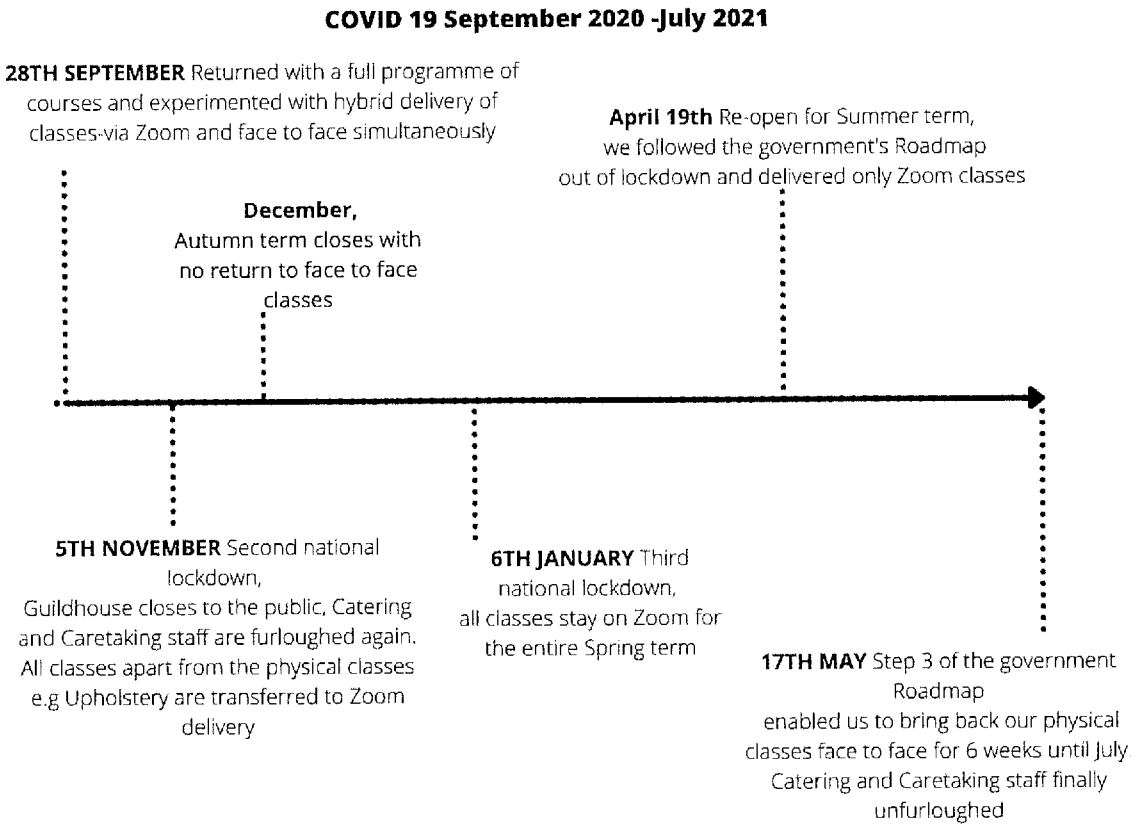
3.2 COVID 19 Impact

The academic year started with an expectation that we would have a full programme of courses. We trialled a hybrid delivery of courses in September with some students attending in-house and others on Zoom. However, it was not a satisfactory experience either for students or tutors so when the second national lockdown happened on the 5th November all classes returned to Zoom delivery, apart from the physical, practical classes which were postponed.

During the year the pandemic continued to disrupt our plans and we had to adapt course delivery to follow Government guidelines. Caretaking and Catering departments were furloughed from November until May.

It has been a difficult year, but we are heartened by all the messages of support from our students, by their passion for the Guildhouse and their commitment to its survival.

