

Chair Report for the 31st May 2018 Annual General Meeting of the Trustees of Beechwood Hall and Rural Park ("The Hall"),

Overview:

During the last year the trustees have continued with the key objective - ensuring that the Hall continues to be a "community asset" in every sense, providing a high standard of facility for a wide range of activities, many of which involve active community participation and benefit.

Encouragingly, the Hall continues to be an attractive venue for "events", ranging from wedding receptions to concerts, which are both revenue generating and provide an opportunity to "showcase" the Hall to a wider market, with its attractive and appropriate setting.

To be successful in achieving all of the above requires a great deal of commitment, much of which is voluntary and almost on a daily basis. A team effort, particularly from the Hall Manager, Jenni Toomey, together with Jane Baldwin and Tom Walker, amongst others, has provided the foundations for another successful year.

Throughout this year, a major focus has been fund raising and grant applications, to facilitate our plans for the replacement and improvement of the Playground equipment. These efforts have been outstandingly successful and work is now well under way. We undertook a review of the site as a whole, taking advantage of an opportunity to relocate the Playground to a more suitable position. That in turn will allow for the next phase - an expansion of car parking space, using the original Playground site. Grant funding for that is also a strong possibility and being actively sought.

One of the major challenges the trustees face is encouraging more "volunteers" from within the community that the Hall serves and benefits. There is an urgent need to spread the load and have a greater pool of people to call on, particularly some younger members, whose energy and enthusiasm would be a welcome addition.

Management:

At the last AGM, Mike Dodd, Kate McBrown (Hamsey Parish council), Jo Hughes, Derek Bastide (St Peter's Church), Allan Wright (Hamsey School) and Rod Hearn (Chair), were all re-elected as trustees. Natalie Kinch was elected as a Trustee.

Andrew Featherstone and Margot Redwood were re-elected as Treasurer and Secretary, respectively.

Rod Hearn and Mike Dodd were re-elected as Chairman and Vice Chairman, respectively.

Changes during the Year:

Following his retirement, Derek Bastide resigned his position as trustee.

Jo Hughes informed the Trustees, at an earlier meeting, that she would not be standing again.

Margot Redwood resigned her position as Secretary due to other commitments.

The Trustees thanked all of the above for their valuable and in certain cases, very long-standing contributions.

Delia Minoprio joined as a Trustee.

Maintenance Arrangements:

The trustees approved a more formalised arrangement taking effect from May 2018 with a fixed monthly "retainer" paid to ensure regular tasks, together with ad hoc needs, are covered. This does not preclude additional unplanned tasks for which estimates would be provided but removes the reliance on a mix of voluntary assistance and relatively "expensive" outside providers.

Financial Performance:

Although slightly lower than in the previous year, rental receipts remained strong resulting in an operating surplus of some £5,750. Fund raising and grant applications were focused on renewal of the playground equipment, with the resulting funds transferred to the parish council, who is partnering the trust in this project and carrying out the work.

Under Policy on Reserves:

The trustees have agreed that the trust should maintain minimum reserves of £10,000 but preferably £15,000. This is to provide for (a) advance receipt of rental payments, (b) risk of downturn in rental receipts, (c) unplanned maintenance, (d) business interruption cash flow risk (ie. pending insurance payments). Year end reserves were some £37,000. The excess funds are required in the short term for further playground costs and a CCTV system and in the longer term to at least fund kitchen refurbishment and increased car parking.

Issues & Opportunities:

Looking further ahead, the trustees are evaluating areas for future consideration, particularly in the light of possible grants/funding. Amongst such considerations are possible multi sports / all weather facilities and similar initiatives to attract usage across all age ranges, particularly the younger members of the community.

With our primary objective of improving and protecting the Hall & Park, it is regrettable that the selfish actions of a few threaten the enjoyment of the majority. These observations relate in particular to continued acts of vandalism and the seemingly increasing incidents of dog fouling, the latter resulting in the “dogs on leads” requirement.

At a time when efforts are being made to improve the facilities for the community, it’s concerning to see such disregard and willingness to inflict damage and inconvenience.

Regrettably the trustees had little alternative but to approve investment in CCTV installation to monitor and hopefully prevent this in the future.

Conclusion:

The Hall continues to be a greatly valued asset to the community and benefits from a professional management approach that relies heavily on the willingness of a key group of people to dedicate time and energy on a voluntary basis.

The trustees wish to thank all those involved and to also acknowledge the close liaison with Hamsey Parish Council, which provides both financial support and essential encouragement in the furtherance of the aims of the Beechwood Hall and Rural Park.

Rod Hearn, Chairman.



BEECHWOOD HALL & RURAL PARK

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st MARCH 2018

2016-17	RECEIPTS	2017-18	Notes
£21,776.00	Rental of Hall	£20,418.00	
	Grants	£23,177.00	1
£780.58	Jumble Sale	£621.31	2
	Other Fund Raising	£1,352.81	2
	Donations	£250.00	
£512.62	Wind Turbine Feed In Payments	£315.16	
	Toilet	£63.95	
£26.64	Interest from Bank	£14.05	
£23,095.84	Total Receipts	£46,212.28	
	PAYMENTS		
£5,100.42	Management services and committee expenses	£4,704.95	
£2,453.00	Hall cleaning	£3,000.00	
£450.00	Childrens Party	£380.26	
£190.95	Water	£369.19	
£294.50	Insurance	£259.21	
£1,104.88	Electricity	£1,446.70	
£1,515.76	Building maintenance and consumables	£1,188.93	
£601.20	Renewable energy and heating system maintenance	£1,494.50	
£717.67	Playground and grounds inspection & maintenance	£108.00	
£456.48	Broadband	£527.22	
£479.10	Drain / Sewage clearance and maintenance	£136.50	
£52.26	Fire extinguisher maintenance	£79.44	
£120.00	Minor equipment and improvements	£1,364.36	
	Playground Development - Contribution	£25,401.00	3
£432.00	Hard standing around sewage plant		
£2,758.90	Youth Shelter		
£7,617.73	Outside Toilet Unit		
£24,344.85	Total Payments	£40,460.26	
<u>(£1,249.01)</u>	Excess (deficit) of Receipts over Payments	<u>£5,752.02</u>	
	ACCUMULATED FUND		
£33,203.99	Brought Forward	£32,030.21	
(£1,249.01)	Add: Excess (deficit) of Income	£5,752.02	
£75.23	Add: 2015/16 cheque not presented for payment	£0.00	
<u>£32,030.21</u>		<u>£37,782.23</u>	
	Represented By:		
£23,061.76	Balance in Business Current Account	£27,386.30	
£265.00	Add outstanding deposits	£982.50	
(£695.93)	Less cheques still to clear	£0.00	
£9,399.38	Balance in Business Reserve Account	£9,413.43	
<u>32,030.21</u>		<u>£37,782.23</u>	

Prepared by Andrew Featherstone, Treasurer - Dated: 10th May 2018

Approved by the Trustees:

Signed copy available

Rod Hearn, Chairman



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

BEECHWOOD HALL + RURAL PARK

On accounts for the year
ended

31st March 2018

Charity no
(if any)

206200

Set out on pages

1 + 2

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

13/06/2018

Name:

PETER FROST

Relevant professional
qualification(s) or body
(if any):

INSTITUTE OF BANKERS

Address:

WYTH COTTAGE, WYTH LAKE,
LINDFIELD, WEST SUSSEX
RH16 2QA

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

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