

VICTORIA INSTITUTE ARUNDEL
Annual Report of the Trustees

Financial Year April 2023 to March 2024

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VICTORIA INSTITUTE ARUNDEL

Annual Report of the Trustees 2023 to 2024

1. Objectives and activities

- (i) FOR THE PUBLIC BENEFIT, TO ADVANCE THE EDUCATION OF THE PUBLIC FOR THE RESIDENTS OF ARUNDEL AND THOSE VISITING THE TOWN BY SUCH CHARITABLE MEANS AS THE DIRECTORS THINK FIT.
- (ii) THE ADVANCEMENT OF SUCH OTHER CHARITABLE PURPOSES AS THE DIRECTORS SHALL FROM TIME TO TIME DETERMINE.

2. Achievements and performance

The Victoria Institute Arundel (“the Vic”) fulfils its charitable purposes by running Arundel’s arts and community centre in the Victoria Institute building on Tarrant Street, central Arundel.

Arundel Town Council holds the registered title to the Victoria Institute building on a 1,000 year lease from the Norfolk Estate; the Victoria Institute charitable trust holds the beneficial interest in the lease.

Our top floor studio is let long-term to a local landscape artist, who runs regular Open Studio events.

In 2023-2024, the Vic continued to host the regular monthly Arts Junction event. This is an opportunity for artists to bring and take away ideas and inspiration from across as many art forms as the local community can foster. The event occurs on the second Monday of the month, offering up an evening to include a mix from poetry, music, theatre and visual art provided by different artists each time.

In March 2024, the Vic hosted the second Arundel Literary Festival - a 3 day celebration of all things literary. This comprised 24 sessions over 3 days, featuring many speakers including the Duke of Norfolk, Sir Charles Burrell, Simon Brett, Geoffrey Seed, Mansel David and Naomi Foyle. There was also a special festival screening of The Nettle Dress. There were five writing workshops for all levels of experience as well as three evening concerts combining music, dance and art with the spoken word and featuring Louis de Bernieres, Simon Brett, Paul Armfield, Full Circle Jazz Quartet, Rotherhurst String Quartet, Charlotte Glasson and many more.

The Vic hosts the Drip Action Theatre Company, which was founded in 1987 to stage entertaining, surprising, often challenging new plays. Drip Action Theatre put on several plays during the year, including during the Arundel Festival of the

Arts, enjoying good houses and good reviews. It has been granted charitable status for its innovative and educational work.

The Annual Arundel Festival of the Arts takes place in the second half of August every year. The Vic does not organise the festival, but it hosts many events over the festival period, particularly The Arundel Gallery Trail, exhibiting new work by several artists.

Every month there is a jazz night – Jazz at the Vic – with guest performers from all over the country, and the resident Big House Band. The third Friday of every month is Folk Friday, with a range of singers and instrumentalists. There are also ad hoc World music performances and workshops.

The Vic regularly shows filmed productions from the National Theatre, and its own programme of feature films – predominantly Arthouse and World cinema.

And the Vic hosts regular Pilates sessions, yoga, children's dance classes, table tennis and other activities.

The objects of the charity define the beneficiaries as residents of, and visitors to, the town of Arundel, West Sussex. It is the considered view of the Trustees that the range of activities now undertaken, as an arts and community centre, are educational and do benefit the public in the defined area.

3. Financial Review

The Victoria Institute's general activities made a small surplus of £1,458 over the year 2023-2024.

We are grateful to all those people and institutions who gave money and in-kind support to the Vic during the year; including a grant from Arundel Town Council.

The Vic maintains a small working surplus in the current account and spends funds over and above this on supporting arts and community activities; and maintaining and enhancing facilities within the building. There are therefore currently no additional reserves.

4. Structure, governance and management

The Victoria Institute is a charitable company, with a memorandum and Articles, Charity No 1173028, incorporated on 28 January 2014.

The Trustee body takes responsibility for the appointment of new trustees; they discharge this responsibility by identifying prospective trustees among the residents of the town and nearby, and users of the Vic.

The Trustees in office during the year; and/or on the date the report was approved are as follows:

Name	Role	Date of appointment	Date of resignation
Dr Justine Hextall	Trustee		11 October 2023
John Paton	Trustee		27 November 2023
Dr Peter Smith	Trustee		3 December 2024
Bill Brennan	Trustee		18 January 2025
William Otterburn Hall	Trustee	08 July 2015	
Wendy Margaret Burton Eve	Trustee	08 July 2015	
Veronica Whitehorn	Trustee	12 Oct 2022	
Michael Carey	Trustee	12 Oct 2022	
Michael Ward	Chair	11 Oct 2023	
Carolyn Natalie Kenney	Trustee	11 Oct 2023	
Georgina Thomas	Trustee	22 Feb 2025	

5. Reference and administrative details

The name of the charity:

The Victoria Institute Arundel

Any other name which the charity uses:

The Vic

Charity registration number:

1173028

Company registration number:

08865107

Principal office address of the charity:

10 Tarrant Street, Arundel BN18 9DG

Registered office for the charitable company:

Milroy House, Sayers Lane, Tenterden TN30 6BW

Names of all those who were the charity's trustees on the date the report was approved or who served as a trustee in the reporting period;

See above

Where a charity has any corporate trustees, the names of the directors of the body corporate on the date the report was approved.

Not applicable

Names of any trustee for the charity holding the title to property belonging to the charity (for example custodian trustee or nominee) on the date the report was approved; or who served as a trustee for the charity in holding the title to property belonging to the charity in the reporting period.

