

EXWICK PARISH HALL (FORMERLY INSTITUTE)

England & Wales · Charity number 801619

Details

Status Registered

Legal form Other

Registered 1989-07-11

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

Contact

Address Exwick Parish Hall
Station Road
Exeter
EX4 2FD

Phone 01392427018

Email Bookings@exwickparishhall.org.uk

Activities

Objects: THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THEM INHABITANTS OF THE ELECTORAL WARD OF EXWICK ("THE AREA OF BENEFIT") WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS, OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES, AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: We provide a Community Hall for the Exwick area of Exeter, the hall is used by lots of different groups including a Pre-School, Exwick Community Church, Friday Friendship all age coffee morning, exercise classes, folk orchestra, Ballroom Dancing lessons, and Bingo, as well as for children's parties.

Classification

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

Geography

- **Area of benefit:** ELECTORAL WARD OF EXWICK.
- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£48,097	£66,479	-	-
2023-12-31	£42,131	£31,667	-	-
2022-12-31	£35,066	£27,221	-	-
2021-12-31	£33,443	£15,476	-	-
2020-12-31	£26,466	£22,504	-	-

Trustees

Name	Role	Appointed
Colin David Wooding		2024-11-19
Colin Richard Goodwin		2026-02-19
HARRIET SHARP		
JULIA MCKENZIE-GRANT		
Paula Marie Stone		2024-11-19
Premlal Sivalal		2016-03-08

EXWICK PARISH HALL (FORMERLY INSTITUTE)

England & Wales - Charity number 801619

Accounts

Trustees Reports for Exwick Parish Hall, 2024

Chairperson's report During 2024 we have seen some new users to the Hall and a few who have ceased to use the hall. The overall change was for more hours booked. The hall continues to provide a warm and welcoming environment for the many users. The benefits of people being able to meet in a large building include reducing social isolation, increasing wellbeing and fitness, helping to develop links within the community and empowering people to get involved in their community.

The committee gained Planning Permission for a new hall in May 2024. Thanks, must be given to Richard Satterly particularly and Colin Wooding for sharing their expertise and time. At the end of the year Graeme Salisbury took on the task the task of sorting out the registration of the 4 parcels of land that make up the Exwick Parish Hall site. This is still in progress. Wollens Solicitors were appointed to help with the application for CIO status. Sarah Dicker (administrator for Exwick Parish Hall) has been approved by the committee to liaise with Wollens and the Charity Commission on behalf of the committee.

Pedro Schmidt, who looked after the grounds this year, moved away in December. Tim Ellis has agreed to take on this task on a self-employed basis. Health and Safety assessments were carried out and new signage was erected for a Fire Assembly point and other health and safety related purposes. The Health and Safety policy has been revised.

The hall is very well used and has also smooth and efficient systems. The Exwick Ark nursery over the road continue to be very helpful in holding keys for people hiring the building for one-off or irregular bookings. The Exwick Ark also continue to help look after the Jubilee Garden. The committee reviewed policies and procedures over the year.

The Hall ended the year in a secure financial position. It is well used by locals and therefore fulfils its aim (see Treasurer's report). The coming year will see the committee needing to raise significant funds for the building of the new hall.

Paula Stone, Chairperson, Exwick Parish Hall Committee

18th March 2025

Exwick Parish Hall - Treasurers Report for 2024

Summary

Income for the Hall arising from hire of the hall, gardens and carpark in 2024 was **£46,665.75**, around £5k more than last year. Interest from the monies held amounted to £793.25.

Expenditure amounted to **£63,028.28**, giving an overspend for the year of **£15,569.28**.

We have finally managed to close our old NatWest account, and the total amount in our new CAF accounts (current and savings accounts) at the year end was £102,767.57, of which we have the majority in an interest bearing account. More has been transferred across since.

Current account;	£ 22,109.11
Savings account;	£ 80,658.46
Total;	£102,767.57

This is naturally less than at the end of the last financial year, for reasons detailed below.

Sarah Dicker has been excellent in the role as Administrator/Bookkeeper, and uses an accounting package called Sage to keep track of all finances. Happily our independent examiner, a Chartered Accountant (Marie Langdon) uses the same package and this will make her task of checking the accounts a little easier. Sarah provides reports to me, as Treasurer, as required. The accounts for 2024 have been sent to Marie Langdon for checking.

Our financial situation can still be fairly described as healthy.

The more detailed accounts are available if anyone wishes to inspect them, or has any specific query.

General comments and observations

The bulk of the income was from hiring the hall; this totalled £34,843.75. The Jubilee Gardens and hire of the small shed contributed £5,555. The remainder was made up from car-parking, a figure of £7,698.00.

We have, in 2024, been successful in obtaining planning permission for a new hall. Much of the expenditure in 2024 related to professional fees, though the sum of £850 was also paid to Wollens Solicitors as part of their engagement to help in the transition to a CIO, and £525 paid to Katie Holmes (of Parklife) for assistance in starting the commencement of the main fund-raising exercise. The total cost of all fees paid in 2024 was rather eye-watering, at £34,313.40. Grainge Architects should however be singled out as having risen to every challenge given to them, and having helped us obtain planning consent for a new Hall at the first attempt.

We have, on the advice of our insurance brokers, changed to Ansvar, and increased the Sum Insured for Buildings to a more realistic level. The cost only rose by £286 (to a figure of £1,579.95), and given the general increase in the cost of nearly everything, this seemed reasonable. This includes insurance of the physical elements of the hall (the buildings and contents) but also Public and Employers Liability insurance, Loss of Income, Property Owners Liability, Personal Accident, Trustees and Directors Indemnity insurance, and Legal Expenses cover.

We had an overlap at the start of the year in terms of the role of Administrator/Bookkeeper, with the hand-over from Jill Clapp to Sarah Dicker. The total cost of Administrative and Bookkeeping services was £6,095.05. This is close to where it was anticipated. No action is necessary.

We have changed gas supplier to Positive Energy, as the existing contract came to an end, and Positive Energy offered the best deal. Costs will go down, rather remarkably. The new costs are 32.8p per day as the standing charge, and 5.174p per kW-hr.

There is no change with respect to electricity. The total cost of electricity over the year was £1,601.85. This figure is by coincidence very similar to that paid for gas, over the year, which was £1,584.55.

