

BURPHAM VILLAGE HALL AND RECREATION GROUND

England & Wales · Charity number 1185796

Details

Other names Burpham Village Committee (CIO)

Status Registered

Legal form CIO

Registered 2019-10-14

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

Contact

Address West Barn
Wepham
Arundel
West Sussex
BN18 9RD

Phone 01903885349

Email burphamandwepham@gmail.com

Website <https://burphamvillage.co.uk/two-village-bodies>

Activities

Objects: THE OBJECTS OF THE CIO ARE:1. TO ESTABLISH AND RUN A VILLAGE HALL AND RECREATION GROUND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF BURPHAM (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,AND 2) TO ACT FOR SUCH OTHER CHARITABLE PURPOSES FOR THE BENEFIT OF THE PARISH OF BURPHAM AS THE COMMITTEE THINK FIT.

Activities: To establish and run a village hall and recreation ground for the benefit of the inhabitants of the Parish of Burpham and to act for such other charitable purposes for the benefit of the Parish of Burpham as the Committee think fit.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£47,511	£57,458	-	-
2024-04-05	£23,080	£18,829	-	-
2023-04-05	£18,346	£16,864	-	-
2022-04-05	£11,324	£16,030	-	-
2021-04-05	£14,517	£11,831	-	-

Trustees

Name	Role	Appointed
Peter Charles Rooke	Chair	2023-04-11
Heather Birch		2019-10-14
JULIE TESTER		2019-10-14
Jacqueline Penticost		2025-05-31
Jacqueline Read		2025-05-31
Patrick John Henry Campbell		2025-05-31
Paul Challen		2019-10-14
ROBERT THOMAS TICKLER ESSEX		2021-08-07

BURPHAM VILLAGE HALL AND RECREATION GROUND

England & Wales - Charity number 1185796

Accounts



Trustees' Annual Report for the period

	Period start date				Period end date		
From	6	April	2024	To	5	April	2025

Section A Reference and administration details

Charity name

Burpham Village Hall and Recreation Ground CIO

Other names charity is known by

Registered charity number (if any)

1185796

Charity's principal address

Burpham Village Hall
 The Street
 Burpham
 Postcode BN18 9RR

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)
1	Peter Rooke	Chair		
2	Heather Birch	Events co-ordinator		
3	Paul Challen			
4	Robert Essex			Co-opted by trustees
5	Simon Lay			Co-opted by trustees
6	Julie Tester	Hall management		
7	Sandra Tomkins			
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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
Treasurer	Nigel Gibbens	West Barn, Wepham, Arundel BN18 9RD

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

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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)	Elected at Annual General Meeting or co-opted by elected trustees.

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 them.

Section C Objectives and activities

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

Maintain and run a village hall and recreation ground for the benefits of the inhabitants of the Parish of Burpham or for the public at large in the interests of social welfare and the object of improving the conditions of life of the inhabitants.
To act for other charitable purposes for the benefit of the Parish of Burpham.

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)

The village hall and recreation ground have been maintained in good repair and accessible for the use of villagers and the wider public. The recreation ground includes a playground which is inspected for safety and maintenance purposes on a weekly basis. It also includes a paved car park that is open to all and used by visitors to the recreation ground, hall and village. This includes patrons of The George pub, an important village amenity, and those who park there for walking and birdwatching in the South Downs.

The village hall and recreation ground are used by villagers on a regular basis for sporting and social activities, both regular and one off. The hall is let to villagers or the wider public for larger events, such as wedding receptions, christening parties, children's parties and funeral wakes. It is regularly used by Burpham Parish Meeting and, at elections, as a local polling station.

The charity organise events that support and promote social cohesion in the village, for example a village summer BBQ.

In pursuing these activities the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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.

Empty box for additional details of objectives and activities.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The main achievement of the charity has been to maintain the village hall, car park and recreation ground in good repair and accessible for the use of villagers and the wider public. This enables people to visit and enjoy the village of Burpham with its historic burgh and church and gives easy access to the South Downs National Park.

The hall was refurbished over the winter of 2024-25, improving energy efficiency and reducing its environmental impact through installation of LED lighting and heat pump heating. The work was supported by a grant of £20k from the National Lottery supplemented by £10.5k from the charity reserves.

Trustees were pleased to see regular cricket and stoolball matches on the recreation ground in 2024, thanks to the Burpham and Warningcamp Cricket Club and Burpham Stoolball Club.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity maintains a reserve for the purposes of significant maintenance or refurbishment costs, including a contingency for disasters or shortfalls in fundraising.

Details of any funds materially in deficit

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;

The charity's main source of funds are fees from letting the village hall for events including weddings. These are supplemented by fundraising activities and interest/dividends from investment of reserve funds. By their nature the fundraising activities also contribute to the charitable purposes by engaging volunteers from the village and promoting social cohesion. In addition, in most years a grant is received from Burpham Parish Meeting.

