

PAGHAM VILLAGE HALL TRUST

England & Wales · Charity number 1070017

Details

Status Registered

Legal form Other

Registered 1998-06-11

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

Contact

Address The Sheiling
Yapton Road
Middleton-on-Sea
Bognor Regis
PO22 6DX

Phone 01243948244

Email paghampc@gmail.com

Activities

Objects: (A) TO MANAGE THE BUILDING AND ANY ASSOCIATED FACILITIES, HEREINAFTER CALLED THE "PAGHAM CENTRE", SUCH BUILDING BEING ENTRUSTED TO THE SAID TRUST BY THE TERMS OF A 90 YEAR LEASE AND ASSOCIATED COVENANTS, IN THE INTERESTS OF THE RESIDENTS OF THE PARISH, FOR THEIR BENEFIT AND ENJOYMENT AS A VILLAGE HALL. (B) THE TRUST WILL SEEK THEREBY TO SERVE THE LEISURE, RECREATIONAL AND SOCIAL NEEDS OF LOCAL PEOPLE, ON A FAIR AND EQUITABLE BASIS, REGARDLESS OF AGE, CREED, CLASS, RELIGION OR POLITICS.

Activities: Manages a purpose built hall, to provide leisure, recreational and social needs for local people

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** PARISH OF PAGHAM
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£61,387	£72,588	-	-
2024-03-31	£56,113	£51,830	-	-
2023-03-31	£47,227	£37,934	-	-
2022-03-31	£47,165	£34,500	-	-
2021-03-31	£46,426	£41,720	-	-

Trustees

Name	Role	Appointed
DAVID HUNTLEY	Chair	2018-05-15
CAROLE SNODIN		2022-12-05
James Wentzell		2022-01-12
Joanna Elizabeth Marriott		2026-03-18
Maria Wildman		2020-03-11
PHILIP ALAN HEATH-COLEMAN		1998-04-23
Paula Rose Hilton		2024-09-24
Ruth Deverall Palmer		2026-05-27
STUART RIDGEWELL		2025-02-26
Stuart John Barclay		2021-06-23
Susan Julie Dorrell		2024-07-31

PAGHAM VILLAGE HALL TRUST

England & Wales - Charity number 1070017

Accounts

Registered Charity Number: 1070017

PAGHAM VILLAGE HALL TRUST

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

PAGHAM VILLAGE HALL TRUST
(Registered Charity No 1070017)

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR TO 31 MARCH
2025**

The Trustees during this period were:-

David Huntley	Chairman. Trustee (Parish Councillor)
Stuart Barclay	Trustee (Lay)
Janice Behr	Trustee (Parish Councillor)
Philip Coleman	Trustee (Lay)
Sue Dorrell (wef 31.07.24)	Trustee (User)
Julia Emms (to 08.05.24)	Trustee (Lay)
Jan Hadfield (wef 25.09.24)	Trustee (User)
Paula Hilton (wef 24.09.24)	Trustee (Parish Councillor)
Ian Manion (to 11.06.24)	Trustee (Parish Councillor)
Stuart Ridgewell (except 31.07.24-26.02.25)	Trustee (User)
Carole Snodin	Trustee (Lay) and Hon. Secretary
Jamie Wentzell	Trustee (Lay)
Maria Wildman	Trustee (User)

Pagham Parish Council built and owns the Village Hall. Its management, maintenance and development have been handed over to Pagham Village Hall Trust, a not-for-profit charitable trust, which leases the building from the Parish Council for a nominal rent over 90 years, expiring 31 July 2088. In 2017, the Trust decided to vest the Hall with the Official Custodian for Charities. This does not affect the responsibilities of the Trust for management of the Hall. The Trust was formed under a Declaration of Trust dated 23 April 1998; the Village Hall was formally handed over by the builders in August and the Trust began hiring it out from 1 September 1998.

The object of the Trust is to manage Pagham Village Hall and associated facilities in the interests of the residents of the parish, for their benefit and enjoyment as a Village Hall, and to seek thereby to serve the recreational, leisure and social needs of local people, on a fair and equitable basis, regardless of age, creed, class, religion or politics.

The Trustees believe that the aims, decision-making and activities of the Trust meet the Public Benefit requirement as set out in the Charity Commission's guidance.

Because the Trustees are not subject to democratic election, they see the Annual General Meeting as an opportunity for residents to hold them to account for their stewardship. This Annual Report and Accounts will be registered on the Charity Commission's website and on the Village Hall section of Pagham Parish Council's website. Interested parties can communicate with the Trust by email to paghampc@gmail.com or in writing to Pagham Village Hall Trust, Pagham Village Hall, Pagham Road, Pagham, Bognor Regis, West Sussex, PO21 4NJ.

During the year, meetings of the Trustees were held on 8 May, 31 July, 25 September, and 20 November 2024 and 26 February 2025, as well as the AGM on 31 July 2024.

Membership of the Trust

The list of Trustees is set out above. There have been a number of changes during the year.

The Trustees are pleased to have appointed two new User Trustees, Sue Dorrell and Jan Hadfield. Sue runs a business providing Yoga classes at the Hall, and is able to share the perspective of many users who undertake similar business ventures, and Jan is a member of the Pagham and Nyetimber Short Mat Bowls Club, one the Hall's recreational users of longest standing. Stuart Ridgewell, who has been a User Trustee for many years resigned part way through the year, but we are delighted that he offered himself for re-appointment later in the year.

Pagham Parish Council appointed Paula Hilton as a Trustee following the resignation of Ian Manion.

Lay Trustees and user Trustees are appointed by the Trust, the four user Trustees being co-opted from a user forum, a committee of Hall users that provides a link between Trustees and users. Three Parish Councillors are appointed as Trustees by Pagham Parish Council.

The Trust has created a new category of "Associates of Pagham Village Hall" who are active supporters who can offer valuable skills but are not Trustees. They are able to attend and participate in meetings (but not to vote), except when confidential matters are being discussed. Current Associates are Julia Emms, Graham Puttock and Rodney Wildman.

Activities and Achievements

The Hall continues to be used by local people for a wide range of recreational, leisure and social activities – some new this year, and some sadly have ceased such as the Friday and Saturday line-dancing. There are a variety of exercise and dance activities, with sports such as badminton, bowls and karate; meetings of residents associations, the Women's Institute and various clubs and societies engaged in textiles, gardening, flower arranging, art and photography; drama by the Pagham Players and comedy by the Stitches Comedy Club. The Mulberries fund-raising group hosts regular dance evenings. The Village Station Pre-School provides a valued daily service during term times in the upstairs room. The Hall also hosts the office and meetings for Pagham Parish Council.

In the coming year, the Pagham Pram Race Committee are hoping to arrange a "Fun Day", using the Village Hall, its car park and the adjoining paddock on 2-3 August 2025.

The Trust has attempted to publicise the hall and the services and activities it provides, by paid advertising in Sussex Views, by publicity cards, and by a notice on the main gate giving the phone and email contacts for bookings:-

Tel: 07546 964818 Email: paghamvhbookings@gmail.com

We have installed a board in the entrance hall to commemorate the outstanding contribution made to the Village Hall by the Chairman and first trustees of the original fundraising trust, the two parish council chairmen who were founding trustees (Jacquie Miles and Ray Radmall) and the first Chairman of the Trust (Philip Heath-Coleman).

As always, there have been a number of improvement and maintenance works carried out during the year. A lot of the smaller maintenance jobs were attended to by Jamie Wentzell, Terry Reed, Graham Puttock, Rodney Wildman and Ron Halls, to each of whom we are extremely grateful. Terry and Tracey Reed have visited on most days to attend to the essential cleaning and carry out lighting, fire alarm and water tests.

Following an incident of vandalism, a new security door and partition has been provided at the entrance to the upstairs room used by the pre-school.

The Hall closed for a week in August to give an opportunity for a number of essential routine maintenance tasks to be completed, including a service of the gas boiler, treatment and re-sealing of the floors in both halls, re-balancing of the patio doors on the south side of the Main Hall to prevent water penetration and draughts, and cleaning out dust and debris from the high-level extractor fan. During the year it was noticed that the external rainwater pipes and gutters were surcharging and it became apparent that the drains conveying rainwater from the north and east elevations to the roadside ditch were completely blocked by tree roots. Jetting proved insufficient to clear them and new drains had to be dug and installed at considerable cost.

Less costly maintenance works have included treatment to the timber on both entrance porches, redecoration of walls and ceilings in some toilets, cleaning the gutters and solar panels, installation of a carbon monoxide detector in the boiler room, minor glazing works and various minor repairs.

Some of the high-level lights in the main hall failed and were replaced, but complaints were then received that they were too bright! Four uplighter floodlights have been installed as an alternative.

In accordance with the Trust Deed, the Trustees have delegated any issues with the fabric of the building which need attention to three named Trustees, namely David Huntley, Jamie Wentzell and Stuart Ridgewell, subject to a spending limit of £1,000.00, beyond which all Trustees should be consulted. Following guidance on the Charity Commission website, 2 quotations should normally be sought for works over £1,000 and 3 quotations for works over £5,000.

The Trust continues to rely on a number of contractors for the supply of services:-

- Allied Westminster for insurance,
- Citytalk have replaced Scanstation for provision and maintenance of CCTV and alarm systems,
- PA Fire Systems for fire extinguisher maintenance,
- Avantguard Security Ltd, for key-holder and alarm response,
- Russ Taylor for window cleaning.

Terry Reed, in partnership with his wife Tracey, has been caretaker/cleaner of the Hall since 2006, a role that has expanded and become more complex over the years. He has also been our bookings manager since 2008. Terry has been absolutely critical to the success of the Village Hall, and its reputation for cleanliness and efficient administration. Last year, Terry informed the Trust that he wished to reduce his workload. During the course of the year, the Trust has approved the appointment of Daniel Killick as weekday cleaner and Topaz Housekeeping Services as weekend cleaner, in both cases acting as sub-contractors to Terry. The Trust has needed to approve an increase in our cleaning budget in consequence.

At the end of 2018, 87 solar panels were installed on the roof of the Hall. In 2025, the fifth full year of operation, we spent £1,931 (2024/25) on our purchase of electricity - a saving of £845 compared with £2,776 in our base year 2018 (despite subsequent substantial increases in unit costs). We received feed-in tariff payments of £2,208, £289 more than last year. We thus received £277 more than we spent, in effect contributing £1,122 (cumulative £11,668) to payback on our original investment.

For some time, the Trustees have been considering the heating system at the Hall, which has given rise to periodic complaints, in many cases because users have tampered with the controls. A further consideration has been the need for air conditioning in the upstairs room used by the pre-school, which can get very warm in Summer, especially since the installation of the security door. The Trustees approach this issue with due diligence because it is likely to require a major investment. With the benefit of some free consultancy and advice from potential contractors, a solution may have been found for implementation in the new financial year. This is likely to involve air source heat pumps, but as part of a hybrid system. These pumps could be powered partly by electricity generated by our solar panels. They would provide an ambient temperature which is unlikely to be sufficient for most users. So, to give us the flexibility needed, they would be supplemented with the existing gas boiler which at present has to heat the whole building up from a very low temperature every day. There would also be stand-alone air conditioning in the upstairs room.

We are conscious of the need to make the Hall as accessible as possible to all users, and commissioned a survey, which confirmed that there is a hearing loop system which is linked to the sound system in the Main Hall but there is no system in the Small Hall. The visiting engineer did not recommend the installation of one in the Small Hall as it would interfere with the Main Hall system being too close.

We have carried out a thorough review of our Health and Safety Policy and Risk Assessment, including fire risk assessment. We have also approved an updated Privacy Notice and Hirer's Consent Form to comply with the General Data Protection Regulations. During the coming year we propose to update our booking form and Terms and Conditions of Hire.

We have made representations to Arun District Council in respect of the Construction Management Plan submitted by the developer of the proposed Pagham South development, just south of the Village Hall. We have welcomed the assurance that there will be adequate parking onsite for everyone working there, that they will be discouraged from parking off-site, and that parking will be monitored. We have made it clear that unauthorised parking on the village hall site arising from the development will not be tolerated.

There were no serious incidents, such as loss of the Trust's money or assets, damage to the Trust's property or harm to the Trust's work, beneficiaries or reputation, that require reporting to the Charity Commission.

