



PELDON & WIGBOROUGHS COMMUNITY HALL

BOARD OF TRUSTEES' REPORT AND ACCOUNTS

**For the year ended
31 MARCH 2020**

Registered charity number: 269399

Peldon & Wigboroughs Community Hall

Board of Trustees' report for the year ended 31 March 2020

The trustees present their report and accounts for the year ended 31 March 2020.

Principal activity and governance structure

The principal activity of the charity is to maintain and manage the Hall for the benefit of the residents of Peldon, Great & Little Wigborough and local community groups. The trustees are also responsible as charity trustees for administering certain funds held in trust for the enhancement of the nave of St. Stephen's Church, Great Wigborough to make it more suitable for use as a community venue ("Nave Project").

The Board of Trustees has delegated certain powers to a Management Committee. The role of the Management Committee is to ensure that the Hall functions effectively and efficiently on a day-to-day basis. The Management Committee's report on the year is on pages 4 – 6.

Financial review

The Treasurer's report on pages 7 to 11 provides a commentary on the financial results for the year and position at the year end, including details of the Nave Project.

Trustees

The following trustees served during the year:

Ms Jinny Gale* (Chairman)

Mr Stewart Bilsland* (Treasurer)

Mrs Liz Davidson (Secretary from 28 November 2019)

Mr Robert Davidson*

Mr Phil Gladwin

Mr Alex Graham

John Hutchinson* (Secretary; resigned 3 October 2019)

Robert Kean (resigned 20 November 2019)

Alma Thomas* (resigned 20 November 2019)

Andy Wade* (resigned 20 November 2019)

Mrs Alison Biegel* (appointed 20 November 2019)

Mr Keith Banks* (appointed 20 November 2019)

Mrs Clare Lauwerys* (appointed 20 November 2019)

Mr Will Newton* (appointed 20 November 2019)

**elected trustees; otherwise appointed trustees.*

Changes to the Trustee Board after the year end

The following changes have occurred to the Trustee Board since 1 April 2020:

Ms Jinny Gale* (resigned as Chairman & trustee 15 June 2020)

Mrs Liz Davidson (retired as Secretary 18 June 2020)

Mr Robert Davidson* (elected as Chairman 18 June 2020)

Mr Alex Graham (died 22 October 2020)

Mrs Clare Lauwerys* (resigned 15 June 2020)

Mr Will Newton* (elected as Secretary 18 June 2020)

Changes to the Charity's governing documents

At the AGM held on 20 November 2019, a resolution was passed to make a minor amendment to the Supplemental Deed which summarises the governance arrangements for the charity. The amendment rectified a drafting error in the original document.

Special tribute

The Board would like to pay tribute to Alex Graham for his drive and enthusiasm in the development of the Nave Project and for his overall contribution to the work of the trustees and the success of the Hall. He will be sadly missed.

On behalf of the Trustees

Will Newton
Secretary
2 November 2020

Report of the Management Committee for the Year Ended 31 March 2020

The Management Committee

The year ended 31 March 2020 was the first year that the hall was operated under a two-tier governance structure, with a Board of Trustees for the charity delegating responsibility for the day-to-day running of the hall to a separate Management Committee. This structure, which had been approved at the 2018 AGM, became effective in March 2019. As the membership of the new Management Committee was largely the same as that of the Peldon Village Hall Management Committee that had run the hall until then, this was in most respects a seamless transition and to the outsider, the hall continued to operate as if nothing had changed.

Robert Davidson chaired the Committee at the start of the year, handing over to Alma Thomas in November. Robert and Liz Davidson and Stewart Bilsland were trustee members of the committee throughout the year while Alma Thomas and Andy Wade continued to serve on the committee after they stepped down as trustees at the AGM in November 2019. Jane Anderson, Bob Holmes, Crissy Lee and Mel Newton were the other committee members who served throughout the year.

