

# BROADBRIDGE HEATH VILLAGE CENTRE

England & Wales · Charity number 1011613

## Details

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**Status** Registered

**Legal form** Trust

**Registered** 1992-06-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Village Centre  
Wickhurst Lane  
Broadbridge Heath  
Horsham  
West Sussex  
RH12 3LY

**Phone** 01403240414

**Website** [www.bbhvc.co.uk](http://www.bbhvc.co.uk)

## Activities

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**Objects:** THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF BROADBRIDGE HEATH IN THE COUNTY OF WEST SUSSEX WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

**Activities:** PROVISION OF VILLAGE HALL FOR COMMUNITY USE

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport, Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** PARISH OF BROADBRIDGE HEATH
- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£89,258	£72,916	-	-
2024-03-31	£68,840	£70,458	-	-
2023-03-31	£49,300	£49,940	-	-
2022-03-31	£46,917	£35,578	-	-
2021-03-31	£20,263	£40,182	-	-

## Trustees

Name	Role	Appointed
<b>Edward McLennan-Murray</b>	Chair	2023-07-01
Chris Alltraine		2024-07-07
Ian James Thomson		2023-04-25
Kathleen Thomson		2015-11-18
Paul Knapp		2026-05-11
Polly Bannister		2024-03-15
RHIANNON WOOD		2016-12-15

**BROADBRIDGE HEATH VILLAGE CENTRE**

England & Wales - Charity number 1011613

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# Accounts

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BROADBRIDGE HEATH VILLAGE CENTRE  
MANAGEMENT COMMITTEE

REPORT AND  
FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2025

Charity No: 1011613

BROADBRIDGE HEATH VILLAGE CENTRE  
YEAR ENDED 31ST MARCH 2025

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**BROADBRIDGE HEATH VILLAGE CENTRE**  
**YEAR ENDED 31ST MARCH 2025**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

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Committee	Chairperson:	E Mclennan-Murray
	Secretary:	K Thomson
	Treasurer:	
	Elected members:	R Cole R Wood I Thomson
	Co-opted members:	P Bannister C Alltraine
	Representative members:	
Charity Offices	Broadbridge Heath Village Centre Wickhurst Lane Broadbridge Heath West Sussex RH12 3LY	
Independent Examiner	Magdalena Charman FCCA Accountant 24 Smugglers Way Barns Green West Sussex RH13 0PP	
Bankers	National Westminster Bank PLC 47 Carfax Horsham West Sussex	

**BROADBRIDGE HEATH VILLAGE CENTRE**  
**YEAR ENDED 31ST MARCH 2025**  
**REPORT OF THE COMMITTEE**

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The committee present their report along with the financial statements for the year ended 31st March 2025. The financial statements have been prepared in accordance with our accounting policies set out below and comply with the trust deed and applicable law.

**ACCOUNTING POLICIES:**

**Basis of Preparation of Accounts**

The financial statements are prepared under the accruals basis and in accordance with the Financial Reporting Standard for Smaller Entities (eff June 2002). In preparing the financial statements the charity follows the best practice as laid down in the Statement of Recommended Practice Accounting by Charities (FROS2) and the Charities Act 2011.

**Funds**

All funds administered by committee are unrestricted funds.

**Depreciation of Assets**

All assets are depreciated at 25% straight line per annum.

**MEMBERS**

The committee consists of up to nine elected members, including chairman, treasurer and secretary. It can also co-opt up to three members. Officers and committee members are elected for one year at the AGM and are eligible for re-election.

**CONSTITUTION, OBJECTS AND POLICIES**

The charity's governing instrument is a trust deed dated 10th April 1991. It was registered with the Charities Commission on 4<sup>th</sup> June 1992 (no 1011613).

The aim of the centre is to provide a village hall for the use of the inhabitants at the Parish of Broadbridge Heath in the County of West Sussex without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure occupation with the object of improving the conditions of life of the said inhabitants.

**BROADBRIDGE HEATH VILLAGE CENTRE**  
**YEAR ENDED 31ST MARCH 2025**  
**REPORT OF THE COMMITTEE (CONTINUED)**

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**DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

The trust was successful in its application for a solar energy grant and the project was completed on time and to the correct specification. Bistro Branas has continued to meet the trust's needs and has been a positive addition to the village centre and local community. The trust completed and implemented a pricing review for hall hire.

**FINANCIAL REVIEW**

The financial statements show the current state of finances, which the committee consider to be sound.

**STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the committee to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing

those financial statements, the committee is required to:

- a) select suitable accounting policies and apply them consistently
- b) make judgements and estimates that are reasonable and prudent
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the committee will continue in operation.

**BROADBRIDGE HEATH VILLAGE CENTRE**  
**YEAR ENDED 31ST MARCH 2025**  
**REPORT OF THE COMMITTEE (CONTINUED)**

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The committee is responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the committee on 24/09/2025 and signed on their behalf.



**Mr E McLennan-Murray – Chairperson**  
For and on behalf of the Committee

Date:  
24/09/2025



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Broadbridge Heath Village Centre

**On accounts for the year  
ended**

31st March 2025

**Charity no (if  
any)**

1011613

**Set out on pages**

--

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

**Responsibilities and basis  
of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's**

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

- \* the accounting records were not kept in accordance with section 130 of the Charities 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:**

**Section B Disclosure**

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

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

**Broadbridge Heath Village Centre**  
**Financial statements for the year ended 31st March 2025**  
**Charity Office: Wickhurst Lance**  
**Broadbridge Heath, Horsham, RH12 3LY**

**1st April Accounts**

**Balance Brought Forward from 31 March 2024:**

Current Account	£22,600.00	
Deposit Account	£5,234.00	
Debtors	£149.00	
Creditors and accruals	(£12,632.00)	
	<b>Total</b>	<b>£15,351.00</b>

**INCOME:**

Hall Lettings	£84,690.00	
Rent receivable from Social Club	-	
Interest receivable	-	
Grants	£3,903.00	
Other	£665.00	
	<b>Subtotal</b>	<b>£89,258.00</b>

**EXPENDITURE:**

**establishments expenses**

Utilities	£18,888.00	
Rates	£469.00	
Insurance	£2,049.00	
Premises expenses	£699.00	
Service, Repairs and Maintenance	£15,849.00	
Parish council repair		
Cleaning	£12,330.00	
		<b>£50,284.00</b>

**administrative expenses**

Salaries & Wages	11145.00	
Pension	£276.00	
Stationary, printing & postage	£313.00	
Telephone & Internet	£842.00	
Computer	£847.00	
Licences and Fees	£3,540.00	
		<b>£16,963.00</b>

**professional and other expenses**

Accountancy fees	£1,111.00	
Professional expenses	£312.00	
Other	£4,246.00	
		<b>£5,669.00</b>
	<b>Subtotal</b>	<b>£72,916.00</b>

**INCOME/EXPENDITURE for 2024/2025: £16,342.00**

**TOTAL FUNDS: £31,693.00**

**Represented by:**

Tangible Assets	£73,956.00	
Current Account	£35,977.00	
Current Account	£1,858.00	
Deposit Account	£5,234.00	
Debtors	£990.00	
<b>Total</b>		<b>£118,015.00</b>

