

# **Peldon Village Hall Management Committee**

## **Trustees' Report and Accounts**

**For the year ended**

**31<sup>st</sup> March 2012**

**Registered Charity number 269399**

# **Peldon Village Hall Management Committee**

## **Trustees Report for the Year Ended 31<sup>st</sup> March 2012**

The trustees present their Report and Accounts for the year ended 31<sup>st</sup> March 2012.

### 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 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.

Mr Ian Brookes has indicated his willingness to join the Committee with effect from the 2012 Annual General Meeting.

On behalf of the Committee

Mr Jayne Walker  
Secretary  
6<sup>th</sup> June 2012

# **Peldon Village Hall Management Committee**

## **Chairman's Report the Year Ended 31<sup>st</sup> March 2012**

The last 12 months have seen us take huge steps forward towards our goal of building a new village hall.

Having finally been granted planning permission from Colchester Borough Council in August 2011, we have made great inroads into raising the £600,000 we will need to build the new hall.

I would like to thank Essex County Council and particularly Councilors John Jowers, Kevin Bentley and Andrew Ellis for their continued support. We have been awarded another grant of £15,000 from their Big Society Fund, this makes a total of £45,000 received over the last three years. This money will enable us to pay all of the ongoing professional fees that are incurred before the project can begin to get off the ground, as well as the costs of managing the project once it is underway.

I would also like to thank Winstred Hundred Parish Council. Their support was crucial in securing a grant of £100,000 from the Abberton Reservoir Community Fund. To be awarded this grant was particularly gratifying as we faced stiff competition from other local projects who all had strong cases. I think it speaks volumes of the quality of our presentation that we were able to succeed.

We have also been awarded a grant of £20,000 from Cory Environmental Trust which has to be used to fund the heating system. Provided sufficient funding can be raised, the new hall will use ground sourced heating, which is expensive to install, but cheap to operate and the best environmental solution.

Together with money from our own fundraising activities, we have raised £185,000 towards the total cost of the project which is approximately 30%. I think this is a tremendous achievement in such a short space of time. We have applied to other grant providers for further funding and there are more applications in the pipeline.

We always knew that the success of this project would depend on receiving a substantial grant from the National Lottery. We intend to apply for £300,000 from their Reaching Communities Fund. Bob Holmes and I have been to a Lottery seminar and now understand the criteria on which applications are judged. We feel we can make a good case but are mindful of the fact that there is an 80% failure rate. To be successful, our application must demonstrate that our community has needs that our project will address, and in order to provide the evidence for this, we have conducted a survey of hall users and residents which has demonstrated overwhelming support for the project and for the wider range of activities that a new building could support. Our application will be submitted in the next couple of months.

Our fundraising events have been popular and financially successful. Our summer concert with Crissy Lee's Jazz Band was a particular success. 170 people attended the

concert at Brickhouse Farm and enjoyed a wonderful evening's entertainment. We will be holding a similar event this year with the Crissy Lee Soul Band together with a grand auction which we hope will be well supported and raise even more money than last year. Our thanks go to Robert and Liz Davidson for the use of their back garden.

We would also like to thank the Peldon Players for their contribution with another hugely successful pantomime. They managed to fill the hall again at every performance, and by putting on an additional show and increasing ticket prices, raise a record amount for the Hall, which has been put towards the rebuilding fund. We have been closely engaged with them in the internal design of the new hall and there is no doubt that the new building will provide them with even greater scope.

I would like to thank all the Committee for their continued support. It has been a particularly busy year and everyone has put in a lot of time and effort. Special thanks must go to Bob Holmes who has tirelessly pushed this project forward. Without his time, enthusiasm, expertise and patience we would not be where we are now. I would also like to thank John Lloyd for offering his services as project manager free of charge.

If we succeed in getting Lottery Funding, we may be in a position to start work in 2013 – if we don't the project will take considerably longer to fulfill. We are in difficult economic times but with the continued support from the local community and local councils there is no reason to believe that we cannot raise sufficient funds to build a new hall that the village can be proud of and be of benefit to everyone.

Keith Banks  
Chairman

# **Peldon Village Hall Management Committee**

## **Treasurer's Report on the Accounts for the Year Ended 31<sup>st</sup> March 2012**

### Overview

The Hall's funds at the end of the financial year totalled £22,173, an increase of £5,059 in the year. This is the second year running that our funds have grown by over £5,000, thanks to our fundraising efforts in support of the Hall Renewal Fund.

The Peldon Players agreed that all of the Fund in their name could be merged into the Hall Renewal Fund, and as the prospects of replacing the hall get closer, we can afford to hold less money in the General Fund. Consequently, I propose that we transfer £7,250 to the Hall Renewal Fund, leaving the General Fund at around £2,000. The Hall Renewal Fund will then account for £20,000 of our total funds.

There was a surplus on the General Fund for the year of £3,298 (2011 - £3,915) before the contribution from the Peldon Players. The pantomime generated a profit of £1,832 (2011 - £1,292).

