



## High Legh Community Association

High Legh Village Hall, West Lane, High Legh, KNUTSFORD WA16 6LR

# Trustees and Council Report for Year 2022-2023 ending 30th September 2023

## Reference and Administration Details

High Legh Community Association, sometimes called the CA or HLCA, is established with a constitution dated 21st May 1979, Clause 15 being amended on 2nd November 2010 to change the permitted number of trustees from 2 to 6. Its Charity Registration no is 511391.

The policy and general management of the CA is directed by its Council, in accordance with Clause 8 of its Constitution.

Trustees of the CA being members of the CA Council (CAC) this year were:

- Mrs Patricia A Adams,
- Mrs Kath Jones,
- Mrs Susan Carter
- Mrs Janet Harrison

Non-Trustee Members of the Council during the year were: -

- Mrs Helen Wright, Village Hall Manager
- Mrs Nicola Keeley
- Mrs Louise Allan
- Cllr Mr Tim Harrison, representative of High Legh Parish Council
- Cllr Julie Morton, representative of High Legh Parish Council
- Mrs Marilyn Riddler representative of St John's Church

Mrs S. Senn ACA was appointed Auditor for the year 2021/22.

All CA Council Members other than our part-time Village Hall Manager give their time voluntarily and receive no remuneration.

## Structure, Governance and Management

**Governing documents** – Constitution (21/5/1979) and additionally, a Deed of Trust was entered into with High Legh Parish Council on 1/10/2010 in conjunction with a 28-year lease, for the Village Hall.

**How the Charity is Constituted** - All inhabitants of the Parish of High Legh are automatically Members of the Association. They are all invited by posters, email and in the High Legh Newsletter (produced 3 times per year) to attend the AGM in November. CA Council members are appointed or reappointed annually at the AGM.

The Officers elected in November 2021 were:

Registered Charity no 511391

Patricia Adams co-chair of the CA Council

Janet Harrison co-chair of the CA Council

Susan Carter Treasurer

Kath Jones Secretary

### **Management**

The CA Council retains control over the allocation of funds raised by Social Events and lettings for expenditure on the Village Hall and its equipment, and the allocation of financial reserves to cover the risks of developing and operating the Village Hall. All fund raising is carried out in the name of High Legh Community Association and is done by volunteers. Almost all income is derived from Hall hire and running events.

The charity has 2 Bank Accounts: -

- The Village Hall account receives all the hall hire income (including hall hire for HLCA events and meetings) and pays all expenditure for routine operation of the Village Hall.
- The High Legh CA account holds all the other CA income and expenditure related to CA activities, events and communications. Investment funds for improving the Village Hall are held in the High Legh CA account.

As leaseholder for the Village Hall, High Legh Community Association works in partnership with High Legh Parish Council, as landlord, to ensure that the Village Hall continues to be a valuable community resource for the Parish.

The CA seeks to manage the hall hire income and operational costs to become, as far as possible, self sufficient.

The Parish Council recognises that the CA will wish to invest in developing and enhancing facilities to secure future rental income and has agreed to consider match funding for future capital expenditure, on the basis that opportunities for grant funding are also explored.

### **Objectives of High Legh Community Association** as per our Constitution are:

a) to promote the benefit of the inhabitants of High Legh (hereinafter called the area of benefit) without distinction of sex or of political religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for the recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

b) to establish or secure the establishment of a Community Centre (hereinafter called "the Centre") to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

### **Activities of High Legh Community Association.**

- The CA organises Social Activities for the residents of High Legh, some, in partnership with other local organisations. Many events are supported by people from local areas outside of High Legh. Any funds raised from the CA Social Events are used to maintain and improve the Village Hall and to fund other initiatives for the benefit of High Legh residents.

