

**PELDON AND WIGBOROUGH'S COMMUNITY HALL
TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2019**

1. This has been a most unusual year for the charity, not least in that it has had two Chairman. Alma Thomas filled the role with distinction for most of the year and Jinny Gale replaced her on 25th March 2019.
2. In November 2016, at an AGM of the Wigborough's Village Hall charity Wigborough's residents voted to sell their derelict village hall and to split the net profits equally between two projects. These were to enable enhancement of the nave of Great Wigborough Church to make it more suitable for use as a community venue and to support the re-development of Peldon Village Hall to create a co-owned and shared community centre to be known as the Peldon and Wigborough's Community Centre.
3. At Peldon Village Hall's previous AGM on May 15th 2018 the residents of Peldon voted to allow legal changes to Peldon Village Hall's governing document which had been being discussed between the Peldon and Wigborough's charities for some years. These would, with Charity Commission approval, allow the restructuring of the existing charity to make it fit for purpose to manage the new Community Hall for the benefit of both Peldon and Wigborough's residents.
4. The changes consisted of:
 - changing the name of the charity from Peldon Village Hall to Peldon and Wigborough's Community Hall
 - extending its area of benefit to include the villages of Great and Little Wigborough
 - introducing a two tier structure with a Trustee Board and a Management Committee
 - the Trustee Board would consist of up to ten trustees with the initial members being
 - 4 nominees from the existing Peldon charity
 - 3 nominees from the Wigborough's charity
 - 2 appointees from the Parish Council, one for Peldon and one for the Wigborough's
 - 1 appointee from the Church of England benefice which includes Peldon and the Wigborough's
 - at the first AGM following the establishment of the new structure the make-up of the Trustee Board would change, with the Parish Council and the Benefice continuing to appoint three trustees but the other seven trustees being elected by the residents of Peldon and the Wigborough's with no requirements as to numbers from each of the communities.
5. The Charity Commission subsequently agreed to these proposals and they were given effect in a series of meetings on Transition Day, March 19th 2019.
6. The initial trustees were
 - Stewart Bilsland, Robert Davidson, Liz Davidson, and Andy Wade (chosen by Peldon)
 - Jinny Gale, John Hutchinson and Alma Thomas (chosen by the Wigborough's)
 - Robert Kean (appointed by the Parish Council for Peldon)

- Phil Gladwin (appointed by the Parish Council for the Wigboroughs)
 - Alex Graham (appointed by the Benefice)
7. Prior to Transition Day the powers that would be devolved to the Management Committee had been agreed including the requirement that it should be chaired by a trustee.
 8. At the first meeting of the Trustee Board Jinny Gale was elected as Chairman, Robert Davidson as Vice Chairman, Stewart Bilsland as Treasurer and John Hutchinson as Secretary. Robert Davidson was also selected as the Chairman of the Management Committee.
 9. The Trustee Board also agreed to hold, in a separate ring fenced account, that portion of the net sale money allocated for the enhancement of the nave of Great Wigborough church and to release it to the Wigboroughs PCC against formal requests which satisfied the purposes for which the money was originally gifted.
 10. Since Transition Day much work has been done to identify, create and organise the many documents which are necessary for the legal and efficient running of the charity and the management of the hall both in the present and for the future. A huge amount of effort and patience has gone into this necessary but time consuming operation and it still continues.
 11. Meanwhile, as the background legal and documentary processes continued, the Management Committee, by unstinting efforts and energy, produced a very successful year for the new hall in terms of bookings and usage by local residents and others.
 12. The many activities taking place included the annual pantomime, the ever popular summer party, jazz evenings, table tennis, yoga, ballroom dancing, art classes, quilting, knit and natter, a children's club, a quiz night, games afternoons, a gardening club, Parish Council meetings, the monthly Village Lunch. Bookings were received for private events, conferences and public meetings.
 13. The effort and commitment needed to achieve this, as everyone got used to the workings of the hall and overcame inevitable teething troubles, cannot be overstated. While business as usual continued, the Management Committee with the co-operation of Stroods, the builders of the hall, and other contractors and suppliers and helpers dealt with electrical testing, fire and security regulations, equipment testing, CCTV security issues, heating difficulties, the increased work and costs of maintaining the hall as compared with the old hall and many other issues. It was a truly magnificent effort from too many people to name, all led and co-ordinated by the Management Committee.
 14. The attached accounts record the financial story of the year. The charity continued to benefit from significant personal loans from some trustees and an ongoing loan from ACRE. It did well to remain in touch with its budget during the year, and managed to avoid having to raise extra short term funding. The many activities generated a regular weekly and monthly income stream which was boosted by significant profits from the pantomime and the summer party.
 15. On Transition Day the Wigboroughs money finally became available to the charity and was immediately used to repay the trustees' personal loans. Arrangements had already been