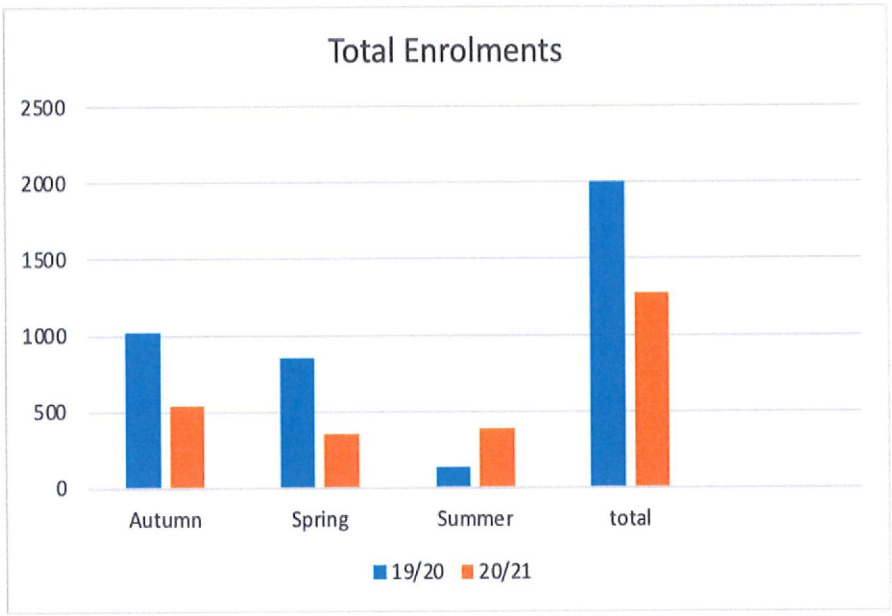
The chart below illustrates our journey this year.



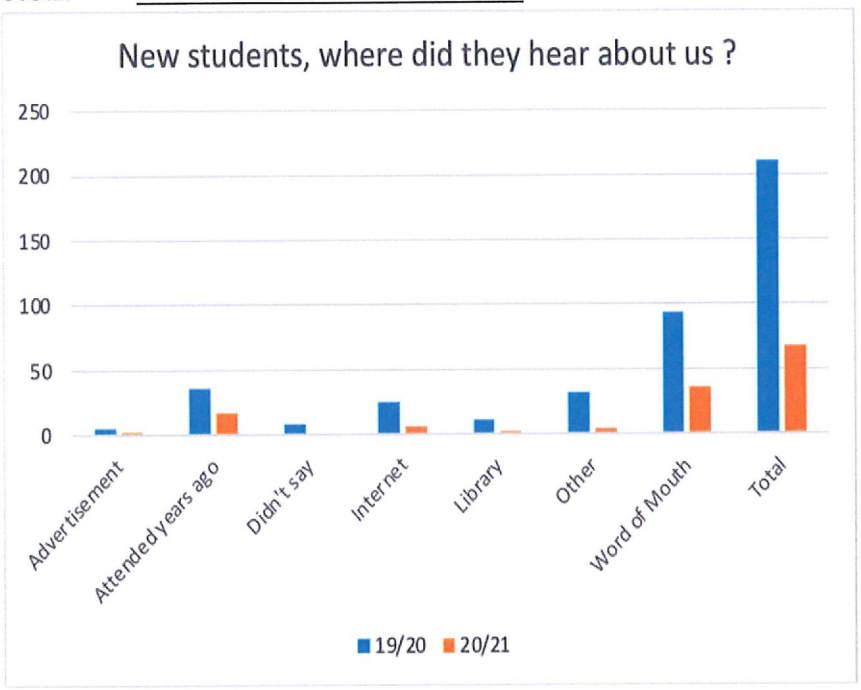
3.3 Quality learning

3.3.1 Total Enrolments

Student numbers were substantially down in 2020/21 because of the lockdown. They improved a little for the summer term and, of course, were a lot higher for that term than in the previous year because of the first lockdown then.



3.3.2 Enrolment of New Students



New students are defined as those who had not enrolled on any course during the previous three years. Full details of the classes and their enrolments are included at the end of this report.

3.3.3 Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who are in receipt of certain means-tested benefits. During 2020/ 2021 the discount was set at 75% of the full fee (previously 50%).

As a result of the loss of students due to the COVID pandemic, the cost this year to the Guildhouse was only £1,511.00 (31 remissions), which was covered by the grant of £3k from the Westham House Fund. We are extremely grateful to them for their continued support and for allowing us to use the surplus to help offset our additional costs.

3.4 Local Community Links

3.41 Clubs and Groups

Apart from the last six weeks of the summer term when Bridge returned, Clubs and Groups did not meet in the Guildhouse during this academic year

3.4.2 Rugby Art Gallery and Museum (RAGM)

Due to the COVID-19 pandemic and the Rugby Art Gallery & Museum being closed, our annual Art & Craft Exhibition was cancelled. However, in March we held a virtual Art Exhibition promoted on Instagram, Twitter and Facebook featuring around 70 exhibits from 38 students. This was highly effective and received very positive feedback.

3.4.3 Rugby Borough Council

Both our students and the people of Rugby are extremely fortunate that in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built-up corner of the town.

Councillor Sue Roodhouse is the Council's representative.

3.5 Review of Financial Year 2020/2021

A statement of Financial Activities for the year is appended to this report.

The COVID lockdown has had a fundamental impact on our Finances.

