

# The Perranwell Centre TRUSTEES' ANNUAL REPORT

**1<sup>ST</sup> January 2018 – 31<sup>st</sup> December 2018**

This report is based on the model provided by the Charity Commission.

## Section A: Reference and administration details

<b>Charity name</b>	The Perranwell Centre
<b>Other names charity is known by</b>	TPC and Perranwell Village Hall
<b>Registered charity no. (if any)</b>	1170974
<b>Charity's principal address</b>	School Hill, Perranwell Station, Truro, Cornwall
<b>Postcode</b>	TR3 7JU

### **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	Colin Bridges	Chair		
2	Juliet Hollingsworth	Secretary		
3	Chris Davie	Treasurer		
4	Karen Dowden	Booking Manager		
5	Anne Brazier	Fire Safety Officer		
6	Ann Degenhart	Housekeeper		
7	Ian Halford	Publicity & Maintenance		
8	Geoff Ryall	IT & Maintenance		
9	Colin Groom	CDDG representative		
10	Gillian Warden	Health & Safety		
11	Peter Wheeler	Maintenance	1/1/18–1/6/18	

### **Names and addresses of advisers (optional information)**

Type of adviser	Name	Address
Auditor	Martin Short	Sycamore Cottage, Trewinnard Road, Perranwell Station, Truro TR3 7QD

## Section B: Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution (Foundation model)
How charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	<p>Elected charity trustees must be elected at an annual general meeting at which all inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote. No person other than a charity trustee retiring in accordance with the constitution may be appointed a charity trustee at any general meeting unless:</p> <ol style="list-style-type: none"> <li>1. they are recommended for re-election by the charity trustees;</li> <li>2. or, an individual is proposed for election by an inhabitant of the area of benefit as under the Constitution item 9.9.2</li> </ol> <p>The charity trustees shall maintain a list of user bodies that they consider to be supportive of the CIO's objects and which have indicated a wish to appoint a charity trustee of the CIO. Each listed user body shall have the right to appoint one charity trustee. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary.</p> <p>Where any application for the right to appoint a charity trustee is received from any existing or newly-formed body operating in the area of benefit, the charity trustees may, with the approval of not less than two-thirds of all the charity trustees, add such body to the list of user bodies and allow such body to appoint a charity trustee.</p> <p>The trustees may also appoint up to three co-opted trustees.</p>

### Additional governance issues (optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the</li> </ul>	<p>The following procedures are documented and in place to manage The Perranwell Centre:</p> <ul style="list-style-type: none"> <li>• Annual business planner</li> <li>• Annual objectives</li> <li>• Annual review of trustees' performance</li> <li>• Declaration of business and pecuniary interest of trustees.</li> <li>• Review of performance of management committee</li> <li>• Monthly meeting action checklist</li> <li>• Annual inspection of premises and maintenance programme</li> <li>• Annual fire safety check</li> <li>• Risk assessment</li> <li>• Planning for incidents and emergencies</li> <li>• Safety notices and procedures (also included with invoices)</li> </ul>
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<p>system and procedures to manage them.</p>	<ul style="list-style-type: none"> <li>• Financial procedures</li> <li>• Annual review of insurance cover</li> <li>• Review contract of hire</li> <li>• Booking data analysis and review of hire charges</li> <li>• Review of services and their suppliers</li> <li>• Consideration of future governance</li> <li>• Conditions of Hire</li> </ul> <p>Policies</p> <ul style="list-style-type: none"> <li>• Equal opportunities</li> <li>• Safeguarding children and vulnerable adults</li> <li>• Health and safety</li> <li>• Data protection</li> </ul> <p>Related Parties</p> <ul style="list-style-type: none"> <li>• To work closely with pre-school, who lease premises in the building.</li> <li>• To invite TPC users to meetings to assist them with their requirements when necessary and encourage sharing of considerate use, cleanliness, storage, etc.</li> <li>• To keep users updated with Conditions of Hire and Policies.</li> <li>• To liaise with the Football Club about their lease and services.</li> <li>• To liaise with the Playing Field committee</li> </ul>
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## Section C: Objectives and activities

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The objects of the CIO are to establish and run a village centre and to promote, for the benefit of the inhabitants of the Parish of Perran-ar-worhal and surrounding districts (“area of benefit”) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, the provision of facilities for recreation, education or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.</p>
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## Section D: Achievements and Performance

In 2015, the management committee (as it was then) began the process to convert the old unincorporated trust (Perranarworthal Village Memorial Hall) into a charitable incorporated organization (CIO), to be known as The Perranwell Centre, although this procedure became longer and more complicated than anticipated. The change of status was intended to resolve misunderstandings that had occurred in the past and, going forward, to place the charity on a firmer foundation and reduce the personal liability of trustees.