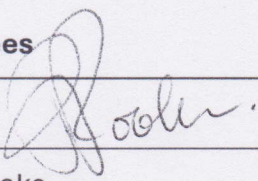
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

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)	Peter Rooke	

Position (eg Secretary, Chair, etc)	Chair	
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Date	31 May 2025
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**BURPHAM VILLAGE HALL AND RECREATION GROUND. Charity no: 1185796
END YEAR ACCOUNTS**

INCOME AND EXPENDITURE

year ending 5 April 2025

	2024/25	2023/24	
	year	year	
	£	£	Notes
Income			
Hall hire	11922	10869	
Fund raising, social events, fete	5232	4661	1
Interest received	2327	2000	2
Grants, donations, miscellaneous	28030	5550	3
Total Income	47511	23080	
Expenditure			
<i>Routine</i>			
Hall cleaning and supervision	4020	2954	
Rent and Council Tax	229	156	
Utilities	4146	5266	
Insurance	1127	900	
Playground inspection and repair	1717	1622	
Communications/website/licences/subscriptions	438	866	
<i>Subtotal</i>	<i>11678</i>	<i>11764</i>	
<i>Investment in future or one-off</i>			
Lease rectification and transfer	0	1500	4
VH Repairs, maintenance and improvement	32603	2966	5
Other, inc investments	13177	2598	6
<i>Subtotal</i>	<i>45780</i>	<i>7064</i>	
Total expenditure	57458	18828	

Notes for 2024

1. Includes £2709 from fete and £1845 from Sunray walk.
2. Income depends on maintaining reserves in interest/dividend yielding accounts - bank and CCLA.
3. £20,000 - National Lottery; £4500 - BPM; £2000 - Holdsworth legacy; £1000 BWSC.
4. No lease expenses as new lease concluded.
5. All refurbishment costs recorded here.
6. Includes £5000 net transfer to investments; £5000 - A-V system (Valentine legacy); £1909 to cricket club ex Sunray donations.

BURPHAM VILLAGE HALL AND RECREATION GROUND

BALANCE SHEET as at 5 April 2025	5 April 2025	5 April 2024	Notes
	£	£	
Cash	29	431	
BVC Bank accounts			
BVC Old current a/c	0	250	10
BVC Deposit a/c	8777	15577	
BVC Playground a/c	0	4095	1
BVC Social account	0	0	10
BVC CIO current account	2825	1226	
Total BVC bank accounts	11602	21147	
Investments			
COIF Charities Investment Fund - Income Units	32108	32264	
COIF Global Equity Income Fund - Income Units	37113	38572	
Total investments	69221	70836	
Total liquid assets	80852	92414	
Allocation of Assets at 5 April 2025 (unrestricted unless stated)			
<i>Shorter term</i>			
Money owed, not yet paid	0		
Payments received in advance for future hires	2200		2
Village hall repairs/upgrades etc next 12 months	5000		3
Set aside for possible income shortfall	5000		4
<i>Longer term</i>			
Kitchen long term refurbishment fund	10000		5
Village hall long term fund	35000		6
Improvement of hall (restricted fund - disabled access)	2470		7
Playground fund (restricted fund – capital spend)	3530		8
Disaster / business continuity fund (permanent)	15000		9
Unallocated reserves	2652		

NOTES

1. The playground reserves transferred to CCLA investments
2. Money already received for hall hire
3. Estimate based on previous years
4. Possible shortfall in fund raising
5. Long term fund for inevitable kitchen refurb
6. For long term major repair needs of village hall
7. Capital fund restricted (improve disabled access etc)
8. Balance of funds collected for playground - for capital costs
9. Permanent reserves to see us through a disaster
10. Old charity registration cancelled, current and social accounts closed.

Independent Auditors Report Checklist

Name of Charity: **Burpham Village Hall and Recreation Ground CIO**

Period: **6th April 2024 to 5th April 2025**

Are accounts eligible to be prepared on cash basis

Confirm Charity gross income is less than £250,000 in this year Yes/ No

Does charity gross income exceed £10,000 Yes/ No

If you answer 'Yes' to the 2 questions above, an independent examiners report on accounts prepared on a cash basis is the correct action.

What are the charity objects, powers and obligations:

Maintain and run a village hall and recreation ground for the benefits of the inhabitants of the Parish of Burpham or for the public at large in the interests of social welfare and the object of improving the conditions of the life of the inhabitants. To act for other charitable purposes for the benefit of the Parish of Burpham.

Who adminsters the charity to help it achieve its objectives:

Trustees of Burpham Village Hall and Recreation Ground CIO

Are there any special problems affecting the charity:

No

Do the trustee meeting minutes disclose any changes to the trust body:

No

What accounting records are kept: (Are these manual or computer based)

Manual Accounts

Tests:

Compare accounts to trial balance

Test postings from variety of source records to trial balance/nominal

Source record	Agreed to nominal/accounts
Adfield Electrical Ltd £6,528.00	Yes/ <input checked="" type="checkbox"/> No
F2 British Gas Invoice £96.09	Yes/ <input checked="" type="checkbox"/> No
F3 Anagram Interiors £2,622.60	Yes/ <input checked="" type="checkbox"/> No
F4 Arun District Council £216.13	Yes/ <input checked="" type="checkbox"/> No
F5 HD Air Conditioning £6,810.00	Yes/ <input checked="" type="checkbox"/> No
F6 Practical Design £8,065.00	Yes/ <input checked="" type="checkbox"/> No

Agree bank reconciliation workings to bank statements:

Bank Name	Agreed
Community Account	Yes/ <input checked="" type="checkbox"/> No
Business Premium Account	Yes/ <input checked="" type="checkbox"/> No
BVC Playground Account	Yes/ <input checked="" type="checkbox"/> No
BVC Social Account	Yes/ <input checked="" type="checkbox"/> No

Independent Auditors Report Checklist

Name of Charity: Burpham Village Hall and Recreation Ground CIO

Period: 6th April 2024 to 5th April 2025

Are the books and records sufficient to form reasonable basis for the preparation of the accounts?