made to rationalise bank accounts to hold the charity's funds and the money held on trust for the ultimate benefit of Great Wigborough Church.

16. In conclusion the charity, thanks to excellent work from its trustees, its Management Committee, its many helpers and the communities it serves has weathered a difficult year and emerged triumphantly in a new structure ready to take on the challenges of the future.

Signed (for the Trustee Board):

Alma Thomas

Handwritten signature of Alma Thomas in cursive script.

Christine Gale (known as Jinny Gale)

Handwritten signature of Christine Gale in cursive script.

Date: 19/11/19

Peldon & Wigboroughs Community Hall

Treasurer's Report on the Accounts for the Year Ended 31 March 2019

Overview

The year ended 31 March 2019 saw the first full year of operation of the new hall and the finalisation of matters relating to its construction. The General Fund records receipts and payments from ongoing operating activities, while the Rebuilding and Equipment Fund deals with capital funding receipts and payments to purchase assets and repay capital debts.

There was a net inflow of funds of £32,975 over the year, and consequently cash balances at the end of the year had risen to £37,777. This inflow was the result of two factors. Firstly, the funds received in the year from the Wigborough Village Hall Management Committee ("WVHMC") exceeded by £19,129 the amounts that were needed to meet the final payments to the contractors for the new hall and to repay borrowings that funded earlier payments to contractors. Secondly, receipts from operating activities exceeded the ongoing costs of running the hall by £13,846.

£7,500 of the surplus earned in the General Fund in the year has been transferred to the Rebuilding and Equipment Fund. This leaves the General Fund with a balance of £7,958 at the end of the financial year, while the Rebuilding and Equipment Fund has increased to £29,819.

General Fund

The hall earns income from 3 main sources – the hiring of its premises and equipment to third parties, the running of a number of regular activities as hall clubs, and from fundraising events and activities it organises. Total receipts (including sundry other income) in the year amounted to £34,316 compared to £31,724 in the previous year, when the hall was only operational for 7 months.

Receipts from third party hiring's almost doubled, from £4,978 to £9,510, reflecting the longer period of operation. The hall was hired for a total of 760 hours in the year, of which 538 hours were hiring's by regular users and 222 hours were for one-off private bookings. Among regular hirers, Autism Anglia were the biggest user, accounting for 132 hours, with the two Art classes, the Quilting group and Yoga each using the hall for between 55 and 58 hours over the year. Other fitness activities had a mixed year, and both the Pilates and Metafit classes ceased at the end of 2018 due to lack of support. Other regular users include the Knit and Natter group, the Gardening club, the Kids club, PAWS and the Village Lunch, all of whom continue to make regular use of it.

Hall clubs have seen a significant increase in activity. Last year they comprised a weekly Badminton and Table Tennis group but this year a Games club and Dance classes have been added, and the Table Tennis has used the hall more as its patronage has grown. Receipts in the year rose from £223 to £2,907 as these activities accounted for 205 hours' use of the hall.

The fundraising activities and events run in the year were the Peldon Players' pantomime, the Summer Concert at Brick House Farm, 9 Jazz/music evenings in the Hall, 11 monthly Coffee Mornings and 2 Quiz Nights. Gross receipts from these activities were £21,820 compared with £26,430 the previous year, and after related costs are taken into account, their net contribution to the Hall's funds dropped from £16,781 to £11,968. The main reason for the lower contribution was that the summer concert did not hold an auction in 2018 and offered a free bar, resulting in a contribution of £3,188 from this event, £5,674 less than the previous year. In 2017/18 there was an opening event for the new hall which contributed £936 and a number of dance events were held, contributing £513, which are now reported as hall clubs. By contrast, there were more Jazz nights and Coffee Mornings in 2018/19, and there was a larger contribution from the pantomime up to £4,132 from £4,008.

