



PELDON & WIGBOROUGHS COMMUNITY HALL

BOARD OF TRUSTEES' REPORT AND ACCOUNTS

**For the year ended
31 MARCH 2021**

Registered charity number: 269399

Peldon & Wigboroughs Community Hall

Board of Trustees' report for the year ended 31 March 2021

The trustees present their report and accounts for the year ended 31 March 2021.

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 – 5.

Financial review

The Treasurer's report on pages 6 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:

Mr Keith Banks*

Mrs Alison Biegel*

Mr Stewart Bilsland* (Treasurer)

Mrs Liz Davidson (retired as Secretary 18 June 2020)

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

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

Mr Phil Gladwin

Mr Alex Graham (died 22 October 2020)

Mr Bob Holmes* (elected 14 December 2020)

Mrs Clare Lauwerys* (resigned 15 June 2020)

Mrs Katrina Lewis (appointed 27 October 2021)

Mr Jamie Longstaff* (elected 14 December 2020)

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

**elected trustees; otherwise appointed trustees.*

Changes to the Trustee Board after the year end

Nil

Changes to the Charity's governing documents

Nil

Special tribute

The Board would like to reiterate its thanks 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 is sadly missed.

On behalf of the Trustees

Will Newton
Secretary
16th August 2021

Report of the Management Committee for the Year Ended 31 March 2021

The year ended 31 March 2021 was a year like no other in the life of the hall. We started and ended the year closed for all activities due to national lockdowns as a result of the COVID-19 pandemic. The hall was open for about 4 months from mid-summer 2020 when some of our regular activities were able to resume temporarily before the lockdown was reimposed in late autumn.

Throughout the time we were open, we did our best to ensure that the hall could host as many activities as possible while operating in a COVID-19 secure way. That meant following not only government information about how community halls could operate safely, but also guidance issued by ACRE, who helpfully provided some templates for us to follow. This included issuing Special Terms and Conditions of Hire to supplement our normal terms and, as the rules and restrictions changed frequently, no less than 6 different versions of these Special Terms and Conditions applied between June and October. The rules around social distancing and the wearing of face masks were carefully studied to ensure all activities were safe.

We collected names and contact information of those attending activities and various signs were displayed to remind people of the changing restrictions – I would like to thank Jane Andersen for her work in keeping them all up to date. Hand sanitising facilities were provided and a whole new cleaning regime was initiated to ensure that equipment and surfaces were cleaned before and after use. We couldn't have done this without the efforts of our caretaker, Tony Wilson, and as a result, we were able to reopen when other local halls had to remain closed. We owe Tony a big debt of gratitude for his additional commitment and hard work during this time, not to mention everything else he does for the hall.

The enforced closure meant that, not only did we lose much of the income we earn from hiring the hall and from the activities we run as a committee, but our 2 major fundraising events, the Summer Concert at Brick House Farm and the Peldon Players Pantomime, could not take place. As our Treasurer, Stewart Bilsland, has set out in his report, there was a big shortfall in income and although some operating costs were lower than normal, the hall would have incurred an operating loss, were it not for the support grants we received from Colchester Borough Council.

Despite the lockdown, we were able to progress the development of a website for the hall – www.pwcommunityhall.co.uk. Having appointed Polar Creative Solutions to design and build the site, we now have a live site through which we are able not only to promote the hall and the activities that go on in it, but also take bookings for its hire and sell tickets to the events we stage. Getting to this stage has involved a lot of Mel Newton's time and thanks go to her, and to Jane Andersen, for all of their efforts.

So all in all it was a challenging year, but one in which we kept our important community facility open safely for as long as was possible, while moving forward through the development of our new website and ending in a stronger financial position than we started thanks to the COVID-19 support grants we received. And although the new year has started with a continuation of the lockdown, as the

economy has progressively re-opened during Spring 2021 , so has the hall and, at the time of writing we are close to a normal level of activity once again. My thanks go to all of the dedicated team that make up the Management Committee for their efforts in these difficult times.