Financial Report

The accounts for 2024/25 continue to show a healthy situation.

Since the Covid pandemic caused a substantial change in our financial position, the Trustees have prepared and monitored an annual budget.

Hiring income continued to recover to £57,673 compared with £52,482 last year and exceeded budget by £3,873. Total income was £61,387.

Total expenditure amounted to £72,588, above budget due to the cost of capital improvements, about £16,040 higher than last year. However, it appears that, despite having fitted a smart meter, our gas supplier has been sending us estimated bills throughout the year. We may have a substantial catch-up bill of around £5,000 as a result.

The Trustees have been able to maintain their policy to meet the running costs of the Hall from hiring charges, so that any donations and fund-raising are used for improvements. Operating income (income per accounts excluding grants and donations) exceeded running expenses (expenses per accounts excluding improvements, donations and depreciation) by £14,104. The figures disclosed here take a slightly different view from that of the accounts, purely to give another perspective on the operating position of the Trust.

As noted above, costs are expected to rise sharply in the year ahead, notably for contract services and gas. The Trustees have decided, therefore, to make a modest increase in weekday hiring charges for the Main Hall only of £1 per hour. Other hiring charges will remain unchanged.

The Trust currently enjoys a healthy cash balance of over £120,000 which places us in a strong position to undertake unplanned maintenance and

repairs along with being able to consider future investment with the Halls' heating/climate system.

More financial details are set out in the accounts.

Thank you

The Trustees would like to express their special thanks to Terry Reed, our caretaker and booking clerk together with his wife, Tracey. They are pivotal to the smooth operation of the Hall.

We are also very grateful to Debbie Broadbridge for her able conduct of our financial administration as Treasurer.

We are also very grateful to our Honorary Secretary, Carole Snodin, who has loyally attended Trustees meetings in all weathers, prepared our agendas, taken minutes and generally kept our records in good order, including liaison with the Charity Commission.

The Trustees gratefully acknowledge the help of all our volunteers as well as thanking our Users and hirers for their loyalty.

Finally, a sincere thank you to all my fellow Trustees who willingly and freely give their time to ensure the continuing success of the Hall.

DAVID HUNTLEY
Chairman

1 April 2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Pagham Village Hall Trust

On accounts for the year
ended

31st March 2025

Charity no
(if any)

1070017

Set out on pages

9 - 12

(remember to include the page numbers of additional sheets)

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 statement

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 material matters have come to my attention (other than that disclosed below *) 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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

5/8/2025

Name:

Guy Witcher M.A.A.T.

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

Member of the Association of Accounting Technicians

Address:

C/O Matthews Hanton Ltd, 93 Aldwick Road, Bognor Regis, PO21 2NW

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

December 2017

PAGHAM VILLAGE HALL TRUST

INCOME & EXPENSES SUMMARY YEAR ENDED 31 MARCH 2025

<u>INCOME</u>					<u>Current</u>	<u>Previous</u>
		<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Donations in Cash		-	-	-	-	500.00
Bank Interest		1,426.16	-	-	1,426.16	1,212.45
Hiring & Service charge		34,139.28	23,534.00	-	57,673.28	52,481.75
Solar Panel Income	5	2,288.03	-	-	2,288.03	1,918.96
Insurance		-	-	-	-	-
Grant Income		-	-	-	-	-
		<u>37,853.47</u>	<u>23,534.00</u>	<u>-</u>	<u>61,387.47</u>	<u>56,113.16</u>
<u>EXPENSES</u>						
<u>Direct Charitable Expenses</u>						
Cleaning & Sanitation		12,760.10	2,993.10	-	15,753.20	12,355.43
Utilities		1,634.35	383.37	-	2,017.72	1,829.97
Electricity		1,564.35	366.93	-	1,931.28	5,166.60
Gas		2,067.98	485.07	-	2,553.05	2,537.87
Repairs & Maintenance	7	7,026.95	3,205.41	-	10,232.36	6,901.56
Hall Improvements		14,447.70	1,592.58	-	16,040.28	-
Annual Rent & Rates	4	341.55	80.12	-	421.67	432.40
Water Rates		1,240.33	290.91	-	1,531.24	78.00
Insurance		1,305.10	306.13	-	1,611.23	1,456.28
Depreciation	2	4,535.25	411.97	439.55	5,386.77	6,921.36
		<u>46,923.66</u>	<u>10,115.59</u>	<u>439.55</u>	<u>57,478.80</u>	<u>37,679.47</u>
<u>Management Expenses</u>						
Admin Expenses	3	6,439.56	1,510.44	-	7,950.00	6,399.75
Legal Fees & Taxes		1,638.22	381.31	-	2,019.53	1,304.94
Miscellaneous		983.15	278.62	-	1,261.77	325.29
Donations		-	3,877.54	-	3,877.54	6,120.41
		<u>9,060.93</u>	<u>6,047.91</u>	<u>-</u>	<u>15,108.84</u>	<u>14,150.39</u>
Total Expenses		55,984.59	16,163.50	439.55	72,587.64	51,829.86
Net Surplus/Deficit		(18,131.12)	7,370.50	(439.55)	(11,200.17)	4,283.30
Opening balance		201,253.69	1,647.86	1,758.21	204,659.76	200,376.46
Other Fund Movement		7,782.47	(7,782.47)	-	-	-
Closing Balance		190,905.04	1,235.89	1,318.66	193,459.59	204,659.76

D. Broadbridge

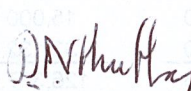
D. Broadbridge
Treasurer

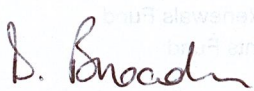
21/05/2025

PAGHAM VILLAGE HALL TRUST

BALANCE SHEET YEAR ENDED 31st MARCH 2025

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Current Total</u>	<u>Previous Total</u>
<u>Fixed Assets</u>					
Leasehold Improvements	56,387.00	-	-	56,387.00	57,170.00
Less Depreciation	(783.00)	-	-	(783.00)	(783.00)
Furniture & Equipment	15,008.96	1,647.86	1,758.21	18,415.03	24,553.39
Less Depreciation	(3,752.25)	(411.97)	(439.55)	(4,603.77)	(6,138.36)
	<u>66,860.71</u>	<u>1,235.89</u>	<u>1,318.66</u>	<u>69,415.26</u>	<u>74,802.03</u>
<u>Current Assets</u>					
Bank Current Account	23,401.45	-	-	23,401.45	30,262.01
Bank Tracker Account	97,541.63	-	-	97,541.63	96,115.47
Debtors	4,261.25	-	-	4,261.25	4,390.25
	<u>125,204.33</u>	<u>-</u>	<u>-</u>	<u>125,204.33</u>	<u>130,767.73</u>
<u>Total Assets</u>	<u>192,065.04</u>	<u>1,235.89</u>	<u>1,318.66</u>	<u>194,619.59</u>	<u>205,569.76</u>
<u>Current Liabilities</u>					
Other Creditors	500.00	-	-	500.00	490.00
Accrued Charges	660.00	-	-	660.00	420.00
	<u>1,160.00</u>	<u>-</u>	<u>-</u>	<u>1,160.00</u>	<u>910.00</u>
<u>Net Assets</u>	<u>190,905.04</u>	<u>1,235.89</u>	<u>1,318.66</u>	<u>193,459.59</u>	<u>204,659.76</u>
<u>Funds</u>					
Unrestricted Funds				190,905.04	201,253.69
Designated Funds				1,235.89	1,647.86
Restricted Funds				1,318.66	1,758.21
				<u>193,459.59</u>	<u>204,659.76</u>


D. Huntley
Chairman.


D. Broadbridge
Treasurer.

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2025

1. ACCOUNTING PRINCIPLES

These accounts have been prepared in accordance with Financial Reporting Standards and with the Charities S.O.R.P.

2. DEPRECIATION POLICY

It is the policy of the trust to write off the value of the Leasehold Improvements on a straight line basis over the term of the existing lease. From the year of addition, there were 68 years left on the lease.

It is the policy of the trust to write off 25% per annum on a reducing balance basis on all capitalised furniture and equipment.

3. TRUSTEE REMUNERATION

Several members of the Trust have been reimbursed for telephone, postage, printing, stationery and other out of pocket expenses incurred for benefit of the Trust.

4. COMMITMENTS

The Trust holds the building on a 90 year lease from Pagham Parish Council to whom it pays an annual rent of £10. The Trust has an annual caretaking/booking clerk contract at £10,800 per annum, a cleaning contract at £7,200 per annum and a contract for accounts manager services at £3,150 per annum.

5. DONATIONS AND GRANTS

This year the Trust has received no grant income from Arun District Council. The Trust did receive £2,288 from solar panel electricity generation.

6. FUNDRAISING

No fundraising activities took place during the period.

7. OPERATING COSTS

It is the policy of the Trust to pay for day to day running costs of the hall from hiring income and not to subsidise general expenditure from donations or fundraising proceeds. This year, operating income from the hall (hiring & bank interest) was £59,099. The day to day running expenses (all costs except Depreciation and Fund Raising Expenses) was £67,201, giving a net operating deficit of £8,102.

8. CASH ASSETS FUND ANALYSIS

	<u>Current</u>	<u>Previous</u>
	<u>Total</u>	<u>Total</u>
Unrestricted Funds		
General Fund	72,811.08	78,245.48
Repairs & Renewals Fund	15,000.00	15,000.00
Improvements Fund	33,132.00	33,132.00
	<u>120,943.08</u>	<u>126,377.48</u>
Designated Funds		
Small Hall Fund	-	-
Restricted Funds		
Improvements Fund - Legacy	-	-
Solar Panels Fund - SRC	-	-
	<u>-</u>	<u>-</u>
TOTALS	<u>120,943.08</u>	<u>126,377.48</u>

Note that these figures only disclose cash assets and are not intended to disclose the entire value of a fund.

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2025

9. MOVEMENTS IN FUNDS

	B/fwd £	Net movements in funds £	Transfers between funds £	C/fwd £
Unrestricted Funds				
General Fund	96,734.69	(17,348.12)	7,782.47	87,169.04
Repairs & Renewals Fund	15,000.00	-	-	15,000.00
Improvements Fund	89,519.00	(783.00)	-	88,736.00
	<u>201,253.69</u>	<u>(18,131.12)</u>	<u>7,782.47</u>	<u>190,905.04</u>
Designated Funds				
Small Hall Fund	<u>1,647.86</u>	<u>7,370.50</u>	<u>(7,782.47)</u>	<u>1,235.89</u>
Restricted Funds				
Solar Panels Fund - SRC	<u>1,758.21</u>	<u>(439.55)</u>	<u>-</u>	<u>1,318.66</u>
	<u>1,758.21</u>	<u>(439.55)</u>	<u>-</u>	<u>1,318.66</u>
TOTAL FUNDS	<u>204,659.76</u>	<u>(11,200.17)</u>	<u>-</u>	<u>193,459.59</u>

	Incoming Resources £	Resources Expended £	Movement in Funds £
Unrestricted Funds			
General Fund	37,853.47	55,201.59	(17,348.12)
Repairs & Renewals Fund	-	-	-
Improvements Fund	-	783.00	(783.00)
	<u>37,853.47</u>	<u>55,984.59</u>	<u>(18,131.12)</u>
Designated Funds			
Small Hall Fund	<u>23,534.00</u>	<u>16,163.50</u>	<u>7,370.50</u>
Restricted Funds			
Solar Panels Fund - SRC	<u>-</u>	<u>439.55</u>	<u>(439.55)</u>
	<u>-</u>	<u>439.55</u>	<u>(439.55)</u>
TOTAL FUNDS	<u>61,387.47</u>	<u>72,587.64</u>	<u>(11,200.17)</u>

PAGHAM VILLAGE HALL TRUST

England & Wales - Charity number 1070017

Accounts

Registered Charity Number: 1070017

PAGHAM VILLAGE HALL TRUST

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

PAGHAM VILLAGE HALL TRUST
(Registered Charity No 1070017)

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR TO 31 MARCH
2024**

The Trustees during this period were:-

Stuart Barclay	Chairman to 25.01.24 Trustee (Lay)
David Huntley	Chairman wef 25.01.24 Trustee (Parish Councillor)
Janice Behr	Trustee (Parish Councillor)
John Carr (to 27.07.23)	Trustee (Parish Councillor)
Philip Coleman	Trustee (Lay)
Julia Emms (to 31.03.23)	Trustee (Lay)
Ian Manion (wef 04.10.23)	Trustee (Parish Councillor)
Stuart Ridgewell	Trustee (User)
Carole Snodin	Trustee (Lay) and Hon. Secretary
Jamie Wentzell	Trustee (Lay)
Maria Wildman	Trustee (User)

Pagham Parish Council built and owns the Village Hall. Its management, maintenance and development have been handed over to Pagham Village Hall Trust, a not-for-profit charitable trust, which leases the building from the Parish Council for a nominal rent over 90 years, expiring 31 July 2088. In 2017, the Trust decided to vest the Hall with the Official Custodian for Charities. This does not affect the responsibilities of the Trust for management of the Hall. The Trust was formed under a Declaration of Trust dated 23 April 1998; the Village Hall was formally handed over by the builders in August and the Trust began hiring it out from 1 September 1998.