The principal continuing sources of income are class fees and room rentals. Income from these sources for the year was £94,264, compared with £153,913 for the previous year, the substantial reduction being as a result of the closure of the Guildhouse for much of the year. The Guildhouse was only able to keep going because of generous grants and donations.

Tutor fees and Class Expenses reduced to £63,326. The fall in income by near £60k and tutor fees by only £25k shows the impact of COVID on class sizes. This was partly mitigated by the proceeds of a claim under our Business Interruption insurance policy of £19,834.

3.5.1 Grants

We received total grants of £48,873, which included £2,000 from The Sir Edward Boughton Long Lawford Charity and £3,000 from the Westham

House Fund which enabled us to offer fee remission and to assist with other ongoing expenses.

In addition we received specific grants (as well as donations) towards the necessary repairs of all our internal doors and towards the purchase of classroom equipment.

Government funding by way of furlough payments and Local Authority COVID grants provided the balance. All of these grants are set out in note 3 of the Statement of Financial Activities.

3.5.2 Donations & Fundraising

Generous donations from a number of individuals and the proceeds of fundraising activities have been used to help with the cost of operating and maintaining the Guildhouse.

For a self-financing organisation this makes a tremendous difference, especially so over the last very difficult year.

A summary of these can be found in notes 2 & 6 attached to the Statement of Financial Activities.

The Percival Guildhouse raises funds from donations and, in normal circumstances, from fundraising events, such as the Christmas Fair. The Guildhouse is registered with the Fundraising Regulator and does not outsource fundraising to external organisations. The charity has no other fundraising requiring disclosure under S162A of the Charities Act 2011.

3.5.3 Investments

We have cash of £34,370 invested in a savings account, albeit paying a low interest rate. The Trustees kept the investment policy under review throughout the year.

3.6 People

3.6.1 Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They make the Guildhouse a friendly and pleasant environment for students and tutors alike. We thank all our staff for their much-valued contribution.

During 2020, whilst in the national lockdown, our Caretaking and Catering staff were furloughed. They did not return to the Guildhouse until we re-opened for some physical classes in May 2021.

3.6.2 Catering Department

The Catering department was closed for most of the year only re-opening in May 2021 for six weeks.

3.6.3 Tutors

We have a loyal, committed and professional team of tutors who are a huge and essential part of our successful programme. We are always on the lookout for new subjects and new tutors to continue to expand and keep variety in our courses programme.

3.6.4 Volunteers

As a charity we rely on our volunteers, be they evening stewards, fundraisers or brochure deliverers. Their support helps us to keep our costs down. They make a very real contribution to, and are at the heart of, the success of the Guildhouse.

3.6.5 Publicity

Our brochures are printed and distributed termly. In the year a total of 1,950 were issued, 70% less than the previous year because we were unable to distribute them to our normal outlets due to the pandemic. This has reduced our costs. Fortunately, more people are accessing the brochure via our website.

Throughout the year we continued to promote The Percival Guildhouse via our social media platforms, Facebook, Twitter and Instagram. We also contributed articles to parish magazines in Warwickshire, Northamptonshire and Leicestershire, advertised in a small number of local village publications and were supported by the generous donation of free advertising in local business publications.

3.6.6 Communication

During lockdown we saw an increase in the number of students accessing the website and contacting the Guildhouse via email. The ongoing development of the website, including changes during the year to make

courses searchable by topic, has proved successful. This has increased our capacity to communicate with our students at an extremely critical time as well as helping significantly to reduce our postage costs.

3.6.7 Fundraising

The money raised from our fundraising events during this year is contributing towards the general funds. Once again, our sincere thanks go to all of our members who continued to support our efforts so generously.

- The Christmas Fair
  We were unable to have our Christmas Fair this year due to Government restrictions.

- The Annual Plant Sale
  The Plant Sale did not take place this year due to the national lockdown.

- The Prize Club
  244 members were enrolled during the 2020 calendar year. The winning numbers were drawn in one of the morning classes and the results were displayed around the house on posters. The Club generated an income of £1,540 for the Guildhouse. Once again, we thank Prabha Mistry for organising this.

- Book Sales
  Donated books were unable to be sold due to COVID-19 restrictions.

- Co-op Summer Raffle
  A new Co-operative store opened in Rugby, and they kindly donated a hamper which we raffled and raised £80.

1. Statement of Compliance

This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005 for Charities.

