



# **Peldon Village Hall Management Committee**

## **Trustees' Report and Accounts**

For the year ended

**31<sup>st</sup> March 2013**

Registered Charity number 269399

# **Peldon Village Hall Management Committee**

## **Trustees Report for the Year Ended 31<sup>st</sup> March 2013**

The trustees present their Report and Accounts for the year ended 31<sup>st</sup> March 2013.

### 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 during 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 (resigned – 3<sup>rd</sup> July 2012)  
Mr Andy Wade  
Mr Ian Brookes (appointed – 3<sup>rd</sup> July 2012)

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

On behalf of the Committee

Mr Jayne Walker  
Secretary  
6<sup>th</sup> August 2013

# **Peldon Village Hall Management Committee**

## **Chairman's Report the Year Ended 31<sup>st</sup> March 2013**

Progress towards building our new village hall had its ups and downs over the last 12 months.

On the downside, in February 2013 we lost the grant for £20,000 from Cory Environmental Trust awarded to us in April 2012 which became time barred. The lesson we can learn from this is that it is pointless applying for grants too early for partial funding of the whole project. We need to have the bulk of the money in place before applying for top up grants.

Our application in the autumn of 2012 to the Big Lottery Reaching Communities Fund for £300,000 was rejected but we were encouraged to be invited to apply again and will do so shortly with a reworking of our original application. We hope we will meet with more success but we have to be mindful that there is an 80% failure rate at the first stage of a 3 stage application process for this fund, with an ultimate success rate of less than one in ten.

On the upside we received a further grant of £15,000 from Essex County Council's Big Society Fund and subsequent to our year end we were notified in May that we had been awarded £90,000 from Essex County Council's Community Initiatives Fund. We owe a big debt of gratitude to Councillor John Jowers for continuing to champion our cause in a time when there are many worthy charities all competing for a share in a decreasing pot of available money. Councillors Kevin Bentley, Andrew Ellis, Terry Sutton and the Winstred Hundred Parish Council also deserve our thanks for their continued support and encouragement.

Our own fundraising efforts raised over £8,000, and the surplus from the Peldon Players pantomime brought this total to more than £9,500, which is a terrific effort. The bulk of this money came from the Crissy Lee Concert and Grand Auction in June 2012 which attracted over 240 people. Our thanks go to Robert and Liz Davidson for the use of their house and garden.

We now have grants and funds in excess of £280,000 for the new build project. This represents around 50% of the overall estimated cost.

We are watching with interest the developments concerning the future of the Wigborough Village Hall. We had a productive meeting with the Management Committee in autumn 2011 when we explained our plans for the new Peldon Village Hall. Things have moved on since then and we hope that when they eventually sell their site that there will be support from the community in the Wigboroughs for the formation of a joint organization to run a new Peldon and Wigborough Village Hall, involving a merger of our two charities and a management committee drawn from across the villages. There are many people from the Wigboroughs who use the present hall and a joint venture would certainly improve our chances of being awarded grant money from the National Lottery. The two communities would be stronger working together and if we could achieve this, we would see a successful conclusion to the project much more quickly than if we pursue our separate paths.

My thanks to everyone on the Management Committee, to our regular users of the hall who keep the running costs covered, and to everyone who has supported our fundraising efforts for the new hall this year.

Keith Banks  
Chairman

# Peldon Village Hall Management Committee

## Treasurer's Report on the Accounts for the Year Ended 31<sup>st</sup> March 2013

### Overview

The Hall's funds at the end of the financial year totalled £31,188, an increase of £9,015 in the year. This is the second year running that our funds have grown substantially, thanks to our fundraising efforts in support of the Hall Renewal Fund.

There was a surplus on the General Fund for the year of £7,962 (2012 – £3,298) before the surplus on the Peldon Players pantomime of £1,420 (2012 - £1,832). I propose that we transfer £9,500 from the General Fund to the Hall Renewal Fund, leaving the General Fund at £2,000. The Hall Renewal Fund will then account for over £29,000 of our total funds.

### General Fund

Total income (net of event expenses) of £14,380 was £4,845 more than the income of £9,535 earned in 2011/12 as a result of an increase of £4,594 in net income from fundraising events. Expenditure, at £6,418 was slightly more than the £6,237 incurred in the previous year.