Bob Holmes
PWCH Management Committee Chairman
16 August 2021

Peldon & Wigboroughs Community Hall

Treasurer's Report on the Accounts for the Year Ended 31 March 2021

Overview

The year ended 31 March 21 saw the third full year of operation of the new hall and the second in relation to the St. Stephens Trust. It was a difficult year with the Hall closed for hiring and activities due to the Covid-19 Pandemic for nearly two-thirds of the year with only limited operations for the remaining months. However, we received significant government Covid-19 Grants through Colchester BC which is detailed later.

The General Fund records receipts and payments from ongoing operating activities associated with Hall, together with the Rebuilding and Capital Asset Fund (formally Rebuilding and Equipment Fund) which deals with capital funding receipts and payments to purchase capital assets and repay capital debts again associated with the Hall.

Again, this year there were payments made out of the St Stephens Trust Fund to the PCC. 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 outflow of funds of £28,712 over the year, and consequently cash balances at the end of the year had fallen to £153,399. This outflow was the result of two factors. Firstly, the net funds associated during the year in relation to the St Stephens Trust was an outflow of £36,093. Secondly, receipts from operating activities of the Community Hall exceeded the ongoing costs of running the hall by £7,381 but only after an injection of £21,955 from Covid-19 Grants.

As last year, it has been decided by the Trustees that there should be a Rebuilding and Capital Asset Fund (Refurbishment Fund) of £10,000 and so monies from the General Fund have been transferred to reinstate this balance. This leaves the General Fund with a balance of £41,741 at the end of the financial year, while the Rebuilding and Capital Asset Fund has remained at the agreed £10,000.

General Fund

The hall normally earns income from 3 main sources – the hiring of its premises and equipment to third parties, the running of a number of regular activities such as Hall clubs, and from fundraising events and activities it organises. Total receipts (including sundry income but excluding the Covid-19 Grants) in the year amounted to £7,387 compared to £39,124 in the previous year. This significant reduction in income is a direct result of the Hall closures during the three national lockdowns caused by the Coronavirus pandemic during this financial year.

Receipts from third party hiring's went down from £9,095 to £3,054. This reduction is a direct result of the Hall closures. There was no income from the hire of tables/chairs.

The hall was hired for a total of 185 hours in the year (last year 640 hours), of which 168 hours (last year 415 hours) were hiring's by regular users and 17 hours (last year 225 hours) were for one-off private bookings. Among regular hirers, Autism Anglia were the biggest user, accounting for 82 hours which was actually slightly higher than last year's 73 hours. This was mainly due to 7 day's bookings during September 2020 totalling 53 hours.

Hall clubs use has also seen a significant decrease in activity due to the pandemic. This year Hall Clubs consisted of a few sessions of Badminton – 18 hours (last year 54 hours), Games Club – 6 hours (last year 40 hours), Knit & Natter – 10 hours (last year 20 hours as a Hall club) and Table Tennis – 14 hours (last year 95 hours). Last year, Dance Classes accounted for 47 hours whilst this year there were no sessions at all. Receipts from the Hall Clubs in the year fell around 85% from £4,614 to £652 as these activities accounted for only 48 hours' use of the hall (compared with 256 hours last year).

The fundraising activities and events run in the year were seriously curtailed as a result of the pandemic. There was no Peldon Players' pantomime or the Summer Concert at Brick House Farm during the 2020/21 year. There were only 2 Jazz/Music evenings in the Hall (8 last year), only 5 out of the usual 12 Coffee Mornings were held and only 1 Quiz night was held. A planned second Quiz night and a Wine Tasting evening also had to be postponed. Gross receipts from the activities that were held were £3,235 compared with £24,790 the previous year, and after related costs are taken into account, their net contribution to the Hall's funds reduced from £13,065 to £1,543 a reduction of nearly 88%.

The vast majority of the bookings/hirings were concentrated between July and November inclusive which was between the first two National lockdowns. However, in April & May Yoga used the hall for running virtual online sessions until, unfortunately, the quality of the broadband supplied to us deteriorated and they had to seek alternative premises.

