

DITCHLING VILLAGE HALL

England & Wales - Charity number 1175123

Details

Other names THE VILLAGE HALL DITCHLING

Status Registered

Legal form CIO

Registered 2017-10-11

Register [View on the Charity Commission register](#)

Contact

Address Ditchling Village Hall
18 Lewes Road
Ditchling
Hassocks
BN6 8TT

Phone 07766978412

Email bookings@ditchlingvillagehall.uk

Website www.ditchlingvillagehall.uk

Activities

Objects: TO ESTABLISH AND RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF DITCHLING AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATATION, AGE, DISABILITLY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE-TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITES 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 CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: To run a village hall in accordance with the constitution

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

Geography

- East Sussex
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-01-31	£40,716	£33,155	-	-
2024-01-31	£33,169	£33,591	-	-
2023-01-31	£32,026	£23,071	-	-
2022-01-31	£31,155	£22,744	-	-
2021-01-31	£32,764	£30,199	-	-

Trustees

Name	Role	Appointed
Catherine Hinchliffe		2024-01-08
GEMMA RICE		2022-11-02
JONATHAN OWEN		2024-01-08
LORNA ANN HEMSLEY		2021-08-05
PHILLIP SMITH		2017-10-11
Victoria Ingham		2018-06-14

DITCHLING VILLAGE HALL

England & Wales - Charity number 1175123

Accounts

DITCHLING VILLAGE HALL
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED
31 JANUARY 2025

Reference and Administration Details

Name of charity: Ditchling Village Hall
Principal address: 18 Lewes Road, Ditchling, Hassocks,
East Sussex BN6 8TT

Charity Registration Number: 1175123

Trustees and Management Committee

The following individuals were Trustees of the Charity and members of the Management Committee from 1 February 2024 to the date of this report, unless otherwise stated:

Mrs V. Ingham (Chair)
Mrs L. Hemsley (Treasurer)
Mrs C Hinchliffe
Mr J. Owen
Mrs G. Sawtell
Mr P. Smith

Bankers: Lloyds Bank, 99-101 South Road
Haywards Heath, West Sussex RH16 4ND

Independent Examiner: S. Cole, 33 Shirleys, Ditchling, East Sussex BN6 8UD

Structure, Governance and Management

Ditchling Village Hall (“the Charity or “the DVH”) is a Charitable Incorporated Organisation, governed by a constitution document dated 26 September 2017, although in previous legal forms the Charity dates from 23 July 1920. It is run by a Management Committee, comprising the Trustees and other individuals, who meet as and when required.

The Charity must have at least three Trustees. There is no maximum number of Trustees but the number of Trustees is considered and kept under review from time to time. The recruitment of new Trustees is targeted at those local to the Charity and with appropriate skills to assist in its management.

The elected Trustees must be elected at an annual general meeting at which all inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote. The Trustees shall maintain a list of user bodies that they consider to be supportive of the CIO’s objects and which have indicated a wish to appoint a Trustee of the CIO. Each listed user body shall have the right to appoint one Trustee. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary. Co-opted Trustees must be appointed at a duly constituted meeting of the elected Trustees.

Objectives and Activities

The objectives of the Charity are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Ditchling and the neighbourhood (the “area of benefit”) without distinction of sex, sexual orientation, age, disability, nationality, race or

political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of 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.

The Charity achieves its objectives through the hiring of the hall to a broad and diverse range of individuals and groups.

The Trustees consider that they have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance issued by the Charity Commission.

Chair's Report on Achievements and Performance

We are very lucky to have this hall within Ditchling, for use by our residents and those living in the surrounding area. It is such a great facility, be that for local society events and meetings, commercial exercise classes to maintain our wellbeing, or if we want a celebration, the hall is here and used by us all. The hall trustees who look after the hall on behalf of the village really want to make sure the hall continues to be this place. We must maintain it to a high standard with appropriate facilities but also ensure its competitive and as affordable as we can make it for all groups.

1. Hirers

Hall hires, and hence hire income for the financial year to 31 January 2025 was higher than the prior year, and we expect the current financial year to be on a par with 2024/25. This annual income has never since reached that of the 2019-2020 period pre-Covid but is around 90% of that value, and currently the split between resident and non-resident hires is about 50:50. We also continue to rent out the room in the lower hall area as the office to the Parish Council. We are currently more than matching our outgoings, with a small surplus, and are managing to maintain healthy reserves in the bank, despite significant spends on maintenance over the last years. We feel it is very important to maintain significant reserves for any large projects that may arise, along with any unexpected spends that might be required to keep the building functioning, on this aging large building. We amended our pricing schedule at the start of 2025 to allow kitchen v no-kitchen use and for the vast majority of people we did not materially alter the rental they paid.

2. Trustees and Committee

The village hall could not function without its dedicated volunteers to whom the village is indebted, and they have continued unchanged again over this last year. Their commitment to the hall is so important to ensure the hall remains this great community asset for all to use. Lorna Hemsley has continued as our treasurer over the last year, and we all feel we are in very safe hands here, striking the balance between ensuing adequate income v making us affordable to hire. She also contributes considerably to the safe and efficient running of the hall, beyond the treasurer role and we thank her for this. Phil Smith also continues in the vice-chair role and brings a lot of experience with his long time commitment to the hall. He is currently helping to look at the audio-visual system we have at the hall and how this might be upgraded. Catherine Hinchliffe has been our in our bookings secretary for a number of years now and also trustee. Without her, the hires would never run as smoothly and efficiently as they do. We all owe her a huge thank you for the significant amount of time and commitment she puts in with such enthusiasm and will always go the extra mile to help the hirers. Gemma Sawtell continues to know more about the Hallmaster booking system and also manages the website and publicity, so all our technical IT related issues. She always willing to help. Jonathan Owen has been with us since 2023 and the closest trustee geographically to the hall. He ensures the routine maintenance schedule is up to date and completed and manages the

insurance and charity returns. He is very practical and is really valuable to ensuring the hall continues in great shape.

Stephen Cole has for the second year now been our independent examiner, reviewing the accounts of 2023/24 and 2024/25. He continues to be as diligent as ever and we thank him for doing this for us.

Roy and Diane Burman have continued as our premises supervisors for this last year, without whom we would have struggled, so a big thank you to them both for their support in this role. They have agreed to continue in this role for the next year.

3. Self employed contractors

Ben Inman joined us in March 2024 and continues as our caretaker. Ben manages the day to day maintenance and safety of the hall and coordinates with our contractors to arrange and support maintenance and repair work when we need to get outside help. He is crucial in the hall's smooth running. Hayley Mathias has now been our cleaner since July 2023, and she continues to do a brilliant job fitting in around our hirers to keep the hall very clean and tidy. Liz Pope is also contracted to do our external gardening. She continues with the wildflower meadow down the side of the hall and hanging baskets throughout the year which makes the hall look great.

4. Who are our hirers

Our hirers continue to be the same mix. We have the local organisations/societies and we thank them for their ongoing support in using the hall for their events and meetings. There are events to bring our community together managed by the Ditchling Village Association with their monthly coffee mornings and annual newcomer event. We have been entertained by the Ditchling Players with their twice yearly productions, and then we have the large number of societies which hold their events with us including the Ditchling Wine and Film societies. The toddlers group is important to bring the younger members of the community with families together and for those with green fingers the Horticultural society members continue to wow us with their produce three times per year. As importantly we have commercial hirers that run activities mainly, but not exclusively, for local residents. Garet Newell runs Feldenkrais and continues to be a big supporter of the hall, using our facilities to hold her courses. Lots of exercise classes help to keep our mind and body in shape. We have new hirers Alison Cowlyn and Heather Deaville doing pilates and yoga, along with our regulars Russell, Brian and Suzy. We have a new theatre school hiring by Drusilla Duffil. The Attic art group also continue to hire twice a year during the Art Wave events to showcase and sell their work. On-top of this, we continue to hire for celebrations parties and other events. What is great is that we see new groups hiring the hall every year, each with different things to bring to this rich and vibrant community we live in.

5. Refurbishments and expenditures

We are continually trying to ensure that the hall remains both safe and well maintained. It is an old building and there are multiple internal and external repairs to keep up with. Our main maintenance expenditure this last year has been the repair and revarnishing of the main hall floor and stage. This was looking tired and in particular the stage was in some disrepair. This has transformed the hall and improved the look significantly. We also had cavity wall insulation installed, the cost for which was fully covered by HKD energy, for which we are very grateful.

6. Donations

We have been very generously supported by the Ditchling Parish Council this year to contribute to the hall floor repairs and revarnishing, and HKD Energy for the cavity wall insulation. The Ditchling Parish Council also continues to allow public access free Wi-Fi within the hall building for the benefit of our users.

7. Incidents and complaints

In terms of misadventure, we've had no insurance claims and only one accident in our accident book this last year, where thankfully no one came to significant harm. We've had a number of small complaints but no significant issues, all of which have been remedied to the satisfaction of the hirer and the village hall team.

8. In closing

We've had a good year: people continue to enjoy the hall and the events they have here, people are coming back and new people are joining us to hire. We continue to have healthy numbers of hires and we believe we are managing to keep up with the repairs to make the hall look a welcoming place to have events.

Financial Review and Policies on Reserves

As in previous years, the accounts of the Charity have been drawn up on a cash basis. For the year ended 31 January 2025, the Charity had a surplus of receipts over payments of £7,561 (2024: £422 deficit), comprising receipts of £40,716 (2024: £33,169) and payments of £33,155 (2024: £33,591). Receipts comprise hire income of £35,788 (2024: £30,793), donations of £53 (2024: nil), restricted grant income of £2,256 (2024: £250) and investment income of £2,619 (2024: £2,126).

After taking into account net deposits received from and repaid to hirers, the Charity's cash funds increased in value by £6,436 (2024: £647 decrease) during the year, resulting in cash funds held at 31 January 2025 of £66,748 (2024: £60,312).

After taking into account hire income debtors, payments in advance and deposits held at the end of the year which are repayable to hirers, the Charity had net reserves carried forward of £65,171 compared to £58,037 at the start of the year.

Of the Charity's reserves, £250 is restricted and the balance of £64,921 is unrestricted. The Trustees consider unrestricted reserves of £64,921 to be appropriate to meet short term requirements for the management of the Charity, being more than sufficient to meet ongoing expenses for more than six months in the event of there being no income for this period.

On behalf of the Trustees

Mrs V Ingham – Trustee/Chair

Date: 30 October 2025

DITCHLING VILLAGE HALL

(Charity number 1175123)

Accounts for the year ended 31st January 2025

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2025 Independent Examiner's Report to the Trustees of Ditchling Village Hall

I report on the attached Statement of Assets and Liabilities and Receipts and Payments Account for the year ended 31st January 2025. I have reviewed the accounting records kept by the charity from which the accounts have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the accounts to be reached.



