

Peldon Village Hall Management Committee

Trustees' Report and Accounts

For the year ended

31st March 2016

Registered Charity number 269399

Peldon Village Hall Management Committee

Trustees Report for the Year Ended 31st March 2016

The trustees present their Report and Accounts for the year ended 31st March 2016.

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 and 3 provides a commentary on the activities during the year.

Financial Review

The **Treasurer's** report on pages 4 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 Jayne Walker – Secretary (resigned 15th July 2015)

Mrs Jane Anderson – Secretary (elected as Secretary from 15th July 2015)

Mr Bob Holmes – Treasurer

Mrs Liz Davidson

Mr Ian Brookes

Mr Robert Davidson

Ms Crissy Lee

Mr Tim Rowbottom (from 2nd September 2015)

Mr Nick Ridley (from 2nd March 2016)

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

On behalf of the Trustees

Mrs Jane Anderson
Secretary
20th July 2016

Peldon Village Hall Management Committee

Chairman's Report for the Year Ended 31st March 2016

In order to start writing my report I looked back at what I said last year. My report from last year started with: "The condition of the current hall continues to deteriorate....." Well I am afraid the situation hasn't improved and although we've avoided spending money this last year patching up this old and increasingly dilapidated, 50 year old building, we know we have start work on its replacement as soon as possible.

The good news is that, thanks to the progress we made last year, we are now very close to being able to actually go ahead. One funding success in particular that has brought us to the brink of starting was Colchester Borough Council's Big Choice. On top of our other fund raising activities, this was a huge boost. The Council set it up as a competition, where 12 shortlisted organisations had to persuade residents throughout the Borough to vote for their favourite. It was hard work, but with some sterling work by Nick Ridley, including a YouTube video and Facebook page, we were successful in obtaining £50,000.

With regard to the design of the new hall, we started 2015/16 with intention of building a new hall using Robinson Structures Limited, a contractor primarily involved in the construction of agricultural buildings. With the very kind assistance of two local residents, John Lloyd and Steve Sharp we put forward a fresh planning application. I thought we'd done very well but, unfortunately the planners didn't agree and didn't like our design at all. We were also required to have both a gas contamination report and an archaeological survey that were not needed previously – both of which cost money. The main objections to the design came from the Council's Historic Buildings Officer, supported by Historic England, and both the materials and the position of the building had to be changed. They asked us to employ a firm of architects in order to prepare the revised designs. Eventually though, with the help of architects Inkpen Downie, we were successful and, in February, we secured planning consent for a new hall.

Since February, we have moved onto the process of obtaining quotes and trying to find a contractor. We came up with a list of 9 possible contractors and supplied them copies of the plans and what we thought was sufficient information for them to provide a detailed itemised quote. The result of this was that from the 9 only 2 contractors came back with realistic quotes.

Our intention then was to decide which of these two contractors to proceed with. However, this was not straight forward as we found it impossible to accurately compare the quotes on a like for like basis. We were also very eager to ensure that we protect ourselves by ensuring that any contract between PVH and our chosen contractor is water tight and that our interests are adequately protected. Therefore, we have recently taken the decision to employ Daniel Connal Partnership, Quantity Surveyors, to take the tendering process forward professionally.

As I said we've continued fund raising throughout the year and have run several successful and enjoyable village events. Again, the most successful event of the year was the summer concert and auction and again we need to give a special thanks to Liz & Robert Davidson for

the use of their garden and to Crissy Lee for the musical arrangements, plus of course to everyone else who helped.

From a committee point of view it's been a great year – no one has left and we've been fortunate enough to have recruited two strong new members - first Tim Rowbottom and then, following on from his huge assistance in the Big Choice, Nick Ridley. I'd like to thank Tim and Nick for joining us and everyone else for their continuing hard work. Hopefully, 2016/17 is going to see us build a new hall and this time next year we'll be having our AGM in it.

Andy Wade
Chairman

Peldon Village Hall Management Committee

Treasurer's Report on the Accounts for the Year Ended 31st March 2016

Overview

The Hall's funds at the end of the financial year totalled £59,912, an increase of £10,066 in the year. This reflects the success of the Committee's fundraising activities as we continue to raise the funds we will need to build our new hall. Although maintenance expenditure was lower than last year, the normal running costs of the hall still exceed its hiring income, meaning that some of the fundraising surplus had to be used to cover operating costs.