Loan from Parish Council	(£9,204.00)	
Creditors and accruals	(£2,951.00)	
Deferred income- Grant	(£74,167.00)	
<b>Total</b>		<b>(£86,322.00)</b>

**TOTAL FUNDS: £31,693.00**

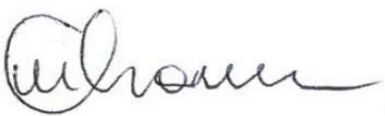
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Unrestricted funds b/f	£15,351.00
Net profit/loss	<u>£16,342.00</u>

**TOTAL FUNDS £31,693.00**

**Accounts prepared and examined by**  
Magdalena Charman FCCA Accountant

**Date**  
**08/09/2025**



**Accounts approved by**  
Mr E McLennan-Murray - Charman of Committee

**Date**  
**24/09/2025**



**BROADBRIDGE HEATH VILLAGE CENTRE**

England & Wales - Charity number 1011613

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# Accounts

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**ACCOUNTING POLICIES:**

**Basis of Preparation of Accounts**

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**Depreciation of Assets**

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**MEMBERS**

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**CONSTITUTION, OBJECTS AND POLICIES**

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**DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

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**FINANCIAL REVIEW**

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**STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES**

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**APPROVAL**

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**Mr E McLennan-Murray – Chairperson**  
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Section A

Independent Examiner's Report

Report to the trustees/ members of

BROADBRIDGE HEATH VILLAGE CENTRE

On accounts for the year ended

31<sup>st</sup> MARCH 2024

Charity no (if any)

1011613

Set out on pages

Remember to include the page number 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<sup>st</sup> MARCH 2024.

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:

*M Charman*

Date:

28/1/2025

Name:

MAGDALENA CHARMAN

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

FCCA ACCOUNTANT

Address:

24 SMUGGLERS WAY

BARNS GREEN HORSHAM

RH13 0PP

**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.

**Broadbridge Heath Village Centre**  
**Financial statements for the year ended 31st March 2024**  
**Charity Office: Wickhurst Lance**  
**Broadbridge Heath, Horsham, RH12 3LY**

**1st April Accounts**

**Balance Brought Forward from 31 March 2023:**

Current Account	£13,412.00	
Deposit Account	£5,233.00	
Creditors and accruals	<u>(£1,676.00)</u>	
<b>Total</b>		<b>£16,969.00</b>

**INCOME:**

Hall Lettings	£54,024.00	
Rent receivable from Social Club	£14,466.00	
Interest receivable	-	
Grants	-	
Other	<u>£350.00</u>	
<b>Subtotal</b>		<b>£68,840.00</b>

**EXPENDITURE:**

**establishments expenses**

Utilities	£25,341.00	
Rates	£3,148.00	
Insurance	£2,023.00	
Premises expenses	£287.00	
Service, Repairs and Maintenance	£4,958.00	
Parish council repair	£11,779.00	
Cleaning	<u>£9,407.00</u>	
		<b>£56,943.00</b>

**administrative expenses**

Salaries & Wages	8970.00	
Pension	£501.00	
Stationary, printing & postage	£252.00	
Telephone & Internet	£318.00	
Computer	£640.00	
Office supplies	£159.00	
Licences and Fees	<u>£194.00</u>	
		<b>£11,034.00</b>

**professional and other expenses**

Accountancy fees	£1,069.00	
Professional expenses	£1,412.00	
Other	<u>-</u>	
		<b>£2,481.00</b>
<b>Subtotal</b>		<b>£70,458.00</b>

**INCOME/EXPENDITURE for 2023/2024:** **(£1,618.00)**

**TOTAL FUNDS:** £15,351.00

**Represented by:**

Current Account	£22,600.00	
Deposit Account	£5,234.00	
Debtors	£149.00	
<b>Total</b>		<b>£27,983.00</b>

Loan from Parish Council	(£12,272.00)	
Creditors and accruals	(£360.00)	
<b>Total</b>		<b>(£12,632.00)</b>

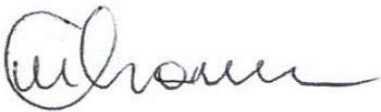
**TOTAL FUNDS:** £15,351.00

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Unrestricted funds b/f	£16,969.00	
Net profit/loss	(£1,618.00)	
<b>TOTAL FUNDS</b>		<b>£15,351.00</b>

**Accounts prepared and examined by**  
Magdalena Charman FCCA Accountant

**Date**  
28/01/2025



**Accounts approved by**  
Mr E McLennan-Murray - Charman of Committee

**Date**  
28/01/2025



**BROADBRIDGE HEATH VILLAGE CENTRE**

England & Wales - Charity number 1011613

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# Accounts

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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE BROADBRIDGE  
HEATH  
VILLAGE CENTRE MANAGEMENT COMMITTEE**

**HELD AT THE BROADBRIDGE HEATH VILLAGE CENTRE AT 7.00pm ON  
TUESDAY 30<sup>TH</sup> JANUARY 2024**

**PRESENT:**

Mr E. Mclennan-Murray	Trustee/Parish Council
Representative	
Mrs K Thomson	Trustee/Secretary
Mr N Smith	Trustee
Miss R Wood	Trustee/Skylarks Representative
Mrs B. Cole	Trustee/Ceroc Representative
Mr I. Thomson	Trustee/Maintenance
Mrs J. Butler	Village Centre Manager

**APOLOGIES:**

Mr P Senior	Trustee/Chairperson
Mrs A Senior	Trustee

Start of meeting :- 7.05pm

Fire Drill - Kathleen advised every one of the fire procedures in the event of a fire.

The trustees introduced themselves to the attendees.

Apologies were given for the Chairperson not being present at the AGM, it was explained that for the meeting to continue the trustees would need to elect one of the trustees to run the meeting.

K. Thomson proposed E. Mclennan-Murray and N. Smith seconded. All trustees agreed to vote for E. Mclennan-Murray to run the meeting.

Everyone present was eligible to vote.

### **MINUTES OF LAST A.G.M. :-**

The minutes of the AGM held on 10<sup>th</sup> October 2022 were approved and signed by the acting chairperson E. McLennan-Murray - proposed by K.Thomson and seconded by R. Wood and agreed by all Trustees.

### **CHAIRPERSON'S REPORT:**

Due to the chairperson not being present ,E. McLennan-Murray gave a brief talk about what had happened in the few months he had been trustee. Two trustees have resigned, we would like to thank K.Smith and P.Richardson for all their hard work for the charity. We have welcomed three new trustees, B. Cole, I. Thomson and E. McLennan-Murray.

Unfortunately, in December 2023 we had to end our occupational licence with the social club due to them bringing the licence into disrepute, with incidents that involved the police and complaints from the local residents. They also were unable to cover their bills. The trustees didn't take the decision lightly but felt it was in the best interests of the Village Centre as a whole and the other users.

Our energy bills have been very high over the last year. We are managing to cover the costs, but it has meant that we have had to increase our hirer charges to cover this cost. We are looking into investing in solar panelling to help with our utility costs. We are currently looking into applying for grants to help cover the cost.