On 15 June 2020, Alma Thomas resigned from the committee and Bob Holmes took over from her as Chairman. Both Alma's appointment in November and Bob's in June were approved by the Trustee Board.

Hall activities

It was another full year of activities in the hall, right up until the time it was forced to close in mid-March as a result of the national lockdown in response to the COVID-19 pandemic.

The organisations and activities that have become the core of the hall's offering to the community since the new hall opened in 2017 continued much as in the previous year. Some of the activities in the hall are run by the management committee (or under its auspices) while others are the result of third parties hiring the hall, but it has been gratifying to see the significant and varied use made of the hall by residents and non-residents alike. The Treasurers report provides further details.

The committee also ran a range of regular social events, bringing the community together. Monthly coffee mornings were held throughout the year, each one themed differently, and our thanks go to Jane Andersen and Caroline Wilson for organising them. Eight music events staged by Crissy Lee were held in the hall under the strap line "Crissy Lee Presents.....", attracting a loyal following who enjoyed a wide variety of music of exceptional quality, thanks to Crissy's efforts and wide network of performers. There were two quiz nights, in October and February, a wine tasting in September and the Peldon Players performed to full houses with their reliable gusto in January. And last, but by no means least, Robert and Liz Davidson kindly once more made their garden available for our summer concert in July, where a crowd of over 200 enjoyed fantastic music from Crissy Lee's band featuring Rachel Calladine, the support band, Reloaded, her young drummers, Thunder, all

topped off with an Auction of Promises run as entertainingly as ever by Kevin Bentley.

Improvements to the hall

Although we have a great new hall, there's always room for improvement and the committee undertook a number of projects during the year with the aim of making a great hall even better.

Most significant was the provision of additional storage capacity to house the hall's various items of equipment. We discovered fairly soon after the hall opened that the space we'd allowed for storage of our equipment was not really enough. We identified that the most economical way of resolving this was to get a storage container and locate it outside the rear fire exit door of the main hall on ground in the corner of the site that had been reclaimed during the hall's construction. With funding obtained through the Parish Council from Borough Councillors' locality budgets, a 20 ft container was purchased, foundations were laid and an electricity supply installed to provide any necessary lighting or heating. Items that are used less frequently are now stored there, and the main hall can be kept clear.

We also installed fencing along the edge of the site that adjoins the road, which was particularly important to ensure that balls played with by the Kids Club didn't bounce into oncoming traffic. We acquired some additional items of staging to improve the versatility of the new stage we'd bought in 2018, once again using the funds from locality budgets to meet these costs. We bought several notice boards to be erected around the villages to help us publicise what's happening in the hall. And we invested in a third table tennis table, reflecting the growth in popularity of this activity.

The development of a website for the hall, a project that's been a priority since we reopened was finally started at the end of the year, and is continuing into 2020/21. As well as promoting the fantastic facilities and giving information about what is going on in the hall, the website will allow people to make booking enquires if they want to hire the hall and buy tickets for the events we run. By the end of the 2019/20 financial year, the project had been specified and put out to tender, and the chosen developer is now working on it.

The hall's kitchen underwent a hygiene inspection by Colchester Borough Council and was awarded a 5 star rating in February.

Essex Village of the Year 2019

The Management Committee took the leading role in Peldon's bid to be Essex Village of the Year in the annual competition organised by the Rural Community Council of Essex. The new hall, the range of activities that go on in it and the support we get from the community were key aspects of the bid, along with wider community activities and facilities such as those provided at the Church and Little Doves Nursery. We were very proud to be judged not only best in our category of the smallest villages, but also best overall village in the County.

COVID-19

Although principally affecting the current financial year, this report would be incomplete without some reference to the impact that the pandemic has had. The hall was closed for over 3 months from mid-March, but started to reopen in July as the national restrictions were relaxed. The committee has undertaken regular risk assessments and updated operating methods as government regulations have changed, seeking at all times to keep the hall open while operating in a safe and legal way. Activities resumed over the summer and early autumn, but unfortunately the move of Essex to Tier 2 in mid-October, followed by a second national lockdown in early November has seen, firstly, a reduction in what is possible followed by an effective closure. I'm pleased to say that we started the year in a good financial position (as you'll see from the Treasurer's Report) and, because we are liable for business rates, we've received a grant of £10,000 to compensate us for the loss of income, which will go some way towards defraying the financial impact this year.