The object of the Trust is to manage Pagham Village Hall and associated facilities in the interests of the residents of the parish, for their benefit and enjoyment as a Village Hall, and to seek thereby to serve the recreational, leisure and social needs of local people, on a fair and equitable basis, regardless of age, creed, class, religion or politics.

The Trustees believe that the aims, decision-making and activities of the Trust meet the Public Benefit requirement as set out in the Charity Commission's guidance.

Because the Trustees are not subject to democratic election, they see the Annual General Meeting as an opportunity for residents to hold them to account for their stewardship. This Annual Report and Accounts will be registered on the Charity Commission's website and on the Village Hall section of Pagham Parish Council's website. Interested parties can communicate with the Trust by email to paghampc@gmail.com or in writing to Pagham Village Hall Trust, Pagham Village Hall, Pagham Road, Pagham, Bognor Regis, West Sussex, PO21 4NJ.

During the year, meetings of the Trustees were held on 3 May, 21 June, 4 October and 13 December 2023 and 25 January and 21 February 2024, as well as the AGM on 21 June 2023.

Membership of the Trust

The list of Trustees is set out above. There have been a number of changes during the year.

Stuart Barclay, a local Finance Broker and an experienced Advocate for a National Charity, served for a year as Chairman of the Trust and brought fresh energy to the Trust's affairs. The Trust has appointed David Huntley, who is Vice-Chairman of the Parish Council and one of the Parish's District Councillors, as its Chairman for 2024.

We were very sorry that Judy Halls resigned at the end of March 2023 after serving for over 8 years as a very valuable User Trustee. Judy and her husband Ron are members of the Pagham Players and contribute greatly to the operation of the Hall, with Ron carrying out a great many maintenance jobs.

We were also sorry to receive the resignation of John Carr in July 2023. John was appointed by Pagham Parish Council in 2018 to serve on the Trust. He was a qualified Chartered Surveyor and leaves a lasting legacy as the initiator of and project manager for the installation of the array of solar panels on the roof of the Hall. He has been replaced by Councillor Ian Manion.

There remain two vacancies on the Trust for user Trustees. The Trust is keen to recruit new active Trustees with the appropriate skills to carry the work of the Trust into the future.

Lay Trustees and user Trustees are appointed by the Trust, the four user Trustees being co-opted from a user forum, a committee of Hall users that provides a link between Trustees and users. Three Parish Councillors are appointed as Trustees by Pagham Parish Council.

During the course of the year, the Trust decided to create a new category of "Friends of Pagham Village Hall" and invited Graham Puttock, a former trustee with building maintenance skills, to be the first such "Friend". These would be active supporters who can offer valuable skills but are not Trustees. They will be enabled to attend and participate in meetings (but not to vote), except when confidential matters are being discussed.

The Trustees were saddened to hear of the death of Jessie Bright. Jessie was Chairman of the Committee that worked hard to raise funds for the Village Hall, before the Parish Council took over the project and built the hall in 1998. The Trustees are considering how to commemorate these far-sighted early pioneers of this valuable community asset.

Activities and Achievements

The Hall continues to be used by local people for a wide range of recreational, leisure and social activities. These range from a variety of exercise and dance activities with sports such as badminton, bowls and karate, meetings of residents associations, the Womens' Institute and various clubs and societies engaged in textiles, gardening, flower arranging, art and photography, drama by the Pagham Players and the Village Station Pre-School. The Hall also hosts the office and meetings for Pagham Parish Council.

The Trust continues to rely on a number of contractors for the supply of services:-

- Allied Westminster for insurance,
- Scanstation for provision and maintenance of CCTV and alarm systems,
- PA Fire Systems for fire extinguisher maintenance,
- Avantguard Security Ltd, for key-holder and alarm response.

Following some occasions when users failed to set the alarm system at the end of their hire, the Trust commissioned Scanstation to upgrade the security system to enable remote monitoring of the alarm system so that it can be set or unset remotely.

As always, there have been a number of improvement and maintenance works carried out during the year. A lot of the smaller maintenance jobs were attended to by Jamie Wentzell, Terry Reed, Graham Puttock and Ron Halls, each to whom we are extremely grateful. Terry and Tracey Reed have visited on most days to attend to the essential cleaning and carry out lighting, fire alarm and water tests. A programme of maintenance and improvement works for the new financial year is being drawn up. These include a new security door at the entrance to the upstairs room used by the pre-school. In accordance with the Trust Deed, the Trustees have delegated any issues with the fabric of the building which need attention to two named Trustees, namely Jamie Wentzell and Stuart Ridgewell, subject to a spending limit of £500.00, beyond which all Trustees should be consulted.

Terry Reed, in partnership with his wife Tracey, has been caretaker/cleaner of the Hall since 2006, a role that has expanded and become more complex over the years. He has also been our bookings manager since 2008. Terry has been absolutely critical to the success of the Village Hall, and its reputation for cleanliness and efficient administration. During the year, Terry informed the Trust that he wished to reduce his workload. There followed a period of turbulence while the Trust unsuccessfully appointed others to take on various aspects of Terry's role. At the end of the year, Julia Emms volunteered to take on a large part of the cleaning duties, and the Trust has welcomed her to do this on a trial basis acting as sub-contractor to Terry. Julia consequently resigns her position as a Trustee in order to avoid the conflict of interest that can arise from a Trustee taking on a paid position at the Village Hall. Julia has made a valuable contribution to developing the Hall's social media profile, and we hope to retain her skills by appointing her as the second "Friend of Pagham Village Hall".

As a result of these changes, the Trust has new contact details for booking the Village Hall:-

Tel: 07546 964818 Email: paghamvhbookings@gmail.com

The Trust's fixed-term contracts for gas and electricity, which have protected the Hall from the recent energy price rises, came up for renewal in November/December. The Trustees, advised by our broker, have entered into new three-year contracts. However, if consumption continues at current rates, we can expect a 160% increase in the cost of gas and an increase of almost 100% in the cost of electricity.

At the end of 2018, 87 solar panels were installed on the roof of the Hall. In 2024, the fourth full year of operation, we spent £1,394 (2023/24) on our purchase of electricity - a saving of £1,382 compared with £2,776 in our base year 2018. We received feed-in tariff payments of £1,919, £226 less than last year, the reduction being caused by a failure of the inverter for a period during the Summer. We thus received £525 more than we spent, in effect contributing £1,907 (cumulative £10,546) to payback on our original investment.

Following an unfortunate breakdown of the central heating during the coldest part of the winter of 2022/23, we have carried out a full service of the central heating boiler and installed water filters to reduce the amount of sludge in the system. The trustees have been considering various alternative methods and installations to improve reliability and to save gas consumption and reduce the carbon footprint of the Hall. The Trustees felt that we were not gaining full benefit from the electricity generated by the solar panels, much of which was being exported to the grid. They, therefore, decided to install an array of batteries to be charged by the solar panels and to supply electricity when solar electricity is not being generated, such as in the evenings. This cost £8,300. The trustees have not yet reached a conclusion on further measures, which would involve a major capital investment.

We have reviewed our Health and Safety Policy and Risk Assessment, including fire risk assessment.

There were no serious incidents, such as loss of the Trust's money or assets, damage to the Trust's property or harm to the Trust's work, beneficiaries or reputation, that require reporting to the Charity Commission.

Financial Report

The accounts for 2023/24 continue to show a healthy situation.

Since the Covid pandemic caused a substantial change in our financial position, the Trustees have prepared and monitored an annual budget.

Hiring income continued to recover to £52,482, compared with £44,876 last year and exceeding budget by £7,606. Total income was £56,113.

Total expenditure amounted to £51,830, slightly above budget, and about £13,896 higher than last year.

The Trustees were thus able to maintain their policy to meet the running costs of the Hall from hiring charges, so that donations and fund-raising are used for improvements. We were very grateful for a donation of £500 from The Mulberries. Operating income (income per accounts excluding grants and donations) exceeded running expenses (expenses per accounts excluding improvements, donations and depreciation) by £14,905. The figures disclosed here take a slightly different view from that of the accounts, purely to give another perspective on the operating position of the Trust.

As noted above, costs are expected to rise sharply in the year ahead, notably for fuel. The Trustees have decided, therefore, to make a modest increase in weekday hiring charges of £1 per hour.

The Trust currently enjoys a healthy cash balance of over £126,000 which places us in a strong position to undertake unplanned maintenance and repairs along with being able to consider future investment with the Halls' heating/climate system.

More financial details are set out in the accounts.

Thank you

The Trustees would like to express their special thanks to Terry Reed, our caretaker and booking clerk together with his wife, Tracey. They are pivotal to the smooth operation of the Hall.

We are also very grateful to Debbie Broadbridge for her able conduct of our financial administration as Treasurer.

We are also very grateful to our Honorary Secretary, Carole Snodin, who has loyally attended Trustees meetings in all weathers, prepared our agendas, taken minutes and generally kept our records in good order, including liaison with the Charity Commission.

The Trustees gratefully acknowledge the help of all our volunteers as well as thanking our Users and hirers for their loyalty.

Finally, a sincere thank you to all my fellow Trustees who willingly and freely give their time to ensure the continuing success of the Hall.

DAVID HUNTLEY
Chairman

1 April 2024



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Pagham Village Hall Trust

**On accounts for the year
ended**

31st March 2024

**Charity no
(if any)**

1070017

Set out on pages

7 - 10

(remember to include the page numbers of additional sheets)

**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 statement**

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 material matters have come to my attention (other than that disclosed below *) 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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Guy Witcher

Guy Witcher (Jun 25, 2024 17:08 GMT+1)

Date: Jun 25, 2024

Name:

Guy Witcher M.A.A.T.

