



## **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 polling 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 outlined 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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)

##### 1. 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



# **Treasurer's Report to the Trustees on the Financial Statements of Ditchling Village Hall for the year ended 31<sup>st</sup> January 2021**

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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

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
	£	£
<b>Monetary assets</b>		
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>
	<b><u>41,093</u></b>	<b><u>38,528</u></b>

**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**

			<b>2020</b>
	£	£	£
<b>Receipts</b>			
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>
<b>Total receipts</b>		<b><u>32,764</u></b>	<b><u>43,269</u></b>
<b>Payments</b>			
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>
<b>Total payments</b>		<b><u>30,199</u></b>	<b><u>39,769</u></b>
<b>Surplus of receipts over payments</b>		<b>2,565</b>	<b>3,500</b>
Bank balances and other monetary assets			
At 31 January 2020/19		<b><u>38,528</u></b>	<b><u>35,028</u></b>
At 31 January 2021/20		<b><u>41,093</u></b>	<b><u>38,528</u></b>

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