A member of the public informed us that he works in pest control and is having a lot of problems with pigeons nesting in the panels, he advised that we need to ensure we have protection in place.

Mr T Oliver asked the trustees if they intended to look into getting a five-year business plan in place. The trustees are looking to discuss this at our next meeting and over the course of the next year put it in place.

### **VILLAGE CENTRE MANAGER'S REPORT:**

The main hall is booked up every day with our regular users. We have lots of children and adult's parties booked at the weekends.

Since our last AGM we have put in place a new access system for the regular hirers to be able to access the hall independently. Which has made it easier for everyone.

We have started to transfer some of the outdated systems, with a Facebook and Instagram page, new website and an on line booking system for the halls.

The Centre has been redecorated, toilets have had a few new updates, new signage has been put on the building and at the entrance of the car park.

We have added some decorative touches to the building to make it more inviting.

New notice boards have been put up in all the halls for the use of the hirers and to display any pertinent information.

We have been working with a risk assessor and fire officer to ensure that we are meeting all the required safety standards.

We held an Autumn Event to showcase the centre. We had multiple stall holders selling goods, Skylarks Community Preschool ran some fete games for the children of the village to participate in. We held a fancy dress costume competition and children's disco. The event was well attended with over 300 hundred people.

We have a regular hirer who once a month is going to organise a family fayre. We are planning to run more events like these and more events for the community.

## **PRESENTATION OF ACCOUNTS:-**

E. McLennan-Murray explained to the attendees that we have had a few issues with the accounts and there are some errors (of the Village Centre's making) which need to be changed. We are liaising with our accountants, and they are fully aware of these errors. Once we have resolved these a new set of accounts will be put on our website for everyone to view.

The errors involve the public loan the council took out to cover the deficit for the upgrade of the centre. The Parish Council paid for all the works and invoiced the centre for the outstanding amount which was around £20,000. Unfortunately, that invoice did not get forwarded to the accountant so was not entered into the year end accounts. This loan has not affected the viability of the centre as we have entered into a repayment scheme with the Parish Council, and we are able to pay this off each year. We are confident that the centre is able to service the debt to the Parish Council.

The accountant now has all the relevant information, and this will be rectified in the year end accounts.

Member of the public asked do we feel we now have a robust system in place to prevent this happening again. The trustees were able to reassure the public that yes, we have reviewed our systems and have made appropriate changes to ensure this doesn't happen again.

## **ELECTION OF COMMITTEE MEMBERS:**

All current committee members are prepared to stand again.

**Mr N Smith** - proposed by Mr E. McLennan-Murray and seconded by K. Thomson.

**Mrs K. Thomson** - proposed by N. Smith and seconded by Mr E. McLennan-Murray.

**Mrs B. Cole** - proposed by K. Thomson and seconded by N. Smith.

**Miss R. Wood** - proposed by K. Thomson and seconded by N. Smith,

**Mr I. Thomson** - proposed by B. Cole and seconded by A. Senior.

**Rhiannon Wood** - proposed by Mr E. McLennan-Murray and seconded by B. Cole

**Mr E. Mclennan-Murray** – proposed by Mr N. Smith and seconded by K. Thomson

All trustees approve and its was a majority vote from the members of the public.

### **APPOINTMENT OF AUDITOR 2023/24**

Proposed to use Shephards Accountants, proposed by Mr E. Mclennan-Murray and seconded by K. Thomson.

All trustees agreed and its was a majority vote from the members of the public.

### **INCORPORATED CHARITY**

Mr E. Mclennan-Murray gave a brief talk about what it means to become an incorporated charity. He explained that we would be holding another meeting in the future where the members of the public would have the chance to vote.

### **MAINTENANCE OF THE FIELD**

Mr E. Mclennan-Murray explained that we have an agreement in place with the Parish Council for the maintenance of the field, with no cost to the Village Centre. However, that agreement needs updating.

As trustees we would like to propose that we sign over the control of the field to the parish council. We believe the Parish Council are better resourced and equipped to maintain and develop the field to the standards that the public expect and deserve.

In the short term we are going to get an agreement in place with the football club for use of the field.

Mr E. Mclennan-Murray proposd a vote on asking the Parish Council to explore the possibility of them taking over ownership of the land. All trustees agreed and 10 of the public attendees agreed the rest chose to abstain.

### **ANY OTHER BUSINESS:-**

#### **Future Aims**

The Centre Manager Mrs J Butler put forward the current plans for the upcoming year.

- Organise various fundraising events.
- Liaise with the Gala Association so they can keep using our facilities.
- Finalise plans for the new use of the Social Club area.
- We have some maintenance to deal with as the flooring in the main hall needs replacing.

- We would like to be able to improve our Kitchen and toilet facilities for the main hall as we weren't able to modernise these during the development.
- We are looking at different grants to help pay for these improvements.
- We require a new cleaner for the building, currently we have a person on trial, but if anyone would like to apply for the job, please let me know.

## **Social Club**

There was a discussion with the attendees of the meeting regarding the social club reopening. Mr E. McLennan-Murray explained that we are looking at various options.

1. We could open it in-house through a limited company, but we feel we do not currently have the resources to do this.
2. Offer a lease agreement to a commercial business, but this would mean we are giving away charitable assets.
3. Offer an occupational licence.
4. Hire out the space to multiple users, clubs, societies as per the main halls.

No decision has been made and the trustees are not going to rush into making a decision as we want to make sure we achieve the best outcome for the centre and the community.

Mr E. McLennan-Murray asked the attendees if anyone would like to put in a business proposal for the space as we are willing to consider as many ideas as possible.

A lot of the attendees felt it was a shame that the social club had to close and why could we not just let them reopen it. Mr E. McLennan-Murray explained that in the present day having a social club for a select few members of the community does not conform with our trust deed. We need to ensure that whatever goes into the space it's for the use of the whole community.

Some attendees felt that they had been unfairly ignored by the social club committee, which resulted in the termination of their occupational licence.

Mr T Oliver asked for us to ensure that it will not be rented out to a member only business but to ensure that all community members are able to use it.

The trustees thanked everyone for attending.

The meeting closed at 8.39 pm.

**BROADBRIDGE HEATH VILLAGE CENTRE  
MANAGEMENT COMMITTEE**

**REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2023**

**Charity No: 1011613**

# BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2023

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**BROADBRIDGE HEATH VILLAGE CENTRE**  
**YEAR ENDED 31ST MARCH 2023**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

---

Committee	Chairman:	P Senior
	Secretary:	K Thomson
	Treasurer:	C Green
	Elected members:	A Senior P Richardson N Smith I Thomson
	Social Club Representative:	T Crosbie
	Parish Council Representative:	E McLennan-Murray
	Skylarks Representative:	R Wood
	Ceroc Representative:	B Cole
	Lone Wolf Representative:	P Wood
	Centre Manager:	J Butler
Charity Offices	Broadbridge Heath Village Centre Wickhurst Lane Broadbridge Heath Horsham West Sussex RH12 3LY	
Independent Examiner	Shepherd Accountants Limited 20 Lintot Square, Fairbank Road, Southwater Horsham West Sussex RH13 9LA	
Bankers	National Westminster Bank plc 47 Carfax Horsham West Sussex	

# BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2023

## REPORT OF THE COMMITTEE

---

The committee present their report along with the financial statements for the year ended 31st March 2023. The financial statements have been prepared in accordance with the accounting policies set out on page 7, and comply with the trust deed and applicable law.

