

TRUSTEES ANNUAL REPORT

For the Period

1st April 2020 - 31st March 2021

Charity Name: Itchenor Memorial Hall

Registered Charity Number: 1170367
(Previously constituted under charity number 305439)

Charity's Principal Address: Itchenor Memorial Hall
Itchenor Road
Itchenor
PO20 7DL

Charity's Postal Address: Chairman of the Trustees
Mr Philip Edwards
Rosiane – Itchenor Road
Itchenor
PO20 7DH

Names of Charity Trustees who formed the committee during the Year

Mr Philip Edwards	Chairman (Appointed 12 th May 2019)
Dr Thomas Trevelyan	Hon. Sec.
Mr Basil Taylor	Hon Treasurer
Mrs Susan Taylor	(Resigned 2020)
Mrs John McCann	(Resigned 2020)
Mr John Hustler	(Resigned 2019)
Ms Kerry Simmonds	(Appointed 2020)
Mrs Simone Horsley	(Appointed 2020)

Governing Document:

Constitution of Itchenor Memorial Hall dated 24th November 2016.
The charity is constituted under the above document.

Trustees' selection methods

A Trustee Committee member may be nominated and seconded by an inhabitant of the Parish of West Itchenor and voted onto committee at the AGM. Other Committee members may be co-opted by the Committee during the year. Committee members stand down and re-stand for election if they choose each year.

Volunteers

All trustees give their time voluntarily and receive no remuneration or benefits. Other than the trustees, the Charity has no other volunteers.

Objects of the Charity

Promote for the benefit of the inhabitants of the Parish of West Itchenor and its immediate vicinity (the area of benefit), the provision of facilities for:

- physical or mental training,
- recreation or other leisure time occupation

to individuals who have need of such facilities by reason of:

- their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

Such provision of facilities to be given without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions,

Summary of Main activities and achievements in Relation to Above Objectives

The Trustees have complied with their duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

The committee met formally 4 times during the period. In addition to such committee meetings, members of the committee have met informally many times to talk about and review the plans for the refurbishment of the hall and discuss another proposed concert (cancelled) and planned Fete for May 2020 which of course had to be cancelled as well.

The daily schedule at the Hall remained consistent with the activities of the Hall as in the previous year. They were as follows:

- The Parish Council is based at the hall for regular meetings.

Weekly sessions should have shown:

- West Itchenor Parish Council planning committee on Mondays for regular meetings (No meetings took place, Parish Council still currently running Zoom meetings)
- Village Voices the local singing experience on a Tuesday,
- 2 Pilates classes on Tuesday evenings,
- 2 Yoga classes 1 on Thursday and one on Friday.
- Dog training classes.

The above events were dramatically cut back because of Covid and barely two months were invoiced.

Under normal circumstances extra to those week-day hiring's, the Hall is used:

- for Polling days and local meetings and this year there were:
 - RNLI Dinner and Shanty
 - PCC Harvest Supper
 - 3 Polling station events
 - 2 Children's parties
 - All Madden Breathworks
 - Self-defence class
 - Reeling,
 - Itchenor Society AGM,
 - Meditation Class
- Due to Covid none took place.

Financial review

Receipts and Payments account.

The Hall received income from general activities to the value of £2,646. The Charity also received donations in the amount of Restricted Funds £35,645 and Unrestricted £18,574. The change – surplus (deficit)- in our retained income after payments made during the year was as follows:

General Funds	£	(802)
Donations – Unrestricted	£	14,750
Restricted	£	29,042

At the end of the year, the Charity has the following funds at its disposal:

General Funds	£	3,972
Reserves		
Unrestricted	£	32,780
Restricted	£	78,872

The above figures include monies raised through fund raising for hall renovation

Policy on Reserves

The Charity's policy on reserves is to maintain a General Funds sufficient to support the on-going activities and meet its Objectives. Funds are maintained in a current account with HSBC bank but to the extent prudent, the Committee transfers unrestricted reserve funds to a deposit account with HSBC bank to gain interest.

Funds received to date, 31st March 2021 which require treatment as "Restricted Funds" amount to £78,872.

Funds Materially in Deficit

The Charity has no funds in deficit, materially or otherwise.

Principal sources of Funds

The sources which include monies raised from fund raising and other activities achieved during the period, charges for Itchenor Memorial Hall (IMH) use and other contributions to costs.

Expenditure

Expenditure is incurred solely to maintain the upkeep and development of IMH and grounds to provide the facilities set out in its Constitution Objectives.

