



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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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
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.

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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. 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

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	2022/23	
	year	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	
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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