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

Member of the Association of Accounting Technicians

Address:

C/O Matthews Hanton Ltd, 93 Aldwick Road, Bognor Regis, PO21 2NW

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

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PAGHAM VILLAGE HALL TRUST

INCOME & EXPENSES SUMMARY YEAR ENDED 31 MARCH 2024

<u>INCOME</u>				<u>Current</u>	<u>Previous</u>
		<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
Donations in Cash		500.00	-	-	500.00
Bank Interest		1,212.45	-	-	1,212.45
Hiring & Service charge		34,484.57	17,997.18	-	52,481.75
Solar Panel Income		1,918.96	-	-	1,918.96
Insurance		-	-	-	-
Grant Income		-	-	-	-
		<u>38,115.98</u>	<u>17,997.18</u>	<u>-</u>	<u>56,113.16</u>
<u>EXPENSES</u>					
<u>Direct Charitable Expenses</u>					
Cleaning & Sanitation	4	10,007.91	2,347.52	-	12,355.43
Utilities		8,144.99	1,910.51	-	10,055.50
Repairs & Maintenance	7	5,236.17	1,222.33	-	6,458.50
Equipment Expensed		-	-	-	-
Hall Improvements		-	-	-	-
Annual Rent & Rates	4	350.24	82.16	-	432.40
Insurance		1,179.58	276.70	-	1,456.28
Depreciation	2	5,786.00	549.29	586.07	6,921.36
		<u>30,704.89</u>	<u>6,388.51</u>	<u>586.07</u>	<u>37,679.47</u>
<u>Management Expenses</u>					
Admin Expenses	3	5,183.81	1,215.94	-	6,399.75
Legal Fees & Taxes		1,057.01	247.93	-	1,304.94
Miscellaneous		178.44	146.85	-	325.29
Donations		6,120.41	-	-	6,120.41
		<u>12,539.67</u>	<u>1,610.72</u>	<u>-</u>	<u>14,150.39</u>
<u>Total Expenses</u>		<u>43,244.56</u>	<u>7,999.23</u>	<u>586.07</u>	<u>51,829.86</u>
<u>Net Surplus/Deficit</u>		<u>(5,128.58)</u>	<u>9,997.95</u>	<u>(586.07)</u>	<u>4,283.30</u>
Opening balance		195,835.03	2,197.15	2,344.28	200,376.46
Other Fund Movement		10,547.24	(10,547.24)	-	-
Closing Balance		201,253.69	1,647.86	1,758.21	200,376.46


Debbie Broadbridge (Jun 25, 2024 17:05 GMT+1)

D. Broadbridge
Treasurer

25/06/2024

PAGHAM VILLAGE HALL TRUST

BALANCE SHEET YEAR ENDED 31st MARCH 2024

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Current Total</u>	<u>Previous Total</u>
<u>Fixed Assets</u>					
Leasehold Improvements	57,170.00	-	-	57,170.00	57,953.00
Less Depreciation	(783.00)	-	-	(783.00)	(783.00)
Furniture & Equipment	20,011.96	2,197.15	2,344.28	24,553.39	21,676.45
Less Depreciation	(5,003.00)	(549.29)	(586.07)	(6,138.36)	(5,419.14)
	<u>71,395.96</u>	<u>1,647.86</u>	<u>1,758.21</u>	<u>74,802.03</u>	<u>73,427.31</u>
<u>Current Assets</u>					
Bank Current Account	30,262.01	-	-	30,262.01	22,004.67
Bank Tracker Account	96,115.47	-	-	96,115.47	103,199.10
Debtors	4,390.25	-	-	4,390.25	3,437.38
	<u>130,767.73</u>	<u>-</u>	<u>-</u>	<u>130,767.73</u>	<u>128,641.15</u>
<u>Total Assets</u>	<u>202,163.69</u>	<u>1,647.86</u>	<u>1,758.21</u>	<u>205,569.76</u>	<u>202,068.46</u>
<u>Current Liabilities</u>					
Other Creditors	490.00	-	-	490.00	1,272.00
Accrued Charges	420.00	-	-	420.00	420.00
	<u>910.00</u>	<u>-</u>	<u>-</u>	<u>910.00</u>	<u>1,692.00</u>
<u>Net Assets</u>	<u>201,253.69</u>	<u>1,647.86</u>	<u>1,758.21</u>	<u>204,659.76</u>	<u>200,376.46</u>
<u>Funds</u>					
Unrestricted Funds				201,253.69	195,835.03
Designated Funds				1,647.86	2,197.15
Restricted Funds				1,758.21	2,344.28
				<u>204,659.76</u>	<u>200,376.46</u>

D. Huntley
Chairman



D. Broadbridge
Treasurer



Debbie Broadbridge (Jun 25, 2024 17:05 GMT+1)

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2024

1. ACCOUNTING PRINCIPLES

These accounts have been prepared in accordance with Financial Reporting Standards and with the Charities S.O.R.P.

2. DEPRECIATION POLICY

It is the policy of the trust to write off the value of the Leasehold Improvements on a straight line basis over the term of the existing lease. From the year of addition, there were 68 years left on the lease.

It is the policy of the trust to write off 25% per annum on a reducing balance basis on all capitalised furniture and equipment.

3. TRUSTEE REMUNERATION

Several members of the Trust have been reimbursed for telephone, postage, printing, stationery and other out of pocket expenses incurred for benefit of the Trust.

4. COMMITMENTS

The Trust holds the building on a 90 year lease from Pagham Parish Council to whom it pays an annual rent of £10. The Trust has an annual caretaking/booking clerk contract at £10,800 per annum, a cleaning contract at £7,200 per annum and a contract for accounts manager services at £3,150 per annum.

5. DONATIONS AND GRANTS

This year the Trust has received no grant income from Arun District Council. The Trust did receive £1,919 from solar panel electricity generation.

6. FUNDRAISING

No fundraising activities took place during the period.

7. OPERATING COSTS

It is the policy of the Trust to pay for day to day running costs of the hall from hiring income and not to subsidise general expenditure from donations or fundraising proceeds. This year, operating income from the hall (hiring & bank interest) was £53,694. The day to day running expenses (all costs except Depreciation and Fund Raising Expenses) was £44,909, giving a net operating surplus of £8,785.

8. CASH ASSETS FUND ANALYSIS

	<u>Current</u>	<u>Previous</u>
	<u>Total</u>	<u>Total</u>
Unrestricted Funds		
General Fund	78,245.48	77,071.77
Repairs & Renewals Fund	15,000.00	15,000.00
Improvements Fund	33,132.00	33,132.00
	<u>126,377.48</u>	<u>125,203.77</u>
Designated Funds		
Small Hall Fund	<u>-</u>	<u>-</u>
Restricted Funds		
Improvements Fund - Legacy	-	-
Solar Panels Fund - SRC	-	-
	<u>-</u>	<u>-</u>
TOTALS	<u>126,377.48</u>	<u>125,203.77</u>

Note that these figures only disclose cash assets and are not intended to disclose the entire value of a fund.

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2024

9. MOVEMENTS IN FUNDS

	B/fwd £	Net movements in funds £	Transfers between funds £	C/fwd £
Unrestricted Funds				
General Fund	90,533.03	(4,345.58)	10,547.24	96,734.69
Repairs & Renewals Fund	15,000.00	-	-	15,000.00
Improvements Fund	90,302.00	(783.00)	-	89,519.00
	<u>195,835.03</u>	<u>(5,128.58)</u>	<u>10,547.24</u>	<u>201,253.69</u>
Designated Funds				
Small Hall Fund	<u>2,197.15</u>	<u>9,997.95</u>	<u>(10,547.24)</u>	<u>1,647.86</u>
Restricted Funds				
Solar Panels Fund - SRC	2,344.28	(586.07)	-	1,758.21
	<u>2,344.28</u>	<u>(586.07)</u>	<u>-</u>	<u>1,758.21</u>
TOTAL FUNDS	<u><u>200,376.46</u></u>	<u><u>4,283.30</u></u>	<u><u>-</u></u>	<u><u>204,659.76</u></u>

	Incoming Resources £	Resources Expended £	Movement in Funds £
Unrestricted Funds			
General Fund	38,115.98	42,461.56	(4,345.58)
Repairs & Renewals Fund	-	-	-
Improvements Fund	-	783.00	(783.00)
	<u>38,115.98</u>	<u>43,244.56</u>	<u>(5,128.58)</u>
Designated Funds			
Small Hall Fund	<u>17,997.18</u>	<u>7,999.23</u>	<u>9,997.95</u>
Restricted Funds			
Solar Panels Fund - SRC	-	586.07	(586.07)
	<u>-</u>	<u>586.07</u>	<u>(586.07)</u>
TOTAL FUNDS	<u><u>56,113.16</u></u>	<u><u>51,829.86</u></u>	<u><u>4,283.30</u></u>

Final PVHT Accounts 2023-24

Final Audit Report

2024-06-25

Created:	2024-06-25
By:	Guy Witcher (guy.witcher@matthewshanton.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyiDy8HB7HI2M6vhMqmvXTM9B3OtufvEa

"Final PVHT Accounts 2023-24" History

-  Document created by Guy Witcher (guy.witcher@matthewshanton.co.uk)
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-  Document emailed to Debbie Broadbridge (debbiebroadbridge@yahoo.co.uk) for signature
2024-06-25 - 15:03:57 GMT
-  Email viewed by Debbie Broadbridge (debbiebroadbridge@yahoo.co.uk)
2024-06-25 - 16:03:45 GMT
-  Document e-signed by Debbie Broadbridge (debbiebroadbridge@yahoo.co.uk)
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2024-06-25 - 16:05:50 GMT
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2024-06-25 - 16:07:58 GMT
-  Document e-signed by Guy Witcher (guy.witcher@matthewshanton.co.uk)
Signature Date: 2024-06-25 - 16:08:06 GMT - Time Source: server
-  Agreement completed.
2024-06-25 - 16:08:06 GMT



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PAGHAM VILLAGE HALL TRUST

England & Wales - Charity number 1070017

Accounts

Registered Charity Number: 1070017

PAGHAM VILLAGE HALL TRUST
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

PAGHAM VILLAGE HALL TRUST
(Registered Charity No 1070017)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR TO 31
MARCH 2023

The Trustees during this period were:-

Philip Coleman	Chairman to 30.1.23 & Trustee (Lay) for protection matters
Stuart Barclay	Chairman wef 30.1.23 Trustee (Lay)
Janice Behr	Trustee (Parish Councillor)
John Carr	Trustee (Parish Councillor)
Julia Emms (wef 30.1.23)	Trustee (Lay)
Susan Gregory (to 30.1.23)	Trustee (User)
Judy Halls	Trustee (Chairman User Forum)
David Huntley	Trustee (Parish Councillor)
Stuart Ridgewell	Trustee (User)
Carole Snodin (wef 5.12.22)	Trustee (Lay) and Hon. Secretary
Jamie Wentzell	Trustee (Lay)
Maria Wildman	Trustee (User)

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The Trustees believe that the aims, decision-making and activities of the Trust meet the Public Benefit requirement as set out in the Charity Commission's guidance.

Because the Trustees are not subject to democratic election, they see the Annual General Meeting as an opportunity for residents to hold them to account for their stewardship. This Annual Report and Accounts will be registered on the Charity Commission's website and on the Village Hall section of Pagham Parish Council's website. Interested parties can communicate with the Trust by email to stuartjbarclay@aol.com or in writing to Pagham Village Hall Trust, Pagham Village Hall, Pagham Road, Pagham, Bognor Regis, West Sussex, PO21 4NJ.

During the year, meetings of the Trustees were held on 8 June, 17 October, and 5 December 2022 and 30 January 2023, as well as the AGM on 8 June 2022.

Membership of the Trust

The list of Trustees is set out above. There have been a number of changes during the year.

Following a serious heart attack in November, Philip Coleman resigned his position as Chairman of Trustees on 30 January 2023. Philip is the only remaining founder member of the Trust having been appointed in 1998 and held the position of Chairman throughout - a period of nearly 25 years. He remains on the Trust as a lay Trustee. Stuart Barclay has been appointed as the new Chairman. Stuart is a local Finance Broker, an experienced Advocate for a National Charity and is bringing new energy to the Trust's affairs.

We were very sorry that Sue Gregory resigned in January after serving for 20 years as a User Trustee. Sue and her husband run the Karate Club which operates at the Village Hall and provides a guided outlet for the benefit of local young people.

We were pleased to appoint Carole Snodin and Julia Emms as lay trustees; ie. ones with relevant local knowledge and/or specialist skills. Carole has served as our Honorary Secretary since 2015. Julia considerably reduces the average age of the Trustees and has valuable communications and social media skills.

There remains a vacancy on the Trust for a user Trustee. The Trust is keen to recruit new active Trustees with the appropriate skills to carry the work of the Trust into the future.

Lay Trustees and user Trustees are appointed by the Trust, the four user Trustees being co-opted from a user forum, a committee of Hall users that provides a link between Trustees and users. Three Parish Councillors are appointed as Trustees by Pagham Parish Council.

Activities and Achievements

This year, after a difficult 2 years, the Halls' activities have not been severely curtailed by the coronavirus pandemic. Regular users have gradually returned, but hirings (and hence income) have not yet reached pre-pandemic levels. Nevertheless, the Hall continues to be used by local people for a wide range of recreational, leisure and social activities. These range from a variety of exercise and dance activities with sports such as badminton, bowls and karate, meetings of residents associations, the Womens' Institute and various clubs and societies engaged in textiles, gardening, flower arranging, art and photography, drama by the Pagham Players and the Village Station Pre-School. The Hall also hosts the office and meetings for Pagham Parish Council.

