

# **Peldon Village Hall Management Committee**

## **Trustees' Report and Accounts**

**For the year ended**

**31<sup>st</sup> March 2011**

**Registered Charity number 269399**

# **Peldon Village Hall Management Committee**

## **Trustees Report for the Year Ended 31<sup>st</sup> March 2011**

The trustees present their Report and Accounts for the year ended 31<sup>st</sup> March 2011.

### Principal Activity

The principal activity of the charity is to maintain and manage Peldon Village Hall for the benefit of residents and local community groups. The Chairman's report on pages 2 to 3 provides a commentary on the activities during the year.

### Financial Review

The Treasurer's report on pages 4 to 5 provides a commentary on the financial results for the year and position at the year end.

### Trustees

The following Trustees served throughout the year:

Mr Keith Banks – Chairman  
Mr Mike Watson – Vice Chairman  
Mrs Jayne Walker – Secretary  
Mr Bob Holmes – Treasurer  
Mrs Ethel Miller  
Mrs Liz Davidson  
Mrs Teresa Newbold  
Mr Andy Wade

In addition, the caretaker, Mrs Christine Moore attended all management meetings of the Committee during the year.

Mrs Ethel Miller has indicated her intention to stand down from the Committee at the forthcoming AGM. The Committee wish to her express their gratitude for the many years of service she has given the Committee since the Hall was opened.

On behalf of the Committee

Mr Jayne Walker  
Secretary  
8<sup>th</sup> June 2011

# **Peldon Village Hall Management Committee**

## **Chairman's Report the Year Ended 31<sup>st</sup> March 2011**

The last year will be remembered as the year when all the talk and discussions finally came together to leave us with a definitive plan for the design of the new Peldon Village Hall that was acceptable to the committee, our users, our neighbours and, most importantly, the planning department at Colchester Borough Council.

To date we are still waiting for official confirmation from CBC that planning has been granted, however we have been told by Duncan Clarke and Beckett that the minor objections from the Highways Department have been resolved and permission should be a formality.

Our thanks go again to Essex County Council and Colchester Borough Council for their support through the Community Initiatives Fund, without which we would not be the position we are in now. County Councillor John Jowers deserves special thanks for his support and interest in our project.

Our next step is to secure building regulations. We are looking into the best way to proceed with this from both a financial and practical perspective and will decide the appropriate course of action in the coming months. With our grants, financially we have enough money to cover the costs to this stage.

Once we have done this then the huge task of raising funds commences. With every passing year raising a sum of £500,000 seems to be more difficult, and it is a fact that there is less money in the economy for projects such as ours. I still believe the money can be raised but it will be hard work, time consuming and may take longer than we had hoped. However with the support of the Parish, Borough and County Council and the local community we will do our best to push forward.

There seems to have been a change in sentiment from the trustees of the Abberton Reservoir project which makes me feel more optimistic that money may be made available to us than at this time last year. We also need to address the Wigboroughs village hall committee concerning their plans for a new village hall.

Our fundraising efforts in 2010 were excellent and our thanks go out to everyone involved for all their time and effort and, as usual, our particular thanks go to the Peldon Players. We hope that our fundraising will be equally successful in 2011.

I would like to thank all the members of the management committee for their continued support, their time and their effort. I like to think we do our job with professionalism and good humour, for me, our meetings are never a chore and our fundraising activities are supported because they are fun and entertaining and not an obligation.

I would also like to say a big thank you to Ethel Miller. Ethel is stepping down from the Management Committee having been involved in the hall since its inception some forty

six years ago. It would be impossible to calculate how many hours of her time she has given to the cause over this time, but without her commitment the hall would not have been continually open and available to the people of Peldon. Although in her 80<sup>th</sup> year and not in the best of health she still intends to do the cleaning in the hall, for which we are grateful. Ethel has always been there to help out because she can and never looking for reward or thanks. Her cheese straws and sausage rolls are legendary and we all hope that we will still be able to get a regular supply.

Additional thanks also go to Chris Moore. Chris's official job title is 'caretaker' but all of us on the committee know that she is really the managing director and chief executive. Nothing practical gets done without her say so and we all know who really is in charge of keeping the hall up and running. Thanks also to her assistant Archie, with a bit more training I'm sure that one day he will come up to scratch and be able to fulfil his full potential.

In conclusion, here's to another 12 months. Hopefully we will see more progress towards our goal of building a new village hall.

Keith Banks  
Chairman

# **Peldon Village Hall Management Committee**

## **Treasurer's Report on the Accounts for the Year Ended 31<sup>st</sup> March 2011**

### Overview

The Hall's funds at the end of the financial year totalled £17,113, an increase of £5,067 in the year. I propose that we transfer £5,000 to the Hall Renewal Fund, leaving the General Fund and the Peldon Players Fund at around the same level as last year. The Hall Renewal Fund will then account for £12,876 of the total funds, representing the amount set aside from our own funds towards the project in addition to any grants we may obtain.

