



# **Woodbridge Community Hall Management Committee**

**Registered Charity Number 1153286**

**Financial Statements for the year ended  
31<sup>st</sup> December 2022**

# Woodbridge Community Hall Management Committee

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# Woodbridge Community Hall Management Committee

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## REFERENCE AND ADMINISTRATIVE DETAILS

### Registered

**Charity No:** 1153286

<b>Trustees:</b>	Mr Nigel Pryke	Chair
	Mr Philip Seurre	Honorary Treasurer
	Ms Anne Keen	Honorary Secretary
	Ms Gill Wright	Hall Inspector
	Ms Sue Sharpe	Minutes Secretary
	Mr John Leming	(appointed 26.01.2022)

### Associate

**Trustees:** Mr Ben Osborne  
Mr Steve Lemon

### 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**

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## **REFERENCE AND ADMINISTRATIVE DETAILS cont...**

**Investment:** Suffolk Building Society  
The Thoroughfare  
Woodbridge  
Suffolk

**Address:** Station Road  
Woodbridge  
Suffolk IP12 4AU

**Website:** [woodbridgecommunityhall.co.uk](http://woodbridgecommunityhall.co.uk)

**Email:** [woodbridgecommunityhall@gmail.com](mailto:woodbridgecommunityhall@gmail.com)

**Telephone:** 01394 446098

**Independent  
Examiner:** Vanessa Shorten FMAAT

# Woodbridge Community Hall Management Committee

## REPORT OF THE TRUSTEES

The Community Hall was built with funds raised by Woodbridge Community Council under the chairmanship of Sir Ian Jacob. It was opened on the 17th. of January 1981. A charity was created the same year to manage the commercial operation, maintenance and improvement of the available facilities. The Hall is built on land formerly owned by Suffolk Coastal District Council and later transferred to Woodbridge Town Council (WTC).

Woodbridge Community Hall Management Committee (WCHMC) is a charitable incorporated organisation registered with the Charity Commission. The current trustees have an agreement with WTC to continue managing the hall until 2029. Nevertheless the WTC wishes to terminate this agreement and negotiate a new lease for the property. This process is on-going.

The objective of the trustees 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. The trustees are all volunteers.

### Review of the year.

Clearly the past two years have been challenging for the trustees due to enforced restrictions on social activities as a result of the Covid 19 pandemic. Nevertheless revenue has remained buoyant due to a grant of £10,000 in 2020 and the successful negotiation of a contract in 2021 to use the Hall as a Covid vaccination hub for the district. Therefore 2022 was always going to be a significant challenge where we were starting from scratch with most of our regular users finding it very difficult to restart their activities.



We were delighted to be able to assist when the “opera in the park” needed a substitute venue. Of course the other very significant challenge for the trustees has been the management of electricity usage as a result of ever increasing costs.

In this respect the trustees have signed a contract with a new supplier from the 1st.February. The trustees met six times during the year in January/ March/ June/ August/ September and December.

*Die Fledermaus performed in the main hall 17.09.22.  
Photo by Charmian Berry*

### Income and expenditure comparison last 5 years.

2018	income £35,439	expenditure £35,106
2019	income £43,851	expenditure £40,725
2020	income £39,569	expenditure £34,410
2021	income £54,586 (boosted by NHS hire)	expenditure £44,235
2022	income £39,694	expenditure £38,807

# Woodbridge Community Hall Management Committee

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## REPORT OF THE TRUSTEES Cont.

Taking everything into account the financial result for 2022 is very positive. The hire rates have been kept broadly the same as last year except that the charity rate has been applied more strictly. This has meant an increase of about 10% for some of our regular users. We have been pleased to welcome John Leming as a new trustee this year. John has particular expertise in the area of building and maintenance. The trustees have updated all of the management policies this year. These are all published on the Community Hall website.

### Staff.

It has been a very busy year for our booking secretary Ann who has managed to attract several new hirers. One of our regular part time cleaners, Michelle, has retired and we are changing the cleaning arrangements so that Jane can manage on her own. This is only possible because of the considerable efforts put in by our Hall Inspector Gill. I would like to thank her and all of our trustees and staff for their hard work during a difficult year.

### Maintenance.

*Photograph of main roof taken by drone.*

This year we budgeted for replacement of the main flat roof as a follow up to the repairs to the lower flat roof last year. We had a quotation for the work but a drone survey confirmed that the existing roof surface is sound.



We will consider a further drone survey next year. Following a full survey of the building trustees met with

Councillors Sanders and Sylvester to discuss a repair schedule. A list of repairs desirable for 2022 was agreed and has been completed. In June we had a fire safety inspection which highlighted that internal fire doors were not smoke proof as designed. Repairs have been completed as required. The main alarm panel and several individual alarm points required repair or replacement. These have all been completed. In November we had a full wiring inspection which we understand had only minor issues but we are waiting for the full results from WTC.

