

Peldon Village Hall Management Committee

Trustees' Report and Accounts

For the year ended

31st March 2018

Registered Charity number 269399

Peldon Village Hall Management Committee

Trustees Report for the Year Ended 31 March 2018

The trustees present their Report and Accounts for the year ended 31st March 2018.

Principal Activity

The principal activity of the charity is to maintain and manage the Hall in Peldon for the benefit of residents and local community groups. During the year, the Trustees completed the project which they had started in 2016 to demolish the old hall and build a new one on the same site. The new hall was opened at the beginning of September 2017. The **Chairman's** report on page 2 provides a commentary on the activities during the year.

Financial Review

The **Treasurer's** report on pages 3 to 6 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 Andy Wade –Chairman
Mrs Jane Anderson – Secretary
Mr Bob Holmes – Treasurer
Mrs Liz Davidson
Mr Robert Davidson
Ms Crissy Lee
Mrs Alma Thomas (appointed 19 June 2017)
Mr Tim Rowbottom (resigned 18 May 2017)
Mr Nick Ridley (resigned 18 May 2017)

Changes to the Charity's Governing Document

The Trustees propose making changes to the Hall's 1974 Governing Document, subject to the approval of residents at the 2018 Annual General Meeting. The changes will enable the Hall to receive half the net proceeds of the sale of the site of the old village hall in Great Wigborough from the Wigborough Village Hall Management Committee. They include changing the name of the Charity from Peldon Village Hall to Peldon & Wigboroughs Community Hall, enlarging its area of benefit to include Great and Little Wigborough as well as Peldon (this change also requires approval from the Charity Commission after Peldon residents have been consulted), and changes to the structure of the Committee (which will be renamed the Board of Trustees). A number of other changes to reflect current best practice are also proposed.

On behalf of the Trustees

Mrs Jane Anderson
Secretary
15 May 2018

Peldon Village Hall Management Committee

Chairman's Report for the Year Ended 31 March 2018

Well, we did it! We now have a lovely new community hall which was officially opened at the beginning of September 2017 by Baroness Anne Jenkin of Kennington. The Mayor of Colchester and the Leader of Colchester Borough Council were among the guests and the many villagers who joined us to celebrate the achievement.

Since we opened, the hall has become a hub for a huge variety of activities, Badminton, Table Tennis, Coffee Mornings, Ballroom Dancing, Street Dancing, Fitness Classes, Gardening Club, Jazz Club, Children's Parties, Wedding Receptions and lots more. Many more people from the local community have become involved.

A huge highlight was the Peldon Player's Pantomime return to make the new hall their home, hopefully for many years to come.

It's been a very busy year and everyone on the committee has worked really hard and I would like to thank all of you. Specifically, I feel a few special mentions need to go to:

- Mel Newton for the amazing and tireless job she has done in bringing in and organising new hall users and setting up a booking system and timetable.
- Alma Thomas & Lizzie Davidson for their work in assisting hall users to set up and access and use the hall.
- Lizzie & Robert Davidson for the use of their garden and hard and hard work organising the amazing summer concert and auction.
- Crissy Lee for arranging the fantastic music at the concert and instigating and running the new Jazz Club evenings.
- Bob Holmes & Robert Davidson for time liaising with the contractors, regarding the finishing progress of the building.
- Jane Anderson for her work as secretary and in setting up and running the regular coffee mornings – which as well as raising funds have established themselves as popular village social events.

As I reported last year, time restrictions on some of the grant funding we had obtained meant that we literally had two choices either to give up on a new hall and allow these funds to lapse or to grasp the nettle and push on - even though we physically did not have all the money.

I think we have a new fantastic new facility serving everyone in Peldon and the Wigbouroughs.

Andy Wade
Chairman

Peldon Village Hall Management Committee

Treasurer's Report on the Accounts for the Year Ended 31 March 2018

Overview

As was the case last year, the accounts reflect a year of two parts. In the period up to September 2017, construction of the new hall, which had started in November 2016, was completed and we got ready for its opening at the beginning of September. From September to the end of the financial year, activities in the hall grew progressively and its running costs were established. Throughout the year, our fundraising activities continued and a record amount was raised from the events we ran.