S. Cole FCA
33 Shirleys, Ditchling, East Sussex BN6 8UD

Date: 11th August 2025

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2025 Receipts and Payments Account

	31st January 2025			31st January 2024		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
RECEIPTS						
Donations, legacies & grants						
Donations	53	-	53	-	-	-
Grants	-	2,256	2,256	-	250	250
	<u>53</u>	<u>2,256</u>	<u>2,309</u>	<u>-</u>	<u>250</u>	<u>250</u>
Trading activities						
Hire income: Village	20,358	-	20,358	18,404	-	18,404
Others	15,430	-	15,430	12,389	-	12,389
	<u>35,788</u>	<u>-</u>	<u>35,788</u>	<u>30,793</u>	<u>-</u>	<u>30,793</u>
Interest received						
COIF Charities deposit fund	2,428	-	2,428	2,092	-	2,092
Lloyds savings account	191	-	191	34	-	34
	<u>2,619</u>	<u>-</u>	<u>2,619</u>	<u>2,126</u>	<u>-</u>	<u>2,126</u>
TOTAL RECEIPTS EXCLUDING DEPOSITS	<u>38,460</u>	<u>2,256</u>	<u>40,716</u>	<u>32,919</u>	<u>250</u>	<u>33,169</u>
PAYMENTS						
Repairs, maintenance, & equipment	14,113	2,256	16,369	18,520	-	18,520
Lighting, heating, water & waste collection	4,474	-	4,474	5,705	-	5,705
Caretaker & cleaning	7,747	-	7,747	6,188	-	6,188
Licences	956	-	956	550	-	550
Insurance	2,551	-	2,551	2,248	-	2,248
Consultancy fees	700	-	700	-	-	-
Advertising & marketing	36	-	36	-	-	-
Other expenses	322	-	322	380	-	380
TOTAL PAYMENTS EXCLUDING DEPOSITS	<u>30,899</u>	<u>2,256</u>	<u>33,155</u>	<u>33,591</u>	<u>-</u>	<u>33,591</u>
SURPLUS (DEFICIT) OF RECEIPTS OVER PAYMENTS	7,561	-	7,561	(672)	250	(422)
Net deposits received from (repaid to) hirers	<u>(1,125)</u>	<u>-</u>	<u>(1,125)</u>	<u>(225)</u>	<u>-</u>	<u>(225)</u>
NET MOVEMENT IN CASH FUNDS	6,436	-	6,436	(897)	250	(647)
CASH FUNDS						
Brought forward start of year	<u>60,959</u>	<u>250</u>	<u>60,312</u>	<u>60,959</u>	<u>-</u>	<u>60,959</u>
Carried forward end of year	<u>66,498</u>	<u>250</u>	<u>66,748</u>	<u>60,062</u>	<u>250</u>	<u>60,312</u>

Notes:

- This account has been prepared on a receipts and payments basis
- Grants of £2,256 in 2025 represent funds received from HKD Energy Limited for the installation of cavity wall insulation (2024: £250 from Ditchling Parish Council for a new sign for the village hall)
- The trustees receive no remuneration and no expenses were paid to any trustees (2024: nil)

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2025 Statement of Assets and Liabilities

31st January 2025

31st January 2024

	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
CASH FUNDS						
Current bank account	1,107	250	1,357	1,207	250	1,457
Expense bank account	187	-	187	170	-	170
Savings bank account	14,925	-	14,925	10,834	-	10,834
COIF Charities deposit fund	50,279	-	50,279	47,851	-	47,851
Total Cash Funds	<u>66,498</u>	<u>250</u>	<u>66,748</u>	<u>60,062</u>	<u>250</u>	<u>60,312</u>
OTHER MONETARY ASSETS						
Hire income debtors	-	-	-	-	-	-
NON-MONETARY ASSETS						
Land and buildings used by the Charity:						
Freehold property known as Ditchling Village Hall						
Other assets:						
Contents of the Hall: stage, piano, tables, chairs, kitchen fittings and equipment						
Note: The building and contents are insured for £2,571,806 and £88,000, respectively.						
LIABILITIES						
Key & security deposits for future events	1,150	-	1,150	2,275	-	2,275
Hire payments received in advance	427	-	427	-	-	-
	<u>1,577</u>	<u>-</u>	<u>1,577</u>	<u>2,275</u>	<u>-</u>	<u>2,275</u>
NET FUNDS	<u>64,921</u>	<u>250</u>	<u>65,171</u>	<u>57,787</u>	<u>250</u>	<u>58,037</u>

NOTES TO THE ACCOUNTS:

Related party transactions:

- The Receipts and Payments Account includes amounts received from Ditchling Parish Council, of which the Chair of Trustees, Dr V. Ingham, is a member, as follows:
 - Grants - nil (2024: £250)
 - Hire income – rent of office of £854 (2024: £854)
 - Repairs, maintenance & equipment - reimbursement of costs of nil (2024: £1,080)
 - Lighting, heating, water & waste collection - reimbursement of electricity charges of £411 (2024: £48)
- The trustees receive no remuneration and no expenses were paid to any trustees during the year (2024: nil)

L. A. Hemsley

L. A. Hemsley, Treasurer
For and on behalf of the Management Committee

Date: *11th August 2025*

DITCHLING VILLAGE HALL

England & Wales - Charity number 1175123

Accounts

DITCHLING VILLAGE HALL
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED
31 JANUARY 2024

Reference and Administration Details

Name of charity: Ditchling Village Hall
Principal address: 18 Lewes Road, Ditchling, Hassocks,
West Sussex BN6 8TT

Charity Registration Number: 1175123

Trustees and Management Committee

The following individuals were Trustees of the Charity and members of the Management Committee from 1 February 2023 to the date of this report, unless otherwise stated:

Mrs V. Ingham (Chair)
Mrs L. Hemsley (Treasurer)
Mrs C Hinchliffe (appointed 8 January 2024)
Mr J. Owen (appointed 8 January 2024)
Ms G. Rice
Mr P. Smith

Bankers: Lloyds Bank, 36-38 Church Road
Burgess Hill, West Sussex RH15 9AH

Independent Examiner: S. Cole, 33 Shirleys, Ditchling, West Sussex BN6 8UD

Structure, Governance and Management

Ditchling Village Hall (“the Charity or “the DVH”) is a Charitable Incorporated Organisation, governed by a constitution document dated 26 September 2017, although in previous legal forms the Charity dates from 23 July 1920. It is run by a Management Committee, comprising the Trustees and other individuals, who meet as and when required.

The Charity must have at least three Trustees. There is no maximum number of Trustees but the number of Trustees is considered and kept under review from time to time. The recruitment of new Trustees is targeted at those local to the Charity and with appropriate skills to assist in its management.

The elected Trustees must be elected at an annual general meeting at which all inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote. The Trustees shall maintain a list of user bodies that they consider to be supportive of the CIO’s objects and which have indicated a wish to appoint a Trustee of the CIO. Each listed user body shall have the right to appoint one Trustee. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing to the secretary. Co-opted Trustees must be appointed at a duly constituted meeting of the elected Trustees.

Objectives and Activities

The objectives of the Charity are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Ditchling and the neighbourhood (the “area of

benefit”) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of 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.

The Charity achieves its objectives through the hiring of the hall to a broad and diverse range of individuals and groups.

The Trustees consider that they have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance issued by the Charity Commission.

Chair’s Report on Achievements and Performance

We are very lucky within Ditchling to have this amazing hall facility to be used by our residents. And the driving ambition for the team looking after Ditchling village hall is try to look after and ensure we maintain this great place to as high a standard as possible whilst ensuring hiring it is as affordable as possible for all groups.

1. Hirers

The good news is that hires in 2024 are up and so our anticipating income for 2024 will also go up. Year to date after month 7 we have an income of around £25,000. If we compare this to our annual incomes for 2022 and 2023, these were similar at around £32,000 and £33,000 respectively, things are looking healthier in 2024. This predicted higher 2024 income is due to increased hires volume but also the small increases we have made to hirer fees over the last few years. By comparison in 2021 our total income was £21,000 when recovering from COVID. This is set against the baseline in 2019 pre COVID of £43,000. However, with the increased cost of living our outgoings have increased to keep the hall running, both the general running costs which include utility bills and secondly the maintenance and repair work required. In 2023 of the £33,000 income we spent almost exactly the same sum. Currently we have healthy reserves, because of the Covid-19 grants we received. However, we have a number of big projects on the horizon that may significantly impact on these. More about this later.

If we look specifically at who is hiring the hall: 60% were resident and 40% non-resident in 2023. Resident hire fell as low as 35% in 2021 and has slowly been increasing since. By comparison in 2019 68% of hires were residents.

2. Trustees and Committee

The village hall could not function without its dedicated volunteers to whom the village is indebted. The same group of people have continued this last year and plan to do so for the next year, which is a testament to their commitment to this hall in trying to ensure it remains this great community asset for all to use. Lorna Hemsley has continued as our treasurer over the last year. Lorna ensures that we are financially very careful and works very hard to ensure we have the best possible deals. However, or more importantly, she is exceptionally diligent to ensure our hirers have fair and very competitive rates She has spent a lot of time reviewing hire charges again this year, in other facilities like our hall across our area. She also contributes considerably to the safe and efficient running of the hall, way beyond the treasurer role and we are incredibly lucky she continues to contribute her time to do this. Phil Smith also continues in the vice-chair role. Phil is our memory bank as he has been part of the hall’s management team for many years now, so has lots of very helpful information about how it has run and has very sound and sensible advice for us. His experience is very important to the hall’s ongoing success. Catherine Hinchliffe has been our in our bookings secretary for a

number of years now and also became a trustee of the hall at our last AGM. In simple terms, without Catherine this hall would not run. She manages both to keep the bookings running efficiently without clashes/mishaps and at the same time manages to ensure that as many hirers can be accommodated as possible at their chosen time. She ensures hirers' experience of the hall is a good and is exceptionally helpful to them. She does this though being very organised but more importantly uses her boundless enthusiasm to ensure everyone is happy. Gemma Rice had been involved with the hall for number of years, more latterly as a trustee. She continues to know more about the Hallmaster booking system than anybody else and tries to get the most out of it to help Catherine in the booking's role. She also manages the website and publicity on social media, as well as being someone with lots of common sense and is always willing to help. Jonathan Owen joined us as a trustee last year, having moved back to the village after many years. He ensures the routine maintenance schedule is up to date and completed and has taken over managing the insurance and charity returns. He is very practical and has great common sense, with experience in managing properties, so his skills have been really valuable to ensuring the hall continues in a great shape.

Stephen Cole has been our independent examiner for the first time this last year, reviewing the accounts of 2023/24. He was our previous treasurer, and so has a lot of experience with the hall. We know he is incredibly diligent and detailed in his approach, as is Lorna, and so we are very grateful to Stephen for agreeing to continue to do this work for us.

Roy and Diane Burman continue as our premises supervisors.

3. Self-employed contractors

It is also necessary for us to utilise, on a self-employed basis, people to look after the day-to-day running of the hall. Ben Inman joined us in March 2024 after we were without a caretaker for some months. Ben manages the day-to-day maintenance and safety of the hall and coordinates with our contractors to arrange and support maintenance and repair work when we need to get outside help. He is the day-to-day person people will see and is crucial in the hall's smooth running. Hayley Mathias has now been our cleaner since July 2023, she does a brilliant job adapting her working pattern around our hires to keep the hall very clean and tidy, she also is great at finding and alerting us to snags and problems in the hall which she finds, making sure that she does all she can to protect the safety of hall users when she finds something, until it can be fixed. Liz Pope is also contracted to do our external gardening, and we have received lots of positive comments about the front flower borders and hanging baskets this summer.

4. Who are our hirers

Our hirers continue to be the same mix of private enterprises that run activities mainly but not exclusively for local residents. Gareth Newell who runs Feldenkrais continues to be a big supporter of the hall, using our facilities to hold her courses. Then we have an ever increasing number of exercise classes including Russell Wood, Sophie Mills and Brian Ingram (so there is no excuse not to keep fit in Ditchling if you are about in the daytime) and Ashley Knowles is continuing to run his music events. We also have the local organisations and pay great thanks for their ongoing support. These include the Horticultural Society, Wine Society, DVA with their monthly coffee mornings and new comer events, the Players, Film society, Ditchling Museum and the toddlers group to name but a few. We also have the Attic art group who hire twice a year during the Art Wave events. Then locals continue to hire the hall for events such as parties, wakes and other events. We believe Ditchling community is really lucky to have this great facility of the village hall as a venue for all our local community to use and a major reason for supporting the hall. The Parish council continue with their support renting out the office as well as using the hall for their meetings.