One cause of delay was the misunderstanding of the old charity's custodian trustee (the parish council) about its role and responsibilities, which led it to refuse repeatedly to comply with proper instructions from the managing trustees. The Land Registry's tardy handling of the transfer of the property title caused further significant delay, as did the inability of the charity's bank to close an old account. Although the Charity Commission had approved the creation of the new charity in January 2017, and the appropriate transfer deed had been signed in June 2017, it was not until October 2018 that the old charity was finally closed and the process was complete.

In accordance with powers in the new constitution, attempts were started to increase the number and range of trustees, especially trustees representative of user groups.

On the positive side, the creation of the new charity was accompanied by opening a new bank account and the appointment of a bookkeeper to assist the treasurer with the day-to-day management of the accounts. This latter development has been a major success.

By the end of 2018, the trustees were in a good position to focus on major issues, in particular the choice to be made between refurbishment of the village hall, which was approaching its fiftieth anniversary, or complete redevelopment of the site.

The trustees commissioned a thorough building survey to assess the future life span of the building and the report was received towards the end of the year. The main issues are energy costs, the quality of the lighting, the heating system, the floors, especially the floor in the main hall, acoustic insulation, the external integrity of the building and the installation of meters for all services for lessees. Key decisions will have to be made on all these issues in the near future and full consideration of all the options will occur in 2019.

During the year, work commenced on developing the branding of the new charity and creating a new website. Both of these should help with not only publicity, but also grant applications for refurbishment or redevelopment.

New, improved systems for booking are being considered to replace those introduced in 2015. Bookings by the hour, with a minimum booking period fixed at three hours, remains a good working arrangement.

## The charity's activities

The village hall continues to be used by a wide range of organizations and individuals in the community and remains a key resource that is used on virtually every day of the year. A detailed analysis of bookings was presented in last year's annual report and the key findings were as follows:

- 1,537 bookings, almost half for the main hall and the other half shared between the south and west rooms
- Bookings were made for a total of 5,512 hours during 2017; on average, that was 15 hours booked every day of the year.
- On average, the main hall was booked twice per day, and each of the south and west rooms was booked once per day.

- 56% of bookings were for three hours' duration, 30% were from three to eight hours, 3% were booked for less than three hours (although the minimum charge is for three hours) and the other 11% were for longer than eight hours.
- The most popular time of hire was the morning, with 616 bookings (40%). The rest of the bookings were evenly split between the afternoon and evening.

The level of bookings for 2018 continued at the same level.

The Christmas Concert was the only event organised by the management committee. £630 was raised from entry fees, donations and a raffle, and this was donated to the Children's Hospice South West. Local businesses had made generous donations of raffle prizes.

## The beneficiaries of the charity's activities

In 2017, it was reported that a wide range of organizations, groups, commercial organizations and private individuals used the hall:

- 84 different hirers booked the hall in 2017
- 40 were regular hirers who made more than ten bookings throughout the year, 23 hired the hall between 2 and 10 times throughout the year, and 21 were one-off hires
- Various badminton clubs made 243 bookings (16% of the total)
- Other non-commercial hirers made 978 bookings (68%)
- Commercial hires also accounted for 243 bookings (16%)
- Added together, the various groups of U3A made 343 bookings
- In addition to all the groups and clubs, 27 different individuals made a total of 49 bookings.

This pattern of usage continued throughout 2018.

Demographic data is not collected about the users of the facilities. It is true that the hall is used predominantly by a large number of older people, for example, in dance groups, the Memory Café and Coffee Stop. This is largely because older people are mostly retired and able to use the hall throughout the day. However, the hall is also used by many people of younger ages. The youngest are members of the Toddlers Group and Pre-school, followed by children from Perran-ar-worthal Primary School. The drama group has a large group of young members, and the football clubhouse stands on ground leased from TPC. Therefore, it can be reasonably claimed that the charity serves all ages in the community.

