

ST. LUKE'S COMMUNITY HALL, MAIDENHEAD
Registered Charity Number 1101943

REPORT AND FINANCIAL STATEMENTS

OF

THE TRUSTEES

for the year ended 31st December 2019



Chair of the Trustees:
The Revd. Sally Lynch

Honorary Treasurer:
Richard Burdett
30 Mallow Park, Maidenhead, SL6 6SQ

Bankers:
Lloyds Bank PLC
45 High Street, Maidenhead, SL6 1JS

Independent Examiner:
Mrs J. A. Bailey, IPFA

www.stlukescommunityhall.co.uk

Trustees of St. Luke's Community Hall, Maidenhead

Annual Report for 2019

Object of Charity

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for:

- a) meetings, lectures and classes, and
- b) other forms of recreation and leisure time occupation,

with the object of improving the conditions of life for the inhabitants.

Management Committee:

The committee consists of three elected members:

- The Revd. Sally Lynch
- Mary Pennington
- Phyllis Sigsworth

Two members appointed by the Council of the Royal Borough of Windsor and Maidenhead:

- Cllr Clive Baskerville
- Cllr Donna Stimson

Two members appointed by users of the hall listed in the scheme:

- Sue Burnand (Maidenhead Floral Art Society – resigned September 2019 following the society moving their meetings to St Edmund Campion Parish Hall)
- Fay Poate (WI – resigned September 2019 following the WI moving their meetings to the new Bowls Club)

and two co-opted members

- Jean Tyrwhitt-Drake (St Luke's Church)
- Richard Burdett
- Philip Love

The members of the Management Committee are the trustees of the charity and are governed by a scheme issued by the Charity Commissioners dated 27th August 2002. Two trustees are appointed by the Council of the Royal Borough of Windsor and Maidenhead, three are elected at the Annual General Meeting and a further two are nominated by groups using the Hall

Meetings of the Management Committee:

The Annual General Meeting was held on 3rd April 2019 and there were three Management Committee Meetings during the year.

The Revd. Sally Lynch was appointed at Chair
Richard Burdett was appointed as Treasurer
Pauline Love was appointed as Secretary (non-voting)
Maureen Williams acts as Bookings Secretary
Tony Buckley is employed as Caretaker

Summary of Investment Powers

The trustees have power to buy and sell assets, including property, shares and bonds, in the furtherance of the charity's objectives. In practice, however, the only significant asset is the Hall building.

Contribution of Volunteers

Although the trustees employ a part-time caretaker, the successful operation of the Hall relies on significant unpaid contributions of time and talent by a large number of people. These contributions cannot be given a financial value in these accounts, but are hereby acknowledged with thanks.

Review of the Year:

The Hall Management Committee has met on three occasions since the last Annual General Meeting.

In August 2019 the parquet floor was sanded and re-sealed, and in September the exterior woodwork and window frames (except the main south window which was refurbished in 2018) were repaired and redecorated.

We also had to replace two windows most likely broken due to vandalism, one in the ladies toilet and one over the north side fire exit doors. A blocked sewage pipe was also dealt with by professional drain clearance contractors. The rear gate fence post was replaced and fence panels replaced between the Hall and the neighbouring house in Norfolk Road to seal off the narrow passage between them.

The Hall remains well cared for and is well used.

The regular users cover a variety of activities - social, educational and recreational, and there is no shortage of families using it for children's parties. The management committee works efficiently and well in support of this valuable resource for our community.

The website at www.stlukescommunityhall.co.uk is generating an increased level of bookings enquiries, and more users are now making online payment for their bookings.

Treasurer's Comments

General lettings income rose by £1,492 to £16,967 (2018: £15,475), with the benefit of three day's usage as polling station (total £750) and continued use by the NCT replacing the loss of income from three long-time regular users who left during the year. These were the Maidenhead Search Club, the Maidenhead WI, and the Maidenhead Floral Art Society. Overall expenditure fell to £16,781 which nonetheless included the sanding and sealing of the parquet floor and external redecoration. Consequently there was an overall profit of £1300 (2018: loss of £2,498). The Accumulated Reserves therefore rose to £25,294

Signed



Richard Burdett
Hon Treasurer
4th February 2020

Independent Examiner's Report to the Trustees of St. Luke's Community Hall, Maidenhead

I report on the accounts of the Trust for the year ended 31st December 2019, which are set out on pages 3 to 5 of this document.