We constantly continue to encourage and develop new hirers and maintain the ones we already have.

5. Refurbishments and expenditures

We are continually trying to ensure that the hall remains both safe and well maintained. It is an old building and there are multiple internal and external repairs to keep up with. One of the things we have spent money this year on has been commissioning an external report about the energy efficiency or otherwise of the hall and what we might do to improve this, including energy saving and green initiatives for both the short and long term. We commissioned this from Nick Owens, who is involved in HKD transition. The first thing advised for us to do, was improve the insulation and managed to secure a very generous grant from HKD transition to support this. Other more expensive and complex initiatives would require significant structural building redesign and so knowing what could be possible is really important such that as we continue to maintain the building, we can try to incorporate these suggestions as we go. We've been painting the hall and still have some way to go. We have been working on the damp that has developed in the parish council office and fixing the root cause. Along with investing in a ventilation system for the room. We have needed work on the roof and had some new windows. Another part of the hall that has really needed attention for some time was the external wooden cladding that predominantly surrounds the main hall area and foyer. This had been in a state of poor repair for some time and we looked and were quoted on the options to either replace the existing wooden boards with new ones or with another material. The cost of these necessary repairs was estimated at many thousands of pounds. We were keen to ensure we kept this external area sympathetic to the current look of the building and the surrounding village. We were then very fortunate to meet a local resident James Bowtell who lives down Lewes Road and is a local developer. He grew up in the village, his family lives here and feels very invested in supporting our local community. He extremely kindly agreed to repair/replace and refurbish the existing cladding / window surrounds and that was why the building was half surrounded by scaffolding for many months. His team was hit by bad weather but the work was completed in the early summer. We are forever indebted to him as the external building is now watertight, better insulated and looks so much better.

Day to day running expenses have gone up as has the cost of living for everyone. Lorna Hemsley continues to be very diligent in ensuring the best possible utility deals for us, as this is one of our large areas of expense besides maintenance. She had secured some long-term utility contracts with very favourable price caps despite the whole market having exponential fuel cost increases. However, the gas contract changed in July 2024 and the electricity one will do in April 2025, but still remain very competitive in this new climate due to Lorna's work on this.

6. Donations

We have been very generously supported by the Ditchling Parish Council this year to contribute to the purchase of a new village sign for the front of the hall. This has been slow in the deployment, as due to the size we cannot simply buy a sign and need planning permission, but this is being explored. The Ditchling Parish Council also continues to allow public access free Wi-Fi within the hall building for the benefit of our users. And as already mentioned, we have more than generously been supported by HKD Transition with the insulation installation in the cavity walls and the repair and renovation of the external building cladding by James Bowtell. The Ditchling Village Society have also bought and installed for display the five pictures you can see in the main hall area upstairs, with some money that was left to them by villager Gerry Hinckley. These are a selection of photos submitted to Shirley Crowther's Ditchling Society photographic competition of a few years ago. We all spent some time working out how this would work best and they look great. There is a great one of the high street by Tom Dufty who sadly died this last year and who contributed a great deal to this village hall and Ditchling Parish as a whole, so it's very fitting that one of his pictures is displayed.

7. Incidents and complaints

In terms of misadventure, we've had no insurance claims and no accidents in our accident book this last year. We've had a number of small complaints but no significant issues, all of which have been remedied to the satisfaction of the hirer and the village hall team.

8. In closing

We've had a good year all in all: hires remain healthy and the hall is in a good state of repair. By reaching out to external sources of funding we have successfully managed to maintain the hall whilst keeping the hirer costs competitive. And we now have got some forwards planning for initiatives we can adopt in the future to help energy usage in the hall and promote our greener agenda.

We wouldn't have a hall without our hirers, so the most important thanks go to all of them for their continuing support in choosing to use the hall, and it seems that they continue to really enjoy the facilities we have here.

Financial Review and Policies on Reserves

As in previous years, the accounts of the Charity have been drawn up on a cash basis. For the year ended 31 January 2024, the Charity had a deficit of payments over receipts of £422 (2023: £8,955 surplus), comprising receipts of £33,169 (2023: £32,026) and payments of £33,591 (2023: £23,071). Receipts comprise hire income of £30,793 (2023: £30,288), donations and legacies of nil (2023: £1,212), restricted grant income of £250 (2023: nil) and investment income of £2,126 (2023: £526).

After taking into account net deposits received from and repaid to hirers, the Charity's cash funds decreased in value by £647 (2023: £9,505 increase) during the year, resulting in cash funds held at 31 January 2024 of £60,312 (2023: £60,959).

After taking into account hire income debtors and deposits held at the end of the year which are repayable to hirers, the Charity had net reserves carried forward of £58,037 compared to £58,459 at the start of the year.

Of the Charity's reserves, £250 is restricted and the balance of £57,787 is unrestricted. The Trustees consider unrestricted reserves of £57,787 to be appropriate to meet short term requirements for the management of the Charity, being more than sufficient to meet ongoing expenses for more than six months in the event of there being no income for this period.

On behalf of the Trustees

Mrs V Ingham – Trustee/Chair

Date: 25 September 2024

DITCHLING VILLAGE HALL

(Charity number 1175123)

Accounts for the year ended 31st January 2024

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2024 Independent Examiner's Report to the Trustees of Ditchling Village Hall

I report to the trustees on my examination of the accounts of Ditchling Village Hall for the year ended 31st January 2024.

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 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

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records

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.



S. Cole FCA
33 Shirleys, Ditchling, West Sussex BN6 8UD

Date: 24th May 2024

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2024 Statement of Assets and Liabilities

			31 st January 2024	31 st January 2023
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Total Funds
	£	£	£	£
CASH FUNDS				
Bank balance - current account	1,207	250	1,457	14,881
Bank balance – expense account	170	-	170	319
Bank balance – savings account	10,834	-	10,834	-
COIF Charities deposit fund	47,851	-	47,851	45,759
Total Cash Funds	60,062	250	60,312	60,959

OTHER MONETARY ASSETS

Hire income debtors	-	-	-	-
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NON-MONETARY ASSETS

Land and buildings used by the Charity
Freehold property known as Ditchling Village Hall

Other assets

Contents of the Hall: stage, piano, tables, chairs, kitchen fittings and equipment

Note: The building and contents are insured for £2,499,326 and £57,471, respectively

LIABILITIES

Key deposits/deposits received for future events	2,275	-	2,275	2,500
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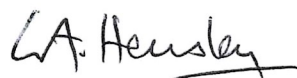
NOTES TO THE ACCOUNTS:

Related party transactions:

- The Receipts and Payments Account includes amounts received from Ditchling Parish Council, of which the Chair of Trustees, Dr V. Ingham, is a member, as follows:
 - Grants - £250 (2023: nil)
 - Hire income – rent of office of £854 (2023: £854)
 - Repairs, maintenance & equipment - reimbursement of costs of £1,080 (2023: nil)
 - Lighting, heating, water & waste collection - reimbursement of electricity charges of £48 (2023: nil)
- The trustees receive no remuneration and no expenses were paid to any trustees during the year (2023: nil)

Donated assets:

- 2024: none (2023: a new refrigerator costing £788 was given to the Charity)



L. A. Hemsley, Treasurer
For and on behalf of the Management Committee

Date: 24th May 2024

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2024 Receipts and Payments Account

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds Unrestricted £
RECEIPTS				
Donations, legacies & grants				
Donations	-	-	-	1,212
Grants	-	250	250	-
	-	250	250	1,212
Trading activities				
Hire income: Village	18,404	-	18,404	13,865
Others	12,389	-	12,389	16,423
	30,793	-	30,793	30,288
Investment income				
Interest on COIF Charities Deposit Fund	2,092	-	2,092	526
Interest on Lloyds savings account	34	-	34	-
	2,126	-	2,126	526
TOTAL RECEIPTS EXCLUDING DEPOSITS	32,919	250	33,169	32,026
PAYMENTS				
Repairs, maintenance & equipment	18,520	-	18,520	9,078
Lighting, heating, water & waste collection	5,705	-	5,705	3,566
Caretaker and cleaning	6,188	-	6,188	7,016
Licences	550	-	550	749
Insurance	2,248	-	2,248	2,180
Advertising & marketing	-	-	-	58
Other expenses, including postage & stationery	380	-	380	424
TOTAL PAYMENTS EXCLUDING DEPOSITS	33,591	-	33,591	23,071
SURPLUS (DEFICIT) OF RECEIPTS OVER PAYMENTS	(672)	250	(422)	8,955
Net deposits received from/(repaid to) hirers	(225)	-	(225)	550
NET MOVEMENT IN CASH FUNDS	(897)	250	(647)	9,505
CASH FUNDS				
Brought forward at start of year	60,959	-	60,959	51,454
Carried forward at end of year	60,062	250	60,312	60,959

This account has been prepared on a receipts and payments basis

DITCHLING VILLAGE HALL

(Charity number 1175123)

Accounts for the year ended 31st January 2024

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2024 Independent Examiner's Report to the Trustees of Ditchling Village Hall

I report to the trustees on my examination of the accounts of Ditchling Village Hall for the year ended 31st January 2024.

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 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

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
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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.



S. Cole FCA
33 Shirleys, Ditchling, West Sussex BN6 8UD

Date: 24th May 2024

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2024 Statement of Assets and Liabilities

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OTHER MONETARY ASSETS

Hire income debtors	-	-	-	-
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Note: The building and contents are insured for £2,499,326 and £57,471, respectively

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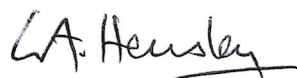
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Donated assets:

- 2024: none (2023: a new refrigerator costing £788 was given to the Charity)



L. A. Hemsley, Treasurer
For and on behalf of the Management Committee

Date: 24th May 2024

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2024 Receipts and Payments Account

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds Unrestricted £
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This account has been prepared on a receipts and payments basis

DITCHLING VILLAGE HALL

England & Wales - Charity number 1175123

Accounts

DITCHLING VILLAGE HALL
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED
31 JANUARY 2023

Reference and Administration Details

Name of charity: Ditchling Village Hall
Principal address: 18 Lewes Road, Ditchling, Hassocks,
West Sussex BN6 8TT

Charity Registration Number: 1175123

Trustees and Management Committee

The following individuals were Trustees of the Charity and members of the Management Committee from 1 February 2022 to the date of this report, unless otherwise stated:

Mrs V. Ingham (Chair)
I. Chapman (resigned 2 November 2022)
J. Fries (resigned 2 November 2022)
Mrs L. Hemsley (Treasurer)
Ms G. Rice (appointed 2 November 2022)
P. Smith

Other members of the Management Committee as at the date of this report comprise:

Mrs C. Hinchcliffe (bookings secretary)

Bankers: Lloyds Bank, 36-38 Church Road
Burgess Hill, West Sussex RH15 9AH

Independent Examiner: C. French, The Garden House, Beacon Road,
Ditchling, West Sussex BN6 8XB

Structure, Governance and Management

Ditchling Village Hall ("the Charity or "the DVH") is a Charitable Incorporated Organisation, governed by a constitution document dated 26 September 2017, although in previous legal forms the Charity dates from 23 July 1920. It is run by a Management Committee, comprising the Trustees and other individuals, who meet as and when required.

The Charity must have at least three Trustees. There is no maximum number of Trustees but the number of Trustees is considered and kept under review from time to time. The recruitment of new Trustees is targeted at those local to the Charity and with appropriate skills to assist in its management.

