

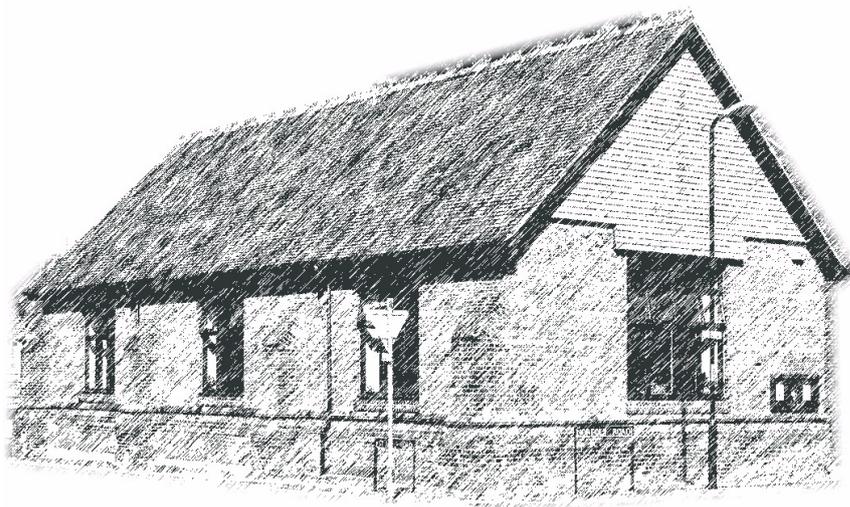
ST. LUKE'S COMMUNITY HALL, MAIDENHEAD
Registered Charity Number 1101943

REPORT AND FINANCIAL STATEMENTS

OF

THE TRUSTEES

for the year ended 31st December 2020



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 2020

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:

- Clive Baskerville
- Donna Stimson

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

- Jean Tyrwhitt-Drake (St Luke's Church)
- Vacancy

and two co-opted members

- 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 via Zoom on 8th July 2020 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
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 and relief caretaker, the successful operation of the Hall relies on significant unpaid contributions of time and talent by a 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.

The major event in the year was of course the coronavirus pandemic, with the Hall closing to all lettings on 18th March 2020. Following discussions at the Management Committee on 8th July we put in place restrictions on what items could be used by hirers, a limit of 20 people to ensure social distancing, and new cleaning processes to allow us to reopen as a Covid-19 secure venue on 7th September. Lettings were restricted to those groups who could provide and maintain a risk assessment.

The Baby & Toddler group met for three sessions before deciding that it was not viable to continue, but we also had lettings from the Dance Academy, Hartbeeps, the Chess Club, and a wheelchair dance group, Duo Dance. These lettings continued through to Christmas except during the four weeks of the second national lockdown in November.

We should also note here the very sad passing of our Bookings Officer, Miss Maureen Williams, who died on 20th April. She had served in this role for over 20 years, faithfully dealing with telephone enquiries, taking bookings, invoicing our users, and regularly banking the lettings fees she received. She also liaised with the caretakers and ensured that each booking was covered. She is much missed.

Prior to Maureen's passing we had been receiving an increasing number of enquiries via our website and by email, so to support these the website was updated in February to add a bookings calendar with the ability to place bookings and pay for them directly using a debit/credit card. Hence following her death we decided that this would become the standard way for people to make one-off bookings when we are able to reopen for these again.

We also had the first full year of employing Mary Sheaf-Jones as relief caretaker. She and our caretaker Tony Buckley are able to ensure that all lettings have full caretaking support, which is a key advantage we offer over some other Halls where users are issued with keys and are responsible for letting themselves in and locking up afterwards.

As far as the fabric of the building is concerned, we installed hand sanitisers and other anti Covid-19 measures, had a replacement cold water stop tap fitted, and refurbished the gas hot water heater.

The management committee works efficiently and well in support of this valuable resource for our community.

Treasurer's Comments

The pandemic had a big impact on our lettings income, which fell to £7,973 (2019: £18,081). However our business rates were cancelled for the 2020-21 financial year and energy costs were lower. We also spent much less on the fabric of the Hall, having completed a number of major projects over recent years.

We continued to pay our two staff throughout the lockdowns; as we do not run a PAYE payroll we were not able to access the various Government job support schemes. However this did allow the staff to ensure that the Hall remained secure throughout as they were able to call in from time to time as part of their permitted exercise to check all was well.

Consequently there was an overall loss for the year of £2,890 (2019: profit of £1,300) and the Accumulated Reserves therefore fell to £22,404.