### MEMBERS

The committee consists of up to nine elected members, including chairman, treasurer and secretary. It can also co-opt up to three members. Officers and committee members are elected for one year at the AGM and are eligible for re-election.

### CONSTITUTION, OBJECTS AND POLICIES

The charity's governing instrument is a trust deed dated 10th April 1991. It was registered with the Charities Commission on 4th June 1992 (no 1011613).

The aim of the centre is to provide a village hall for the use of the inhabitants of the Parish of Broadbridge Heath in the County of West Sussex, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure occupation with the object of improving the conditions of life of the said inhabitants.

### DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

The overall income significantly reduced due to the hall being out of operation due to Covid restrictions..

### FINANCIAL REVIEW

The financial statements show the current state of finances, which the committee consider to be sound.

### STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES

Law applicable to charities in England and Wales requires the committee to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing those financial statements, the committee is required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the committee will continue in operation.

BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2023

REPORT OF THE COMMITTEE (CONTINUED)

---

The committee is responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the committee on 30.1.24 and signed on their behalf.

Mr E. McLennan-Murray  
~~Mr P Senior - Chairman~~  
For and on behalf of the Committee



Date: 31.1.24

BROADBRIDGE HEATH VILLAGE CENTRE  
REPORT OF THE INDEPENDENT EXAMINER  
TO THE BROADBRIDGE HEATH VILLAGE CENTRE

---

**Report to the trustees/members of the Broadbridge Heath Village Centre (Charity No: 1011613) on the accounts for the year ended 31st March 2023:**

**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 S144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is the examiner's 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 Act); and
- to state whether particular matters have come to our attention.

**Basis of independent examiner's statement**

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 our examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

We 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.

**Shepherd Accountants Limited**

Date

Address 20 Lintot Square  
Fairbank Road  
Southwater  
Horsham  
West Sussex  
RH13 9LA

BROADBRIDGE HEATH VILLAGE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted Funds	
		2023	2022
<b>Incoming Resources</b>		£	£
Hall lettings		35,749	34,921
Rent receivable from Social Club		13,530	9,780
Grant and other income received		-	2,215
Interest receivable		23	1
<b>Total incoming resources</b>		<u>49,302</u>	<u>46,1917</u>
<b>Resources Expended</b>			
Establishment expenses	4	33,629	23,681
Administrative expenses	5	15,189	10,782
Financial and other expenses	6	1,121	1,115
<b>Total resources expended</b>		<u>49,939</u>	<u>35,578</u>
<b>Net movement in fund for the year</b>		<u>(637)</u>	<u>11,339</u>
<b>Total fund brought forward</b>		<u>17,606</u>	<u>6,267</u>
<b>Total fund carried forward</b>		<u>16,969</u>	<u>17,606</u>

There were no recognised gains or losses in 2022 or 2023, other than those included in the Statement of Financial Activities.

BROADBRIDGE HEATH VILLAGE CENTRE

**BALANCE SHEET  
AS AT 31 MARCH  
2023**

	Notes	2023		2022	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	9		-		
<b>CURRENT ASSETS</b>					
Debtors	10			3,562	
Cash at bank and in hand		18,645		15,470	
		<u>18,645</u>		<u>19,032</u>	
<b>CURRENT LIABILITIES</b>					
Creditors: Amounts falling due within	11	1,676		1,426	
<b>NET CURRENT ASSETS</b>			<u>16,968</u>		<u>17,606</u>
			<u>16,969</u>		<u>17,606</u>
<b>FUNDS</b>					
Unrestricted Funds			<u>16,969</u>		<u>17,606</u>

This report was approved by the committee on

and signed on their behalf.

**Kathleen Thomson**  
Secretary

# BROADBRIDGE HEATH VILLAGE CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

### 1 ACCOUNTING POLICIES:

#### Basis of Preparation of Accounts

The financial statements are prepared under the accruals basis and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows the best practice as laid down in the Statement of Recommended Practice "Accounting by Charities (FROS2) and the Charities Act 2011.

#### Funds

All funds administered by the committee are unrestricted funds.

#### Depreciation of Assets

All assets are depreciated at 25% straight line per annum.

### 2 COMMITTEE MEMBERS' REMUNERATION AND EXPENSES:

No remuneration was paid or payable for the year to any committee member nor any person connected with them from the charity's funds.

### 3 STAFFING

The Committee employs one part time member of staff as Village Centre manager. The same person is also employed part time by the Social Club as the Social Club manager.

### 4 ESTABLISHMENT EXPENSES

	2023	2022
	£	£
Shared outgoings		
Rates	-	15,310
Insurance	1,174	2,510
Light and heat	1,911	1,707
Cleaning	12,900	2,838
Repairs and maintenance	9,136	1,219
Drive Sweep	8,054	97
Grass Cutting	288	
	169	
	<u>33,629</u>	<u>23,681</u>

## BROADBRIDGE HEATH VILLAGE CENTRE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2023

5	<b>ADMINISTRATIVE EXPENSES</b>	<b>2023</b>	<b>2022</b>
		£	£
	Salaries and wages	13,633	10,250
	Licences and subscription	50	230
	Printing, postage and stationery	43	0
	Bank Charges	-	24
	Telephone	633	278
	Computer	59	
	Sessions	378	
	Photocopier Rental	96	
	PPL/PRS	293	
	Sundry (rounding)	4	
		<u>15,189</u>	<u>10,782</u>
6	<b>FINANCIAL AND OTHER EXPENSES</b>	<b>2023</b>	<b>2022</b>
		£	£
	Accountancy and Audit fees	1,121	1,115
	Depreciation		
	Profit on sale of asset		
		<u>1,121</u>	<u>1,115</u>
7	<b>NET MOVEMENT IN FUNDS</b>	<b>2023</b>	<b>2022</b>
	The net movement in fund for the year is stated after charging:		
	Accountancy and Audit fees	<u>1,121</u>	<u>1,115</u>
8	<b>STAFF COSTS</b>		
	No remuneration was paid to trustees in the year, nor were any committee expenses reimbursed.		
	The staff costs were:		
		2023	2022
		£	£
	Wages and salaries	<u>13,633</u>	<u>10,250</u>
	The average weekly numbers of staff employed calculated as full time equivalents during the year was as follows :		
		2023	2022
	Administrative	<u>0</u>	<u>0</u>

No employee received remuneration of more than £50,000.

