



High Legh Community Association

High Legh Village Hall, West Lane, High Legh, KNUTSFORD WA16 6LR

Trustees and Council Report for Year 2020-2021 ending 30th September 2021

Reference and Administration Details

High Legh Community Association, sometimes called the CA or HLCA, is established with a Constitution dated 21st May 1979, Clause 15 being amended on 2nd November 2010 to change the permitted number of trustees from 2 to 6. Its Charity Registration no is 511391.

The policy and general management of the CA is directed by its Council, in accordance with Clause 8 of its Constitution.

Trustees of the CA being members of the CA Council (CAC) this year were:

- Mrs Patricia A Adams,
- Mrs Gail Coenen,
- Mrs Susan Carter
- Mrs Janet Harrison

Non-Trustee Members of the Council during the year were:-

- Mrs Kath Jones elected as Secretary
- Mrs Helen Wright , Village Hall Manager
- Mrs Nicola Keeley
- Mrs Louise Allan
- Cllr Mr Tim Harrison, representative of High Legh Parish Council
- Cllr Julie Morton, representative of High Legh Parish Council
- Mr Arthur Wardell representative of St John's Church

Mrs S. Senn ACA was appointed Auditor for the year 2020/21.

All CA Council Members other than our part-time Village Hall Manager give their time voluntarily and receive no remuneration.

Structure, Governance and Management

Governing documents – Constitution (21/5/1979) and additionally, a Deed of Trust was entered into with High Legh Parish Council on 1/10/2010 in conjunction with a 28 year lease, for the Village Hall.

How the Charity is Constituted - All inhabitants of the Parish of High Legh are automatically Members of the Association. They are all invited by posters, email and in the quarterly Newsletter to attend the AGM in November. CA Council members are appointed or reappointed annually at the AGM.

AGM Nov -2021

The Officers elected were :-

Patricia Adams co-chair of the CA Council

Janet Harrison co-chair of the CA Council

Susan Carter Treasurer

Kath Jones Secretary

Officer retiring :-

Gail Coenen – co-chair of the CA Council

Management

The CA Council retains control over the allocation of funds raised by Social Events and lettings for expenditure on the Village Hall and it's equipment, and the allocation of financial reserves to cover the risks of developing and operating the Village Hall. All fund raising is carried out in the name of High Legh Community Association and is done by volunteers. Almost all income is derived from Hall hire and running events.

The charity has 2 Bank Accounts:-

- The Village Hall account receives all the hall hire income (including hall hire for HLCA events and meetings) and pays all expenditure for routine operation of the Village Hall.
- The High Legh CA account holds all the other CA income and expenditure related to CA activities, events and communications. Investment funds for improving the Village Hall are held in the High Legh CA account.

As leaseholder for the Village Hall, High Legh Community Association works in partnership with High Legh Parish Council, as landlord, to ensure that the Village Hall continues to be a valuable community resource for the Parish.

The CA seeks to manage the hall hire income and operational costs to become, as far as possible, self sufficient.

The Parish Council recognises that the CA will wish to invest in developing and enhancing facilities to secure future rental income and has agreed to consider match funding for future capital expenditure, on the basis that opportunities for grant funding are also explored.

During the year 2020 – 2021 there were periods when the Village Hall was closed or had restrictions on use thereby reducing the income considerably for to the Village Hall account.

The Village Hall cost around £180 per week to run even when it is not being used.

Most regular fundraising events were not able to take place reducing the money going to the CA Account. The CA applied and was successful in being awarded a Support Grant and a Restart Grant from Cheshire East Council totalling £19,370.43 and these grants were available to Community Buildings whose income had been affected by Covid.

Objectives of High Legh Community Association as per our Constitution are:

a) to promote the benefit of the inhabitants of High Legh (hereinafter called the area of benefit) without distinction of sex or of political religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for the recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

b) to establish or secure the establishment of a Community Centre (hereinafter called “the Centre”) to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

Activities of High Legh Community Association.

