



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)

--

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, 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

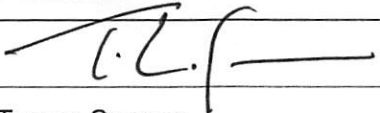
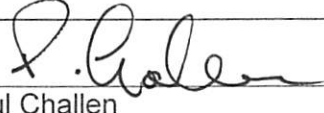
Other optional information

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 year £	2020/21 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