Approved by the Trustees and signed on their behalf

by: ----------

on: 8/11/24 ----------

APPENDICIES

I. REFERENCE AND ADMINISTRATIVE INFORMATION
II. STAFF LIST
III. STATEMENT OF ACCOUNTS
IV. COURSE STATISTICS

APPENDIX I

REFERENCE AND ADMINISTRATIVE INFORMATION

President	Mr Peter Green, Headmaster of Rugby School		
Vice Presidents	Mr D. Dove Mr J. Lawton Mrs A. Lewis-Jones	Mr M. J. Beare Mr M. J. Brice	Mr P. H. Elliot Mr T. P. Cowhig
Executive Committee	(The Trustees of the Percival Guildhouse)		
Honorary Officers (also, Trustees)	Chairman Treasurer Secretary	Mr David Dove (resigned April 2021) Mrs Carin Jackson (from April 2021) Mr David Thomson Mrs Carin Jackson (until April 2021) Ms Clare Turnbull (from April 2021)	
Trustees	Mr Steve Becker Mr Rob Close Mr Ralph De La Croix Ms Anda Drasovean (resigned May 2021) Mrs Jane Lucas (resigned January 2021) Mr Peter Reaney		
Trustees of the Property	The Official Custodian for Charities		
Bankers	The Royal Bank of Scotland, 17 Church St, Rugby, CV21 3PP		
Insurance Brokers	Towergate MIA, Kings Court, London Road, Stevenage, SG1 2GA		
Independent Examiner	Cottons Accountants, Chestnut Field, Rugby, CV 21 2PD		
Registered Name & Address	The Percival Guildhouse, St Matthews St, Rugby, CV21 3BY		
Charity Registration Number	528782		
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3rd March 2006. It is constituted as an unincorporated association of its members.		

APPENDIX II

STAFF LIST

Office Staff:	
Centre Manager	Mrs Sarah Gall
Administrator	Mrs Prabha Mistry
Administrator and Bookkeeper	Mrs Fiona Pedley
Catering Manager	Mrs Claire Treanor
Caretakers	Mrs Tatjana Sentereva Mr Joaquim Batista Da Silva

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The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2020 to 31 July 2021

	Notes	Unrestricted	Restricted	2021 Total Funds £	2020 Total Funds £
Incoming Resources					
Donations & Legacies	2	26,349	7,270	33,619	18,661
Grants	3	42,109	6,764	48,873	79,501
Class Fees & Hire of Rooms	4	94,264	0	94,264	153,913
Other Income from Charitable Activities	5	4,991	0	4,991	20,712
Fund Raising Activities	6	2,704	0	2,704	5,128
Interest Receivable		115	0	115	849
Other Incoming Resources	7	19,864	0	19,864	262
Total Incoming Resources		**190,396**	**14,034**	**204,430**	**279,026**
Less: Cost of Fund Raising Activities	6	(947)	0	(947)	(872)
Net Incoming Resources Available for Charitable Application		189,449	14,034	203,483	278,154
Resources Expended:					
Charitable	8	(184,062)	0	(184,062)	(222,287)
Governance Costs	9	(14,733)	0	(14,733)	(16,243)
Total Resources Expended		(198,795)	0	(198,795)	(238,530)
Net Income/(Expenditure) for year		(9,346)	14,034	4,688	39,624
Charitable expenditure		74,696	(74,696)		
Total Funds brought forward		**108,423**	**60,662**	**169,085**	**129,461**
Total Funds carried forward		**173,773**	**0**	**173,773**	**169,085**

The Percival Guildhouse

Statement of Financial Position as at 31 July 2021

	Notes	2021		2020	
		£	£	£	£
Fixed Assets:					
Tangible Assets	12		80,423		17,895
Current Assets					
Stock		440		250	
Debtors	13	8,200		7,293	
Deposits		34,370		34,305	
Cash At Bank and In Hand		55,879		113,404	
		98,889		155,252	
LESS: **Current Liabilities:**					
Creditors & Accruals	14	5,539		4,062	
Net Current Assets			93,350		151,190
Net Assets			173,773		169,085
Funds:					
Unrestricted Funds	15		110,275		30,274
Designated Funds	16		63,498		78,149
Restricted Fund	17		0		60,662
Total Funds			173,773		169,085

Signed.....

C Jackson

Hon Chairman

Date..8/Nov/21

For and on behalf of the
Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

i) The Charities Act 2011
ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
iii) The applicable accounting standards, and
iv) An historical cost accounting basis.

a) Class fees and similar income

i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £2,119,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i)	Lift	4%
ii)	Office fittings and equipment	10%
iii)	Classroom equipment	20%
iv)	General equipment	10%
v)	Catering equipment	20%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund (free reserves) comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds and restricted fund are set out in the notes to these accounts.(notes 15 and 16)

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Not withstanding the above, the Trustees had set the following targets with regard to the level of reserves held:

i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 57.9%).
ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 2.5%).
iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

The Trustees believe that the above targets are reasonable but are not achievable at present and that in light of the current adverse effect of Covid 19 it may take a while for them to be achieved.

