

Annual Report to the Charity Commission

Year 2021/2022

*This report should be read in conjunction with the annual accounts
(Report of the Trustees and Unaudited Financial Statements) following.*

It has been another unusual year for Martlesham Community Hall and its Management Committee, due to the restrictions placed on our normal hire activities by the continuing coronavirus (COVID-19) global pandemic.

The Richards Room was closed to hires from December 2020 until 17 May 2021 due to COVID-19. The Community Hall was similarly closed from December 2020 until 21 June 2021. However, the Community Hall was hired from mid-February 2021 until the end of May 2021 by Suffolk County Council Public Health, for use as a COVID-19 Community Test Centre.

During the enforced closures we applied for and received a number of government COVID-19 grants, under the Local Restrictions Support Grant, Closed Business Lockdown Payment and Restart Grant schemes. The payments were made via East Suffolk Council.

Both venues have been open for hire since 21 June 2021, though subject to the prevailing mandatory COVID-19 social distancing etc. regulations until 28 January this year. At the time of writing, occupancy has increased gratifyingly towards pre COVID-19 levels, with a welcome increase in the higher revenue weekend hires since 28 January.

Thus our income for 2021/22 has been a combination of grant money and normal hire income. The Management Committee remain very appreciative of all grants and donations received. Consequently, we currently have a sound financial position and the ability to fund refurbishment and maintenance work, in spite of the pandemic.

Accounts Summary

<u>Accounts 1 February 2021 to 31 January 2022</u>	<u>2021/22</u>	<u>2020/21</u>
Income	£42,426	£43,539
Expenditure	£41,048	£19,722
Funds brought forward	£34,294	£10,477
	-----	-----
Total Funds Carried Forward	£35,672	£34,294

Earlier this year we agreed to hold the hire rates for a further year. i.e. until Spring 2023. We intend to carry out a thorough review of hire rates and categories during the summer and have already clearly signalled that rates will need to rise from Spring 2023. This is primarily due to the recent substantial increases (and further expected increases) in electricity prices, since both the Richards Room and Community Hall are electrically heated. We do have a 2-year fixed-rate electricity deal which will mitigate increases somewhat, but this will end in October 2022.

The Richards Room was fully refurbished during Spring 2021 for the 17 May reopening. A generous donation from local charity Martlesham Community Council enabled us to replace the damaged room and toilet flooring. An East Suffolk Council 'Bounce Back Fund' grant, funded a fixed projector and PA system in the room. The suspended ceiling tiles and cupboard doors were replaced and the room was redecorated. Feedback about the improvements from hirers has been very positive.

We received an Enabling Communities Grant to fund a projector and PA system for the Community Hall, thanks to Councillor Chris Blundell recommending us for this discretionary East Suffolk Council funding.

We held an initial discussion at the 2021 AGM about setting strategic goals and priorities. This was followed by further discussion at Management Committee Meetings and a draft strategy document. This was further reviewed and updated at this year's AGM. Our primary objectives remain the same as always - to develop and operate the Community Hall and Richards Room such that they remain cost-effective, useful and attractive hire spaces for the local community.

Ian Read
Chairman
Martlesham Community Hall
May 2022

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2022
FOR
MARTLESHAM COMMUNITY HALL

Ballams
Chartered Accountants
Crane Court
302 London Road
Ipswich
Suffolk
IP2 0AJ

MARTLESHAM COMMUNITY HALL

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FOR THE YEAR ENDED 31 JANUARY 2022

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MARTLESHAM COMMUNITY HALL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JANUARY 2022

The trustees present their report with the financial statements of the charity for the year ended 31 January 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

A Community Hall for the benefit of inhabitants of the parish of Martlesham in the county of Suffolk, without distinction of political, religious or other opinions. Including use for meetings, lectures and classes and for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the said inhabitants.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1009602

Principal address

9 York Road
Martlesham Heath
Ipswich
Suffolk
IP5 3TL

Trustees

Mrs J M Burrows
Mrs S Lisette
M P Shakespeare
DWA Embery
Mrs B M Gibbs
M L Cook
I M Read

Independent Examiner

Ballams
Chartered Accountants
Crane Court
302 London Road
Ipswich
Suffolk
IP2 0AJ

MARTLESHAM COMMUNITY HALL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JANUARY 2022

Approved by order of the board of trustees on 21 April 2022 and signed on its behalf by:

DWA Embery - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MARTLESHAM COMMUNITY HALL**

Independent examiner's report to the trustees of Martlesham Community Hall

I report to the charity trustees on my examination of the accounts of Martlesham Community Hall (the Trust) for the year ended 31 January 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and 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.

Susan Fayers
FCA
Ballams
Chartered Accountants
Crane Court
302 London Road
Ipswich
Suffolk
IP2 0AJ

27 April 2022

MARTLESHAM COMMUNITY HALL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JANUARY 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		50	-	50	13,000
Charitable activities					
Hall hire		10,096	6,033	16,129	18,612
Other trading activities	2	26,246	-	26,246	11,923
Investment income	3	1	-	1	4
Total		<u>36,393</u>	<u>6,033</u>	<u>42,426</u>	<u>43,539</u>
EXPENDITURE ON					
Charitable activities					
Hall hire		39,451	1,597	41,048	19,722
NET INCOME/(EXPENDITURE)		<u>(3,058)</u>	<u>4,436</u>	<u>1,378</u>	<u>23,817</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		34,294	-	34,294	10,477
TOTAL FUNDS CARRIED FORWARD		<u><u>31,236</u></u>	<u><u>4,436</u></u>	<u><u>35,672</u></u>	<u><u>34,294</u></u>