Signed

A handwritten signature in black ink, appearing to read 'Richard Burdett', written over a horizontal line.

Richard Burdett
Hon Treasurer

26th January 2021

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 2020, which are set out on pages 4 to 6 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 IFPA
Maidenhead
Berks
9 April 2021

Trustees of St. Luke's Community Hall, Maidenhead

Receipts and Payments Accounts for the year ended 31st December 2020

	Note	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
		General	Designated			2020	2019
		£	£	£	£	£	£
Receipts							
Donations, Legacies and other similar receipts		-	-	-	-	-	-
Activities to further the charity's objectives		-	-	-	-	-	-
Activities to generate funds	2						
Lettings - Church Block Booking		50	-	-	-	50	200
Lettings - Brownies		248	-	-	-	248	378
Lettings - Babies & Toddlers Group		117	-	-	-	117	414
Lettings - Other		7,501	-	-	-	7,501	16,967
Investment Income (Interest) Receipts	5	57	-	-	-	57	122
Sub Total		<u>7,973</u>	-	-	-	<u>7,973</u>	<u>18,081</u>
Other Receipts (not counted as "Gross Income")		-	-	-	-	-	-
Total Receipts		<u>7,973</u>	-	-	-	<u>7,973</u>	<u>18,081</u>
Payments							
Payments for generating funds		-	-	-	-	-	-
Charitable Payments		-	-	-	-	-	-
Grants Paid		-	-	-	-	-	-
Charitable Activities							
Staff Costs	3	6,194	-	-	-	6,194	5,758
Insurance		1,469	-	-	-	1,469	1,344
Gas		1,193	-	-	-	1,193	1,539
Electricity	4	632	-	-	-	632	591
Water	4	361	-	-	-	361	458
Rates		33	-	-	-	33	327
Repairs & Maintenance		661	-	-	-	661	6,535
Covid-19 Prevention Materials		320	-	-	-	320	-
Support Costs		-	-	-	-	-	229
Management and administration		-	-	-	-	-	-
Sub Total		<u>10,863</u>	-	-	-	<u>10,863</u>	<u>16,781</u>
Other Payments (not counted as "Expenditure")		-	-	-	-	-	-
Total Payments		<u>10,863</u>	-	-	-	<u>10,863</u>	<u>16,781</u>
Net of Receipts (Payments)		(2,890)	-	-	-	(2,890)	1,300
Cash balances brought forward at 1st January 2020		25,294	-	-	-	25,294	23,994
Cash balances carried forward at 31st December 2020		<u>22,404</u>	-	-	-	<u>22,404</u>	<u>25,294</u>

Trustees of St. Luke's Community Hall, Maidenhead

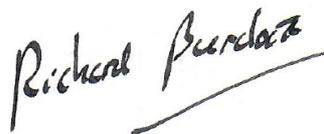
Statement of Assets and Liabilities at 31st December 2020

	Note	Unrestricted Funds		Restricted	Endowment	Total Funds	
		General	Designated	Funds	Funds	2020	2019
		£	£	£	£	£	£
Cash Funds							
Current Account	5	2,770	-	-	-	2,770	3,716
CCLA Deposit Account	5	19,634	-	-	-	19,634	21,578
Total Cash Funds		<u>22,404</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,404</u>	<u>25,294</u>
Other Monetary Assets		-	-	-	-	-	-
Investment Assets		-	-	-	-	-	-

Approved by the the Trustees of St Luke's Community Hall on 27th January 2021 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 2020

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 2020 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 2020 not yet banked by that date.

Investments

Investments are valued at market value at year-end, although at 31st December 2020 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 £744,904 rebuilding costs with an additional £35,084 of contents.

Liabilities

The charity had no known liabilities at 31st December 2020.

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 2020 there was a single payment from St Luke's PCC of £50.00 to cover its use of the hall in the period up to March before the first lockdown.

3 Staff Costs

The charity employs two members of staff as caretaker and relief caretaker, neither of whom earns more than £10,000 p.a. Staff salaries were increased in 2020 by 3.7%

4 Gas & Electricity

We purchase fuel on a combined Gas and Electricity tariff from Scottish Power, with fixed monthly payments. The figures shown are the totals actually paid but due to decreased usage during the lockdowns the account credit balance with Scottish power increased by £553 from £123 to £676 during the year. The monthly repayments have now been reduced so the fuel bills in 2021 will be correspondingly lower.

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 £57 in 2020.