The elected Trustees must be elected at an annual general meeting at which all inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote. The Trustees shall maintain a list of user bodies that they consider to be supportive of the CIO's objects and which have indicated a wish to appoint a Trustee of the CIO. Each listed user body shall have the right to appoint one Trustee. Any such appointment must be made according to the ordinary practice of the appointing body and must be notified in writing

to the secretary. Co-opted Trustees must be appointed at a duly constituted meeting of the elected Trustees.

Objectives and Activities

The objectives of the Charity are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Ditchling and the neighbourhood (the “area of benefit”) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of 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.

The Charity achieves its objectives through the hiring of the hall to a broad and diverse range of individuals and groups.

The Trustees consider that they have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance issued by the Charity Commission.

Chair’s Report on Achievements and Performance

We are very lucky within Ditchling to have this amazing hall facility to be used by our residents, and the driving ambition for the team looking after Ditchling Village Hall is to maintain this great place to as high a good standard as possible whilst ensuring hiring it is as affordable as possible.

1. Hirers

Income for 2022/23 was higher than the prior year but lower than the 2019/20 baseline pre COVID year. So we have not recovered hires back to the number we had prior to the COVID pandemic. If we look specifically at who is hiring the hall: in 2021/22 a third of hires were from a resident, in 2022/23 this was up to 44% and during the current year the percentage hired by residents is 56%. In 2019 68% of hires were residents. Currently, we have healthy reserves but know from our acute expenditures in this current year that these can soon be eaten into. We have a number of big projects on the horizon that may significantly impact on these without external funding.

2. Trustees and Committee

The village hall could not function without its dedicated band of volunteers to which we are all indebted. Lorna Hemsley has continued as our treasurer over the last year. She has spent a lot of time trying to diligently work out how we can save money and get the best deals on utilities and other expenditures, in light of the ever increasing costs we are all facing. Lorna also has great sense and does much for the hall way beyond the treasurer role. Phil Smith has also continued in the vice chair role and to date has been leading on insurance and charity commission returns. Phil's had a difficult last year and despite this has remained committed to the hall and ensuring its ongoing success. Gemma Rice has been involved with the hall for number of years and became a trustee at the last AGM. She continues to know more about the Hallmaster booking system than anybody else and tries to get the most out of it to help Catherine in the bookings role. She also manages the website and publicity on social media, as well as being someone with lots of common sense and is always willing to help. Therefore, for the last year we have run the charity with just four trustees, with me as the chair.

However, we've also had Catherine Hinchliffe in our bookings secretary role and without her dedication and enthusiasm the hall would not run. She is now very experienced in this role and works hard to ensure as many hirers can be accommodated and goes over and above to be helpful to them. Our latest recruit is Jonathan Owen, who has moved back to the village after many years of living elsewhere. He has experience in the village and in managing properties himself and therefore he's going to take on some of the work that Phil has done to date with insurance and charity returns, along with keeping an eye on the regular maintenance schedule.

Colin French, who'd been our independent examiner for many years has stood down and Stephen Cole, our ex-treasurer, who has a lot of experience with the hall, has agreed to take on this role and we're very grateful to Stephen for this. Roy Burman continues as our premises supervisor.

3. Self employed contractors

It is also necessary for us to utilise, on a self-employed basis, people to look after the day-to-day running of the hall. We were very lucky to find Allan Nicholson back in May 2023 who took on the caretaking and cleaning roles. In the caretaking role we have managed with Allan and myself to try to get the day-to-day running and maintenance of the hall much more organised and so behind the scenes things should run a lot more smoothly. However, due to ill health Allan had to stop working in July. We were lucky because at the time we employed Allan we met Hayley Mathias who lives close by and who initially was interviewed in the cleaning role back then. Because Allan wanted to take on both roles the jobs were given to him, but over 2022 and 2023 Hayley had always stood in for Allan to do the cleaning when he was away. Since Allan has not been with us, at short notice Hayley took on the cleaning role and we've now appointed her into the permanent position as our self-employed cleaner which we're very grateful for. Hayley is incredibly diligent and being local means she can be flexible with cleaning which is great. So at the moment we have nobody in the caretaking role and are in discussions about how we proceed but most likely we will need to re-advertise this role. We think it is important to have a caretaker, the job is usually for four hours per week but we increase the hours at times when demand is required. This person can pre-emptively find problems and in the long run improve the hirers' experience and potential costs of repair. Their predominant role is about ensuring the safe running of the hall and ensuring that it runs smoothly. We also pay Liz Pope who does our external gardening and Greg who is scheduled to regularly clean the external windows and annually now clean the gutters from Glass to Grass.

4. Who are our hirers

Our hirers continue to be the same mix of private enterprises that often run activities for local residents, but not exclusively. FITC continue to be a big supporter and many exercise groups, including some new ones, use the hall, along with groups holding interesting events like miniature car racing. We also have the Attic art group who hire twice a year during the Art Wave events. We are sad that the New School of Art group is no longer continuing their hire who were a good supporter for some time. We also have the local organisations and pay great thanks for their ongoing support. These include the Horticultural Society, Wine Society, Ditchling Village Association with their monthly coffee mornings and new comer events, the Players, the newly re-formed film society and the toddlers group to name but a few. Then locals continue to hire the hall for events such as parties, wakes and other events. The Parish Council continue with their support renting out the office as well as using the hall for their meetings.

There have been some changes in hirers over recent times, amid some hirers having to cut down on the number of hires they do because of increasing costs that they incur external to the hall or give up altogether. We do need to continue to encourage and develop new

hirers and maintain the ones we already have. We are proposing to have a local mini advertising campaign to remind people we are here for their one-off events and parties and to try to attract some new regular hirers in order to maintain our income. This is along with retaining our regular hirers by maintaining the hall in good order

5. Expenditure

The most significant recent expense has been repairs/upgrades required to our electrical system in particular fuse boxes, which were identified at our five yearly electricity inspection required by the insurer. We've a great electrician, Ashley Hayes, who worked really hard for us to get everything done in a time frame that was necessary. We also had significant hikes in our water consumption last year and it became clear that there was a leak from the men's urinals and the urinal system was not working properly. Many thanks to Neil Iosson, who knows more about urinals than me and knows a lot more about them now than he did before, who helped us to negotiate with the plumber to put in a more efficient system and hopefully this will save significant amounts of water in the long run. The other big issue that became apparent was damage which was developing over the last couple of years to the South facing wall in the parish council office. I'm thankful to Robin Orme, from the parish council, who helped me look into this, to try to work out what the problem might be. It probably was that damp was developing within the wall occurring as a consequence of substandard building work when the windows were installed and as a consequence the cavity wall had become blocked and water could not egress. Also the room has become much better sealed since the new double glazed windows were installed. This required significant repair and installation of a ventilation system within the parish council office. We've also had smaller but important expenditures on improving the stage lighting and having compost bins outside for Liz Pope to use. We have got a new tea urn. I think this is probably the most heavily used item by hirers within the hall so very important to have fully operational. We have also updated the bathrooms with improved bathroom accessories such as paper dispensers and wall painting, although they do still need some touching up.

6. Innovations

In terms of innovations, we now have a hall manual which should help hirers during their hire. We have also significantly improved our maintenance scheduling system, keeping better up to date with repairs and maintenance. One really important thing we've never had before, is that hirers now can separate out their waste and we can do recycling. Earlier in the year Lewis District Council suddenly stopped collecting all our waste from the hall. They decided, as many councils had done, that they were going to clamp down on refuse collection and, given that we were not domestic waste, they wanted to start charging us for all waste removal, despite being a charity. As a consequence of this, we took the opportunity to investigate about recycling which to date had not been possible. Now we have a bin collection every 2 weeks and recycling collection every 2 weeks, which is great news. As a consequence, we've installed bins within the hall which clearly delineate they are for recyclable or non-recyclable items. We're encouraging everybody to use the bins responsibly. If we inappropriately fill the recycling bin with non-recyclable waste we will be fined.

7. Storage

Storage continues to be a challenge within the hall but we're trying to accommodate as many people as possible with their storage requests and continue to store lots of Players equipment along with other new hirers including Russell and his dumbbells.

8. Donations

We have been supported by the Ditching Players and the Parish Council with the significant electrical expenditures. The fuse box to an area exclusively used by the Players was funded by the Players. The fuse box to the Parish Council has also been funded by the

Parish Council. The Parish Council has also agreed to donate Wi-Fi access to hirers of the hall. For the last few years there has been an arrangement whereby the hall paid for the Parish Council's utilities in return for the Wi-fi. Moving forwards the Parish Council will pay for their fixed electrical usage and supply the hall with the Wi-Fi. Julia, the chair of Ditchling Village Society, got in contact with me because a villager, Gerry Hinckley, had sadly passed away donating funds them. They wish to spend this money by displaying the winning photographs from their 2023 photographic exhibition in the village hall. This will happen soon. We've also had a very generous offer from a local contractor, James Bowtell, to help us renovate the cladding on the outside of the hall, and the work is due to start soon.

9. Incidents and complaints

In terms of misadventure, we've had no insurance claims and no accidents in our accident book this last year. We've had a number of small complaints but no significant issues and all of which have been remedied to the satisfaction of the hirer and the village hall team.

Therefore, I think we've had a good year all in all. We very much thank our hirers for their continuing support in choosing to use the hall, and it seems that they have continued to really enjoy the facilities we have here. I believe the hall team have been making wise but difficult decisions regarding the necessary upgrades to maintain the standard of the hall, whilst trying to be as careful as we can to not unnecessarily escalate hirer costs in this very challenging economic climate in which we are now living.

Financial Review and Policies on Reserves

As in previous years, the accounts of the Charity have been drawn up on a cash basis. For the year ended 31 January 2023, the Charity had a surplus of receipts over payments of £8,955 (2022: £8,411), comprising receipts of £32,026 (2022: £31,155) and payments of £23,071 (2022: £22,744). Receipts comprise hire income of £30,288 (2022: £19,527), donations and legacies of £1,212 (2022: £1,360), Covid-19 related grant income of £Nil (2022: £10,263) and investment income of £526 (2022: £5).

After taking into account net deposits received from and repaid to hirers, the Charity's cash funds increased in value by £9,505 (2022: £9,061) during the year, resulting in cash funds held at 31 January 2023 of £60,959 (2022: £51,454).

After taking into account hire income debtors and deposits held at the end of the year which are repayable to hirers, the Charity had net general reserves carried forward of £58,459 compared to £49,629 at the start of the year.

All of the Charity's reserves comprise unrestricted funds. The Trustees consider net general reserves of £58,459 to be appropriate to meet short term requirements for the management of the Charity, being more than sufficient to meet ongoing expenses for more than six months in the event of there being no income for this period.

On behalf of the Trustees

Mrs V Ingham – Trustee/Chair

Date: 1 November 2023

DITCHLING VILLAGE HALL

(Charity number 1175123)

Accounts for the year ended 31st January 2023

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2023
Independent Examiner's Report to the Trustees of Ditchling Village Hall

I report on the attached Statement of Assets and Liabilities and Receipts and Payments Account for the year ended 31st January 2023. I have reviewed the accounting records kept by the charity from which the accounts have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the accounts to be reached.


