



## St Peter's Hall (1991) Charity



### Annual Report and Financial Statements For the year ended 31 December 2020

St Peter's Hall  
59a Portobello Road  
London W11 3DB  
Tel 020 7792 8227

#### **Trustees**

Reverend P Allerton  
Tommaso Crackett (resigned 03/01/2021)  
Michael Gillies  
Will Josten (appointed 03/01/2021)  
Jean Ross Russell (resigned 09/07/2020)  
Victoria Stark CBE  
Susannah Steel

#### **Bankers**

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

Charity Registration Number: 1003310



# **St Peter's Hall (1991) Charity Annual Report and Financial Statements For the year ended 31 December 2020**

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# Annual Report of the Trustees

## **Introduction**

The Trustees of St Peter's Hall (1991) Charity present their annual report for the year ended 31 December 2020.

## **Principle Address**

The Hall is located at 59a Portobello Road, London W11 3DB.

## **Status and Administration**

St Peter's Hall (1991) Charity was established by a Charity Commission Scheme dated 12 March 1991. The Charity is registered with The Charity Commission under charity registration number 1003310.

The administrative of the Charity is carried out by the Chief Operating Officer, Finance Officer and Maintenance Manager. The team support the day to day operations of St Peter's Hall (1991) Charity, St Peter's Church and St Peter's Nursery and implements any changes required in the running of the three organisations.

## **Structure, governance and management**

The Charity is managed by a combination of ex officio Trustees and nominated Trustees. The ex officio Trustees are the Incumbent of the Benefice of St Peter, Notting Hill and the Churchwardens of the Ecclesiastical Parish of St Peter, Notting Hill. The London Diocesan Fund acts as the custodian trustee of the Charity.

During the year the following served as Trustees of the Charity:

The Reverend Pat Allerton	Vicar, St Peter, Notting Hill
Tommaso Crackett (resigned 03/01/2021)	Church Warden of St Peter, Notting Hill
Will Josten (appointed 03/01/2021)	Church Warden of St Peter, Notting Hill
Susannah Steel	Church Warden of St Peter, Notting Hill
Michael Gillies	Nominated by St Peter, Notting Hill
Jean Ross Russell (resigned 09/07/2020)	Nominated by St Peter, Notting Hill
Victoria Stark CBE	Nominated by St Peter, Notting Hill

As Vicar of St. Peter, Notting Hill, Reverend Pat Allerton assumes the position of Chair of St. Peter's Hall (1991) Charity.

## **Objectives and activities**

The objectives of the Charity are laid out clearly in the Trust Deed that was written in 1991. This states that the objectives of the charity are educational, with a particular concern for the less affluent members of the community. These objectives are met primarily through the work of the St Peter's Nursery School and youth work.



## **Annual Report of the Trustees**

59a Portobello Road is home to St Peter's Nursery and the Parish Office for St Peter's Church; it is also home to a small number of tenants including Farm Girl Café. The Hall is home to a diverse group of activities providing an array of classes for both children and adults. The Charity offers subsidised rates to self-help organisations for example Narcotics Anonymous and Alcoholics Anonymous, who use the Hall for daily meetings.

### **Achievements and performance**

The Hall offers a space for our diverse local community to use at a subsidised rate. The diary is normally packed full and enjoyed by children and adults who participate in activities at the Hall every week. However, 2020 has been very different due to the coronavirus pandemic. Some activities have not been able to run at certain times throughout the year due to government guidelines and support groups have had to reduce their attendance.

St Peter's Nursery has continued to operate during the pandemic as well as The Farm Girl Café who started a take-away menu. We look forward to opening our doors again and welcoming back our core groups who run a variety of classes including ballet, acting, tango, exercise and life drawing.

### **Building Maintenance**

The five year repair and maintenance plan for the building is ongoing. Some significant repairs were made to the roof. Refurbishment plans are being discussed currently with a view to undertaking works in 2022 or so. These include developing a new core within the building, a lift and stairs that will enable access for all from the local community. Further, a new roof is required as the roofer reports the slate nails are worn down and the roof really needs replacing in full. Such works will tie in with plans from the café to update their premises.

### **Financial Review**

The Hall raised £155,807 (2019: £176,026) income in the year and spent £136,219 (2019: £136,739). Rental income was £48,000 lower in 2020 compared to the previous year, the loss of income was due to the coronavirus pandemic. In line with the Trustees plan to continue to build up the designated development fund ahead of the planned refurbishment of the premises, the Hall generated a surplus for the year of £19,588 (2019: £36,287).