2. Donations and legacies	2021	2020
	£	£
Legacies received	3,000	4,119
Donations and subscriptions	26,101	14,048
Income tax recovered	4,518	494
	33,619	18,661

3. Grants & Sponsorship	Unrestricted	Restricted
	£	£
a) Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	2,000	
Westham House Fund	3,000	
Cemex		5,264
Coventry City Council		1,500
Baron Davenport's Charity	500	
RBC Covid Grant	19,051	
HMRC re furlough	17,558	
b) Programme brochure sponsorship received		
	42,109	6,764

In previous years the Westham House Fund provided a grant of £20,000 towards the cost of maintaining the exterior of the building. This grant was made on the condition that it would be repayable should the property ever be sold and as such is a contingent liability..

4. Class Fees and Hire of Rooms	2021	2020
	£	£
a) **Income (net of any fee remission granted)**		
i) Class fees	92,004	150,240
ii) From hire of rooms (in accordance with charitable aims)	260	3,673
	94,264	153,913

b) Fee Remission granted from Guildhouse Funds	2021	2020
i) Number of students on PGH courses receiving fee remission	31	56
ii) Total amount of fee remission given:	£1,511	£2,705

5. Other Income from Charitable Activities	2021	2020
	£	£
a) Property Rentals:	2,724	2,717
b) Refreshments	2,267	17,995
	4,991	20,712

6. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

	2021			2020
	Costs	Income	Net	Net
Event	£	£	£	£
Christmas Fair	0	0	0	1,693
Book Box	0	0	0	645
Christmas Quiz	0	0	0	123
Prize Draw	(947)	2,487	1,540	1,547
Miscellaneous	0	217	217	248
	(947)	2,704	1,757	4,256

7. Other Incoming Resources

	2021	2020
	£	£
a) Insurance claim re business interruption	19,834	0
b) Sundry receipts	30	262
	19,864	262

8. CHARITABLE EXPENDITURE

a) Programme Provision Expenses		2021	2020
		£	£
i)	Programme Publicity	2,870	4,365
ii)	Tutors Fees & Class Expenses	63,326	88,878
iii)	Visit Expenses	0	1,385
iv)	Use of Premises in Community	0	1,220
v)	Depreciation	4,687	1,050
vi)	Office Staff Wages & Employers National Insurance	43,846	46,704
vii)	Professional fees	335	361
viii)	Office Expenses	4,187	7,329
		119,251	151,292

b) Running and Maintenance Costs for Building		2021	2020
		£	£
i)	Insurance	1,745	1,477
ii)	Repairs, Renewals and Decorations	16,927	7,366
iii)	Utilities (Heat, Light, Water, Phone)	8,637	7,623
iv)	Care taking and Catering Staff Wages	35,097	48,609
v)	Kitchen Expenses	1,355	4,411
vi)	Depreciation	381	248
vii)	Professional fees	669	1,261
		64,811	70,995

Total Charitable Expenditure	184,062	222,277

9. GOVERNANCE COSTS

		2021	2020
		£	£
a)	Office Staff Wages & Employers National Insurance	10,961	11,676
b)	Office Expenses	1,047	1,832
c)	Depreciation	226	225
d)	Insurance	1,547	1,310
e)	Professional Fees	112	120
f)	Independent Examination Fee	840	1,080
		14,733	16,243

10. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £89,904 (2020 £106,989).No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £309.

c) The average numbers of paid staff were;	2021	2020
Office Staff:	3	4
Caretaking Staff:	2	2
Catering Staff:	1	4

d) Members of the Office Staff share their duties between:

i. Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (80% of total) and
ii. The administration and management of the Percival Guildhouse (20% of total) which is include in Governance costs above.

Their salaries have been apportioned pro rata to these categories.

11. TRUSTEES REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

12. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Lift	Office Fittings & Equipment	Classroom Equipment	Catering and other equipment	Total
	£	£	£	£	£	£
Cost						
At 1st August 2020	2,343	6,085	12,060	12,307	20,251	53,046
Additions	0	62,333	0	5,489	0	67,822
At 31st July 2021	2,343	68,418	12,060	17,796	20,251	120,868
Depreciation						
At 1st August 2020	0	0	8,292	12,058	14,801	35,151
Charge for year	0	2,736	452	1,343	763	5,294
At 31st July 2021	0	2,736	8,744	13,401	15,564	40,445
Net Book Value						
At 31st July 2021	2,343	65,682	3,316	4,395	4,687	80,423
At 31st July 2020	2,343	6,085	3,768	249	5,450	17,895

