



# Wadhurst Institute, Hall & Field CIO

2023/24 AGM

3<sup>rd</sup> October 2024

Chairman's report

John Mitchell

# AGENDA

## 1. OPENING REMARKS

## 2. CHAIRMAN'S REPORT –

To receive the 2023/24 annual report of the charity trustees.

## 3. TREASURER'S REPORT –

To receive the accounts for the year ended 31 December 2023.

## 4. CHARITY TRUSTEES –

To e-elect the following persons as charity trustees under clause 10.4 of the Constitution to serve until the end of the next AGM:

Roger Bishop, Jonathan Butler, Michelle Carter, Serena Gadd, Patricia Hay, Robert Stovell, Craig Watson,

To receive the following persons as Charity trustees under clause 10.5 of the Constitution to serve until the end of the next AGM as nominated by the following user bodies:

Wadhurst Cricket Club – John Mitchell

Wadhurst Football Club – Christopher Humphrey

## 5. APPOINTMENT OF AUDITOR/EXAMINER

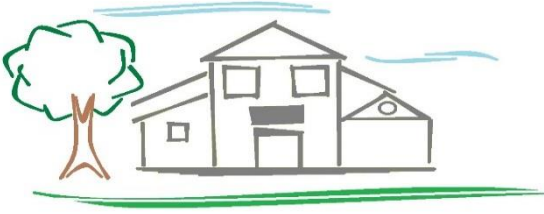
## 6. ANY OTHER BUSINESS (previously notified)



# Wadhurst Institute, Hall & Field CIO

2023/24 AGM

3<sup>rd</sup> October 2024



## Purpose

The principal objectives of the Charity are to:

- Operate, maintain and preserve the buildings and estate
- Promote the use of its facilities for recreation or other leisure time activities for the residents of Wadhurst Parish in the interests of their health and social well-being.



## Reflections - October 2023 to today

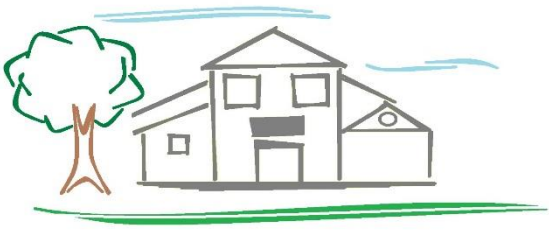
- After 4 years of pretty well non-stop crises the Committee was hoping for a quieter year.
- Although not entirely stress free, it got one



# Reflections - October 2023 to today

## **Operate**

- Providing the time for a thorough review of HR & Operational processes, technology infrastructure and risk management
  - Serena Gadd taking over as Lead Trustee – Operations
  - Hiring terms and conditions brought up to date; revised premises licence
  - Safeguarding and risk policies implemented
  - Standing Financial Instructions implemented
  - G-Suite technology implemented for CIO artefacts
  - CIO Gmail accounts for all Trustees
  - Improved financial management processes implemented
  - Formal risk assessments undertaken on the Institute, Hall and Field
  - On-going operational resilience is still an issue
  - As is a huge dependence on a few people



# Reflections - October 2023 to today

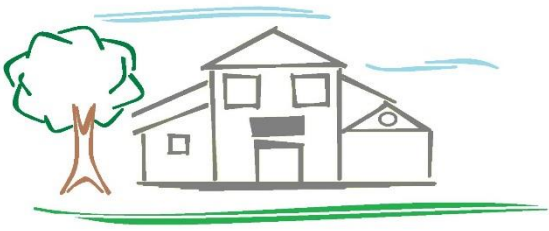
## **Maintain**

- The Institute is over 300 years old with the Hall and Field being a tad younger at just over 100.

This then requires adequate funds to be put aside to maintain them (broken/mend it):  
For 2024 this is £14,000 covering the Hall, Institute, Cottage and Field.

## **Preserve**

- Predominantly this is investment through planned projects: For 2023/24 – c£25,000
  - New staircase to projection balcony
  - Creation of storeroom/office (old projection room)
  - Kitchen refit
  - Committee room refurbishment
  - Creation of the Institute hub (Institute room 2)
  - Brewster room refurbish (old barber's shop)
  - Smart locks fitted to all external doors



# Revenue streams 2024

## Rental

The Charity has leases on 7 offices (6 tenants), the Library (ESCC), the public toilets and the play park (WPC).

During the last quarter 4 of the offices became vacant due to 2 tenants outgrowing their space (1 had 2 rooms) and 1 unfortunately through serious illness.

In addition, the refurbished Committee room became available for hire or lease

The status as of this meeting one room has become a meeting room for hire (the Institute Hub) and 3 new leases have been let (3 tenants), 1 office remains available with a serious expression of interest lodged this morning.



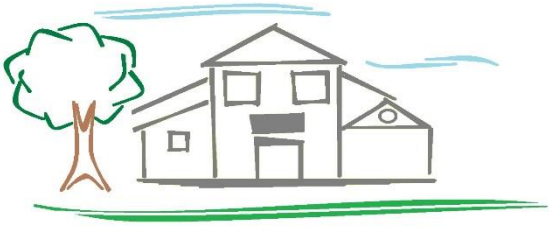


# Revenue streams 2024

## Services

The Charity has a service contract with Wadhurst Parish Council for the maintenance of the Public toilets and the play park on the Field.

The standard of service is recognised as excellent which is highly appreciated by the community but repeated vandalism has been an issue.



