

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
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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