- The CA organises Social Activities for the residents of High Legh, some, in partnership with other local organisations. Many events are supported by people from local areas outside of High Legh. Any funds raised from the CA Social Events are used to maintain and improve the Village Hall and to fund other initiatives for the benefit of High Legh residents.
- The CA runs and maintains the High Legh Village Hall. This provides residents and other members of the public a safe, comfortable and affordable venue for social, leisure and educational activities. These include dance and exercise classes, meetings, ad hoc events and family parties. All money raised from the hire of the Hall goes to pay for the costs of running the Hall.
- The CA has a **Sports, Educational and Recreation Fund** which is used to give grants of up to £250 that High Legh residents or organisations can apply for, for activities that fall within our charitable objectives.
- The **High Legh Newsletter**, is published quarterly by the CA and distributed at no charge to all residents’ homes by volunteers and made available at the Village Hall, School and local shops. It publishes articles from High Legh Parish Council, Cheshire Police, High Legh voluntary organisations and residents that communicate with the community as a whole, so that everyone has a chance to know about opportunities for local social, leisure and educational activities. Editing of the newsletter is done at no charge by volunteers. The printing costs are mainly funded by adverts from local businesses and additional funding from the CA.
- The CA issues a monthly “**What’s On**” bulletin by email which is free to more than 400 subscribers. This provides information about events that are of interest to the residents, and an opportunity to distribute urgent news to complement an email bulletin distributed by High Legh Parish Council.
- The **website** (www.highleggh.org.uk) is managed by the CA and provides coverage of High Legh social and leisure activities with regular and frequent updates and a diary that complements the Newsletter and “What’s On” bulletin.

Summary - Public Benefit from the Main Achievements in 2020/21

NB Due to Covid-19 restrictions the Village Hall, in line with government regulations, has had a number of periods when it has been forced to close, and then periods when it could only open under very strict guidelines, reducing events that could take place.

- **Festival of Christmas Cheer** held in December 2020. Promoted by the Community Association to encourage residents to light up their windows and gardens for the enjoyment of friends and neighbours and it was a big success.
- **Family Fun Day and Dog Show.** A new open air event run in partnership with St John's Church was very popular and provided events for children, a BBQ, Dog Show, afternoon tea and stalls.
- **Village Hall Hire.** The Village Hall was closed from the January 2021 to March 2021 and then there was a gradual lifting of restriction when the Hall was able to open for some exercise classes but with strict covid safety regulations in place. After July 21st all restrictions were lifted and classes and face to face meetings were able to be held again. The Hall is used for exercise and dance classes, children's ballet and craft classes , adult craft classes, W.I. Meetings, Parish Council meetings, social events and one off exhibitions. All money raised from the hire of the Hall goes towards the running of the Hall.
- **Coffee and Friendship** . The CA provides funding and the Village Hall as a venue for this free monthly event which was finally able to start again in September 2021 after not taking place for 18 months. All residents of High Legh are invited to this and it has proved to be very popular especially with elderly residents who would not normally attend events. Residents can benefit from free transport that has wheelchair access.
- Three **Sports, Educational and Recreation Fund** grants of £250 were awarded during the year to the High Legh School, Art, Craft & Therapy Club and High Legh PTA.
- The **High Legh Newsletter**, continued to be published every 4 months through the year and during lockdown providing local news and important information for the residents especially during lockdown.
- The monthly **"What's On"** bulletin by email kept more than 400 subscribers aware of local events.
- The **website** (www.highleggh.org.uk) provided coverage of High Legh social and leisure activities with regular and frequent updates and a diary that complements the Newsletter and "What's On" bulletin.

Contribution by Volunteers and Sponsors

High Legh Community Association is very appreciative of the enormous number of hours contributed by volunteers to fund raising, operation and improvement of the Village Hall. Our volunteers are

both High Legh residents and people living near High Legh, who enjoy participating in activities like Sunday Teas, the 10K Race and other fund raising (and fun) activities.

Additionally, a great range of local businesses and organisations have provided funding sponsorship and contributions in kind for events such as the 10k Race, Photographic Exhibition, and the Village Show. We are very grateful to them all, and have thanked them in both our Newsletter and on the website.

Brief Statement of the Charity's Policy on Reserves

Our policy is to replace essential items of equipment when they fail, but not before. We retain sufficient funds in an Equipment Replacement Programme to replace items promptly when failure occurs.

In 2020/21 a reserve of £10,000 was set aside in case urgent action is required to safeguard our 100+ year old building from major physical problems that might occur.

There are reserves for Village Hall maintenance including repainting, dampproofing, new carpets and floor treatment.

There are also reserves for Newsletter production and Marketing and the Sports, Education and Recreation Fund.

Reserves for Hall Development projects include funds for refurbishment of the rear courtyard, secondary double glazing and a covered walkway.

The CA received a grants of £11,370.43 from the Governments Covid-19 Support Grant and £8,000 Restart Grant both managed by Cheshire East to cover maintaining the Hall during lockdown when no income was earned.

Detail of any Funds materially in deficit

None

Declaration

During the year October 2020 to September 2021, the Trustees and the CA Council consider that the Charity's activities have been carried out prudently and with due diligence in order to provide public benefit in accordance with the objects of the Association and in compliance with the guidance published by the Charity Commission.