- The CA runs and maintains the High Legh Village Hall. This provides residents and other members of the public a safe, comfortable and affordable venue for social, leisure and educational activities. These include dance and exercise classes, meetings, ad hoc events and family parties. All money raised from the hire of the Hall goes to pay for the costs of running the Hall.
- The CA Council have assigned one of the Council members as a **Safeguarding officer**. Two members of the Council have taken Safeguarding courses given by Cheshire Community Action.
- The CA has a **Sports, Educational and Recreation Fund** which is used to give grants of up to £250 that High Legh residents or organisations can apply for, for activities that fall within our charitable objectives.
- The **High Legh Newsletter**, is published every 3 months by the CA and distributed at no charge to all residents' homes by volunteers and made available at the Village Hall, School and local shops. It publishes articles from High Legh Parish Council, Cheshire Police, High Legh voluntary organisations and residents that communicate with the community as a whole, so that everyone has a chance to know about opportunities for local social, leisure and educational activities. Editing of the newsletter is done at no charge by volunteers. The printing costs are mainly funded by adverts from local businesses and additional funding from the CA.
- The CA issues a monthly "**What's On**" bulletin by email which is free to more than 300 subscribers. This provides information about events that are of interest to the residents, and an opportunity to distribute urgent news to complement an email bulletin distributed by High Legh Parish Council.
- The **website** ([www.highleggh.org.uk](http://www.highleggh.org.uk)) is managed by the CA and provides coverage of High Legh social and leisure activities with regular and frequent updates and a diary that complements the Newsletter and "What's On" bulletin.

## Summary - Public Benefit from the Main Achievements in 2022/23

- **Village Hall Hire.** The Village Hall is well used by many groups including exercise and dance classes, children's ballet and craft classes, adult craft classes, W.I. Meetings, Parish Council meetings, social events and one-off exhibitions. All money raised from the hire of the Hall goes towards the running of the Hall.

**Social Events** are organised by the Community Association and some events in partnership with other local groups. All funds raised go to Hall projects and funding for Community initiatives.

- Cheese and wine evening.
- **King Charles II Coronation Event** Organised by the CA and the Parish Council and jointly funded. Hog Roast, Lighting of a Beacon, picnics enjoyed by many High Legh residents.

- **High Legh Robert Moffat Memorial 10K Race** was run as usual in March 2023 and attracted about 600 runners. The CA run the Race in partnership with Lymm Runners and in collaboration with High Legh Primary School and the Parents and Teachers Association who all benefit from the funds raised. It is a popular event enjoyed by runners and residents, many of whom volunteer as marshals and race helpers.
- **Christmas Farmers Market** held at the Village Hall in December 2022 gave residents the chance to buy local farmers produce and local voluntary groups like the Mother's Union also had fund raising stalls.
- **Sunday Teas** ran from **14<sup>th</sup> May to 13<sup>th</sup> August** with a successful season raising funds for the 11 local groups and charities that took part.
- **Coffee and Friendship.** The CA provides funding and the Village Hall as a venue for this free monthly event. All residents of High Legh are invited to this and it has proved to be very popular especially with elderly residents who would not normally attend events. Residents can benefit from free transport that has wheelchair access.
- **Recruitment Brunch** – A free brunch was organised by the CA to recruit new members to the Council and attract volunteers. The event was advertised with flyers and an advertising via all usual channels – notice boards, What's On and the web-site. The event was a success and a new Treasurer was recruited plus additional volunteers.
- **Sports, Educational and Recreation Fund** grants of £250 were awarded during the year to two local groups.
- The High **Legh Newsletter**, continued to be published every 4 months through the year providing local news and important information for the residents.
- The monthly **"What's On"** bulletin by email kept more than 300 subscribers aware of local events.
- The **website** ([www.highleggh.org.uk](http://www.highleggh.org.uk)) provided coverage of High Legh social and leisure activities with regular and frequent updates and a diary that complements the Newsletter and "What's On" bulletin.

### **Village Hall Improvements**

- Replace strip lights with LED lights.
- Replace kitchen equipment including a new fridge and wall mounted water heater

### **Contribution by Volunteers and Sponsors**

High Legh Community Association is very appreciative of the enormous number of hours contributed by volunteers to fund raising, operation and improvement of the Village Hall. Our volunteers are both High Legh residents and people living near High Legh, who enjoy participating in activities like Sunday Teas, the 10K Race and other fund raising (and fun) activities.

Additionally, a great range of local businesses and organisations have provided funding sponsorship and contributions in kind for events such as the 10k Race.

## **Brief Statement of the Charity's Policy on Reserves**

Our policy is to replace essential items of equipment when they fail, but not before. We retain sufficient funds in an Equipment Replacement Programme to replace items promptly when failure occurs.

In 2022/23 a reserve of £10,000 was set aside in case urgent action is required to safeguard our 100+ year old building from major physical problems that might occur.