Do they cover all income/expense Yes/ No

Are they up to date Yes/ No

Are they readily available Yes/ No

Carry out analytical review

Do the accounts make sense when compared to your knowledge of the trust Yes/ No

Do you suspect the accounts are not missing income or expenses, assets or liabilities Yes/ No

Are you satisfied that the accounts do not contain misstatements Yes/ No

Compared with the prior year, do the accounts make sense Yes/ No

Review and assess the conclusions from above. Are you satisfied that the accounts on a cash basis enable you to sign an unqualified examiners report

Yes/ No

NB: If you answer NO to any of the above questions refer to Charity Commission Guidance for further procedures

Checklist completed by:-

S Michel S Michel

Date:-

15/05/2025

BURPHAM VILLAGE HALL AND RECREATION GROUND

England & Wales - Charity number 1185796

Accounts



Trustees' Annual Report for the period

		Period start date			Period end date		
From	6	April	2023	To	5	April	2024

Section A Reference and administration details

Charity name

Burpham Village Hall and Recreation Ground CIO

Other names charity is known by

Registered charity number (if any)

1185796

Charity's principal address

Burpham Village Hall	
The Street	
Burpham	
Postcode	BN18 9RR

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)
1	Peter Rooke	Chair		
2	Heather Birch	Events co-ordinator		
3	Paul Challen			
4	Robert Essex			Co-opted by trustees
5	Simon Lay			Co-opted by trustees
6	Julie Tester	Hall management		
7	Sandra Tomkins			
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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
Treasurer	Nigel Gibbens	West Barn, Wepham, Arundel BN18 9RD

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected at Annual General Meeting or co-opted by elected trustees.

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 them.

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Section C Objectives and activities

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

<p>Maintain and run a village hall and recreation ground for the benefits of the inhabitants of the Parish of Burpham or for the public at large in the interests of social welfare and the object of improving the conditions of life of the inhabitants. To act for other charitable purposes for the benefit of the Parish of Burpham.</p>

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)

The village hall and recreation ground have been maintained in good repair and accessible for the use of villagers and the wider public. The recreation ground includes a playground which is inspected for safety and maintenance purposes on a weekly basis. It also includes a paved car park that is open to all and used by visitors to the recreation ground, hall and village, including those who park there for walking and birdwatching in the South Downs.

The village hall and recreation ground are used by villagers on a regular basis for sporting and social activities, both regular and one off. The hall is let to villagers or the wider public for larger events, such as wedding receptions, christening parties, children's parties and funeral wakes. It is regularly used by Burpham Parish Meeting and, at elections, as a local polling station.

The charity organise events that support and promote social cohesion in the village, for example a village fete in the recreation ground every other year.

In pursuing these activities the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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.

Summary of the main achievements of the charity during the year

The main achievement of the charity has been to maintain the village hall, car park and recreation ground in good repair and accessible for the use of villagers and the wider public. This enables people to visit and enjoy the village of Burpham with its historic burgh and church, and gives easy access to the South Downs National Park. Trustees were pleased to see a return to regular cricket on the recreation ground in 2023, thanks to the Burpham and Warningcamp Cricket Club, and along with the continued success of the stoolball club.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity maintains a reserve for the purposes of significant maintenance or refurbishment costs, including a contingency for disasters or shortfalls in fundraising.

Details of any funds materially in deficit

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 main source of funds are fees from letting the village hall for events including weddings. These are supplemented by fundraising through events such as a village fete. By their nature the fundraising activities also contribute to the charitable purposes by engaging volunteers from the village and promoting social cohesion. In addition, in many years a grant is received from Burpham Parish Meeting.

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)

Peter Rooke	

Position (eg Secretary, Chair, etc)

Chair

Date

1 June 2024

**BURPHAM VILLAGE HALL AND RECREATION GROUND Charity no: 1185796
END YEAR ACCOUNTS**

INCOME AND EXPENDITURE

year ending 5 April 2024

	2023/24 year £	2022/23 year £	Notes
Income			
Hall hire	10869	12010	
Fund raising, social events, fete in 2022	4661	1549	1
Interest received	2000	1781	
Grants, donations, miscellaneous	5550	3006	2
Total Income	23080	18346	
Expenditure			
<i>Routine</i>			
Hall cleaning and supervision	2954	3058	
Rent and Council Tax	156	138	
Utilities, inc wifi	5266	3596	
Insurance	900	1644	
Playground inspection and repair	1622	3328	3
Comms, website, licenses, subscriptions	866	544	4
<i>Subtotal</i>	<i>11765</i>	<i>12308</i>	
<i>Investment in future or one-off</i>			
Lease rectification and transfer	1500	2267	
VH Repairs, maintenance and improvement	2966	649	
Other	2598	1639	5
<i>Subtotal</i>	<i>7064</i>	<i>4555</i>	
Total expenditure	18829	16863	

Notes

1. Net of fund-raising expenses
2. Includes legacy donation of £5000 in 2023
3. In 2022, includes inspection costs for 2021/22 and 2021/23.
4. Changed in 23/24 to exclude "other" one-off expenses and record separately.
Adjusted in 22/23 to be comparable.
5. Includes one-off spending previously recorded under routine expenditure