SUMMARY OF NET ASSETS BY FUNDS AT 31 JULY 2021

	General Purposes £	Designated £	Total £	2020 Total £
Tangible fixed assets	80,423	0	80,423	12,021
Net current assets	29,852	63,498	93,350	117,440
	110,275	63,498	173,773	129,461

13. DEBTORS

	2021	2020
	£	£
Sundry debtors	4,518	4,641
Prepayments	3,682	2,652
	8,200	7,293

14. CURRENT LIABILITIES

	2021	2020
	£	£
Amounts falling due within one year		
Accruals and deferred income	5,539	4,061

15. UNRESTRICTED FUNDS

	2021	2020
	£	£
General Purpose Fund		
Balance at 1st August	30,274	40,919
Net (expenditure) for the year	(9,346)	(16,730)
Transfer from Restricted Fund	74,696	6,085
Transfer from Designated Fund	14,651	0
Balance at 31st July	110,275	30,274

16. DESIGNATED FUNDS

	2021	2020
	£	£
Building Renovation Fund		
This fund has been set aside by the Trustees out of unrestricted funds for renovations and improvements to the building.		
Balance at 1st August	63,799	63,799
Transfers to General Purpose Fund	(10,651)	0
Balance at 31st July	53,148	63,799
Development Fund		
This fund comprises substantial donations received from a member that have been set aside for improving the Guildhouse facilities.		
Balance at 31st July	14,350	14,350
Transfers to General Purpose Fund	(4,000)	0
Balance at 31st July	10,350	14,350
Total Designated Funds	63,498	78,149

17. RESTRICTED FUND

	2021 £	2020 £
Lift Fund		
This restricted fund has arisen from grants and donations received towards the cost of installation of a lift.		
Balance at 1st August	60,662	10,393
Incoming resources	1,020	56,354
Transfers to General Purpose Fund	(61,682)	(6,085)
Balance at 31st July	0	60,662
Other Funds		
This restricted fund has arisen from grants and donations received.		
Balance at 1st August	0	0
Incoming resources	13,014	0
Transfers to General Purpose Fund	(13,014)	0
Balance at 31st July	0	0

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

I report on the accounts of the Trust for the year ended 31 July 2021, which are set out in Appendix 1, sheets 12 to 19.

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.

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,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

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 matter has come to my attention:

(1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Palmer

Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date 8 November 2021

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PGH - ENROLMENTS for Year 2020/2021

			Autumn		Spring		Summer	
Day:	Course Code:	Course Title:	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	104AU20	FRENCH EXPERIENCE IN...	9	7				
	104SU21	FRENCH EXPERIENCE IN...					10	6
	104ZAU20	FRENCH EXPERIENCE IN...	9	4				
	105SP21	ACTUALITÉS ADVANCED ...			10	7		
	105SU21	ACTUALITÉS ADVANCED ...					10	6
	105ZAU20	ACTUALITÉS ADVANCED ...	9	6				
	107AU20	GERMAN ADVANCED	9	7				
	107SP21	GERMAN ADVANCED			10	6		
	107SU21	GERMAN ADVANCED					10	6
	108AU20	SPANISH IMPROVERS LE...	9	5				
	108SP21	SPANISH IMPROVERS LE...			10	9		
	108SU21	SPANISH IMPROVERS LE...					10	9
	108ZAU20	SPANISH IMPROVERS LE...	9	7				
	111AU20	BRITAIN 1917-1918: S...	9	17				
	111SU21	BRITAIN 1918-1920; F...					6	15
	112AU20	THREE OPERATIC MASTE...	9	10				
	112SU21	TOWARDS THE SOUTH:FO...					6	8
	113AU20	DRAWING PORTRAITS FR...	9	5				
	114AU20	DRAWING FOR EVERYONE	9	10				
	114SP21	DRAWING FOR EVERYONE			10	8		
	114SU21	DRAWING FOR EVERYONE					10	8
	117AU20	UPHOLSTERY	8	8				
	117SU21	UPHOLSTERY					6	8
	118AU20	EMBROIDERY CIRCLE	9	10				
	118SU21	EMBROIDERY CIRCLE					6	7
	120AU20	ACRYLIC PAINTING	9	10				
	120SP21	ACRYLIC PAINTING			10	6		
	120SU21	ACRYLIC PAINTING					10	5
	121AU20	MAKING BREAD:TECHNIQ...	9	7				
	121SP21	BREADMAKING 2			10	6		
	124AU20	NEW TESTAMENT GREEK	9	4				
	124SP21	NEW TESTAMENT GREEK			10	5		
	124SU21	NEW TESTAMENT GREEK					10	5
	125AU20	ACRYLICS FOR BEGINNE...	9	9				
	125SP21	ACRYLICS			10	9		
	125SU21	ACRYLICS					10	8
	127SP21	FRENCH EXPERIENCE IN...			10	7		
Tuesday	202AU20	PARLONS-EN ADVANCED ...	9	7				
	202SP21	PARLONS-EN ADVANCED ...			10	8		
	202SU21	PARLONS-EN ADVANCED ...					10	9
	204AU20	GERMAN INTERMEDIATE ...	9	7				
	204SP21	GERMAN INTERMEDIATE ...			10	5		
	205AU20	ITALIAN IMPROVERS	9	7				
	205SP21	ITALIAN IMPROVERS			9	6		

