

The Perranwell Centre TRUSTEES' ANNUAL REPORT

1ST January 2019 – 31st December 2019

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

Section A: Reference and administration details

Charity name	The Perranwell Centre
Other names charity is known by	TPC and Perranwell Village Hall
Registered charity no. (if any)	1170974
Charity's principal address	School Hill
	Perranwell Station,
	Truro, Cornwall
Postcode	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	Mark Breach		21 Oct -31 Dec	
6	Anne Brazier	Fire Safety Officer		
7	Ann Degenhart	Housekeeper		
8	John Frankland		18 Feb-31 Dec	
9	Colin Groom	Drama group representative		
10	Ian Halford	Publicity & Maintenance		
11	Geoff Ryall	IT & Maintenance		
12	Sue Sutherland Clark		21 Oct – 31 Dec	
13	Gillian Warden	Health & Safety	1 Jan – 19 Aug	

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>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"> 1. they are recommended for re-election by the charity trustees; 2. or, an individual is proposed for election by an inhabitant of the area of benefit as under the Constitution item 9.9.2 <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>

Additional governance issues (optional information)

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

<p>Summary of the objects of the charity set out in its governing document</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-worthal 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

Previous annual reports have chronicled essential changes made to the charity in recent years in order to improve its governance and financial management, and thereby equip it to tackle important new issues. By the end of 2018, the trustees felt that they were in a good position to do this, in particular, to tackle the choice to be made between refurbishing the current premises, which were approaching their fiftieth anniversary, or completely redeveloping the site.

With such a broad agenda facing the trustees, it was clear that we needed to streamline and simplify our procedures in order to enable us to focus on our key priorities. Routine matters, most of which concerned maintenance, were expedited. In September, we appointed a paid secretary who, along with our bookkeeper, meant that we had professional staff to help run the charity and improve efficiency. We explored the possibility of migrating to a new booking system, without arriving at any clear resolution. During the year, work continued on developing our branding and creating a new website.

We aimed to reach a decision by the end of 2019 on whether to plan a major refurbishment of the hall or a complete redevelopment of the site. The trustees had commissioned a thorough survey of the building in the autumn of 2018 to assess the future life span of the current building and the report was received towards the end of the year. The main issues faced by the trustees were high energy costs, mainly due to the almost complete lack of thermal insulation, the poor quality of lighting in the hall, the outmoded heating system, the poor condition of the floors, especially the floor in the main hall, the hopeless acoustic insulation between rooms, the failing external integrity of the building and the lack of separate meters for leased areas. All these matters were carefully considered during 2019.

it was understood that reaching a decision would require considerable research and consultation with all the users of the hall and the wider community. A survey was conducted of users' views of the condition of the hall and possible improvements that they would like to see. Discussions ensued with the football club and pre-school about the terms of their leases and their potential involvement in planned changes. Discussions were also held with Age UK Cornwall to clarify their wishes in relation to the proposed Ruth Collins day centre.

By the end of the year, the trustees had decided that redevelopment of the whole site, rather than refurbishment of the current premises, was the preferred option. A draft strategic brief for a new building had been prepared and initial contact had been made with a company of consulting engineers and architects to help design the new building and make grant applications.

The trustees accepted that income had to be increased by more than the rate of inflation in order to generate a greater surplus to support whatever changes were planned. Increases to hire charges for 2020 were announced early in 2019, as is the usual practice, but this resulted in a number of protests from hirers. As a result, the proposed increases were slightly reduced, but still remained significantly higher than previously. One lesson for the trustees was that a gradual increase in charges each year was preferable to catching up after a standstill, however well-intentioned that might have been.

All this work was addressed while, of course, ensuring that the hall functioned smoothly.

