

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

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

Marie Langdon