Through all this, we've been exceptionally fortunate to have the services of Tony Wilson as our caretaker, who's taken on the onerous role of ensuring that everything is cleaned before and after each use. Having Tony has meant we've been able to open when many other local halls have not. We'd all like to express our sincere appreciation to him.

And finally, I'd like to thank all members of the committee who worked hard to make 2019/20 a success, and are continuing to do all they can to keep the hall running in exceptionally challenging circumstances in the new financial year. Roles and responsibilities are well understood and it's great to see us all working together as one team with one objective in mind – to provide the opportunity for the community to make the most of our fantastic hall.

Bob Holmes
Chairman and Secretary
November 2020

Peldon & Wigboroughs Community Hall

Treasurer's Report on the Accounts for the Year Ended 31 March 2020

Overview

The year ended 31 March 20 saw the second full year of operation of the new hall and the first in relation to the St. Stephens Trust. The General Fund records receipts and payments from ongoing operating activities associated with Hall, together with the Rebuilding and Equipment Fund which deals with capital funding receipts and payments to purchase assets and repay capital debts again associated with the Hall.

In addition, this year there was the St Stephens Trust Fund which received a total of £142,009 from Wigborough Village Hall Management Committee ("WVHMC"). All monies associated with this Trust is identified in a separate column within the Accounts. There are separate bank accounts associated with the Trust which are totally independent from the Hall bank accounts.

There was a total net inflow of funds of £144,334 over the year, and consequently cash balances at the end of the year had risen to £182,111. This inflow was the result of two factors. Firstly, the net funds associated during the year in relation to the St Stephens Trust was £137,751. Secondly, receipts from operating activities of the Community Hall exceeded the ongoing costs of running the hall by £12,574.

It has been decided by the Trustees that there should be a Rebuilding and Equipment Fund (Refurbishment Fund) of £10,000 and so the surplus funds in this Fund have been transferred to the General Fund. This leaves the General Fund with a balance of £34,360 at the end of the financial year, while the Rebuilding and Equipment Fund has reduced to the agreed £10,000.

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 £39,124 compared to £34,316 in the previous year. However, the start of the Coronavirus pandemic during March 2020 did begin to have an impact on income for the Hall.

Receipts from third party hiring's went from £9,510 to £9,095. This reduction is considered as a result of cancellations of hiring's during March as people became concerned about the pandemic. In addition, there was £30 for hire of tables/chairs bringing the total Hire Charges to £9,125.

The hall was hired for a total of 640 hours in the year, of which 415 hours were hiring's by regular users and 225 hours were for one-off private bookings, including 60 hours billed for elections. Among regular hirers, Autism Anglia were the biggest user, accounting for 73 hours, with the two Art classes, the Quilting group and Yoga each using the hall for between 54 and 60 hours over the year. Other regular users include the Knit and Natter

group (which became a hall club midway through the year), PAWS, the Gardening Club, the Village Lunch and the Parish Council. A Zumba class started in February 2020 but the Kids Club ceased activities in the autumn of 2019. All activities were suspended during March when the country went into lockdown.

Hall clubs use has continued to grow and has seen a significant increase in activity. This year Hall Clubs consisted of regular sessions of Badminton (54 hours), Dance Classes (47 hours), Games Club (40 hours), Knit & Natter (20 hours as a Hall club) and Table Tennis (95 hours). Receipts in the year rose nearly 60% from £2,907 to £4,614 as these activities accounted for 256 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, 8 Jazz/Music evenings in the Hall, 12 Coffee Mornings, 2 Quiz nights and a Wine Tasting evening. A bar was also run for a 3rd party event. Gross receipts from these activities were £24,790 compared with £21,820 the previous year, and after related costs are taken into account, their net contribution to the Hall's funds increased from £11,968 to £13,065.

