



Woodbridge Community Hall Management Committee

Registered Charity Number 1153286

**Financial Statements for the year ended
31st December 2020**

Woodbridge Community Hall Management Committee

CONTENTS

	Page
Reference and Administrative details	3 - 4
Report of the Trustees	5 - 6
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Explanatory Notes to Financial Statements	10

Woodbridge Community Hall Management Committee

REFERENCE AND ADMINISTRATIVE DETAILS

Registered

Charity No: 1153286

Trustees:	Mr Nigel Pryke	Chair
	Ms Pamela Wagstaff	(resigned 4 th March,2020)
	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

Woodbridge

Town Council

Representatives. Clr. Patrick Gillard
Clr. John Jewers

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 is a Charitable Incorporated Organisation registered as a charity with the Charity Commission on 7th August 2013 and amended on 2nd November 2016. The Trustees have an agreement to manage Woodbridge Community Hall expiring in 2029. Its objects are to provide the Community Hall for the benefit of the inhabitants of the town of Woodbridge and surrounding districts including use for meetings, lectures and other forms of recreation and leisure. The Trustees have regard to guidance issued by the Charity Commission on public benefit.

New trustees are appointed by the existing Trustees and serve for a term of three years, retiring Trustees are eligible for re-appointment. All Trustees give their time freely and no Trustee remuneration was paid in the year.

Review

The excess of income over expenditure for the year (£5159) in spite of much reduced lettings is due to a Covid 19 grant of £10,000, a donation from the Woodbridge Tai Chi Society of £500 and a reduction in wages due to the Furlough Scheme.

The management committee met six times during the year, in March, May, July, September, November and December. Our AGM will take place by Zoom on the 3rd February at 1900hrs.

At the beginning of the year we were experiencing a good level of bookings in all areas and we decided once again to freeze our hire rates. We had been examining the Woodbridge Town Council feasibility study into the redevelopment of the building and had circulated our hirers to comment on the various proposals. There was little enthusiasm from the hirers for the proposed ideas and the trustees felt that they needed more input into the plan. Meanwhile forward bookings for 2021 were disrupted because the Town Council insisted that they could only be taken on a provisional basis. From March onwards we were severely disrupted by the onset of Covid 19.

The staff were placed on furlough under the government scheme on the 22nd of March and the hall was little used apart from the regular blood donating sessions, weight watchers etc. The cleaners gradually returned to work after the 6th of July when we reintroduced Covid secure activities.

Woodbridge Community Hall Management Committee

REPORT OF THE TRUSTEES CONT.

It is important to note that we have had no track and trace contacts in relation to use of the Community Hall. Throughout this difficult period we received advice on Covid risk assessments from ACRE. (Action with communities in rural England).

We have been very fortunate this year to have the services of Steve Lemon as our volunteer Maintenance Manager which has coincided with the Town Clerk writing to us at the end of last year with the message that the Council would no longer undertake legionella checks, portable Appliance testing, fire alarm and equipment testing or fire risk assessments. As well as taking over these tests Steve has managed a major lighting improvement, the tendering of a contract for roof repairs, a new waste collection contract and various plumbing repairs. Steve has also secured a number of table tennis tables at no cost to the charity and as soon as we are able we will set up regular table tennis sessions in the main hall.

The ownership of the structure of the hall has been much debated over the years and there have been hints throughout the year that the Council want to take over the hall and move their own operations from the Shire Hall to a refurbished Community Hall. The trustees dispute this proposed use of the hall but nevertheless were surprised to receive a solicitors letter on the first of December terminating our management contract. The Charity has replied to this termination notice through its solicitors. The Town Council will review their position at a meeting on the 26th of January. In the meantime I am delighted to say that we have let the hall for four months to the Suffolk GP Federation CIC to be used seven days a week for Covid 19 vaccinations.

I would like to take this opportunity to thank all of our volunteers and staff for their hard work and dedication throughout this very challenging year. We hope that normal community use can resume on the first of May although the NHS may need an extension to their finish date of the 30th of April.

Reserves Policy

The Trustees have reserved £20,000 to meet ongoing costs in the event that the building is closed for refurbishment or other major works.

Nigel Pryke MNM, FNI

Chair of the Trustees

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, 2021

IP13 6BY

Woodbridge Community Hall Management Committee

Statement of Financial Activities for the year ended 31st December 2020.

	<u>Note</u>	<u>2020</u>	<u>2019</u>
		£	£
Incoming Resources			
Voluntary Income:			
Individual donations		530	350
Grants:			
Covid-19 Hospitality & Leisure Grant.		10,000	0
Generated Income:			
Hire of the Hall and facilities		17,569	39,011
Interest Received		309	529
Solar Panel "feed in Income"		3,978	3,961
Return of Sink Fund Balance.		<u>7,183</u>	<u>0</u>
Total Income		39,569	43,851
Resources Expended:			
Salaries	2	7,473	10,953
Honorarium		4,650	4,760
Maintenance to premises		3,973	5,050
Electricity & Water		6,764	9,934
Telephone		444	504
Refuse Collection		736	959
Insurance		1,675	1,683
Licences		1,205	1,031
Consumables		967	1,052
Postage, stationery, IT & Office Expenses		1,739	2,450
Donations & Gifts		138	525
Sink Fund	3	0	1,500
Professional Fees.		4,300	0
Bad Debts		0	54
Depreciation	4	<u>346</u>	<u>270</u>
Total Resources expended		34,410	40,725
Net increase / (decrease) in funds		5,159	3,126
Total funds brought forward		47,930	44,804
Total Funds carried forward		<u>53,089</u>	<u>47,930</u>

The notes on page 10 form part of these statements.

Woodbridge Community Hall Management Committee

Balance Sheet as at 31st December 2020

	<u>Note</u>	<u>2020</u> £	<u>2019</u> £
Fixed Assets			
Net value of equipment.	5	1,023	1,242
Current Assets			
Cash at Bank		6,586	4,991
Cash at Building Society		50,148	39,840
Debtors		900	2,339
Prepayments		274	1,128
PAYE payable		—	84
HMCE – Job Retention Scheme		405	—
		58,313	48,382
Current Liabilities			
Accruals		5,325	1,614
Accounts payable		7	—
Hire deposits		796	80
		6,128	1,694
Net Current Assets		52,185	46,688
Total Assets & Liabilities		53,208	47,930
Fund value at 1 st January 2018		47,930	44,804
Net income / (expenditure) for the year		5,159	3,126
Fund Value at 31st December 2018		53,089	47,930
Reserve Fund	5	20,000	20,000
Unrestricted Fund		33,089	27,930
Total Fund Value		53,089	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 2020

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 £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 31.12.19	Depr. 2020	Net Value @ 31.12.20
	£	£	£	£	£
£					
Desktop Computer	760		(190)	(152)	418
Two Electric Cookers	660		(110)	(132)	418
Steam Mop	130	127	(8)	(62)	187
	<u>1,550</u>	<u>127</u>	<u>(308)</u>	<u>(346)</u>	<u>1,023</u>

A thermometer kit was purchased during the year to carry out testing for Legionella bacteria.

5. RESERVE FUND

The trustees resolved to reserve £20,000 (2019 - £20,000) to cover continuing expenditure during the possible closure of the hall for major repairs or building works.