HIGH LEGH COMMUNITY ASSOCIATION

Receipts Summary for the year ended 30th September 2021

	Year ended 30 th September 2021	Year Ended 30 th September 2020
RECEIPTS	£	£
Revenue Receipts		
Newsletter	2073.00	1160.00
Dog Show/Funday	1829.55	0.00
Sunday Teas	0.00	535.07
Photo Exhibition	0.00	135.20
10k HLRM Race	0.00	12990.18
Farmers Markets	0.00	230.00
Coffee and Friendship	0.00	0.00
Cheque for 200 Club not cashed (100086)	0.00	25.00
PAYPAL	0.01	
Sub-Total	3902.56	15075.45
Total Receipts	<u>£3,902.56</u>	<u>£15,075.45</u>

HIGH LEGH COMMUNITY ASSOCIATION

Payments Summary for the year ended 30th September 2021

				Year ended 30th September 2021		Year Ended 30th September 2020
PAYMENTS						
Revenue Payments						
200 Club				0.00		1050.00
Dog Show/Funday				578.36		
Newsletter				2560.00		2537.00
Sunday Teas	Rent paid to VH	0.00		0.00	715.00	
	Other	0.00		0.00	94.66	809.66
Photo Exhibition				0.00		114.00
10k HLRM Race				0.00		10718.36
SER Fund				1660.00		750.00
Token of Appreciation				110.40		133.84
Administration/Sundries				194.84		159.65
Rent Paid to Village Hall for CA meetings				75.00		112.50
Web Hosting				112.86		61.20
Coffee and Friendship				0.00		175.00
Marketing				274.44		217.00
Storage Cabinet for CA Paperwork				0.00		238.80
Membership of CVS (Advice for Events, etc)				36.54		45.00
Sanctuary Cafe (Street Champion Teas)				570.00		
PAYPAL				10.00		
Sub-Total				6182.44		17122.01
Opening Balance at 1 st October 2020				17815.12		19861.68
Total Receipts				3902.56		15075.45
Total Payments				6182.44		17122.01
Closing Balance 30 th September 2021				£15,535.24		£17,815.12

HIGH LEGH COMMUNITY ASSOCIATION

Receipts and Payments Summary for the year ended 30th September 2021

	Receipts	Payments	Receipts less Payments
	£	£	£
200 Club	0.00	0.00	0.00
Newsletter	2073.00	2560.00	-487.00
Dog Show/Funday	1829.55	578.36	1251.19
Sunday Teas	0.00	0.00	0.00
Photo Exhibition	0.00	0.00	0.00
10k HLRM Race	0.00	0.00	0.00
Coffee and Friendship	0.00	0.00	0.00
Farmers Markets	0.00	0.00	0.00
Sub-Total	3902.55	3138.36	764.19
Other Expenditure			
SER Fund	0.00	1660.00	-1660.00
Rent Paid to Village Hall for CA meetings	0.00	75.00	-75.00
Website Hosting	0.00	112.86	-112.86
Administration/Sundries	0.00	194.84	-194.84
Token of Appreciation	0.00	110.40	-110.40
Marketing	0.00	274.44	-274.44
Membership of CVS (Advice for Events, etc)	0.00	36.54	-36.54
Sanctuary Cafe (Street Champion Teas)	0.00	570.00	-570.00
PAYPAL	0.01	10.00	-9.99
Sub-Total	0.00	3044.08	-3044.07
Total	3902.55	6182.44	-2279.88
Opening Balance at 1st October 2020	17815.12		
Net Movement in cash for the year	-2279.88		
Closing Balance 30th September 2021	£15,535.24		

HIGH LEGH COMMUNITY ASSOCIATION
Reserves
30th September 2021

CASH BOOK	
Opening Balance	
1st October 2020	17815.12
Plus Income	6561.25
Minus Expenditure	8841.13
Closing balance	£15,535.24
Allocation of bank balance	15535.24
Restricted Funds	0.00
Unrestricted Funds Balance	15535.24
Designated funds	
SER Fund 2019/ 2020	2000.00
Newsletter Reserve =£1000.00	1000.00
Events Marketing Fund	1000.00
10k Engraving of Trophies	36.00
Total	4036.00
Hall Development Projects	
Drainage for front of Hall	4000.00
Annexe Secondary Glazing	
and Internal Door	1500.00
Equipment for events	
Outside PA, Gazebo. Etc	1500.00
Outside Tables	1000.00
TOTAL	8000.00
Undesignated Funds	£3,499.24

