Charity Registration No. 1151658

Company Registration No. 07265480 (England and Wales)

# WESTBOURNE HALL COMMUNITY TRUST ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

## LEGAL AND ADMINISTRATIVE INFORMATION

Status	Charitable company limited by guarantee
Trustees	David Wade Cynthia Eccles Jennifer Morley Gareth Jones Simon Evans Philip Jackson Simon Trout Carol Brookshaw Roger Carter
Charity number	1151658
Company number	07265480
Registered office	Westbourne Hall Community Centre Westbourne Road West Kirby Wirral CH48 4DQ
Independent examiner	Stephen Leonard FCCA Counting for Communities Ltd 16 Holmwood Drive Liverpool L37 1PQ
Bankers	Unity Trust Bank PLC 9 Brindley Place Birmingham B1 2HB
	COIF Charities Deposit Fund Senator House 85 Queen Victoria Street London EC4V 4ET

## CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
	0
Notes to the financial statements	7 - 14

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MAY 2021

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Westbourne Hall Community Trust (the charity) for the year ended 31 May 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

#### a. Policies and objectives

The objects of the charity are to further or benefit the residents of West Kirby and the neighbourhood and other districts the Trustees shall deem appropriate, without distinction of sex, sexual orientation, race, or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary or other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

When planning and programming activities for the local residents, the Trustees are mindful of the Charity Commissions guidelines on Public Benefit.

#### b. Activities for achieving objectives

We aim to continue to provide a welcoming, safe environment for the community, reflecting local needs and activities, encouraging services supporting and contributing to the health and well-being of all ages and abilities.

Westbourne Hall is available for hire by any individual or organisation in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale of charges be sufficient to generate enough income to meet the expenditure incurred in providing the hall on a day to day basis, with designated reserves held for planned future maintenance and development projects.

#### Achievements and performance

#### a. Review of activities

#### Income

The Hall was closed in late March 2020 due to the first Covid-19 lockdown, and remained closed to users until September 2020, when the staff returned part-time and worked hard to prepare the Hall for re-opening with new Covid-19 safety procedures in place. Due to further lockdowns, however, the Hall had to close again and remained closed to users for most of the remainder of the year ended 31 May 2021.

As a result of these closures the income from the hire of the Hall was significantly impacted, reducing to only £994 in the year ended 31 May 2021 compared to £38,301 in the previous year

To cover the loss in income we applied for and received further Covid-19 grant support of £24,697 from Wirral Council (2020: £10,000) and managed staff costs by using the Coronavirus job retention scheme, with funding of £16,607 (2020:£2,846) received in the year. We are also extremely grateful for the donations we received in the year of £405.

Efforts have also been made to manage Hall costs as much as possible and as a result of the grant funding and cost management the charity has been able to report a small surplus in the year of £1,680 (2020: 1,060).

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MAY 2021

#### Staffing

Despite being on furlough for long periods during the year ended 31 May 2021, our two part-time members of staff, the Hall Manager and the Facilities & Administration Officer, remained highly committed and their efforts in managing the Hall and improving the facilities when not on furlough were very much appreciated by the Board.

#### Policies and Procedures

In prior years there has been re-drafting of our Conditions of Hire documentation and we also reviewed our Health and Safety and Computer Security procedures and there is an ongoing overview of policies and procedures to ensure they are fit for purpose.

Our biennial Rent Charges Review was finalised in 2020 and we considered the level of charges required in order to help ensure that the Hall can continue to cover its operating costs in future.

#### Marketing

It is an ongoing process to improve our marketing of the hall and its facilities and our staff have worked hard again this year to manage our online and social media presence.

#### **Building Improvement Projects**

Further funds have been allocated this year for maintenance and development projects to improve the facilities for Hall users and help make them Covid-19 safe, of which £342 (2020: £2,847) are included within the reported surplus for the year.

#### b. Investment policy and performance

The majority of the funds of the charity are held in cash deposits with two banks, being Unity Trust Bank and COIF Charities Deposit Fund.

Two separate interest bearing deposit accounts have been set up with COIF Charities Deposit Fund to hold the amounts designated by the Trustees for future Planned Maintenance and Development projects.

#### Financial review

#### a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. In making this assessment the Trustees have considered the ongoing impact of the Covid-19 pandemic.