We are very disappointed to report that on a few occasions during the year a small number of young people have gained unauthorised access to the Hall, either by climbing through a window or by tailgating other users and have caused some damage and disruption to users' activities. The matter has been reported to the Police, along with images of the offenders recorded on CCTV. We have improved security, but it has been difficult to totally prevent unauthorised access when the Hall is in use by hirers. We are seeking advice concerning improvements that can be made to the door entry system.

In October, the Trust changed its insurer from Hiscox Underwriting to Allied Westminster, a company with a great deal of experience in insurance for village and community halls. Following the takeover of the Lock Centre by another security company, the Trust has decided to award the contract to a local company for provision and maintenance of CCTV, alarm systems, and with PA Fire Systems for fire extinguisher maintenance. Avantguard Security Ltd, based in Arundel, continues to provide a key-holder and alarm response service.

As always, there have been a number of improvement and maintenance works carried out during the year. A lot of the smaller maintenance jobs were attended to by Jamie Wentzell, Terry Reed and Ron Halls, each to whom we are extremely grateful.

Terry and Tracey Reed have visited on most days to attend to the essential cleaning and carry out lighting, fire alarm and water tests.

We did suffer an unfortunate breakdown of the central heating during the coldest part of the winter. The system was patched up, albeit with some users having either to cancel or brave the cold. The heating system is quite old, and the trustees are considering various alternative methods and installations, which are likely to involve a major capital investment in the year ahead.

At the end of 2018, 87 solar panels were installed on the roof of the Hall. In 2022, the fourth full year of operation, we spent £1,355 (2022/23) on our purchase of electricity - a saving of £1,421 compared with £2,776 in our base year 2018. We received feed-in tariff payments of £2,145, £186 more than last year. We thus received £790 more than we spent, in effect contributing £2,211 (cumulative £8,639) to payback on our original investment. The Trustees will continue to consider measures to save gas consumption and reduce the carbon footprint of the Hall.

We have reviewed our Health and Safety Policy and Risk Assessment, including fire risk assessment. We also had our three-yearly electrical check-up and certification.

There were no serious incidents, such as loss of the Trust's money or assets, damage to the Trust's property or harm to the Trust's work, beneficiaries or reputation, that require reporting to the Charity Commission.

Financial Report

The accounts for 2022/23 continue to show a healthy situation.

Hiring income continued to recover to £44,755, compared with £28,800 last year. Total income was £47,165. Total expenditure amounted to £37,934, slightly up on £34,500 last year.

The Trustees were thus able to maintain their policy to meet the running costs of the Hall from hiring charges, so that donations and fund-raising are used for improvements. Operating income (income per accounts excluding grants and donations) exceeded running expenses (expenses per accounts excluding improvements, donations and depreciation) by £16,312. The figures disclosed here take a slightly different view from that of the accounts, purely to give another perspective on the operating position of the Trust.

Costs are expected to rise sharply in the year ahead, notably for fuel. The Trustees have decided, therefore, to make a modest increase in hiring charges; the first increase for 3 years.

The Trust currently enjoys a healthy cash balance of over £125,000 which places us in a strong position to undertake unplanned maintenance and repairs along with being able to consider future investment with the Halls' heating/climate system.

More financial details are set out in the accounts.

Thank you

The Trustees would like to express their special thanks to Terry Reed, our caretaker and booking clerk together with his wife, Tracey. They are pivotal to the smooth operation of the Hall. This has been a particularly trying year for them with youth disturbances and the frequent heating breakdowns. The Trustees will ensure that we upgrade the heating and security systems to support Terry & Tracey and provide a more comfortable environment for our Users.

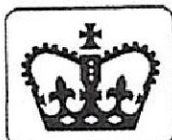
We are also very grateful to Debbie Broadbridge for her able conduct of our financial administration as Treasurer. Debbie has proved to be a valuable acquisition and is currently engaged with the streamlining of our booking, invoicing and accounting systems.

We are also very grateful to our Honorary Secretary, Carole Snodin, who has loyally attended Trustees meetings in all weathers, prepared our agendas, minutes and generally kept our records in good order, including liaison with the Charity Commission.

The Trustees gratefully acknowledge the help of all our volunteers as well as thanking our Users and hirers for their loyalty.

Finally, a sincere thank you to all my fellow Trustees who willingly and freely give their time to ensure the continuing success of the Hall.

STUART BARCLAY
Chairman
1 April 2023



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

PAGHAM VILLAGE HALL TRUST

On accounts for the year
ended

31/03/2023

Charity no
(if any)

1070017

Set out on pages

7-10

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 statement

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 material matters have come to my attention (other than that disclosed below *) 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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

G. Witcher

Date:

26/05/2023

Name:

GUY WITCHER

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

MAAT

Address:

MATTHEWS HANTON LTD, 93 ALDWICK ROAD, PO21 2NW

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

--

PAGHAM VILLAGE HALL TRUST**INCOME & EXPENSES SUMMARY YEAR ENDED 31 MARCH 2023**

INCOME				Current	Previous
		Unrestricted	Designated	Restricted	Total
Donations in Cash		-	-	-	400.00
Bank Interest		226.68	-	-	5.44
Hiring & Service charge		32,097.63	12,657.15	-	28,800.50
Solar Panel Income		2,145.46	-	-	1,959.05
Insurance		100.00	-	-	-
Grant Income		-	-	-	16,000.00
		34,569.77	12,657.15	-	47,226.92
EXPENSES					
Direct Charitable Expenses					
Cleaning & Sanitation	4	8,703.01	2,041.44	-	8,472.25
Utilities		4,695.95	1,101.46	-	8,136.77
Repairs & Maintenance	7	5,428.78	1,052.41	-	4,065.70
Equipment Expensed		-	-	-	-
Hall Improvements		548.44	128.65	-	-
Annual Rent & Rates	4	1,244.91	292.01	-	500.05
Insurance		1,198.66	257.71	-	1,352.52
Depreciation	2	4,688.32	732.39	781.43	6,543.93
		26,508.07	5,606.07	781.43	29,071.22
Management Expenses					
Admin Expenses	3	2,809.08	658.92	-	1,794.82
Legal Fees & Taxes		759.13	178.07	-	3,373.60
Miscellaneous		399.41	93.68	-	120.00
Donations		140.00	-	-	140.00
		4,107.62	930.67	-	5,428.42
Total Expenses		30,615.69	6,536.74	781.43	34,499.64
Net Surplus/Deficit		3,954.08	6,120.41	(781.43)	12,665.35
Opening balance		185,028.15	2,929.54	3,125.71	178,418.05
Other Fund Movement		6,852.80	(6,852.80)	-	-
Closing Balance		195,835.03	2,197.15	2,344.28	191,083.40

D Broadbridge
Treasurer

26/05/2023

PAGHAM VILLAGE HALL TRUST**BALANCE SHEET YEAR ENDED 31st MARCH 2023**

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Current Total</u>	<u>Previous Total</u>
<u>Fixed Assets</u>					
Leasehold Improvements	57,953.00	-	-	57,953.00	58,736.00
Less Depreciation	(783.00)	-	-	(783.00)	(783.00)
Furniture & Equipment	15,621.20	2,929.54	3,125.71	21,676.45	24,006.48
Less Depreciation	(3,905.32)	(732.39)	(781.43)	(5,419.14)	(5,760.93)
	<u>68,885.88</u>	<u>2,197.15</u>	<u>2,344.28</u>	<u>73,427.31</u>	<u>76,198.55</u>
<u>Current Assets</u>					
Bank Current Account	22,004.67	-	-	22,004.67	28,898.05
Bank Tracker Account	103,199.10	-	-	103,199.10	82,972.42
Debtors	3,437.38	-	-	3,437.38	3,584.38
	<u>128,641.15</u>	<u>-</u>	<u>-</u>	<u>128,641.15</u>	<u>115,454.85</u>
<u>Total Assets</u>	<u>197,527.03</u>	<u>2,197.15</u>	<u>2,344.28</u>	<u>202,068.46</u>	<u>191,653.40</u>
<u>Current Liabilities</u>					
Other Creditors	1,272.00	-	-	1,272.00	150.00
Accrued Charges	420.00	-	-	420.00	420.00
	<u>1,692.00</u>	<u>-</u>	<u>-</u>	<u>1,692.00</u>	<u>570.00</u>
<u>Net Assets</u>	<u>195,835.03</u>	<u>2,197.15</u>	<u>2,344.28</u>	<u>200,376.46</u>	<u>191,083.40</u>
<u>Funds</u>					
Unrestricted Funds				195,835.03	185,028.15
Designated Funds				2,197.15	2,929.54
Restricted Funds				2,344.28	3,125.71
				<u>200,376.46</u>	<u>191,083.40</u>

P. Heath-Coleman.
for Chairman.

P. Heath-Coleman

D. Broadbridge
Treasurer.

D. Broadbridge

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2022

9. MOVEMENTS IN FUNDS

	B/fwd £	Net movements in funds £	Transfers between funds £	C/fwd £
Unrestricted Funds				
General Fund	79,726.15	4,737.08	6,852.80	91,316.03
Repairs & Renewals Fund	15,000.00	-	-	15,000.00
Improvements Fund	90,302.00	(783.00)	-	89,519.00
	<u>185,028.15</u>	<u>3,954.08</u>	<u>6,852.80</u>	<u>195,835.03</u>
Designated Funds				
Small Hall Fund	<u>2,929.54</u>	<u>6,120.41</u>	<u>(6,852.80)</u>	<u>2,197.15</u>
Restricted Funds				
Solar Panels Fund - SRC	<u>3,125.71</u>	<u>(781.43)</u>	<u>-</u>	<u>2,344.28</u>
	<u>3,125.71</u>	<u>(781.43)</u>	<u>-</u>	<u>2,344.28</u>
TOTAL FUNDS	<u><u>191,083.40</u></u>	<u><u>9,293.06</u></u>	<u><u>-</u></u>	<u><u>200,376.46</u></u>

	Incoming Resources £	Resources Expended £	Movement in Funds £
Unrestricted Funds			
General Fund	34,569.77	29,832.69	4,737.08
Repairs & Renewals Fund	-	-	-
Improvements Fund	-	783.00	(783.00)
	<u>34,569.77</u>	<u>30,615.69</u>	<u>3,954.08</u>
Designated Funds			
Small Hall Fund	<u>12,657.15</u>	<u>6,536.74</u>	<u>6,120.41</u>
Restricted Funds			
Solar Panels Fund - SRC	<u>-</u>	<u>781.43</u>	<u>(781.43)</u>
	<u>-</u>	<u>781.43</u>	<u>(781.43)</u>
TOTAL FUNDS	<u><u>47,226.92</u></u>	<u><u>37,933.86</u></u>	<u><u>9,293.06</u></u>

PAGHAM VILLAGE HALL TRUST

England & Wales - Charity number 1070017

Accounts

Registered Charity Number: 1070017

PAGHAM VILLAGE HALL TRUST
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

PAGHAM VILLAGE HALL TRUST
(Registered Charity No 1070017)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR TO 31 MARCH
2022

The Trustees during this period were:-

Philip Coleman	Chairman & Trustee for protection matters
Stuart Barclay (wef 23.6.21)	Trustee (Lay)
Janice Behr (wef 29.2.21)	Trustee (Parish Councillor)
John Carr	Trustee (Parish Councillor)
Susan Gregory	Trustee (User)
Arthur Guppy (to 20.5.21)	Trustee (Lay)
Judy Halls	Trustee (Chairman User Forum)
Lesley Howlett (to 21.7.21)	Trustee (Parish Councillor)
David Huntley	Trustee (Parish Councillor)
Graham Puttock (to 31.12.21)	Trustee (User)
Stuart Ridgewell	Trustee (User)
Jamie Wentzell (wef 12.1.22)	Trustee (Lay)
Maria Wildman	Trustee (Lay)

Pagham Parish Council built and owns the Village Hall. Its management, maintenance and development have been handed over to Pagham Village Hall Trust, a not-for-profit charitable trust, which leases the building from the Parish Council for a nominal rent over 90 years, expiring 31 July 2088. In 2017, the Trust decided to vest the Hall with the Official Custodian for Charities. This does not affect the responsibilities of the Trust for management of the Hall. The Trust was formed under a Declaration of Trust dated 23 April 1998; the Village Hall was formally handed over by the builders in August, and the Trust began hiring it out from 1 September 1998.