The presentation of the accounts differs from that of previous years and now reflects more closely the guidance given by the Charity Commission for the preparation of Receipts and Payments Accounts. This means that the Fund Accounts now show only cash movements during the financial year. A separate Statement of Assets and Liabilities at the end of the year shows not only monetary assets and liabilities but also capital items, including donated assets. Comparative figures have been restated, and the Hall Renewal Fund has been renamed as the Rebuilding and Equipment Fund to recognise the fact that not only have we rebuilt the hall, but also equipped it this year.

Completion of the new hall has resulted in a cash outflow during the year of £128,004, leaving cash funds of £4,802 at the year end. However, net assets shown on the Statement of Assets and Liabilities have increased from £296,970 to £415,528.

The total we have spent on the new hall project since we embarked on it in 2009/10 had reached over £570,000 by the end of the financial year, with about a further £20,000 still to be spent on finalising Stroods' account and completing the landscaping of the site. Some £24,000 of the total spent relates to abortive costs (mainly professional charges) we incurred in working up the first designs for the hall and the initial application for planning approval in 2011. It has been a very significant project for a village the size of Peldon!

General Fund

Total receipts in the General Fund of £31,724 were almost £10,000 more than the equivalent figure of £21,936 in 2016/17. The biggest increase was in receipts from fundraising activities which were £11,145 higher, although receipts of hire income of £4,978 were also up by £1,741. Income from donations to this fund was down by £2,178 as 2016/17 included the one-off receipt of £2,000 from the Zepfest event in September 2016. Interest income reduced by £704 to £35 as cash balances were spent on the construction.

Receipts from fundraising activities totalled £26,653 and included record receipts from both the summer concert in July of £12,403, and from the Peldon Players pantomime in January (the first in the new hall) of £5,547. The committee also organised an event to mark the opening of the new hall, 8 coffee mornings, 2 quiz nights, 2 jazz evenings and 4 dance events which together brought in a further £10,142. The committee is now running the badminton, table tennis and games club activities in the hall, and any surplus in excess of hire charges from these activities is shown in this total. Costs of £9,649 were incurred in running these events, but the net surplus from all fundraising activities of £17,004 was nearly £7,000 more than last year.

Although it does not yet show fully in the part-year figures for hire charges in the accounts, there has been a step change in the usage of the new hall compared with the old one. While not all of our previous users returned to the new hall, the majority did and many new users have established regular activities in the hall with the result that 19 different organisations hired it in the 7 months since it opened in September 2017 compared with 9 in the last 6 months of the old hall. The hall has proved increasingly popular for private hirings, too. Usage increased from 27.5 hours in September, the first month, to 85.5 hours in March, the busiest month to date. With a new charging structure to reflect the much-improved facilities on offer, monthly hiring income is now regularly exceeding £1,000 – in the old hall it averaged around £300.

While the income from the new hall has increased, so too have the costs of operating it. Expenses related to the building were £6,649, compared with £3,579 in 2016/17. Administrative costs of £1,195 were also more than the £483 spent last year.

Despite the increases in costs, the future financial performance of the hall looks sound. At its current level of usage, hiring income around £13,000 pa will be earned while operating costs should be slightly below this figure. The contribution from fundraising activities might be less than last year's level, but an annual surplus of over £12,000 should still be achievable overall, before payments for one-off capital improvements or to repay borrowings (see below) are taken into account.

Rebuilding and Equipment Fund

This fund records the payments made to contractors and professional advisers for costs incurred in the building of the new hall, purchases of equipment to fit it out, and the funding of this expenditure whether by grants received, donations (including reclaimed gift aid) or loans.

Payments continued to the main contractors, Stroods during the first 5 months of the financial year and totalled £313,894 in this period, bringing the total amount paid to them by the end of the financial year to £455,621. Further payments will be due when the final account is agreed, and when the retention from amounts paid already is released. An allowance of £18,428 has been made in the Statement of Assets and Liabilities for these further payments. The total amount we will have paid will be within our expectations based on the agreed contract sum for the initial specification for the hall and our agreed variations to it.

Payments to Clarity, the supplier of the sound, lighting, audio visual and stage curtaining systems also continued, having been commissioned in two phases. The first phase involved installing the infrastructure into the new building to accommodate these systems, while the

second phase comprised supplying and fitting the loose equipment. Phase 1 costs in the year amounted to £21,058, bringing the total for this work to £25,970, which included the benefit of saving £3,252 in VAT by having this work undertaken at the same time as the new hall was being built. Phase 2 costs totalled £25,817 in respect of the lighting, sound and curtains although the audio visual equipment has not yet been installed.