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2023

9	TANGIBLE FIXED ASSETS FOR THE CHARITY		Fixtures and Fittings £
	<b>Cost:</b>		
	At 1st April 2022		21,994
	Additions		
	At 31st March 2023		<u>21,994</u>
	<b>Depreciation:</b>		
	At 1st April 2022		21,994
	Charge for the year		-
	At 31st March 2023		<u>21,994</u>
	<b>Net Book Value:</b>		
	<b>At 31st March 2023</b>		<u>Nil</u>
	At 31st March 2022		<u>Nil</u>
10	<b>DEBTORS</b>	<b>2023</b>	2022
		£	£
	Trade debtors		3,562
	Other debtors		
			<u>3,562</u>
11	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2023</b>	2022
		£	£
	Creditors (BBHVC)	1,201 55	1,006
	Supplier Accruals	<b>420</b>	<b>420</b>
		<u>1,676</u>	<u>1,426</u>

**BROADBRIDGE HEATH VILLAGE CENTRE  
MANAGEMENT COMMITTEE**

**REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2023**

**Charity No: 1011613**

# BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2023

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**BROADBRIDGE HEATH VILLAGE CENTRE**  
**YEAR ENDED 31ST MARCH 2023**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

---

Committee	Chairman:	P Senior
	Secretary:	K Thomson
	Treasurer:	C Green
	Elected members:	A Senior P Richardson N Smith I Thomson
	Social Club Representative:	T Crosbie
	Parish Council Representative:	E McLennan-Murray
	Skylarks Representative:	R Wood
	Ceroc Representative:	B Cole
	Lone Wolf Representative:	P Wood
	Centre Manager:	J Butler
Charity Offices	Broadbridge Heath Village Centre Wickhurst Lane Broadbridge Heath Horsham West Sussex RH12 3LY	
Independent Examiner	Shepherd Accountants Limited 20 Lintot Square, Fairbank Road, Southwater Horsham West Sussex RH13 9LA	
Bankers	National Westminster Bank plc 47 Carfax Horsham West Sussex	

# BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2023

## REPORT OF THE COMMITTEE

---

The committee present their report along with the financial statements for the year ended 31st March 2023. The financial statements have been prepared in accordance with the accounting policies set out on page 7, and comply with the trust deed and applicable law.

### MEMBERS

The committee consists of up to nine elected members, including chairman, treasurer and secretary. It can also co-opt up to three members. Officers and committee members are elected for one year at the AGM and are eligible for re-election.

### CONSTITUTION, OBJECTS AND POLICIES

The charity's governing instrument is a trust deed dated 10th April 1991. It was registered with the Charities Commission on 4th June 1992 (no 1011613).

The aim of the centre is to provide a village hall for the use of the inhabitants of the Parish of Broadbridge Heath in the County of West Sussex, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure occupation with the object of improving the conditions of life of the said inhabitants.

### DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

The overall income significantly reduced due to the hall being out of operation due to Covid restrictions..

### FINANCIAL REVIEW

The financial statements show the current state of finances, which the committee consider to be sound.

### STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES

Law applicable to charities in England and Wales requires the committee to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing those financial statements, the committee is required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the committee will continue in operation.

BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2023

REPORT OF THE COMMITTEE (CONTINUED)

---

The committee is responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the committee on 30.1.24 and signed on their behalf.

Mr E. McLennan-Murray  
~~Mr P Senior - Chairman~~  
For and on behalf of the Committee



Date: 31.1.24

**BROADBRIDGE HEATH VILLAGE CENTRE**  
**REPORT OF THE INDEPENDENT EXAMINER**  
**TO THE BROADBRIDGE HEATH VILLAGE CENTRE**

---

**Report to the trustees/members of the Broadbridge Heath Village Centre (Charity No: 1011613) on the accounts for the year ended 31st March 2023:**

**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 S144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is the examiner's 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 Act); and
- to state whether particular matters have come to our attention.

**Basis of independent examiner's statement**

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 our examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

We 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.

**Shepherd Accountants Limited**

Date

Address 20 Lintot Square  
Fairbank Road  
Southwater  
Horsham  
West Sussex  
RH13 9LA

BROADBRIDGE HEATH VILLAGE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted Funds	
		2023	2022
<b>Incoming Resources</b>		£	£
Hall lettings		35,749	34,921
Rent receivable from Social Club		13,530	9,780
Grant and other income received		-	2,215
Interest receivable		23	1
<b>Total incoming resources</b>		<u>49,302</u>	<u>46,1917</u>
<b>Resources Expended</b>			
Establishment expenses	4	33,629	23,681
Administrative expenses	5	15,189	10,782
Financial and other expenses	6	1,121	1,115
<b>Total resources expended</b>		<u>49,939</u>	<u>35,578</u>
<b>Net movement in fund for the year</b>		<u>(637)</u>	<u>11,339</u>
<b>Total fund brought forward</b>		<u>17,606</u>	<u>6,267</u>
<b>Total fund carried forward</b>		<u>16,969</u>	<u>17,606</u>

There were no recognised gains or losses in 2022 or 2023, other than those included in the Statement of Financial Activities.

BROADBRIDGE HEATH VILLAGE CENTRE

**BALANCE SHEET  
AS AT 31 MARCH  
2023**

	Notes	2023		2022	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	9		-		
<b>CURRENT ASSETS</b>					
Debtors	10			3,562	
Cash at bank and in hand		18,645		15,470	
		<u>18,645</u>		<u>19,032</u>	
<b>CURRENT LIABILITIES</b>					
Creditors: Amounts falling due within	11	1,676		1,426	
<b>NET CURRENT ASSETS</b>			<u>16,968</u>		<u>17,606</u>
			<u>16,969</u>		<u>17,606</u>
<b>FUNDS</b>					
Unrestricted Funds			<u>16,969</u>		<u>17,606</u>

This report was approved by the committee on

and signed on their behalf.

**Kathleen Thomson**  
Secretary

# BROADBRIDGE HEATH VILLAGE CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

### 1 ACCOUNTING POLICIES:

#### Basis of Preparation of Accounts

The financial statements are prepared under the accruals basis and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows the best practice as laid down in the Statement of Recommended Practice "Accounting by Charities (FROS2) and the Charities Act 2011.

#### Funds

All funds administered by the committee are unrestricted funds.

#### Depreciation of Assets

All assets are depreciated at 25% straight line per annum.

### 2 COMMITTEE MEMBERS' REMUNERATION AND EXPENSES:

No remuneration was paid or payable for the year to any committee member nor any person connected with them from the charity's funds.

### 3 STAFFING

The Committee employs one part time member of staff as Village Centre manager. The same person is also employed part time by the Social Club as the Social Club manager.