Not applicable

6. Exemptions from disclosure

Does not apply.

7. Funds held as custodian trustee on behalf of others

Does not apply.

Signed on behalf of the Board of Trustees

A handwritten signature in black ink, appearing to read 'M Ward', followed by a period.

Michael Ward (Director)

13 March 2025

Approved by the Board of Trustees

**VICTORIA INSTITUTE ARUNDEL
INDEPENDENT EXAMINER'S REPORT**

Report to the Trustees of Victoria Institute Arundel on the accounts of the charity for the year ended 31 March 2024.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in my respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directors given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts did not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



Edmund Chavasse MAAT
Waugh & Co Licensed Accountants
51 High Street
Arundel
West Sussex
BN18 9AJ

Dated: 13 March 2025

VICTORIA INSTITUTE ARUNDEL

Report of the Trustees for the Year Ended 31st March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

INCORPORATION

The charitable company was incorporated on 28th January 2014.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The company was registered as a charity with the Charity Commissioners on 12th May 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08865107 (England and Wales)

Registered Charity number

1173028

Registered Office

Milroy House
Sayers Lane
Tenterden
Kent
TN30 6BW

Trustees

W.R. Brennan
C.N. Kenney
M. Ward
W.O. Hall

M. Carey
V. Whitehorn
W.M. Eve
Dr. P.A. Smith

Approved by order of the board of trustees on 15th November 2024 and signed on its behalf by:



M. Ward
Chairman Trustees

VICTORIA INSTITUTE ARUNDEL

Income and Expenditure Account for the year ended 31st March 2024

Notes	2024 Unrestricted Fund £	2024 Restricted Fund £	2023 Unrestricted Fund £	2023 Restricted Fund £
Income and endowments from				
Donations and legacies	-	1,251	-	5,118
Other income	-	-	-	-
	-----	-----	-----	-----
	-	1,251	-	5,118
Incoming resources from charitable activities				
Property Income	22,766	-	19,158	-
Bar Income	10,504	-	5,203	-
	-----	-----	-----	-----
	33,270	1,251	24,361	5,118
	-----	-----	-----	-----
Expenditure on				
Charitable activities	30,131	-	23,036	3,853
Support costs	2,400	-	2,124	-
Other costs	532	-	569	-
	-----	-----	-----	-----
	33,063	-	25,729	3,583
	-----	-----	-----	-----
Net Income/(Expenditure)				
Reconciliation of funds	207	1,251	(1,368)	1,265
Total funds brought forward	7,166	594	8,534	(671)
	-----	-----	-----	-----
Total funds carried forward	7,373	1,845	7,166	594
	=====	=====	=====	=====

Continuing operations

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

VICTORIA INSTITUTE ARUNDEL

Balance Sheet as at 31st March 2024

Company Number: 08865107

	Notes	2024 £	2023 £
Fixed Assets			
Tangible	5	1,184	1,578
Current Assets			
Debtors	6	-	-
Cash at bank		8,247	6,395
		8,247	6,395
Creditors: amounts falling due within one year	7	(213)	(213)
Net Current Assets		8,034	6,182
Total Assets Less Current Liabilities		9,218	7,760
Creditors: amounts falling due in more than one year		(-)	(-)
Net Assets		9,218	7,760
Funds	8		
Unrestricted funds		7,373	7,166
Restricted funds		1,845	594
Total Funds		9,218	7,760

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2024.

The members have not required the charitable company to obtain an audit of financial statements for the year ended 31st March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Those financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 15th November 2024 and were signed on its behalf by:


M. Ward – Chairman Trustees

The notes form part of these financial statements

VICTORIA INSTITUTE ARUNDEL

Notes to the Financial Statements for the year ended 31st March 2024

1. Accounting Policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015)' Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2. Raising funds

Raising donations and legacies

	2024	2023
	£	£
Support costs	-	-
	====	====

VICTORIA INSTITUTE ARUNDEL

**Notes to the Accounts
for the year ended 31st March 2024**

3. Net Income/(Expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation – owned assets	394	526
	=====	=====

4. Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31st March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2024.

5. Tangible Fixed Assets

	Fixtures and Fittings £
Cost	
At 1 st April 2023	7,067
Additions	-
Disposals	-

At 31 st March 2024	7,067

Depreciation	
At 1 st April 2023	5,489
Charge for year	394

At 31 st March 2024	5,883

Net Book Value	
At 31 st March 2024	1,184
	=====
At 31 st March 2023	1,578
	=====

6. Debtors: Amounts falling due within one year

	2024	2023
	£	£
Other debtors	-	-
	=====	=====

VICTORIA INSTITUTE ARUNDEL

Notes to the Accounts for the year ended 31st March 2024

7. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Grant monies in advance	-	-
Accruals and other creditors	213	213
	<u>213</u>	<u>213</u>
	=====	=====

8. Movement in Funds

	At 01.04.23	Net movement in funds	At 31.03.24
	£	£	£
Restricted funds			
General fund	594	1,251	1,845
Unrestricted funds			
General fund	7,166	207	7,373
	<u>7,760</u>	<u>1,458</u>	<u>9,218</u>
Total Funds	=====	=====	=====

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Restricted funds			
General fund	1,251	(-)	1,251
Unrestricted funds			
General fund	33,270	(33,063)	207
	<u>34,521</u>	<u>(33,063)</u>	<u>1,458</u>
Total Funds	=====	=====	=====

9. Related Party Disclosures

There were no related party transactions for the year 31st March 2024.