There was a surplus on the General Fund for the year of £10,511 (2015 – £5,639). I propose that we transfer £10,500 from the General Fund to the Hall Renewal Fund, leaving the General Fund at £1,826. The Hall Renewal Fund will then account for more than £58,000 of our total funds, an increase of £10,054 in the year.

General Fund

Total income in the General Fund (net of event expenses) of £15,836 was £1,627 more than the income of £14,209 earned in 2014/15. This reflects an increase of £2,904 in net income from fundraising events, although last year's income was helped by a grant of £1,000 that was not repeated this year. Expenditure of £5,325 reduced by £3,245 mainly as a result of £2,908 being spent on maintaining the old hall last year that was not repeated in 2015/16.

Income from hiring the hall decreased again in 2015/16 to £3,791, £119 less than the previous year. However, this figure included a one-off contribution from Rose Builders for the use of the hall's car park while work was undertaken on the Parish Church. The decrease from normal hiring of the hall was £519 (13%) as shown in the table below. The hall was used for a total of 437 hours in the year, 14% less than in 2014/15. Hire charges were unchanged. The analysis of hiring income by principal user for the two years is as follows:

<u>User</u>	<u>2015/16</u> £	<u>2014/15</u> £	<u>Change</u> £
Autism Anglia	154	476	(322)
Bowls Club	462	476	(14)
Peldon Art Group	406	476	(70)
Tuesday Art Group	406	434	(28)
Pilates	315	294	21
Zumba	308	539	(231)
Winstred Hundred Parish Council	537	240	297
Other regular users	294	350	(56)
Colchester Borough Council	85	85	0
Other individual users	424	540	(116)
Rose Builders (car park)	400	0	400
Total	£3,791	£3,910	£(119)

Net income from fundraising events increased, from £8,296 in 2014/15 to £11,200 in 2015/16, although by a grant from Essex Community Foundation of £1,000 towards the costs of the family fun day in July 2014 supplemented last **year's total**. The largest contributor to this total was, once again, the summer concert and grand auction, which raised £6,886 compared with £4,919 the previous year as attendances were higher and there was a larger number of auction prizes. **The Peldon Players' pantomime** in January again made a record contribution of £2,223, an increase of £184 on last year, thanks to increased takings. In January Crissy Lee held a music event with Jackie Rawe and £685 was raised, replacing the **New Year's Eve** event held in 2014 and contributing slightly more. A table top sale and coffee morning event in March raised £582 and our two regular quiz nights contributed £824.

Income from hiring equipment increased slightly to £270, including money received for the **hiring of the two Peldon Sparklers' marquees**. Income from donations decreased by £118 and interest income was £51 lower despite having more funds on deposit due to reductions in the interest rates we are able to obtain.

The costs of running the hall decreased by £3,245, from £8,570 to £5,325. Last year, £2,908 was spent on maintaining the building – repairs to the roof and repainting the outside – neither of which was needed this year, although the roof continues to leak (albeit in a different place). **We've tolerated this unsatisfactory state of affairs to preserve funds for the rebuilding project**. The other significant reduction in costs was in water rates, which were £153 lower this year because five quarters were included last year, and the repairs to toilets last year meant that less water was wasted.

Hall Renewal Fund

Over £6,700 was spent on the new hall project in the year, the majority of which was for professional fees and planning costs for which £5,918 was drawn down in grant aid from the funds awarded to us from Essex County Council's Community Initiatives Fund.

Following our re-assessment of the project in the first quarter of 2015, a revised planning application was submitted in April. It was eventually approved in February 2016 but only after we had made significant changes to the design and appointed architects to produce drawings of a standard that were acceptable to the planners. We were also required to undertake an archaeological survey and update the soil contamination work we had undertaken in previous years.

Other income included donations totalling £375, including £250 for a further specimen tree. Other expenditure included £220 spent on second hand sound equipment and £601 on publicity costs for the Big Choice grant funding.