### 4 ESTABLISHMENT EXPENSES

	2023	2022
	£	£
Shared outgoings		
Rates	-	15,310
Insurance	1,174	2,510
Light and heat	1,911	1,707
Cleaning	12,900	2,838
Repairs and maintenance	9,136	1,219
Drive Sweep	8,054	97
Grass Cutting	288	
	169	
	<u>33,629</u>	<u>23,681</u>

## BROADBRIDGE HEATH VILLAGE CENTRE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2023

5	<b>ADMINISTRATIVE EXPENSES</b>	<b>2023</b>	<b>2022</b>
		£	£
	Salaries and wages	13,633	10,250
	Licences and subscription	50	230
	Printing, postage and stationery	43	0
	Bank Charges	-	24
	Telephone	633	278
	Computer	59	
	Sessions	378	
	Photocopier Rental	96	
	PPL/PRS	293	
	Sundry (rounding)	4	
		<u>15,189</u>	<u>10,782</u>
6	<b>FINANCIAL AND OTHER EXPENSES</b>	<b>2023</b>	<b>2022</b>
		£	£
	Accountancy and Audit fees	1,121	1,115
	Depreciation		
	Profit on sale of asset		
		<u>1,121</u>	<u>1,115</u>
7	<b>NET MOVEMENT IN FUNDS</b>	<b>2023</b>	<b>2022</b>
	The net movement in fund for the year is stated after charging:		
	Accountancy and Audit fees	<u>1,121</u>	<u>1,115</u>
8	<b>STAFF COSTS</b>		
	No remuneration was paid to trustees in the year, nor were any committee expenses reimbursed.		
	The staff costs were:		
		2023	2022
		£	£
	Wages and salaries	<u>13,633</u>	<u>10,250</u>
	The average weekly numbers of staff employed calculated as full time equivalents during the year was as follows :		
		2023	2022
	Administrative	<u>0</u>	<u>0</u>

No employee received remuneration of more than £50,000.

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2023

9	TANGIBLE FIXED ASSETS FOR THE CHARITY	Fixtures and Fittings £	
	<b>Cost:</b>		
	At 1st April 2022		21,994
	Additions		
	At 31st March 2023		<u>21,994</u>
	<b>Depreciation:</b>		
	At 1st April 2022		21,994
	Charge for the year		-
	At 31st March 2023		<u>21,994</u>
	<b>Net Book Value:</b>		
	<b>At 31st March 2023</b>		<u>Nil</u>
	At 31st March 2022		<u>Nil</u>
10	<b>DEBTORS</b>	<b>2023</b>	<b>2022</b>
		£	£
	Trade debtors		3,562
	Other debtors		
			<u>3,562</u>
11	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2023</b>	<b>2022</b>
		£	£
	Creditors (BBHVC)	1,201 55	1,006
	Supplier Accruals	<b>420</b>	<b>420</b>
		<u>1,676</u>	<u>1,426</u>

**BROADBRIDGE HEATH VILLAGE CENTRE**

England & Wales - Charity number 1011613

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# Accounts

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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE BROADBRIDGE HEATH  
VILLAGE CENTRE MANAGEMENT COMMITTEE**

**HELD AT THE BROADBRIDGE HEATH VILLAGE CENTRE AT 7.30 ON  
MONDAY 10<sup>TH</sup> OCTOBER 2022**

**PRESENT:**

Mr P Senior	Deputy Chairperson and Trustee
Mrs K Thomson	Secretary and Trustee
Mrs K Smith	Treasurer and Trustee
Mrs A Senior	Committee Member and Trustee
Mr P Richardson	Committee Member and Trustee
Mr P Farrelly	Steward/Manager
Mr N Smith	Social Club Representative and Trustee
Miss R Wood	Skylarks Representative and Trustee
Mr T Oliver	Parish Council Chairperson
Mr R Axby	Gala Association Representative
Mrs S Stocker	Gala Association Representative

**APOLOGIES:** None

Start of meeting :- 7.30

Everyone present was eligible to vote.

**MINUTES OF LAST A.G.M. :-**

The minutes of the AGM held on 10<sup>th</sup> November 2021 were approved and signed by the Deputy Chairperson - proposed by K. Thomson and seconded by A. Senior, All approve.

**CHAIRMANS REPORT:**

See attached report

**STEWARDS/MANAGERS REPORT:**

Main hall is booked out every day of the week.

Sadly, we have lost one of our main users of the second hall, Slimming World.

Receiving lots of enquiries for the halls, having to turn some people away.

Maintenance requirements of the building are fairly low, due to everything being new.

We have had a few issues with the emergency exit doors and had to have them repaired.

We will need to get yearly maintenance contracts in place for the heating/air conditioning units.

**TREASUERES REPORT:**

See attached report

#### **PRESENTATION OF ACCOUNTS:-**

Voted in by all trustees and will be uploaded to Charities Commission

Accounts signed by the Deputy Chairperson – proposed by R. Wood and seconded by P. Richardson.  
All approve.

#### **APPOINTMENT OF AUDITOR 2022/23**

Proposed to use Shephards Accountants, proposed by P.Senior and seconded by K.Smith. All approve.

#### **ELECTION OF COMMITTEE MEMBERS:**

All current committee members are prepared to stand again.

**Peter Senior** - proposed by R.Wood and seconded by K. Thomson.

**Kathleen Thomson** - proposed by P. Senior and seconded by K. Smith.

**Karon Smith** – proposed by K. Thomson and seconded by P.Senior

**Anne Senior** – proposed by P.Richardson and seconded by N. Smith,

**Paul Richardson** - proposed by K. Thomson and seconded by A.Senior.

**Rhiannon Wood** – proposed by K. Smith and seconded by K.Thomson **Nick Smith** –  
proposed by P.Senior and seconded by P. Richardson.

All approve

#### **ANY OTHER BUSINESS:-**

**Mr T Oliver** asked a question about our business plan, how we as trustees are going to implement that business plan to ensure we keep the building at a good standard of repair, advertise the building and make it useable for the village.

Pete Senior and Karon Smith response to that question.

**Mrs K Smith** – The business plan is out of date and needs updating which is on our agenda to do. Moving forward we are in the process of organising the accounts and creating a budget to ensure that we have sufficient funds to keep the building in good order. We will however never have the sufficient funds to cover major repairs of the building i.e. replace the roof. We will have to approach an external agency for support.

We are in the process of creating a new website and a facebook page, so that we can market the building, its facilities and the users of the hall.

At present the Social club are open to members and non-members.

**Mr P Senior** – We are going to be creating a maintenance schedule for the building.

At our next trustees meeting I will be proposing that we look into getting solar power panels for the building.

**Mr T Oliver** – The parish council would like to support the Broadbridge Heath Management Committee.

Trustees – We would like to collaborate with the Parish Council, Thank you.

The meeting closed at 8.05 pm.

A handwritten signature in black ink, appearing to be 'R. Oliver', written in a cursive style.

## **Broadbridge Heath Village Centre Management Committee Chairman's Report October 2022**

Welcome everyone, thank you for attending this meeting this evening. I am Peter Senior acting chairperson.

### **COVID 19**

We are pleased to report that the Village Centre is starting to get back to full capacity after all the COVID 19 restrictions and temporary closure of the Centre during this challenging time. Although all of the COVID 19 restrictions have been removed, we continue to follow all government guidance as when required and our hygiene and cleaning regime is still firmly in place.

### **Personnel**

The Village Centre has a voluntary management committee and at the start of the summer of this year, Colin Edwards sadly stepped down as our chairperson. Colin did a fantastic job for many years and will be missed by all trustees.

The committee would like to thank Phil, the Village Centre Manager for keeping the centre operational from day to day and for all of his out of hours work and continued commitment to the Centre.

Many thanks for all the volunteer trustees and their hard work over the last year.

## **Redevelopment**

It is nice to be able to say the redevelopment is finally finished after many years of planning and development. We are all really pleased with the finished result. Allowing us to move the social club to its new position with an adjacent outside area has worked very well providing additional space and improving the facilities. The reconfiguration to create two new smaller halls has extended the space available for our regular and enables us to accommodate additional new users.

