

Trustees' Annual Report for the period									
From		Period start date			To		Period end date		
		06	April	2022			05	April	2023

## Section A Reference and administration details

<b>Charity name</b>	Fittleworth Village Hall CIO		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	1175290		
<b>Charity's principal address</b>	Fittleworth Village Hall		
	School Lane		
	Fittleworth		
	Pulborough		
	West Sussex		
	<b>Postcode</b>	RH20 1JB	

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Jamie Dunstan	Treasurer		Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM
Isabel Braham	Bookings Secretary		Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM
Sally Tanner			Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM
Linda Ball			Fittleworth Church of England Village School
Sharon Julia Francois	Chair of meetings		Alcoholics Anonymous
Grace Hawkins		Retired 12/01/2023	Over 60s Club
Wade Houlden			Fittleworth & District Horticultural Society
Christine Parker			The Arts Society – South Downs and The Arts Society West Sussex
Adrian Webb		Retired 12/01/2023	Fittleworth & District Association
Christopher Welfare			Fittleworth Parish Council
Gary Cook			Elected by inhabitants of over 18 of the Parish of Fittleworth at the 2019 AGM

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

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

None
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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	<p>The appointment of trustees, who constitute the Management Committee of the Charity, is governed by the terms of the Constitution.</p> <p>The Constitution provides for:</p> <ul style="list-style-type: none"> <li>Up to five trustees to be elected by inhabitants of over 18 of the Parish of Fittleworth at the annual general meeting of the Charity;</li> <li>Up to eight representative members appointed by user organisations;</li> <li>the co-option by the Management Committee of up to three members</li> </ul> <p>in each case to serve from the conclusion of the annual general meeting at which they are appointed (or the date of their appointment if later) to the conclusion of the next annual general meeting.</p>

**Additional governance issues (Optional information)**

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

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

The Village Hall is a community asset. Trustees are drawn from the community and their induction and training is both informal through contact with existing trustees and information provided more formally at meetings of the Management Committee.

The Hall is situated adjacent to the Village School, the Playgroup and Baby Room, the village's recreation ground, the Sports and Social Club Pavilion and Fittleworth Stores, a community-owned and run shop, café and post office. Members of the Management Committee regularly liaise with those running these other organisations to ensure a joined-up approach to matters of common interest.

The Trustees consider major risks at meetings of the Management Committee. These principally relate to the proper protection of the Hall, its users and employees, which is achieved through ensuring the Charity has appropriate and adequate insurance covering the Hall premises and contents, public liability and employer's liability, and clear guidance to users of the Hall. The insurance cover also provides legal liability cover for

## Section C Objectives and activities

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

The objects of the Charity as set out in the Constitution are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Fittleworth ("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.

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

Village Hall is available throughout the year for bookings 7 days a week from 8am to midnight. It offers a Main Hall and two committee rooms, which can be booked individually or in combination and with or without the benefit of the Hall's kitchen facilities, screen and sound system.

The Hall is well used and is especially busy in the winter months when the Hall is booked for regular activities every evening Monday - Thursday.

Regular activities on offer to the community include fitness classes, table tennis, badminton and indoor bowls. There is a weekly Alcoholics Anonymous group. The Hall hosts fine art lectures twice a month and a number of large WI events. There are two annual Horticultural shows. The Hall acts as a central base for other village activities such as an annual fun run and a garden trail. The Village School and the Playgroup benefit from access to the Hall for indoor sport in bad weather and use the stage for annual school plays. The local scouts and guides use the Hall when their events are too large for their own "hut".

The main committee room is used, inter alia, for meetings by the Parish Council and the local running club.

The Hall is also available for hire for private functions and a number of such events were held during the year, the most frequent being children's birthday parties. There were also various other social functions and several fund raising events for charities other than the Hall itself.

During 2022-23 use of the Village Hall has continued to be affected by the after-effects of the COVID 19 pandemic. Many user groups continue to have reduced numbers and some groups have folded. The trustees have continued to support those users who want to return to the Hall by accepting reduced hire fees from some hirers. This puts to good use the grants the Hall received during the pandemic.