## Section E Financial review

<p><b>Brief statement of the charity's policy on reserves</b></p>	<p>The charity has no specific policy on reserves, but our aim is to retain approximately two years' revenue in reserve.</p>
<p><b>Details of any funds materially in deficit</b></p>	<p>No funds are in deficit.</p>

**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.

The charity's report of its financial activities and the report of the independent examiner have been included with this report.

The principal source of income is the hire charges levied for the use of the hall.

Almost all the charity's income is used to cover the costs of running the hall. The operating surplus in 2018 was a mere 4%.

Reserves are held in a savings account.

## Section F Other optional information

None.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	COLIN BRIDGES	CHRISTOPHERA J.A. DAVIE
Position (e.g. secretary, chair, etc.)	CHAIR	TREASURER.
Date	17.4.19	17.4.19

**The Perranwell Centre**  
**Financial Activities**  
 January - December 2018

	<b>Total</b>
<b>Income</b>	
Charitable Activities	631.00
Cleaning Deposits	15.00
FC Water Rates Income	240.00
Hall Lettings	25,719.80
Investment Income	59.80
Pre-School Rental Income	1,427.40
Storage Charges	403.75
<b>Total Income</b>	<b>£ 28,496.75</b>
<b>Total</b>	<b>£ 28,496.75</b>
<b>Expenditures</b>	
Audit and Accountancy Fees	1,538.00
Charity Expenditure	895.05
Cleaning	4,262.16
Consultancy Fees	3,966.00
Electricity	4,306.25
Exterior Maintenance	830.10
Gas	72.14
Office/General Administrative Expenditures	353.18
On-Line Services	780.00
Premises Insurance	3,594.83
Refuse Collection	638.02
Repairs and Renewals	3,610.24
Suspense Account	0.00
Telephone	633.00
Water Rates	1,772.38
<b>Total Expenditures</b>	<b>£ 27,251.35</b>
<b>Net Operating Income</b>	<b>£ 1,245.40</b>
<b>Net Income/(Expenditure)</b>	<b>£ 1,245.40</b>

Friday, Apr 5, 2019 - Accrual Basis

**The Perranwell Centre**  
**Balance Sheet**  
As of December 31, 2018

	Total	Notes
<b>Fixed Asset</b>		
<b>Tangible assets</b>		
Furniture and Fixtures	1,459.12	
Furniture/Fixture Depreciation	0.00	
Office Equipment	0.00	
Office Equipment Depreciation	0.00	
Plant and Machinery	3,535.92	
Plant/Machinery Depreciation	0.00	
<b>Total Tangible assets</b>	<b>£ 4,995.04</b>	
<b>Total Fixed Asset</b>	<b>£ 4,995.04</b>	
<b>Cash at bank and in hand</b>		
Lloyds Bank, Current Account	66,374.09	
<b>Total Cash at bank and in hand</b>	<b>£ 66,374.09</b>	
<b>Debtors</b>		
Debtors Control Account	3,227.20	1
<b>Total Debtors</b>	<b>£ 3,227.20</b>	
<b>Current Assets</b>		
Prepayments	0.00	
<b>Total Current Assets</b>	<b>£ 0.00</b>	
<b>Net current assets</b>	<b>£ 69,601.29</b>	
<b>Creditors: amounts falling due within one year</b>		
<b>Trade Creditors</b>		
Creditors Control Account	235.21	
<b>Total Trade Creditors</b>	<b>£ 235.21</b>	
<b>Current Liabilities</b>		
Manual Adjustments	0.00	
VAT Control	0.00	
<b>Total Current Liabilities</b>	<b>£ 0.00</b>	
<b>Total Creditors: amounts falling due within one year</b>	<b>£ 235.21</b>	
<b>Net current assets (liabilities)</b>	<b>£ 69,366.08</b>	
<b>Total assets less current liabilities</b>	<b>£ 74,361.12</b>	
<b>Total net assets</b>	<b>£ 74,361.12</b>	
<b>Charity funds</b>		
Retained Earnings	73,115.72	
Surplus/(Deficit)	1,245.40	
<b>Total Charity funds</b>	<b>£ 74,361.12</b>	

## **Independent examiner's report to the trustees of**

### **The Perranwell Centre – Registered Charity No 1170974**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> December 2018, which are set out on the attached pages.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to 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. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **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; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 12<sup>th</sup> April 2019

**Name: Leanda Daddow Relevant professional qualification or body: MICB 308300  
Address: Garryglass, Penberthy Road, Portreath, TR164LN**