The object of the Trust is to manage Pagham Village Hall and associated facilities in the interests of the residents of the parish, for their benefit and enjoyment as a Village Hall, and to seek thereby to serve the recreational, leisure and social needs of local people, on a fair and equitable basis, regardless of age, creed, class, religion or politics.

The Trustees believe that the aims, decision-making and activities of the Trust meet the Public Benefit requirement as set out in the Charity Commission's guidance.

Because the Trustees are not subject to democratic election, they see the Annual General Meeting as an opportunity for residents to hold them to account for their stewardship. This Annual Report and Accounts will be registered on the Charity Commission's website and on the Village Hall section of Pagham Parish Council's website. Interested parties can communicate with the Trust by email to philandjan.coleman@btinternet.com or in writing to Pagham Village Hall Trust, Pagham Village Hall, Pagham Road, Pagham, Bognor Regis, West Sussex, PO21 4NJ.

During the year, meetings of the Trustees were held on 23 June, 21 July, and 29 September 2021 and 12 January and 23 March 2022, as well as the AGM on 21 July 2021.

Membership of the Trust

The list of Trustees is set out above. There have been a number of changes during the year.

Arthur Guppy regretfully resigned in his 86th year after 10 years as a Trustee. Lesley Howlett decided to return to work after shielding through the main Covid pandemic and resigned from the Trust in view of the time commitment involved. In her two years on the Trust, she raised the Village Hall's profile on social media. Graham Puttock resigned at the end of 2021 after nearly three years as a Trustee. However, his involvement with the Village Hall goes back much further as he was one of the principal organisers of The Mulberries' fundraising events and the annual New Year's Eve Dance. During his time as a Trustee, Graham used his skills in building maintenance to oversee many repairs and improvements to the condition of the building. We are very grateful to Arthur, Lesley and Graham for their contribution to the work of the Trust.

The Trust has been pleased to appoint two new lay trustees: Stuart Barclay, a local Finance Broker who has previous experience as a charity trustee, and Jamie Wentzell, a local builder. Pagham Parish Council appointed Councillor Jan Behr to replace Lesley Howlett. We are pleased that Jan will be able to continue Lesley's work in looking after the Hall's profile on social media, especially the "We love Pagham" facebook site.

There remains a vacancy on the Trust for a lay trustee – i.e. one with relevant local knowledge and/or specialist skills – and a user trustee. The Trust is keen to recruit new active trustees with the appropriate skills to carry the work of the Trust into the future.

Lay trustees and user trustees are appointed by the Trust, the four user trustees being co-opted from a user forum, a committee of Hall users that provides a link between Trustees and users. Three parish councillors are appointed as Trustees by Pagham Parish Council.

Activities and Achievements

For a second year, the Hall's activities have been affected by the coronavirus pandemic. At the start of the year, the only activity allowed under Government guidelines was the Village Station Pre-School.

Under the Government's four step roadmap for emerging from lockdown, the Hall re-opened for bookings, but with some limitations on capacity, from 17 May 2021 (Step 3). We revised our special conditions of hire to make activities in the Hall as safe as possible, with the primary responsibility for safe operation and compliance with regulations continuing to rest with the hirers of the Hall.

Regular users gradually returned, and by the end of the financial year most had resumed. Several found that they had lost members during the pandemic and were on the edge of viability. The Trust received a re-start grant of £12,000 from the Government and used this to offer regular users a 50% discount on hire fees from June to October inclusive.

Some activities were curtailed when the highly infectious Omicron variant appeared in the Autumn, and the New Year's Eve dance was cancelled for the second year running, after a considerable amount of preparatory work had been put into it.

During the course of the year, George Booker finally came to the (much deferred) end of his work as our Honorary Treasurer. We started the year by advertising for a replacement in the Sussex Views magazine and by running a local Facebook campaign, which combined a plea for a volunteer Treasurer with a series of posts describing the role of the Village Hall Trust, explaining how the Village Hall was managed and maintained, describing the facilities available and advertising the various activities as they re-opened. This was the first time we had run such a campaign and it attracted favourable comment, but unfortunately no one volunteered to take over the role of Honorary Treasurer. However, we did receive a couple of enquiries about the possibility of taking on the work on a paid basis, and after due diligence, the Trust has appointed Debbie Broadbridge, a local bookkeeper, as Treasurer. There followed a very drawn-out and frustrating period grappling with the bureaucracy of our Bank's mandate change team. However, after an induction period working with George, Debbie finally took up her duties fully in October.

At about the same time, with the advice of our broker, the Trust changed its insurer from Zurich to Hiscox Underwriting, achieving a reduction in premium. Our insurer required dual control on the authorisation of payments. The Trust have authorised Debbie Broadbridge, Philip Coleman and Stuart Barclay to authorise payments on its behalf and the usual arrangement is that Mrs Broadbridge initiates payments and Mr Barclay authorises them.

The resignation of Graham Puttock meant that we lost our first reserve keyholder (after Terry Reed) to respond to calls from the monitoring company when the fire or security alarms are activated. For understandable reasons, we had insufficient trustees willing to take on this role on a voluntary basis and so the Trust have appointed Avantguard Security Ltd, based in Arundel, to provide a key-holder and alarm response service.

As always, there have been a host of improvement and maintenance works during the year. The installation of the awning over part of the patio on the south side of the Hall was completed and improvements were made to the external lighting on the main entrance frontage. Window restricters were fitted to the first floor windows to protect the pre-school children. The water boiler in the front office failed and was removed with its associated pipework. The patio gates and posts, which had rotted, were replaced. Ron Halls stained the picket fence around the patio, weeded the french drain around the building and cleared the gutters. The central heating water pumps and release valves were replaced.

A lot of the smaller maintenance jobs were carried out by Graham Puttock, Terry Reed, Ron Halls or Rodney Wildman, to whom we are very grateful.

Throughout the pandemic, Terry and Tracey Reed have visited on most days to carry out essential cleaning and to carry out lighting, fire alarm and water tests.

At the end of 2018, 87 solar panels were installed on the roof of the Hall. In 2021, the third full year of operation, we spent £1,337 on our purchase of electricity - a saving of £1,439 compared with £2,776 in our base year 2018, but £277 more than in 2020. We received Feed-in Tariff payments of £1,959, £66 less than last year. We thus received £622 more than we spent, in effect contributing £2,061 (cumulative £6,428) to payback on our original investment. The Trustees will continue to consider measures to save gas consumption and reduce the carbon footprint of the Hall.

We have reviewed our Health and Safety Policy and Risk Assessment, including fire risk assessment. Following requests from users, Maria Wildman organised a well-attended refresher course in First Aid and use of the defibrillator.

There were no serious incidents, such as loss of the Trust's money or assets, damage to the Trust's property, or harm to the Trust's work, beneficiaries or reputation, that require reporting to the Charity Commission.

Financial Report

The accounts for 2021/22 continue to show a healthy situation, despite the impact of Covid.

Hiring income recovered to £28,800, compared with £55,483 in 2019/20 and only £5,029 in 2020/21. Government grants totalling £16,000 and a substantial reduction in business rates helped maintain our financial health.

Fortunately, expenditure also reduced considerably, amounting to £34,500, even less than the £41,720 in 2020/21, when we carried out maintenance and improvements during the closure, and compared with £60,925 in 2019/20, the last "normal" year of trading.

The Trustees were thus able to maintain their policy to meet the running costs of the Hall from hiring charges, so that donations and fund-raising are used for improvements. Operating income (income per accounts excluding grants and donations) exceeded running expenses (expenses per accounts excluding improvements, donations and depreciation), by £2,949.28. The figures disclosed here take a slightly different view from that of the accounts, purely to give another perspective on the operating position of the Trust.

Costs are expected to rise sharply in the year ahead, notably for fuel and business rates, but also the full-year impact of fees for new services: book-keeping and keyholder. The Trustees have decided to make a modest

increase in hiring charges at weekends for 2022/23, but no change to weekdays when most of our regular hirers operate. We will review this in September.

The Trustees' believe that reserves are needed to meet emergency situations such as this or unplanned building repairs and future improvements, and that the Trust should hold minimum unrestricted reserves of £30,000. In fact, the Trust currently has a cash balance of over £110,000. For the purposes of notional budgeting, we have set aside an Improvement Fund of £30,000 and £15,000 for future repairs and renewals.

More financial details are set out in the accounts.

Thank you

The Trustees would like to express their special thanks to Terry Reed, our caretaker and booking clerk, and his wife, Tracey. They are absolutely central to the operation of the Hall.

We are also very grateful to Debbie Broadbridge who has taken on our financial administration, including sending out invoices to hirers, paying our bills and advising on our financial health.

The Trustees gratefully acknowledge the help of many volunteers, especially George Booker who looked after our finances for many years, and Carole Snodin, our Honorary Secretary.

All my fellow trustees willingly and freely give their time and efforts to ensuring the continued success of the Hall.

We are also grateful for the loyalty of our users and hirers who have stuck with us through two very difficult years.

PHILIP A. HEATH-COLEMAN
Chairman
1 April 2022



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

PASHAM VILLAGE HALL TRUST

On accounts for the year
ended

31/03/2022

Charity no
(if any)

1070017

Set out on pages

8-11

(remember to include the page number of additional 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 statement

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 material matters have come to my attention ~~(other than that disclosed below*)~~ 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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

G. Witcher

Date:

12/05/2022

Name:

GUY WITCHER

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

MAAT

Address:

MATTHEWS MANTON LTD, 93 ALDWICK ROAD, PO21 2NW

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

--

PAGHAM VILLAGE HALL TRUST**INCOME & EXPENSES SUMMARY YEAR ENDED 31 MARCH 2022**

INCOME				Current	Previous
		Unrestricted	Designated	Restricted	Total
Donations in Cash		400.00	-	-	400.00
Bank Interest		5.44	-	-	5.44
Hiring & Service charge		21,984.48	6,816.02	-	28,800.50
Solar Panel Income		1,959.05	-	-	1,959.05
Insurance		-	-	-	-
Grant Income		16,000.00	-	-	16,000.00
		40,348.97	6,816.02	-	47,164.99
EXPENSES					
Direct Charitable Expenses					
Cleaning & Sanitation	4	6,862.53	1,609.72	-	8,472.25
Utilities		6,590.80	1,545.97	-	8,136.77
Repairs & Maintenance	7	3,305.59	760.11	-	4,065.70
Equipment Expensed		-	-	-	-
Hall Improvements		-	-	-	58.00
Annual Rent & Rates	4	405.04	95.01	-	500.05
Insurance		1,095.54	256.98	-	1,352.52
Depreciation	2	4,525.51	976.52	1,041.90	6,543.93
		22,785.01	5,244.31	1,041.90	29,071.22
Management Expenses					
Admin Expenses	3	1,453.80	341.02	-	1,794.82
Legal Fees & Taxes		2,732.63	640.97	-	3,373.60
Miscellaneous		97.20	22.80	-	120.00
Donations		140.00	-	-	140.00
		4,423.63	1,004.79	-	5,428.42
Total Expenses		27,208.64	6,249.10	1,041.90	34,499.64
Net Surplus/Deficit		13,140.33	566.92	(1,041.90)	12,665.35
Opening balance		170,344.38	3,906.06	4,167.61	178,418.05
Other Fund Movement		1,543.44	(1,543.44)	-	-
Closing Balance		185,028.15	2,929.54	3,125.71	191,083.40

D Broadbridge
Treasurer.