BURPHAM VILLAGE HALL AND RECREATION GROUND

BALANCE SHEET

as at 5 April 2024

	5 April 2024	5 April 2023	
	£	£	Notes
Cash	431	510	
BVC Bank accounts			
BVC Current a/c	250	250	
BVC Deposit a/c	15577	11608	
BVC Playground a/c	4095	4046	1
BVC Social account	0	360	
BVC CIO account	1226	554	
Total BVC bank accounts	21147	16817	
Investments			
COIF Charities Investment Fund - Income Units	32264	29549	
COIF Global Equity Income Fund - Income Units	38572	33459	
Total investments	70836	63008	
Total liquid assets	92414	80335	

Allocation of Assets at 5 April 2024 (unrestricted unless stated)

Shorter term

Money owed, not yet paid	0	
Payments received in advance for future hires	1200	2
Legacy from Stephanie Atherton, set aside for special purpose	790	
Legacy from Shirley Valentine, set aside for special purpose	5000	
Capital fund for cricket on recreation ground	2109	
Village hall repairs/upgrades etc next 12 months	15000	3
Set aside for possible income shortfall	5000	4

Longer term

Kitchen long term refurbishment fund	10000	5
Village hall long term fund	30000	6
Improvement of hall (restricted fund - disabled access)	2470	7
Playground fund	4095	1

Permanent

Disaster / business continuity fund (permanent)	15000	8
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Unallocated

Unallocated reserves	1430	
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Total **92093**

NOTES

1. The playground account currently holds the surplus of the fund collected for the new equipment
2. Money already received for hall hire
3. Potential match funding to grants for refurbishment and A/V upgrade
4. Risk of fewer hall hires
5. Long term fund being built up for inevitable kitchen refub
6. For long term major repair needs of village hall
7. Capital fund restricted (improve disabled access etc)
8. Permanent reserves to see us through a disaster

BURPHAM VILLAGE HALL AND RECREATION GROUND

England & Wales - Charity number 1185796

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	6	April	2022		5	April	2023

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3	Trevor Cooper	Treasurer		
4	Robert Essex			Co-opted by trustees
5	Julie Tester			
6	Sandra Tomkins			
7	Simon Lay		11.10.22 – 5.4.23	Co-opted by trustees
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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The village hall and recreation ground are used by villagers on a regular basis for sporting and social activities, both regular and one off. The hall is let to villagers or the wider public for larger events, such as wedding receptions, christening parties, children's parties and funeral wakes. It is regularly used by Burpham Parish Meeting and, at elections, as a local polling station.

The charity organise events that support and promote social cohesion in the village, for example a village fete in the recreation ground every other year.

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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)

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Full name(s)

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Position (eg Secretary, Chair, etc)

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Date

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BURPHAM VILLAGE HALL AND RECREATION GROUND

Charity no: 1185796

INCOME AND EXPENDITURE

year ending 5 April 2023

	2022/23	2021/22	Notes
	£	£	
Income			
Hall hire	12010	6484	1
Fund raising, social events, fete	1549	-345	2
Interest/dividends received	1781	1789	
Grants, donations, miscellaneous	3006	3397	3
Total Income	18346	11324	
Expenditure			
<i>Routine</i>			
Hall cleaning and supervision	3058	2933	
Rent and Council Tax	138	78	
Utilities, inc wifi	3625	3118	4
Insurance	1644	1034	
Playground inspection and repair	3328	3189	5
Comms, website, sundries	955	972	
<i>Subtotal</i>	<i>12748</i>	<i>11324</i>	6
<i>Investment in future or one-off</i>			
Lease rectification and transfer	2267	1703	7
VH Repairs, maintenance and improvement	649	3003	8
Purchase of two benches	1200		
<i>Subtotal</i>	<i>4116</i>	<i>4706</i>	
Total expenditure	16864	16030	

Notes

1. 2021-22 represented a partial return to normality post Covid. 2022-23 achieved a much improved income from hire.
2. Net income from fete and other fundraising, after costs, including coronation tea to be held in 2023.
3. £3k grant from Burpham Parish Meeting.
4. Costs held down by government subsidy.
5. In 2021, included repair of playground surface (using money set aside for such matters) approx 1990, as well as inspection. In 2022, includes inspection costs for 2021/22 and 2021/23.
6. It is coincidence that in 2021-2 this subtotal equals the income total.
7. The legal costs of renewing the lease.
8. In 2021, recladding of end of hall.

**BURPHAM VILLAGE HALL AND RECREATION GROUND
BALANCE SHEET
at 5 April 2023**

	5 April 2023	5 April 2022	
	£	£	
Cash	510	270	Notes
BVC Bank accounts			
BVC Current a/c	250	250	
	1160		
BVC Deposit a/c	8	9339	
BVC Playground a/c	4046	4037	1
BVC Social account	360	175	
BVC CIO transition account	554	1774	
	1681		
Total BVC bank accounts	7	15574	
Investments			
	2954		
COIF Charities Investment Fund - Income Units	9	31121	
	3345		
COIF Global Equity Income Fund - Income Units	9	35286	
	6300		
Total investments	8	66406	
	8033		
Total liquid assets	5	82251	
Allocation of Assets at 5 April 2023 (unrestricted unless stated)			
<i>Shorter term</i>			
Money owed, not yet paid	0		
Payments received in advance for future hires	2000		2
Legacy from Stephanie Atterton, set aside for special purpose	2000		
Completion of new lease	1000		3
	1500		
Village hall repairs/upgrades etc next 12 months	0		4
Set aside for possible income shortfall	5000		5
<i>Longer term</i>			
Kitchen long term refurbishment fund	9000		6
	2200		
Village hall long term fund	0		7
Improvement of hall (restricted fund for disabled access)	2470		8
Playground fund	4046		1
<i>Permanent</i>			
Disaster / business continuity fund (permanent)	1500		9