There are reserves for Village Hall maintenance including repainting, dam proofing, new carpets and floor treatment.

There are also reserves for Newsletter production and Marketing and the Sports, Education and Recreation Fund.

Reserves for Hall Development projects include funds for a covered walkway between buildings.

## **Detail of any Funds materially in deficit**

None

## **Declaration**

During the year October 2022 to September 2023, the Trustees and the CA Council consider that the Charity's activities have been carried out prudently and with due diligence in order to provide public benefit in accordance with the objects of the Association and in compliance with the guidance published by the Charity Commission.

## HIGH LEGH COMMUNITY ASSOCIATION

### Receipts Summary for the year ended 30th September 2023

RECEIPTS	Year ended 30 <sup>th</sup> September 2023 £	Year Ended 30 <sup>th</sup> September 2022 £
<b>Revenue Receipts</b>		
Newsletter	2,032.00	1,865.00
Sunday Teas	3,717.58	4,297.97
Dog Show/Funday	-	1,348.21
Cheese and Wine	1,350.48	1,459.67
Curry Night	-	1,390.64
HL 10k Race	12,625.91	13,088.62
History Talk	-	449.86
Farmers Markets	227.00	313.00
HL Parish Council refund ( Street Champion Tea Party)	-	285.00
Jubilee Celebrations (Joint with Parish Council)	-	2,049.27
Coronation Party (Joint with Parish Council)	2,062.14	-
Sale of sweets left over from Jubilee	-	60.00
80/90 Disco	90.00	-
Payment for use of tables (G Coenen)	25.00	-
Sub-Total	<b>£22,130.11</b>	<b>£26,607.24</b>
<b>Capital Receipts</b>	0.00	0.00
<b>Total Receipts</b>	<b>£22,130.11</b>	<b>£26,607.24</b>

# HIGH LEGH COMMUNITY ASSOCIATION

## Payments Summary for the year ended 30th September 2023

	Year ended 30 <sup>th</sup> September 2023	Year Ended 30 <sup>th</sup> September 2022
<b>PAYMENTS</b>		
<b>Revenue Payments</b>		
	£	£
Newsletter	3,343.20	2,821.00
Sunday Teas	2,053.14	2,136.47
Rent Paid to V. Hall    £1,630.00		
<u>Other    £423.14</u>		
Dog Show/Funday	-	556.69
Cheese and Wine	685.81	775.31
Curry Night	-	465.80
10k HLRM Race	11,464.45	10,876.19
History Talk	-	30.00
Farmers Markets	-	-
Jubilee Celebrations (Joint with Parish Council)	-	2,049.27
Coronation Party (Joint with Parish Council)	2,062.14	-
80/90s Disco (Cancelled)	90.00	-
<b>Other Expenditure</b>		
SER Fund	750.00	500.00
Prizes for Coronation competitions held	80.00	-
Token of Appreciation	30.00	101.55
Administration/Sundries	151.19	182.27
Rent Paid to Village Hall for CA meetings	175.00	135.00
Web Hosting (Including deposit for new website)	419.84	110.85
Coffee and Friendship	306.50	306.50
Marketing	775.17	121.84
Membership of CVS (Advice for Events, etc)	-	50.00
Bank Charges	84.87	82.99
Engraving for 10k Trophies paid out of reserves	-	70.00
<b>Sub-Total</b>	<b>£22,471.31</b>	<b>£21,371.73</b>
<b>Capital Payments</b>		
Rear Yard Project	-	3,524.50
Gazebos	-	1,858.22
<b>Sub-Total</b>	<b>0.00</b>	<b>5,382.72</b>
<b>Total</b>	<b>£22,471.31</b>	<b>£26,754.45</b>
Opening Balance at 1 <sup>st</sup> October 2022	15,388.03	15,535.24
Total Receipts	22,130.11	26,607.24
Total Payments	22,471.31	26,754.45
<b>Closing Balance 30<sup>th</sup> September 2023</b>	<b>£15,046.83</b>	<b>£15,388.03</b>

