



Trustees' Annual Report for the period

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

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			Co-opted by trustees
5	Julie Tester			
6	Sandra Tomkins			
7	Simon Lay		11.10.22 – 5.4.23	Co-opted by trustees
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

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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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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.

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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 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.

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)

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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

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