### General Fund

Total income of £9,535 was £827 less than the income of £10,362 earned in 2010/11, the reduction being due to less hiring income this year. Expenditure, at £6,237 was slightly less than the £6,447 incurred in the previous year, the second year in which there has been a small decrease.

Income from hiring the hall decreased by £967 (15%) as shown in the table below. The hall was used for a total of 728 hours in the year, compared to 827 in the previous year – a 12% decrease. 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>2011/12</u> £	<u>2010/11</u> £	<u>Change</u> £
Autism Anglia	1,820	2,828	(1,008)
Bowls Club	770	672	98
Peldon Art Group	476	469	7
Tuesday Art Group	420	420	0
Pilates	294	126	168
Parish Council	448	478	(30)
Other regular users	566	381	185
Colchester BC	104	425	(321)
Other individual users	649	715	(66)
<b>Total</b>	<b>5,547</b>	<b>6,514</b>	<b>(967)</b>

Autism Anglia continued to be the biggest user of the hall, although they used it less than in 2010/11. The pilates classes started during 2010/11 so the increase reflects a full year effect. Regrettably, the bi-weekly doctor's surgery run in the hall by the Layer de la Haye practice ceased at the beginning of March 2012, due to the need to access electronic patient records remotely which cannot be met by the present building. Colchester Borough Council no longer hire the main hall for elections but use just the Committee room which attracts a lower charge.

Net income from fundraising events, at £3,560, was almost exactly the same as the previous year. The contribution from the Crissy Lee concert in June 2011 of £1,674 replaced the May Festival contribution of £1,588 in 2010. For the second year, a sponsored walk was held, and although there were fewer participants in 2011, a creditable £946 was raised. There were two quiz nights, in April and November, which raised a total of £886, and the Christmas wine tasting added £54.

PAWS again made a donation to the Hall following their bluebell walk in May, this year of £88. Interest income rose significantly as substantial sums have been moved to a new 7 day notice deposit account where they currently earn interest at a rate of 1.6% pa.

There were no significant changes in the costs of running the hall in the year and wage rates paid for caretaking and cleaning services remained unchanged. Maintenance costs reduced again, and were probably as low as they can be expected to be for the present building.

### Hall Renewal Fund

Our architects, Duncan Clark and Beckett, continued to work on the new hall project during the year, but the costs of their time this year were covered by the amount paid to them at the end of 2010/11. Following the granting of planning permission in August 2011, Ball Hall Limited were appointed as project managers, and they in turn have appointed Daniel Connal Partnership as surveyors to oversee the tendering of the building contract once funding has been achieved. Surveyors' fees accounted for £4,800 of the expenditure incurred in the year, with an arboricultural survey (in response to planning conditions) and an asbestos survey (to confirm that there is no asbestos in the building) making up the majority of the remaining costs. The Committee is very grateful that Ball Hall Limited have agreed to provide their services for no charge.

All of these costs were covered from the Community Initiative Fund grants awarded to the hall in 2010/11. The first grant of £15,000 has now been fully utilised and £3,326 from the second grant (also of £15,000) has now been spent. The Committee were awarded two new grants in the year, one from the Abberton Reservoir Community Fund for £100,000, and one of £15,000 from Essex County Council's Big Society Fund. Further applications have been lodged as we seek to raise the substantial funds needed to rebuild the hall.

### Peldon Players Fund

Income from the pantomime increased by £909 to £2,710. Ticket prices were increased again and an extra performance, a Saturday matinee, was staged, but all performances

were still sold out. There was also a donation towards the additional costs incurred in staging the show. They rose by £368, as royalties were payable on the script this year, and a pianist had to be hired in. The net effect was an increase of £540 to £1,832 in the contribution this ever-popular event makes to the Hall's funds.

As noted previously, The Peldon Players have agreed that there is no requirement to maintain a separate fund for their needs. The replacement of the new hall will include significant expenditure on lighting and sound equipment, and these historic funds have therefore been rolled into the Hall Renewal Fund to go towards the fitting out costs.

### Balance Sheet

Cash and bank balances at 31<sup>st</sup> March 2012 totalled £20,014, an increase of £4,088 over the figure of £15,926 at the previous year end. These balances have almost doubled in the last two years. A further £1,118 (2010 - £1,126) was due to the Hall from hirings in the quarter ended 31<sup>st</sup> March 2011, which were invoiced in April.

An application for grant funding to meet professional costs of £5,457 for the new hall was outstanding at the end of March, and received at the beginning of April. Prepaid expenditure relates to the annual insurance premium, which is paid in September, and the licence to the Performing Rates Society, paid in January. Accrued expenditure includes the surveyor's costs on the new hall project and the March account due to the electricity supplier.

