



## Trustees' Annual Report for the period

**From: 01.01.2023 Period start date To: 31.12.2023**  
**Period end date**

**Charity name: Parsonage Residents Association**

**Charity registration number: 243905**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	A) 'promote the benefit of the inhabitants of the neighbourhood defined by the Dunmow road, including Manor Links, Norris Close, Cecil Close, Mayes Close, Shortcroft and Hockerill Hill to the south, the east/west bypass to the north, and the main railway line to the west, as shown on the map attached, (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;' (b) establish, or secure the establishment of, a community centre (hereinafter called "the centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects. (c) promote such other charitable purposes as may from time to time be determined.
Summary of the main activities in	Para 1.17 and 1.19	<b>1.</b> When considering what activities and events to manage during the year, the Trustees were mindful of the Charity

<p>relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>		<p>Commission's guidance on public benefit.</p> <ol style="list-style-type: none"> <li><b>2.</b> The Trustee Committee met six times during the year. The AGM was held with the residents in attendance.</li> <li><b>3.</b> The Association uses contractors (one who is a trustee) to assist in the management and maintenance of the Community Hall.</li> <li><b>4.</b> The Hall is available for use from 7 am until 11 pm. 7 days a week, regular hirers accounts for circa 50 hours use, with occasional hirers including community events and private parties are booked weekly.</li> <li><b>5.</b> The Trustees also manage and organise certain events for the benefit of members. An annual firework display, Christmas Fayre, Tabletop sales.</li> <li><b>6.</b> The charity produces a local magazine delivered free to 3000 homes within the area of benefit of the charity.</li> <li><b>7.</b> The Trustees 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.</li> </ol>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Para 1.18</p>	<p>The Trustees can confirm they have given due regard to the guidance by the Charity Commission on Public Benefit.</p>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	<p>SORP reference</p>	
<p>Policy on grant</p>	<p>Para 1.38</p>	<p>The charity will support local fund raising from time to time by a local resident. This normally amounts to use allowing fundraisers to use the hall at a reduced rate on the</p>

making.		agreement that they donate the difference between the reduced rate and the full amount to the fundraising pot. We will give free space in our local magazine and advertise any fund raising in the hall on notice boards.
Policy on social investment including program related investment.	Para 1.38	The charity is not involved in Social Investment.
Contribution made by volunteers.	Para 1.38	The charity uses volunteers when we are holding an event such as the Annual Fireworks Display, they help with set up, stewarding, and tidying up afterwards. Volunteers deliver the local Parsonage Magazine quarterly.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>The achievements of the charity are:</b></p> <ul style="list-style-type: none"> <li>• Ensuring the local community has opportunity for interaction with the wider community through the Parsonage Herald magazine.</li> <li>• Ensuring that there are opportunities for all ages to have a local meeting place whether Toddler Club to Parsonage Friendship Group whose members encompass those over 60 years.</li> <li>• Ensuring there is an affordable local venue where sport, art, baby groups, children's play, Brownies, can be run successfully.</li> <li>• Ensuring that there is local space for community and private functions, including voting, meet your councillor, events, children, and anniversary parties.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensuring a fully accessible space for the local community to enjoy</li> <li>• Ensuring the community is listened to and that they have support to make their voices heard.</li> </ul>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

### **Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	<b>Balance Sheet enclosed. Net current assets £27,807.80</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees hold reserves to ensure we can pay and undertake any repairs to the hall that may occur
Amount of reserves held	Para 1.22	<b>£23,000</b>
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None, the charity is a going concern.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from Parsonage Hall and any community events held during the year.
Investment policy and objectives including any social investment policy adopted.	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	Damage to hall that could disrupt our funding stream.

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution of the Parsonage Residents Association. Community Association</b>
How is the charity constituted?	Para 1.25	<b>Charitable Unincorporated Association</b>
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The PRA association welcomes those members who wish to become more involved and become Trustees. Election of trustees is undertaken annually at the AGM

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	Trustees are supplied with the Charity Commission Becoming a Trustee CC3_feb20. Trustees are supports at meetings and are encouraged to ask questions of officers so that they undertake their role successfully.
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	The PRA has 3 officers, Chair, Vice Chair, and Treasurer with the Secretary position vacant (covered by Chair) 4 additional trustee members. All decisions are made at committee meetings which will occur expense. Expenses which occur dur to day-to-day operation of the hall is maintained by the chair and the treasurer and reported to the committee bi-monthly. Decisions regarding expenditure for the hall or an action the charity may take on behalf of residents i.e., obtaining a defibrillator unit for the community which would be available 24 hours a day, installing a new notice board in the community are undertaken at committee meetings. At the AGM, the community may ask from

		time to time for the PRA support to help in a wider capacity – parking problems, overgrown hedges, etc. final decisions on how we report back to the community will be undertaken at committee meetings and reported to the community via the Parsonage Herald our local community magazine. The charity does not employ staff.
Relationship with any related parties	Para 1.51	n/a
Other		

### Reference and Administrative details

Charity name	Parsonage Residents Association
Other name the charity uses	n/a
Registered charity number	243905
Charity's principal address	Parsonage Lane Community Centre Church Manor, Bishop's Stortford, CM23 5PY

### Names of the charity trustees who manage the charity

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Elizabeth Deborah Munro	Chair		
2	Colin Woodward	Vice Chair		
3	Janet Reville	Treasurer		
4	Kay Newton			
5	Emmajayne Worrell			
6	Sue Giles			
7	Siobhan Steel			
8	Vacant	/ Secretary		

Corporate trustees – names of the directors at the date the report was approved.

