

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

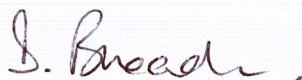
Give here brief details of any items that the examiner wishes to disclose.

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>
<u>Total Expenses</u>	<u>55,984.59</u>	<u>16,163.50</u>	<u>439.55</u>	<u>72,587.64</u>	<u>51,829.86</u>
<u>Net Surplus/Deficit</u>	<u>(18,131.12)</u>	<u>7,370.50</u>	<u>(439.55)</u>	<u>(11,200.17)</u>	<u>4,283.30</u>
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



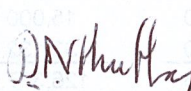
D. Broadbridge
Treasurer

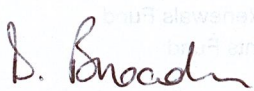
21/05/2025

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>