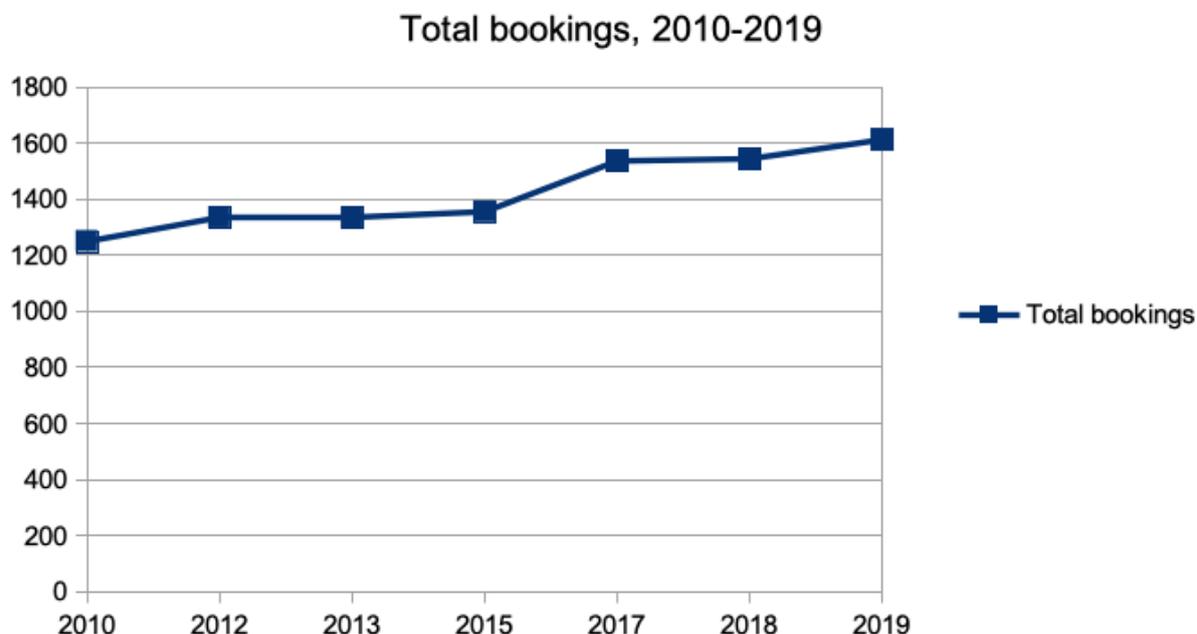
Once again, thanks are expressed to our excellent trustees, all of whom are highly committed and contribute a great deal of time and energy to the successful running of the hall, even if that entails climbing rickety ladders or personally dealing with blocked drains. We said 'Goodbye' to one trustee, but welcomed three others, who brought new energy and ideas and quickly made an impact.

The Christmas Concert is the only event directly organised by the trustees. £250 was raised from entry fees, donations and a raffle, which was donated to the Perranarworthal Pre-school. Local businesses, such as Perranwell Stores, Royal Oak, Morgan Garage and Norway Inn, had generously donated raffle prizes, for which we thank them.

The charity's activities

The village hall continues to be heavily used and 1,613 bookings were taken during the year, which is the highest level recorded so far.

Over time, the hall has seen a gradual increase in bookings, as the chart below shows. Between 2010 and 2019, the total number of bookings increased by 29%.



44% of bookings in 2019 were for the main hall, 23% for the south room and 33% for the west room.

A total of 5660.5 hours were booked which, spread over the entire year, was an average of 15.5 hours per day. A typical day would see the main hall booked twice and each of the two meeting rooms booked once.

Three-quarters of all bookings were for three or four hours. The trustees have introduced slightly more flexibility in bookings, so a small percentage of bookings (about 5%) were for periods of less than three hours. All bookings are counted equally, but it is worth noting that 18% of bookings were for longer periods of between 4.5 and 16 hours.

Some bookings were for maintenance, such as re-painting lines and deep cleaning, when the hall was closed. These have been excluded from the above figures, although meetings of trustees have been included.