<i>Unallocated</i>	0
Unallocated reserves	2820
Total	8033
	5

NOTES

1. The playground account currently holds the surplus of the fund collected for the new equipment
2. Money already received for hall hire
3. Allowance for any final solicitors fees.
4. Estimated work to front of hall, redecoration, upgrade to audio-visual system.
5. 2022 saw a return to target income, but 2023 bookings are down so we are likely to use this reserve.
6. Long term fund being built up for inevitable kitchen refurb.
7. For long term major repair needs of village hall.
8. Capital fund restricted (improve disabled access etc).
9. Permanent reserves to see us through a disaster.

BURPHAM VILLAGE HALL AND RECREATION GROUND

England & Wales - Charity number 1185796

Accounts



Trustees' Annual Report for the period

		Period start date			Period end date		
From	6	April	2021	To	5	April	2022

Section A Reference and administration details

Charity name

Burpham Village Hall and Recreation Ground CIO

Other names charity is known by

Registered charity number (if any)

1185796

Charity's principal address

Burpham Village Hall	
The Street	
Burpham	
Postcode	BN18 9RR

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)
1	Paul Challen	Chair		
2	Heather Birch	Events co-ordinator		
3	Trevor Cooper	Treasurer		
4	Robert Essex		7.8.21 – 5.4.22	Co-opted by trustees
5	Julie Tester			
6	Sandra Tomkins			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected at Annual General Meeting or co-opted by elected trustees.

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 them.

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Section C Objectives and activities

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

<p>Maintain and run a village hall and recreation ground for the benefits of the inhabitants of the Parish of Burpham or for the public at large in the interests of social welfare and the object of improving the conditions of life of the inhabitants.</p> <p>To act for other charitable purposes for the benefit of the Parish of Burpham.</p>
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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)

The village hall and recreation ground have been maintained in good repair and accessible for the use of villagers and the wider public. The recreation ground includes a playground which is inspected for safety and maintenance purposes on a weekly basis. It also includes a paved car park that is open to all and used by visitors to the recreation ground, hall and village, including those who park there for walking and birdwatching in the South Downs.

The village hall and recreation ground are used by villagers on a regular basis for sporting and social activities, both regular and one off. The hall is let to villagers or the wider public for larger events, such as wedding receptions, christening parties, children's parties and funeral wakes. It is regularly used by Burpham Parish Meeting and, at elections, as a local polling station.

The charity organise events that support and promote social cohesion in the village, for example a village summer barbeque in the recreation ground.

In pursuing these activities the trustees have had regard to the guidance issued by the Charities Commission on public benefit.

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.

Summary of the main achievements of the charity during the year

The main achievement of the charity has been to maintain the village hall, car park and recreation ground in good repair and accessible for the use of villagers and the wider public.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity maintains a reserve for the purposes of significant maintenance or refurbishment costs, including a contingency for disasters or shortfalls in fundraising.

Details of any funds materially in deficit

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.

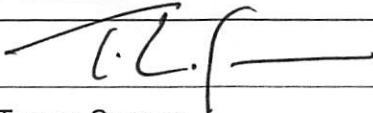

The charity's main source of funds are fees from letting the village hall for events including weddings. These are supplemented by fundraising through events such as a village fete. By their nature the fundraising activities also contribute to the charitable purposes by engaging volunteers from the village and promoting social cohesion. In addition in many years a grant is received from Burpham Parish Meeting.

Section F Other optional information

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)	Trevor Cooper	Paul Challen
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	7 Feb 2023	

BURPHAM VILLAGE HALL AND RECREATION GROUND

Charity no: 1185796

INCOME AND EXPENDITURE

year ending 5 April 2022

	2021/22	2020/21	
	year	year	Notes
	£	£	
Income			
Hall hire	6484	910	1
Fund raising, social events, fete	-345	350	2
Interest received	1789	1706	
Grants, donations, miscellaneous	3397	22378	3
Total Income	11324	25343	
Expenditure			
<i>Routine</i>			
Hall cleaning and supervision	2933	3149	
Rent and Council Tax	78	23	
Utilities	3118	1589	4
Insurance	1034	950	
Playground inspection and repair	3189	1583	5
Comms, website, wifi, sundries	972	845	
<i>Subtotal</i>	<i>11324</i>	<i>8139</i>	6
<i>Investment in future or one-off</i>			
Lease rectification and transfer	1703	5721	7
VH repairs, maintenance and improvement	3003	5659	8
<i>Subtotal</i>	<i>4706</i>	<i>11380</i>	
Total expenditure	16030	19519	

Notes to Income and Expenditure

- 2021-2 represents a partial return to normality post Covid, though is still several thousand pounds short of where we want to be.
- In 2021-2, included cost of Summer 2021 party (no income) and cost of advertising for 2022 fete (income in following year)
- In 2020, Covid grants. In 2021-2, the £3k Parish Meeting grant and a donation following tea on the lawn organised by a villager.
- In 2020-1 utility costs were depressed by Covid
- In 2021-2, included repair of playground surface (using money set aside for such matters) approx £1990, as well as inspection
- It is simply coincidence that the 2021-2 subtotal equals income for that year
- The legal costs of renewing the lease
- In 2021-2, recladding of end of hall. In 2020-1, balcony, exterior decorating, windows.

