

## **TRUSTEES ANNUAL REPORT**

### **For the Period**

**1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024**

**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 <sup>th</sup> May 2019)
Mr Basil Taylor	Hon. Treasurer
Emma Hansell	(Appointed February 2022)
Chloe Scholes	(Appointed 30 <sup>th</sup> March 2022)
Alexander Webb	(Appointed 30 <sup>th</sup> March 2022)
Adrian West	(Appointed April 2022)

### **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, as follows:

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

Including the above, the Hall's use throughout the year comprised

- Garden party and concert weekend celebrating King Charles 111 coronation
- 1 Polling station event
- 24 Parish Council and related planning meetings
- 12 children's parties
- 5 Reeling dance parties,
- 1 Itchenor Society AGM,
- 45 Yoga classes
- 4 Itchenor Hall Trustee meetings and 1 AGM
- 15 Other meetings

### **Financial review**

#### **Receipts.**

- Total Receipts for the year ended 31 March 2024 amounted to £23,418 (2023: £26,724)
- Hire revenue from the Hall and Hall Equipment was £3,803 (2023: £3,359), higher than last year as we recovered from the previous year's building works.
- The Montessori pre-school contributed £12,873 (2023: £13,200) This was the first full year of the school's operation and revenues consolidated themselves into a solid income stream for the Hall.
- The Hall holds a £1,000 a refundable deposit which is included in Cash Funds.
- We did not hold a fete during the year ended 31 March 2024. We concentrated our efforts on raising funds for the Solar Panelling project to

make our Hall energy self-sufficient, but otherwise our general donations, grants, village event and other income were up slightly to £743 (2023: £344 excluding the 2023 Fete)

Our fund-raising efforts for the Solar Panelling achieved £6,000 including Gift Aid, a major achievement towards to Project's cost. We were also very fortunate to receive a donation from the Woodger Trust which, together with our own funds enabled us to meet our total financing target.

After competitive tendering from three independent providers, we chose Cardinal Energy to instal the equipment, placed the order for installation during August 2024 and the equipment is now operational as of the date of this report.

### Payments

As all our refurbishment work was completed in 2023, there were no costs attributable to this item during the year (2023: 15,751).

Total costs for the year amounted to £16,222 (2023: £16,938 - £32,689 if refurbishment work is included)

Notable costs included in this total are:

- Repairs and maintenance £7,513 (2023: £1,113) – increase due to remedying car park flooding, alarm servicing and general maintenance.
- Gardening £2,700 (2023: £4,860) – increase due to regular garden upkeep. Previous year included coppicing of Pine trees £2,160.

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

General Funds	£ 1,196
Restricted Funds	£ 5,726

At the end of the year, 31 March 2023, Total Funds were £16,177, (2023: £9,255) of which £5,726 were Restricted Funds associated with the Solar Panelling project. (2023 £Nil).

Total Funds were represented by bank balances with HSBC bank, as follows:

Current account £ 2,554	(2023: £4,738)
Deposit account £13,623	(2023: £4,517)

### 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 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 well used, with some weekends now catering for children's parties.

Other sources of income are:

- Fund raising and other activities achieved during the period,
- Hire charges for Itchenor Memorial Hall (IMH)'s 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 24<sup>th</sup> 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 obtained and work was completed on time. Solar panelling has been installed and is operational. Future investment projects include installation of window blinds.

### **Other Optional Information**

#### **Grounds**

Over the years and especially on the day of our last Village Fete Friday June 3<sup>rd</sup> 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.

#### **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 25 May 2024.

**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.

**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:**

**31 May 2024**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

ITCHENOR MEMORIAL HALL

1170367

## Receipts and payments accounts

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For the period from

01/04/2023

To

31/03/2024

### 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 £
<b>A1 Receipts</b>					
Hire of Hall and Equipment	3,803	-	-	3,803	3,359
Donations	500	6,000	-	6,500	314
Bank interest	108	-	-	108	20
Miscellaneous	12	-	-	12	10
Fundraising	123	-	-	123	9,821
Montisori pre-school	12,873	-	-	12,873	13,200
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>17,419</b>	<b>6,000</b>	<b>-</b>	<b>23,419</b>	<b>26,724</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>17,419</b>	<b>6,000</b>	<b>-</b>	<b>23,419</b>	<b>26,724</b>
<b>A3 Payments</b>					
Insurance	779	-	-	779	735
Repairs and maintenance	7,513	-	-	7,513	1,113
Electricity	1,003	-	-	1,003	838
Communications	525	-	-	525	552
Rates and charges	321	-	-	321	313
Gardening	2,700	-	-	2,700	4,860
Cleaning	2,088	-	-	2,088	2,506
Licences	382	-	-	382	378
Marketing and publicity	-	-	-	-	-
Professional fees	194	-	-	194	144
Building project costs	-	-	-	-	15,751
Montisori pre-school costs	-	-	-	-	-
Sundry costs	-	-	-	-	41
Fund raising costs	718	274	-	992	5,458
<b>Sub total</b>	<b>16,223</b>	<b>274</b>	<b>-</b>	<b>16,497</b>	<b>32,689</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>16,223</b>	<b>274</b>	<b>-</b>	<b>16,497</b>	<b>32,689</b>
<b>Net of receipts/(payments)</b>	<b>1,196</b>	<b>5,726</b>	<b>-</b>	<b>6,922</b>	<b>5,965</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>9,255</b>	<b>-</b>	<b>-</b>	<b>9,255</b>	<b>15,220</b>
<b>Cash funds this year end</b>	<b>10,451</b>	<b>5,726</b>	<b>-</b>	<b>16,177</b>	<b>9,255</b>



## 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 £
<b>B1 Cash funds</b>				
		10,451	5,726	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	10,451	5,726	-

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

OK

OK

OK


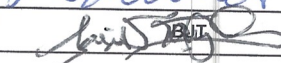
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
 PVE	Philip V Edwards (Chairman)	31 05 2024
 BJT	Basil J Taylor (Treasurer)	31 05 2024