As noted last year, RDS Farms was engaged to demolish the old hall in 2016. They also undertook some further ground work in 2017 and a total of £10,333 was paid to them for these services. Expenditure has been incurred with other suppliers on kitchen appliances, curtains and blinds, signage, installing wifi and minor items to equip the kitchen and provide cleaning items. We have also been fortunate to have been donated new tables and chairs by the Parish Council (funded by receipts from Colchester Borough Council under the locality budget arrangements), and a projector, an organ and a table tennis table by private individuals.

Throughout the process of building the new hall our quantity surveyors, the Daniel Connal Partnership, have advised us and overseen **Stroods' work and charges. Professional fees paid** to them in the period amounted to £5,778 and a final payment of £792 will be due when **Stroods' final account is agreed.**

Grant income received in the year totalled £110,562. The largest element was £100,000 from the Abberton Reservoir Community Fund. £6,000 came from Essex Community Foundation (the Jean and Peter Davey Charitable Fund), specifically for fitting out the kitchen. The final payment of £4,212 was received from the grants from Essex County Council's **Community Initiatives Fund** grants that we had been awarded between 2010 and 2015 and a further £350 came from the same source to part-fund the wifi facility in the new hall.

Further donations of £2,070 to the Buy-a-Brick Appeal were received, together with the 2016/17 gift aid claim of £2,552. Certain suppliers of materials and equipment for the new hall donated a total of £2,350.

The grants and donations by themselves were insufficient to fund all of the expenditure on the new hall in the year and money has been borrowed to meet some of the payments to contractors. We knew that this would be the case when we engaged Stroods in 2016. However, the decision towards the end of that year by the residents of Great and Little Wigborough to commit half of the net proceeds of the sale of their hall to our project provided a means of repaying any borrowing we might need to take out, and this was the basis of our decision to take on short-term borrowings rather than arrange something more formal, such as the PVH Bonds that were discussed with residents in 2016.

In the event, borrowings have come from two sources. Three trustees, Robert & Liz Davidson and Bob Holmes, have lent the hall money. **The Davidson's loan amounts to £73,000 and was used to meet the final payments made to Stroods in the year. Bob Holmes has lent the hall £25,970 and this was used to fund Clarity's Phase 1 work described above. As trustees, we are not permitted to benefit personally from the charity and so these loans attract interest at the Bank of England's base rate, currently 0.5% pa. They will be repaid as soon as the hall receives its share of the proceeds of sale of the site of the old village hall in Great Wigborough, a sum that is expected to exceed the total outstanding by a comfortable margin.**

A further loan of £24,000 taken out with the Rural Communities Buildings Loan Fund was used to fund the majority of Clarity's Phase 2 work. This loan bears interest at a fixed rate of 1.68% and is repayable in quarterly instalments of £803 over an 8 year period (ie £3,212 pa for capital and interest). This payment is about 25% of the expected annual operating surplus of the hall mentioned above, and so is comfortably affordable.

Statement of Assets and Liabilities

Cash and bank balances at 31st March 2017 totalled £4,802, a decrease of £128,004 since the previous year end due to payments made to contractors for the new hall. Amounts due to the hall from hiring it in March totalled £794 (2017 – nil) and £852 (2017 - £726) of the operating expenditure paid in the year was attributable to the 2018/19 financial year (pre-paid insurance premium and PRS licence costs). The gift aid reclaimable on donations received in 2017/18 amounted to £443 (2017 - £2,586).

Capital assets comprised the amounts spent to date on the new hall (but excluding abortive costs incurred earlier in the project) and equipment purchased in 2017/18 for it. Donated assets are shown separately at valuation.

The hall's liabilities include amounts due for utilities costs and rates in accrued operating costs, and the amounts due to Stroods and Daniel Connal Partnership in accrued capital expenditure. Loans include not only the outstanding principle but also interest accrued up to the year end.

And finally.....

This will be my last report as Treasurer of Peldon Village Hall. My first was for the year ended 31 March 2005, making this the fourteenth time I have done this, so it's certainly time to hand over to someone else, even if I were not leaving the village! I'm delighted that Stewart Bilsland has agreed to take over from me and we are working together to ensure a smooth transition.