Income from hiring the hall decreased by £576 (10%) as shown in the table below. The hall was used for a total of 623 hours in the year, compared to 728 in the previous year – a 16% 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>2012/13</u> £	<u>2011/12</u> £	<u>Change</u> £
Autism Anglia	703	1,820	(1,117)
Bowls Club	560	770	(210)
Peldon Art Group	504	476	28
Tuesday Art Group	434	420	14
Pilates	336	294	42
Zumba	315	0	315
Winstred Hundred Parish Council	400	448	(48)
Other regular users	429	566	(137)
Colchester Borough Council	236	104	132
Other individual users	1,054	649	405
Total	£4,971	£5,547	£(576)

Autism Anglia were again the biggest user of the hall, particularly in the first part of the year although their use declined in the second half year, and they used the committee room more frequently (which attracts a lower charge). It was pleasing to see a significant increase in the use of the hall for private functions as well as the start of zumba classes this year. In addition to

one set of elections, Colchester Borough Council hired the hall on several occasions for Zone Warden coffee mornings. The bi-weekly doctor's surgery run in the hall by the Layer de la Haye practice ceased at the beginning of March 2012, and is the main reason for the decline in income from other regular users.

Net income from fundraising events, at £8,154, was a big increase on the previous year's figure of £3,560. This was due to the success of the Crissy Lee concert in June which raised £7,157 (plus a donation of £375 including gift aid included in income from donations) compared with £1,674 in 2011. Not only were the numbers attending (242) up by almost 100 people but the inclusion of a grand auction as part of the event for the first time raised £3,880. A sponsored walk was held once more, raising £577, and the quiz night in November contributed £421.

PAWS again made a donation to the Hall, this time of £200 from the sale of their Diamond Jubilee recipe books. The increase in interest income reflects the impact of higher balances on deposit, as well as the full year benefit of moving funds to a new 7 day notice deposit account, even though the rate on that account reduced during the year.

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 were very low this year. The rise in sundry expenditure was due to the licence fees for the Performing Rights Society, a legal requirement if we are to play recorded music in the hall.

#### Peldon Players Fund

Income from the pantomime of £2,456 was £254 less than last year, which included a higher level of donations towards the costs. Ticket prices and the number of performances remained the same as in January 2012. The costs incurred in staging the show rose by £159, largely due to the costs of the set. The net effect was a decrease of £443 to £1,420 in the contribution this event makes to the Hall's funds.

#### Hall Renewal Fund

Having completed much preparatory work in the previous two years, our professional advisers spent very little time on the new hall project during the year. Our efforts were focussed on securing the grant funding we will need to build the new hall, the majority of which we intend to have in place before going out to tender for the project.

On that front, it was a year of mixed news. We were pleased to secure a fourth grant of £15,000 for Essex County Council's Big Society Fund. We also were awarded a grant of £20,000 from Cory Environmental towards the heating system for the new hall at the beginning of the year, but as we were unable to use it on a timely basis, it is no longer available to us. We remain hopeful that similar grants will be forthcoming in the future. Finally, our application to the Big Lottery Reaching Communities Fund for a substantial grant was not successful at the first attempt, although we were told why it was rejected and plan to re-apply in 2013.

The new hall will need to be fitted out with new lighting and sound equipment in particular, which was part of the reason for transferring the Peldon Players Fund to this fund in 2012. The opportunity was taken during the year to acquire a number of second hand stage lights from

Colchester Institute at around 10% of the price of new equipment, which is the major cost item charged to the new hall fund in the year.

### Balance Sheet

Cash and bank balances at 31<sup>st</sup> March 2013 totalled £29,942, an increase of £9,928 over the figure of £20,014 at the previous year end. A further £706 (2010 - £1,118) was due to the Hall from hirings in the quarter ended 31<sup>st</sup> March 2013, which were invoiced in April.