# Revenue streams 2024

## Facilities bookings

The Charity has 3 facilities available for hire by the hour:

- The Hall (190+),
- The Orchard room (35)
- The Hub (15)

# WADHURST INSTITUTE HALL & FIELD

## MAIN HALL

CAPACITY 200 PEOPLE



## ORCHARD ROOM

CAPACITY 30 PEOPLE



## THE HUB

CAPACITY 14 PEOPLE

**CONTACT TO HIRE**

[Contact@wadhurstcommemorationhall.org](mailto:Contact@wadhurstcommemorationhall.org)

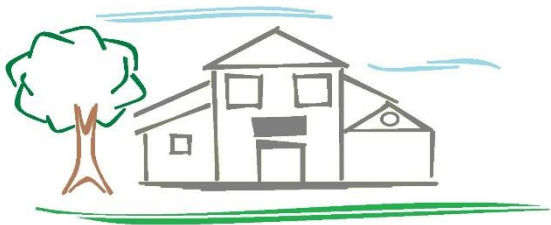
[www.wadhurstcommemorationhall.org](http://www.wadhurstcommemorationhall.org)



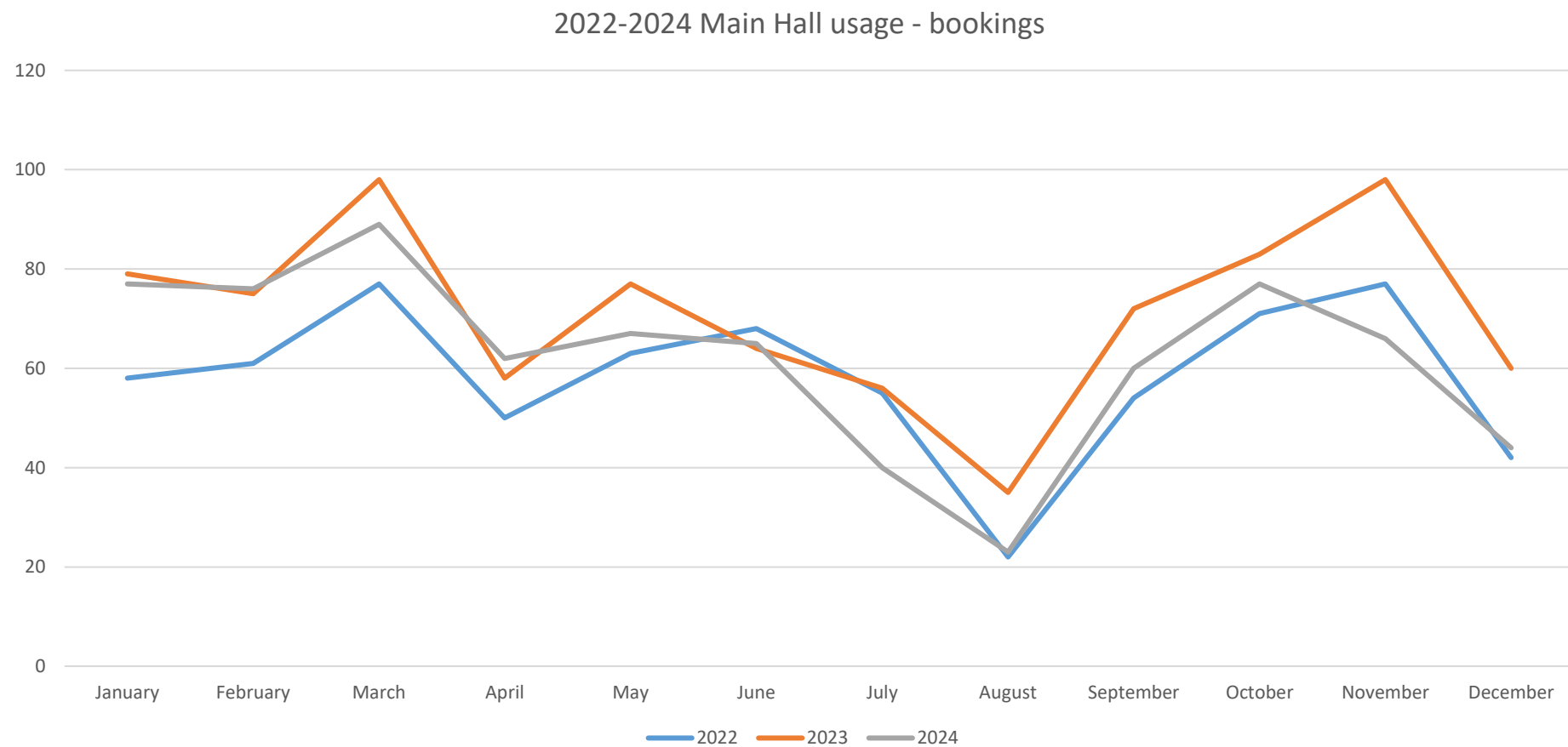
## 2024 Customers

Customer base increasing year-on-year

- Film club, Dramatic club; U3A
- History society, Wadhurst Aloud community choir
- Cygnets to Swans ballet school, Guides
- Badminton x 2, Tai chi; Kids Karate
- Cameo Club, Afternoon fellowship
- Farmers market; Wadhurst Parish Council
- Rug sale, Teak sale, Antiques sale, Toy fair, Muze events; Bewl wine tasting; Train master; Messy play

