



Trustees' Annual Report for the period

Period start date				Period end date			
From	01	Jan	2022	To	31	DEC	2022

Section A Reference and administration details

Charity name Copsale Village Hall

Other names charity is known by Copsale Hall

Registered charity number (if any) 1171081

Charity's principal address

Bar Lane	
Copsale	
West Sussex	
Postcode	RH13 6QT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michele Harrison	Chairman	May 22 - present	
2	Julie Fordyce	Secretary	May 22 - present	
3	Dennis Livingstone	Treasurer	May 22 - present	
4	David Toye	Vice Chairman		
5	Gordon Cooper			
6	Brian Manvell			
7	Andrew Fordyce		May 22 - present	
8	Valerie Sutlief			
9	Wallis Ingram			
10	Jan Pienciazek			
11	Susan Livingstone			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Election

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To maintain and run the village hall as a facility for the benefit of the residents of Nuthurst Parish and the surrounding areas.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Two events are held monthly, Bacon Butties and the Copsale Coffee Pot which are open to the public as well as other pop-up and one-off events.

The charity runs, maintains and strives to constantly improve the facilities offered at the Village Hall. The trustees are keen to ensure the Hall is an integral part of its community.

The trustees provide a well maintained hall for hirers from the community (and beyond) to use and for events that bring together residents from Nuthurst Parish and the surrounding areas.

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's public benefit guidance.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

With the exception of cleaning, all work arranging events and day to day running of the hall is undertaken by volunteers.

Summary of the main achievements of the charity during the year

The year got off to a great start with BBC Radio Sussex broadcasting an entire show live from the Hall to celebrate Village Halls Week. Bacon Butties and the Copsale Coffee Pot were held each month. In January, the ever popular Bird Box Building was held – lots of boxes built and taken away.

In April the Hall was decked out in red and white for the evening to celebrate St George's Day with a fish and chip supper and superb quiz. In June the hall was decorated in red, white and blue community bunting, which had been collectively made by hall supporters, for a Platinum Jubilee themed bacon butties.

In August the Hall hosted cream teas.

In September, we paid our respects along with the rest of the country, at the passing of the late Queen.

In October we held pumpkin day. The creativity of the carved pumpkins never fails to impress.

In May we held our AGM which saw some major changes to the Trustees and Officers. Gina Dixon, our secretary of nearly 20 years stepped down to enjoy a well earned retirement from the committee. She took with her a wealth of knowledge and experience and we are very lucky that she is always at the end of the telephone for help and advice. This created a vacancy for a new secretary. Julie Fordyce, whose husband Andy was one of the Hall's regular volunteers, offered to take on the role of secretary and Andy offered to join the trustees. Julie and Andy have been a great addition to the team.

Also at the AGM, Dennis Livingstone, the Chairman stepped down as did the Treasurer, Michele Harrison. However, Dennis took on the role of Treasurer and Michele took on the role of Chair.

It was a successful year in terms of hires with a few new regular hirers using the hall for a wide variety of activities including yoga, bicycle maintenance, social activities for children, band practice, parish council meetings and so much more.

The trustees are mindful that, where possible, the hall should support and be involved with, its local community. In this period, a donation was made towards the production costs of the Parish Link magazine. An article was also submitted each month and the Hall is a distribution point for the magazine with it being available for customers at Hall events.

In January a couple of the Trustees gave a talk at Nuthurst Local History Society about the history of Copsale Hall.

In February the Nuthurst Community Allotment held a fundraising event in aid of Ukraine and the trustees were happy to lend crockery from Copsale Hall to help support their efforts.

In April, Nuthurst Parish Carbon Busters had a stand at the bacon butties to speak to customers about a survey they were conducting.

In June the Hall put together a display in St Andrews Church as part their Platinum Jubilee event.

In July, drinking glasses were lent to St Andrew's School PTA for a fund raising event they were holding.

In September the hall was once again one of the venues for the Parish Macmillan Coffee Mornings.

At Christmas, the trustees submitted and decorated a Christmas tree in St Andrews Church for the first ever Nuthurst Christmas Tree Festival. We also registered and took part in South and South East In Bloom and in September we received a certificate recognising the hard work of the volunteers.

We also put out an appeal for more volunteers and were delighted to get a couple of new helpers on board.

Looking ahead, the trustees have started to try and simplify the running of the hall. We realised that so much information in this regard is

personal knowledge so we have started to create check lists and documents with the aim of helping the trustees of the future.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity raises monies to maintain and improve the facilities. A contingency is set aside to ensure there are sufficient funds available to meet maintenance and running costs in case of forced closure resulting in loss of income (for example, inclement weather, Covid-19 etc) Otherwise all monies are designated for the improvement/maintenance of the facilities and other services which the Hall can offer to the community.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MICHELE HARRISON	JULIE FORDYCE
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	23 AUGUST 2023	



Receipts and payments accounts

CC16a

For the period
from

Jan-22

To

Dec-22

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					
Hall Hire	10,825	-	-	10,825	4,944
Payments received from events	8,121	-	-	8,121	2,341
Grants	-	-	-	-	96,961
Donations	49	-	-	49	216
Savings Account Interest	6	-	-	6	-
Deposits held	-	-	-	-	50
Cash held from events - petty cash	351	-	-	351	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	19,351	-	-	19,351	104,512
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	19,351	-	-	19,351	104,512
A3 Payments					
Electricity	1,056	-	-	1,056	612
Water	69	-	-	69	67
Cleaning	1,914	-	-	1,914	811
Repairs and Maintenance	4,952	-	-	4,952	460
Event Materials	1,696	-	-	1,696	560
Equipment Purchase	70	-	-	70	27
Gardening	32	-	-	32	-
Deposit refunds	1,794	-	-	1,794	-
Ground Rent	229	-	-	229	200
HDC rates	233	-	-	233	59
Insurance (Allied Westminster)	838	-	-	838	792
Subscription (AiRS)	144	-	-	144	144
Redevelopment Costs	16,788	-	-	16,788	129,030
	-	-	-	-	-
Misc payments	138	-	-	138	916
Web Site	145	-	-	145	150
Sub total	30,098	-	-	30,098	133,827
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	30,098	-	-	30,098	133,827
Net of receipts/(payments)	- 10,747	-	-	- 10,747	- 29,315
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,474	-	-	16,474	45,789
Cash funds this year end	5,727	-	-	5,727	16,474

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	Cash	150	-	-
	Current Account - Bank	2,569	-	-
	Deposit Account	3,007	-	-
	Total cash funds	5,727	-	-
(agree balances with receipts and payments account(s))				

	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	Tables, benches and chairs	Unrestricted	-	150
	Kitchen appliances	Unrestricted	-	200
	Crockery	Unrestricted	-	100
	Village Hall building	Unrestricted	-	387,000
			-	-
			-	-
			-	-
			-	-

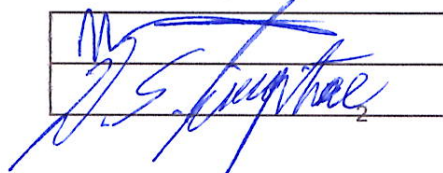
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



M Harrison
D Livingstone

28/5/23
28/5/23
27/05/2023