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 report

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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mrs J.A. Bailey IPFA
Maidenhead
Berks
24 April 2020

Trustees of St. Luke's Community Hall, Maidenhead

Receipts and Payments Accounts for the year ended 31st December 2019

	Note	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
		General £	Designated £			2019 £	2018 £
Receipts							
Donations, Legacies and other similar receipts		-	-	-	-	-	-
Activities to further the charity's objectives		-	-	-	-	-	-
Activities to generate funds	2						
Lettings - Church Block Booking		200	-	-	-	200	200
Lettings - Brownies		378	-	-	-	378	260
Lettings - Babies & Toddlers Group		414	-	-	-	414	448
Lettings - Other		16,967	-	-	-	16,967	15,475
Investment Income (Interest) Receipts	4	122	-	-	-	122	97
Sub Total		18,081	-	-	-	18,081	16,480
Other Receipts (not counted as "Gross Income")		-	-	-	-	-	-
Total Receipts		18,081	-	-	-	18,081	16,480
Payments							
Payments for generating funds		-	-	-	-	-	-
Charitable Payments		-	-	-	-	-	-
Grants Paid		-	-	-	-	-	-
Charitable Activities							
Staff Costs	3	5,758	-	-	-	5,758	5,530
Insurance		1,344	-	-	-	1,344	1,470
Gas		1,539	-	-	-	1,539	1,161
Electricity		591	-	-	-	591	527
Water		458	-	-	-	458	198
Rates		327	-	-	-	327	319
Repairs & Maintenance		6,535	-	-	-	6,535	9,533
Support Costs		229	-	-	-	229	240
Management and administration		-	-	-	-	-	-
Sub Total		16,781	-	-	-	16,781	18,978
Other Payments (not counted as "Expenditure")		-	-	-	-	-	-
Total Payments		16,781	-	-	-	16,781	18,978
Net of Receipts (Payments)		1,300	-	-	-	1,300	(2,498)
Cash balances brought forward at 1st January 2019		23,994	-	-	-	23,994	26,492
Cash balances carried forward at 31st December 2019		25,294	-	-	-	25,294	23,994

Trustees of St. Luke's Community Hall, Maidenhead

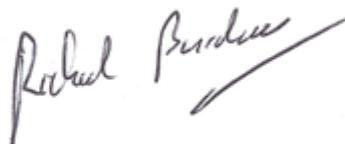
Statement of Assets and Liabilities at 31st December 2019

		Unrestricted Funds		Restricted	Endowment	Total Funds	
	Note	General	Designated	Funds	Funds	2019	2018
		£	£	£	£	£	£
Cash Funds							
Current Account	4	3,716	-	-	-	3,716	2,538
CCLA Deposit Account	4	21,578	-	-	-	21,578	21,456
Total Cash Funds		<u>25,294</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,294</u>	<u>23,994</u>
Other Monetary Assets		-	-	-	-	-	-
Investment Assets		-	-	-	-	-	-

Approved by the the Trustees of St Luke's Community Hall on 5th February 2020 and signed on their behalf by:-



The Revd. Sally Lynch (Chairman)



Mr Richard Burdett (Honorary Treasurer)

Trustees of St. Luke's Community Hall, Maidenhead

Notes to the financial statements for the year ended 31st December 2019

1 Accounting Policies

These Receipts and Payments accounts have been prepared in accordance with:

- Accounting standards;
- and with the Charities Act 2011

The charity has no investment assets.

Funds

General funds represent funds of the charity that are not subject to any restrictions regarding their use and are available for application to the general purposes of the charity. These include funds designated for a particular purpose by the trustees, although at 31st December 2019 there were no such funds.

The accounts include transactions, assets and liabilities for which the trustees of the charity can be held responsible in law.

Receipts

All receipts are recognised when received.

Investment Income

Dividends and interest are accounted for when receivable.

Payments

All payments are accounted for when paid.

Assets and Liabilities

Cash Funds

The balances given are the closing balances of each account as at 31st December 2019, less cheques drawn but not presented, but plus credits relating to the year to 31st December 2019 not yet banked by that date.

Investments

Investments are valued at market value at year-end, although at 31st December 2019 there were no investment assets.

Assets Retained for the charity's own use.

The principal asset of the charity is the freehold of St Luke's Community Hall. Since the charity turnover is not large enough to require the preparation of accruals accounts, it is not necessary for the trustees to have a formal valuation of this fixed asset. However the building was re-valued for insurance purposes in August 2012 and is insured for £687,164 rebuilding costs with an additional £32,721 of contents.

Liabilities

The charity had no known liabilities at 31st December 2019.

2 Lettings Income

The charity's only income comes from lettings charges. Most of these are generated by public lettings, but the Hall is also used by groups that have a connection with St Luke's Church. In 2019 there was a single payment from St Luke's PCC of £200.00 to cover its use of the hall.

3 Staff Costs

The charity employs one member of staff to act as caretaker, who earns less than £10,000 p.a. Staff salaries were increased in 2019 by 3.4%

4 Cash Accounts

The charity operates a bank current account and a tax-free instant access deposit account with CCLA. Interest generated by the CCLA account amounted to £122 in 2019.