The notes form part of these financial statements

MARTLESHAM COMMUNITY HALL

STATEMENT OF FINANCIAL POSITION

31 JANUARY 2022

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
CURRENT ASSETS					
Debtors	6	250	-	250	-
Cash at bank		31,591	4,436	36,027	34,294
		<u>31,841</u>	<u>4,436</u>	<u>36,277</u>	<u>34,294</u>
CREDITORS					
Amounts falling due within one year	7	(605)	-	(605)	-
		<u>31,236</u>	<u>4,436</u>	<u>35,672</u>	<u>34,294</u>
NET CURRENT ASSETS					
		<u>31,236</u>	<u>4,436</u>	<u>35,672</u>	<u>34,294</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>31,236</u>	<u>4,436</u>	<u>35,672</u>	<u>34,294</u>
NET ASSETS					
		<u>31,236</u>	<u>4,436</u>	<u>35,672</u>	<u>34,294</u>
FUNDS					
	8				
Unrestricted funds				31,236	34,294
Restricted funds				4,436	-
				<u>35,672</u>	<u>34,294</u>
TOTAL FUNDS					
				<u>35,672</u>	<u>34,294</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 21 April 2022 and were signed on its behalf by:

DWA Embery - Trustee

MARTLESHAM COMMUNITY HALL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable and loans with related parties.

Debt instruments that are payable or receivable within one year, such as trade payables or receivables, are measured at the undiscounted amount of the cash or other consideration expected to be paid or received. Debt instruments that are repayable or receivable after one year are initially measured at the present value of the future cash flows and subsequently at amortised cost using the effective interest method.

Financial assets that are measured at cost and amortised cost are assessed at the end of each financial year for evidence of impairment. If objective evidence of impairment is found an impairment loss is recognised in the Income Statement.

MARTLESHAM COMMUNITY HALL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JANUARY 2022

2. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Hall hire	26,246	11,923

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	1	4

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 January 2022 nor for the year ended 31 January 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 January 2022 nor for the year ended 31 January 2021.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	13,000	-	13,000
Charitable activities			
Hall hire	18,612	-	18,612
Other trading activities	11,923	-	11,923
Investment income	4	-	4
Total	43,539	-	43,539
EXPENDITURE ON			
Charitable activities			
Hall hire	19,722	-	19,722
NET INCOME	23,817	-	23,817
RECONCILIATION OF FUNDS			
Total funds brought forward	10,477	-	10,477

MARTLESHAM COMMUNITY HALL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JANUARY 2022

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD	34,294	-	34,294
	<u> </u>	<u> </u>	<u> </u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
	<u> </u>	<u> </u>
Other debtors	250	-
	<u> </u>	<u> </u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
	<u> </u>	<u> </u>
Other creditors	605	-
	<u> </u>	<u> </u>

8. MOVEMENT IN FUNDS

	At 1.2.21 £	Net movement in funds £	At 31.1.22 £
	<u> </u>	<u> </u>	<u> </u>
Unrestricted funds			
General fund	34,294	(3,058)	31,236
Restricted funds			
Projector and PA Systems	-	4,436	4,436
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	34,294	1,378	35,672
	<u> </u>	<u> </u>	<u> </u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
	<u> </u>	<u> </u>	<u> </u>
Unrestricted funds			
General fund	36,393	(39,451)	(3,058)
Restricted funds			
Projector and PA Systems	6,033	(1,597)	4,436
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	42,426	(41,048)	1,378
	<u> </u>	<u> </u>	<u> </u>

MARTLESHAM COMMUNITY HALL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JANUARY 2022

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.2.20 £	Net movement in funds £	At 31.1.21 £
Unrestricted funds			
General fund	10,477	23,817	34,294
	-----	-----	-----
TOTAL FUNDS	<u>10,477</u>	<u>23,817</u>	<u>34,294</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	43,539	(19,722)	23,817
	-----	-----	-----
TOTAL FUNDS	<u>43,539</u>	<u>(19,722)</u>	<u>23,817</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.2.20 £	Net movement in funds £	At 31.1.22 £
Unrestricted funds			
General fund	10,477	20,759	31,236
Restricted funds			
Projector and PA Systems	-	4,436	4,436
	-----	-----	-----
TOTAL FUNDS	<u>10,477</u>	<u>25,195</u>	<u>35,672</u>

MARTLESHAM COMMUNITY HALL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JANUARY 2022

8. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	79,932	(59,173)	20,759
Restricted funds			
Projector and PA Systems	6,033	(1,597)	4,436
TOTAL FUNDS	<u>85,965</u>	<u>(60,770)</u>	<u>25,195</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 January 2022.

MARTLESHAM COMMUNITY HALL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JANUARY 2022

	2022	2021
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	50	13,000
Other trading activities		
Hall hire	26,246	11,923
Investment income		
Deposit account interest	1	4
Charitable activities		
Grants	16,129	18,612
Total incoming resources	<u>42,426</u>	<u>43,539</u>
 EXPENDITURE		
Charitable activities		
Rates and water	481	560
Insurance	1,166	1,165
Light and heat	5,780	2,849
Telephone	433	575
Postage and stationery	63	90
Sundries	479	568
Cleaning contractors	14,523	9,067
Cleaning materials	438	357
Maintenance and repairs	1,938	414
Window cleaning	100	100
Refuse collection	254	123
Licences and PRS	477	479
Secretarial and booking exps	1,300	1,200
Accountancy	396	384
Fire safety	210	240
Electrical testing	553	605
Motor expenses	-	100
Bank charges	99	71
Building works	8,926	775
Equipment	3,432	-
	<u>41,048</u>	<u>19,722</u>
Total resources expended	<u>41,048</u>	<u>19,722</u>
Net income	<u>1,378</u>	<u>23,817</u>

This page does not form part of the statutory financial statements