There was a surplus on the General Fund for the year of £3,915 (2010 - £1,837) before the contribution from the Peldon Players. The pantomime generated a profit of £1,292 (2010 - £777) and £1,250 (2010 - £850) has been transferred from the Peldon Players Fund via the General Fund to the Hall Extension Fund as part of the total transfer reported above.

### General Fund

Total income of £10,362 was £1,891 more than the income of £8,471 earned in 2009/10. Expenditure, at £6,447 was slightly less than the £6,635 incurred in the previous year.

Income from hiring the hall increased by £238 (4%), as shown in the table below. The hall was used for a total of 827 hours in the year, compared to 777 in the previous year – a 6% increase. Hire charges were unchanged in the year.

The analysis of hiring income by principal user for the two years is as follows:

<u>User</u>	<u>2010/11</u> £	<u>2009/10</u> £	<u>Change</u> £
Autism Anglia	2,828	2,250	578
Bowls Club	672	658	14
Peldon Art Group	469	532	(63)
Tuesday Art Group	420	420	0
Parish Council	478	414	64
Other regular users	507	770	(263)
Colchester BC	425	350	75
Other individual users	715	882	(167)
Total	6,514	6,276	238

There were no changes in the groups using the Hall on a regular basis during the year. Autism Anglia continued to be the biggest user. Colchester Borough Council hired the Hall for elections on two occasions in May 2010, using only the Committee room on the second time for Parish Council elections.

Net income from fundraising events, at £3,559, increased by £1,569. The contribution to the Hall's funds from the 2010 Peldon May Festival was £1,588, a similar sum to the figure of £1,529 from the 2009 May Festival. The Committee organised a sponsored walk round Mersea Island in July, in response to the opportunity to organise events in anticipation of the 2012 Olympic Games, which raised a total of £1,368. The quiz night in November 2010 raised £554, and there was a small contribution of £49 from a wine-tasting event immediately before Christmas.

Donations received in the year included £130 from PAWS which was collected at their 2010 Bluebell Walk. Interest income remained minimal following the reduction in bank rates in 2009 despite the significant funds held on deposit. The Committee have decided to place surplus funds elsewhere in 2011 to increase this income.

Within items of expenditure, the Committee agreed that the wage rates paid for caretaking and cleaning services should be increased at the start of the financial year, and these costs rose by £230 as a result. In the Committee's opinion, they remain below a commercial rate. Building maintenance costs reduced as 2009/10 included the costs of repainting the exterior of the Hall. Modifications to the electricity supply accounted for the £448 spent on other improvements in 2009/10.

#### Hall Renewal Fund

During the year, the Committee was awarded two grants under the Community Initiatives Fund run by Essex County Council and Colchester Borough Council towards the costs of the professional fees to be incurred in obtaining planning permission and building regulations approval for the new Hall, one for the 2009/10 year and one for 2010/11. Both grants were for £15,000. Following the award of the first grant, the Committee's architects, Duncan Clark & Beckett, were instructed to prepare plans and submit an application for planning permission for the new hall, which was finalised in March 2011.

Expenditure incurred by the Committee to the end of March 2011 means that the remaining grant funding available to cover further costs of the project amounted to £17,131 at that date.

#### Peldon Players Fund

Income from the pantomime increased by £283 to £1,801 following the decision to raise ticket prices by £1. The price increase had no impact on demand and, as in previous years, the event was a sell-out. Expenditure reduced by £232 to £509, largely as a result of there being no expenditure on royalties this year because the script was produced by the Players themselves. These two factors were the main reason for the increased profit of £1,292 from the 2011 pantomime.

#### Balance Sheet

Cash and bank balances at 31<sup>st</sup> March 2011 totalled £15,926, an increase of £4,815 over the figure of £11,111 at the previous year end. A further £1,153 (2010 - £1,231) was due to the Hall from hirings in the quarter ended 31<sup>st</sup> March 2011 which have been invoiced in April.

An application for grant funding to meet architects' costs and other expenditure relation to the planning application for the new hall was outstanding at the end of March. The amount receivable of £10,519 is shown as a debtor in the balance sheet, and the costs payable are included in accrued expenses. The insurance premium for the year ended 14<sup>th</sup> September 2011 was paid in full in September 2010, and the proportion that is attributable to the financial year 2011/12 has been prepaid in these accounts. Accrued expenditure includes the March account due to the electricity supplier and an outstanding bill for inspecting the electrical installation.

Bob Holmes  
Treasurer

**Independent Examiner's Report on the Accounts for the Year Ended 31<sup>st</sup> March 2011**

The independent examiner's report on the accounts is appended after page 9.