It's great to be able to say that the hall usage is nearly at full capacity and that we have been able to accommodate many village clubs, groups and organisations.

## **New website and facebook page.**

The website development was put on hold during Covid but we are pleased to report that this is now well underway. We are currently developing the content that and will showcase the facilities, our current users and what we have to offer to the community. We expect the website to be live within the next few weeks. The facebook page that is also being developed,

will keep the community informed about events that are happening and details of the regular users of the Centre.

### **Maintenance/planned works.**

Phil has been working tirelessly to keep abreast of ongoing maintenance and we have now completed the final few snagging items following the redevelopment.

We have recently tidied up the car park by having the trees cut back and are currently looking at ways to fund the replacement of the kitchen.

A new sign for the Village Centre has been proposed and we plan for this to be installed in the early part of next year.

Working in partnership with the Parish Council, following interruptions due to covid, plans are now moving forward again for the play equipment to be replaced. This includes some equipment; new fencing and a vehicle access being made from Old Guildford Road. We expect the works to be completed by the Spring.

### **Summary**

The activities of the Village Centre continue to recover following the COVID 19 restrictions with the Main Hall at almost full capacity.

The Trustees support the centre with ideas, advice and input into the running of Village Centre so that it continues to be one of the main community facilities providing childcare, social and recreational activities which improve the lives of residents in Broadbridge Heath.

Peter Senior

Acting Chairperson

Broadbridge Heath Village Centre Committee

My name is Kaz Smith. I became a Trustee of the Village Centre in May of this year and was appointed by the committee as the Treasurer at the last meeting in September.

The financial report this evening relates to the accounting period from 1 April 2021 – 31 March 2022. Copies of the accounts have been provided at the meeting this evening and they can be requested at any time from Kathleen the Committee Secretary. They will also be posted onto the Charity Commission website and will be on our own website when this goes live in a few weeks time.

Our aim, the aim of the Village Centre committee, is to continue to provide facilities which meet the needs and improves the quality of life of the residents of Broadbridge Heath. This includes provision for childcare, social, leisure, recreational and educational services.

Our objective is to maintain the Village Centre in good repair and to make improvements where funds allow. To run an efficient, effective and affordable booking system and to provide a safe, convenient and useful venue for village activities.

The Village Centre was established in 1998 and has been serving the village for the last 34 years.

## **INCOME**

Total Income as at 31 March 2022 was £46,917 compared to £20,263 the previous year. It is typical to compare financial performance against figures for the previous financial year however this is not particularly helpful when we compare with figures ending March 2021. As we are all aware the impact of varying levels of lockdown and the restrictions on social gatherings caused by the Covid-19 pandemic impacted significantly and affected our financial position during that period. It is perhaps helpful to note that pre-pandemic, the total income for the 12 month period up to 31 March 2020, 2 years ago, was £36,051 and as at 31 March 2019, the year before, it was £38,955. I understand that parts of the centre were closed for refurbishment for short periods during that time so direct income comparisons over the last 3 years are difficult to do but with income now at almost £47,000 it's clear that annual income has increased compared to the last 3 years.

The income generated last year of £46,917 consisted of just under £35k for Hall lettings. This includes all hirers, regular and one-off bookings and also rent received from Skylarks. Rent from the Broadbridge Heath Social Club was just under £10k with other grants and income just over £2k.

## **EXPENDITURE**

Looking at expenditure, total expenditure as at 31 March 2022 was £35,578 compared to the previous year which was £40,182.

The expenditure last year of £35,578, consisted of Establishment expenses of £23.5k. These include rates, utility charges, cleaning, repairs and maintenance, with some of these costs shared directly with the Social Club. The Administrative expenses were just under £11k which includes salaries, telephone charges, licenses and subscriptions. And finally, Financial expenses of just over £1k for Accountancy fees.

Expenditure pre-pandemic, 2 years ago, as at Mar 2020 was £35,975 and as at Mar 2019 was £36,753 so our expenditure has not changed significantly over the last 3 years.

I think it's helpful to highlight that 2 years ago, the year ending March 2021, due to the pandemic, the Village Centre did make a loss of £19,919. This loss was deducted from funds bought forward leaving £6,287 being bought forward into this reporting period.

## **BALANCE**

Overall, as at 31 March 2022, the balance sheet looked relatively healthy with £17,606 in unrestricted funds carried forward.

The centre does not have a significant level of late payers with almost all hirers paying invoices on time (thanks to Phil). We have paid an outstanding loan to the Parish Council of £5000 in August of this financial year for costs incurred in the previous year. Following the refurbishment we can confirm that all snagging has now been completed.

In May of this year, we did make some adjustments to the way in which we record the shared costs between the Village Centre and the Social Club so that more detail is available on the financial reports and both organisations can see what the individual charges are for rather than the costs being grouped together.

We are currently looking at improving our financial reporting to provide more comparative detail month by month this will assist us with forward financial planning and monitoring.

## **LOOKING FORWARD**

Trustees have agreed for the field to continue to be managed under license by the Parish Council for the next 12 months. This arrangement means that all costs associated with the field and boundaries will again sit with the Parish Council for the coming year. The play area located on the field is being replaced with funding secured by the Parish Council at no cost to the Village Centre. The Parish Council will own and maintain this equipment going forward.

The Village Centre kitchen does need refurbishing and the committee is in the process of looking at funding options to support this.

We are mindful that we have unfortunately lost one of our regular hirers. In addition, the Social Club membership has not yet recovered fully after the pandemic, and we are aware that the current economic situation is likely to affect the number of events and users at the centre during this coming year.

Our Gas and Electricity contracts are due for renewal in the coming months. Even with the Governments Energy Bill Relief Scheme we expect that the cost of our energy will increase overall by about 45%. In real terms, we will need to pay £3000-£4000 more this year for Gas and Electric than we did last year. Phil is in the process of obtaining quotes and receiving information on the relevant Government discounts that will be applied. Expenditure on Gas and Electricity next year is expected to be considerably higher as the increase in costs will be applied across a full financial year.

We are monitoring this situation carefully but remain reasonably confident that we will at least breakeven at the end of this financial year.

The Independent Examiner's Report has been prepared by Shepherd Accountants Ltd. In connection with their examination no concerns were raised and a signed copy of the financial accounts for the year ending 31 March 2022 will be placed on record.

Are there any questions?

BROADBRIDGE HEATH VILLAGE CENTRE  
REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2022

**Charity No: 1011613**  
BROADBRIDGE HEATH VILLAGE CENTRE  
YEAR ENDED 31ST MARCH 2022

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## BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2022

### REPORT OF THE COMMITTEE

---

The committee present their report along with the financial statements for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out on page 7, and comply with the trust deed and applicable law.

#### **MEMBERS**

The committee consists of up to nine elected members, including chairman, treasurer and secretary. It can also co-opt up to three members. Officers and committee members are elected for one year at the AGM and are eligible for re-election.

#### **CONSTITUTION, OBJECTS AND POLICIES**

The charity's governing instrument is a trust deed dated 10th April 1991. It was registered with the Charities Commission on 4th June 1992 (no 1011613).

