

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)

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 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.

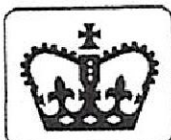
We are also very grateful to Debbie Broadbridge for her able conduct of our financial administration as Treasurer. Debbie has proved to be a valuable acquisition and is currently engaged with the streamlining of our booking, invoicing and accounting systems.

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:

GUY 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.

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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>