The Trustees have regard to the Charity Commission guidance on public benefit. They consider the Charity's objectives to be consistent with Charity Commission guidance on providing for the public benefit as reflected in the activities which the provision of the Hall has facilitated to the benefit of the local community.

## Additional details of objectives and activities (Optional information)

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

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

The Charity has one part-time employee who is responsible for keeping the interior and carpark areas of the Village Hall clean and tidy on a day-to-day basis, for acting as the contact person for users of the Hall in the event of an emergency and for carrying out certain other duties to ensure the safety and security of the Hall, all as agreed with the Management Committee.

Management costs are otherwise kept to a minimum through contributions by volunteers. These include contributions to maintenance of the Hall by local inhabitants for which the Trustees are very grateful. They also include substantial contributions by the Trustees themselves, all of whom give their time voluntarily and receive no remuneration or other benefits. In addition to time spent attending meetings of the Management Committee and a number of sub-committees and carrying out their governance responsibilities, a number of Trustees commit to roles such as bookings management, employment-related administration, organisation of insurance and review and oversight of health and safety policies and procedures.

## Section D

### Achievements and performance

**Summary of the main achievements of the charity during the year**

The provision of a well-kept hall is which is the centre for the community of Fittleworth.

## Section E

### Financial review

**Brief statement of the charity's policy on reserves**

The Charity aims to set charges for hiring out the Hall so as to make a small profit each year after meeting ongoing running costs so as to build up reserves for ongoing capital maintenance and unforeseen expenditure. In addition, the Charity raises funds through its 100 Club principally for future necessary repairs or improvement projects.

The Management Committee is mindful that it needs to retain adequate reserves to ensure that the Charity has sufficient funds for future repairs, for example, to repair the flat roof area of the Hall when that becomes necessary.

At the year end the Charity had total reserves of some £XXXXXX

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

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

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

The Charity's principal sources of funds are from hire charges and 100 Club contributions. Whilst the latter has been minimal in the last financial year, the 100 Club has continued to support us. The CIO received COVID related grants from CDC.

Expenditure has been on running and maintenance costs for the Hall, which is fundamental to the objects of the Charity.

Funds that are not needed to meet day-to-day expenditure are currently kept on deposit with CAF Bank Limited.

## Section F

## Other optional information

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

Accounts Summary					
2022-2023			2021-2022		Difference
Income			Income		
100 Club	5813		100 Club	4755	22.25%
Sales Ledger	13353.93		Sales Ledger	4877.86	173.77%
ICS	1809.35		ICS	2103.13	-13.97%
Grants / Loans	0		Grants / Loans	10667	
Key Deposit	0		Key Deposit	0	
Misc	1082.4		Misc	636.43	70.07%
CAF interest	274.56				
Total Income	22333.24		Total Income	23039.42	-3.07%
Expenses			Expenses		
100 Club	£1,992.93		100 Club	1826.7	9.10%
Payroll	£4,168.15		Payroll	3468.4	20.18%
Repairs & Maintenance	£1,230.04		Repairs & Maintenance	794.94	54.73%
Rent/Utilities/Insurance/Tax	£7,191.08		Rent/Utilities/Insurance	2192.98	227.91%
Cleaning & Equipment	£243.37		Cleaning & Equipment	240.5	1.19%
Project Work	£0.00		Project Work	3775.68	-100.00%
Deposits	£50.00		Deposits	0	
Subscriptions	£0.00		Subscriptions	259.2	-100.00%
Account Fee	£72.00		Account Fee	96	-25.00%
Sundries	£0.00		Sundries	208.03	76.44%
Misc Expenses	£367.05				
Total Expenditure	£15,314.62		Total Expenditure	12862.43	19.06%
Net Toal Profit/Loss	£7,018.62		Net Toal Profit/Loss	10176.99	-31.03%

Bank Account Opening Balance	49176.08				
Bank Account Closing Balance	56194.7				
Difference (Inc Rounding)	-7018.62	£0.00			