## HIGH LEGH COMMUNITY ASSOCIATION

### Receipts and Payments Summary for the year ended 30th September 2023

	Receipts £	Payments £	Receipts less Payments £
Newsletter	2,032.00	3,343.20	-1,311.20
Sunday Teas	3,717.58	2,053.14	1,664.44
Cheese and Wine	1,350.48	685.81	664.67
10k HLRM Race	12,625.91	11,464.45	1,161.46
Farmers Markets	227.00	-	227.00
Coronation Party (Joint with Parish Council)	2,062.14	2,062.14	0.00
80/90s Disco (Cancelled)	90.00	90.00	0.00
Payment for use of tables (G Coenen)	25.00	-	25.00
<b>Sub-Total</b>	<b>£22,130.11</b>	<b>£19,698.74</b>	<b>2,431.37</b>
<b>Other Expenditure</b>			
SER Fund	-	750.00	-750.00
Rent Paid to Village Hall for CA meetings	-	160.00	-160.00
Website Hosting	-	419.84	-419.84
Coffee and Friendship	-	306.50	-306.50
Prizes for Coronation competitions held.	-	80.00	-80.00
Administration/Sundries	-	166.19	-166.19
Token of Appreciation	-	30.00	-30.00
Marketing	-	775.17	-775.17
Bank Charges	-	84.87	-84.87
<b>Sub-Total</b>	<b>£0.00</b>	<b>£2,772.57</b>	<b>-£2,772.57</b>
Totals before Capital Expenditure	<b>£22,130.11</b>	<b>£22,471.31</b>	<b>-£341.20</b>
<b>Capital Expenditure</b>	0.00	0.00	0.00
Net Movement in cash for the year	<b>22,130.11</b>	<b>22,471.31</b>	0.00
Opening Balance at 1st October 2022	15,388.03		
Net Movement in cash for the year	-	341.20	
<b>Closing Balance 30th September 2023</b>	<b>£15,046.83</b>		

<b>HIGH LEGH COMMUNITY ASSOCIATION</b>	
<b>Reserves</b>	
<b>30<sup>th</sup> September 2023</b>	
<b>CASH BOOK</b>	<b>£</b>
<b>Opening Balance</b>	
<b>1<sup>st</sup> October 2022</b>	<b>15,388.03</b>
<b>Plus Receipts</b>	<b>22,130.11</b>
<b>Minus Expenditure</b>	<b>22,471.31</b>
<b>Closing balance as at 30th September 2023</b>	<b>£15,046.83</b>
<b><u>Allocation of bank balance</u></b>	<b>£15,046.83</b>
<b>Restricted Funds</b>	<b>-</b>
<b><u>Unrestricted Funds Balance</u></b>	<b>15,046.83</b>
<b>Designated funds</b>	
<b>SER Fund 2022/23      £2000.00</b>	<b>2,000.00</b>
<b>Events Marketing Fund £1000.00</b>	<b>1,000.00</b>
<b>Newsletter Reserve =£1000.00</b>	<b>1,000.00</b>
<b>TOTAL</b>	<b>4,000.00</b>
<b>Undesignated Funds</b>	<b>£11,046.83</b>

## High Legh Village Hall

### Receipts and Payments Account for the year ended 30<sup>th</sup> September 2023

		Year Ended 30 <sup>th</sup> September 2023	Year ended 30 <sup>th</sup> September 2022
<b>RECEIPTS</b>			
	<b>Notes</b>		
Hall lettings to external users		30,772.00	26,912.05
Contribution by CA for use of Hall	1	2,137.50	2,157.50
Lettings income relating to previous year		2,048.68	2,442.50
FIT payment (Solar electricity generation)	2	3,424.59	263.93
Utilities rebate (energy supplier refunds)		607.28	1,216.67
Various refunds from CA & PC	3	586.25	547.87
Sundries			0.00
	<b>Sub-total</b>	39,576.30	33,540.52
Capital Receipts		0.00	0.00
<b>Total Receipts</b>		<b>39,576.30</b>	<b>33,540.52</b>
<b>PAYMENTS</b>			
<b>Revenue Payments</b>			
Hall rent to landlord		1.00	1.00
Lettings (Refunds see notes)		230.00	0.00
Utilities		9,734.69	5,721.51
Insurance		2,581.43	1,864.75
Hall Cleaning Services		2,958.02	2,303.50
Waste Collection		2,082.32	1,666.67
Telecommunications		451.74	373.56
Repairs and Maintenance	4	1,708.02	2,223.93
Hall Administration and Sundries		667.86	751.97
Hall Manager		4,938.50	3,822.00
Performing Rights Society	5	645.88	155.15
TV Licence (monthly direct debit)		159.00	159.36
Bank Charges		76.12	64.40
Other		50.00	100.00
	<b>Sub-total</b>	<b>26,284.58</b>	<b>19,207.80</b>
<b>Capital Payments</b>			
Equipment replacement	6	1,616.71	2,948.61
Outside Bench		1,212.54	0.00
Installation of sink in annexe		1,740.70	0.00
Installation of CCTV in Village Hall		750.00	0.00
	<b>Sub-total</b>	<b>5,319.95</b>	<b>2,948.61</b>
<b>Total Payments</b>		<b>31,604.53</b>	<b>22,156.41</b>
Opening Balance at 1 <sup>st</sup> October 2022		60,177.10	48,792.99
Net Receipts		7,971.77	11,384.11
Closing Balance at 30 <sup>th</sup> September 2023		<b>68,148.87</b>	<b>60,177.10</b>