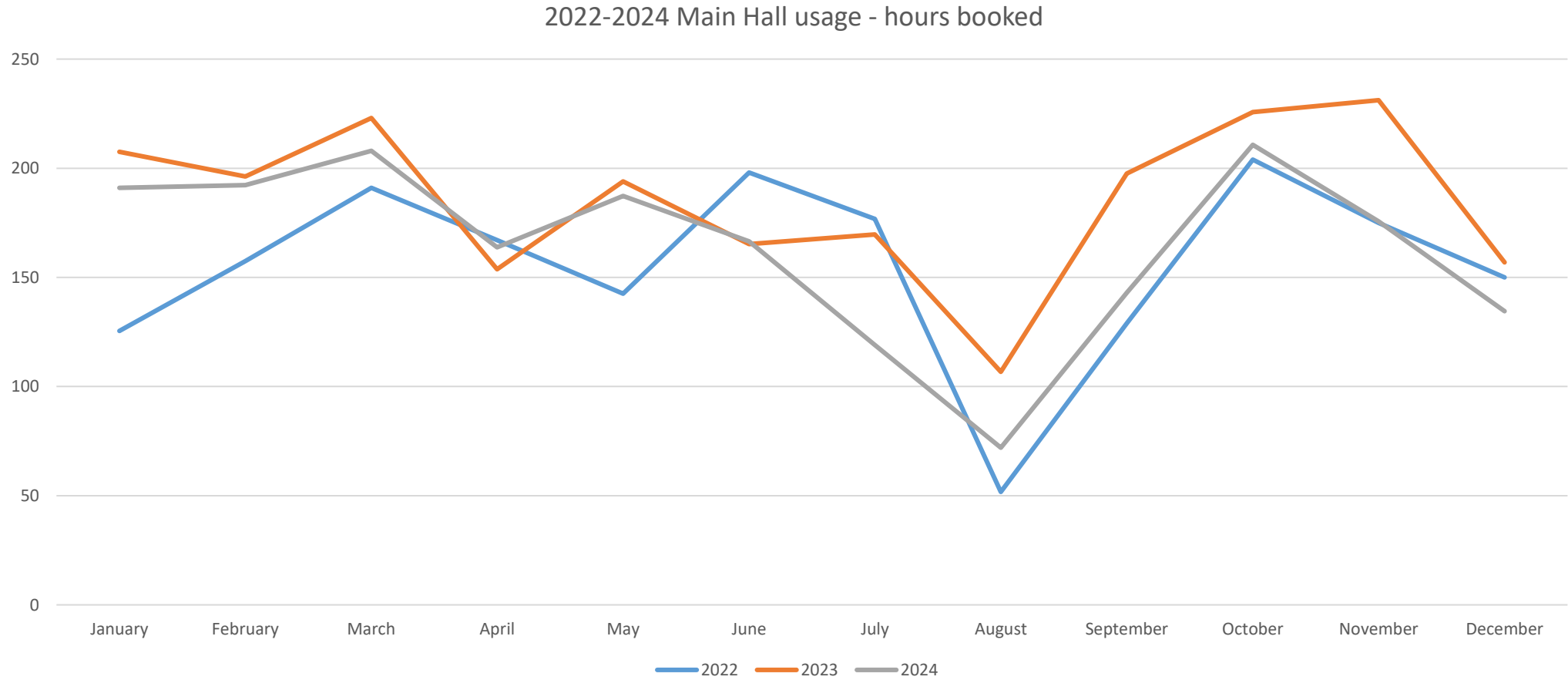


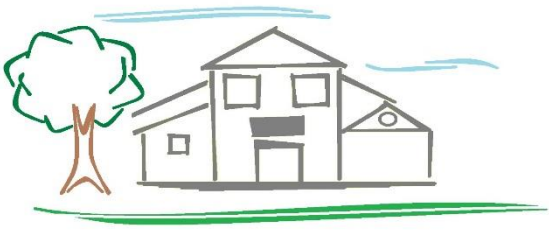
# 2022/24 Main Hall usage - Bookings





# 2022/24 Main Hall usage – Hours Booked





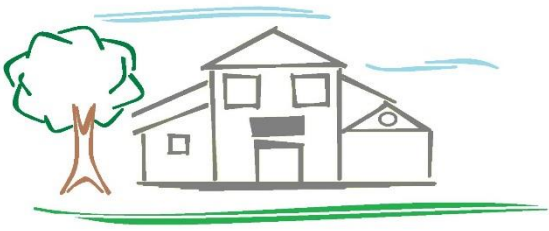
## Main Hall usage - utilisation

364 days @ 12 hours per day (9 to 9) = 4,368 hours available – 100%

2022 1,867 hours booked – 42.6%

2023 2,227 hours booked – 50.9%

2024 1,442 to end September + Q4 forecast of 520



## Facilities issues

- The entrance to the Institute is at risk of flooding
- The floor noise from Hall events restricts Orchard room usage and vice versa
- The Hall floor is nearing end of life and will need replacing
- The Hall chairs will need replacing
- The Hall frontage is looking tired
- Car parking is always an issue





## Summary

The Charity has had a good year and should continue to:

- Deliver what it has put in place
- Be cognisant to any threats and risk
- Develop plans for evolving its facilities to meet the needs of the forthcoming generation
- Be competitive with its pricing vis a vis other comparable local halls
- Seek additional skilled empathetic trustees



## Summary

So how will we find skilled empathetic trustees:

As suspected there were no applications from the community to stand for election as trustees so we will need to go out and find them.

Having forecast this situation, the Committee in August had approved changes to the Constitution relating to the mix of allowable trustees (Elected, Nominated and Co-opted). Increasing the number of co-opted enables a targeted search.

# CIO – Constitution – changes - 1

| 1. <b>Change to the Trustee composition.</b>   | <b>Suggested change:</b>   |
|--|--|
| <p data-bbox="570 391 1021 496">10.1.1 There is no maximum number of charity trustees that may be appointed to the CIO.</p> <p data-bbox="570 525 1059 715">10.1.2 The charity trustees shall have power to elect a chairman and vice-chairman. Subject to this, the charity trustees shall comprise:</p> <ul data-bbox="685 719 1144 1100" style="list-style-type: none"><li data-bbox="685 719 1098 825">(i) up to 12 charity trustees elected in accordance with clause 10.4;</li><li data-bbox="685 829 1144 935">(ii) up to 6 charity trustees appointed in accordance with clause 10.5, and</li><li data-bbox="685 939 1059 1100">(iii) up to 2 individuals co-opted by the charity trustees in accordance with clause 10.6;</li></ul> <p data-bbox="428 1105 1141 1179">Clauses i and ii were revised from 9/9 at a committee meeting on 31<sup>st</sup> August 2023</p> <p data-bbox="428 1183 705 1208">Suggested change:</p> | <p data-bbox="1184 715 1870 789">(i) up to 12 charity trustees elected in accordance with clause 10.4;</p> <p data-bbox="1442 796 1900 902">(i) up to 3 charity trustees appointed in accordance with clause 10.5, and</p> <p data-bbox="1442 909 1829 1071">(ii) up to 5 individuals co-opted by the charity trustees in accordance with clause 10.6;</p> |

