

TRUSTEES ANNUAL REPORT

For the Period

1st April 2022 - 31st March 2023

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)
Mr Basil Taylor	Hon Treasurer
Emma Hansell	(Appointed February 2022)
Chloe Scholes	(appointed 30 th March 2022)
Alexander Webb	(appointed 30 th March 2022)
Adrian West	(Appointed April 2022)
Vicky Roberts	(Appointed 30 th March 2022 resigned 13/02/23)
James Lamont	(Appointed 30 th March 2023 resigned 21/04/23)
Kerry Simmons	(Resigned 8 th August 2022)
Simone Horsley	(Resigned June 2022)
Tom Trevelyan	(Resigned 11 th November 20022)

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 at times to talk about and review matters of interest.

The daily schedule at the Hall remained consistent with the activities of the Hall as in previous years. With the exception of the Covid disruptions, 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.
- 2 Pilates classes on Tuesday evenings,
- 2 Yoga classes 1 on Thursday and one on Friday.

week-day hiring's, the Hall is used:

- for Polling days and local meetings and this year there were:
 - 1 Polling station events
 - Four children's parties

- Reeling,
- Itchenor Society AGM,

Financial review

Receipts and Payments account.

The Hall received income from general activities to the value of £3,389. The Charity received donations in the amount of Unrestricted Funds £314 and raised £4,363, after costs, from a fete held during the year. In addition, the Charity received £13,200 from a Montessori pre-school held on its premises.

Remaining builder's costs and payment of retention monies upon completion of the building work accounted for payments from Restricted Funds of £15,751.

Other notable costs included:

- maintenance of the Hall's surrounding land, £4,860, including £2,160 for coppicing of trees,
- regular Hall cleaning £2,506 and
- £1,110 on security, lighting, acoustic control and parking.

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

General Funds	£ 9,876
Restricted Funds	£(15,761)

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

Unrestricted funds	
General Funds	£ 9,255
Reserves	£ Nil
Restricted Funds	£ Nil

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 funds to a deposit account with HSBC bank to gain interest.

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 a pre-school (Little Diggers) running throughout the year, the pre-school since it started operating from the hall has made an enormous difference to our hall finances. The extra income derived enables proper maintenance to be carried out when needed and hall improvements to be scheduled for the future. Little Diggers have now become part of our village and it's wonderful to see the Hall being fully used with some weekends now catering for children's parties as well.

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. The Charity was constituted as a Charitable Incorporated Organisation (CIO) on 24th November 2016 and received a new Charity number of 1170367. In November 2017 fund raising was commenced to modernise the hall in April 2021 planning permission was granted and work commenced. By the end of that year, building work was completed; the hall was fully operational by the start of 2022.

Investment Policy - Building Projects

Planning consents were achieved and work was completed on time. It is now the intention of Hall Trustees to have a solar energy system providing enough electricity to make the hall energy self-sufficient by the autumn of 2024.

Other Optional Information

Grounds

Over the years and especially on the day of our last Village Fete Friday June 3rd 2022 the grounds have become truly glorious. They are a great asset and enjoyed enormously by the children attending Little Diggers our pre-school. It is the intention of the Hall trustees to organise a village Fete every two years.

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

This was held after our village Fete by the Itchenor society, the weather was again kind and once again we were entertained by the Chichester University orchestra led by Mr Simon Growcott their

conductor. The orchestra which consists of 25 musicians has an excellent reputation in the south.

It is hoped that this event will be repeated in future years.

The Village Fete.

After the successful fete in June 2022, the trustees held a celebration of the King's coronation with the Itchenor Society on that weekend in May 2023 which was very well attended by members of the village. In view of the popularity of communal activities such as these, the Trustee's plan to hold another fete in the Memorial Hall and grounds on May 25th 2024.

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 Rick Dukdoff-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:

7th September 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

ITCHENOR MEMORIAL HALL

1170367

Receipts and payments accounts

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For the period from	01/04/2022	To	31/03/2023
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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	3,359	-	-	3,359	1,865
Donations	314	-	-	314	181,028
Bank interest	20	-	-	20	7
Miscellaneous	10	-	-	10	537
Fundraising	9,821	-	-	9,821	1,081
Montisorri pre-school	13,200	-	-	13,200	5,650
	-	-	-	-	-
Sub total (Gross income for AR)	26,724	-	-	26,724	190,168
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,724	-	-	26,724	190,168
A3 Payments					
Insurance	735	-	-	735	707
Repairs and maintenance	1,113	-	-	1,113	-
Electricity	838	-	-	838	559
Communications	552	-	-	552	528
Rates and charges	313	-	-	313	819
Gardening	4,860	-	-	4,860	1,575
Cleaning	2,506	-	-	2,506	793
Licences	378	-	-	378	254
Marketing and publicity	-	-	-	-	-
Professional fees	144	-	-	144	144
Building project costs	-	15,751	-	15,751	282,712
Montisorri pre-school costs	-	-	-	-	2,482
Sundry costs	41	-	-	41	-
Fund raising costs	5,458	-	-	5,458	-
Sub total	16,938	15,751	-	32,689	290,573
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	16,938	15,751	-	32,689	290,573
Net of receipts/(payments)	9,786	15,751	-	5,965	100,405
A5 Transfers between funds	-	15,751	-	-	-
A6 Cash funds last year end	15,220	-	-	15,220	115,625
Cash funds this year end	9,255	-	-	9,255	15,220

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))

Agreement Error

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	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

PVE
B.J.T.

Philip Edwards, (Chairman)

Basil J Taylor (Treasurer)

18 08 2023

18 08 2023



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

ITCHENOR MEMORIAL HALL

On accounts for the year
ended

31st MARCH 2023

Charity no
(if any) 1170367

Set out on pages

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:

18th AUGUST 2023

Name:

Richard Colson DUKOFF-GORDON

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

NONE

IER

12018

Oct

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