The cost of water and sewage (South West Water) was a similar amount, £1,441.99.

Internet services (the Wi-fi at the Hall) cost £303.08, which at just over £25 per month seems very reasonable.

The cost of cleaning, including the purchase of consumables such as paper towels, was more than expected, totalling £5,796.57. This did however include £1,036 which should have been invoiced and paid in the preceding year (October, November and December 2023). This was due to the cleaners not submitting their invoices in time. The cost of cleaning was predicted to be around £4,500 for the year, and so with this “correction” in place, the actual cost is not far off the predicted figures.

We purchased a new electric oven, of a type suitable for the size of the venue, at a cost of £2,267.99. There were associated costs in terms of installation, particularly ensuring that the total draw on the electrical supply would not cause it to “trip out” at the main fuse. Other items purchased included two new display cases for the front of the building, a new first aid kit, fire blankets and H&S signs, and a wall mounted cigarette station (to help deter smoking in the building).

Repairs and renewals have been relatively costly this year. Redecoration of the interior of the hall was overdue; the cost here was £3,415. The cost of electrical works relating to the new cooker, and some other improvements, was £2,459.34.

A new boiler was required, repairs not being deemed appropriate or cost-effective, and the cost here totalled £1,525.21. The change to a highly efficient gas boiler may also lead to a slight reduction in running costs (heating and hot water).

We pay several subscriptions. HallMaster costs £265 each year, but works well.

We renewed our Performing Rights Licence at a cost of £324.71.

Refuse collection (by Exeter City Council) cost a total of £276.83.

Three honorariums were approved by the Committee, each £200. The first was to the auditor of the accounts, Marie Langdon, who is a Chartered Accountant but is happy to help, primarily out of good will. A gift to her was however thought to be appropriate. Trevor Sharp spends many hours at the hall each year carrying out numerous tasks. The honorarium is an acknowledgement of his hard work and dedication. The last was to me, as Treasurer.

CAF Bank Account

This is continuing to work well; no problems or issues have been identified.

The system for making payments works well, with a “double-knock” system in place requiring a second authorisation of any payment. The level of security is considered reasonable.

Redevelopment of the Hall and Site

Planning permission for the proposed redevelopment of the hall was granted by Exeter City Council in June 2024.

Fund raising is the key question here, but there was little progress in 2024, although some helpful conversations were held with the Directors of Parklife in Heavitree, who have already successfully trod this road.

Instead, attention was paid to pursuing the change to a Charitable Incorporated Organisation, and also to beginning to get all the ducks in a line to enable fund-raising to start in earnest. Examples of the latter included updating the Health and Safety documentation for the hall, commissioning a new Fire Risk Assessment, and obtaining an Asbestos Survey and Management Plan.

The urgent matters for 2025 will be to complete the transition to a CIO and find the “right” people to take forward the fund-raising activities, as well as finalising some of the design aspects of the new Hall. It will be recalled that the planning permission drawings, whilst reasonably detailed, do not show all aspects and give no information as to such subjects as foundations, methods of heating/cooling, internal finishes etc. There is still much work to be done with respect to the new hall and site.

Budget for 2025

At present there are no fixed plans to spend substantial sums on Consultants fees for further development and refining of the building plans for the new hall and site. As such, expenditure will largely return to more “normal” levels, although it is anticipated that the main hall floor will require sanding/sealing this year, and this is not an inexpensive operation. In addition new signage is required to the front of the hall, as the existing timber lettering is (literally) falling off.

A balance needs to be struck between spending money on the hall, to keep it in good order and serving its primary purpose, whilst not spending too much as there is the hope that a new hall will take its place in the future.

It seems likely that the Committee will need to engage (pay) for additional help in terms of fund-raising, though the mechanics of that have not yet been finalised. A sum of £3,000 is shown in the budget below to reflect this, although that may be rather conservative.

It is anticipated that the change from an “ordinary” charity to a Charitable Incorporated Organisation (CIO) will be completed in early 2025, and this will cost some money. £850 has already been paid to Wollens Solicitors; it seems likely a further £2,000 or so will be payable to complete the process.

It seems likely that *some* expenditure will be necessary to take forward the plans for the new hall and redevelopment of the site. The Buildings Sub-Committee are investigating commissioning a detailed site investigation, which will be essential before any building work can start to determine the type and depth of the foundations.

The figure of £5,000 is thus shown, though this is very much an estimate. An investigation would almost certainly include trial holes and perhaps boreholes as well.

Therefore, in broad terms, Income and Expenditure is likely to take this form;

Income	£
Hall hire, Jubilee Gardens/Shed, car parking	48,000
Interest on CAF account	<u>1,000</u>
	49,000
Expenditure	
Administrative and Bookkeeping services	5,000
Building/site redevelopment	5,000
Cleaning	5,000
Insurance	3,000
Fund-raising	2,000
Repairs/maintenance	6,000
Services (gas, water, electricity, rubbish collection)	5,500
Solicitors (as part of the change to a CIO)	2,000
Subscriptions	750
	<u>0</u>
Anticipated surplus over the year	14,750

Colin Wooding
Treasurer
February 2025

Exwick Parish Hall

Profit and Loss Report

01 January, 2024 - 31 December, 2024

Sales		
Car Parking Income (4003)	7,698.00	
Hall Rental Income (4001)	34,843.75	
Jubilee Garden Rental Income (4002)	5,555.00	
	Total Sales	£48,096.75
Direct Expenses		
Cost of Sales - Delivery (5030)	12.00	
Deposit Refund (5001)	1,431.00	
Other Direct Expenses (5060)	276.83	
	Total Direct Expenses	£1,719.83
GROSS PROFIT / LOSS		£46,376.92
Overheads		
Admin & Book-keeping Services (7621)	6,095.05	
Bank Charges and Interest (7900)	-715.50	
Business Insurance (7630)	1,579.95	
Cleaning (7810)	5,796.57	
Consultancy & Professional Fees (7620)	34,313.40	
Electricity (7200)	1,601.85	
Gas & Oil (7210)	1,584.55	
General Expenses (8200)	600.00	
Internet Charges (7540)	303.08	
Repairs and Renewals (7800)	8,579.55	
Subscriptions (8210)	765.71	
Water Rates (7110)	1,441.99	

Total Overheads

£61,946.20

NET PROFIT / LOSS

-£15,569.28

From: <mariejlangdon@gmail.com>

Date: Sat, Mar 8, 2025 at 9:31 AM

Subject: RE: EXWICK PARISH HALL - 2024 FULL SAGE ACCOUNTS

To:

<accounts@exwickparishhall.org.uk>, trevor@exwick.com <colinwooding10@gmail.com>

Dear Sarah and Colin

Having reviewed your reports, in conjunction with the banking records provided, I can confirm that this provides an accurate reflection of the Exwick Parish Hall's (EPH) current financial position.