PGH - ENROLMENTS for Year 2020/2021

			Autumn		Spring		Summer	
Day:	Course Code:	Course Title:	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	205SU21	ITALIAN IMPROVERS					9	5
	207AU20	ITALIAN INTERMEDIATE...	9	10				
	207SP21	ITALIAN INTERMEDIATE...			10	10		
	207SU21	ITALIAN INTERMEDIATE...					10	9
	210AU20	SHAKESPEARE GROUP	9	8				
	210SU21	SHAKESPEARE GROUP					6	9
	211AU20	WRITE THE STORY OF Y...	9	10				
	211SP21	WRITE THE STORY OF Y...			10	11		
	211SU21	WRITE THE STORY OF Y...					10	10
	212AU20	DISCOVER POETRY!	9	6				
	212SP21	DISCOVER POETRY			10	7		
	212SU21	DISCOVER POETRY					10	6
	213AU20	BRITAIN AT WAR: 1941...	9	17				
	213SU21	BRITAIN AT WAR: THE ...					6	14
	214AU20	PAINTING PORTRAITS, ...	9	9				
	214SP21	PAINTING PORTRAITS, ...			10	9		
	214SU21	PAINTING PORTRAITS, ...					10	10
	216AU20	DRAWING FOR IMPROVER...	9	11				
	216SP21	DRAWING FOR IMPROVER...			10	10		
	216SU21	DRAWING FOR IMPROVER...					10	10
	219AU20	WATERCOLOURS FOR ALL	9	11				
	219SP21	WATERCOLOURS FOR ALL			10	9		
	219SU21	WATERCOLOURS FOR ALL					10	8
	223AU20	PILATES FOR OSTEOPOR...	3	6				
	224AU20	SOTAI HO - JAPANESE ...	9	6				
	224SU21	SOTAI HO - JAPANESE ...					6	9
	226SP21	BECCY'S WATERCOLOURS			10	5		
Wednesday	102ZAU20	FRENCH BEGINNERS CON...	9	7				
	303AU20	GERMAN IMPROVERS LEV...	9	6				
	303SP21	GERMAN IMPROVERS LEV...			10	4		
	304AU20	GERMAN INTERMEDIATE ...	9	8				
	304SP21	GERMAN INTERMEDIATE ...			10	5		
	304SU21	GERMAN INTERMEDIATE ...					10	8
	305AU20	ITALIAN BEGINNERS	9	6				
	305SP21	ITALIAN BEGINNERS CO...			9	5		
	305SU21	ITALIAN BEGINNERS CO...					10	6
	307AU20	PAINTING FOR PLEASUR...	9	10				
	307SP21	PAINTING FOR PLEASUR...			9	6		
	307SU21	PAINTING FOR PLEASUR...					6	10
	308AU20	WATERCOLOUR FLOWERS	9	9				
	310AU20	WATERCOLOURS FOR EVE...	9	12				
	310SP21	WATERCOLOURS FOR EVE...			10	10		
	310SU21	WATERCOLOURS FOR EVE...					10	9
	311AU20	ART: HISTORY AND PRA...	9	8				