The main reason for the higher contribution was that the summer concert held an auction in 2019 which was not held 2018. This resulted in a net contribution of £4,050 from this event, £862 more than the previous year. Also, the Panto raised slightly more than the previous year – up £188 to £4,320, and a new event of a Wine Tasting evening raised £410.

General Fund expenditure 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 £12,436 an increase of £3,396 from the £9,040 incurred in the previous year. New, regular caretaking and cleaning arrangements were entered into and have been running since April 2019. This resulted in an increase in this element of £2,300 over the previous year. Repairs and Maintenance of the hall also went up by over £1,000 during this year. Administrative expenses rose from £1,578 to £2,389 with an increase in the cost of the PRS licence (which is based on previous year's receipts) as well as now paying for a regular fortnightly advert in the Courier paper advertising our activities.

Rebuilding and Equipment Fund – Hall

This fund records the payments made for purchases of equipment to fit out the hall, and the funding of this expenditure whether by grants received, donations or loans. Permanent fittings/equipment for the Land and buildings aspect consisted of fencing along the front boundary (£907), electrics for the new storage container (£200) and an outside light overlooking the car park (£100).

The more major items of Equipment and Furnishings purchased during the year were £669 for Notice boards which have been, or will be, erected in prominent locations around Peldon & the Wigboroughs, £330 for a new table tennis table and £181 for new cutlery for the kitchen. A number of smaller items totalling £400 made up the remainder of the £1,580 for this element.

£3,212 was also 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. This is the same as last year.

There were two equipment purchases settled by the Parish Council from local Colchester Borough Councillors' locality budgets. Firstly, there was £2,800 spent on the new Storage unit that was installed around the back of the Hall and, secondly, there was additional staging purchased, costing £1,528, to provide for flexibility with differing heights of staging for different events.

As indicated, it has been agreed by the Trustees that a Refurbishment Fund of £10,000 should be maintained to cover any future major issues. Therefore, the balance of the Rebuilding and Equipment Fund over and above this amount has been transferred to the General Fund.

Rebuilding and Equipment Fund – St Stephens Trust

As noted at the 2019 AGM, the remaining half of the net proceeds of WVHMC's sale of the old village hall site in Great Wigborough has been paid to the Hall during this financial year 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 total amount received was £142,009 and the majority of this has been distributed into two savings accounts with the small remainder in the Santander Current account. As indicated, all these accounts are totally independent of the Hall accounts.

The first payment (£4,933) from the St Stephens Trust was paid in August 2019 for lighting, including car park lighting, at Gt. Wigborough Church.

Statement of Assets and Liabilities

Cash and bank balances at 31 March 2020 totalled £44,360 in relation to the general Hall fund, an increase of £6,583 since the previous year end. In addition, there is £137,751 in bank balances in relation to St Stephens Trust. Amounts due to the Hall from its use in Feb/March 2020 totalled £552 (2019 – £1,069) and £789 (2019 - £667) of the operating expenditure paid in the year was attributable to the 2019/20 financial year (pre-paid insurance, publicity and licence costs).

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.

The hall's liabilities have reduced slightly overall. Accrued operating costs of £1,392 (2019 - £963) 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 £17,633 (2019 - £20,530) including accrued interest.