# Annual Report of the Trustees

## **Reserves Policy**

The Trustees Reserves Policy is to maintain a general unrestricted fund equivalent to 50% of forecast annual operating expenditure, to meet the working capital needs of the charity and as a contingency fund.

As at 31<sup>st</sup> December 2020, the Trustees held £55,000 of unrestricted funds in the General Fund, in line with the Reserves Policy.

The Trustees were able to transfer the balance of £19,588 of unrestricted funds to the designated development fund, increasing the amount set aside for the redevelopment to £496,371.

The Trustees aim to further increase the development fund in the year ahead.

## **Future Plans**

Our plans for the short term continue to be about developing an excellent balance between the commercial and charitable aspects of the Hall. We plan to benefit from the commercial potential of the Hall thereby enabling us to extend our charitable work and plan towards the refurbishment of the Hall to modernise the building and facilities for ongoing use for education as well as community and charitable purposes.

## **Risk Assessment**

Where appropriate, the Trustees have established systems and/or procedures to mitigate the risks that the Charity faces. The updated risk register was reviewed by the Trustees during the early part of 2018 and will continue to be updated and reviewed going forward. Risk assessments have been carried out periodically during the Covid-19 pandemic to protect staff and hall users.

## **Public Benefit Statement**

The Trustees have complied with their duty in Section 17 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission.

A handwritten signature in black ink, appearing to read "Pat Allerton".

**Reverend Pat Allerton  
Chair**

**Dated:** 27/05/2021



## Statement of responsibilities

### **Trustees responsibilities in relation to the financial statements**

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources for that period.

In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies, and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable United Kingdom Accounting Standards have been followed, subject to any departures disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue to operate

The Trustees are also responsible for:

- Keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011;
- Safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Report of the Independent Examiner to The Trustees of St Peter's Hall (1991) Charity

I report on the financial statements of the Charity for the year ended 31 December 2020 which are set out on pages 9 to 16.

This report is made solely to the Trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under Section 154 of that Act. My work has been undertaken so that I might state to the Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trustees as a body, for my work or for this report.

## **Respective responsibilities of the Trustees and Independent Examiner**

As explained more fully in the Statement of Responsibilities of the Trustees set out on page 5, the Trustees are responsible for the preparation of financial statements. The Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 and that an Independent Examination is needed. The gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified Fellow Member of The Association of Accounting Technicians.

It is my responsibility to:

- Examine those financial statements under Section 145 of the Charities Act 2011.
- Follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act 2011.
- 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.

That examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements prepared with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as 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 financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

# Report of the Independent Examiner to The Trustees of St Peter's Hall (1991) Charity

## Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1: Which gives me reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with Section 130 of the Charities Act 2011, and
  - To prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011,have not been met; or
- 2: To which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

*D T Mew* →

Derek Taylor-Mew BSc FMAAT

123 Park Lane  
Harrow  
Middlesex HA2 8NN

Dated: 27/5/2021



# St Peter's Hall (1991) Charity

## Statement of Financial Activities

### For the year ended 31 December 2020

<i>Notes</i>	General Funds 2020 £	Designated Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOME:</b>				
Donations and legacies	-	-	-	-
<b>Income from charitable activities:</b>				
Rental of the Hall	111,066	-	111,066	159,382
Contributions to Hall costs	14,507	-	14,507	14,542
Events and activities income	-	-	-	5
Grants	27,484	-	27,484	-
Other income	-	-	-	176
<b>Operation of the Hall</b>	<b>153,057</b>	<b>-</b>	<b>153,057</b>	<b>174,105</b>
Investments	2,750	-	2,750	1,921
<b>Total Income</b>	<b>155,807</b>	<b>-</b>	<b>155,807</b>	<b>176,026</b>
<b>EXPENDITURE:</b>				
<i>Expenditure on charitable activities:</i>				
Hall operating costs	136,142	-	136,142	110,166
Hall development costs	-	-	-	29,352
Events and activity costs	77	-	77	221
<b>Total Expenditure</b>	<b>136,219</b>	<b>-</b>	<b>136,219</b>	<b>139,739</b>
<b>NET INCOME FOR THE YEAR</b>	<b>19,588</b>	<b>-</b>	<b>19,588</b>	<b>36,287</b>
Transfer between funds	(19,588)	19,588	-	-
<b>Net movement of funds for the year</b>	<b>-</b>	<b>19,588</b>	<b>19,588</b>	<b>36,287</b>
<b>Total funds as at 1 January 2020</b>	<b>55,000</b>	<b>476,783</b>	<b>531,783</b>	<b>495,496</b>
<b>Total funds as at 31 December 2020</b>	<b>55,000</b>	<b>496,371</b>	<b>551,371</b>	<b>531,783</b>