As well as items recommended by the WTC surveyor we have fitted new external lighting, carried out repairs to the lead flashing on the main roof, replaced the main stage lighting and installed new glitter ball lamps.

Trustees have also had two separate quotes for new external fire doors in the main hall as suggested by the WTC surveyor. The fire safety surveyor said the doors were fit for purpose and one of the manufacturers quoting for the work also reported that the existing fire doors were acceptable. The management committee has agreed to review the situation in twelve months time. Special thanks once again to Steve Lemon for all his hard work.

Nigel Pryke MNM, FNI

Chair of the Trust

# **Woodbridge Community Hall Management Committee**

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## **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

Dated 20<sup>th</sup> January, 2023

Vine Cottage  
Woodbridge Road  
Debach  
IP13 6BY

# Woodbridge Community Hall Management Committee

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## Statement of Financial Activities for the year ended 31<sup>st</sup> December 2022.

	<u>Note</u>	<u>2022</u> £	<u>2021</u> £
<b>Incoming Resources</b>			
<b>Voluntary Income:</b>			
Individual donations		50	150
<b>Restricted Grant:</b>			
East Suffolk Start Up Grant.	6	0	1,280
<b>Generated Income:</b>			
Hire of the Hall and facilities	7	34,820	49,228
Interest Received		450	253
Solar Panel "feed in Income"		4,374	3,675
<b>Total Income</b>		39,694	54,586
<b>Resources Expended:</b>			
Salaries	2	11,038	12,631
Honorarium		5,050	5,050
Trustee Training		25	0
Maintenance to premises		4,039	5,726
Electricity & Water		11,897	11,719
Telephone		436	250
Refuse Collection		398	558
Insurance		1,338	1,491
Licences		347	437
Consumables		1,234	819
Postage, stationery, IT & Office Expenses		1,763	1,193
Donations & Gifts		110	381
Professional Fees.		150	2,932
Bad Debt		276	0
Depreciation	4	348	348
<b>Restricted Expenditure:</b>			
Advertising/Website Design costs.	6	358	700
<b>Total Resources expended</b>		<b>38,807</b>	<b>44,235</b>
<b>Net increase / (decrease) in funds</b>		887	<b>10,351</b>
Total funds brought forward		63,440	53,089
<b>Total Funds carried forward</b>		<b>64,327</b>	<b>63,440</b>

The notes on page 10 form part of these Statements.



# Woodbridge Community Hall Management Committee

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## Balance Sheet as at 31<sup>st</sup> December 2022

	<u>Note</u>	<u>2022</u> £	<u>2021</u> £
<b>Fixed Assets</b>			
Net value of equipment.	4	327	675
<b>Current Assets</b>			
Cash at Bank		5,425	3,675
Cash on Deposit		5,022	15,001
Cash at Building Society		54,000	43,231
Debtors		2,135	1,150
Prepayments		1,657	1,693
		<u>68,239</u>	<u>64,750</u>
<b>Current Liabilities</b>			
Accounts payable		3,265	35
Accruals		100	1,169
PAYE payable		62	18
Hire deposits		812	763
		<u>4,239</u>	<u>1,985</u>
Net Current Assets		64,000	62,765
<b>Total Assets &amp; Liabilities</b>		<b><u>64,327</u></b>	<b><u>63,440</u></b>
Fund value at 1 <sup>st</sup> January 2022		63,440	53,089
Net income / (expenditure) for the year		<u>887</u>	<u>10,351</u>
<b>Fund Value at 31<sup>st</sup> December 2022</b>		<b><u>64,327</u></b>	<b><u>63,440</u></b>
Restricted Fund	6	222	580
Reserve Fund	5	20,000	20,000
Unrestricted Fund		44,105	42,860
<b>Total Fund Value</b>		<b><u>64,327</u></b>	<b><u>63,440</u></b>

The notes on pages 10 form part of these statements.

# Woodbridge Community Hall Management Committee

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2022

### 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 one part time cleaner. Cost for 2021 is stated net of the Job Retention Grant amounting to £229.

### 4. FIXED ASSETS

	Cost	Addition	Depr. To 31.12.21	Depr. 2022	Net Value @ 31,12.22
£	£	£	£	£	£
Desktop Computer	760	0	(494)	(152)	114
Two Electric Cookers	660	0	(374)	(132)	154
Cleaning Equipment	257	0	(134)	( 64)	59
	<u>1,677</u>	<u>0</u>	<u>(1,002)</u>	<u>(348)</u>	<u>327</u>

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

### 5. RESERVE FUND

The trustees resolved to reserve £20,000 (2021 - £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 in 2021 value £1,280 to cover the cost of refreshing the website and advertising the facilities of the hall. £222 remains from the grant to be applied to local advertising in 2023.

### 7. HIRE INCOME

The complete building was hired to Suffolk GP Federation during lockdown from 4<sup>th</sup> January to 30<sup>th</sup> August 2021. Hire income for that year was necessarily reduced to £8,428.