Stewart Bilsland
Treasurer
15th October 2020

Peldon Wigboroughs Community Hall

Receipts and Payments Accounts

Year ended 31 March 2020

2019

	<u>Hall</u>				
	<u>Rebuilding</u>				
	<u>General</u>	<u>& Equipment</u>	<u>St Stephens</u>	<u>Total</u>	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>	<u>Trust Fund</u>	<u>Funds</u>	<u>Funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Receipts</u>					
<i>Operating activities</i>					
Hire charges	9,125	0	0	9,125	9,510
Hall clubs	4,614	0	0	4,614	2,907
Fundraising events	24,790	0	0	24,790	21,820
Donations & gift aid	197	0	0	197	494
Interest received	398	0	675	1,073	22
Sundry receipts	0	0	0	0	6
<i>Capital funding</i>					
Wigborough Village Hall Management Committee	0	9	142,009	142,018	142,000
Total receipts	39,124	9	142,684	181,817	176,759
<u>Payments</u>					
<i>Operating costs</i>					
Rates, utilities and insurance	4,404	0	0	4,404	4,328
Caretaker	3,195	0	0	3,195	1,275
Cleaning & domestic sundries	2,065	0	0	2,065	1,685
Repairs & maintenance	2,424	0	0	2,424	1,404
Wifi	348	0	0	348	348
Fundraising events	11,725	0	0	11,725	9,852
Marketing & publicity	900	0	0	900	180
Licenses & subscriptions	879	0	0	879	658
Administration costs	470	0	0	470	396
Sundry payments	140	0	0	140	344
<i>Asset purchases & debt repayments</i>					
St Stehens Nave Trust	0	0	4,933	4,933	
Land & Buildings		1,207	0	1,207	20,178
Equipment & furnishings	0	1,580	0	1,580	33
Loan repayments & interest	0	3,212	0	3,212	103,103
	26,550	5,999	4,933	37,483	143,784
<u>Net receipts/(payments) for the year</u>					
	12,573	-5,990	137,751	144,334	32,975
Transfers between funds	13,828	-13,828	0	0	0
Cash funds at start of year	7,959	29,818	0	37,777	4,802
<u>Cash funds at end of year</u>	£34,360	£10,000	£137,751	£182,111	£37,777

Peldon Wigboroughs Community Hall

Statement of Assets & Liabilities

As at 31 March 2020

2019

	Rebuilding				
	General Fund	& Equipment Fund	St Stephens Trust Fund	Total Funds	Total Funds
	£	£	£	£	£
<u>Cash Funds</u>					
Bank deposit accounts	33,399	10,000	137,698	181,097	5,664
Bank current accounts	465	0	53	518	31,986
Cash in hand	496	0	0	496	127
	<u>34,360</u>	<u>10,000</u>	<u>137,751</u>	<u>182,111</u>	<u>37,777</u>
<u>Other Monetary Assets</u>					
Debtors	552	0	0	552	1,069
Gift Aid	0	0	0	0	112
Accrued interest receivable	0	0	55	55	0
Prepaid expenditure	789	0	0	789	667
	<u>1,341</u>	<u>0</u>	<u>55</u>	<u>1,396</u>	<u>1,848</u>
<u>Capital Assets</u>					
Land and buildings at cost	0	535,374	0	535,374	534,167
St Stephen's Trust	0	0	4,933	4,933	0
Purchased equipment at cost	0	31,432	0	31,432	29,852
Donated assets at valuation	0	16,513	0	16,513	12,185
	<u>0</u>	<u>583,319</u>	<u>4,933</u>	<u>588,252</u>	<u>576,204</u>
<u>Liabilities</u>					
Accrued operating costs	1,392	0	0	1,392	963
Accrued capital expenditure	0	0	0	0	0
ACRE loan & accrued interest to 31 March	0	17,633	0	17,633	20,530
	<u>1,392</u>	<u>17,633</u>	<u>0</u>	<u>19,025</u>	<u>21,493</u>
<u>Net Assets</u>	£34,309	£575,686	£142,739	£752,734	£594,336

Independent examiner's report on the accounts

Report to the trustees/ members of	Peldon & Wigboroughs Community Hall		
On accounts for the year ended	31 st March 2020	Charity no (if any)	269399
Set out on pages	1 to 11		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

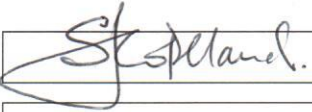
Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  **Date:** 10th November 2020

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