# CIO – Constitution – changes - 2

|   |  |
|---|--|
| <p><b>1. Change to the Quorum criterion</b></p> <p>14.1.1 Procedure at meetings</p> <p>14.1.2 No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is seven charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.</p> <p>:</p> | <p><b>Suggested change:</b></p> <p>No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. <b>The quorum is 50% plus one of the charity trustees</b>, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.</p> |
|---|--|



# Wadhurst Institute, Hall & Field CIO

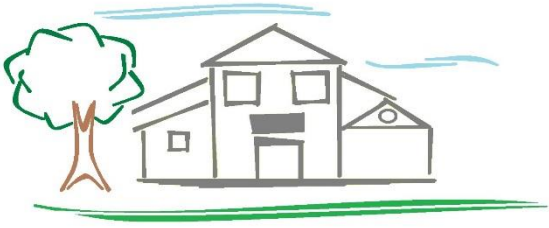
2023/24 AGM

End of Chairman's report



# Treasurer's Report

Year ending 31<sup>st</sup> December 2023

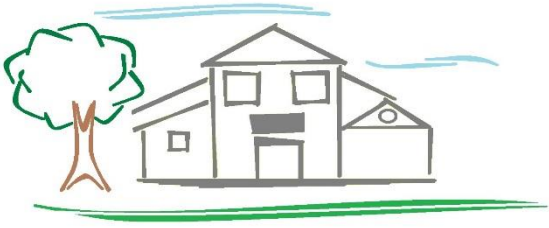


# WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

Report and Accounts for the Year Ended 31 December 2023

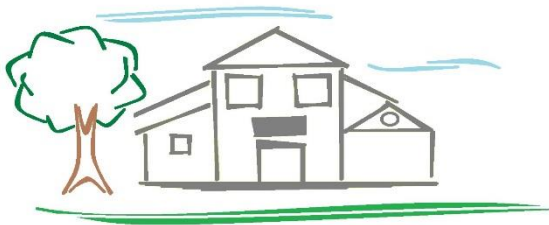
Accepted by the Committee in August 2024



## Summary

- 2023 WIH&F Accounts
  - Independent Examiner
- Income & Expenditure
  - Significant items
- 2024 YTD financial performance (cash)





**WADHURST INSTITUTE HALL AND FIELD (Registered Charity No. 1169908)**

**For the year ended 31 December 2023**

Report to the Trustees of Wadhurst Institute Hall and Field for the year ended 31 December 2023 Charity No 1169908 set out on the proceeding pages

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed

It is my responsibility to:

Examine the accounts (under section 145 of the Act)

To follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the Act) and to state whether 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 in 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, I do not express an audit opinion on the accounts.

**Independent Examiners statement**

**In the course of my examination, no matter has come to my attention:**

1. Which gives me reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:  
Proper accounting records are kept (in accordance with section 130 of the Act); and accounts are prepared which agree with the accounting records and comply within the accounting requirements of the Act; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed 

Dated 16th August 2024

Mr G Khan ACMA  
G3J Limited  
32 Abinger Drive  
Redhill  
Surrey, RH16 5Y

# Independent Examiners Report

## Independent Examiners statement

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## Independent Examiners Report

Signed 

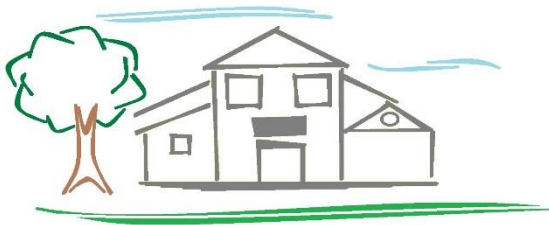
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## Expenditure

## Income

|  | 2023          | 2022          |
|--|---------------|---------------|
|  | £             | £             |
| <b>INCOME</b>                          |               |               |
| Rentals                                | 26,709        | 35,114        |
| Managed Services                       | 12,377        | 6,875         |
| Hirings                                | 33,138        | 21,673        |
| Events                                 | 9,911         | 0             |
| Grants, Donations & Misc               | 6,811         | 6,116         |
| Insurance claims - against expenditure |               |               |
| Bank interest received                 | 735           | 154           |
|  | <u>89,681</u> | <u>69,932</u> |

The deficit results from a committee decision to absorb Energy price increases for 1 year. To minimise impact on hiring fees and effect cost recovery solutions for the tenants.

|                                       | 2023           | 2022          |
|---------------------------------------|----------------|---------------|
|                                       | £              | £             |
| <b>EXPENDITURE</b>                    |                |               |
| Employment costs                      | 24,561         | 18,661        |
| Rates & Council Tax                   | 3,525          | 3,588         |
| Light and heat                        | 31,636         | 15,338        |
| Water                                 | 2,330          | 3,206         |
| Refuse collection                     | 2,730          | 2,310         |
| Cleaning                              | 1,704          | 1,063         |
| Cleaning support                      | 5,149          | 1,615         |
| Telephone & broadband - cottage       | 30             | 488           |
| Hall wifi                             | 662            | 450           |
| Insurances                            | 3,539          | 2,780         |
| Website, marketing and advertising    | 184            | 758           |
| Licences and subscriptions            | 677            | 692           |
| Legal and professional fees           | 7,449          | 4,376         |
| Repairs, maintenance and Projects     | 23,307         | 12,137        |
| Remedial works flood damage           | 14,396         | 11,730        |
| Events                                | 7,597          | 0             |
| Office costs inc mobile               | 735            |               |
| Miscellaneous                         | 637            | 399           |
| Paypal and other fees                 | 70             | 51            |
| Depreciation                          | 864            | 1,013         |
| Utility Recoveries                    | -6,991         | -6,649        |
| Insurance claims                      | -19,431        | -3,091        |
|                                       | <u>105,360</u> | <u>70,915</u> |
| <b>SURPLUS/(DEFICIT) for the year</b> | <u>-15,679</u> | <u>-983</u>   |
| <b>GENERAL FUND</b>                   |                |               |
| Balance at 1 January                  | 80,493         | 81,476        |
| (Deficit)/Surplus for the year        | -15,679        | -983          |
| Balance as at 31 December             | <u>64,814</u>  | <u>80,493</u> |