C. G. French FCA,
The Garden House, Ditchling

Date: 29th July 2023

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2023 Statement of Assets and Liabilities

	Unrestricted Funds	
	31st January 2023 £	31st January 2022 £
CASH FUNDS		
Bank balance - current account	14,881	18,221
Bank balance – expense account	319	-
COIF Charities deposit fund	45,759	33,233
Total Cash Funds	<u>60,959</u>	<u>51,454</u>
OTHER MONETARY ASSETS		
Hire income debtors	<u>-</u>	<u>125</u>
NON-MONETARY ASSETS		
Land and buildings used by the Charity Freehold property known as Ditchling Village Hall		
Other assets Contents of the Hall: stage, piano, tables, chairs, kitchen fittings and equipment		
Note: The building and contents are insured for £2,424,176 and £50,675, respectively		
LIABILITIES		
Key deposits/deposits received for future events	<u>(2,500)</u>	<u>(1,950)</u>



L. A. Hemsley, Treasurer
For and on behalf of the Management Committee

Date: 29th July 2023

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2023 Receipts and Payments Account

	2023		2022	
	Unrestricted Funds		Unrestricted Funds	
	£	£	£	£
RECEIPTS				
Donations, legacies & grants				
Donations		1,212		360
Legacies		-		1,000
Grant income		-		10,263
		<u>1,212</u>		<u>11,623</u>
Trading activities				
Hire income: Village	13,865		7,457	
Others	<u>16,423</u>		<u>12,070</u>	
		30,288		19,527
Investment income				
Interest on COIF Charities Deposit Fund		526		5
TOTAL RECEIPTS EXCLUDING DEPOSITS		<u>32,026</u>		<u>31,155</u>
PAYMENTS				
Repairs, maintenance and equipment		9,078		13,083
Lighting, heating and water		3,566		2,188
Caretaker and cleaning		7,016		4,659
Licences		749		236
Insurance		2,180		2,094
Advertising and marketing		58		104
Other expenses, including postage & stationery		424		380
TOTAL PAYMENTS EXCLUDING DEPOSITS		<u>23,071</u>		<u>22,744</u>
SURPLUS OF RECEIPTS OVER PAYMENTS		8,955		8,411
Net deposits received from/(repaid to) hirers		550		650
NET MOVEMENT IN CASH FUNDS		9,505		9,061
CASH FUNDS				
Brought forward at start of year		51,454		42,393
Carried forward at end of year		<u>60,959</u>		<u>51,454</u>

Notes:

- This account has been prepared on a receipts and payments basis
- The trustees receive no remuneration and no expenses were paid to any trustees (2022: nil)
- Donated assets: during the year, a new refrigerator costing £788 was given to the Charity (2022: none)

DITCHLING VILLAGE HALL

(Charity number 1175123)

Accounts for the year ended 31st January 2023

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2023
Independent Examiner's Report to the Trustees of Ditchling Village Hall

I report on the attached Statement of Assets and Liabilities and Receipts and Payments Account for the year ended 31st January 2023. I have reviewed the accounting records kept by the charity from which the accounts have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the accounts to be reached.


C. G. French FCA,
The Garden House, Ditchling

Date: 29th July 2023

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2023 Statement of Assets and Liabilities

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	31st January 2023 £	31st January 2022 £
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Total Cash Funds	<u>60,959</u>	<u>51,454</u>
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Hire income debtors	<u>-</u>	<u>125</u>
NON-MONETARY ASSETS		
Land and buildings used by the Charity Freehold property known as Ditchling Village Hall		
Other assets Contents of the Hall: stage, piano, tables, chairs, kitchen fittings and equipment		
Note: The building and contents are insured for £2,424,176 and £50,675, respectively		
LIABILITIES		
Key deposits/deposits received for future events	<u>(2,500)</u>	<u>(1,950)</u>



L. A. Hemsley, Treasurer
For and on behalf of the Management Committee

Date: 29th July 2023

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2023 Receipts and Payments Account

	2023		2022	
	Unrestricted Funds		Unrestricted Funds	
	£	£	£	£
RECEIPTS				
Donations, legacies & grants				
Donations		1,212		360
Legacies		-		1,000
Grant income		-		10,263
		1,212		11,623
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Hire income: Village	13,865		7,457	
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TOTAL RECEIPTS EXCLUDING DEPOSITS		32,026		31,155
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NET MOVEMENT IN CASH FUNDS		9,505		9,061
CASH FUNDS				
Brought forward at start of year		51,454		42,393
Carried forward at end of year		60,959		51,454

Notes:

- This account has been prepared on a receipts and payments basis
- The trustees receive no remuneration and no expenses were paid to any trustees (2022: nil)
- Donated assets: during the year, a new refrigerator costing £788 was given to the Charity (2022: none)

DITCHLING VILLAGE HALL

England & Wales - Charity number 1175123

Accounts

Chair of Ditchling Village Hall AGM report from Victoria Ingham

Welcome to this year's annual general meeting of Ditchling Village Hall and thank you very much for attending and for your continuing support of the hall. Last year's AGM was on Thursday 5th August 2021 and it was almost at that time that all covid related recommendations were removed, so we are now 15 months on.

During the last year there's been a steady increase in hires, both to locals and non-residents.

Many village societies have resumed their events including the Ditchling Players' productions in November 2021 and May 2022. The DVA coffee meetings have resumed, the wines and film society events along with other groups like the local toddlers have resumed meeting in the hall. This is all very good news for the local community and the hall. Other non-resident activities have taken place including the FITC hires, and a number of exercise and other classes. Then there has been the invigoration of private parties and private events both by local and no local residents.

During 2021 35% of events in the hall were held by local residents and this has increased again this year to 42% of hires by local residents. This is rising closer to the pre covid figures. Hires still remain below those seen prior to the Covid-19 pandemic but are slowly increasing and hence our revenue continues to slowly increase. More details will be given of this by our treasurer Laura Hemsley later tonight.

We have had some changes to the self-employed people, which are the caretaker and cleaner of the hall, over the last year. When we last met Steph Dickins-Shone was our caretaker and cleaner, cleaning through Lainey's Angels. From early January 2022 until May 2022 Carl Churchmen with our caretaker, with Lainey's Angels continuing in the cleaning role until March 2022 when Carl also took on this role too. In May 2022 he left us and since this time we have been very fortunate to employ Allan Nicholson who is working for us as the caretaker and from June took on the role also as our cleaner. Some of you may also know him as from his other work as a hall hirer doing gong therapy classes. Allan has really helped us both in the caretaker and cleaning roles and is full of enthusiasm and practical common sense which we very much value. He really supports the trustees and management team.

We have also set up a backup system for when Allan is unavailable, and a local resident Hayley Mathias has been doing some cleaning for us. Felix Craven also a resident in the village has helped us with set ups and set downs. This strengthens our resilience to provide all year cleaning and hall care.

Greg from Glass to Grass is now doing our external window cleaning and Liz Pope continues in her role as the village hall gardener managing our external space.

Lorna Hemsley took over as our treasurer at the AGM last year and has been doing amazing work in managing our finances and budgeting. She's managed to get some favourable deals with our utility providers which is helping but we definitely recognise that these bills are increasing. She has also been a wealth of common sense and guidance for all things related to the hall over his last year and would not have managed without her. She will give her report later.

We very much also indebted to Phil Smith who has continued in his role as vice chair, he continues to manage our insurance with Allied Westminster. He also helps with charity returns to the Charity Commission and Phil continues to contribute to all activities related to the hall and is an invaluable member of the team.

Ian Chapman also trustee who is sadly stepping down tonight, has continued with his hard work supporting the caretaker with hall maintenance, repairs and refurbishments. I'd like to take this opportunity to thank him on behalf of DVH for all his dedication and hard work at the hall over many years. He will be missed.

Jamie Fries has continued as a hall trustee and helping to manage the website.

One very important person who the hall could not run without is Catherine Hinchliffe, who has taken over as the booking secretary during 2022 from our previous booking secretary James Butler. She had a lot of work to do when she took over this role in getting the bookings and calendar up to date and did a sterling job. We also owe many thanks to Gemma Rice for helping and supporting Catherine in the beginning with her superior skills using Hallmaster. Catherine has managed to be extremely accommodating to all hirers and is very organised. It's a big volunteer role she has and we are all very grateful.

Gemma Rice, as I've already mentioned, helped Catherine very much with bookings and Hallmaster in the beginning and continues as a member of our management team leading on Facebook and publicity. She's also been a great source of general common sense helping to guide the hall through this difficult last year. She will be proposed as a hall trustee later tonight.

Roy Burman continues as Designated Premises Supervisor and is happy to continue in this role.

We also have to thank Colin French who continues in his role as the independent examiner of our accounts.

It has been a tough year for the trustees and management team as there's not many of us to manage this great community asset. Everybody has put in much hard work and dedication to keep the hall running. I'm indebted to them all for their support. We have put out calls and publicity over the last year to try and encourage other local residents to support the hall, maybe as a trustee or to join the management committee with the running of the hall. In particular, we really need somebody to help support our caretaker with the general maintenance and repairs. It would also be helpful to have somebody else to support more office-based activities. Without additional people the hall will struggle and so I really put out a plea for you to ask people within your societies or your groups to come forward if they can, even for smaller roles within the hall which will really help us to keep going.

As I said earlier lots of different resident and non-resident groups, including village societies, private enterprises and private parties have started back at the hall. We are grateful for these people choosing the hall as their venue for their events. Since we last had the AGM, we've dropped any Covid-19 specific recommendations. We still ask all hirers to ensure they leave the hall in a clean and tidy state after use, ready for the next hire which may be directly after them. People should sweep the floor and wipe down any surfaces they have used. We've taken the decision to cut back on the additional payment set-ups we will offer as this has become quite complicated. Therefore, going forward will offer these to FITC, the Players, the DVA coffee morning and the Film Society and not offer these more widely to other societies and groups.

It's important to us that we keep hirer rates as low as possible but with ever increasing inflationary costs and utility costs there will be inevitable rises. We normally review our hirer rates every two years and had already publicised a rate increase which is very modest for 2023. We've decided to review the rates again for 2024, so only in one year, given the uncertain economic environment.

One of the very important things that we can all do to try and keep the hall rates low is to be respectful of the energy we consume within the hall. We have installed a Hive system which is programmed weekly by Allan the caretaker to coordinate the heating with all booked events. This will ensure an

adequate temperature when arriving in the hall and throughout your hire but the heating will be dropped back when the hall is not in use. You can override the system for a short period to boost the heating if you require this during your hire but please ensure it is again turned down on leaving the hall. Please make sure all windows and doors are shut when you are using the hall when the heating is on. Closing the hall stage curtains helps to contain heat as does closing the back curtains.

During the last year we received ongoing government Covid-19 grants which have now stopped. We also received a grant from the Ditchling village hall which we bought the new fridge with.

During the last year we've done quite a lot to try and improve the health and safety of the hall. We had an independent evaluation, and this recommended we have banister's on all stairways, which we have installed. They also suggested a chain to be across the front of the stage when the stage is in use, to prevent people falling off the front of the stage. This is in progress. Another suggestion was the removal of the small radiators at the rear of the hall, as they could be a trip hazard, and given that the heat output on an exterior wall is not efficient, we've decided to remove these. We have also independently restored all the tables to being stored below the stage to prevent them falling. We've also continued in our mission to declutter the hall of all unnecessary items and make sure that all things are safe and securely stored in an appropriate location. I continue to attempt to re home the piano and have met with a number of interested parties but so far nobody has yet taken it, but it has been tuned in this process!

We have reported two incidents to the insurers one of which is ongoing.

During this last year we've continued to maintain and update the hall. We are keen both to maintain the fabric of the building as well as the cosmetic and aesthetic appearance of the hall. We have replaced the fascia's on the outside of the hall which has been our main expense over the last year. Externally we have also repaired and painted all the external ironwork which looks very neat. Cosmetically have replaced the hall curtains and have a new notice board outside. Anything that you would like to display in this notice board just needs to be put into the hall post box and will be displayed by Allan at intervals. We are also in the process of replacing equipment within the bathrooms, both hand towel dispensers, toilet roll dispensers, bins and soap dispensers, along with the bins throughout the hall. We will talk a little later about other ideas we have for hall improvements in the coming year

I think all that remains of my report is to thank everybody for attending tonight and thank all the hirers for choosing DVH for their events and very big thank you to all the trustees and management team who keep this great building running. I am also very grateful to Allan our new caretaker.