BURPHAM VILLAGE HALL AND RECREATION GROUND

Charity no: 1185796

BALANCE SHEET

as at 5 April 2022

	at 5 April 2022	at 5 April 2021	Notes
	£	£	
Cash	270	648	
BVC Bank accounts			
BVC Current a/c	250	250	
BVC Deposit a/c	9339	13399	
BVC Playground a/c	4037	6029	1
BVC Social account	175	125	
BVC CIO transition account	1774	100	
Total BVC bank accounts	15574	19903	
Investments			
COIF Charities Investment Fund - Income Units	31121	28306	
COIF Global Equity Income Fund - Income Units	35286	33477	
Total investments	66406	61783	
Total liquid assets (cash, bank, investments)	82251	82333	
Allocation of assets at 5 April 2021 (unrestricted unless stated)			
<i>Shorter term</i>			
Money owed, not yet paid	1861		2
Payments received in advance for future hires	1600		3
Legacy from Stephanie Atherton, set aside for special purpose	2000		
Completion of new lease	5000		4
Village hall repairs/upgrades etc next 12 months	8000		5
Set aside for possible Covid loss of income	10000		6
<i>Longer term</i>			
Kitchen long term refurbishment fund	9000		7
Village hall long term fabric fund	22000		8
Improvement of hall (restricted fund)	2470		9
Playground fund	4037		1
<i>Permanent</i>			
Disaster / business continuity fund (permanent)	15000		10
<i>Unallocated</i>			
Unallocated reserves	1283		
Total	82251		

Notes to Balance Sheet

- 1 The playground account currently holds the surplus of the fund collected for the new equipment
- 2 Solicitor bill outstanding, and costs incurred not yet invoiced for playground inspection (billed annually in arrears)
- 3 Money already received for hall hire
- 4 This is a guess of further costs for our solicitor and for the other party's solicitor for finalising a new lease for sixty years, and resolving unexpected issues on the way.
- 5 Work to front of hall (rough estimate)
- 6 We had a noticeable shortage of bookings in 2021-2, and used up £5k of these reserves, which stood at £15k at April 2021; 2022-3 is looking much better, but prudence dictates maintaining a generous reserve for the time being
- 7 Long term fund being built up for inevitable kitchen refurbishment
- 8 For long term major repair needs of village hall, kept until needed.
- 9 Capital fund restricted to improving disabled access etc. Likely to be used in 2022-3 or following year as part of work to front of hall.
- 10 Permanent reserves to see us through a disaster

BURPHAM VILLAGE HALL AND RECREATION GROUND

England & Wales - Charity number 1185796

Accounts

Burpham Village Committee and Recreation Ground

For many years a charity (charity number 305349) called Burpham Village and Recreation Ground managed the village hall, the village car park, and the village recreation ground. A new CIO with the same name (no. 1185796) was registered on 14 October 2019. There was continuity in trustees and the objectives of the CIO were not materially different from those of the original charity. At this stage the CIO had no assets and was inactive.

On 30 June 2020 the assets of the original charity were vested in the CIO, and the original charity ceased activity. The CIO picked up the activities of the original charity without a break.

The annual accounts were approved by the trustees of the charity and of the CIO on 8 June 2021, having been accepted by the Independent Examiner.

Income and expenditure

The income and expenditure accounts of the original charity are shown in the first column; they run from April 6 until 30 June when the charity ceased activity. The second column shows the income and expenditure of the CIO from 1 July to the close of the financial year on 5 April. The third column aggregates these two figures. The final column shows the full year comparator of the charity for the previous financial year. The accounts are shown on a cash basis.

Income and expenditure

	2020/21			2019/20	Notes
	Charity to 30 June	CIO from 1 July	Full year	Charity	
Income					
Hall hire	50	860	910	10636	1
Fund raising, social events, fete	350	0	350	3894	1
Interest received	426	1280	1706	1677	
Grants, donations, miscellaneous	10000	12378	22378	0	2
Total Income	10826	14517	25343	16206	
Expenditure					
<i>Routine</i>					
Hall cleaning and supervision	793	2356	3149	2709	3
Rent and Council Tax	10	13	23	255	4
Utilities	269	1320	1589	3001	5
Insurance	0	950	950	1005	
Playground inspection etc	1697	-114	1583	0	6
Comms, website, sundries	771	74	845	465	7
Subtotal	3539	4599	8139	7435	
<i>Investment in future</i>					
CIO/lease	4149	1572	5721	2010	8
Repairs, maintenance	0	5659	5659	2397	9
Subtotal	4149	7231	11380	4407	
Total expenditure	7688	11831	19519	11843	

Notes to income and expenditure

- 1 Hall hire and fund raising etc were decimated by the Covid pandemic. The hall was shut for much of the year.
- 2 Mostly government grants, to recompense for our loss of income. Some £8k of this is to cover the first months of next financial year
- 3 Extra costs were incurred to make Covid related changes
- 4 Council Tax was reduced because of the pandemic
- 5 Electricity, water, waste disposal were reduced because of the pandemic
- 6 The payment for playground inspection was paid in arrears for the previous financial year
- 7 Includes website costs (second new in 2020), village newsletter, data protection registration, contribution to AIRS, subscription to Parish Online (new in 2020). The websites will be merged
- 8 The CIO was set up on 14 October 2019 and the assets of the old charity transferred on 30 June 2020. Expenditure on this is now complete. Over this period we are also creating a new lease for the Village Hall to replace and extend the existing; this activity has been delayed, not least by the Land Registry's poor service during the pandemic. There is no risk to the CIO from this delay, as the old lease continues to apply until the new one comes into force.
- 9 Includes replacement of sealed windows, replacement of balcony, electrical work on lights, exterior decoration.

