



Woodbridge Community Hall Management Committee

Registered Charity Number 1153286

**Financial Statements for the year ended
31st December 2021**

Woodbridge Community Hall Management Committee

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Woodbridge Community Hall Management Committee

REFERENCE AND ADMINISTRATIVE DETAILS

Registered

Charity No: 1153286

Trustees:	Mr Nigel Pryke	Chair
	Mr Philip Seurre	Honorary Treasurer
	Ms Anne Keen	Honorary Secretary
	Ms Gill Wright	Hall Inspector
	Ms Sue Sharpe	Minutes Secretary

Associate

Trustees: Mr Ben Osborne
Mr Steve Lemon
Mr John Leming

Woodbridge Town Council

Representatives. Clr. Patrick Gillard
Clr. Eamonn O’Nolan

Booking

Secretary: Ms Ann Rolph

Bankers: National Westminster Bank Plc
2 Tavern Street
Ipswich
Suffolk IP1 3BO

Woodbridge Community Hall Management Committee

REFERENCE AND ADMINISTRATIVE DETAILS cont...

Investment: Ipswich Building Society
The Thoroughfare
Woodbridge
Suffolk

Address: Station Road
Woodbridge
Suffolk IP12 4AU

Website: woodbridgecommunityhall.co.uk

Email: woodbridgecommunityhall@gmail.com

Telephone: 01394 446098

**Independent
Examiner:** Vanessa Shorten FMAAT

Woodbridge Community Hall Management Committee

REPORT OF THE TRUSTEES

Governance

Woodbridge Community Hall Management Committee (WCHMC) is a Charitable Incorporated Organisation registered as a charity with the Charity Commission on the 7th. Of August 2013 and amended on the 2nd. Of November 2016. The Trustees have an agreement with Woodbridge Town Council (WTC) to manage Woodbridge Community Hall (WCH) until 2029. On the 1st. Of December 2020 the Trustees were served by solicitors for WTC a notice terminating the management agreement. Solicitors for the trustees responded with legal argument that the Trustees have a legally binding management agreement with no provision for early termination. As a result of these legal discussions the notice requiring the WCHMC to quit the premises was never enforced. Throughout the year discussions have continued between WTC and WCHMC with the ambition on both sides to agree the wording of a new lease which would supersede the current management agreement. The objective of the Trustees is and has always been to provide the Community Hall and its annexes for the benefit of the inhabitants of Woodbridge for meetings, lectures and other forms of recreation and leisure at a reasonable cost. In this respect the Trustees are all volunteers and receive no monetary return from the charity. I would like to take this opportunity to thank them for their hard work during a very difficult year.

Review

Whilst the year began in difficult circumstances due to restrictions on social activities caused by the Covid 19 pandemic the Hall was kept fully functioning and open for business in respect of socially distanced activities. In spite of the intention of WTC to “mothball” the Hall until a new tender for its management could be found offering “best consideration” the Trustees were able to negotiate a contract with Suffolk G.P.Federation CIC for the provision of a Covid 19 vaccination hub for Woodbridge and the surrounding district. This project lasted for 33 weeks from the 4th. of January until the 30th. of August. Clearly this usage of the hall for most of the year provided a guaranteed income at a time when most other activities would have been restricted. During the year we received donations of £150 from National Westminster Bank PLC and Woodbridge 41 Club and a restricted start up grant of £1280 from East Suffolk Council.

Woodbridge Community Hall Management Committee

REPORT OF THE TRUSTEES cont..

The management Committee met five times during the year in February, April, July, September and November. The AGM for 2020 took place on the 3rd February, 2021.

The Trustees are grateful to the staff for all their help during a difficult year.

Maintenance

During 2021 the flat roof and the Perspex roof domes at the front of the building above the entrance hall and the toilets were replaced due to a prolonged period of leaks during wet weather. The drainage channels and gutters associated with all of the lower flat roofed areas were cleaned and cleared of moss. As a result of previous leaks, the ceilings were repaired and painted in the entrance lobby and the public toilets. Some of the lighting in these areas had to be dried out and reconnected. The retaining wall around the bin storage area was rebuilt due to its hazardous condition.

The Community Hall website has been completely modernised and updated and now has a calendar of bookings available to all.

The Town Council commissioned a survey of the building at the beginning of the year and the Trustees have sought an estimate for repairs to the main flat roof.

We are once again very grateful to Steve Lemon our volunteer maintenance officer who has carried out routine maintenance work throughout the year and in particular was on call to NHS managers during the period of the vaccination hub.

Reserves Policy

The Trustees have reserved £25,000 to meet the costs of operation in the event of unplanned closure for any reason.