The hall has been a major part of my life in Peldon and has at times taken it over, but it has been a great joy to see things brought to a successful conclusion with the opening of the new hall last year. I would like to thank all of my fellow committee members for their support over the years and to wish the new committee of Peldon & Wigboroughs Community Hall every success in the future.

Bob Holmes
Treasurer
15 May 2018

Independent Examiner's Report on the Accounts for the Year Ended 31 March 2018

The independent examiner's report on the accounts is appended after page 8.

Peldon Village Hall Management Committee

<u>Receipts and Payments Accounts</u>	<u>Year ended 31 March 2018</u>			<u>2017</u>
	General Fund	Rebuilding & Equipment Fund	Total Funds	Total Funds
	£	£	£	£
<u>Receipts</u>				
<i>Operating activities</i>				
Hire charges	4,978	0	4,978	3,237
Fundraising events & activities	26,653	0	26,653	15,508
Donations & gift aid	39	7,023	7,062	19,439
Interest received	35	0	35	739
Sundry receipts	19	0	19	274
<i>Capital funding</i>				
Grants received	0	110,562	110,562	198,669
Loans received	0	122,970	122,970	0
Total receipts	31,724	240,555	272,279	237,866
<u>Payments</u>				
<i>Operating costs</i>				
Rates, utilities and insurance	4,339	0	4,339	2,042
Caretaker	955	0	955	930
Cleaning & domestic sundries	713	0	713	20
Repairs & maintenance	381	0	381	587
Wifi	261	0	261	0
Fundraising events	9,649	0	9,649	5,438
Marketing & publicity	210	0	210	60
Licenses & subscriptions	368	0	368	409
Administration costs	270	0	270	14
Sundry payments	347	0	347	0
<i>Asset purchases & debt repayments</i>				
Contractors & professional fees	0	352,167	352,167	153,743
Equipment & furnishings	0	29,819	29,819	0
Loan repayments & interest	0	803	803	0
	17,493	382,789	400,282	163,243
<u>Net receipts/(payments) for the year</u>	14,231	-142,234	-128,003	74,623
Transfers between funds	-14,000	14,000	0	0
Cash funds at start of year	1,381	131,424	132,805	58,182
<u>Cash funds at end of year</u>	<u>£1,612</u>	<u>£3,190</u>	<u>£4,802</u>	<u>£132,805</u>

Peldon Village Hall Management Committee

Statement of Assets & Liabilities

As at 31 March 2018

2017

	Rebuilding		Total	Total
	General	& Equipment	Funds	Funds
	Fund	Fund	Funds	Funds
	£	£	£	£
<u>Cash Funds</u>				
Bank deposit account	103	3,190	3,293	131,757
Bank current account	1,156	0	1,156	746
Cash in hand	353	0	353	302
	<u>1,612</u>	<u>3,190</u>	<u>4,802</u>	<u>132,805</u>
<u>Other Monetary Assets</u>				
Debtors	794	0	794	0
Gift Aid	0	443	443	2,586
Accrued interest receivable	0	0	0	6
Prepaid expenditure	852	0	852	726
	<u>1,646</u>	<u>443</u>	<u>2,089</u>	<u>3,318</u>
<u>Capital Assets</u>				
Land and buildings at cost	0	513,989	513,989	170,742
Purchased equipment at cost	0	29,819	29,819	0
Donated assets at valuation	0	7,549	7,549	0
	<u>0</u>	<u>551,357</u>	<u>551,357</u>	<u>170,742</u>
<u>Liabilities</u>				
Accrued operating costs	1,063	0	1,063	145
Accrued capital expenditure	0	19,040	19,040	9,750
Trustee loans & accrued interest to 31 March	0	99,239	99,239	0
ACRE loan & accrued interest to 31 March	0	23,378	23,378	0
	<u>1,063</u>	<u>141,657</u>	<u>142,720</u>	<u>9,895</u>
<u>Net Assets</u>	£2,195	£413,333	£415,528	£296,970



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

31st March 2018

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:

15th May 2018

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

A large rectangular box with a thin black border, intended for providing details of items for disclosure. The word "None" is written in the top-left corner of this box.