General Fund payments can also be grouped in 3 areas – payments to keep the building running, payments incurred in staging fundraising activities, and administrative expenses. Building expenses totalled £9,040, an increase of £2,391 from the £6,649 incurred in the previous year. While this was partly explained by a full 12 months of operation in the current year, there were some other factors. New, more frequent cleaning arrangements were entered into and regular repair and maintenance contracts were agreed for security and safety equipment. Administrative expenses rose from £1,195 to £1,578 with an increase in the cost of the PRS licence (which is based on previous year's receipts) and a first annual licence to permit the sale of alcohol on the premises being the main factors.

Rebuilding and Equipment Fund

This fund records the payments made to contractors and professional advisers for costs incurred in the building of the new hall, purchases of equipment to fit it out, and the funding of this expenditure whether by grants received, donations (including reclaimed gift aid) or loans.

The most significant transactions through this fund in the year occurred at the end of March when £142,000 was received from WVHMC, the final payment of £12,144 due to the contractors who built the hall (Stroods) was made, and the loans advanced by 3 trustees to settle Stroods' earlier accounts in 2017 (pending receipt of the funds from WVHMC) were repaid, including interest (£99,891).

The receipt from WVHMC represents approximately half the net proceeds of their sale of the old village hall site in Great Wigborough. As noted at the 2018 AGM, the remaining half will also be paid to the Hall to be held by it on trust in a separate fund to meet improvements to the Nave of the church in Great Wigborough to provide a community space. The money has been received in 2019/20.

The total paid to Stroods and the Hall's chartered surveyors, Daniel Connal Partnership, during the year amounted to £19,874 and represented the final costs of constructing the new hall. A further £304 was spent on specimen trees and plants for the garden area in the grounds of the hall. There were some minor equipment purchases in the year but the major new equipment acquired was the new stage. Its cost of £4,636 was settled by the Parish Council from local Colchester Borough Councillors' locality budgets, and also £1,268 of Community Initiative Funding from Essex County Council that the Hall was granted in early 2018.

In addition to the repayment of trustee loans, £3,212 was spent on scheduled repayments

of the loan the Hall arranged with the Rural Communities Buildings Loan Fund in 2017 to fund the purchase of sound, lighting and stage curtaining equipment in the new hall.

Statement of Assets and Liabilities

Cash and bank balances at 31 March 2019 totalled £37,777, an increase of £32,975 since the previous year end as noted previously. Amounts due to the Hall from its use in March totalled £1,069 (2018 – £794) and £667 (2018 - £852) of the operating expenditure paid in the year was attributable to the 2019/20 financial year (pre-paid insurance, publicity and licence costs). The gift aid reclaimable on donations received in 2018/19 amounted to £112 (2018 - £443).

Capital assets comprise the amounts spent on the new hall (but excluding abortive costs incurred earlier in the project) and equipment purchased for it. Donated assets are shown separately at valuation. Increases in these amounts since March 2018 are explained above.

The hall's liabilities have reduced significantly following repayment of the Trustee loans. Accrued operating costs of £963 (2018 - £1,063) include amounts due for utilities costs and rates and also amounts due under the new caretaking, cleaning and maintenance contract which are settled monthly in arrears. The only capital liability is the Rural Communities Buildings Loan Fund loan which has reduced to £20,530 (2018 - £23,378) including accrued interest.

Finally, a massive thank you to Bob Homes who has now stepped down from being the Treasurer of PVHMC over the last 15 years including during the whole design and building process of the new Hall. The PWCH would probably not have been open and operational now if it wasn't for all of Bob's hard work and management of the finances. Also, I want to thank Bob for all his help, advice and assistance in the handover period of passing the control of the finances over to myself.



Stewart Bilsland
Treasurer
18th November 2019

Independent Examiner's Report on the Accounts for the Year Ended 31 March 2019

The independent examiner's report on the accounts is appended after page (8).