High Legh Village Hall

Receipts and Payments Account for the year ended 30th September 2021

		Year Ended 30 th September 2021	Year ended 30 th September 2020
RECEIPTS	Notes		£
Hall lettings to external users		7,429.39	15638.84
Contribution by CA for use of Hall	1	75.00	1052.50
Lettings income relating to previous year		881.25	460.50
FIT payment (Solar electricity generation)		1,836.84	1428.78
Utilities rebate (energy supplier refunds)		296.01	0.00
Broadband rebate		23.20	0.00
Various refunds from CA & PC	2	479.82	461.04
Sundries		0.00	0.00
	Sub-total	<hr/> 11,021.51	<hr/> 19041.66
Capital Receipts			
Grant Cheshire East	5	19,370.43	10000.00
Total Receipts		<hr/> 30,391.94	<hr/> 29041.66
PAYMENTS			
Revenue Payments			
Hall rent to landlord		1.00	1.00
Lettings (Refund due to cancellation)		0.00	175.00
Covid-19		35.50	585.95
Utilities		2,909.16	4905.95
Insurance		2,069.38	2000.97
Hall Cleaning Services & materials		1,971.14	2339.32
Waste Collection		530.65	924.61
Telecommunications		422.78	462.71
Repairs and Maintenance	3	1,154.69	1324.59
Hall Administration and Sundries		196.63	471.03
Hall Manager		3,630.90	3822.00
Performing Rights Society	4	375.34	500.52
TV Licence (monthly direct debit)		159.00	156.99
Other		125.00	100.00
	Sub-total	<hr/> 13,581.17	<hr/> 17770.64
Capital Payments			
Refurbishments		0.00	930
Equipment replacement		0.00	37.02
	Sub-total	<hr/> 0.00	<hr/> 967.02
Total Payments		<hr/> 13,581.17	<hr/> 18737.66
Opening Balance at 1st October 2020		31,982.22	21678.22
Net (Payments)/Receipts		16,810.77	10304.00
Closing Balance at 30th September 2021		<hr/> 48,792.99	<hr/> 31982.22

High Legh Village Hall (VHMC)

Note and item	Explanation	£
1	This income is broken down as follows	
Contribution by CA for Hall rent	Sunday Teas	0.00
	CA Meetings	75.00
	Coffee & Friendship	0.00
	Events	0.00
TOTAL		75.00
2		
Various refunds from CA & PC	Water Bills for School House	479.82
TOTAL		479.82
3	A breakdown of expenditure incurred for the year as follows:	
Repairs and Maintenance	Item	
TLC	Annexe carpet cleaned	30.00
Jackson Fire Ltd	Testing/replacing fire equipment. Pat testing(portable appliance testing)	670.80
Smiths of Derby	Bi-annual maintenance checks	249.60
B Entwistle (electrician)	Automatic lobby light for annexe	77.00
Sharper Trading Ltd	Laptop battery and RAM upgrade)	74.98
Keengardener Ltd	Timer for watering system	52.31
	Total	1,154.69
4	Allows us to perform live as well as listen to recorded music.	
Performing Rights Society		
5		
Grant from Cheshire East Council	Local Restriction Support Grant under Covid-19 Temporary Framework	11,370.43
	Restart Grant received on the advice of Action with Communities in Rural England (ACRE)	8,000.00
		19,370.43

High Legh Village Hall Reserves

30th September 2021

Cash Book

Opening Balance

1st October 2020	31982.22
Plus Income	30391.94
Minus Expenditure	13581.17
Closing Balance	48792.99
Allocation of Bank Balance	48792.99
Restricted Funds	0.00
	48792.99
Designated Funds	
Emergency Reserve	10000.00
Refurbishment of Hall Floor	2000.00
Lobby Carpets	2000.00
Repainting of Hall	16000.00
Refurbishment of Back Yard	
including covered walkway	15000.00
Repairs to outside brickwork	1000.00
New Tables (inside)	1000.00
Total	47000.00
Undesignated Funds Balance	1792.99

HIGH LEGH COMMUNITY ASSOCIATION (INCLUDING HIGH LEGH VILLAGE HALL)
ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2021

Registered Charity Number: 511391

Accountant's Report

I have prepared the Receipts and Payments Account for the year ended 30th September 2021 in accordance with the books and records of the High Legh Community Association (including High Legh Village Hall) and from information and explanations provided to me.

S. C. Carter

12/11/2021

Mrs Su Carter

Hon Treasurer

Auditor's Report

I have audited the Receipts and Payments Account for the year ended 30th September 2021 and can confirm that they are in accordance with the underlying records and provides a true and fair view of High Legh Community Association's (including High Legh Village Hall) receipts and payments for the year then ended.

Sharon E Senn

12/11/2021

Mrs Sharon Senn

Hon Auditor

Chartered Accountant