The aim of the centre is to provide a village hall for the use of the inhabitants of the Parish of Broadbridge Heath in the County of West Sussex, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure occupation with the object of improving the conditions of life of the said inhabitants.

#### **DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS**

The overall income significantly reduced due to the hall being out of operation due to Covid restrictions..

#### **FINANCIAL REVIEW**

The financial statements show the current state of finances, which the committee consider to be sound.

#### **STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the committee to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing those financial statements, the committee is required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;

- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the committee will continue in operation.

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BROADBRIDGE HEATH VILLAGE CENTRE  
YEAR ENDED 31ST MARCH 2022  
REPORT OF THE COMMITTEE (CONTINUED)

---

The committee is responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011

They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the committee on \_\_\_\_\_ and signed on their behalf.

~~Mr C Edwards - Chairman~~ For  
and on behalf of the Committee

PETER SENIOR  
P. Senior

Date: 10-10-22

# REPORT OF THE INDEPENDENT EXAMINER TO THE BROADBRIDGE HEATH VILLAGE CENTRE

---

**Report to the trustees/members of the Broadbridge Heath Village Centre (Charity No: 1011613) on the accounts for the year ended 31st March 2022:**

## **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 S144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is the examiner's 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 Act); and
- to state whether particular matters have come to our attention.

## **Basis of independent examiner's statement**

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 our examination, no material matters have come to my attention which gives me cause to believe that in, any material respect: accounting records were not kept in accordance with section 130 of the Charities Act or

- the accounts do not accord with the accounting records

We 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.

**Shepherd Accountants Limited**

Date

Address 20 Lintot Square  
Fairbank Road  
Southwater  
Horsham  
West Sussex  
RH13 9LA

BROADBRIDGE HEATH VILLAGE CENTRE

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BROADBRIDGE HEATH VILLAGE CENTRE  
 STATEMENT OF FINANCIAL ACTIVITIES  
 FOR THE YEAR ENDED 31ST MARCH 2022

		46,917	20,263
		Unrestricted Funds	
Notes	2022	2021	
	£	£	
<b>Incoming Resources</b>			
Hall lettings	34,921	11,548	
Rent receivable from Social Club Grant and other income received	9,780	5,760	
Interest receivable	2,215	2	
	1		
<b>Total incoming resources</b>			
<b>Resources Expended</b>			
Establishment expenses	4	23,681	27,290
Administrative expenses	5	10,782	11,167
Financial and other expenses	6	1,115	1,095

Total resources expended	<u>35,578</u>	<u>40,182</u>
Net movement in fund for the year	<u>17,606</u>	<u>6,267</u>
	<u>11,339</u>	<u>(19,919)</u>
Total fund brought forward	6,267	26,186
Total fund carried forward		

There were no recognised gains or losses in 2021 or 2022, other than those included in the Statement of Financial Activities.

**BALANCE SHEET**

**BROADBRIDGE HEATH VILLAGE CENTRE  
AS AT 31 MARCH  
2022**

	Notes	2022		2021	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	9		-		
<b>CURRENT ASSETS</b>					
Debtors	10	3,562		1,215	
Cash at bank and in hand		15,470		5,472	
		<u>19,032</u>		<u>6,687</u>	
			<u>17,606</u>		<u>6,267</u>
			<u>17,606</u>		<u>6,267</u>
<b>CURRENT LIABILITIES</b>					
Creditors: Amounts falling due within	11	1,426		420	
<b>NET CURRENT ASSETS</b>					
<b>FUNDS</b>					
Unrestricted Funds			<u>17,606</u>		<u>6,267</u>

This report was approved by the committee on

and signed on their behalf.



**Kathleen Thomson**  
Secretary

# BROADBRIDGE HEATH VILLAGE CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

---

### 1 ACCOUNTING POLICIES:

#### Basis of Preparation of Accounts

The financial statements are prepared under the accruals basis and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows the best practice as laid down in the Statement of Recommended Practice "Accounting by Charities (FROS2) and the Charities Act 2011.

#### Funds

All funds administered by the committee are unrestricted funds.

#### Depreciation of Assets

All assets are depreciated at 25% straight line per annum.

### 2 COMMITTEE MEMBERS' REMUNERATION AND EXPENSES:

No remuneration was paid or payable for the year to any committee member nor any person connected with them from the charity's funds.

### 3 STAFFING

The Committee employs one part time member of staff as Village Centre manager. The same person is also employed part time by the Social Club as the Social Club manager.

4	ESTABLISHMENT EXPENSES	2022		2021			
	Shared outgoings			£	£		
				15,310	6,699		
	Rates	2,510	2,282	Insurance	1,707	1,705	Light and heat
	2,838	5,132	Cleaning	1,219	1,429		
	Repairs and maintenance			97	10,673		
				<u>23,681</u>	<u>27,920</u>		

**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

5	<b>ADMINISTRATIVE EXPENSES</b>	<b>2022</b>	<b>2021</b>		
			£		£
	Salaries and wages		10,250		10,771
	Licences and subscription		230		182
	Printing, postage and stationery		0		0
	Bank Charges		24		0
	Telephone      278		214 Sundry expenses		
			<u>10,782</u>		<u>11,167</u>
6	<b>FINANCIAL AND OTHER EXPENSES</b>	<b>2022</b>	<b>2021</b>		
			£		£
	Accountancy and Audit fees		1,115		1,095
	Depreciation				
	Profit on sale of asset				
			<u>1,115</u>		<u>1,095</u>
7	<b>NET MOVEMENT IN FUNDS</b>	<b>2022</b>	<b>2021</b>		
	The net movement in fund for the year is stated after charging:				
	Accountancy and Audit fees		<u>1,115</u>		<u>1,095</u>
8	<b>STAFF COSTS</b>				
	No remuneration was paid to trustees in the year, nor were any committee expenses reimbursed.				
	The staff costs were:				
		<b>2022</b>	<b>2021</b>		
			£		£
	Wages and salaries		<u>10,250</u>		<u>10,771</u>

## BROADBRIDGE HEATH VILLAGE CENTRE

The average weekly numbers of staff employed calculated as full time equivalents during the year was as follows :

	2022	2021
Administrative	<u>0</u>	<u>0</u>

No employee received remuneration of more than £50,000.

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## BROADBRIDGE HEATH VILLAGE CENTRE NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2022

---

9	TANGIBLE FIXED ASSETS FOR THE CHARITY	Fixtures and	Fittings £
	<b>Cost:</b>		
	At 1st April 2021		21,994

Additions

At 31st March 2022 21,994

**Depreciation:**

At 1st April 2021 21,994 Charge for the year -

At 31st March 2022 21,994

**Net Book Value:**

At 31st March 2022 Nil

At 31st March 2021 Nil

<b>10</b>	<b>DEBTORS</b>	<b>2022</b>	<b>2021</b>
		£	£
	Trade debtors	3,562	982
	Other debtors		233
		<u>3,562</u>	<u>1,215</u>
<b>11</b>	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2022</b>	<b>2021</b>
		£	£
	Creditors	1006	
	Accruals	420	420
		<u>1426</u>	<u>420</u>