Assets for Charity's Own use - Itchenor Memorial Hall

The land on which the IMH stands was gifted to the Village in 1947 and IMH was constructed in 1953. Subsequently, around 1957 it is believed, the land and building were absorbed into charity 305039. A storeroom and new kitchen were added in 1999. Apart from these additions, the building has received only general maintenance and upkeep.

Investment Policy - Building Project

Planning consents were achieved and work is underway.

Other Optional Information

Grounds

Over the years and especially on the day of our last Village Fete the grounds have become truly glorious. This was due to the untiring efforts of John McCann who up until quite recently maintained them in his free time. John retired from being a trustee in 2020 and our overwhelming thanks go out to him for his tireless and invaluable work. Working parties that have seen villagers from all parts of the village come together for a day of hard work also must be given a mention as their work has without doubt contributed to our very special grounds. We ask all to be now patient as whilst the building work takes place nature is temporarily taking hold.

Other contributions

Tom Trevelyan as Hon. Secretary has been as ever diligent and hard working. Many thanks to him for all the paperwork / webwork that he deals with in this capacity.

Basil Taylor as our Hon. Treasurer has provided us with sound financial advice and kept us up to date with interim reports on our finances which he has capably overseen.

Memorial Hall Concert

Having once again held talks with the Chichester University orchestra leader Mr Simon Growcott we obtained agreement for the orchestra to give another performance during 2020, this of course, due to Covid was postponed. The orchestra which consists of 25 musicians has an

excellent reputation in the south (and eventually an event in the village took place in July 2021, see newsletter)
It is hoped that this event will be the first of many cultural evening events in future years.

The Village Fete.

After a successful fete in May 2018 the trustees planned to hold another fete in the Memorial Hall and grounds, May 2020. This of course never took place due to Covid, but future Fetes are planned.

Independent Financial review

As our income, including donations, exceeded £25,000 for the year under review, we were required to appoint an independent examiner to perform a review of our financial statements. We appointed Mr Richard Dukoff-Gordon to undertake this task and his "clean" report is filed with our Financial Statements.

Declaration

The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature

Philip V. Edwards



Position

Chairman

Date:

20 July 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Itchenor Memorial Hall

No (if any)
1170367

CC16a


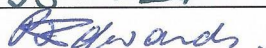
Receipts and payments accounts

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire of Hall and Equipment	2,646	-	-	2,646	6,114
Donations	18,574	-	-	18,574	3,328
Bank interest	-	37	-	37	73
Miscellaneous	-	-	-	-	84
Fundraising	-	35,608	-	35,608	48,098
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	21,220	35,645	-	56,865	57,697
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,220	35,645	-	56,865	57,697
A3 Payments					
Insurance	707	-	-	707	697
Repairs and maintenance	2,653	-	-	2,653	636
Electricity	460	-	-	460	715
Communications	591	-	-	591	403
Rates and charges	171	-	-	171	315
Gardening	1,332	-	-	1,332	965
Cleaning	1,144	-	-	1,144	1,250
Licences	-	-	-	-	143
Marketing and publicity	-	-	-	-	-
Professional fees	144	-	-	144	144
Building project costs	-	6,603	-	6,603	-
Sundry costs	-	-	-	-	-
Fund raising costs	72	-	-	72	843
Sub total	7,274	6,603	-	13,877	6,111
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,274	6,603	-	13,877	6,111
Net of receipts/(payments)	13,946	29,042	-	42,988	51,586
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	22,806	49,830	-	72,636	21,050
Cash funds this year end	36,752	78,872	-	115,624	72,636

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		36,752	78,872	-
		-	-	-
		-	-	-
	Total cash funds	36,752	78,872	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Basil J Taylor, Hon. Treasurer	07/07/2021	
		Phillip Edwards, Chairman	07/07/2021	

Examiner's unqualified report (for a non-company charity preparing receipts and payments accounts) with a gross income of £250,000 or less in the relevant financial year.

Independent examiner's report to the trustees of Itchenor Memorial Hall

(Charity No. 1170367)

Examiner's Report

I report to the trustees on my examination of the accounts of the Itchenor Memorial Hall Charity No. 1170367 (the Charity) for the year ended 31st March 2021.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

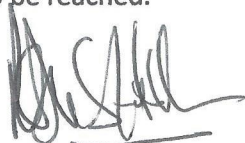
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act;
- or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

RICHARD COLSON DUKOFF-GORDON

Address:

EBENEZER, SHIPTON GREEN, ITCHENOR, CHICHESTER

Date:

20th JULY 2021 WEST SUSSEX PO20 7BZ