#### b. Risk Management

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems, policies and procedures are in place to mitigate exposure to major risks.

#### c. Reserves policy

#### **Designated Funds**

The balances held in Designated Funds at 31 May 2021 represent specific unrestricted funds set aside for future Planned Maintenance and Development projects, to which funds will be moved appropriately and which may be drawn upon as necessary.

#### **General Funds**

The balance of £19,608 in respect of general unrestricted funds represents the remaining amounts retained from past activities. The balance is accumulated so as to be available for use when circumstances require and to cover a sufficient period of expected future expenditure, with the aim being that funds held at the year end will cover between three and six months of expected operational expenditure.

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MAY 2021

#### d. Plans for future periods

The Hall is now open again and we have been pleased to welcome back our regular users as well as new users of the Hall. Over time we hope to be able to be able to return to pre-pandemic levels of activity and income.

#### Structure, governance and management

#### a. Constitution

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 18 May 2010. The charity is governed by its Memorandum and Articles of Association (as amended on 9 March 2013) and is a registered charity number 1151658. Every person who is a member of the company agrees to contribute an amount not exceeding £10 in the event of the charity being wound up. There have been no changes in the objectives since the last annual report.

#### b. Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

David Wade Cynthia Eccles	
Graham Haywood	(Resigned 26 June 2020)
Jennifer Morley Gareth Jones	
Simon Evans	
Barbara Leach	(Resigned 23 September 2020)
Philip Jackson	
Kathryne Moore Pearce	(Resigned 3 July 2020)
Simon Trout	(Appointed 13 April 2021)
Carol Brookshaw	(Appointed 8 December 2021)
Roger Carter	(Appointed 8 December 2021)

#### c. Organisational structure and decision making

Westbourne Hall Community Trust is run by a Board of Trustees who have control of the charity, its property and funds. There are up to four First Trustees, elected by the members, and up to four Trustees elected by representatives of user groups. Up to a further four Trustees may also be co-opted for particular projects or expertise.

First Trustees retire in rotation, over a 3 year period, and may be re-elected in accordance with our Articles of Association. User Group & Co-opted Trustees stand down every year but may be re-elected or co-opted in accordance with our Articles of Association. The Board establishes a programme of meetings at the beginning of each year with an average of 5 meetings.

Day to day running of the Hall is by a part-time Manager assisted by a part-time Facilities and Administration Officer and a rota of Community Volunteers.

The Trustees' report was approved by the Board of Trustees.

Simon Evans Trustee Dated: 29 March 2022

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WESTBOURNE HALL COMMUNITY TRUST

I report to the Trustees on my examination of the financial statements of Westbourne Hall Community Trust (the charity) for the year ended 31 May 2021, which are set out on pages 5 to 14-

#### Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

S. Leonad

Stephen Leonard FCCA

Counting for Communities Ltd 16 Holmwood Drive Liverpool L37 1PQ

29-3-22 Dated: .....

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

### FOR THE YEAR ENDED 31 MAY 2021

		Unrestricted funds	Restricted funds	Total	Inrestricted funds	Restricted funds	Total
		2021	2021	2021	2020	2020	2020
	Notes	£	£	£	£	£	£
Income from:							
Donations and legacies	2	25,102	16,607	41,709	10,751	2,846	13,597
Charitable activities	3	994	-	994	38,301	-	38,301
Other trading activities	4	-	-	-	699		699
Investments	5	50	-	50	492	-	492
Total income		26,146	16,607	42,753	50,243	2,846	53,089
Expenditure on:							
Raising funds	6	-	-	-	110	-	110
			10000000000000000000000000000000000000				
Charitable activities	7	24,466	16,607	41,073	49,073	2,846	51,919
Total resources expen	ded	24,466	16,607	41,073	49,183	2,846	52,029
Net income for the yea	ır/						
Net movement in fund	s	1,680	-	1,680	1,060	-	1,060
Fund balances at 1 June	e 2020	109,205	-	109,205	108,145	-	108,145
Fund balances at 31 M	lay						
2021		110,885	-	110,885	109,205	-	109,205