## 2024 YTD Financial (cash) Performance

31<sup>st</sup> Dec 2023

- **Cash balance**                      **£80,493**

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30<sup>th</sup> Sept 2024

- Reserve Account                      £55,678
- Current Account                      £19,285
- £74,963**

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# Wadhurst Institute, Hall & Field CIO

2023/24 AGM

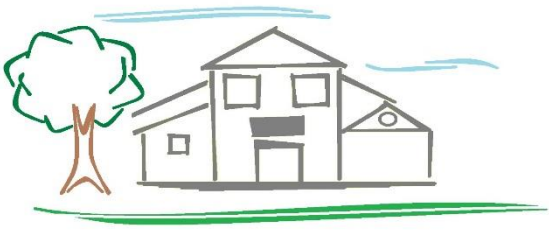
End of Treasurer's report



## Election of Charity trustees

To re-elect the following persons as charity trustees under clause 10.4 of the Constitution to serve until the end of the next AGM:

- Roger Bishop, Jonathan Butler, Michelle Carter, Serena Gadd, Patricia Hay, Robert Stovell, Craig Watson,

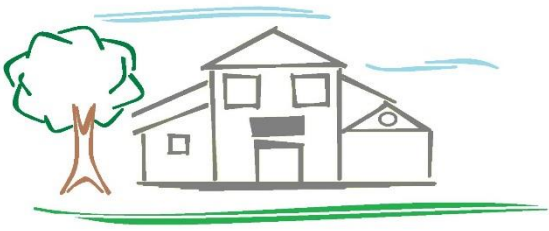


## Nominated Charity trustees

To receive the following as nominated by their respective User Body's as charity trustees under clause 10.5 of the Constitution to serve until the end of the next AGM:

- Wadhurst Cricket Club – John Mitchell
- Wadhurst Football Club – Christopher Humphrey

To additionally note Wadhurst Parish Council as a nominating User Body

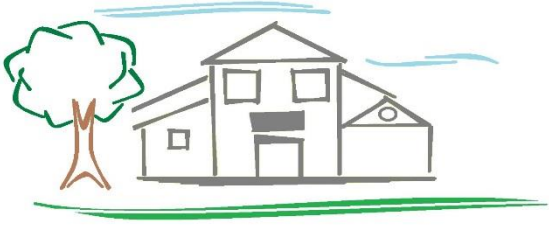


## Appointment of Independent Examiner

Whilst acknowledging Gulshan Khan's work over the past 5 years, the Finance team feel it appropriate to propose a new examiner: Paddy Langdon

Lifetime Fellow of the Institute of Chartered Accountants having retired from his partnership in 2012 and then did consultancy until 2016.





Any Other Business

Nothing has been previously notified.

**DRAFT**

**WADHURST INSTITUTE HALL AND FIELD**

**Registered Charity No. 1169908**

**Report and Accounts for the Year Ended 31 December 2023**

**WADHURST INSTITUTE HALL AND FIELD**

**Registered Charity No. 1169908**

**Content of the Report and Accounts**

**for the Year ended 31 December 2023**

|                                    |       |
|------------------------------------|-------|
|                                    | Page  |
| Report of the Independent Examiner | 1     |
| Income and Expenditure Account     | 2     |
| Balance Sheet                      | 3     |
| Notes to the Accounts              | 4 - 5 |

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE  
WADHURST INSTITUTE HALL AND FIELD (Registered Charity No. 1169908)  
For the year ended 31 December 2023**

Report to the Trustees of Wadhurst Institute Hall and Field for the year ended 31 December 2023  
Charity No 1169908 set out on the proceeding pages

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Dated 16th August 2024

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G3J Limited  
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**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023**

|   | <b>2023</b>     | <b>2022</b>   |
|---|-----------------|---------------|
|   | <b>£</b>        | <b>£</b>      |
| <b>INCOME</b>                             |                 | [restated]    |
| Rentals                                   | 26,709          | 35,114        |
| Managed Services                          | 12,377          | 6,875         |
| Hirings                                   | 33,138          | 21,673        |
| Events                                    | 9,911           | 0             |
| Grants, Donations & Misc                  | 6,811           | 6,116         |
| Insurance claims - against expenditure    |                 |               |
| Bank interest received                    | 735             | 154           |
|   | <u>89,681</u>   | <u>69,932</u> |
| <br><b>EXPENDITURE</b>                    |                 |               |
| Employment costs                          | 24,561          | 18,661        |
| Rates & Council Tax                       | 3,525           | 3,588         |
| Light and heat                            | 31,636          | 15,338        |
| Water                                     | 2,330           | 3,206         |
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| Events                                    | 7,597           | 0             |
| Office costs inc mobile                   | 735             |               |
| Miscellaneous                             | 637             | 399           |
| Paypal and other fees                     | 70              | 51            |
| Depreciation                              | 864             | 1,013         |
| Utility Recoveries                        | (6,991)         | (6,649)       |
| Insurance claims                          | (19,431)        | (3,091)       |
|   | <u>105,360</u>  | <u>70,915</u> |
| <br><b>SURPLUS/(DEFICIT) for the year</b> | <u>(15,679)</u> | <u>(983)</u>  |
| <br><b>GENERAL FUND</b>                   |                 |               |
| Balance at 1 January                      | 80,493          | 81,476        |
| (Deficit)/Surplus for the year            | (15,679)        | (983)         |
| Transfer from New Hall Fund               | 0               | 0             |
| Balance as at 31 December                 | <u>64,814</u>   | <u>80,493</u> |