The new reports, now produced using Sage rather than Excel, provide a much clearer way to view the accounts overall, with the detail available on separate reports. With the change in systems, there are a couple of areas where items have been miscategorised.

- Deposits are identified separately in the expenses categories (when returned) but are included in general income when received. For consistency, I would recommend recording them as a separate income line as well. This also facilitates seeing the overall balance held as deposits.
- Interest received, should be recorded separately as income rather than being included with interest charges.

With the change in systems, it is more challenging to compare to previous periods. This will become easier over time.

Overall EPH's funds have reduced by £18,381.86 in 2024, which is explained by the significant expenditure on professional fees relating to the planned new building and the capital purchase of a new catering oven.

I have attached my summary workings for your records.

For your records, I can confirm that I am an ACCA fellow, and my registration number is 2653901.

Best wishes

Marie

EXWICK PARISH HALL (FORMERLY INSTITUTE)

England & Wales - Charity number 801619

Accounts

Exwick Parish Hall - Treasurers Report for 2023

Summary – for the period ending 31st December 2023

Income for the Hall in 2023 was £42,131.43. This compared to just over £35k in the year before.

Expenditure amounted to £31,667.31. This compared to just over £27k last year.

This gave a surplus for the year of £10,464.

The total amount of money in the two bank accounts operated by the Hall (NatWest – reserve & current account and the CAF account) was £121,149.43. Our financial situation can thus be fairly described as healthy.

The more detailed accounts are attached as a separate document. These have been checked by our independent auditor, Marie Langdon, a Chartered Accountant and member of the Association of Chartered Certified Accountants. She had no concerns other than several procedural points. No actual inaccuracies were found, and she stated in her report to the management committee that *“Having reviewed your spreadsheet, in conjunction with the paperwork that you passed to me, I can confirm that this provides an accurate reflection of the Exwick Parish Hall’s (EPH) current financial position”*.

Main Events - Financial

Opening of CAF Bank Account

After a long period of trying, we finally managed to open an account with a bank that will let us work online, taking and making payments by BACS, as well as having some direct debits.

CAF Bank is owned by the Charities Aid Foundation (CAF). As an organisation, it specialises in working with charities with funds. CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

The account is working well, with nearly everything transferred from the old NatWest account to the new CAF account. Practically, the account we have can be accessed by our Administrator/Book-keeper (see below), the Treasurer and Chair. There is a rigorous system for authorising payments out of the account. Initially this is a “double-knock” system, whereby one authorised person “sets up” the payment, and a second then authorises that payment. There is much entering of passwords, and then security codes received by mobile phone. The system seems robust.

Administrator/Book-keeper

As set out in the Treasurer’s report last year, Jill Clapp wished to step down at the end of 2024 from her role as Administrator/Book-keeper. For various reasons this had to be accelerated, and Mrs Sarah Dicker was approached at the end of last year and has now been fully appointed, taking over from Jill in March 2024.

Thanks and much appreciation are expressed to Jill for her work which has gone over and above the call of duty on many occasions.

The total paid to our Administrator/Book-keeper in the year ending 31 December 2023 was £4,500.

Services

We have fixed prices for gas and electricity until the middle of 2025.

Broadband will come to an end in 2024, in terms of a fixed price, and will be looked at then.

Rather surprisingly, the cost of some services has dropped slightly from the previous year;

	<u>2023</u>	<u>2022</u>
Electricity	£1,441.13	£1,687.77
Gas	£2,878.09	£2,282.67
Water	£1,150.24	£1,679.40
Broadband/Wifi/Internet	<u>£293.26</u>	<u>£597.45</u>
Totals	£7785.72	£8269.29

It is difficult to account for this, other than as a reflection of the lower fixed rates that Jill managed to negotiate.

With increased use of the hall comes an increasing cost for cleaning, and this increased over the year;

	<u>2023</u>	<u>2022</u>
Cleaning	£2,702.66	£1,958.88

The cleaning contractor continues to do a good job and the costs seem reasonable.

Hiring Rates

General rates were increased in 2024, and are now;

Main hall	£22/hr (one-off bookings)	£15/hr (regular bookings)
Jubilee Gardens	£40/session (one-off bookings)	£20/session (regular bookings)
Small rooms	£8.50/hr (one-off bookings)	£2/hr (as add-on to Main Hall)
Car parking	£50/month	

It will be seen that discounted rates are given for long-term/regular users of the hall.

Requests for “one-off” events are dealt with on a case-by-case basis.

Hirers of the Hall and Rooms

Exwick Community Church are still the biggest user of the hall, with full-time hire of the front office and small rooms, and regular use of the Main Hall, Jubilee Gardens and small rooms on Sundays in particular. They paid a total of £7,787, almost the same as the previous year.

Users of the car park are then the next biggest contributor, at a total income of £7,275, an appreciable increase on the year before (£5,340).

Thereafter, Innovations in Dementia hire the first storey office, giving an income of £3,000.

The Forest School (Exwick Ark) paid a total of £3,380.

Dance Classes were a good source of income, with the various classes held contributing a total of £3,641.

The hire of the hall for private parties continues to be another good source of income, with a total of £2,012.

Other users include Bingo, the Exeter Folk Orchestra, Exeter Quilters, Exeter Hindu Group, Exercise Therapy, the Polish School, Yoga, Pilates, Fit-Steps, Twirly Tots and more recently Scottish Country Dancing.

As such the hall and rooms are in good and varied usage. At times the hall is used by two groups simultaneously, but this can be challenging.

Insurances

A review of the insurances held by Exwick Parish Hall was held during the year, and the Sums Insured for the Building and Contents increased to a more realistic level. Naturally, this led to an increase in premium from £937, to £1,224.

The figures in place are now considered to be accurate.