The big success in applying for grant funding was achieved in March 2016 when we secured **£50,000 from Colchester Borough Council's Big Choice initiative**. This cash was received in April. We also made another successful application to the Communities Initiative Fund in the autumn of 2015 which added £18,730 to our funding, bringing the total awarded from this source since 2009 to £181,730. This pot has been used to meet our professional fees over this

period and £152,882 remained unspent at the end of 2015/16. Together with the funds awarded from the Abberton Reservoir Community Fund in 2011 and those in our own hall renewal fund, we had almost £361,000 available to fund the new hall project at the end of the financial year.

Balance Sheet

Cash and bank balances at 31st March 2016 totalled £58,182, an increase of £10,022 since the previous year end. A further £766 (2015 - £759) was due to the Hall from hirings in the quarter ended 31st March 2016, and these sums were collected in April and May.

Accrued income comprises interest receivable on the deposit account up to the end of the financial 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 annual licence to the Performing Rates Society, paid in January. Accrued expenditure includes the March account due to the electricity supplier, and an estimate of the water rates due up to the end of March.

Bob Holmes
Treasurer

Independent Examiner's Report on the Accounts for the Year Ended 31st March 2016

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 2016

<u>General Fund</u>		2015/16	2014/15
		£	£
<u>Income</u>			
Hire of hall		3,791	3,910
Hire of equipment		270	250
Donations		55	173
Grant received		0	1,000
Fundraising events	Income	15,889	13,752
	Less: expenses	<u>-4,689</u>	<u>-5,456</u>
	Net income	11,200	8,296
Interest received		518	569
Sundry income		<u>2</u>	<u>11</u>
		<u>15,836</u>	<u>14,209</u>
<u>Expenditure</u>			
Insurance		1,009	1,053
General rates		53	52
Water rates		452	604
Electricity		1,161	1,184
Wages		978	892
Cleaning and domestic sundries		59	511
Gardening and general repairs		1,016	858
Maintenance - building		0	2,908
Maintenance - equipment		77	0
Sundry expenditure		<u>520</u>	<u>508</u>
		<u>5,325</u>	<u>8,570</u>
Surplus of income over expenditure		10,511	5,639
Transfer to Hall Renewal Fund		<u>-10,500</u>	<u>-7,000</u>
Retained (deficit)/surplus for the year		11	-1,361
Balance brought forward at 1st April		<u>1,815</u>	<u>3,176</u>
Balance carried forward at 31st March		<u>£1,826</u>	<u>£1,815</u>

Peldon Village Hall Management Committee

Income and Expenditure Accounts for the year ended 31st March 2015

<u>Hall Renewal Fund</u>	2015/16	2014/15
	£	£
<u>Income</u>		
Grants received	5,918	540
Donations for trees and hedges	250	840
Other donation	125	0
	<u>6,293</u>	<u>1,380</u>
<u>Expenditure</u>		
Architects' fees	2,949	540
Planning application	1,155	0
Drawings of revised design	450	0
Soil contamination report	240	0
Archaeological survey	1,124	0
Publicity costs re Big Choice grant application	601	0
Purchase of sound equipment	220	0
Removal and replacement of hedging	0	2,222
	<u>6,739</u>	<u>2,762</u>
Surplus/(deficit) of income over expenditure	-446	-1,382
Transfer from General Fund	10,500	7,000
Retained surplus for the year	10,054	5,618
Balance brought forward at 1st April	48,032	42,414
Balance carried forward at 31st March	<u>£58,086</u>	<u>£48,032</u>

Peldon Village Hall Management Committee

Balance Sheet as at 31st March

	2015	2015
	£	£
<u>Debtors</u>		
Hire of hall	766	759
Accrued income	478	382
Prepaid expenditure	744	783
	<u>1,988</u>	<u>1,924</u>
<u>Cash Balances</u>		
Deposit accounts	57,406	47,203
Current account	378	769
Cash	398	188
	<u>58,182</u>	<u>48,160</u>
<u>Current Assets</u>	60,170	50,084
<u>Current Liabilities</u>		
Accrued expenditure	258	237
Other accruals	0	0
Deferred income	0	0
	<u>258</u>	<u>237</u>
<u>Net Assets</u>	£59,912	£49,847
<u>Represented by:</u>		
General Fund	1,826	1,815
Hall Extension Fund	58,086	48,032
<u>Total Funds</u>	£59,912	£49,847

The accounts were approved by the Trustees on 20 July 2016 and are signed on their behalf by

R A Holmes
Treasurer



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 2016

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:

16th July 2016

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