**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****BALANCE SHEET AS AT 31 DECEMBER 2023**

|                                       | Notes | £               | 2023<br>£        | £               | 2022<br>£        |
|---------------------------------------|-------|-----------------|------------------|-----------------|------------------|
| <b>Fixed Assets</b>                   |       |                 |                  |                 |                  |
| Freehold premises at Insured Value    | 1     |                 | 3,799,528        |                 | 3,123,712        |
| Annexe refurbishment at cost          | 2     | 53,769          |                  | 53,769          |                  |
| Institute refurbishment at cost       | 3     | 6,892           |                  | 6,892           |                  |
|                                       |       | <u>60,661</u>   |                  | <u>60,661</u>   |                  |
| Less: Depreciation of refurbishments  |       | <u>(60,661)</u> |                  | <u>(60,661)</u> |                  |
| Equipment at cost                     | 4     | 6,053           |                  | 6,053           |                  |
| Less: depreciation                    |       | <u>(6,053)</u>  |                  | <u>(5,189)</u>  |                  |
|                                       |       |                 | 0                |                 | 864              |
| <b>Net book value of Fixed Assets</b> |       |                 | <u>3,799,528</u> |                 | <u>3,124,576</u> |
| <b>Current Assets</b>                 |       |                 |                  |                 |                  |
| Debtors and prepayments               | 5     | 0               |                  | 0               |                  |
| Cash at bank and in hand              | 6     | <u>64,814</u>   |                  | <u>79,629</u>   |                  |
|                                       |       |                 | 64,814           |                 | 79,629           |
| <b>Current Liabilities</b>            |       |                 |                  |                 |                  |
| Creditors and accruals                | 7     |                 | 0                |                 | 0                |
| <b>Net current assets</b>             |       |                 | <u>64,814</u>    |                 | <u>79,629</u>    |
| <b>Total Net Assets</b>               |       |                 | <u>3,864,342</u> |                 | <u>3,204,205</u> |
| <b>REPRESENTED BY:</b>                |       |                 |                  |                 |                  |
| Premises valuation reserve            |       |                 | 3,799,528        |                 | 3,123,712        |
| General Fund                          |       |                 | 64,814           |                 | 80,493           |
|                                       |       |                 | <u>3,864,342</u> |                 | <u>3,204,205</u> |

**Signed:****Dated:****ON BEHALF OF THE BOARD OF TRUSTEES**

**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****NOTES TO THE ACCOUNTS 31 DECEMBER 2023****TANGIBLE FIXED ASSETS**

| <b>1</b>   | <b>Property</b>                   | Acquired | <b>£</b>          | <b>£</b>         |
|--|-----------------------------------|----------|-------------------|------------------|
|  | Commemoration Hall                | 1923     | 2,382,709         |                  |
|  | Institute                         | 1904     | 926,730           |                  |
|  | Cricket Pavilion                  |          | 264,616           |                  |
|  | Bowls Pavilion                    |          | 225,474           |                  |
|  | Playing Field                     | 1921     | <u>Not valued</u> |                  |
|  |                                   |          |                   | <u>3,799,528</u> |
| <p>The cost of the above assets is not ascertainable and in the absence of a market valuation they are recorded at their current insured value. Any surplus arising has been credited to the Premises Valuation Reserve.</p> |                                   |          |                   |                  |
| <b>2</b>   | <b>Refurbishment of Annexe</b>    |          |                   |                  |
|  | COST                              |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 53,769           |
|  | DEPRECIATION                      |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 53,769           |
|  | NET BOOK VALUE                    |          |                   |                  |
|  | At 31 December 2023               |          |                   | <u>NIL</u>       |
|  | At 31 December 2022               |          |                   | <u>NIL</u>       |
| <b>3</b>   | <b>Refurbishment of Institute</b> |          |                   |                  |
|  | COST                              |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 6,892            |
|  | DEPRECIATION                      |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 6,892            |
|  | NET BOOK VALUE                    |          |                   |                  |
|  | At 31 December 2023               |          |                   | <u>NIL</u>       |
|  | At 31 December 2022               |          |                   | <u>NIL</u>       |

**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****NOTES TO THE ACCOUNTS 31 DECEMBER 2023 continued**

| <b>4</b> | <b>Equipment</b>                | <b>Sound<br/>System</b> | <b>Ceiling<br/>fans</b> | <b>Total</b>  |
|----------|---------------------------------|-------------------------|-------------------------|---------------|
|          | <b>COST</b>                     |                         |                         |               |
|          | At 1 January 2023               | 3,416                   | 2637                    | 6,053         |
|          | Additions                       | 0                       | 0                       | 0             |
|          | At 31 December 2023             | <u>3,416</u>            | <u>2,637</u>            | <u>6,053</u>  |
|          | <b>DEPRECIATION</b>             |                         |                         |               |
|          | At 1 January 2023               | 3,212                   | 1977                    | 5189          |
|          | Charge for the year             | 204                     | 660                     | 864           |
|          | At 31 December 2022             | <u>3,416</u>            | <u>2,637</u>            | <u>6,053</u>  |
|          | <b>NET BOOK VALUE</b>           |                         |                         |               |
|          | At 31 December 2023             | <u>0</u>                | <u>0</u>                | <u>0</u>      |
|          | At 31 December 2022             | <u>204</u>              | <u>660</u>              | <u>864</u>    |
| <b>5</b> | <b>Debtors and Prepayments</b>  | <b>2023</b>             |                         | <b>2022</b>   |
|          |                                 | <b>£</b>                |                         | <b>£</b>      |
|          | Rents                           | 0                       |                         | 0             |
|          | Managed Services                | 0                       |                         | 0             |
|          | Hirings                         | 0                       |                         | 0             |
|          | Recoveries                      | 0                       |                         | 0             |
|          |                                 | <u>0</u>                |                         | <u>0</u>      |
| <b>6</b> | <b>Cash at Bank and in Hand</b> | <b>2023</b>             |                         | <b>2022</b>   |
|          |                                 | <b>£</b>                |                         | <b>£</b>      |
|          | Current account                 | 9,742                   |                         | 8,792         |
|          | Reserve account                 | 55,072                  |                         | 70,837        |
|          | Cash                            | 0                       |                         | 0             |
|          |                                 | <u>64,814</u>           |                         | <u>79,629</u> |
| <b>7</b> | <b>Creditors and accruals</b>   | <b>2023</b>             |                         | <b>2022</b>   |
|          |                                 | <b>£</b>                |                         | <b>£</b>      |
|          | Rent prepaid                    | 0                       |                         | 0             |
|          | Recoveries prepaid              | 0                       |                         | 0             |
|          | Cost accruals                   | 0                       |                         | 0             |
|          |                                 | <u>0</u>                |                         | <u>0</u>      |