DITCHLING VILLAGE HALL

(Charity number 1175123)

Accounts for the year ended 31st January 2022

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2022 Independent Examiner's Report to the Trustees of Ditchling Village Hall

I report on the attached Statement of Assets and Liabilities and Receipts and Payments Account for the year ended 31st January 2022. I have reviewed the accounting records kept by the charity from which the accounts have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the accounts to be reached.



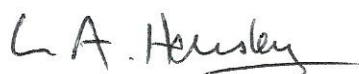
C. G. French FCA
The Garden House, Ditchling

Date: 6th July 2022

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2022 Statement of Assets and Liabilities

	Unrestricted Funds	
	31st January 2022 £	31st January 2021 £
CASH FUNDS		
Bank balance - current account	18,221	9,165
COIF Charities deposit fund	33,233	33,228
Total Cash Funds	<u>51,454</u>	<u>42,393</u>
OTHER MONETARY ASSETS		
Hire income debtors	<u>125</u>	<u>-</u>
NON-MONETARY ASSETS		
Permanent endowment – Land and buildings used by the Charity The Village Hall (property vested in the Official Custodian for Charities)		
Other assets Contents of the Hall: stage, piano, tables, chairs, kitchen fittings and equipment		
Note: The building and contents are insured for £2,130,208 and £44,104, respectively		
LIABILITIES		
Key deposits/deposits received for future events	<u>(1,950)</u>	<u>(1,300)</u>



L. A. Hemsley, Treasurer
For and on behalf of the Management Committee

Date 6th July 2022

DITCHLING VILLAGE HALL

Accounts for the year ended 31st January 2022 Receipts and Payments Account

	2022		2021	
	Unrestricted Funds		Unrestricted Funds	
	£	£	£	£
RECEIPTS				
Donations, legacies & grants				
Donations		360		1,328
Legacies		1,000		-
Grant income		10,263		17,811
		<u>11,623</u>		<u>19,139</u>
Trading activities				
Hire income: Village	7,457		6,772	
Others	<u>12,070</u>		<u>6,783</u>	
		19,527		13,555
Investment income				
Interest on COIF Charities Deposit Fund		<u>5</u>		<u>70</u>
TOTAL RECEIPTS EXCLUDING DEPOSITS		<u>31,155</u>		<u>32,764</u>
PAYMENTS				
Repairs, maintenance and equipment		13,083		16,904
Lighting, heating and water		2,188		3,070
Caretaker and cleaning		4,659		7,712
Licences		236		332
Insurance		2,094		1,805
Advertising and marketing		104		-
Other expenses, including postage & stationery		<u>380</u>		<u>376</u>
TOTAL PAYMENTS EXCLUDING DEPOSITS		<u>22,744</u>		<u>30,199</u>
SURPLUS OF RECEIPTS OVER PAYMENTS		8,411		2,565
Net deposits received from/(repaid to) hirers		<u>650</u>		<u>(259)</u>
NET MOVEMENT IN CASH FUNDS		9,061		2,306
CASH FUNDS				
Brought forward at start of year		<u>42,393</u>		<u>40,087</u>
Carried forward at end of year		<u>51,454</u>		<u>42,393</u>

Notes:

- This account has been prepared on a receipts and payments basis
- The trustees receive no remuneration and no expenses were paid to any trustees. (2021: nil)

DITCHLING VILLAGE HALL
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED
31 JANUARY 2022

Reference and Administration Details

Name of charity: Ditchling Village Hall
Principal address: 18 Lewes Road, Ditchling, Hassocks,
West Sussex BN6 8TT

Charity Registration Number: 1175123

Trustees and Management Committee

The following individuals were Trustees of the Charity and members of the Management Committee from 1 January 2021 to the date of this report, unless otherwise stated:

Mrs V. Ingham (Chair)
I. Chapman (resigned 2 November 2022)
S. Cole (Treasurer until retirement on 5 August 2021)
J. Fries (resigned 2 November 2022)
Mrs L. Hemsley (Treasurer effective appointment on 5 August 2021)
Ms G. Rice, Booking secretary (appointed 2 November 2022)
P. Smith

Other members of the Management Committee as at the date of this report comprise:

Mrs C. Hinchcliffe (bookings secretary)

Bankers: Lloyds Bank, 36-38 Church Road
Burgess Hill, West Sussex RH15 9AH

Independent Examiner: C. French, The Garden House, Beacon Road,
Ditchling, West Sussex BN6 8XB

Structure, Governance and Management

Ditchling Village Hall (“the Charity or “the DVH”) is a Charitable Incorporated Organisation, governed by a constitution document dated 26 September 2017, although in previous legal forms the Charity dates from 23 July 1920. It is run by a Management Committee, comprising the Trustees and other individuals, who meet as and when required.

The Charity must have at least three Trustees. There is no maximum number of Trustees but the number of Trustees is considered and kept under review from time to time. The recruitment of new Trustees is targeted at those local to the Charity and with appropriate skills to assist in its management.

The elected Trustees must be elected at an annual general meeting at which all inhabitants of the area of benefit of 18 years and upward are entitled to attend and vote. The Trustees shall maintain a list of user bodies that they consider to be supportive of the CIO’s objects and which have indicated a wish to appoint a Trustee of the CIO. Each listed user body shall have the right to appoint one Trustee. Any such appointment must be made

according to the ordinary practice of the appointing body and must be notified in writing to the secretary. Co-opted Trustees must be appointed at a duly constituted meeting of the elected Trustees.

Objectives and Activities

The objectives of the Charity are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Ditchling and the neighbourhood (the “area of benefit”) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of 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.

The Charity achieves its objectives through the hiring of the hall to a broad and diverse range of individuals and groups.

The Trustees consider that they have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance issued by the Charity Commission.

Chair’s Report on Achievements and Performance

During the last year there's been a steady increase in hires, both to locals and non-residents. Many village societies have resumed their events, including the Ditchling Players’ productions in November 2021 and May 2022. The DVA coffee meetings have resumed, the wine and film society events along with other groups like the local toddlers have resumed meeting in the hall. This is all very good news for the local community and the hall. Other non-resident activities have taken place including the FITC hires, and a number of exercise and other classes. Then there has been the invigoration of private parties and private events both by local and no local residents.

During 2021 35% of events in the hall were held by local residents and this has increased again this year to 42% of hires by local residents. This is rising closer to the pre covid figures. Hires still remain below those seen prior to the Covid-19 pandemic but are slowly increasing and hence our revenue continues to slowly increase.

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Lorna Hemsley took over as our treasurer at the AGM last year and has been doing amazing work in managing our finances and budgeting. We are fortunate to have some favourable deals with our utility providers which is helping but we definitely recognise that these bills are increasing. She has also been a wealth of common sense and guidance for all things related to the hall over his last year and would not have managed without her. We are very much also indebted to Phil Smith who has continued in his role as vice chair, he continues to manage our insurance with Allied Westminster. He also helps with charity returns to the Charity Commission and Phil continues to contribute to all activities related to the hall and is an invaluable member of the team. Ian Chapman, who is sadly stepping down as trustee tonight, has continued with his hard work supporting the caretaker with hall maintenance, repairs and refurbishments. I'd like to take this opportunity to thank him on behalf of DVH for all his dedication and hard work at the hall over many years. He will be missed. Jamie Fries has continued as a hall trustee and helping to manage the website. One very important person who the hall could not run without is Catherine Hinchliffe, who took over as the booking secretary during 2022 from our previous booking secretary James Butler. She had a lot of work to do when she took over this role in getting the bookings and calendar up to date and did a sterling job. We also owe many thanks to Gemma Rice for helping and supporting Catherine in the beginning with her superior skills using Hallmaster. Catherine has managed to be extremely accommodating to all hirers and is very organised. It's a big volunteer role she has and we are all very grateful. Gemma Rice, as I've already mentioned, helped Catherine very much with bookings and Hallmaster in the beginning and continues as a member of our management team leading on Facebook and publicity. She's also been a great source of general common sense helping to guide the hall through this difficult last year. She will be proposed as a hall trustee later tonight. Roy Burman continues as Designated Premises Supervisor and is happy to continue in this role. We also have to thank Colin French who continues in his role as the independent examiner of our accounts.

It has been a tough year for the trustees and management team as there's not many of us to manage this great community asset. Everybody has put in much hard work and dedication to keep the hall running. I'm indebted to them all for their support. We have put out calls and publicity over the last year to try and encourage other local residents to support the hall, maybe as a trustee or to join the management committee with the running of the hall. In particular, we really need somebody to help support our caretaker with the general maintenance and repairs. It would also be helpful to have somebody else to support more office-based activities. Without additional people the hall will struggle and so I really put out a plea for you to ask people within your societies or your groups to come forward if they can, even for smaller roles within the hall which will really help us to keep going.

As I said earlier lots of different resident and non-resident groups, including village societies, private enterprises and private parties have started back at the hall. We are grateful for these people choosing the hall as their venue for their events. Since we last had the AGM, we've dropped any Covid-19 specific recommendations. We still ask all hirers to ensure they leave the hall in a clean and tidy state after use, ready for the next hire which may be directly after them. People should sweep the floor and wipe down any surfaces they have used. We've taken the decision to cut back on the additional payment set-ups we will offer as this has become quite complicated. Therefore, going forward will offer these to FITC, the Players, the DVA coffee morning and the Film Society and not offer these more widely to other societies and groups.

It's important to us that we keep hirer rates as low as possible but with ever increasing inflationary costs and utility costs there will be inevitable rises. We normally review our hirer rates every two years and had already publicised a rate increase which is very modest

for 2023. We've decided to review the rates again for 2024, so only in one year, given the uncertain economic environment.

One of the very important things that we can all do to try and keep the hall rates low is to be respectful of the energy we consume within the hall. We have installed a Hive system which is programmed weekly by Allan the caretaker to coordinate the heating with all booked events. This will ensure an adequate temperature when arriving in the hall and throughout your hire but the heating will be dropped back when the hall is not in use. You can override the system for a short period to boost the heating if you require this during your hire but please ensure it is again turned down on leaving the hall. Please make sure all windows and doors are shut when you are using the hall when the heating is on. Closing the hall stage curtains helps to contain heat as does closing the back curtains.

During the last year we received ongoing government Covid-19 grants which have now stopped. We also received a grant from the Ditchling village hall, part of which we bought the new fridge with.

During the last year we've done quite a lot to try and improve the health and safety of the hall. We had an independent evaluation, and this recommended we have banisters on all stairways, which we have installed. They also suggested a chain to be across the front of the stage when the stage is in use, to prevent people falling off the front of the stage. This is in progress. Another suggestion was the removal of the small radiators at the rear of the hall, as they could be a trip hazard, and given that the heat output on an exterior wall is not efficient, we've decided to remove these. We have also independently restored all the tables to being stored below the stage to prevent them falling. We've also continued in our mission to declutter the hall of all unnecessary items and make sure that all things are safe and securely stored in an appropriate location. I continue to attempt to re home the piano and have met with a number of interested parties but so far nobody has yet taken it, but it has been tuned in this process!

We have reported two incidents to the insurers one of which is ongoing. During this last year we've continued to maintain and update the hall. We are keen both to maintain the fabric of the building as well as the cosmetic and aesthetic appearance of the hall. We have replaced the fascias on the outside of the hall which has been our main expense over the last year. Externally we have also repaired and painted all the external ironwork which looks very neat. Cosmetically, we have replaced the hall curtains and have a new notice board outside. Anything that you would like to display in this notice board just needs to be put into the hall post box and will be displayed by Allan at intervals. We are also in the process of replacing equipment within the bathrooms, both hand towel dispensers, toilet roll dispensers, bins and soap dispensers, along with the bins throughout the hall.