# Peldon Village Hall Management Committee

## Income and Expenditure Accounts for the year ended 31st March 2011

<b><u>General Fund</u></b>		<b>2010/11</b>	<b>2009/10</b>
		<b>£</b>	<b>£</b>
<b><u>Income</u></b>			
Hire of hall		6,514	6,276
Hire of equipment		85	175
Donations		177	20
Fundraising events	Income	4,837	2,978
	Less: expenses	<u>-1,278</u>	<u>-988</u>
	Net income	3,559	1,990
Interest received		13	10
Sundry income		14	-
		<u>10,362</u>	<u>8,471</u>
<b><u>Expenditure</u></b>			
Insurance		937	889
General rates		45	52
Water rates		355	359
Electricity		1,354	1,359
Wages		1,820	1,590
Domestic sundries		87	204
Gardening & general repairs		902	773
Maintenance - building		502	800
Maintenance - equipment		295	25
Other improvements		-	449
Sundry expenditure		150	135
		<u>6,447</u>	<u>6,634</u>
		<b>3,915</b>	<b>1,837</b>
<b><u>Surplus</u></b>			
Transfer from Peldon Players Fund		1,250	850
Transfer to Hall Renewal Fund		<u>-5,000</u>	<u>-2,500</u>
<b><u>Surplus for the year</u></b>		<b>165</b>	<b>187</b>
Balance brought forward at 1st April		3,546	3,359
<b>Balance carried forward at 31st March</b>		<b><u>£3,711</u></b>	<b><u>£3,546</u></b>



# Peldon Village Hall Management Committee

## Income and Expenditure Accounts for the year ended 31st March 2011

### Hall Renewal Fund

	2010/11 £	2009/10 £
<b>Income</b>		
Grants receivable	12.869	-
Donations received in memory of Ken Ward	-	408
	12.869	408
<b>Expenditure</b>		
Architects fees	10.114	1.265
Soil investigation	1.080	-
Planning application	1.675	-
Sketches for public consultation meeting	140	-
Topographical survey	-	449
Arboricultural survey	-	265
	13.009	1.979
<b>Deficit</b>	<b>-140</b>	<b>-1.571</b>
Transfer from General Fund	5.000	2.500
<b>Surplus for the year</b>	<b>4.860</b>	<b>929</b>
Balance brought forward at 1st April	8.016	7.087
<b>Balance carried forward at 31st March</b>	<b>£12.876</b>	<b>£8.016</b>

### Peldon Players Fund

	2010/11 £	2009/10 £
<b>Income</b>		
Ticket and programme sales	1.801	1.518
Other income	-	-
	1.801	1.518
<b>Expenditure</b>		
Royalties and scripts	-	180
Stage, set & props	209	296
Wardrobe and costume hire	121	55
Interval drinks	119	128
Sundry expenditure	60	82
	509	741
<b>Surplus</b>	<b>1.292</b>	<b>777</b>
Transfer to general fund	1.250	850
<b>Retained surplus for the year</b>	<b>42</b>	<b>-73</b>
Balance brought forward at 1st April	485	558
<b>Balance carried forward at 31st March</b>	<b>£527</b>	<b>£485</b>

# Peldon Village Hall Management Committee

## Balance Sheet as at 31st March

	2011 £	2010 £
<b><u>Debtors</u></b>		
Hire of hall	1.126	1.231
Grants receivable	10.519	-
Gift Aid receivable	177	-
Prepaid expenditure	444	413
	<u>12.266</u>	<u>1.644</u>
<b><u>Cash Balances</u></b>		
Deposit account	15.240	10.565
Current account	531	293
Cash	155	253
	<u>15.926</u>	<u>11.111</u>
<b><u>Current Assets</u></b>	28.192	12.755
<b><u>Current Liabilities</u></b>		
Accrued expenditure	11.078	457
2010 May Festival income	-	251
	<u>11.078</u>	<u>708</u>
<b><u>Net Assets</u></b>	<b>£17.114</b>	<b>£12.047</b>
<b><u>Represented by:</u></b>		
General Fund	3.711	3.546
Peldon Players Fund	527	485
Hall Extension Fund	12.876	8.016
<b><u>Total Funds</u></b>	<b>£17.114</b>	<b>£12.047</b>



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Peldon Village Hall Management Committee		
<b>On accounts for the year ended</b>	31 <sup>st</sup> March 2011	<b>Charity no (if any)</b>	269399
	<b>Set out on pages</b> 1 to 9		

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

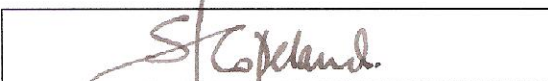
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 matter has come to my attention, which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
- have not been met ; or

1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**  **Date:** 20<sup>th</sup> May 2011

**Name:** S J Copeland

**Relevant professional qualification(s) or body (if any):** F.C.C.A.

**Address:** Elmdale, Peldon Road, Little Wigborough, Essex CO5 7RB

Only complete if the examiner needs to highlight material problems.

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

None.