

Trustees' Annual Report for the period

	Period start date			Period end date		
Fro m	01	January	2020	To	31	December 2020

Section A Reference and administration details

Charity name Parsonage Residents Association

Other names charity is known by PRA

Registered charity number (if any) 243905

Charity's principal address

Parsonage Lane Community Centre	
Church Manor	
Bishops Stortford	
Postcode	CM23 5PY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Deborah Munro	Chair		
2	Janet Reville	Treasurer		
3	Kay Newton			
4	Emma Jayne Worrall			
5	Colin Woodward			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Some elected by members at AGM, some appointed by Affiliated Groups.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

- a) promote the benefit of the inhabitants of Parsonage Ward and the neighbourhood together defined by the Dunmow Road to the South, the East/West Bypass to the north, and the main railway line to the west, excluding the area known as the Hockerill Residents Association,
- b) establish, or secure the establishment of, a Community Centre and to maintain and manage the same in furtherance of these objects.
- c) Promote such other charitable purposes as may from time to time be determined.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. When considering what activities and events to manage during the year, the Trustees were mindful of the Charity Commission's guidance on public benefit.
2. The Trustee Committee met virtually six times during the year and maintained contact by email. The AGM was also held virtually.
3. The Association uses contractors (one who is a trustee) to assist in the management and maintenance of the Community Hall, and to organise and book activities in the Community Hall for the benefit of PRA members, and others in the neighbourhood.
4. The Hall is in usually 7 days a week, and there are approximately 50 hours of various activities available during the week. These activities range from play groups for toddlers, to girl guides and sporting activities for teenagers, dancing and other activities for adults, and a senior citizens meeting. The Hall can also be booked by members for private parties. However, it was closed after March due to Covid restrictions.
5. The Trustees also manage and organise certain events for the benefit of members. The annual firework display had to be cancelled this year due to Covid restrictions. It is hoped to continue in 2021.
6. The Trustees also listen to the concerns and wishes of the members of the Association and will take matters up with the relevant authorities where this is to the benefit of the members.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

1. All households within the All Saints Ward are deemed members of the PRA and all receive a copy of the Newsletter four times a year. We ask for voluntary donations on an annual basis to help support the PRA.
2. Our newsletter, the Parsonage Herald was published four times during the year to keep members informed of activities and developments.
3. The Community Hall has been extensively used for a variety of activities when Covid restriction allowed. The PRA has two contractors who maintain the Hall and organise the bookings.
4. The PRA contributed to the Neighbourhood Plan, commented on planning applications and are members of the Civic Federation.

Section E

Financial review

Brief statement of the charity's policy on reserves

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Details of any funds materially in deficit

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Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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Section F

Other optional information

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Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Colin Bernard Woodward	
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Position (eg Secretary,
Chair, etc)

Secretary/Vice Chair

B Woodward

Date

8th October 2021



Section A Independent Examiner's Report

Report to the trustees/ members of Charity Name

On accounts for the year ended Charity no (if any)

Set out on pages (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Responsibilities and basis of report As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed: Date:

Name:

Relevant professional qualification(s) or body (if any):

Address: 12 Cox Key, Hatfield Heath,
Bishop's Stortford, Herts
CM22 7ER

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]

PARSONAGE RESIDENTS ASSOCIATION

BALANCE SHEET AS AT 31 DECEMBER 2020

		<u>2019</u>
<u>FIXED ASSETS</u>		
Community Centre	27,843.00	27,843
Land	471.00	471
Equipment		
At cost	10,006.19	9,946
Accumulated depreciation	<u>5,137.00</u>	-4,104
	4,869.19	
Fixtures and fittings		
At cost	26,397.58	24,718
Accumulated depreciation	<u>12,642.00</u>	-10,290
	13,755.58	
	<u>46,938.77</u>	<u>48,584</u>
<u>CURRENT ASSETS</u>		
Current account	6,129.38	772
Business saver account	20,075.69	23,070
Petty cash	<u>20.00</u>	25
	26,225.07	
<u>CURRENT LIABILITIES</u>		
Key deposits held	700.00	525
Occasional hirers' deposits held	<u>150.00</u>	650
	850.00	
	<u>25,375.07</u>	<u>22,692</u>
<u>NET CURRENT ASSETS</u>		
	<u>72,313.84</u>	<u>71,276</u>
<u>TOTAL NET ASSETS</u>		
Represented by		
Community hall reserve	1,200.00	600
Retained income brought forward	70,675.60	74,522
Excess income over expenditure for year	438.24	-3,846
	<u>72,313.84</u>	<u>71,276</u>
<u>TOTAL EQUITY</u>		
	<u>72,313.84</u>	<u>71,276</u>

PARSONAGE RESIDENTS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

		<u>2019</u>
<u>INCOME</u>		
Hall booking fees		
Regular hirers	11,804.00	21,034
Occasional hirers	<u>1,515.00</u>	6,460
	13,319.00	
Fireworks		
Bucket collection	0.00	
Burger van donation	0.00	
Sale of swords, etc	<u>200.00</u>	
	200.00	0
Parsonage Herald		
Advertising	1,424.00	826
Donations received	460.02	385
Other income		
Amalgamation with Hockerill RA	0.00	350
EHDC grant re Covid-19	10,000.00	
Interest received	5.75	23
	<u>25,408.77</u>	<u>29,078</u>
<u>EXPENDITURE</u>		
Hall expenses		
Water rates	661.68	
Light and heat	707.97	
Waste disposal	1,600.80	
Administrative services	4,875.00	
Cleaning	4,767.25	
Maintenance	1,935.73	
Insurance	1,683.98	
Telephone	115.80	
Performing Rights fees	659.86	
Booking system annual fee	170.00	
Information Commissioner fee	<u>35.00</u>	
	17,213.07	22,997
Fireworks		
Display cost	0.00	
First aid fees	0.00	
Miscellaneous expenses	0.00	
Cost of swords, etc	<u>0.00</u>	
	0.00	3,467
Parsonage Herald		
Printing costs	3,314.41	1,905
Other expenses		
Just Giving fees	216.00	216
Auditor's fees	150.00	150
Subscriptions	30.00	60
Donations	0.00	220
Treasurer's expenses	<u>62.05</u>	68
	458.05	
	<u>20,985.53</u>	<u>29,083</u>
<u>NET INCOME</u>		
	4,423.24	-5
Depreciation of fixed assets	3,385.00	3,206
Loss on disposal of fixed assets	0.00	35
Transfer to community hall reserve	600.00	600
	<u>438.24</u>	<u>-3,846</u>
<u>EXCESS INCOME/(EXPENDITURE) FOR YEAR</u>		