I would like to thank all the hirers for choosing DVH for their events and to especially thank all the trustees and management team who keep this great building running. I am also very grateful to Allan our new caretaker.

Financial Review and Policies on Reserves

As in previous years, the accounts of the Charity have been drawn up on a cash basis. For the year ended 31 January 2022, the Charity had a surplus of receipts over payments of £8,411 (2021: £2,565), comprising receipts of £31,155 (2021: £32,764) and payments of £22,744 (2021: £30,199). Receipts comprise hire income of £19,527 (2021: £13,555), donations and legacies of £1,360 (2021: £1,328), Covid-19 related grant income of £10,263 (2021: £17,811) and investment income of £5 (2021: £70).

After taking into account net deposits received from and repaid to hirers, the Charity's cash funds increased in value by £9,061 (2021: £2,306) during the year, resulting in cash funds held at 31 January 2022 of £51,454 (2021: £42,393).

After taking into account hire income debtors and deposits held at the end of the year which are repayable to hirers, the Charity had net general reserves carried forward of £49,629 compared to £41,093 at the start of the year.

All of the Charity's reserves comprise unrestricted funds. The Trustees consider net general reserves of £49,629 to be appropriate to meet short term requirements for the management of the Charity, being more than sufficient to meet ongoing expenses for more than six months in the event of there being no income for this period.

On behalf of the Trustees

Mrs V Ingham – Trustee/Chair

Date: 2 November 2022

DITCHLING VILLAGE HALL

England & Wales - Charity number 1175123

Accounts



Minutes of the Ditchling Village Hall Annual General Meeting Thursday 5 August 2021 19.30. Charity number 1175123

Apologies: Garet Newell from FITC, Debbie Dillon Ditchling Players, Jamie Fries DVH Trustee, Nikki Chapman Minutes secretary

Attendance:

Trustees: Victoria Ingham, Phil Smith, Lorna Hemsley, Stephen Cole, Ian Chapman

Management committee: Gemma Rice, James Butler

Independent examiner of accounts: Colin French

DV Players: Diane Burman, Penelope Bennett, Sue Hanna

DV Horticultural Society: Mary Holman, Jane Traies

DVA: Catharine Robinson (and WI), Neil Iosson

Other: Tom Jones, Rosemary Nelson

1. Minutes of the previous Annual Meeting held on 28 July 2020 to be agreed
Agreed, proposed by Stephen Cole, seconded by Phil Smith

2. Chair's report from Victoria Ingham

Ditchling Village Hall Annual General Meeting Chair's report by Victoria Ingham 5.8.21

Welcome to this year's AGM and thank you for attending and for your continued support of DVH, for the benefits of the local community. It is almost one year to the day since last year's AGM on 28/7/21

A lot has happened in this last year having been closed for almost half of it.

Closed:

26 March 2020 - 25 July 2020

5 November 2020 – 2 December 2020 (4 weeks)

26 December 2020 – 17 May 2021 (apart from 6/5/21 poling day)

19 July 2021 Step 4 with removal of restrictions

Despite this throughout the time the trustee and management team have been working hard to maintain the hall in a good state of repair and carry out refurbishments and the management committee have continued to meet on a 2 monthly basis or thereabouts with regular communication between these meetings

We continued to contract Steph Dicken Shone for her regular pre pandemic 4 hrs of caretaker duties along with 3 hrs of additional cleaning to maintain the hall via Lainey's Angels throughout the pandemic. Now Steph is back to more regular cleaning of the hall as the hirers build up.

Stephen Cole has continued to manage our finances and access all government grants available to us as a community hall. He has recently been transitioning his treasurer responsibilities to Lorna Hemsley who will take over officially as the new treasurer tonight. We have to thank Stephen for all his hard work over many years.

Phil Smith in his position of vice-chair has continued to manage the hall's insurance and liaise with Allied Westminster to ensure our compliance. He has also worked on an annual schedule of work so it is clear when contracts are up for review renewal or annual checks are required.

Ian Chapman, trustee, has continued to work on hall maintenance, repairs and refurbishment and I will outline later his latest CV achievements.

Jamie Fries continues as a hall trustee to manage the website updates and be an ongoing support to the rest of the management team with good sense and reference.

Roy Burnam was a trustee and Designated Premises Supervisor and stood down as trustee from 13 June 2021, but continues to be the DPS until we find someone else for this role. We thank Roy for his help with the hall over the last few years.

Gemma Rice until October 2020 and then James Butler have continued to manage our bookings as the bookings secretary. They have liaised with our hirers about the latest on whether the hall is open/closed depending upon the latest government's guidance and alerted hirers about the associated regulations in place for hall hire. James Butler now plans to stand down from this role and we have had a very encouraging village member come forwards with an expression of interest to do the role.

Gemma Rice continues on the management committee in a non-trustee position, providing important booking secretary advice to James and hopefully the new person, along with managing Facebook and advertising. And generally being a person of good sense in our hall meetings.

Jane Roe took on the minutes secretary role in a non-trustee position in October but has now stood down and Nikki Chapman has agreed to take the role back on for now, again in a non-trustee role. We thank Jane for her help over the last year.

And another thank you to Nikki Chapman, who continues to be our liaison with the hall gardener Liz Pope.

Throughout the pandemic I have been trying to pull together the latest government guidance and lead on the opening/closing of the hall and developed the written requirements for hirers when using the hall with regular updates. I continue to meet with our caretaker Steph on a regular basis.

Hires and bookings

As to bookings, most groups or organisations have resumed to some/all of their pre covid levels of hire or at least have given us expressions of interest in doing so if their event is later in the year which is great for the hall.

As usual we have the mix of local organisations, private hire and business use, all of which are required to sustain the hall for the good of our local community.

Some groups are exploring and possibly planning to restart larger village events eg Horticultural Society Autumn Show and the Players November production which are all in discussion.

Private hires for limited scale parties have resumed.

Many businesses have continued throughout the times the hall has been allowed to open, with special mention to FITC and Garet Newell along with Sophie Mills for their ongoing support. But there are a number of less frequent businesses who continue to hire and new groups starting, all of which we thank for their support.

We have alerted hirers this week about our plans to relax the Covid special conditions required for hall hire to just recommendations, along with the Government's move to step 4 of the Covid-19 roadmap. However, we very much are encouraging hirers to think about the mantra "Hands, Face and Space" and think about regular hand washing/sanitising, face mask wearing, ventilation and spacing.

The capacity of the hall is no longer restricted in line with government advice but we would encourage people to think about reduced capacity at events to allow distancing and thinking about user travel and flow through the building.

As previously it is the hirers obligation to manage their hire responsibly and if the hall trustees and committee identify clearly unsafe practice there will be hirer/ hall discussions.

We however are keeping in place the requirement, along with the vast majority of halls in our county we request that hirers continue to clean before and after their hire the hall and equipment used.

Transiting over the next few weeks it will no longer be necessary for hirers to request the equipment they require and so can get it themselves from the stores on the stage, replacing equipment there after use.

We plan to open at least the front half of the stage, in-front of the middle curtains. This allows us to keep some equipment sheltered. However, if the whole hall stage is required the hirer can request this and we can liaise with them about its use.

Although it is no longer a legal requirement for venues to display an NHS QR code or request that hirer and visitors check in', this is still encouraged. People can check in by scanning the NHS QR code poster via their NHS COVID-19 app or by providing their contact details. This will support NHS Test and Trace to contact people exposed to COVID-19, so that they can book a test.

The bookings cancellation rules were revised during the covid pandemic but as of 16.8.21 they will return to the regular system:

CANCELLATIONS: DVH cancellation policy in place for events to be held after 16 August 2021

- A cancellation made more than 6 months before the hire date has no cancellation fee
- 3 - 6 months before the hire has a £15 flat charge
- 1 - 3 months before the hire has a £15 charge or 25% of the hire charge whichever is the greater
- If cancelled within one month but more than one week of the hire, £15 or 50% of the hire charge whichever is the greater
- If cancelled within one week £15 or the whole hire cost is charged whichever is the greater

Renovations and repairs over the last year

- Replacement of some of the damaged double glazed windows
- Replaced laminate flooring in PC office toilet
- Ladies' downstairs toilet renovation and painting with contribution from Ditchling village ball committee. Installation of hot water heater.
- Leak in kitchen to PC office repaired

New relationship developed with handiperson Steven Gilbert, MrFixIt, from Clayton

Donations

- Bequest from John Ewart Rednall
- Ongoing DVA payment of hire charge
- Government grants

So I'd like to finish by thanking my fellow trustees and management committee for their ongoing hard work over the last year. And give a fond farewell to the team leaving us, especially Stephen Cole who has certainly been my mentor over the last few years as the chair. And as we know where he lives and have his email address I am sure in times to come he will be asked questions that only he remembers stored in his memory bank of DVH knowledge.

I'd like to encourage village organisations and businesses to promote volunteering for the hall as without this great group of people the hall would not be able to be the great asset it is for the village.

And finally to all the hirers, who I know have had a difficult time over the last year, whether that be business or societies. I am so glad that we are now open again but I'd really like to encourage people to hire the hall safely. Remember 'Hands , Face , Space'

This is so important for those people in society who are more vulnerable, many of whom have been affected over the Covid-19 pandemic by shielding and whose physical and mental health has been significantly affected. It's up to us all as users and hirers to be really responsible so these people in particular can feel comfortable to return to some semblance of normal life at the hall, so they can return to the activities they previously enjoyed.

Thank you Victoria Ingham

3. Treasurer's report on the financial statements and approval of the financial statements and accounts presented by Stephen Cole. After which Stephen Cole stood down as the treasurer.

Treasurer's Report to the Trustees on the Financial Statements of Ditchling Village Hall for the year ended 31st January 2021

Introduction

This report is to be read in conjunction with the Financial Statements circulated herewith. As in previous years, the Financial Statements for Ditchling Village Hall have been drawn up on a cash basis; accordingly the timing of receipts and payments can have a significant effect on the result for the year.

The Financial Statements clearly reflect the adverse impact of the Covid-19 Pandemic on the level of hire income of Ditchling Village Hall. The Hall was required to be closed for long periods with no hire income, but hire income was also significantly reduced when the Hall was able to be open due to ongoing restrictions, meaning many booked hires could not go ahead, or hirers were reluctant to return to use the Hall notwithstanding the steps taken by the Trustees to follow recommendations to provide a "Covid-safe" environment. These steps were set out fully in communications to hirers. The loss of income was compensated in part by Government Grants received through Lewes District Council, and the Trustees took steps to limit ongoing expenditure albeit certain refurbishment projects were undertaken during closure periods.

More detail on income and expenditure and impact on reserves is given in the paragraphs below but in summary in the year to 31st January 2021, before taking account of Grants received, a deficit of £15,245.82 arose compared with a surplus of £3,500.44 in the previous year ended 31st January 2020. After bringing into account grants received, a surplus of £2,565.61 arose for the year which has been added to Reserves.

Income

Total net cash hall income before Grants at £14,953.80 was £28,315.16 less than in the previous year. Overall hire income for the year was £26,648.78 less than the previous year with the reduction in residents' hires being £20,753.78 and non-residents' hires £6,075.00. It is by reference to the nature of hires that non-residents income as a proportion of total income rose from 32.6% to 53.2% in the year with a corresponding reduction in the proportion of residents' hire income from 67.4% to 46.8%. The higher proportion of non-residents' hire income to residents' hire income is not expected to be an ongoing feature once the effects of the Covid-19 pandemic are over.