**NOTE**      **There are no Debtors or Creditors at 31.12.2023 and 2022 as the accounts have been prepared on the cash basis.**



**DRAFT**

**WADHURST INSTITUTE HALL AND FIELD**

**Registered Charity No. 1169908**

**Report and Accounts for the Year Ended 31 December 2023**

**WADHURST INSTITUTE HALL AND FIELD**

**Registered Charity No. 1169908**

**Content of the Report and Accounts**

**for the Year ended 31 December 2023**

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|------------------------------------|-------|
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| Report of the Independent Examiner | 1     |
| Income and Expenditure Account     | 2     |
| Balance Sheet                      | 3     |
| Notes to the Accounts              | 4 - 5 |

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE  
WADHURST INSTITUTE HALL AND FIELD (Registered Charity No. 1169908)  
For the year ended 31 December 2023**

Report to the Trustees of Wadhurst Institute Hall and Field for the year ended 31 December 2023  
Charity No 1169908 set out on the proceeding pages

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed

It is my responsibility to:

Examine the accounts (under section 145 of the Act)

To follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the Act) and to state whether 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 in 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, I do not express an audit opinion on the accounts.

**Independent Examiners statement**

**In the course of my examination, no matter has come to my attention:**

meet the requirements to ensure that:

Proper accounting records are kept (in accordance with section 130 of the Act); and accounts are prepared which agree with the accounting records and comply within the accounting requirements of the Act; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed 

Dated 16th August 2024

Mr G Khan ACMA  
G3J Limited  
32 Abinger Drive  
Redhill  
Surrey, RH1 6SY

**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023**

|   | <b>2023</b>     | <b>2022</b>   |
|---|-----------------|---------------|
|   | <b>£</b>        | <b>£</b>      |
| <b>INCOME</b>                             |                 | [restated]    |
| Rentals                                   | 26,709          | 35,114        |
| Managed Services                          | 12,377          | 6,875         |
| Hirings                                   | 33,138          | 21,673        |
| Events                                    | 9,911           | 0             |
| Grants, Donations & Misc                  | 6,811           | 6,116         |
| Insurance claims - against expenditure    |                 |               |
| Bank interest received                    | 735             | 154           |
|   | <u>89,681</u>   | <u>69,932</u> |
| <br><b>EXPENDITURE</b>                    |                 |               |
| Employment costs                          | 24,561          | 18,661        |
| Rates & Council Tax                       | 3,525           | 3,588         |
| Light and heat                            | 31,636          | 15,338        |
| Water                                     | 2,330           | 3,206         |
| Refuse collection                         | 2,730           | 2,310         |
| Cleaning                                  | 1,704           | 1,063         |
| Cleaning support                          | 5,149           | 1,615         |
| Telephone & broadband - cottage           | 30              | 488           |
| Hall wifi                                 | 662             | 450           |
| Insurances                                | 3,539           | 2,780         |
| Website, marketing and advertising        | 184             | 758           |
| Licences and subscriptions                | 677             | 692           |
| Legal and professional fees               | 7,449           | 4,376         |
| Repairs, maintenance and Projects         | 23,307          | 12,137        |
| Remedial works flood damage               | 14,396          | 11,730        |
| Events                                    | 7,597           | 0             |
| Office costs inc mobile                   | 735             |               |
| Miscellaneous                             | 637             | 399           |
| Paypal and other fees                     | 70              | 51            |
| Depreciation                              | 864             | 1,013         |
| Utility Recoveries                        | (6,991)         | (6,649)       |
| Insurance claims                          | (19,431)        | (3,091)       |
|   | <u>105,360</u>  | <u>70,915</u> |
| <br><b>SURPLUS/(DEFICIT) for the year</b> | <u>(15,679)</u> | <u>(983)</u>  |
| <br><b>GENERAL FUND</b>                   |                 |               |
| Balance at 1 January                      | 80,493          | 81,476        |
| (Deficit)/Surplus for the year            | (15,679)        | (983)         |
| Transfer from New Hall Fund               | 0               | 0             |
| Balance as at 31 December                 | <u>64,814</u>   | <u>80,493</u> |

