

TRUSTEES ANNUAL REPORT

For the Period

1st April 2024 - 31st March 2025

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 Basil Taylor
Dobbies – Itchenor Road
Itchenor
PO20 7AA

Names of Charity Trustees who formed the committee during the Year

Mr Philip Edwards	Chairman - Resigned 01 June 2024
Mr Basil Taylor	Hon. Treasurer- Appointed Chairman 30 June 2024
Emma Hansell	(Resigned 01 September 2024)
Alexander Webb	(Resigned 15 November 2024)
Chloe Scholes	(Appointed 17 August 2022)
Adrian West	(Appointed 17 August 2022)
Anne Irwin Brown	(Appointed 11 April 2024; resigned 26 July 2024)
Helena Gardner	(Appointed 10 July 2024)
Nicole Dukoff Gordon	(Appointed 5 September 2024)

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.

We are very proud to say that the Hall achieved an "A" Energy Rating, Energy Performance Certificate when tested on 1 May 2025 reflecting all the efforts on the preceding few years in refurbishing the Hall, its heating, power generation and consumption savings.

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

- 1 Garden party and concert weekend
- 2 Polling station events
- 3 Political events
- 19 Parish Council and related planning meetings
- 12 children's and adult parties
- 4 Reeling dance parties,
- 7 Itchenor Society and Itchenor Memorial Hall meetings including AGMs,
- 124 Yoga and other health and training classes
- 2 Weddings
- 193 days of pre-school learning
- 15 Other meetings and activities including maintenance.

This was a total of 381 event bookings during the year.

Financial review

Revenue

Total Receipts for the year ended 31 March 2025 amounted to £45,853 (2024: £23,419)

- Hire revenue from the Hall and Hall Equipment was £5,591 (2024: £3,808), higher than last year as we continue to recover from the building works and people are discovering how beautiful and convivial our Hall and its curtilage are.
- The Montessori pre-school contributed £15,436 (2024: £12,873). This school continues to be a popular pre-school facility, and its excellent offering and conscientious management continue to benefit the Hall. We raised our charges to the school this year to reflect additional requirements they had which we were able to provide. We look forward to continuing our mutually successful relationship with this pre-school.
- The Hall holds a £1,000 refundable deposit which is included in Cash Funds.
- Our fete this year was again blessed with good weather. It was held on 25 May 2024. Our net takings including the raffle and after all costs amounted to £4,423, a sizeable contribution to the Hall's funds particularly as we were saving hard to add the balance between donated funds and the cost of installation of our Solar Panelling project later in the year. Our previous fete held in June 2022 contributed £5,045 to the Hall's funds.
- Our fund-raising efforts for the Solar Panelling were boosted by the very generous donation of £12,500 from the Woodger Trust which when added to previous donations of £6,000 including Gift Aid, provided us with sufficient funds when added to our own allocated for this purpose enabled us to fund the £25,025 total cost needed to install the solar panelling.
It is too early to tell how much the Solar Panels have saved in electricity costs but consumption from the Grid is significantly reduced.

The Hall joined with the Itchenor Parish Council to fund the installation of a Defibrillator to the front of the Hall building. The two existing defibrillators in the Village, located at the Chichester Harbour Office and Northshore Shipyard, were deemed too far away should anyone from the south-western end of the Village have need of such device and it is hoped that this new installation will be a comfort to those situated in this part of the village.

Costs

As all our refurbishment work was completed in 2023, costs attributable to this item were £Nil during the year (2023: 15,751).

Total cost at £56,976 (2024: £16,222) were largely dominated by the costs for solar panelling £25,025 and defibrillator £2,173. The remaining £29,778 included the following:

- Repairs and maintenance £7,689 (2024: £7,513) – due to further work on the car park, repainting the Hall interior, and general maintenance.
- Gardening £3,900 (2024: £2,700) – increase due to regular garden upkeep.

- Cleaning £2,478 (2024: £2,088) – regular cleaning of Hall.
- Insurance £1,060 (2024: £735) – significant increase in premium due to implied increase in Hall value.
- Electricity £7,246 (2024: £838) – A charge error by SSE was responsible for £5,782 of this increase. This was repaid in May 2025. The balance increase was due to the ending of a very favourable tariff contract and hall usage.
- Communications £732: (2024: £552) – additional wi-fi connections and increase in rate.
- Other (Rates, Licences, Fees, Sundry) £1,532 (2024: £576) including:
 - Hallmaster booking software licence of £265 (2024: £227) and purchase of PAT testing equipment £358.