Redevelopment of the Hall and Site

The oldest part of the existing hall is now just over 100 years old, and it has been altered, adapted and extended on numerous occasions.

After many years of considering the future for the hall and site, in 2023 the decision was taken to employ an Architectural practice to draw up plans for a **new** building; this superseded the previous plans to extend the existing building still further.

Grainge Architects were appointed, and completed some of their work in the last financial year. The figures given above (total expenditure) thus include a payment to them (£8,904) and to Prism Surveys (£1,452). The latter was for a topographical survey of the site and street scene survey.

The Future

2024 will be a more challenging year in terms of finance, with expenditure anticipated to exceed income substantially, due to the work involved in redeveloping the site. This will include payments to the Architects and various other consultants, and the planning application fee to Exeter City Council.

This was known and anticipated by the managing Committee; it will not come as a surprise.

Assuming planning permission is obtained by the summer of 2024, attention will then be needed to fund-raising for the redevelopment of the site, anticipated to be around £2.5m. It is not an easy road that has been started, but one with huge potential and excitement, as Exwick Parish Hall ramps up for another century of serving the local and wider community in Exwick.

Colin Wooding – Treasurer - March 2024

Exwick Parish Hall Financial Statement

January – December 2023

Income	2023	2022	2021	2020	Expenditure	2023	2022	Different Headings	2021	2020
Bingo	£1,647.75	£1,102.57	£441.00	£1,140.00	Electricity	£1,441.13	£1,687.77	Electricity	£647.03	£1,222.07
Dance Classes	£3,641.00	£1,467.00	£188.00	£1,158.50	Gas	£2,878.09	£2,282.67	Gas	£1,815.88	£1,039.71
Misc	£12,905.42	£3,025.14	£606.50	£781.25	Broadband/Wifi/Internet	£293.26	£597.45	Water	£1,725.00	£1,479.11
Parties	£3,183.50	£3,175.00	£1,942.20	£476.87	Bookkeeping/Admin	£4,500.14	£3,610.00	Broadband/Wifi/Internet	£571.20	£571.20
Exeter Folk Orchestra	£815.75	£488.25	£299.25	£0.00	Water	£1,150.24	£1,679.40	Bingo	£0.00	£0.00
Car Park	£7,275.00	£5,340.00	£7,274.00	£5,973.89	Exp/Admin/Post/printing	£156.96	£18.37	Books/Bookings	£1,577.27	£147.05
Store*	£900.00	£450.00	£600.00	£600.00	Misc	£21,991.60	£1,920.25	Misc	£50.00	£164.54
Funding	£0.00	£2,667.00	£9,850.00	£10,000.00	Renovations	£0.00	£7,755.00	Renovations	£1,842.83	£13,757.31
Exeter Quilters	£443.00	£336.75	£203.25	£0.00	Maintenance**	£2,822.62	£2,119.00	Maintenance	£2,783.38	£1,392.90
Bank Interest	£6.37	£0.00	£0.00	£0.00	Insurance	£1,223.75	£937.47	Insurance	£900.67	£0.00
Exwick Comm. Church	£9,786.75	£7,325.05	£6,641.50	£2,424.88	Cleaning/Cleaners	£2,702.66	£1,958.88	Cleaning/Cleaners	£1,007.00	£1,854.00
Exeter Hindu Group	£531.25	£361.50	£36.75	£0.00	Bins & Rubbish	£179.31	£158.85	Bins & Rubbish	£154.84	£90.96
YMCA	£198.00	£0.00	£0.00	£185.25	PRS & Licences	£456.30	£596.30	PRS & Licences	£386.30	£585.18
Forrest School Ex Ark	£3,380.00	£2,535.00	£1,935.00	£0.00	Honorarium	£700.00	£0.00	Honorarium	£1,065.00	£0.00
Exercise Therapy	£0.00	£661.50	£168.00	£114.00	Refunds: Deposits/Overpaid	£1,171.25	£1,900.00	Refunds: Deposits/Overpaid	£950.00	£200.00
Polish School	£0.00	£1,139.38	£0.00	£812.25	Community Projects	£0.00		Community Projects		
Innovation in Dementia	£3,000.00	£3,223.50	£2,400.00	£2,400.00		£0.00				
Yoga	£801.14	£632.67	£249.32	£0.00		£0.00				
Fit Steps	£585.00	£378.00	£73.50	£171.00		£0.00				
ECA Youth/Community	£834.50	£0.00	£0.00	£0.00		£0.00				
Pilates	£1,768.00	£432.50	£302.50	£0.00		£0.00				
Twirly Tots	£429.00	£325.50	£231.00	£216.10		£0.00				
Reserve (interest)	£0.00	£0.00	£0.00	£12.06		£0.00				
	£0.00					£0.00				
Total Income	£52,131.43	£35,066.31	£33,441.77	£26,466.05	Total Expenses	£41,667.31	£27,221.41		£15,476.40	£22,504.03
	2023	2022	2021	2020		2023	2022		2021	2020
Total Income	£52,131.43	£35,066.31	£33,441.77		Reserve Account					
Less expenses	£41,667.31	£27,221.41	£15,476.40		Bal Bfw	£13,698.10	£13,668.35		£13,666.98	
Difference	£10,464.12	£7,844.90	£17,965.37		Transfers In/Out	0	£0.00			
					Interest	165.56	£29.75		£1.16	
					Bal Cfwd	£13,863.66	£13,698.10		£13,668.14	
Balances at bank										
31-Dec-22										
Bal Bfwd Reserve	£13,698.10	£13,668.35	£13,666.98		Current Account					
Bal Bfwd Current	£96,821.65	£88,976.75	£71,011.38		Bal Bfwd	£96,821.65	£88,976.75		£71,011.38	
	£110,519.75	£102,645.10	£84,678.36		Net Transfers In/Out					
					Bal Cfwd	£96,821.65	£88,976.75		£71,011.38	
Plus Income	£52,131.43	£35,066.31	£33,441.77							
	£162,651.18	£137,711.41	£118,120.13							
Less expenses	£41,667.31	£27,221.41	£15,476.40		Balances at bank					
	£120,983.87	£110,490.00	£102,643.73		31-Dec-23		31 Dec 22			
					Natwest Reserve A/C	£13,863.66	£13,698.10		£13,668.35	
					Natwest Current A/c	£102,089.99	£96,821.65		£88,976.75	
Bal at bank	£120,983.87	£110,490.00	£102,643.73		TOTAL	£115,953.65	£110,519.75		£102,645.10	
Plus Interest Reserve	165.56	£29.75	£1.16		CAF Bank Balance	£5,195.78				
Total Balance Bank	£121,149.43	£110,519.75	£102,644.89		TOTAL NW/CAF/RES	£121,149.43				
Difference		£0.00	£0.21							