**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****BALANCE SHEET AS AT 31 DECEMBER 2023**

|                                       | Notes | £               | 2023<br>£        | £               | 2022<br>£        |
|---------------------------------------|-------|-----------------|------------------|-----------------|------------------|
| <b>Fixed Assets</b>                   |       |                 |                  |                 |                  |
| Freehold premises at Insured Value    | 1     |                 | 3,799,528        |                 | 3,123,712        |
| Annexe refurbishment at cost          | 2     | 53,769          |                  | 53,769          |                  |
| Institute refurbishment at cost       | 3     | 6,892           |                  | 6,892           |                  |
|                                       |       | <u>60,661</u>   |                  | <u>60,661</u>   |                  |
| Less: Depreciation of refurbishments  |       | <u>(60,661)</u> |                  | <u>(60,661)</u> |                  |
| Equipment at cost                     | 4     | 6,053           |                  | 6,053           |                  |
| Less: depreciation                    |       | <u>(6,053)</u>  |                  | <u>(5,189)</u>  |                  |
|                                       |       |                 | 0                |                 | 864              |
| <b>Net book value of Fixed Assets</b> |       |                 | <u>3,799,528</u> |                 | <u>3,124,576</u> |
| <b>Current Assets</b>                 |       |                 |                  |                 |                  |
| Debtors and prepayments               | 5     | 0               |                  | 0               |                  |
| Cash at bank and in hand              | 6     | <u>64,814</u>   |                  | <u>79,629</u>   |                  |
|                                       |       |                 | 64,814           |                 | 79,629           |
| <b>Current Liabilities</b>            |       |                 |                  |                 |                  |
| Creditors and accruals                | 7     |                 | 0                |                 | 0                |
| <b>Net current assets</b>             |       |                 | <u>64,814</u>    |                 | <u>79,629</u>    |
| <b>Total Net Assets</b>               |       |                 | <u>3,864,342</u> |                 | <u>3,204,205</u> |
| <b>REPRESENTED BY:</b>                |       |                 |                  |                 |                  |
| Premises valuation reserve            |       |                 | 3,799,528        |                 | 3,123,712        |
| General Fund                          |       |                 | 64,814           |                 | 80,493           |
|                                       |       |                 | <u>3,864,342</u> |                 | <u>3,204,205</u> |

**Signed:****Dated:****ON BEHALF OF THE BOARD OF TRUSTEES**

**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****NOTES TO THE ACCOUNTS 31 DECEMBER 2023****TANGIBLE FIXED ASSETS**

| <b>1</b>   | <b>Property</b>                   | Acquired | <b>£</b>          | <b>£</b>         |
|--|-----------------------------------|----------|-------------------|------------------|
|  | Commemoration Hall                | 1923     | 2,382,709         |                  |
|  | Institute                         | 1904     | 926,730           |                  |
|  | Cricket Pavilion                  |          | 264,616           |                  |
|  | Bowls Pavilion                    |          | 225,474           |                  |
|  | Playing Field                     | 1921     | <u>Not valued</u> |                  |
|  |                                   |          |                   | <u>3,799,528</u> |
| <p>The cost of the above assets is not ascertainable and in the absence of a market valuation they are recorded at their current insured value. Any surplus arising has been credited to the Premises Valuation Reserve.</p> |                                   |          |                   |                  |
| <b>2</b>   | <b>Refurbishment of Annexe</b>    |          |                   |                  |
|  | COST                              |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 53,769           |
|  | DEPRECIATION                      |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 53,769           |
|  | NET BOOK VALUE                    |          |                   |                  |
|  | At 31 December 2023               |          |                   | <u>NIL</u>       |
|  | At 31 December 2022               |          |                   | <u>NIL</u>       |
| <b>3</b>   | <b>Refurbishment of Institute</b> |          |                   |                  |
|  | COST                              |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 6,892            |
|  | DEPRECIATION                      |          |                   |                  |
|  | At 1 January 2023                 |          |                   | 6,892            |
|  | NET BOOK VALUE                    |          |                   |                  |
|  | At 31 December 2023               |          |                   | <u>NIL</u>       |
|  | At 31 December 2022               |          |                   | <u>NIL</u>       |

**WADHURST INSTITUTE HALL AND FIELD****Registered Charity No. 1169908****NOTES TO THE ACCOUNTS 31 DECEMBER 2023 continued**

| <b>4</b> | <b>Equipment</b>                | <b>Sound<br/>System</b> | <b>Ceiling<br/>fans</b> | <b>Total</b>  |
|----------|---------------------------------|-------------------------|-------------------------|---------------|
|          | <b>COST</b>                     |                         |                         |               |
|          | At 1 January 2023               | 3,416                   | 2637                    | 6,053         |
|          | Additions                       | 0                       | 0                       | 0             |
|          | At 31 December 2023             | <u>3,416</u>            | <u>2,637</u>            | <u>6,053</u>  |
|          | <b>DEPRECIATION</b>             |                         |                         |               |
|          | At 1 January 2023               | 3,212                   | 1977                    | 5189          |
|          | Charge for the year             | 204                     | 660                     | 864           |
|          | At 31 December 2022             | <u>3,416</u>            | <u>2,637</u>            | <u>6,053</u>  |
|          | <b>NET BOOK VALUE</b>           |                         |                         |               |
|          | At 31 December 2023             | <u>0</u>                | <u>0</u>                | <u>0</u>      |
|          | At 31 December 2022             | <u>204</u>              | <u>660</u>              | <u>864</u>    |
| <b>5</b> | <b>Debtors and Prepayments</b>  | <b>2023</b>             |                         | <b>2022</b>   |
|          |                                 | <b>£</b>                |                         | <b>£</b>      |
|          | Rents                           | 0                       |                         | 0             |
|          | Managed Services                | 0                       |                         | 0             |
|          | Hirings                         | 0                       |                         | 0             |
|          | Recoveries                      | 0                       |                         | 0             |
|          |                                 | <u>0</u>                |                         | <u>0</u>      |
| <b>6</b> | <b>Cash at Bank and in Hand</b> | <b>2023</b>             |                         | <b>2022</b>   |
|          |                                 | <b>£</b>                |                         | <b>£</b>      |
|          | Current account                 | 9,742                   |                         | 8,792         |
|          | Reserve account                 | 55,072                  |                         | 70,837        |
|          | Cash                            | 0                       |                         | 0             |
|          |                                 | <u>64,814</u>           |                         | <u>79,629</u> |
| <b>7</b> | <b>Creditors and accruals</b>   | <b>2023</b>             |                         | <b>2022</b>   |
|          |                                 | <b>£</b>                |                         | <b>£</b>      |
|          | Rent prepaid                    | 0                       |                         | 0             |
|          | Recoveries prepaid              | 0                       |                         | 0             |
|          | Cost accruals                   | 0                       |                         | 0             |
|          |                                 | <u>0</u>                |                         | <u>0</u>      |

**NOTE**      **There are no Debtors or Creditors at 31.12.2023 and 2022 as the accounts have been prepared on the cash basis.**