Balance sheet

The balance sheet is for the CIO at the end of the financial year, i.e. on 5 April 2021. The comparator is the balance sheet of the original charity on 5 April 2020. On 30 June 2020 all the assets of the original charity were vested in the CIO, and none remain with the original charity. It has not been thought relevant to show the balance sheet at the moment of handover on 30 June, but these figures are available on request.

Balance Sheet	5 Apr 21	5 Apr 20	
Cash	648	596	
Bank accounts	19903	14130	1
Total cash and bank	20550	14726	
COIF Charities Investment Fund - Income Units	28306	22690	
COIF Global Equity Income Fund - Income Units	33477	23473	
Total investments	61783	46164	
Total assets	82333	60890	
Money owed by us, not yet paid	-1200	-5132	2
Total assets, allowing for money owed	81133	55758	
Memo: Payments received in advance for future hires	1375	1200	3

Allocation of Assets at 5 April 2021 (unrestricted unless stated)

Period	Purpose		Notes
<i>Shorter term</i>	Money owed, not yet paid	1200	2
	Payments received in advance for future hires	1375	3
	Legacy from Stephanie Atherton, restricted for special purpose	2000	
	New lease (estimated)	2500	
	Village hall repairs etc next 12 months	5000	
	Set aside for anticipated Covid losses	15000	4
<i>Longer term</i>	Kitchen long term refurbishment fund	8000	5
	Improvement of hall (restricted fund)	2470	6
	Village hall long term fund	21000	7
	Playground fund	6000	8
<i>Permanent</i>	Disaster / business continuity fund (permanent)	15000	9
<i>Unallocated</i>	Unallocated reserves	2788	
Total		82333	

Notes to Balance Sheet

- 1 Bank accounts hold funds for relatively short term liabilities
- 2 Costs incurred not yet invoiced for playground inspection
- 3 Money already received for hall hire; events now delayed until 2021/2
- 4 Government grants stop when hall re-opens, but our income will be slow to recover; Notably poor bookings for calendar year 2021, and 2022 an unknown quantity. This money will tide us over if needed.
- 5 Long term fund, intended to build up reserves for future kitchen refurbishment
- 6 Grant received explicitly for purposes of improving hall
- 7 Long term fund for repairs to village hall. Will be drawn down over the years as required.
- 8 Playground fund, for future playground capital / major repair costs
- 9 Permanent fund, to be drawn down in case of emergencies. Will probably never be used, and dividend income supports current work

Trevor Cooper, Hon. Treasurer

**BURPHAM VILLAGE HALL AND RECREATION GROUND (Charity 1185796) ANNUAL GENERAL
MEETING AND BURPHAM PARISH MEETING
Saturday, 8 August 2021 at 10.30. a.m. in the Village Hall**

Trustees Attending: Paul Challen (Chairman)
Trevor Cooper (Treasurer)
Julie Tester (Hall Management)
Heather Birch (Social)

Village Officers: Celia Woodruff
Marion Tucker

15 Villagers also attended

Apologies were received from: Robert Essex, Bob and Gill Baynes, Glen and Sandra Tomkins, Katie Peck, Mr. and Mrs. Jensen

		Action
1.	<p>Welcome Paul Challen welcomed everyone to the meeting, the first for 2 years because of Covid. Paul thanked:</p> <ul style="list-style-type: none"> • Val Belton for all her work in setting up the CIO, and for dealing with the new lease. The work is now nearly complete: the new lease will be signed as soon as confirmation of the registration of the car park changes in ownership are received from the Land Registry. • Nicky Field for the work he carries out around the village, in particular for the work on Coombe Corner and hedge cutting. • Julie and Trevor for their work in keeping the VH abreast of Covid restriction requirements. • Katie Peck and Cheryl Knight for the work they are doing to bring the state of the village roads to the attention of the relevant authorities. • Members of the Committee for keeping matters moving through Covid restrictions. • Finally, to Peter Knight, who has recently retired as Estate Manager for the Norfolk Estate, for all the help and support he has given the village over the years. 	
2.	<p>Minutes of 2019 AGM These were Agreed and Signed as a true record.</p>	
3.	<p>Treasurer's Report Trevor Cooper reported as follows:</p> <p>(a) In spite of Covid, the Village Hall and Village accounts are in a reasonable state, with total liquid assets standing at approximately £86,000.</p> <p>(b) £15,000 had been set aside for anticipate Covid losses. In addition grants have been received from the government for this purpose.</p> <p>(c) Trevor thinks that in two years' time the accounts will be in the same position as if Covid had not happened.</p>	