£0.00

CAF Bank Balance £5,195.78

TOTAL NW/CAF/RES £121,149.43

Difference £0.00

*£900.00 Contra Non Bank Entry

**£900.00 Contra Non Bank Entry

Auditors report for Exwick Parish hall Accounts 2023

Having reviewed your spreadsheet, in conjunction with the paperwork that you passed to me, I can confirm that this provides an accurate reflection of the Exwick Parish Hall's (EPH) current financial position.

However, I note that income and expenditure are both overstated by £10,000. This does not impact on the overall balances, as the overstatement relates to a funds transfer between the 2 accounts held by EPH. Funds transfers should be recorded separately in the accounts and not included in the income and expenditure figures.

Overall EPH has made a profit of almost £11k in 2023, which when added to the existing balance puts EPH in a good financial position at the start of 2024.

Although the accounts are generally clear and easy to follow, there is a high level of historic data on the final accounts. Unless specifically needed by the trustees, I would advise showing fewer years for comparison purposes, as this would be easier to read.

In accordance with charities legislation, EPH is advised to have a reserves policy in place. As I am not aware of the current policy, I cannot comment on how appropriate it is. It is recommended that this should be based on 3 months' running costs. Based on the running costs for 2023, this would be about £10,500. Given that the current balances are significantly above this, I can see no reason for concern over the level of reserves.

For your records, I can confirm that I am a member of ACCA and my registration number is 2653901.

Best wishes

Marie

Marie J Langdon, March 24th 2024

EXWICK PARISH HALL (FORMERLY INSTITUTE)

England & Wales - Charity number 801619

Accounts

Annual Report for the Charity Commission

Exwick Parish Hall, Station Road, Exwick, Exeter, EX4 2FD

Charity Number 80619

Trustees:

Harriet R Sharp

Colin Wooding

Julia Mackenzie-Grant

Prem Sivlal

Exwick Parish hall information:

The charity is run by a committee who meet several times a year to make decisions to do with the upkeep of the current hall, and making sure the charity is fulfilling its aims. Trustees are usually active members of the committee. Committee members are usually people who use the hall in some way and others are invited to join the committee to bring skills that are needed to the committee. The charity runs a community hall, including a garden, for the benefit of all people in the local area. The rooms and garden are used for a wide range of activities including Forest School for a preschool, a variety of dancing lessons, fitness classes, parenting groups, intergenerational coffee mornings, parties, church services, Hindu temple meetings and celebrations, orchestra, samba band practice, office space for two local charities.

Chairperson's report for the year 2022

During 2022 we have seen many new users to the Hall. The hall continues to provide a warm and welcoming environment for the many users. The benefits of people being able to meet in a large building include reducing social isolation, increasing wellbeing and fitness, helping to develop links with in the community and empowering people to get involved in their community.

The committee has moved forward a little with plans for a new hall. Thanks must be given to Richard Satterly particularly and Colin Wooding for sharing their expertise and time.

Jill Clapp (our paid administrator) helped to sort out so many bits of administration and Trevor Sharp helped with liaising with people wanting to use the hall and Jubilee garden. They have both given much time and energy to this and have made sure that the hall is very well used and has also smooth and efficient systems. The Exwick Ark nursery over the road has been very helpful in holding keys for people hiring the building for one off or irregular bookings.

The Hall ended the year in a secure financial position. It is well used by locals and therefore fulfils its aim (see Treasurer's report).

Paula Stone, Chairperson, Exwick Parish Hall Committee

Treasurers Report for 2022 Summary Income for the Hall in 2022 was £35,066. Expenditure amounted to £27,221, giving a surplus for the year of £7,845. The total amount of money in the two

banks accounts operated by the Hall (one reserve and one current account) was £110,511 at the end of December 2022. Our financial situation can thus be fairly described as healthy. The more detailed accounts are attached as a separate document. Present position As you may recall, I took over the role of Treasurer in March 2022, but since that time have not had too much to do, as happily Jill Clapp, working very well with Trevor Sharp and others, has been running the day-to-day business of the hall finances, including but not limited to;

- Monthly reconciliation of the bank account and maintaining records of all transactions using Hall Master;
- Regular liaison with hirers, both regular and one-off;
- Paying in cheques and arranging for all necessary payments out, including refunds where deposits have been taken for the hall hire;
- Chasing overdue payments;

Year end reports In the last 12 months Jill has also investigated the prices we were paying for gas, electricity and broadband; the first particularly relevant given the sizeable increases in general costs of energy supplies. She then helped arrange for us change to Pozitive Energy for gas, under a 3 year fixed contract, and (perhaps counter-intuitively) to British Gas Lite for electricity, again under a 3 year fixed priced contract. In this way our energy costs, whilst still higher than in previous years, are at least capped for 30 months or so. A substantial saving was achieved by changing our broadband supplier to Plus-Net Business, and this is on a 2 year fix. In so doing, we discovered more than we really wanted to know about the number of phone lines into the building, but at least the situation is now somewhat simpler. These three alterations to suppliers were something of a “one-off”, and should not need to be repeated for some time. Jill keeps detailed records of her time spent, which averaged out at around 25 hours per month. This does vary from week to week, and is probably more than will be the case in 2023, as there will not be the time spent on changing suppliers (utilities). However, the bad news is that Jill will only be carrying on in this role under the end of next year. Thus, around this time next year, we will need to think about who can take on that role, in order that there can be a smooth transition.

Hiring rates Rates were increased by agreement at a previous Committee meeting and were implemented from December 2022, except for the car park users where the increase was deferred to February 2023 to give them all a little more notice. At present we have 15 paying users of the carpark, 7 of whom work at the Exwick Ark. The rates for the hire of the front office (Exwick Community Church) and upstairs (Innovations in Dementia) were not increased at the last meeting, and have remained unaltered since September 2021 (nearly 18 months)

Jubilee Gardens These have been improved dramatically, mostly by the YMCA Exeter, who use the gardens frequently; we have contributed to some of the costs of so doing, as shown on the Accounts. This was a special cost for 2022, and is unlikely to be repeated in 2023.

