

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](mailto: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 86<sup>th</sup> 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



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.

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

<b>INCOME</b>				<b>Current</b>	<b>Previous</b>
		<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total</b>
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
		<b>40,348.97</b>	<b>6,816.02</b>	<b>-</b>	<b>47,164.99</b>
<b>EXPENSES</b>					
<b>Direct Charitable Expenses</b>					
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
		<b>22,785.01</b>	<b>5,244.31</b>	<b>1,041.90</b>	<b>29,071.22</b>
<b>Management Expenses</b>					
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
		<b>4,423.63</b>	<b>1,004.79</b>	<b>-</b>	<b>5,428.42</b>
<b>Total Expenses</b>		<b>27,208.64</b>	<b>6,249.10</b>	<b>1,041.90</b>	<b>34,499.64</b>
<b>Net Surplus/Deficit</b>		<b>13,140.33</b>	<b>566.92</b>	<b>( 1,041.90)</b>	<b>12,665.35</b>
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.

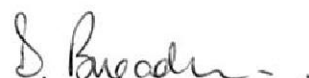
12/05/2022

**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>
<b><u>Fixed Assets</u></b>					
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>
<b><u>Current Assets</u></b>					
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>
<b><u>Total Assets</u></b>	<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>
<b><u>Current Liabilities</u></b>					
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>
<b><u>Net Assets</u></b>	<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>
<b><u>Funds</u></b>					
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**

	<b><u>Current</u></b> <b><u>Total</u></b>	<b><u>Previous</u></b> <b><u>Total</u></b>
<b>Unrestricted Funds</b>		
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>
<b>Designated Funds</b>		
Small Hall Fund	<u>-</u>	<u>-</u>
<b>Restricted Funds</b>		
Improvements Fund - Legacy	-	-
Solar Panels Fund - SRC	-	-
	<u>-</u>	<u>-</u>
<b>TOTALS</b>	<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 £
<b>Unrestricted Funds</b>				
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>
<b>Designated Funds</b>				
Small Hall Fund	<u>3,906.06</u>	<u>566.92</u>	<u>( 1,543.44)</u>	<u>2,929.54</u>
<b>Restricted Funds</b>				
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>
<b>TOTAL FUNDS</b>	<u><b>178,418.05</b></u>	<u><b>12,665.35</b></u>	<u><b>-</b></u>	<u><b>191,083.40</b></u>

	Incoming Resources £	Resources Expended £	Movement in Funds £
<b>Unrestricted Funds</b>			
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>
<b>Designated Funds</b>			
Small Hall Fund	<u>6,816.02</u>	<u>6,249.10</u>	<u>566.92</u>
<b>Restricted Funds</b>			
Solar Panels Fund - SRC	-	1,041.90	( 1,041.90)
	<u>-</u>	<u>1,041.90</u>	<u>( 1,041.90)</u>
<b>TOTAL FUNDS</b>	<u><b>47,164.99</b></u>	<u><b>34,499.64</b></u>	<u><b>12,665.35</b></u>