Peldon Wigboroughs Community Hall

Receipts and Payments Accounts

Year ended 31 March 2019

2018

	Rebuilding			
	General	& Equipment	Total	Total
	Fund	Fund	Funds	Funds
	£	£	£	£
<u>Receipts</u>				
<i>Operating activities</i>				
Hire charges	9,510	0	9,510	4,978
Hall clubs	2,907	0	2,907	223
Fundraising events	21,820	0	21,820	26,430
Donations & gift aid	51	443	494	7,062
Interest received	22	0	22	35
Sundry receipts	6	0	6	19
<i>Capital funding</i>				
Wigborough Village Hall Management Committee	0	142,000	142,000	0
Grants received	0	0	0	110,562
Loans received	0	0	0	122,970
Total receipts	34,316	142,443	176,759	272,279
<u>Payments</u>				
<i>Operating costs</i>				
Rates, utilities and insurance	4,328	0	4,328	4,339
Caretaker	1,275	0	1,275	955
Cleaning & domestic sundries	1,685	0	1,685	713
Repairs & maintenance	1,404	0	1,404	381
Wifi	348	0	348	261
Fundraising events	9,852	0	9,852	9,649
Marketing & publicity	180	0	180	210
Licenses & subscriptions	658	0	658	368
Administration costs	396	0	396	270
Sundry payments	344	0	344	347
<i>Asset purchases & debt repayments</i>				
Contractors & professional fees	0	20,178	20,178	352,167
Equipment & furnishings	0	33	33	29,819
Loan repayments & interest	0	103,103	103,103	803
	20,470	123,314	143,784	400,282
<u>Net receipts/(payments) for the year</u>				
	13,846	19,129	32,975	-128,003
Transfers between funds	-7,500	7,500	0	0
Cash funds at start of year	1,612	3,190	4,802	132,805
<u>Cash funds at end of year</u>	£7,958	£29,819	£37,777	£4,802

Peldon Wigboroughs Community Hall

Statement of Assets & Liabilities

As at 31 March 2019

2018

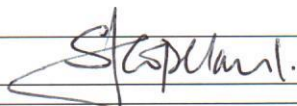
	Rebuilding			
	General	& Equipment	Total	Total
	Fund	Fund	Funds	Funds
	£	£	£	£
<u>Cash Funds</u>				
Bank deposit accounts	0	5,664	5,664	3,293
Bank current accounts	7,831	24,155	31,986	1,156
Cash in hand	127	0	127	353
	<u>7,958</u>	<u>29,819</u>	<u>37,777</u>	<u>4,802</u>
<u>Other Monetary Assets</u>				
Debtors	1,069	0	1,069	794
Gift Aid	112	0	112	443
Accrued interest receivable	0	0	0	0
Prepaid expenditure	667	0	667	852
	<u>1,848</u>	<u>0</u>	<u>1,848</u>	<u>2,089</u>
<u>Capital Assets</u>				
Land and buildings at cost	0	534,167	534,167	513,989
Purchased equipment at cost	0	29,852	29,852	29,819
Donated assets at valuation	0	12,185	12,185	7,549
	<u>0</u>	<u>576,204</u>	<u>576,204</u>	<u>551,357</u>
<u>Liabilities</u>				
Accrued operating costs	963	0	963	1,063
Accrued capital expenditure	0	0	0	19,040
Trustee loans & accrued interest to 31 March	0	0	0	99,239
ACRE loan & accrued interest to 31 March	0	20,530	20,530	23,378
	<u>963</u>	<u>20,530</u>	<u>21,493</u>	<u>142,720</u>
<u>Net Assets</u>	<u>£8,843</u>	<u>£585,493</u>	<u>£594,336</u>	<u>£415,528</u>



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	Peldon & Wigboroughs Community Hall		
On accounts for the year ended	31 st March 2019	Charity no (if any)	269399
Set out on pages	1 to 8		
Respective responsibilities of trustees and examiner	<p>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.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none">• 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 (under section 145(5)(b) of the Charities Act, and• to state whether particular matters have come to my attention.		
Basis of independent examiner's statement	<p>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.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:		Date:	5 th July 2019
Name:	S J Copeland		
Relevant professional qualification(s) or body (if any):	F.C.C.A.		
Address:	Elmdale, Peldon Road		
	Little Wigborough		
	Essex CO5 7RB		

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None