Hirers of the Hall and rooms Sadly one of the longest users of the hall for teaching dance, passed away in December after a short illness. Dancing is still taught by others at the hall, as it has a wonderful sprung floor that is, I am told, a delight to dance on. Exwick Community Church are the biggest user of the hall, with full-time hire of the front office, and regular use on Sundays in particular. They paid a total of £7,325 over the last financial year. Users of the carpark are then the next biggest contributor, at a total income of £5,340. The hire of the hall for private parties is also a good source of income, with a total of £3,175 (net of all refunds), a sizeable increase on the previous year. Happily we also have some new regular users of the hall, including the Polish School, Yoga being taught by Tanya, Fitsteps with Donna, Pilates with Caroline, and two new dance classes. As such the hall and rooms are in good usage, as indeed should be the case, given the wording of our Governing Documents, which states that the objective of the charity is improving the conditions of life for said inhabitants. The “said inhabitants” are those living in the electoral ward of Exwick and without distinction of political, religious or other opinions. The way in which these inhabitants are to

be improved is through the “provision and maintenance of a village hall”. The hall can be used for meetings, lectures, classes and “for other forms of recreation and leisure time occupation”. When considering any aspect of the hall, we need to keep these points in mind.

The future of the Parish Hall We are edging towards replacing the existing hall, which is now almost exactly 100 years old, with a new building that will be on the same site, but somewhat to the eastern end. Some initial plans and elevations have been prepared by Richard Satterly of Charles E Ware and Son Architects. At present Richard has, on behalf of the Committee, submitted a request for preapplication advice to Exeter City Council. Initial verbal indications are broadly positive; no written response has yet been received. The Committee, must decide whether to pursue this avenue further, or whether to revert to the scheme of “infill” to the existing building. This will in part be required as our funds are now just over £110,000 in the bank, and it is not appropriate for us (the Committee) to keep seeing this figure grow with no objective in sight.

Colin Wooding, Treasurer, March 2023

Exwick Parish Hall accounts audit.

Having reviewed your spreadsheet, in conjunction with the paperwork that you passed to me, I can confirm that this provides an accurate reflection of the Exwick Parish Hall’s (EPH) current financial position.

The accounts are generally clear and easy to follow. For comparison purposes, I would recommend ensuring that previous years’ expenditure is shown alongside the same expense category for the current year.

Overall EPH has made a profit of almost £8k in 2022, which when added to the existing balance puts EPH in a good financial position.

In accordance with charities legislation EPH should have a reserves policy in place, however I am not aware of what this is, so cannot comment on how appropriate it is. As a minimum this should be based on 3 months’ running costs. Based on the running costs for 2022, this would be about £7,500. Given that the current balances are significantly above this, I can see no reason for concern over the level of reserves.

Marie Langdon, member of ACCA, registration number 2653901.

Exwick Parish Hall Financial Statement January – December 2022

Income	2022	2021	2020	Expenditure	2022	2021/2020	2021	2020
Bingo	£1,102.57	£441.00	£1,140.00	Electricity	£1,687.77	Electricity	£647.03	£1,222.07
Dance School	£1,467.00	£188.00	£1,158.50	Gas	£2,282.67	Gas	£1,815.88	£1,039.71
Misc (Events/Deposits)	£3,025.14	£606.50	£781.25	Broadband & Wifi	£597.45	Water	£1,725.00	£1,479.11
Parties (Hire/Deposits)	£3,175.00	£1,942.20	£476.87	Bookkeeping/Bookings *	£3,610.00	B/B/Wifi	£571.20	£571.20
Exeter Folk Orchestra	£488.25	£299.25	£0.00	Water	£1,679.40	Bingo	£0.00	£0.00
Car Park	£5,340.00	£7,274.00	£5,973.89	Exp/Admin/Post/printing	£18.37	Books/bookings	£1,577.27	£147.05
Store	£450.00	£600.00	£600.00	Misc **	£1,441.25	Misc	£50.00	£164.54
Funding	£2,667.00	£9,850.00	£10,000.00	Renovations	£7,755.00	Renovations	£1,842.83	£13,757.31
Exeter Quilters	£336.75	£203.25	£0.00	Maintenance	£2,119.00	Maintenance	£2,783.38	£1,392.90
Bank Interest	£0.00	£0.00	£0.00	Insurance	£937.47	Insurance	£900.67	£0.00
Exwick Comm. Church	£7,325.05	£6,641.50	£2,424.88	Cleaner/Cleaning	£1,958.88	Cleaner	£1,007.00	£1,854.00
Hindu Temple	£361.50	£36.75	£0.00	Bins	£158.85	Bins	£154.84	£90.96
Choir	£0.00	£0.00	£185.25	PRS & Licences	£596.30	PRS & Licences	£386.30	£585.18
Forrest School Ex Ark	£2,535.00	£1,935.00	£0.00	Honorariums	£0.00	Honorarium ***	£1,065.00	£0.00
Exercise Therapy	£661.50	£168.00	£114.00	Refunds:Deposits/Overpaid	£2,379.00	Deposit Refunds	£950.00	£200.00
Polish School (Dogs T/Old)	£1,139.38	£0.00	£812.25					
Innovation in Dementia	£3,223.50	£2,400.00	£2,400.00					
Yoga	£632.67	£249.32	£0.00					
Fit Steps	£378.00	£73.50	£171.00					
Table Tennis	£0.00	£0.00	£0.00					
Pilates	£432.50	£302.50	£0.00					
Twirly Tots	£325.50	£231.00	£216.10					
Reserve (interest)	£0.00	£0.00	£12.06					
Total Income	£35,066.31	£33,441.77	£26,466.05	Total Expenses	£27,221.41		£15,476.40	£22,504.03
Total Income	£35,066.31	£33,441.77		Reserve Account				
Less expenses	£27,221.41	£15,476.40		Bal Bfw	£13,668.35		£13,666.98	
Difference	£7,844.90	£17,965.37		Transfers In/Out	£0.00			
				Interest	£20.75		£1.16	
				Bal Cfwd	£13,689.10		£13,668.14	
Balances at bank								
31-Dec-22	31 Dec 21							
Bal Bfwd Reserve	£13,668.35	£13,666.98		Current Account				
Bal Bfwd Current	£88,976.75	£71,011.38		Bal Bfwd	£88,976.75		£71,011.38	
	£102,645.10	£84,678.36		Net Transfers In/Out				
				Bal Cfwd	£88,976.75		£71,011.38	
Plus Income	£35,066.31	£33,441.77						
	£137,711.41	£118,120.13						
Less expenses	£27,221.41	£15,476.40		Balances at bank				
	£110,490.00	£102,643.73		31-Dec-22			31 Dec 21	
				Natwest Reserve A/C	£13,689.10		£13,668.35	
				Natwest Current A/c	£96,821.65		£88,976.75	
Bal at bank	£110,490.00	£102,643.73			£110,510.75		£102,645.10	
Plus Interest Reserve	£20.75	£1.16						
Total Balance Bank	£110,510.75	£102,644.89						
Difference	£0.00	£0.21						