The beneficiaries of the charity's activities

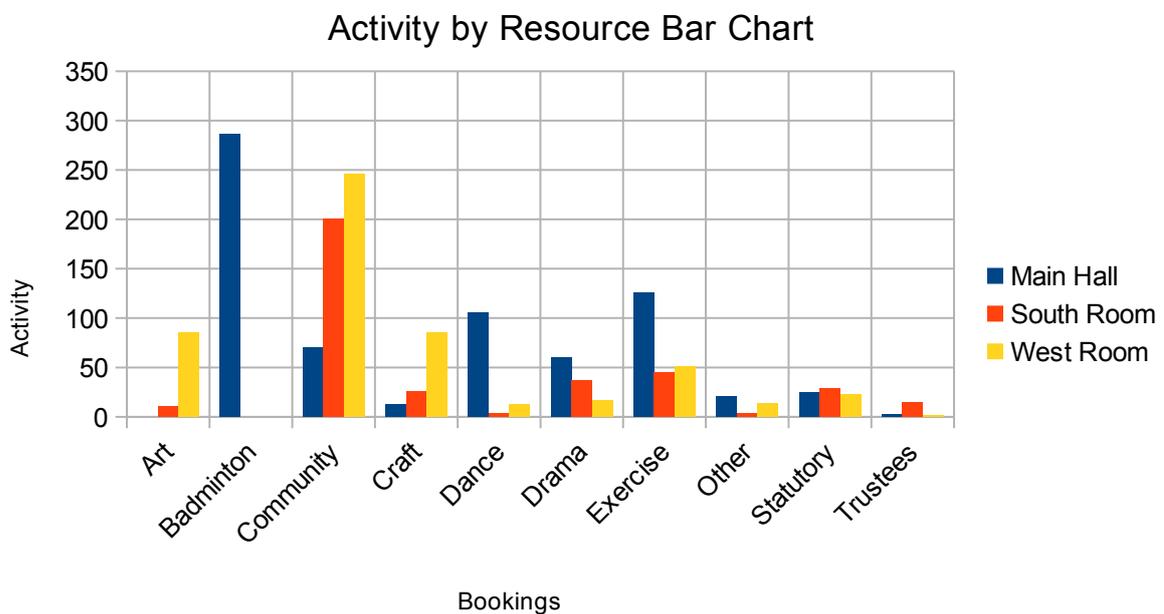
The trustees are pleased to report that in pursuit of the charity's objectives the hall was used by a wide range of organizations, groups and private individuals.

85 different hirers booked the hall in 2018, much the same number as the previous year.

As might be expected, 80% of bookings were made by 27 of our regular hirers. At the other end of the scale, 20 hirers booked the hall on only one occasion.

Our single biggest user was the Carnon Downs Drama Group, who made 114 bookings, which accounted for 7% of total bookings. Other major users were the Wellness Cafe, who book two rooms for each of their sessions, and the various groups of U3A, who made a grand total of 264 bookings.

The trustees are especially pleased that the chart below illustrates the wide range of activities of hirers.



'Community' activities include a diverse range, such as bridge clubs, church groups, dog training classes, Big Village events, etc.

Craft groups include embroiderers, lace makers and quilters.

'Exercise' includes sports other than badminton, for example, carpet bowls and martial arts groups, as well as exercise and keep fit classes.

Sometimes, the classification is rather arbitrary. For example, 'statutory' includes the primary school, although pre-school has been classed as a community group.

Some U3A groups have been classed as community groups, but art, badminton, dance and sewing groups have been classed under those respective headings.

One reason for the Art and Craft categories is the type of resource that these groups prefer, such as lots of table space and good sources of natural light. The west room, with its better natural light, is favoured over the south room. Knowing the amount of use of the hall by these groups will help with future planning.