	(d) Trevor thanked Val for the work she had done over the years as his predecessor, and he thanked Stef Michel for taking over from David Sunray as Auditor.	
4.	<p>Precept</p> <p>The precept was last raised to its current level of £2,650 per year in 2013. After discussion Celia Woodruff proposed, and it was agreed, that this amount be raised to £2,800.</p> <p>If the precept in recent years had risen to match inflation, the new rate should be around £3,150 per year. The Village Committee should also discuss rises in future years to bring the precept in line with this.</p> <p>It was also suggested that in future there should be separate sets of accounts for the CIO and for BPM, and that these should not be consolidated. Also that each should have a separate bank account. To be discussed by the Village Committee.</p>	<p>VC</p> <p>VC</p>
5.	<p>Village Report</p> <p>(a) Roads: The Burpham and Wepham roads have apparently been repaired as much as the WSCC repair policy allows. It clearly is not enough and the roads will continue to deteriorate. There is also a lot of grit on the road, coming in part from the deteriorating roads themselves, and also from rain run-off. Clearly a push is needed for the funding of more lasting repairs. The MP and local WSCC Councillor have pledged support.</p> <p>Paul is to ask the Estate whether they could help in any way: the state of the roads. However, all villagers should continue to lobby personally, and Bob will be asked to circulate the relevant links for reporting potholes and street cleaning.</p> <p>Separately Paul is lobbying for repairs to be done to the road over and around the Splash.</p> <p>(b) Website: For a period there were two separate village websites. These have now been combined under: http://burphamvillage.co.uk/.</p> <p>(c) It was pointed out that Burpham House's hedging is obscuring the Free Car Park sign. Ian Van Stratum undertook to contact the owners, currently stuck in Australia under Covid restrictions, to ask whether the village may cut back the hedge so that the sign is visible.</p>	<p>PC</p> <p>IvS</p>
6.	<p>Planning Report</p> <p>Ed French is standing down both as a Trustee and as Planning Officer. Simon Lay will take over planning.</p> <p>Paul thanked Ed for his excellent work over the years.</p> <p>During the year there have been: 12 applications for tree work 4 applications for extensions 2 applications for minor works</p>	

	<p>In Ed's report, read out by Simon Lay, Ed re-iterated the importance of engaging with neighbours before submitting any planning applications. This can make the whole process much smoother.</p> <p>More widely, the Rampion 2 project will affect the area over the next few years, although probably the work will not be visible from the village. Other changes in the future may come from A27 improvements and from the application for a large waste disposal plant at Ford. Discussions on and progress of both projects can be found online.</p> <p>Future projects in the village might be required for e.g. electric car charging points. It was suggested that there should be a working party to prepare a local plan.</p>	
<p>7.</p>	<p>Social</p> <p>Heather Birch reported on social matters. Obviously, because of Covid, virtually nothing had happened, but she is envisaging:</p> <p>Pop Quiz and Shuffleboard evenings</p> <p>A fête at some time next year</p> <p>A celebration next year for the Queen's 70th anniversary on the throne. The government plans a public holiday for this, plus grants for celebrations.</p>	
<p>8.</p>	<p>Village Hall Report</p> <p>Following Covid, bookings are slow, but it is hoped they will pick up in the near future.</p> <p>Some maintenance and painting where necessary had been done.</p> <p>The playground needs work carried out on the surfacing, and this is in hand. ADC are still sending weekly reports on the equipment.</p> <p>There was discussion over future use of the VH, and the problems car parking might produce. Paul reported that he had approached the Estate about extending the car park, but they have indicated this would not be allowed. However, parking at Peppering would be acceptable.</p> <p>It was generally agreed that the VH should have broadband. Doug Evans had looked into this but it required that the VH had a registered address, which Trevor had been requested to obtain. Trevor said he had obtained a "unique identifier" for the VH, and Doug said he would resume arranging broadband for the VH as soon as there was a recognised postal address for it.</p> <p>It was also agreed that the VH and its facilities could be better advertised. Jackie Pentecost pointed out that there is a VH Facebook page (subsequently confirmed, but very out-of-date).</p>	<p>TC/ DGE</p>
<p>9.</p>	<p>Cricket Club</p> <p>Paul has taken over from Kevin as Chairman. There are ongoing difficulties about raising a full team, which has meant there have not been many matches. This is a problem encountered by many village clubs. Talks are underway on an amalgamation with another team.</p>	

	The figure of £500 per annum insurance was queried, and it was explained that this was due to the expense of covering in particular the machinery for pitch maintenance.	
10.	<p>Election of Trustees of Burpham Village Hall and Recreation Ground CIO and co-option of additional Trustees</p> <p>Ron Woodruff proposed the following for re-election, and:</p> <ul style="list-style-type: none"> • Paul Challen • Trevor Cooper • Julie Tester • Heather Birch • Sandra Tomkins <p>were duly elected as trustees for the coming year.</p> <p>In addition Robert Essex was co-opted as a trustee by the existing trustees. This co-option was supported by all villagers present.</p>	
11.	<p>The elect the Chairperson and appoint any Committee for Burpham Parish Meeting</p> <p>Marion proposed and the meeting supported the re-election of Paul Challen as Chairman of Burpham Parish Meeting for the coming year.</p> <p>The following were appointed to discharge the listed functions:</p> <ul style="list-style-type: none"> • Simon Lay - Planning • Marion Tucker - Minute Secretary • Trevor Cooper - Treasurer • Bob Baynes – Village Newsletter and Mailchimp • Celia Woodruff – Church representative 	
10.	<p>Any Other Business</p> <p>There was no further business.</p>	
12.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Tuesday, 10th August 2021 at 7.30 p.m. in the Village Hall. 	

Signed & Agreed as a true record:

.....
For and on behalf of - Burpham Village Committee and Parish Meeting