* 300.25 hrs 2022 (Avg 25 hours/month)

** 2022 Architects/Fire/Memberships/Misc

*** 2020 & 2021

20/21 headings in different column to 2022 if comparing

Exwick Parish Hall accounts audit.

Having reviewed your spreadsheet, in conjunction with the paperwork that you passed to me, I can confirm that this provides an accurate reflection of the Exwick Parish Hall's (EPH) current financial position.

The accounts are generally clear and easy to follow. For comparison purposes, I would recommend ensuring that previous years' expenditure is shown alongside the same expense category for the current year.

Overall EPH has made a profit of almost £8k in 2022, which when added to the existing balance puts EPH in a good financial position.

In accordance with charities legislation EPH should have a reserves policy in place, however I am not aware of what this is, so cannot comment on how appropriate it is. As a minimum this should be based on 3 months' running costs. Based on the running costs for 2022, this would be about £7,500. Given that the current balances are significantly above this, I can see no reason for concern over the level of reserves.

For your records, I can confirm that I am a member of ACCA and my registration number is 2653901.

Marie Langdon

EXWICK PARISH HALL (FORMERLY INSTITUTE)

England & Wales - Charity number 801619

Accounts

Exwick Parish Hall Chairman's report for 2021

The hall bookings really started to pick up in the last quarter of 2021 as Covid restrictions were reduced enabling more people to meet.

- Covid 19 pandemic caused the bookings in the hall to be much reduced for much of the year
- Jill Clapp started as bookings secretary and bookkeeper in April 2021 (she will be doing this on a self-employed basis) and she has worked really hard to boost the bookings in the hall.
- A few groups have not returned to using the hall on a regular basis but there are lots of new hirers including the hall being used a lot more for parties by locals as the 2 regular Saturday bookings did not return/continue due to the pandemic.
- Stuart Smales continues to care for the grounds and the outside of the hall.
- The Jubilee Garden continues to be developed by several of the users (The Exwick Ark and YMCA Exeter) and this past year saw a timber shelter built in the far corner of the Jubilee Garden which was used for the Carols round the campfire event organised by Exwick Community Church. These developments have meant that the Garden can be used all year round much more easily now.
- Despite the Covid 19 pandemic the hall continued to be used well, had many enquiries about using it and we are working towards replacing it someday. We have commissioned an architect to draw up proposals for a brand new hall and meeting rooms.

Thank you to Harri Sharp for her work as Secretary to the Committee, to Rachael Milton for her work as Book-keeper and Treasurer and to Jill Clapp for many hours organising bookings, invoices and responding to emails and messages via Facebook. Thank you to all the others who have helped to keep the hall going this past year. The input from everyone has meant that the hall continues to be used by a wide section of the Exwick Community and beyond. We look forward to the coming year.

Paula Stone, Chairman of Exwick Parish hall Committee, 3rd March 2022

Exwick Parish Hall Financial Statement
January - December 2021

Income	2021	2020	Expenditure	2021	2020
Bingo	£441.00	£1,140.00	Electricity	£647.03	£1,222.07
Dance School	£188.00	£1,158.50	Gas	£1,815.88	£1,039.71
Misc	£606.50	£781.25	Water	£1,725.00	£1,479.11
Parties	£1,942.20	£476.87	Broadband	£571.20	£571.20
Exeter Folk Orchestra	£299.25	£0.00	Bingo	£0.00	£0.00
Car Park	£7,274.00	£5,973.89	Expenses	£1,577.27	£147.05
Store	£600.00	£600.00	Misc	£50.00	£164.54
Funding	£9,850.00	£10,000.00	Renovations	£1,842.83	£13,757.31
Exeter Quilters	£203.25	£0.00	Maintenance	£2,783.38	£1,392.90
Bank Interest	£0.00	£0.00	Insurance	£900.67	£0.00
Exwick Comm. Church	£6,641.50	£2,424.88	Cleaner	£1,007.00	£1,854.00
Hindu Temple	£36.75	£0.00	Bins	£154.84	£90.96
Choir	£0.00	£185.25	PRS & Licences	£386.30	£585.18
Forrest School Ex Ark	£1,935.00	£0.00	Honarium	£1,065.00	£0.00
Exercise Therapy	£168.00	£114.00	Party Refunds	£950.00	£200.00
Dog Training	£0.00	£812.25			
Innovation in Dementia	£2,400.00	£2,400.00			
Yoga	£249.32	£0.00			
Fit Steps	£73.50	£171.00			
Table Tennis	£0.00	£0.00			
Pilates	£302.50	£0.00			
Twirly Tots	£231.00	£216.10			
Reserve (interest)	£1.25	£12.06			
Total Income	£33,443.02	£26,466.05	Total Expenses	£15,476.40	£22,504.03
Total Income	£33,443.02		<u>Reserve Account</u>		
Less expenses	£15,476.40		Bal Bfw	£13,666.98	
Difference	£17,966.62		Transfers In/Out		
			Interest	£1.04	
Balances at bank			Bal Cfwd	£13,668.02	
31-Dec-20			<u>Current Account</u>		
Bal Bfwd Reserve	£13,666.98		Bal Bfwd	£71,011.38	
Bal Bfwd Current	£71,011.38		Net Transfers In/Out		
	£84,678.36		Bal Cfwd	£71,011.38	
Plus Income	£33,443.02				
	£118,121.38		Balances at bank		
Less expenses	£15,476.40		31-Dec-21		
	£102,644.98		Natwest Reserve A/C	£13,668.23	
Bal at bank	£102,644.98		Natwest Current A/c	£88,976.75	
Difference	£0.00			£102,644.98	