Nigel Pryke FNI

Woodbridge Community Hall Management Committee

REPORT OF THE INDEPENDENT EXAMINER

The trust is a charitable incorporated organisation having a turnover less than £250,000.

Responsibilities and basis of my report.

As the charity Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts are a "true and fair view" which is not a matter considered as part of an independent examination.

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 accounts to be reached.

Vanessa Shorten FMAAT

Vine Cottage
Woodbridge Road
Debach

Dated 24th January, 2022

IP13 6BY

Woodbridge Community Hall Management Committee

Statement of Financial Activities for the year ended 31st December 2021.

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
Incoming Resources			
Voluntary Income:			
Individual donations		150	530
Grants:			
Covid-19 Hospitality & Leisure Grant.		0	10,000
Restricted Grant:			
East Suffolk Start Up Grant.	6	1,280	0
Generated Income:			
Hire of the Hall and facilities	7	49,228	17,569
Interest Received		253	309
Solar Panel "feed in Income"		3,675	3,978
Return of Sink Fund Balance.		0	7,183
Total Income		54,586	39,569
Resources Expended:			
Salaries	2	12,631	7,473
Honorarium		5,050	4,650
Maintenance to premises	8	5,726	3,973
Electricity & Water		11,719	6,764
Telephone		250	444
Refuse Collection		558	736
Insurance		1,491	1,675
Licences		437	1,205
Consumables		819	967
Postage, stationery, IT & Office Expenses		1,193	1,739
Donations & Gifts		381	138
Professional Fees.		2,932	4,300
Depreciation	4	348	346
Restricted Expenditure:			
Website Design costs.	6	700	0
Total Resources expended		44,235	34,410
Net increase / (decrease) in funds		10,351	5,159
Total funds brought forward		53,089	47,930
Total Funds carried forward		63,440	53,089

The notes on page 10 form part of these statements.

Woodbridge Community Hall Management Committee

Balance Sheet as at 31st December 2021

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
Fixed Assets			
Net value of equipment.	4	675	1,023
Current Assets			
Cash at Bank		3,675	6,586
Cash on Deposit		15,001	
Cash at Building Society		43,231	50,148
Debtors		1,150	780
Prepayments		1,693	274
HMCE – Job Retention Scheme		0	405
		64,750	58,193
Current Liabilities			
Account payable		35	0
Accruals		1,169	5,324
PAYE payable		18	7
Hire deposits		763	796
		1,985	6,127
Net Current Assets		62,765	52,066
Total Assets & Liabilities		63,440	53,089
Fund value at 1 st January 2021		53,089	47,930
Net income / (expenditure) for the year		10,351	5,159
Fund Value at 31st December 2018		63,440	53,089
Restricted Fund	6	580	
Reserve Fund	5	25,000	20,000
Unrestricted Fund		37,860	27,930
Total Fund Value		63,440	47,930

The notes on pages 10 form part of these statements.

Woodbridge Community Hall Management Committee

Notes to the Financial Statements for the year ended 31st December 2021

1 .ACCOUNTING POLICIES

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice and Reporting FRS 102 by the charities Commission. All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis.

2. SALARIES

The charity employs two part time staff. Cost is stated net of the Job Retention Grant amounting to £229 (2020 £3,648).

3. SINK FUND

Woodbridge Town Council stopped contributions to the sink fund and returned the charity's share of the balance held at 31st December 2019.

4. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.20	Depr. 2021	Net Value @ 31,12.21
	£	£	£	£	£
£					
Desktop Computer	760	0	(342)	(152)	266
Two Electric Cookers	660	0	(242)	(132)	286
Cleaning Equipment	257	0	(70)	(64)	123
	<u>1,677</u>	<u>0</u>	<u>(654)</u>	<u>(348)</u>	<u>675</u>

Other assets, catering equipment, furniture etc. were written off in the year of purchase.

5. RESERVE FUND

The trustees resolved to reserve £25,000 (2020 - £20,000) to cover continuing expenditure during the possible closure of the hall for major repairs or building works.

6. RESTRICTED FUND

The Trustees successfully applied for a start-up grant from East Suffolk Council value £1,280 to cover the cost of refreshing the website and advertising the facilities of the hall. £580 remains from the grant to be applied to local advertising in 2022.

7. HIRE INCOME

The complete building was hired to Suffolk GP Federation during lockdown from 4th January to 30th August 2021. Hire income for the current year was £8,428 (2020: £17,569).

8. Maintenance and Repairs to Premises.

The amount stated, £5,726 is net of a contribution from Woodbridge Town Council for £3,610 being 50% of roof repairs paid in accordance with the management agreement.