# St Peter's Hall (1991) Charity Balance Sheet As at 31 December 2020

	<i>Notes</i>	<b>General Funds 2020 £</b>	<b>Designated Funds 2020 £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
<b><u>Fixed Assets</u></b>					
Tangible fixed assets	3	-	-	-	-
<b><u>Current Assets</u></b>					
Debtors	4	35,182	-	<b>35,182</b>	25,238
Cash at bank and in hand		65,265	496,371	<b>561,636</b>	541,707
<b>Total current assets</b>		<b>100,447</b>	<b>496,371</b>	<b>596,818</b>	<b>566,945</b>
<b><u>Current Liabilities</u></b>					
Creditors falling due within one year	5	(45,447)	-	<b>(45,447)</b>	(35,162)
Net current assets		55,000	496,371	<b>551,371</b>	531,783
<b>TOTAL NET ASSETS</b>		<b>55,000</b>	<b>496,371</b>	<b>551,371</b>	<b>531,783</b>
<b>Represented by the funds of the Charity:</b>					
<b>Unrestricted funds:</b>					
General Funds	6	55,000	-	<b>55,000</b>	55,000
<b>Designated funds:</b>					
Redevelopment Fund	6	-	496,371	<b>496,371</b>	476,783
<b>TOTAL FUNDS</b>		<b>55,000</b>	<b>496,371</b>	<b>551,371</b>	<b>531,783</b>

Approved by the Trustees on 27/05/2021

Reverend Pat Allerton  
Chair of Trustees

Victoria Stark  
Trustee



## St Peter's Hall (1991) Charity Statement of Cash Flow For the year ended 31 December 2020

	Total Funds 2020 £	Total Funds 2019 £
<b><u>OPERATING ACTIVITIES</u></b>		
Surplus generated in the year	16,838	34,366
(Increase) / decrease in debtors	(9,944)	731
Increase / (decrease) in creditors	10,285	914
<b>Net cash generated from operating activities</b>	<b>17,179</b>	<b>36,011</b>
<b><u>INVESTING ACTIVITIES</u></b>		
Interest	2,750	1,921
<b>Net cash generated from investing activities</b>	<b>2,750</b>	<b>1,921</b>
<b>Increase in cash at bank and in hand in the year</b>	<b>19,929</b>	<b>37,932</b>
<b>Cash at bank and in hand as at 1 January</b>	<b>541,707</b>	<b>503,775</b>
<b>Cash at bank and in hand as at 31 December</b>	<b>561,636</b>	<b>541,707</b>



## **St Peter's Hall (1991) Charity Accounting Policies For the year ended 31 December 2020**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (Charities SORP (FRS102)) effective 1 January 2019.

### **Fund accounting**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity.

Designated funds represent funds of the Charity that are not subject to any restrictions regarding their use but that have been set aside by the Trustees for a specific purpose of the Charity.

### **Income**

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

### **Investment income**

Interest on funds held on deposit income is included when receivable and the amount can be measured reliably.

### **Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred. Expenditure is classified under the principal activity of the Charity.

### **Allocation of support costs**

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include office costs, premises costs, personnel and governance costs. These costs have been allocated to the principal activity of the Charity.



# **St Peter's Hall (1991) Charity**

## **Accounting Policies**

### **For the year ended 31 December 2020**

#### **Tangible fixed assets**

##### *Land and buildings*

The Charity owns the freehold interest in the property known as St Peter's Hall situated at 59a Portobello Road, Notting Hill, London W11 3DB. This asset derived from a gift in 1863. The value of the freehold interest is not included in these financial statements.

##### *Equipment*

Equipment is stated at cost less depreciation. Depreciation is provided on a straight-line basis over five years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### **Debtors and prepayments**

Debtors are recognised at the settlement amount due, less provision for amounts that may prove uncollectable. Prepayments are valued at the amount prepaid.

