

**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 31<sup>st</sup> January 2023**



## **DITCHLING VILLAGE HALL**

### **Accounts for the year ended 31<sup>st</sup> 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 31<sup>st</sup> 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: 29<sup>th</sup> July 2023

# DITCHLING VILLAGE HALL

## Accounts for the year ended 31<sup>st</sup> January 2023 Statement of Assets and Liabilities

	Unrestricted Funds	
	31st January 2023 £	31st January 2022 £
<b>CASH FUNDS</b>		
Bank balance - current account	14,881	18,221
Bank balance – expense account	319	-
COIF Charities deposit fund	45,759	33,233
<b>Total Cash Funds</b>	<b>60,959</b>	<b>51,454</b>
<b>OTHER MONETARY ASSETS</b>		
Hire income debtors	-	125
<b>NON-MONETARY ASSETS</b>		
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		
<b>LIABILITIES</b>		
Key deposits/deposits received for future events	<b>(2,500)</b>	<b>(1,950)</b>



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

Date: 29<sup>th</sup> July 2023



# DITCHLING VILLAGE HALL

## Accounts for the year ended 31<sup>st</sup> January 2023 Receipts and Payments Account

		2023		2022	
		Unrestricted Funds		Unrestricted Funds	
		£	£	£	£
<b>RECEIPTS</b>					
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		<u>526</u>		<u>5</u>
<b>TOTAL RECEIPTS EXCLUDING DEPOSITS</b>			<u><b>32,026</b></u>		<u><b>31,155</b></u>
<b>PAYMENTS</b>					
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					
			<u>424</u>		<u>380</u>
<b>TOTAL PAYMENTS EXCLUDING DEPOSITS</b>			<u><b>23,071</b></u>		<u><b>22,744</b></u>
<b>SURPLUS OF RECEIPTS OVER PAYMENTS</b>			<b>8,955</b>		<b>8,411</b>
Net deposits received from/(repaid to) hirers					
			<u>550</u>		<u>650</u>
<b>NET MOVEMENT IN CASH FUNDS</b>			<b>9,505</b>		<b>9,061</b>
<b>CASH FUNDS</b>					
Brought forward at start of year					
			<u>51,454</u>		<u>42,393</u>
Carried forward at end of year					
			<u><b>60,959</b></u>		<u><b>51,454</b></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 31<sup>st</sup> January 2023**



## **DITCHLING VILLAGE HALL**

### **Accounts for the year ended 31<sup>st</sup> 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 31<sup>st</sup> 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: 29<sup>th</sup> July 2023



# DITCHLING VILLAGE HALL

## Accounts for the year ended 31<sup>st</sup> January 2023 Statement of Assets and Liabilities

	Unrestricted Funds	
	31st January 2023 £	31st January 2022 £
<b>CASH FUNDS</b>		
Bank balance - current account	14,881	18,221
Bank balance – expense account	319	-
COIF Charities deposit fund	45,759	33,233
<b>Total Cash Funds</b>	<b>60,959</b>	<b>51,454</b>
<b>OTHER MONETARY ASSETS</b>		
Hire income debtors	-	125
<b>NON-MONETARY ASSETS</b>		
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		
<b>LIABILITIES</b>		
Key deposits/deposits received for future events	<b>(2,500)</b>	<b>(1,950)</b>



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

Date: 29<sup>th</sup> July 2023



# DITCHLING VILLAGE HALL

## Accounts for the year ended 31<sup>st</sup> January 2023 Receipts and Payments Account

		2023		2022	
		Unrestricted Funds		Unrestricted Funds	
		£	£	£	£
<b>RECEIPTS</b>					
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			<u>526</u>		<u>5</u>
<b>TOTAL RECEIPTS EXCLUDING DEPOSITS</b>			<b><u>32,026</u></b>		<b><u>31,155</u></b>
<b>PAYMENTS</b>					
Repairs, maintenance and equipment					
Lighting, heating and water			9,078		13,083
Caretaker and cleaning			3,566		2,188
Licences			7,016		4,659
Insurance			749		236
Advertising and marketing			2,180		2,094
Other expenses, including postage & stationery			58		104
			<u>424</u>		<u>380</u>
<b>TOTAL PAYMENTS EXCLUDING DEPOSITS</b>			<b><u>23,071</u></b>		<b><u>22,744</u></b>
<b>SURPLUS OF RECEIPTS OVER PAYMENTS</b>			<b>8,955</b>		<b>8,411</b>
Net deposits received from/(repaid to) hirers					
			<u>550</u>		<u>650</u>
<b>NET MOVEMENT IN CASH FUNDS</b>			<b>9,505</b>		<b>9,061</b>
<b>CASH FUNDS</b>					
Brought forward at start of year			<u>51,454</u>		<u>42,393</u>
Carried forward at end of year			<b><u>60,959</u></b>		<b><u>51,454</u></b>

### 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)