Obviously, the reason for the significantly lower income was the closures due to the National lockdowns. However, we received support from the government backed Covid-19 Grants paid to us through Colchester BC. In total, between June 2020 and Feb 2021, during the 2020/21 financial year, we received 7 payments totalling £21,955 which meant that our operational losses were covered.

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. Whilst some of these costs were lower due to the lockdowns, others continued to be paid either in full or at reduced amounts. Building expenses totalled £9,508 a decrease of £2,928 from the £12,436 incurred in the previous year. Caretaking costs were reduced due to the Hall closures albeit that Tony Wilson had to clean the Hall more extensively when it was open due to Covid requirements. This resulted in a decrease in this element of £2,156 over the previous year.

Repairs and Maintenance of the hall were also down by £1,225 during this year. Administrative and Sundry expenses also fell from £2,389 to £1,573. It should be noted that we did not have to pay the PRS licence in 2020/21 (which is based on the previous financial year's receipts) as we were allowed to defer this payment. This means that there will be PRS Licence fees to pay of £710 for 2019/20 year as well as the lower sum of £143 for the 2020/21 year (which reflects the affect of the pandemic on our events etc). Also, during the closures we cancelled the fortnightly Courier adverts which also reduced the Admin/Publicity costs.

Rebuilding and Capital Asset Fund (formally Rebuilding and Equipment Fund) – Hall

This fund records the payments made for purchases of equipment/assets to fit out the hall, and the funding of this expenditure whether by capital grants received, donations or loans. The main item for this aspect consisted of funding of the development and implementation of the Website for the Community Hall (£5,068).

Other major items of Equipment and Furnishings purchased during the year were around £500 for the supply & installation of a dishwasher in the Kitchen and around £200 for new bowls & wine glasses for the kitchen. A number of smaller items totalling around £206 made up the remainder of the £906 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.

As indicated, it has been agreed by the Trustees that the Refurbishment Fund of £10,000 should be maintained to cover any future major issues. Therefore, the balance of the Rebuilding and Capital Asset Fund (formally Rebuilding and Equipment Fund) has been transferred from the General Fund to maintain the Refurbishment Fund as agreed.

St Stephens Trust Fund

As indicated at previous AGM's, half of the net proceeds of Wigboroughs Village Hall Management Committee's sale of the old village hall site in Great Wigborough has been paid to the Hall during the 2019-20 financial year to be held by PWCH 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. Interest totalling £413 has been earned during the 2020/21 year from these savings accounts. As indicated, all these accounts are totally independent of the Community Hall accounts.

A number of payments have been made from the St Stephens Trust totalling £36,506. This was made up of 3 payments with a total of £15,849 for Lighting & Heating

improvements to the Nave of the Church together with 2 payments totalling £20,657 for replacement flooring of the Nave.

Statement of Assets and Liabilities

Cash and bank balances at 31 March 2021 totalled £51,741 in relation to the general Hall fund, an increase of £7,381 since the previous year end. This is a result of the £21,955 Covid-19 Grants that have been paid to us. Without these grants it can be seen that we would have made a loss of £14,574 in 2020/21 due to the effect of the pandemic. There are still losses being incurred as at the end of this financial year the Community Hall was still closed. In addition, there is £101,658 in bank balances in relation to St Stephens Trust.

Amounts due to the Hall from its use in Feb/March 2021 are nil, as the Hall was closed, (2020 – £552). Around £230 (2020 - £789) of the operating expenditure paid in the year was attributable to the 2021/22 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/assets purchased for it. Donated assets are shown separately at valuation.

The hall's liabilities have reduced slightly overall. Accrued operating costs of £338 (2020 - £1,392) include amounts due for utilities costs and rates and also amounts due under the 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 £14,687 (2020 - £17,633) including accrued interest.