Bob Holmes  
Treasurer

### **Independent Examiner's Report on the Accounts for the Year Ended 31<sup>st</sup> March 2012**

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 2012

<b><u>General Fund</u></b>		<b>2011/12</b>	<b>2010/11</b>
		<b>£</b>	<b>£</b>
<b><u>Income</u></b>			
Hire of hall		5,547	6,514
Hire of equipment		133	85
Donations		88	177
Fundraising events	Income	4,885	4,837
	Less: expenses	- 1,325	- 1,278
	Net income	3,560	3,559
Interest received		207	13
Sundry income		-	14
		<u>9,535</u>	<u>10,362</u>
<b><u>Expenditure</u></b>			
Insurance		1,001	937
General rates		46	45
Water rates		554	355
Electricity		1,263	1,354
Wages		1,820	1,820
Domestic sundries		114	87
Gardening & general repairs		945	902
Maintenance - building		227	502
Maintenance - equipment		67	295
Other improvements		-	-
Sundry expenditure		200	150
		<u>6,237</u>	<u>6,447</u>
<b><u>Surplus</u></b>		<b>3,298</b>	<b>3,915</b>
Transfer from Peldon Players Fund		2,359	1,250
Transfer to Hall Renewal Fund		- 7,250	- 5,000
<b><u>Surplus for the year</u></b>		<b>- 1,593</b>	<b>165</b>
Balance brought forward at 1st April		3,711	3,546
<b>Balance carried forward at 31st March</b>		<b>£ 2,118</b>	<b>£ 3,711</b>



# Peldon Village Hall Management Committee

## Income and Expenditure Accounts for the year ended 31st March 2012

<b><u>Hall Renewal Fund</u></b>	<b>2011/12</b>	<b>2010/11</b>
	<b>£</b>	<b>£</b>
<b><u>Income</u></b>		
Grants receivable	5,457	12,869
Other income	-	-
	<u>5,457</u>	<u>12,869</u>
<b><u>Expenditure</u></b>		
Architects fees	-	10,114
Surveyors fees	4,800	
Arboricultural survey	195	1,080
Asbestos survey	462	-
Planning application	-	1,675
Sundry expenditure	71	140
	<u>5,528</u>	<u>13,009</u>
<b><u>Deficit</u></b>	<b>- 71</b>	<b>- 140</b>
Transfer from General Fund	<u>7,250</u>	<u>5,000</u>
<b><u>Surplus for the year</u></b>	<b><u>7,179</u></b>	<b><u>4,860</u></b>
Balance brought forward at 1st April	<u>12,876</u>	<u>8,016</u>
<b>Balance carried forward at 31st March</b>	<b>£ 20,055</b>	<b>£ 12,876</b>
<b><u>Peldon Players Fund</u></b>	<b>2011/12</b>	<b>2010/11</b>
	<b>£</b>	<b>£</b>
<b><u>Income</u></b>		
Ticket and programme sales	2,522	1,801
Donations and sundry income	188	-
	<u>2,710</u>	<u>1,801</u>
<b><u>Expenditure</u></b>		
Royalties and scripts	179	-
Stage, set & props	152	209
Wardrobe and costume hire	56	121
Musicians	250	-
Interval drinks	144	119
Sundry expenditure	97	60
	<u>877</u>	<u>509</u>
<b><u>Surplus</u></b>	<b>1,832</b>	<b>1,292</b>
Transfer to general fund	<u>2,359</u>	<u>1,250</u>
<b><u>Retained surplus for the year</u></b>	<b>- 527</b>	<b>42</b>
Balance brought forward at 1st April	<u>527</u>	<u>485</u>
<b>Balance carried forward at 31st March</b>	<b>£ -</b>	<b>£ 527</b>

# Peldon Village Hall Management Committee

## Balance Sheet as at 31st March

	2011	2010
	£	£
<b><u>Debtors</u></b>		
Hire of hall	1,119	1,126
Grants receivable	5,457	10,519
Accrued income	203	177
Prepaid expenditure	669	444
	<u>7,448</u>	<u>12,266</u>
<b><u>Cash Balances</u></b>		
Deposit account	19,129	15,240
Current account	794	531
Cash	91	155
	<u>20,014</u>	<u>15,926</u>
<b><u>Current Assets</u></b>	27,462	28,192
<b><u>Current Liabilities</u></b>		
Accrued expenditure	5,017	11,078
Deferred income	272	-
	<u>5,289</u>	<u>11,078</u>
<b><u>Net Assets</u></b>	<b>£ 22,173</b>	<b>£ 17,114</b>
<b><u>Represented by:</u></b>		
General Fund	2,118	3,711
Peldon Players Fund	-	527
Hall Extension Fund	20,055	12,876
<b><u>Total Funds</u></b>	<b>£ 22,173</b>	<b>£ 17,114</b>



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Peldon Village Hall Management Committee

On accounts for the year  
ended

31<sup>st</sup> March 2012

Charity no  
(if any)

269399

Set out on pages

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:

19<sup>th</sup> June 2012

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