Result Overall

- Overall, the Hall suffered a cash outflow from normal operating activities of £7,973, excluding the SSE overcharge error (2024: £1,196 inflow).
- The Montessori pre-school continued as the major contributor, contributing a cash flow inflow of £14,718 (2024: £12,973).
- The Solar Panelling Project cash outflow net of donations (£25,025) was £17,471 from donations and £7,554 from our own funds.
- The cash outflow from the SSE error, refunded in May 2025, was £5,792.
- It is encouraging that our efforts in this regard are paying off as the Hall's popularity for event hire is increasing steadily. This is demonstrated by the increased use of the Hall as demonstrated elsewhere in the report.

Reserve Funds as at 31 March 2025.

At the end of the year, 31 March 2025, Total Funds were £5,503, (2024: £16,177) of which £Nil (2024: £5,726) were Restricted Funds.

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

Current account	£1,547 (2024: £2,554)
Deposit account	£3,506 (2024: £13,623)

Value of the Hall

This is no longer noted in the accounts as its previous value of £240,000 is considered by the Trustees to be meaningless in the absence of a professional valuation.

Policy on Reserves

The Charity's policy on reserves is to maintain 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 of funds include monies raised from the pre-school (Little Diggers) running throughout the year. Since it started, this pre-school has made an enormous difference to our finances. The extra income derived enables proper maintenance to be carried out when needed and 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 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 obtained and work was completed on time. Solar panelling has been installed and is operational. Future investment projects include installation of window blinds scheduled to be installed later in 2025.

Other Optional Information

Grounds

Over the years and especially on the day of our last Village Fete in May 2024, the grounds have become truly glorious. They are a great asset and enjoyed enormously by the children attending Little Diggers our pre-school and other guests alike. It is the intention of the Hall trustees to organise a village Fete every two years.

Basil Taylor as our Hon. Treasurer took over the role of Chairman effective from 30 June 2024 in the stead of Philip Edwards who resigned on 1 June 2024. He now combines both roles ably supported by a team of four very able trustees.

The Village Fete.

Our fete this year, held on 25 May 2024, was again a major contributor to our funds, as reported in the Finance Section of this report. The Trustees are planning to hold another fete on 23 May 2026.

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

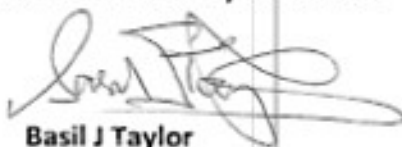
As our income, including donations, exceeded £25,000 for the year under review, we were required to appoint an independent examiner to perform a review of our financial statements. We appointed Mr Rick Dukdoff-Gordon to undertake this task and his "clean" report is filed with our Financial Statements.

Declaration

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

Signed on behalf of the charity's trustees.

Signature



Basil J Taylor

Position

Chairman and Hon Treasurer

Date:

31 August 2025



Receipts and payments accounts

For the period from

Period start date
01-Apr-24

To

Period end date
31-Mar-25

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	5,591	-	-	5,591	3,803
Donations	500	1,393	-	1,893	6,500
Bank interest	197	-	-	197	108
Miscellaneous	815	-	-	815	12
Fundraising	-	12,500	-	12,500	123
Montisori pre-school	15,436	-	-	15,436	12,873
Fete	9,421	-	-	9,421	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,960	13,893	-	45,853	23,419
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,960	13,893	-	45,853	23,419
A3 Payments					
Insurance	1,060	-	-	1,060	779
Repairs and maintenance	7,689	-	-	7,689	7,513
Electricity	7,246	-	-	7,246	1,003
Communications	732	-	-	732	525
Rates and charges	317	-	-	317	321
Gardening	3,900	-	-	3,900	2,700
Cleaning	2,478	-	-	2,478	2,088
Licences	352	-	-	352	382
Marketing and publicity	-	-	-	-	-
Professional fees	240	-	-	240	194
Building project costs	-	-	-	-	-
Montisori pre-school costs	-	718	-	718	-
Solar paneling project	6,774	18,251	-	25,025	-
Defibrillator cost	730	1,393	-	2,123	-
Sundry costs	623	-	-	623	-
Fund raising costs	-	-	-	-	992
Fete costs	4,423	-	-	4,423	-
	-	-	-	-	-
Sub total	36,614	20,362	-	56,976	16,497
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	36,614	20,362	-	56,976	16,497
Net of receipts/(payments)	- 4,654	- 6,469	-	- 11,123	6,922
A5 Transfers between funds	- 6,469	6,469	-	-	-
A6 Cash funds last year end	16,177	-	-	16,177	9,255
Cash funds this year end	5,054	-	-	5,054	16,177



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

ITCHENOR MEMORIAL HALL

**On accounts for the year
ended**

31 MARCH 2025

**Charity no
(if any)**

1170367

Set out on pages

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

9 AUGUST 2025

Name:

Richard Colson SDUKOFF-GORDON

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

NONE

Address:

EBENEZER, SHIPTON GREEN, ITCHENOR

CHICHESTER, WEST SUSSEX

PO20 7BZ

Only complete if the examiner needs to highlight 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