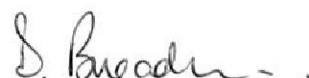
12/05/2022

PAGHAM VILLAGE HALL TRUST**BALANCE SHEET YEAR ENDED 31st MARCH 2022**

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Current Total</u>	<u>Previous Total</u>
<u>Fixed Assets</u>					
Leasehold Improvements	58,736.00	-	-	58,736.00	59,519.00
Less Depreciation	(783.00)	-	-	(783.00)	(783.00)
Furniture & Equipment	15,932.81	3,906.06	4,167.61	24,006.48	26,800.58
Less Depreciation	(3,742.51)	(976.52)	(1,041.90)	(5,760.93)	(6,700.16)
	<u>70,143.30</u>	<u>2,929.54</u>	<u>3,125.71</u>	<u>76,198.55</u>	<u>78,836.42</u>
<u>Current Assets</u>					
Bank Current Account	28,898.05	-	-	28,898.05	32,572.59
Bank Tracker Account	82,972.42	-	-	82,972.42	62,966.98
Debtors	3,584.38	-	-	3,584.38	556.00
	<u>115,454.85</u>	<u>-</u>	<u>-</u>	<u>115,454.85</u>	<u>96,095.57</u>
<u>Total Assets</u>	<u>185,598.15</u>	<u>2,929.54</u>	<u>3,125.71</u>	<u>191,653.40</u>	<u>174,931.99</u>
<u>Current Liabilities</u>					
Other Creditors	150.00	-	-	150.00	-
Accrued Charges	420.00	-	-	420.00	420.00
	<u>570.00</u>	<u>-</u>	<u>-</u>	<u>570.00</u>	<u>420.00</u>
<u>Net Assets</u>	<u>185,028.15</u>	<u>2,929.54</u>	<u>3,125.71</u>	<u>191,083.40</u>	<u>174,511.99</u>
<u>Funds</u>					
Unrestricted Funds				185,028.15	170,344.38
Designated Funds				2,929.54	3,906.06
Restricted Funds				3,125.71	4,167.61
				<u>191,083.40</u>	<u>178,418.05</u>



P. Heath-Coleman.
Chairman.



D Broadbridge
Treasurer.

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2022

1. ACCOUNTING PRINCIPLES

These accounts have been prepared in accordance with Financial Reporting Standards and with the Charities S.O.R.P.

2. DEPRECIATION POLICY

It is the policy of the trust to write off the value of the Leasehold Improvements on a straight line basis over the term of the existing lease. From the year of addition (purchase), there were 68 years left on the lease.

It is the policy of the trust to write off 25% per annum on a reducing balance basis on all capitalised furniture and equipment.

3. TRUSTEE REMUNERATION

Several members of the Trust have been reimbursed for telephone, postage, printing, stationery and other out of pocket expenses incurred for benefit of the Trust.

4. COMMITMENTS

The Trust holds the building on a 90 year lease from Pagham Parish Council to whom it pays a nominal annual rent. The Trust has an annual caretaking contract at £8,040 per annum and in addition pays £1,536 per annum for booking clerk services.

5. DONATIONS AND GRANTS

This year the Trust has received a restart grant from the government of £12,000 and has also received a further Omicron Business and Leisure grant of £4,000.

6. FUNDRAISING

No fundraising activities have been carried out in the period under review.

7. OPERATING COSTS

It is the policy of the Trust to pay for day to day running costs of the hall from hiring income and not to subsidise general expenditure from donations or fundraising proceeds. This year, operating income from the hall (hiring & bank interest) was £28,806 (2021: £5,058). The day to day running expenses (all costs except Depreciation and Fund Raising Expenses) was £27,956 (2021: £32,935), giving a net operating profit of £850 (2021: deficit of £27,877).

8. CASH ASSETS FUND ANALYSIS

	<u>Current</u> <u>Total</u>	<u>Previous</u> <u>Total</u>
Unrestricted Funds		
General Fund	65,304.47	48,973.57
Repairs & Renewals Fund	15,000.00	15,000.00
Improvements Fund	31,566.00	31,566.00
	<u>111,870.47</u>	<u>95,539.57</u>
Designated Funds		
Small Hall Fund	<u>-</u>	<u>-</u>
Restricted Funds		
Improvements Fund - Legacy	-	-
Solar Panels Fund - SRC	-	-
	<u>-</u>	<u>-</u>
TOTALS	<u><u>111,870.47</u></u>	<u><u>95,539.57</u></u>

Note that these figures only disclose cash assets and are not intended to disclose the entire value of a fund.

PAGHAM VILLAGE HALL TRUST**Notes to the Financial Statements for the Year Ended 31st March 2022****9. MOVEMENTS IN FUNDS**

	B/fwd £	Net movements in funds £	Transfers between funds £	C/fwd £
Unrestricted Funds				
General Fund	65,042.38	13,923.33	1,543.44	80,509.15
Repairs & Renewals Fund	15,000.00	-	-	15,000.00
Improvements Fund	90,302.00	(783.00)	-	89,519.00
	<u>170,344.38</u>	<u>13,140.33</u>	<u>1,543.44</u>	<u>185,028.15</u>
Designated Funds				
Small Hall Fund	<u>3,906.06</u>	<u>566.92</u>	<u>(1,543.44)</u>	<u>2,929.54</u>
Restricted Funds				
Solar Panels Fund - SRC	4,167.61	(1,041.90)	-	3,125.71
	<u>4,167.61</u>	<u>(1,041.90)</u>	<u>-</u>	<u>3,125.71</u>
TOTAL FUNDS	<u>178,418.05</u>	<u>12,665.35</u>	<u>-</u>	<u>191,083.40</u>

	Incoming Resources £	Resources Expended £	Movement in Funds £
Unrestricted Funds			
General Fund	40,348.97	26,425.64	13,923.33
Repairs & Renewals Fund	-	-	-
Improvements Fund	-	783.00	(783.00)
	<u>40,348.97</u>	<u>27,208.64</u>	<u>13,140.33</u>
Designated Funds			
Small Hall Fund	<u>6,816.02</u>	<u>6,249.10</u>	<u>566.92</u>
Restricted Funds			
Solar Panels Fund - SRC	-	1,041.90	(1,041.90)
	<u>-</u>	<u>1,041.90</u>	<u>(1,041.90)</u>
TOTAL FUNDS	<u>47,164.99</u>	<u>34,499.64</u>	<u>12,665.35</u>

PAGHAM VILLAGE HALL TRUST

England & Wales - Charity number 1070017

Accounts

Registered Charity Number: 1070017

PAGHAM VILLAGE HALL TRUST
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

PAGHAM VILLAGE HALL TRUST
(Registered Charity No 1070017)

**ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR TO 31 MARCH
2021**

The Trustees during this period were:-

Philip Coleman	Chairman & Trustee for protection matters
John Carr	Trustee (Parish Councillor)
Susan Gregory	Trustee (User)
Arthur Guppy	Trustee (Lay)
Judy Halls	Trustee (Chairman User Forum)
Lesley Howlett	Trustee (Parish Councillor)
David Huntley	Trustee (Parish Councillor)
Graham Puttock	Trustee (User)
Stuart Ridgewell	Trustee (User)
Maria Wildman	Trustee (Lay)

Pagham Parish Council built and owns the Village Hall. Its management, maintenance and development have been handed over to Pagham Village Hall Trust, a not-for-profit charitable trust, which leases the building from the Parish Council for a nominal rent over 90 years, expiring 31 July 2088. In 2017, the Trust decided to vest the Hall with the Official Custodian for Charities. This does not affect the responsibilities of the Trust for management of the Hall. The Trust was formed under a Declaration of Trust dated 23 April 1998; the Village Hall was formally handed over by the builders in August, and the Trust began hiring it out from 1 September 1998.

The object of the Trust is to manage Pagham Village Hall and associated facilities in the interests of the residents of the parish, for their benefit and enjoyment as a Village Hall, and to seek thereby to serve the recreational, leisure and social needs of local people, on a fair and equitable basis, regardless of age, creed, class, religion or politics.

The Trustees believe that the aims, decision-making and activities of the Trust meet the Public Benefit requirement as set out in the Charity Commission's guidance.

Because the Trustees are not subject to democratic election, they see the Annual General Meeting as an opportunity for residents to hold them to account for their stewardship. This Annual Report and Accounts will be registered on the Charity Commission's website and on the Village Hall section of Pagham Parish Council's website. Interested parties can communicate with the Trust by email to philandjan.coleman@btinternet.com or in writing to Pagham Village Hall Trust, Pagham Village Hall, Pagham Road, Pagham, Bognor Regis, West Sussex, PO21 4NJ.

During the year, meetings of the Trustees were held on 27 May, 1 July, 19 August and 7 October 2020 and 14 January and 24 March 2021, as well as

the AGM on 19 August 2020. Several of these meetings were held virtually by internet, or by a combination of trustees meeting in person or via internet.

Membership of the Trust

The list of Trustees is set out above. There have been no changes during the year.

There remain vacancies on the Trust for two lay trustees – i.e. ones with relevant local knowledge and/or specialist skills. The Trust is keen to recruit new active trustees with the appropriate skills to carry the work of the Trust into the future.

Lay trustees and user trustees are appointed by the Trust, the four user trustees being co-opted from a user forum, a committee of Hall users that provides a link between Trustees and users. Three parish councillors are appointed as Trustees by Pagham Parish Council.

Activities and Achievements

The year has been dominated by the coronavirus pandemic. The Hall was required to close late in March 2020, shortly before the start of this financial year. It proved much harder to re-open than it did to close!

There followed a period of preparation for re-opening in a Covid-secure way. Following Government guidance, with helpful advice from ACRE (Action with Communities in Rural England), the Trustees carried out a risk assessment. We installed hand sanitisers, displayed appropriate notices, marked out social distancing measures, and introduced a one-way system for access to and exit from the main hall. We drew up additional special conditions of hire to make activities in the Hall as safe as possible.

The Government guidance made it clear that the primary responsibility for safe operation and compliance with regulations rested with the hirers of the Hall. The Trustees, therefore, required all hirers to carry out their own risk assessments, cleaning regimes, and track and trace systems, although the we supported users by providing templates to show what was required.

Throughout this time we did our best to keep regular hirers informed about what was happening and offered them a two month free period of hire when they returned. Lesley Howlett has managed the Hall's Facebook page to keep the community abreast of developments and to give an account of the Hall's history during Village Halls week in January 2021.

The Hall re-opened at the beginning of September. The preparations that had taken place during lockdown paid off. Many regular users returned, but several did not - understandably given the age and vulnerability of many of those taking part in their activities. To the best of our knowledge, no cases of Covid during this period were attributable to activities taking place at the Hall.

Unfortunately the second wave of the pandemic, especially with the impact of the highly transmissible Kent variant, brought about a second closure from 5 November, which continues in force at the end of the financial year. During this second lockdown, the only permitted use is the Village Station Pre-School. Sadly, the lockdown resulted in the cancellation of the annual New Years Eve dance.

We have taken advantage of the closure to carry out some improvements and essential maintenance tasks. The floors in both halls were stripped, sealed and repolished and the small hall walls were re-painted. Following a near miss from a falling roof tile, tile guards were fitted to the roof on the south elevation. A new maintenance and mowing contractor has been appointed to look after the grassed area within the fence on the south side of the Hall. The defibrillator has been moved to an accessible position outside the Village Hall. Early in 2021, the Trustees agreed to install an awning over the patio between the kitchen and the committee room. This major project awaits completion at the end of the financial year.

Other maintenance work includes:-

- Repairs to one of the memorial benches outside the patio doors.
- Weeding the French drain around the Hall and additional shingle added.
- Patio sprayed with weedkiller.
- Trees trimmed, especially around the flagpole.
- New door plates fitted to doors either side of the stage.
- Table and chair stores either side of the stage thoroughly cleaned.
- A new chair trolley purchased.
- Kitchen cupboards cleared out, washed and disinfected.
- Broken rainwater down pipe clips replaced.
- Broken roof tiles replaced to south elevation.
- Outside light with movement sensor installed above the main hall emergency exit north elevation.
- New bulb fitted to one car park column light.
- A cisterniser water flow control has been installed to the men's urinals.
- A water leak to the Pre-School wash trough was repaired.
- The leaves have been cleared from the low level gutter east elevation.
- The damaged external gas meter box north elevation has been repaired.

Nearly all of this work has been carried out by Graham Puttock, Terry Reed, Ron Halls or Rodney Wildman, to whom we are very grateful.

Throughout this time, Terry and Tracey Reed have visited on most days to carry out essential cleaning and to carry out lighting, fire alarm and water tests.

During the year the gas and electricity supply contracts were due for renewal. The gas contract was renewed with the existing contractor. The existing electricity supply contractor went out of business, and following a review by the Trust's agent, British Gas Lite has been chosen as electricity supplier.

