

TRUSTEES ANNUAL REPORT

For the Period

1st April 2021 - 31st March 2022

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
PO20 7DH

Names of Charity Trustees who formed the committee during the Year

Mr Philip Edwards	Chairman
Dr Thomas Trevelyan	Hon. Sec.
Mr Basil Taylor	Hon Treasurer
Ms Kerry Simmonds	
Mrs Simone Horsley	

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 building progress on the Hall.

The daily schedule at the Hall remained consistent with the activities of the Hall as in previous years until closed for its re-furbishment in April the hall was not officially open until late November 2021. 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. (Now ceased as due dates clashed with pre-school)
- 2 Pilates classes on Tuesday evenings,
- 2 Yoga classes 1 on Thursday and one on Friday.
- Dog training classes. (Now cancelled)

The above events were dramatically cut back because of Covid and Hall modernisation.

Under normal circumstances extra to those week-day hiring's, the Hall is used for Polling days and local meetings.

RNLI Dinner and Shanty

PCC Harvest Supper

Polling station events

Children's parties

All Madden Breathworks

Reeling,

Itchenor Society AGM,

Meditation Class

Little Diggers Pre-school

Financial review

Receipts and Payments account.

The Hall received income from general activities to the value of £9,146 (2021: £2,646). The Charity also received donations in the amount of Restricted Funds £172,000 (2021: £35,645) and Unrestricted £8,428 (2021: £18,574).

The change, surplus (deficit), in our retained income after payments made during the year was as follows:

General Funds	£	442
Donations – Unrestricted	£	(21,512)
Restricted	£	(79,335)

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

General Funds	£	4,414
Reserves Unrestricted	£	10,806
Restricted	£	Nil

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 2022 which require treatment as "Restricted Funds" amount to £237,677. As of that date, all such funds had been used on their restricted purpose of Hall reconstruction.

Funds Materially in Deficit

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

Principal sources of Funds

The sources 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

Excluding Hall reconstruction costs, 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 and in 2021-22 further work was carried out to repair damaged parts, re-roof the building, upgrade internal fixtures and fittings in the kitchen and elsewhere and add a further wing to accommodate improved washroom facilities meeting current Health and Safety standards (see building Policy).

Investment Policy - Building Project

All planning consents were received and refurbishment work was completed. This work received the Architect's Completion Certificate dated on 10 August 2022.

Other Optional Information

Grounds

The hall grounds have over recent years become an invaluable asset of the Hall. Because of much work over a period of years this asset has enabled Fetes to take place, Jubilee celebrations and musical events, now our pre-school enjoy them on a daily basis.

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. Tom is retiring from being a Trustee shortly, his years of work have proven to be of enormous help and he will be greatly missed.

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. Again, much appreciated by his fellow Trustees.

The Village Fete and Jubilee Celebrations

After a successful fete on the June 3rd, the Memorial Hall then hosted with the Itchenor Society a musical picnic celebrating the Queens platinum Jubilee on Sunday the 5th of June. Both events were a great success with over 1,000 people attending the Fete and several hundred residents the musical picnic. Once again, we used the Chichester University orchestra and its leader Simon Growcott.

Independent Financial review

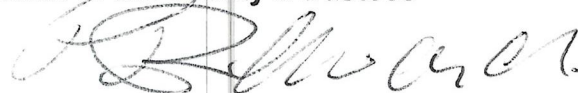
As our income, including donations, exceeded £25,000 for the year under review, we were required to appoint an independent examiner to perform a review of our financial statements. We appointed Mr Richard Dukoff-Gordon to undertake this task and his "clean" report is filed with our Financial Statements.

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:

29th October 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

ITCHENOR MEMORIAL HALL

1170367

Receipts and payments accounts

CC16a

For the period from

01/04/2021

To

31/03/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hire of Hall and Equipment	1,865	-	-	1,865	2,646
Donations	8,428	172,600	-	181,028	18,574
Bank interest	7	-	-	7	37
Miscellaneous	537	-	-	537	-
Fundraising	1,081	-	-	1,081	35,608
Montisorry pre-school	5,650	-	-	5,650	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	17,568	172,600	-	190,168	56,865
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,568	172,600	-	190,168	56,865
A3 Payments					
Insurance	707	-	-	707	707
Repairs and maintenance	-	-	-	-	2,653
Electricity	559	-	-	559	460
Communications	528	-	-	528	591
Rates and charges	819	-	-	819	171
Gardening	1,575	-	-	1,575	1,332
Cleaning	793	-	-	793	1,144
Licences	254	-	-	254	-
Marketing and publicity	-	-	-	-	-
Professional fees	144	-	-	144	144
Building project costs	30,777	251,935	-	282,712	6,603
Montisorry pre-school costs	2,482	-	-	2,482	-
Sundry costs	-	-	-	-	72
Fund raising costs	-	-	-	-	-
Sub total	38,638	251,935	-	290,573	13,877
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	38,638	251,935	-	290,573	13,877
Net of receipts/(payments)	- 21,070	- 79,335	-	- 100,405	42,988
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	36,290	79,335	-	115,625	72,636
Cash funds this year end	15,220	-	-	15,220	115,624

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				
		15,220	-	-
		-	-	-
		-	-	-
	Total cash funds	15,220	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

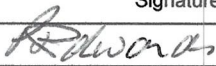
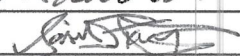
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Philip Edwards, (Chairman)	29.10.22
	Basil J Taylor (Treasurer)	29.10.22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
ITCHENOR MEMORIAL HALL

On accounts for the year
ended

31st March 2022

Charity no
(if any)

1170367

Set out on pages

(Remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

As the charity's trustees, 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 Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

6th NOVEMBER 2022

Name:

Richard Colson DUKOFF-GORDON

Relevant professional
qualification(s) or body
(if any):

NONE

Address: EBENEZER, SHIPTON GREEN, ITCHENOR,
CHICHESTER, WEST SUSSEX.
PO20 7BZ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

NONE