Donations of £1,328.00 were received in the year. Ditchling Parish Council continued to lease the office space and paid rent of £868.50. Interest income of £70.55 was received on funds deposited with COIF, a decrease of £107.28 on the previous year on account of lower interest rates.

Four Government grants £10,000.00, £1,334.00, £2,477.00 and £4,000.00 were received via Lewes District Council during the year, a total of £17,811.00, with the latter two intended to cover in part shortfalls in

income during closure beyond the end of the financial year but which on the cash basis of accounting used have been brought into account in full in the year ended 31st January 2021.

Expenditure

Total expenditure in the year ended 31st January 2020 was £30,199.62, £9,568.90 less than in the previous year.

In the face of the 68% reduction in hire income, the Trustees sought to reduce where possible the running costs compared with the previous year's expenditure whilst making sure the infrastructure of the Building was maintained. Accordingly, expenditure was authorised to refurbish entirely the paving and access to doors at the front of the Building, to complete the refurbishment of the electrics, and a 50% deposit (£1,717.80) has been paid towards the replacement of a number of windows (the balance was paid in February 2021 when the work was completed). With the normal servicing and repair costs to the fire alarm system, the servicing of the gas boiler and the fire extinguishers, and some decorating costs, expenditure on the Building and Fixtures and Fittings at £15,749.80 was 6% higher than the previous year.

After taking out the reduction in amounts paid to the caretakers for set-ups/set-downs (8 in the current year compared with 44 in the previous year), there was also a small increase (£2,570 to £2,675 -4%) in the amount paid to the caretaker offset by a 64% reduction (£10,972.50 down to £3,945.00) in the amount paid for cleaning in view of the periods of closure, although this saving was offset by a £190.22 (23%) increase in the cost of cleaning materials which includes expenditure on sanitisers, sanitiser equipment and signage.

The reductions in other expenditure were 38% in Gas, 21% in Electricity and 16% in Water, 57% saving in Marketing Materials, Postage, Stationery and Sundries and 70% in Licences. The reduction in Licences expense reflects investigation into the basis of PRS/PPL charges for the current and previous years resulting in agreement that in view of the nature of Ditchling Village Hall's income, it is not necessary to pay the PPL element with credit offered for payments made in previous years. The investigation is complete and the charge for the current year is likely to be more than offset by credits relating to previous years.

Reserves

Consequent on the surplus of cash income over cash expenditure for the year ended 31st January 2021, funds held in reserve at 31st January 2021 have increased to £41,093.97, comprising the General Reserve Fund of £38,117.92 and then unspent Ladies' Toilet Refurbishment Reserve of £2,976.05

£33,228.67 is held on deposit at COIF and £9,165.30 is held at Lloyds Bank with bank balances including £800 in key deposits and £500 in event/damage deposits. Reserves at £38,117.92 net of the designated Ladies Toilet Refurbishment Reserve Fund are more than sufficient to meet ongoing expenses for more than six months in the event of there being no income for this period.

Conclusion

The Financial Statements have been reviewed and approved by the Trustees, and Colin French FCA, Independent Examiner, has given his opinion that proper records have been kept and that there are no further matters to which attention should be drawn to enable a proper understanding of the accounts to be reached.

Attendees at this Annual General Meeting are asked to approve the accounts which will then be filed with the Charities Commission.

Stephen Cole Treasurer, Ditchling Village Hall 5th August 2021

No questions from the floor

Approval proposed By V Ingham, seconded, unanimous.

Stephen Cole stood down and Lorna Hemsley took over as treasurer.

4. Independent examiners report from Colin French

Report on the statement of assets, liabilities, receipts and payments for the year up to 31 Jan 2021 by Colin French

He was in agreement with the proposed accounts from Stephen Cole

The accounts had been signed off on 17 April 2021 but attendees at the AGM were asked to approve them so they could be filed with the charities commission

No questions were made from the floor regarding the accounts

So it was proposed that the attendees approved the accounts and there was agreement.

5. Financial position update presented by Lorna Hemsley

Total reserves at end of last financial year over £41k.

Increased now to £46,200, this has been made possible by further grants totalling £7,600, offset by maintenance as described earlier including the toilet refurbishment which is £6,000 so far.

Remaining income surplus was achieved by net hiring income over expenditure of approx. £3,500.

Overall increase in reserves and more than enough for next 6 months if we lack income

No questions from the floor

6. Election of trustees for 2021:

- No new proposals for trustee election received
- Currently co-opted to be proposed as trustee and into the treasurer role: Lorna Hemsley
Proposed as full trustee by Victoria Ingham, seconded by Ian Chapman
- Other existing trustees to be proposed for re-election:
Victoria Ingham (chair), proposed Stephen Cole / seconded Ian Chapman
Phil Smith (vice-chair), proposed Ian Chapman, seconded Sue Hanna
Ian Chapman, proposed Victoria Ingham, seconded Gemma Rice
Jamie Fries, proposed Gemma Rice, seconded Ian Chapman
- Standing down as trustees: Stephen Cole, Roy Burman

7. Appointment of representatives of organisations and appointment or re-appointment of co-opted members and officers

- Roles to be taken up: Honorary secretary Nikki Chapman
- Standing down: Minutes secretary Jane Roe
- Standing down: Booking secretary James Butler but to continue in role until new bookings secretary appointed
- Expressions of interest for booking secretary role: Rosemary Nelson
- Standing down: Designated premises supervisor (DPS) Roy Burman but to continue in role until new PS appointed
- Expressions of interest for DPS role: Diane Burman
- Communications and IT advice: Gemma Rice to continue in membership role

8. Management committee's plans for 2021 and beyond (VI)

I. Trustee and management committee consolidation

- Ensure we have a bookings secretary and Designated premises supervisor
- Encourage other members into the group with a view to succession planning if Phil Smith stands down in the next 12 months

2. Re-establishing regular hires

3. Proposed renovation and repairs in the coming months

- Men's downstairs toilet renovation and painting. Installation of hot water heater.
- Outside railings and south facing stairs painting
- Replacement of wooden fascia boarding throughout the hall
- Ongoing review of green solutions for the hall

4. Purchases

- Main hall south facing window curtains

5. Equipment Amnesty

- Sunday 26 September

There will be an invite for an open morning on 26 Sept to claim equipment and dispose of unused items.

- Piano rehoming

Rehoming the grand piano – has been used once in 4 years and high costs of maintenance that are not repaid.

9. Open forum for representatives of organisations to discuss with the management committee and trustees

- a. Catharine Robinson – WI – they would like to return in September – query about where chairs would be stored.
 - i. Confirmed that they will be in the main hall for easy access
- b. Catherine Robinson – DVA - will hold off coffee mornings this year for rest of year and will look again at 2022.
 - i. Suggested DVH are represented at the newcomers event.
- c. Jane Traies – Horticultural society – aim to deliver the shows and concern about using the stage for refreshment sales.
 - i. Option of using the fire doors for ventilation and the rear windows over the stage.
 - ii. For large hires option of getting extra cleaning instead vs the hirer
- d. Penelope Bennett – Ditchling Players – Clarification about chairs.
 - i. The hall currently has nearly 200 chairs – 88 new ones . Discussion that both the new ones – which stack better and more comfortable – but are heavier vs the older ones. Older ones are lighter and more compact.
 - ii. There is a plan to work through the old ones and remove/repair decrepit ones. There will be a consultation process.
- e. Diane Burman (Players) - concern about challenge of ventilation in cold weather and COVID risk
- f. Catharine Robinson (DVA/WI) – vote of thanks for the committee for their work.

10. AOB

- No formal proposals for AOB resolution items submitted
- However, submission from the Parish Council to consider the renaming of the village hall in commemoration of Dame Vera Lynn
 - a. Parish Council – discussion about renaming the village hall for Dame Vera Lynn.

- i. Catharine Robinson – thinks a brilliant idea
Agreement from the floor
- ii. Penelope Bennett – concern over branding of Ditchling Village Hall and the impact of renaming and costs
- iii. Stephen Cole– suggested naming the upper hall area of the hall the Dame Vera Lynn Hall and Stage but maintaining brand identity with the overall hall name remaining the same
Agreement from the floor
- iv. Jane Traies: agreed with concerns over costs and administration of renaming
- v. Neil Iosson – Is there a direct link between Dame Vera and financial contribution to the hall
- vi. Phil Smith: commented that the hall could be renamed the ‘Dame Vera Lynn Hall in Ditchling’ to allow recognition but also for people to continue to identify the hall with Ditchling
- vii. Tom Jones – Gave a summary of her work as a professional singer. Was keen to emphasise that she has made a substantial contribution for the country / village and had lived in Ditchling since 1941.

Victoria Ingham gave her thanks and the meeting was closed at 20.31.

Minutes transcribed by Victoria Ingham 15.8.21

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Stephen Cole
Treasurer, Ditchling Village Hall
5th August 2021

New Treasurer Copy

The VILLAGE HALL, DITCHLING

(Charity number 1175123)

Financial Statements for the year to 31 January 2021

The VILLAGE HALL, DITCHLING

Financial Statements for the year to 31 January 2021
Statement of Assets and Liabilities

	2020	
	£	£
Monetary assets		
Bank balance – Current account	9,165	8,597
Key Deposits/ Deposits received for future events	(1,300)	(1,559)
COIF Charities Deposit Fund	<u>33,228</u>	<u>31,490</u>
	<u>41,093</u>	<u>38,528</u>


Non-monetary assets

Permanent endowment – Land and buildings used by the Charity
The Village Hall (property vested in the Official Custodian for Charities)

Other assets
Contents of the Hall: stage, piano, tables, chairs, kitchen fittings and equipment

Note: The building and contents are insured for £1,561,695 and £42,778 respectively

Liabilities Nil Nil


S.A. Cole FCA – Treasurer
For and on behalf of the Management Committee

17 April 2021

Independent Examiner's Report to the Trustees of Ditchling Village Hall

I report on the above Statement of Assets and Liabilities and the attached Receipts and Payments Account for the year ended 31 January 2021. I have reviewed the accounting records kept by the charity from which the accounts have been prepared. In my opinion proper accounting records have been kept and there are no further matters to which attention should be drawn to enable a proper understanding of the accounts to be reached.


C.G. French FCA
The Garden House; Ditchling

17 April 2021

The VILLAGE HALL, DITCHLING

Financial Statements for the year to 31 January 2021
Receipts and Payments Account

	£	£	2020 £
Receipts			
Donations	1,328		2,976
Legacy	<u>Nil</u>		Nil
		1,328	
Trading activities			
Hiring charges	- Village	6,772	27,341
	- Others	<u>6,783</u>	<u>12,774</u>
		13,555	40,115
Grant income		17,811	Nil
Investment income			
COIF Charities Deposit Fund interest		<u>70</u>	<u>178</u>
Total receipts		<u>32,764</u>	<u>43,269</u>
Payments			
Advertising and Marketing materials		Nil	61
Repairs/maintenance of the hall & Equipment		16,904	16,694
Lighting, heating and water		3,070	4,521
Caretaker & Cleaners		6,708	13,983
Cleaning materials and licences		1,336	1,922
Insurance		1,805	1,778
Stationery, postage, phone, subscriptions and other expenses		<u>376</u>	<u>810</u>
Total payments		<u>30,199</u>	<u>39,769</u>
Surplus of receipts over payments		2,565	3,500
Bank balances and other monetary assets			
At 31 January 2020/19		<u>38,528</u>	<u>35,028</u>
At 31 January 2021/20		<u>41,093</u>	<u>38,528</u>

This account has been prepared on a receipts and payments basis.