At the end of 2018, 87 solar panels were installed on the roof of the Hall. In 2020, the second full year of operation, we spent £1,060 on our purchase of

electricity - a saving of £1,716 compared with £2,776 in our base year 2018, and £418 less than in 2019. We received Feed-in Tariff payments of £2,025. We thus received £965 more than we spent, in effect contributing £2,681 (cumulative £4,367) to payback on our original investment. The Trustees will continue to consider measures to save gas consumption and reduce the carbon footprint of the Hall.

We have reviewed our Health and Safety Policy and Risk Assessment, including fire risk assessment.

There were no serious incidents, such as loss of the Trust's money or assets, damage to the Trust's property, or harm to the Trust's work, beneficiaries or reputation, that require reporting to the Charity Commission.

Financial Report

The accounts for 2020/21 continue to show a healthy situation, despite the fact that the Hall has been closed for much of the year. The Trustees have decided to make no change to hiring charges for 2021/22.

The closure resulted in a drastic decrease in hiring income, from £55,483 in 2019/20 to only £5,029 in 2020/21. Fortunately, this has been off-set by Government grants, totalling £39,143, together with a business rates 'holiday' saving £1,920. We were also extremely grateful for a totally unexpected donation of £200 from The Mulberries.

Fortunately, expenditure has also reduced considerably, amounting to £41,720, compared with £60,925 in 2019/20.

The Trustees' believe that reserves are needed to meet emergency situations such as this or unplanned building repairs and future improvements, and that the Trust should hold minimum unrestricted reserves of £30,000. In fact, the Trust currently has a cash balance of over £95,000. For the purposes of notional budgeting, we have set aside an Improvement Fund of £30,000 and £15,000 for future repairs and renewals.

More financial details are set out in the accounts.

George Booker became the Trust's Honorary Treasurer in late 2011. Announcement of his retirement at the end of last financial year proved to be premature. The Trust's bank account was initially set up in 1998 before the trust deed was completed. We were given a "Community Account" at that time and only when the management of the account came to be transferred from George to our new Hon. Treasurer, Leonie Smith, did it transpire that the Trust has the wrong type of account and should be operating a "Trust Account". This changeover required a mandate be signed by all the Trustees, and although this has been done the Bank has moved extremely slowly and has sent some of the documents back for amendment. This remained unresolved at the end of the financial year, making it impossible for Leonie to formally take over all the Treasurer's functions. She decided for personal reasons to withdraw from the role at the end of the financial year. We are

extremely grateful to her for all that she has done for the Trust, and that she and George have worked together through the year to keep the Trust's financial affairs in order.

Thank you

The Trustees would like to express their special thanks to Terry Reed, our caretaker and booking clerk, and his wife, Tracey. During the crises of the past year, they have kept hirers informed, ensured the Hall is Covid-safe, and carried out a lot of special cleaning and maintenance, as well as routine tests and caretaking. They are absolutely central to the operation of the Hall.

The Trustees gratefully acknowledge the help of many volunteers, especially George Booker and Leonie Smith, who have looked after our finances, and Carole Snodin, our Honorary Secretary.

All my fellow trustees willingly and freely give their time and efforts to ensuring the continued success of the Hall.

We are grateful for the loyalty of our users and hirers and look forward to welcoming them back as restrictions are eased in the year ahead.

PHILIP A. HEATH-COLEMAN

Chairman

1 April 2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

PAGHAM VILLAGE HALL TRUST

**On accounts for the year
ended**

31/03/2021

**Charity no
(if any)**

1070017

Set out on pages

9-12

(remember to include the page numbers of additional sheets)

**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 statement**

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 material matters have come to my attention (other than that disclosed below *) 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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

G. Witcher

Date:

21/05/2021

Name:

GUY WITCHER

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

MAAT

Address:

MATTHEWS HANTON LTD, 93 ALDWICK ROAD, PO21 2NW

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

--

PAGHAM VILLAGE HALL TRUST**INCOME & EXPENSES SUMMARY YEAR ENDED 31 MARCH 2021**

<u>INCOME</u>				<u>Current</u>	<u>Previous</u>
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Donations in Cash	200.00	-	-	200.00	1,273.00
Bank Interest	28.75	-	-	28.75	115.70
Hiring & Service charge	4,692.00	337.00	-	5,029.00	55,482.98
Solar Panel Income	2,024.97	-	-	2,024.97	2,366.46
Insurance	-	-	-	-	-
Grant Income	39,143.00	-	-	39,143.00	-
	46,088.72	337.00	-	46,425.72	59,238.14
<u>EXPENSES</u>					
<u>Direct Charitable Expenses</u>					
Cleaning & Sanitation	4 2,031.21	485.99	-	2,517.20	8,759.00
Utilities	6,054.07	1,420.12	-	7,474.19	7,561.92
Repairs & Maintenance	7 8,305.65	2,621.39	-	10,927.04	20,722.59
Equipment Expensed	-	-	-	-	635.98
Hall Improvements	58.00	-	-	58.00	387.00
Annual Rent & Rates	4 8.10	1.90	-	10.00	-
Insurance	1,402.13	328.89	-	1,731.02	1,690.74
Depreciation	2 6,093.95	1,302.03	1,389.21	8,785.19	9,740.98
	23,953.11	6,160.32	1,389.21	31,502.64	49,498.21
<u>Management Expenses</u>					
Admin Expenses	3 949.80	511.38	-	1,461.18	1,899.10
Legal Fees & Taxes	1,642.40	385.26	-	2,027.66	4,125.48
Miscellaneous	-	-	-	-	86.93
Donations	-	6,728.29	-	6,728.29	5,316.17
	2,592.20	7,624.93	-	10,217.13	11,427.68
<u>Total Expenses</u>	26,545.31	13,785.25	1,389.21	41,719.77	60,925.89
<u>Net Surplus/Deficit</u>	19,543.41	(13,448.25)	(1,389.21)	4,705.95	(1,687.75)
Opening balance	162,947.19	5,208.09	5,556.82	173,712.10	175,399.85
Other Fund Movement	(12,146.22)	12,146.22	-	-	-
Closing Balance	170,344.38	3,906.06	4,167.61	178,418.05	173,712.10

G W Booker
Hon Treasurer

21/05/2021

PAGHAM VILLAGE HALL TRUST**BALANCE SHEET YEAR ENDED 31st MARCH 2021**

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Current Total</u>	<u>Previous Total</u>
<u>Fixed Assets</u>					
Leasehold Improvements	59,519.00	-	-	59,519.00	60,302.00
Less Depreciation	(783.00)	-	-	(783.00)	(783.00)
Furniture & Equipment	21,243.76	5,208.09	5,556.82	32,008.67	28,887.72
Less Depreciation	(5,310.95)	(1,302.03)	(1,389.21)	(8,002.19)	(7,221.94)
	<u>74,668.81</u>	<u>3,906.06</u>	<u>4,167.61</u>	<u>82,742.48</u>	<u>81,184.78</u>
<u>Current Assets</u>					
Bank Current Account	32,572.59	-	-	32,572.59	23,197.62
Bank Tracker Account	62,966.98	-	-	62,966.98	62,938.23
Debtors	556.00	-	-	556.00	1,603.38
	<u>96,095.57</u>	<u>-</u>	<u>-</u>	<u>96,095.57</u>	<u>87,739.23</u>
<u>Total Assets</u>	<u>170,764.38</u>	<u>3,906.06</u>	<u>4,167.61</u>	<u>178,838.05</u>	<u>168,924.01</u>
<u>Current Liabilities</u>					
Accrued Charges	420.00	-	-	420.00	420.00
	<u>420.00</u>	<u>-</u>	<u>-</u>	<u>420.00</u>	<u>420.00</u>
<u>Net Assets</u>	<u>170,344.38</u>	<u>3,906.06</u>	<u>4,167.61</u>	<u>178,418.05</u>	<u>168,504.01</u>
	-	-	-		
<u>Funds</u>					
Unrestricted Funds				170,344.38	162,947.19
Designated Funds				3,906.06	5,208.09
Restricted Funds				4,167.61	5,556.82
				<u>178,418.05</u>	<u>173,712.10</u>

P. Heath-Coleman.
Chairman.

G W Booker.
Hon. Treasurer.

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2021

1. ACCOUNTING PRINCIPLES

These accounts have been prepared in accordance with Financial Reporting Standards and with the Charities S.O.R.P.

2. DEPRECIATION POLICY

It is the policy of the trust to write off the value of the Leasehold Improvements on a straight line basis over the term of the existing lease. From the year of addition, there were 68 years left on the lease.

It is the policy of the trust to write off 25% per annum on a reducing balance basis on all capitalised furniture and equipment.

3. TRUSTEE REMUNERATION

Several members of the Trust have been reimbursed for telephone, postage, printing, stationery and other out of pocket expenses incurred for benefit of the Trust.

4. COMMITMENTS

The Trust holds the building on a 90 year lease from Pagham Parish Council to whom it pays an annual rent of £10. The Trust has an annual caretaking contract at £7,860 per annum and in addition pays £1,500 per annum for booking clerk services.

5. DONATIONS AND GRANTS

This year the Trust has received grant income from Arun District Council totalling £39,143. The Trust also received £2,025 from solar panel electricity generation.

6. FUNDRAISING

Due to the Coronavirus pandemic, no fundraising activities took place during the period.

7. OPERATING COSTS

It is the policy of the Trust to pay for day to day running costs of the hall from hiring income and not to subsidise general expenditure from donations or fundraising proceeds. This year, operating income from the hall (hiring & bank interest) was £5,058. The day to day running expenses (all costs except Depreciation and Fund Raising Expenses) was £32,935, giving a net operating deficit of £27,877. The grants received due to the Coronavirus pandemic have met this shortfall.

8. CASH ASSETS FUND ANALYSIS

	<u>Current</u>	<u>Previous</u>
	<u>Total</u>	<u>Total</u>
Unrestricted Funds		
General Fund	49,756.57	40,352.85
Repairs & Renewals Fund	15,000.00	15,000.00
Improvements Fund	30,783.00	30,783.00
	<u>95,539.57</u>	<u>86,135.85</u>
Designated Funds		
Small Hall Fund	<u>-</u>	<u>-</u>
Restricted Funds		
Improvements Fund - Legacy	-	-
Solar Panels Fund - SRC	-	-
	<u>-</u>	<u>-</u>
TOTALS	<u>95,539.57</u>	<u>86,135.85</u>

Note that these figures only disclose cash assets and are not intended to disclose the entire value of a fund.

PAGHAM VILLAGE HALL TRUST

Notes to the Financial Statements for the Year Ended 31st March 2021

9. MOVEMENTS IN FUNDS

	B/fwd £	Net movements in funds £	Transfers between funds £	C/fwd £
Unrestricted Funds				
General Fund	57,645.19	20,326.41	(12,146.22)	65,825.38
Repairs & Renewals Fund	15,000.00	-	-	15,000.00
Improvements Fund	90,302.00	(783.00)	-	89,519.00
	<u>162,947.19</u>	<u>19,543.41</u>	<u>(12,146.22)</u>	<u>170,344.38</u>
Designated Funds				
Small Hall Fund	<u>5,208.09</u>	<u>(13,448.25)</u>	<u>12,146.22</u>	<u>3,906.06</u>
Restricted Funds				
Solar Panels Fund - SRC	<u>5,556.82</u>	<u>(1,389.21)</u>	<u>-</u>	<u>4,167.61</u>
	<u>5,556.82</u>	<u>(1,389.21)</u>	<u>-</u>	<u>4,167.61</u>
TOTAL FUNDS	<u>173,712.10</u>	<u>4,705.95</u>	<u>-</u>	<u>178,418.05</u>
		Incoming Resources £	Resources Expended £	Movement in Funds £
Unrestricted Funds				
General Fund		46,088.72	25,762.31	20,326.41
Repairs & Renewals Fund		-	-	-
Improvements Fund		-	783.00	(783.00)
		<u>46,088.72</u>	<u>26,545.31</u>	<u>19,543.41</u>
Designated Funds				
Small Hall Fund		<u>337.00</u>	<u>13,785.25</u>	<u>(13,448.25)</u>
Restricted Funds				
Solar Panels Fund - SRC		-	1,389.21	(1,389.21)
		<u>-</u>	<u>1,389.21</u>	<u>(1,389.21)</u>
TOTAL FUNDS		<u>46,425.72</u>	<u>41,719.77</u>	<u>4,705.95</u>