<b>Director name</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

**Funds held as custodian trustees on behalf of others.**

Description of the assets held in this capacity.	n/a
Name and objects of the charity on whose behalf the assets are held and how these falls within the custodian charity's objects.	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
<b>Auditor</b>	<b>Morannedd Ltd.</b>	26 Parsonage Lane, CM23 5BG

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

<b>We only have trustees.</b>
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**Other optional information**

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**Declarations**

**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)**

Elizabeth Deborah Munro	
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**Position**

Chair	
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**Date** 24.04.24

PARSONAGE RESIDENTS ASSOCIATIONINCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

		<u>2022</u>
<u>INCOME</u>		
Hall booking fees		
Regular hirers	23,901.00	22,488
Occasional hirers	<u>8,109.00</u>	4,849
	30,010.00	
Fireworks		
Bucket collection (2022)	0.00	4,581
Christmas Fayre		
Table hire, etc	430.80	514
Parsonage Herald		
Advertising	4,407.00	3,483
Grant for Snowley Parade defibrillator	2,420.00	0
Donations received	1,327.45	757
Interest received	40.94	20
	<u>38,635.90</u>	<u>98,670</u>
<u>EXPENDITURE</u>		
Hall expenses		
Water rates	815.84	
Light and heat	1,218.45	
Waste disposal	2,452.93	
Administrative services	8,000.00	
Cleaning	8,328.02	
Maintenance	3,878.38	
Insurance	1,898.39	
Telephone	214.57	
Performing Rights fees	688.38	
Booking system annual fee	175.00	
Information Commissioner fee	<u>35.00</u>	
	25,882.98	25,518
Fireworks		
Fireworks cost	2,000.00	
Miscellaneous expenses	<u>220.54</u>	
	2,220.54	1,950
Christmas Fayre		
Expenses	0.00	133
Parsonage Herald		
Printing costs	5,370.17	5,343
Snowley Parade defibrillator cost	2,510.00	0
Other expenses		
Just Giving fees	218.00	218
Independent examiner's fee	150.00	150
Subscriptions	88.00	88
Donations	25.00	125
Treasurer's expenses	40.18	80
Miscellaneous	<u>285.28</u>	214
	782.47	
	<u>38,548.14</u>	<u>33,795</u>
<u>NET INCOME</u>	2,089.85	2,875
Depreciation of fixed assets	4,217.00	4,221
Loss on disposal of fixed asset	85.00	0
Transfer to community hall reserve	800.00	800
Transfer to defibrillator reserve	340.80	0
	<u>-3,152.75</u>	<u>-1,948</u>
<u>EXCESS EXPENDITURE FOR YEAR</u>		

**PARSONAGE RESIDENTS ASSOCIATION****BALANCE SHEET AS AT 31 DECEMBER 2023**

		<u>2022</u>
<b><u>FIXED ASSETS</u></b>		
Community Centre	27,843.00	27,843
Land	471.00	471
Equipment		
At cost	10,218.98	10,046
Accumulated depreciation	<u>8,031.00</u>	-7,161
	2,187.98	
Fixtures and fittings		
At cost	37,024.22	36,701
Accumulated depreciation	<u>21,667.00</u>	-18,415
	15,357.22	
	<u>45,859.20</u>	<u>49,485</u>
<b><u>CURRENT ASSETS</u></b>		
Current account	5,625.78	8,784
Business saver account	0.00	19,131
Instant access saver account	9,040.94	0
Fixed term saver account	15,000.00	0
Petty cash	<u>316.10</u>	204
	29,982.80	
<b><u>CURRENT LIABILITIES</u></b>		
Regular hirers' key deposits held	875.00	975
Occasional hirers' deposits held	<u>1,300.00</u>	750
	2,175.00	
	<u>27,807.80</u>	<u>26,394</u>
	<u>73,667.00</u>	<u>75,879</u>
<b><u>TOTAL NET ASSETS</u></b>		
Represented by		
Community hall reserve	3,000.00	2,400
Defibrillator reserve	340.60	0
Retained income brought forward	73,479.15	75,425
Excess expenditure over income for year	<u>-3,152.75</u>	-1,946
	<u>73,667.00</u>	<u>75,879</u>
<b><u>TOTAL EQUITY</u></b>		
	<u>73,667.00</u>	<u>75,879</u>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: PARSONAGE RESIDENTS ASSOCIATION

On accounts for the year ended

31 DECEMBER 2023 Charity no (if any): 243905

Set out on pages

1 AND 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 2011 Act and in carrying out my examination, I have followed the 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 (other than that disclosed below\*) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: [Signature]

Date: 20/04/2024

Name: PETER BASS FCCA DIRECTOR

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

Morannedd Ltd Chartered Certified Accountants 26 Parsonage Lane

Address:

Bishops Stortford Herts CM23 5BG