## High Legh Village Hall (VHMC)

Note and item	Explanation	£
<b>1</b>	This income is broken down as follows	
<b>Contribution by CA for Hall rent</b>	Sunday Teas	1,630.00
	CA Meetings	175.00
	Coffee & Friendship	292.50
	Events	40.00
<b>TOTAL</b>		<b>2,137.50</b>
<b>2</b>		
<b>FIT payment</b>	This includes £1676.30 from previous year.	<b>3,424.59</b>
<b>3</b>		
<b>Various refunds from CA &amp; PC</b>	Water Bills for School House	<b>586.25</b>
<b>4</b>		
<b>Repairs and Maintenance</b>	A breakdown of expenditure incurred for the year as follows:	
	Item	
Aquayspray	Service of floor cleaner	60.00
Smiths of Derby	Service of clock tower	270.00
Sharper Trading Ltd	Battery for laptop	83.94
Volunteer	Toilet seat and door lock	39.96
Jackson Fire	Fire equipment checks	433.20
B Field	Work in gents toilets	470.76
Volunteer	Work in ladies toilets	42.53
Aquayspray	Repair to floor cleaner	121.94
Volunteer	Mirror for toilets	20.29
B Entwistle	Repairs to outside lights	165.40
	<b>Total</b>	<b>1,708.02</b>
<b>5</b>		
<b>Performing Rights Society</b>	Allows us to perform live as well as listen to recorded music.	
<b>6</b>		
<b>Equipment replacement</b>		
Refrigerator	Larger one needed	1,045.74
Phone and laptop for VH Manager	Old ones no longer supported	570.97
	<b>Total</b>	<b>1,616.71</b>

## High Legh Village Hall Reserves 30<sup>th</sup> September 2023

<b>Opening Balance as at 1<sup>st</sup> October 2022</b>	£60,177.10
Plus Receipts	£39,576.30
Minus Expenditure	£31,604.53
<b>Closing Balance as at 30th September 2023</b>	<b>£68,148.87</b>
Allocation of Bank Balance	£68,148.87
<b>Restricted Funds</b>	£0.00
	<b>£68,148.87</b>
<b>Designated Funds</b>	
Emergency Reserve	£20,000.00
Refurbishment of Hall Floor	£5,000.00
Lobby Carpets	£2,000.00
Repainting of Hall	£25,000.00
PA System	£2,000.00
<b>Total</b>	<b>£54,000.00</b>
<b>Undesignated Funds Balance</b>	<b>£14,148.87</b>

**HIGH LEGH COMMUNITY ASSOCIATION (INCLUDING HIGH LEGH VILLAGE HALL)**  
**ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2023**

Registered Charity Number: 511391

**Accountant's Report**

I have prepared the Receipts and Payments Account for the year ended 30<sup>th</sup> September 2023 in accordance with the books and records of the High Legh Community Association (including High Legh Village Hall) and from information and explanations provided to me.

*S. C. Carter*

Mrs Su Carter

Hon Treasurer

**Auditor's Report**

I have audited the Receipts and Payments Account for the year ended 30<sup>th</sup> September 2023 and can confirm that they are in accordance with the underlying records and provides a true and fair view of High Legh Community Association's (including High Legh Village Hall) receipts and payments for the year then ended.

*Sharon E. Senn*

Mrs Sharon Senn

Hon Auditor

Chartered Accountant

*26 October 2023*