Demographic data is not routinely 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 in younger age groups. 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 membership of young persons, 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

Brief statement of the charity's policy on reserves

Surplus funds are held in interest bearing accounts.
At present, the charity holds reserves of approximately 200% of annual income in order to cover any emergencies and fund any future improvements or major repairs

Details of any funds materially in deficit

Not applicable

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 principal source of income is the revenue received from users for hiring facilities at the village hall.

The charity's policy is to charge hire fees at a rate that provides a modest surplus over expenditure.

Expenditure is entirely for the maintenance and improvement of the facilities for the benefit of users.

Section F: Other optional information

The charity's financial statement and balance sheet for 2019 are attached as appendices to this report, together with the report of the independent examiner.

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	Christopher Davie
Position, e.g. chair, secretary,	Chair	Treasurer
Date		

**The Perranwell Centre
Financial Activities
January - December 2019**

	<u>Total</u>
Income	
Charitable Activities	498.21
Cleaning Deposits	170.00
FC Water Rates Income	258.00
Grants	1,120.00
Hall Lettings	27,567.06
Pre-School Rental Income	1,350.00
Storage Charges	22.50
Total Income	£ 30,985.77
Total	£ 30,985.77
Expenditures	
Audit and Accountancy Fees	1,624.00
Big Village Grant Expense	700.34
Charity Expenditure	81.33
Cleaning	4,103.88
Concert Expenses	412.52
Consultancy Fees	576.00
Electricity	4,529.86
Exterior Maintenance	748.00
Gas	523.42
Insurance	3,738.62
Office/General Administrative Expenditures	161.86
On-Line Services	2,532.00
Postage and Carriage	7.32
Professional Fees	360.00
Refuse Collection	712.02
Repairs and Renewals	3,216.02
Secretary Costs	290.49
Suspense Account	0.00
Telephone	623.21
Water Rates	1,568.22
Total Expenditures	£ 26,509.11
Net Operating Income	£ 4,476.66
Other Expenditures	
Depreciation	113.93
Donations	250.00
Furniture/Fitting Depreciation	458.12
Plant/Machinery Depreciation_8001	268.30
Total Other Expenditures	£ 1,090.35
Net Other Income	-£ 1,090.35
Net Income/(Expenditure)	£ 3,386.31

The Perranwell Centre Balance Sheet

As of December 31, 2019

	Total
Fixed Asset	
Tangible assets	
Furniture and Fixtures	2,616.72
Furniture/Fixture Depreciation	-2,616.72
Office Equipment	569.65
Office Equipment Depreciation	-113.93
Plant and Machinery	4,385.92
Plant/Machinery Depreciation	-1,968.30
Total Tangible assets	£ 2,873.34
Total Fixed Asset	£ 2,873.34
Cash at bank and in hand	
Barclays Bank, roof account	0.00
CAF Bank, Deposit Account	0.00
Cash Register	0.00
Lloyds Bank, Current Account	71,994.68
Petty Cash	0.00
Shawbrook 60 Day Notice	0.00
Standard Life, roof account (closed)	0.00
Total Cash at bank and in hand	£ 71,994.68
Debtors	
Debtors Control Account	2,513.69
Total Debtors	£ 2,513.69
Current Assets	
Prepayments	0.00
Total Current Assets	£ 0.00
Net current assets	£ 74,508.37
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors Control Account	2,155.11
Total Trade Creditors	£ 2,155.11
Current Liabilities	
Manual Adjustments	0.00
VAT Control	0.00
Total Current Liabilities	£ 0.00
Total Creditors: amounts falling due within one year	£ 2,155.11
Net current assets (liabilities)	£ 72,353.26
Total assets less current liabilities	£ 75,226.60
Creditors: amounts falling due after more than one year	
Funds	70,439.44
Total Creditors: amounts falling due after more than one year	£ 70,439.44
Total net assets (liabilities)	£ 4,787.16
Charity funds	
Retained Earnings	1,400.85
Surplus/(Deficit)	3,386.31
Total Charity funds	£ 4,787.16

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 31st December 2019, 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: 21st July 2020

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