



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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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
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.

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.

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Section F

Other optional information

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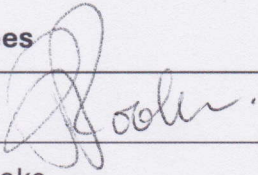
Section G

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)

Peter Rooke	
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Position (eg Secretary, Chair, etc)

Chair	
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Date

31 May 2025

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 administers 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/ No
F2 British Gas Invoice £96.09	Yes/ No
F3 Anagram Interiors £2,622.60	Yes/ No
F4 Arun District Council £216.13	Yes/ No
F5 HD Air Conditioning £6,810.00	Yes/ No
F6 Practical Design £8,065.00	Yes/ No

Agree bank reconciliation workings to bank statements:

Bank Name	Agreed
Community Account	Yes/ No
Business Premium Account	Yes/ No
BVC Playground Account	Yes/ No
BVC Social Account	Yes/ 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
15/05/2025

S Michel

Date:-