PGH - ENROLMENTS for Year 2020/2021

			Autumn		Spring		Summer	
Day:	Course Code:	Course Title:	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	311SP21	ART: HISTORY AND PRA...			10	7		
	311SU21	ART: HISTORY AND PRA...					10	9
	313AU20	WEDNESDAY WATERCOLOU...	9	11				
	313SP21	WEDNESDAY WATERCOLOU...			10	12		
	313SU21	WEDNESDAY WATERCOLOU...					10	12
	320AU20	ITALIAN IMPROVERS	9	13				
	320SP21	ITALIAN IMPROVERS L...			10	11		
	320SU21	ITALIAN IMPROVERS L...					10	9
	321AU20	ITALIAN INTERMEDIATE...	9	5				
	321SP21	ITALIAN INTERMEDIATE...			10	6		
	321SU21	ITALIAN INTERMEDIATE...					10	6
	324SP21	FRENCH BEGINNERS CON...			10	9		
	324SU21	FRENCH BEGINNERS CON...					10	8
Thursday	402AU20	ALLONS-Y! INTERMEDIA...	9	8				
	402SP21	ALLONS-Y! INTERMEDIA...			10	7		
	402SU21	ALLONS-Y! INTERMEDIA...					10	6
	403AU20	EN ROUTE ADVANCED LE...	9	7				
	403SP21	EN ROUTE ADVANCED LE...			10	8		
	403SU21	EN ROUTE ADVANCED LE...					10	8
	404AU20	TOUT EN FRANCAIS - A...	9	7				
	406AU20	SPANISH IMPROVERS LE...	9	9				
	406SP21	SPANISH IMPROVERS LE...			10	8		
	406SU21	SPANISH IMPROVERS LE...					9	9
	407AU20	SPANISH INTERMEDIATE...	9	6				
	407SP21	SPANISH INTERMEDIATE...			10	6		
	407SU21	SPANISH INTERMEDIATE...					9	6
	408AU20	LATIN INTERMEDIATE	9	9				
	408SP21	LATIN INTERMEDIATE			10	8		
	408SU21	LATIN INTERMEDIATE					10	7
	410AU20	CREATIVE WRITING	9	12				
	410SP21	CREATIVE WRITING			10	11		
	410SU21	CREATIVE WRITING					10	10
	411AU20	JOURNEY INTO POETRY!	9	7				
	411SP21	JOURNEY INTO POETRY			10	7		
	411SU21	JOURNEY INTO POETRY					10	7
	413AU20	MUSICALS: THE WEIRD ...	6	13				
	416AU20	PILATES BEGINNERS	9	8				
	416SP21	PILATES BEGINNERS			10	10		
	416SU21	PILATES ALL LEVELS					10	12
	417AU20	PILATES IMPROVERS	3	7				
	420SU21	DELVE DEEPER PHOTOGR...					6	8
	422AU20	WOODCARVING	8	6				
	423AU20	WOODCARVING	7	5				
	426SP21	FRENCH CONVERSATION ...			10	5		

PGH - ENROLMENTS for Year 2020/2021

			Autumn		Spring		Summer	
Day:	Course Code:	Course Title:	Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	426SU21	FRENCH CONVERSATION ...					10	6
	427SP21	FRENCH CONVERSATION ...			10	6		
	429SU21	GERMAN BEGINNERS CON...					6	5
	430SU21	MAKING ART IN TUDOR ...					6	9
Friday	502AU20	SPANISH ADVANCED LEV...	9	9				
	502SP21	SPANISH ADVANCED LEV...			10	7		
	502SU21	SPANISH ADVANCED LEV...					9	7
	503AU20	SPANISH ADVANCED LEV...	9	6				
	503SP21	SPANISH ADVANCED LEV...			10	6		
	503SU21	SPANISH ADVANCED LEV...					9	6
	504AU20	LATIN FOR IMPROVERS	9	10				
	504SP21	LATIN FOR IMPROVERS			10	7		
	504SU21	LATIN FOR IMPROVERS					10	7
	505AU20	WRITE THE STORY OF Y...	9	9				
	505SP21	WRITE THE STORY OF Y...			10	8		
	505SU21	WRITE THE STORY OF Y...					10	9
	506AU20	ART WORKSHOP	9	10				
	506SP21	ART WORKSHOP			10	6		
	506SU21	ART WORKSHOP					10	7
	507AU20	PAINTING WITH VERSAT...	9	10				
	509AU20	HATHA YOGA FOR EVERY...	9	8				
	509SP21	HATHA YOGA FOR EVERY...			10	9		
	509SU21	HATHA YOGA FOR EVERY...					10	8
	510AU20	MINDFULNESS LEVEL 1	9	11				
	510SP21	MINDFULNESS LEVEL 1			10	10		
	510SU21	MINDFULNESS LEVEL 1					10	10
	511AU20	MINDFULNESS LEVEL 2	9	9				
	511SP21	MINDFULNESS LEVEL 2			10	7		
	511SU21	MINDFULNESS LEVEL 2					10	8
Saturday	603AU20	NEEDLE FELTING FOR B...	1	9				
	603SU21	WILLOW WEAVING PLANT...					1	8
Number of Courses-(164)				537		354		430

This report does not include cancelled Courses or Full and Full minus £10 students refunds

07-Jul-21

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The Percival Guildhouse

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