Stewart Bilsland

Treasurer

16th August 2021

Peldon and Wigboroughs Community Hall - Annual Accounts

Receipts and Payments Accounts

Year ended 31 March 2021

2019-20

	<u>Community Hall</u>		<u>St Stephens</u>		
	General	Rebuilding & Capital Asset	Trust Fund	Total	Total
	Fund	Fund		Funds	Funds
	£	£	£	£	£
<u>Receipts</u>					
<i>Operating activities</i>					
Hire charges	3,054	0	0	3,054	9,125
Hall clubs	651	0	0	651	4,614
Fundraising events	3,235	0	0	3,235	24,790
Donations & gift aid	0	0	0	0	197
Interest received	447	0	413	860	1,073
Covid-19 Grants from Colchester BC	21,955	0	0	21,955	0
<i>Capital funding</i>					
Wigborough Village Hall Management Committee	0	0	0	0	142,018
Total receipts	29,342	0	413	29,755	181,817
<u>Payments</u>					
<i>Operating costs</i>					
Rates, utilities and insurance	4,914	0	0	4,914	4,404
Caretaker	1,765	0	0	1,765	3,195
Cleaning & domestic sundries	1,340	0	0	1,340	2,065
Repairs & maintenance	1,200	0	0	1,200	2,424
Wifi	290	0	0	290	348
Fundraising events	1,692	0	0	1,692	11,725
Marketing & publicity	1,118	0	0	1,118	900
Licenses & subscriptions	171	0	0	171	879
Administration costs	284	0	0	284	470
Sundry payments	0	0	0	0	140
<i>Asset purchases & debt repayments</i>					
St Stehens Nave Trust	0	0	36,506	36,506	4,933
Land & Buildings			0	0	1,207
Equipment & furnishings	0	906	0	906	1,580
Website		5,068	0	5,068	0
Loan repayments & interest	0	3,212	0	3,212	3,212
	12,774	9,187	36,506	58,467	37,483
<u>Net receipts/(payments) for the year</u>	16,568	-9,187	-36,093	-28,712	144,334
Transfers between funds	-9,187	9,187	0	0	0
Cash funds at start of year	34,360	10,000	137,751	182,111	37,777
<u>Cash funds at end of year</u>	£41,741	£10,000	£101,658	£153,399	£182,111

Peldon and Wigboroughs Community Hall - Annual Accounts

Statement of Assets & Liabilities

As at 31 March 2021

2019-20

	General Fund	Rebuilding & Capital Asset Fund	St Stephens Trust Fund	Total Funds	Total Funds
	£	£	£	£	£
<u>Cash Funds</u>					
Bank deposit accounts	41,375	10,000	101,608	152,983	181,097
Bank current accounts	212	0	50	262	518
Cash in hand	154	0	0	154	496
	<u>41,741</u>	<u>10,000</u>	<u>101,658</u>	<u>153,399</u>	<u>182,111</u>
<u>Other Monetary Assets</u>					
Debtors	0	0	5,268	5,268	552
Accrued interest receivable	0	0	14	14	55
Prepaid expenditure	230	0	0	230	789
	<u>230</u>	<u>0</u>	<u>5,282</u>	<u>5,513</u>	<u>1,396</u>
<u>Capital Assets</u>					
Land and buildings at cost	0	535,414	0	535,414	535,374
Purchased equipment at cost	0	32,298	0	32,298	31,432
Donated assets at valuation	0	16,513	0	16,513	16,513
	<u>0</u>	<u>584,225</u>	<u>0</u>	<u>584,225</u>	<u>583,319</u> *
<u>Liabilities</u>					
Accrued operating costs	338	0	0	338	1,392
Accrued capital expenditure	0	0	0	0	0
ACRE loan & accrued interest to 31 March	0	14,687	0	14,687	17,633
	<u>338</u>	<u>14,687</u>	<u>0</u>	<u>15,025</u>	<u>19,025</u>
<u>Net Assets</u>	£41,634	£579,538	£106,940	£728,112	£747,801 *

* Capital Assets, and thus Net Assets Total, for 2019-20 have been reduced by £4,933 as St Stephens Trust payments are not considered Capital Assets to PWCH, as assumed last year

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 2021	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

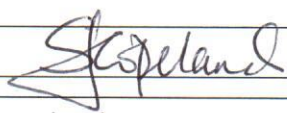
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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:

16th August 2021

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