Accrued income comprises interest receivable on the deposit account up to the end of the year and gift aid which is reclaimed on donations on an annual basis after the year end. 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 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 2013**

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 2013

<b><u>General Fund</u></b>		<b>2012/13</b>	<b>2011/12</b>
		<b>£</b>	<b>£</b>
<b><u>Income</u></b>			
Hire of hall		4,971	5,547
Hire of equipment		260	133
Donations		637	88
Fundraising events	Income	11,729	4,885
	Less: expenses	<u>- 3,574</u>	<u>- 1,325</u>
	Net income	8,155	3,560
Interest received		357	207
Sundry income		-	-
		<u>14,380</u>	<u>9,535</u>
 <b><u>Expenditure</u></b>			
Insurance		1,028	1,001
General rates		49	46
Water rates		502	554
Electricity		1,483	1,263
Wages		1,820	1,820
Domestic sundries		142	114
Gardening & general repairs		970	945
Maintenance - building		-	227
Maintenance - equipment		26	67
Other improvements		-	-
Sundry expenditure		398	200
		<u>6,418</u>	<u>6,237</u>
		<b>7,963</b>	<b>3,298</b>
<b><u>Surplus</u></b>			
Transfer from Peldon Players Fund		1,420	2,359
Transfer to Hall Renewal Fund		<u>- 9,500</u>	<u>- 7,250</u>
<b><u>(Deficit)/Surplus for the year</u></b>		<b>- 118</b>	<b>- 1,593</b>
Balance brought forward at 1st April		2,118	3,711
<b>Balance carried forward at 31st March</b>		<b>£ 2,000</b>	<b>£ 2,118</b>



# Peldon Village Hall Management Committee

## Income and Expenditure Accounts for the year ended 31st March 2013

### Hall Renewal Fund

	2012/13 £	2011/12 £
<b><u>Income</u></b>		
Grants receivable	-	5,457
Other income	-	-
	-	5,457
<b><u>Expenditure</u></b>		
Purchase of lighting equipment	332	-
Surveyors fees	-	4,800
Arboricultural survey	-	195
Asbestos survey	-	462
Sundry expenditure	35	71
	367	5,528
<b><u>Deficit</u></b>	- 367	- 71
Transfer from General Fund	9,500	7,250
<b><u>Surplus for the year</u></b>	<b>9,133</b>	<b>7,179</b>
Balance brought forward at 1st April	20,055	12,876
<b>Balance carried forward at 31st March</b>	<b>£ 29,188</b>	<b>£ 20,055</b>

### Peldon Players Fund

	2012/13 £	2011/12 £
<b><u>Income</u></b>		
Ticket and programme sales	2,416	2,522
Donations and sundry income	40	188
	2,456	2,710
<b><u>Expenditure</u></b>		
Royalties and scripts	163	179
Stage, set & props	343	152
Wardrobe and costume hire	42	56
Musicians	250	250
Interval drinks	157	144
Sundry expenditure	81	97
	1,037	877
<b><u>Surplus</u></b>	<b>1,420</b>	<b>1,832</b>
Transfer to general fund	1,420	2,359
<b><u>Retained surplus for the year</u></b>	<b>-</b>	<b>- 527</b>
Balance brought forward at 1st April	0	527
<b>Balance carried forward at 31st March</b>	<b>0</b>	<b>0</b>

# Peldon Village Hall Management Committee

## Balance Sheet as at 31st March

	2011 £	2010 £
<b><u>Debtors</u></b>		
Hire of hall	706	1,119
Grants receivable	-	5,457
Accrued income	241	203
Prepaid expenditure	735	669
	<u>1,682</u>	<u>7,448</u>
<b><u>Cash Balances</u></b>		
Deposit accounts	28,975	19,129
Current account	832	794
Cash	135	91
	<u>29,942</u>	<u>20,014</u>
<b><u>Current Assets</u></b>	31,624	27,462
<b><u>Current Liabilities</u></b>		
Accrued expenditure	364	5,017
Deferred income	72	272
	<u>436</u>	<u>5,289</u>
<b><u>Net Assets</u></b>	<b>£ 31,188</b>	<b>£ 22,173</b>
<b><u>Represented by:</u></b>		
General Fund	2,000	2,118
Hall Extension Fund	29,188	20,055
<b><u>Total Funds</u></b>	<b>£ 31,188</b>	<b>£ 22,173</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 2013

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

2<sup>nd</sup> August 2013

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