#### **Creditors falling due within one year**

Creditors are recognised where there is a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.



# St Peter's Hall (1991) Charity

## Notes to the Financial Statements

### For the year ended 31 December 2020

#### 1. Expenditure on charitable activities

	<i>Notes</i>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
Rates		(147)	930
Heat and light		14,475	17,790
Insurance		7,853	7,040
Cleaning and waste disposal		3,311	11,185
Repairs and renewals		11,990	11,098
Fire precaution, security and post control		1,835	1,932
Professional fees - independent examination		600	400
Staff costs	2	71,255	47,379
Office costs		24,970	12,412
<b>Hall operating costs</b>		<b>136,142</b>	<b>110,166</b>
Architects' fees		-	29,352
<b>Hall development costs</b>		<b>-</b>	<b>29,352</b>
Alpha courses		77	221
<b>Events and activity costs</b>		<b>77</b>	<b>221</b>
<b>Total expenditure</b>		<b>136,219</b>	<b>139,739</b>

#### 2. Staff costs

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	94,187	61,726
Social security	3,611	1,905
Pension	2,381	1,318
<b>Employment costs</b>	<b>100,179</b>	<b>64,949</b>
Less: net recharges to St Peter's Church	(29,384)	(17,570)
Staff recruitment	110	-
Staff training	237	-
Other costs	113	-
<b>Total staff cost</b>	<b>71,255</b>	<b>47,379</b>

The average number of employees during 2020 was 3 (2019: 3). Wages and salaries include redundancy payments of £13,000 (2019: £nil) following a staff restructure. There were no employees whose annual emoluments were £60,000 or more in 2019 or 2020.



# St Peter's Hall (1991) Charity

## Notes to the Financial Statements

### For the year ended 31 December 2020

#### 3. Tangible fixed assets

	Premises Equipment £	Office Equipment £	Total £
Cost at 1 January 2020	50,879	5,215	56,094
Cost of additions	-	-	-
Cost of disposals	-	5,215	5,215
<b>Cost at 31 December 2020</b>	<b>50,879</b>	<b>-</b>	<b>50,879</b>
Depreciation at 1 January 2020	50,879	5,215	56,094
Depreciation charge for the year	-	-	-
Depreciation on disposals	-	5,215	5,215
<b>Depreciation at 31 December 2020</b>	<b>50,879</b>	<b>-</b>	<b>50,879</b>
<b>Net book value at 31 December 2020</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net book value at 31 December 2020	-	-	-

The Charity owns the freehold interest in the property known as St Peter's Hall situated at 59a Portobello Road, Notting Hill, London W11 3DB. This asset derived from a gift in 1863. The value of the freehold interest is not included in these financial statements.

#### 4. Debtors

	General 2020 £	Designated 2020 £	Total 2020 £	Total 2019 £
Trade debtors	21,227	-	21,227	20,034
Other debtors	4,234	-	4,234	-
St Peter's Church	5,020	-	5,020	1,616
St Peter's Nursery School	1,412	-	1,412	43
Prepayments and accrued income	3,289	-	3,289	3,545
<b>Total Debtors</b>	<b>35,182</b>	<b>-</b>	<b>35,182</b>	<b>25,238</b>



# St Peter's Hall (1991) Charity

## Notes to the Financial Statements

### For the year ended 31 December 2020

#### 5. Creditors falling due within one year

	General 2020 £	Designated 2020 £	Total 2020 £	Total 2019 £
Creditors and deposits	45,011	-	45,011	34,842
Other creditors	436	-	436	320
<b>Total creditors</b>	<b>45,447</b>	<b>-</b>	<b>45,447</b>	<b>35,162</b>

#### 6. Analysis of net assets between funds

	General funds £	Designated funds £	Total funds £
Debtors and prepayments	35,182	-	35,182
Cash at bank and in hand	65,265	496,371	561,636
Creditors falling due within one year	(45,447)	-	(45,447)
<b>Total funds</b>	<b>55,000</b>	<b>496,371</b>	<b>551,371</b>

The designated funds represent funds set aside by the Trustees for the future redevelopment of the Hall.

#### 7. St Peter's Nursery School

The operation of St Peter's Nursery School is dependent on the support of the St. Peter's Hall (1991) Charity, which provides premises at no cost to the Nursery School. The value of this support during the year has been estimated at £65,000.