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

### **BALANCE SHEET**

### AS AT 31 MAY 2021

		202	1	202	20
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11		430		636
Current assets					
Debtors	12	4,794		3,210	
Cash at bank and in hand		106,706		107,625	
		111,500		110,835	
Creditors: amounts falling due within one year	13	(1,045)		(2,266)	
Net current assets			110,455		108,569
Total assets less current liabilities			110,885		109,205
Income funds					
Unrestricted funds					
Designated funds	15	91,277		91,619	
General unrestricted funds		19,608		17,586	
			440.005		(00.005
			110,885		109,205
			110,885		109,205

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 May 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 29 March 2022

Simon Evans Trustee

Company Registration No. 07265480

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MAY 2021

#### 1 Accounting policies

#### **Charity information**

Westbourne Hall Community Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Westbourne Hall Community Centre, Westbourne Road, West Kirby, Wirral, CH48 4DQ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest  $\pounds$ .

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of any restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MAY 2021

#### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All resources expended are inclusive of irrecoverable VAT.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

IT and other equipment 3 to 5 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MAY 2021

#### 1 Accounting policies

(Continued)

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 MAY 2021

### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Donations and gifts Grant income	405 24,697	- 16,607	405 41,304 	751 10,000 	2,846	751 12,846 
	25,102 	16,607 	41,709 	10,751 	2,846	13,597 
Grants receivable for core activities Covid-19 support grants - Wirral Council	24,697		24,697	10,000	_	10,000
Coronavirus job retention scheme grant funding	_ 1,007	16,607	16,607	-	2,846	2,846
	24,697	16,607	41,304	10,000	2,846	12,846

### 3 Charitable activities

	2021	2020
	£	£
Hire of premises and other income	994	38,301

### 4 Other trading activities

	Total	Unrestricted funds
	2021 £	2020 £
Fundraising events		699

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021

#### 5 Investments

6

7

		Unrestricted	Unrestricted
		funds	funds
		2021	2020
		£	£
	Interest receivable	50	492
		10-11-11-11-11-11-11-11-11-11-11-11-11-1	
5	Raising funds		
		Total	Unrestricted
			funds
		2021	2020
		£	£
	Fundraising and publicity		
	Staging fundraising events	-	110
			110
	Charitable activities		
		2021	2020
		£	£
	Staff costs	28,606	28,611
	Depreciation and impairment	206	
	Premises and other direct costs	11,903	
	Bank charges	108	112
		40,823	51,669
	Share of governance costs (see note 8)	250	250
		44.070	
		41,073	51,919
	Analysis by fund		
	Unrestricted funds	24,466	49,073
	Restricted funds	16,607	
		41,073	51,919
		And the second sec	

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021

#### 8 Support costs

	Support Governance costs costs		2021	2020	Basis of allocation
	£	£	£	£	
Independent examination fee	-	250	250	250	Governance
		250	250	250	
Analysed between					
Charitable activities	-	250	250	250	
			*****		

#### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Facilities management and administration	2	2
Employment costs	2021	2020
	£	£
Wages and salaries	28,136	28,136
Other pension costs	470	475
	28,606	28,611
		20,011

There were no employees whose annual remuneration was more than £60,000.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021

#### 11 Tangible fixed assets

	IT and other equipment
Cost At 1 June 2020	£ 1,031
At 31 May 2021	1,031
<b>Depreciation and impairment</b> At 1 June 2020 Depreciation charged in the year	395 206
At 31 May 2021	601
Carrying amount At 31 May 2021	430
At 31 May 2020	636

Westbourne Hall is held under a 99 year lease from Wirral Borough Council, effective from 13 November 2013.

#### 12 Debtors

13

	2021	2020
Amounts falling due within one year:	£	£
Other debtors	2,640	1,111
Prepayments and accrued income	2,154	2,099
	4,794	3,210
		No. of the second secon
Creditors: amounts falling due within o	ne year	
	2021	2020
	£	£
Accruals and deferred income	1,045	2,266

#### 14 Retirement benefit schemes

#### **Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £470 (2020 - £475).

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021

### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 June 2019 £	Resources expended £	Balance at 1 June 2020 £	Resources expended £	Balance at 31 May 2021 £
Maintenance Fund Development Fund	66,846 27,620	(947) (1,900)	65,899 25,720	(177) (165)	65,722 25,555
	94,466	(2,847)	91,619	(342)	91,277