EXWICK PARISH HALL (FORMERLY INSTITUTE)

England & Wales - Charity number 801619

Accounts

Exwick Parish Hall Chairman's report March 2020 to 2021

- Covid 19 pandemic closed the hall mid-March 2020. The AGM was postponed until September 2020 as the committee couldn't meet. We have since all learnt to use ZOOM video conferencing.
- The hall re-opened in August 2020 to groups with satisfactory Covid-19 Risk Assessments. While the hall was closed the floor was sanded and resealed and the PA was installed. Some groups have not re-started since March 2020 but all but a few intend to restart in some way.
- Stuart Smales continues to care for the grounds and the outside of the hall.
- The Jubilee Garden continues to be developed by several of the users (The Exwick Ark and YMCA Exeter) as they seek to create a space that will enable people to engage with growing plants, enjoy nature and to look after it. During the year two dangerous trees were removed, the willow structures refreshed, 4 different types of trees were planted around the edges and the step onto the lawn made more visible.
- Jill Clapp started as bookings secretary and bookkeeper in April 2021 (she will be doing this on a self-employed basis)
- Despite the Covid 19 pandemic the hall continues to be used well, has many enquiries about using it every month and we are working towards replacing it someday.

Thank you to Harri Sharp for her work as Secretary to the Committee, to Rachael Milton for her work as Book-keeper and Treasurer and to Trevor Sharp for his many hours organising bookings, invoices and showing people around, as well as all the time spent meeting up with work men when things needed fixing. Thank you to all the others who have helped to keep the hall going this past year. The input from everyone has meant that the hall continues to be used by a wide section of the Exwick Community and beyond.

Paula Stone, Chairman of Exwick Parish hall Committee, June 8th 2021

Exwick Parish Hall Financial Statement
January - December 2020

Income	2020	2019	Expenditur	2020	2019
Bingo	£1,140.00	£0.00	Electricity	£1,222.07	£965.47
Dance Schc	£1,158.50	£2,540.75	Gas	£1,039.71	£1,301.52
Misc	£781.25	£1,509.73	Water	£1,479.11	£882.28
Parties	£476.87	£743.75	Broadband	£571.20	£0.00
Belly Danci	£0.00	£30.00	Bingo	£0.00	£0.00
Car Park	£5,973.89	£7,126.25	Expenses	£147.05	£457.69
Store	£600.00	£600.00	Misc	£164.54	£284.77
Funding	£10,000.00	£0.00	Renovatio	£13,757.31	£914.00
Committee	£0.00	£20.00	Maintenac	£1,392.90	£3,559.76
Bank Inter	£0.00	£0.00	Insurance	£0.00	£900.25
Exwick Con	£2,424.88	£5,669.43	Cleaner	£1,854.00	£3,831.90
Hindu Tem	£0.00	£266.00	Bins	£90.96	£147.84
Choir	£185.25	£741.00	PRS & Licer	£585.18	£643.30
Science Gr	£0.00	£99.74	Honorariu	£0.00	£475.00
Keep Fit	£114.00	£0.00	Party Refu	£200.00	£50.00
Dog Trainir	£812.25	£1,548.25			
Inno in Der	£2,400.00	£2,400.00			
Baby Yoga	£0.00	£106.87			
Fit Steps	£171.00	£237.50			
Table Tenn	£0.00	£0.00			
Pilates	£0.00	£283.00			
Twirly Tots	£216.10	£0.00			
Reserve (in	£12.06				
Total Incon	£26,466.05	£23,922.27	Total Exper	£22,504.03	£14,413.78

Total Incon £26,466.05
Less expen: £22,504.03
Difference £3,962.02

Balances at bank
31-Dec-19

Bal Bfwd R: £13,654.92
Bal Bfwd C: £67,061.42
£80,716.34

Plus Incom £26,466.05
£107,182.39

Less expen: £22,504.03
£84,678.36

Bal at bank £84,678.36

Difference £0.00

Reserve Account
Bal Bfw £13,654.92
Transfers In £0.00
Interest £12.06
Bal Cfwd £13,666.98

Current Account
Bal Bfwd £67,061.42
Net Transfr £3,949.96
Bal Cfwd £71,011.38

Balances at bank
31-Dec-20
Natwest R: £13,666.98
Natwest C: £71,011.38
£84,678.36

From: mariejlangdon@gmail.com <mariejlangdon@gmail.com>
Date: Tuesday, 29 September 2020 at 08:12
To: Rachael Litherland <rachael@myid.org.uk>
Subject: RE: Parish Hall accounts

Hi Rachel

I've been through the accounts (my working file is attached), and found a few differences.

- On your expenditure tab there were 2 cheques that had cleared the bank account, but which were not recorded. I've input those, and this has increased overall expenditure to £14,413.78 (highlighted in yellow and carried forward appropriately)
- On the final accounts tab, the balances for the reserves account didn't match the bank statement. The opening balance was shown as £13,615.69, but on the bank statement it's £13,625.30, and the closing balance is £13,654.92, rather than the £13,657.00 shown. This makes the interest value for the year £29.62, not the £41.31 recorded. I couldn't completely check this as the statement for Sep-Dec 2019 wasn't in the bundle you gave me. (Changes highlighted in orange)
- The closing balance for the current account was shown as £67,109, but on the statement it's £67,061.42. I've updated this (change highlighted in green)

Making these changes, brings the difference down to £39.23, which I assume is unrecorded income as the bank balance is higher than your figures. This may be due to minor input errors as some of the figures on the bank statements are not easy to read.

If you are unable to identify the remaining difference, I would advise entering an adjustment under miscellaneous income for the value of 39.23 (I have shown this in purple on the workings) as the value is relatively low, and there is limited value in spending a lot of time looking for it.

Please let me know if you need me to do anything more with this, or if you need anything further.

I will also need to arrange to return the paperwork to you. What is the best way to do this?

Kind regards

Marie