

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](mailto: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>
<b><u>Fixed Assets</u></b>					
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>
<b><u>Current Assets</u></b>					
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>
<b><u>Total Assets</u></b>	<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>
<b><u>Current Liabilities</u></b>					
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>
<b><u>Net Assets</u></b>	<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>
<b><u>Funds</u></b>					
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>Total</u>	<u>Previous</u> <u>Total</u>
<b>Unrestricted Funds</b>		
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>
<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>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 £
<b>Unrestricted Funds</b>				
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>
<b>Designated Funds</b>				
Small Hall Fund	<u>2,197.15</u>	<u>9,997.95</u>	<u>( 10,547.24)</u>	<u>1,647.86</u>
<b>Restricted Funds</b>				
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>
<b>TOTAL FUNDS</b>	<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 £
<b>Unrestricted Funds</b>			
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>
<b>Designated Funds</b>			
Small Hall Fund	<u>17,997.18</u>	<u>7,999.23</u>	<u>9,997.95</u>
<b>Restricted Funds</b>			
Solar Panels Fund - SRC	-	586.07	( 586.07)
	<u>-</u>	<u>586.07</u>	<u>( 586.07)</u>
<b>TOTAL FUNDS</b>	<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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2024-06-25 - 15:03:57 GMT
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