



Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	24	11	2023	To	31	03	2025

Charity name	Maresfield Village Hall CIO		
Registered charity number (if any)	1205893		
Charity's principal address	Village Hall, Batts Bridge Road,		
	Maresfield		
	East Sussex		
	Postcode	TN22 2HJ	

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)
Patricia Bowler	Chair & Secretary		Elected Trustee
Nicola Poole	Treasurer		ditto
Patricia Langridge			ditto
Laura Stevens Smith			ditto

Names and addresses of banks and advisers

Independent Examiner - Alan Sallows F.C.A. C.I.O.T	25 Kingshill Ave. Kent, ME19 4JQ Waterside Centre, Lewes, BN7 2PE
Bank – CAF Bank	
Village Halls Advisory Service – Action in Rural Sussex	

Governance

The Governing Document for the original charity was a Trust Deed, dated 21st January 1966. Following the incorporation of the CIO this has been superseded by a new Constitution Deed dated 24th November 2023.

The Charity was established to maintain a village hall for the use of the inhabitants of Maresfield and the neighbourhood thereof, without distinction of sex, political, religious or other opinions.

The land with the building thereon is vested in the Official Custodian for Charities. The original Title Deeds were stored in the Documents Cupboard in the hall, with the land and building registered at the Land Registry as Title No. ESX26322. Following the incorporation of the CIO, the Trustees have lodged the appropriate Land Registry application for the new Title Deed. This remains outstanding with the Land Registry.

The CIO Constitution governs the appointment of trustees and the management of the charity. The Management Committee is formed of up to 6 elected members, who are elected at the AGM, plus up to 7 representative members who may be nominated from their regular user group.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, policy statements on Safeguarding, Fire Safety, GDPR and Health & Safety have been adopted and will be updated annually. Copies are available to view in the hall.

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (not including alcohol) and is licensed by the Performing Right Society for live and recorded music

Risk Management

The village hall is insured with respect to property damage, contents cover, public liability, employer's liability and trustee indemnity. The cover is a Village Guard Village Hall Insurance Policy underwritten through Allied Westminster by Aviva and DAS.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Maintenance

A building condition survey is undertaken at 5-year intervals.

Gas and electrical appliances are tested by qualified personnel

The mains electrical installation is checked every 5 years

A Fire Safety Risk Assessment is updated annually by the committee's own Fire Safety Officer as required by law.

Fire fighting appliances are inspected annually under contract.

Volunteers from the committee carry out other regular maintenance checks.

Objectives of the Charity

The said land with the buildings thereon specified in the said first schedule shall be held upon trust for the purposes of the village hall for the use of the inhabitants of Maresfield and the neighbourhood thereof, without distinction of sex or sexual orientation, age, disability, nationality, political, religious or other opinions

Use of the village hall for meetings, lectures and classes or other forms of recreation, in the interests of social welfare and with the object of improving the social conditions of the inhabitants.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit, as shown in the list of the activities pursued this year.

Principal Activities in Pursuit of Objectives

The hall is in use most days of the week and activities continue to be extremely wide ranging.

There are monthly meetings of the Village Lunch Club, and weekly Badminton. There are fitness and yoga classes, many types of dance groups, and the Church groups also use the facilities. The Conservation Group, other groups and village residents use the hall for quizzes, suppers and private parties.

Nov. 2023 – March 2025 Results and Achievements

This year, the focus has been on transitioning the legal identity of the village hall from being an Unincorporated Association to being a Charitable Incorporated Organization (CIO). The process started in November 2023.

Caroline Cohen, our Solicitor at Thomson, Snell and Passmore, has been acting for us to complete the transfer of the original Village Hall Maresfield to the new Maresfield Village Hall CIO. together with Angela Milligan, our Advisor at AIRS, (Action in Rural Sussex).

The necessary documentation has been prepared to officially transfer the Title. That transfer was completed by a signed Pre-Merger Vesting Declaration dated 13th January 2025. Following that, an application was made to the Land Registry for the official transfer, but we are told that there are considerable delays at the Land Registry, so we are not sure when we will receive the formal notice.

Daily operating activities have been transferred from the old charity to the new, including setting up a new bank account with CAF bank. It has taken time for hirers and the utility companies to embrace the change but things are settling down.

The year has continued to see a steady footfall in the hall. Our regular weekly hirers include Universal Dance, Paracise, Pilates and Badminton, Ballroom Dancing and Yoga. The monthly lunch club continues to be very successful & achieved a 5-star food hygiene rating.

Evening meetings and events are held by the Conservation Group and the hall is used by the church on two Sunday mornings each month. The number of weekend bookings has been a little lower than past years - maybe a reflection of the continuing cost of living difficulties.

Funding.

The Committee works hard to make the hall attractive to potential users and the healthy financial position has been achieved due to the range of users and high occupancy rate. We are very grateful for our users' continuing commitment which contributes to the financial stability of the hall.

We are also very grateful for the Parish Council's grant and individual donations.

Reserves Policy

It is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure. This is available for unforeseen expenditure in relation to building maintenance or equipment replacement. In addition, the committee agreed to build a 'fighting fund' reserve (held in the separate CAF savings account) which will be available should there be any future progress made towards achieving a new community building for the village.

Long term plans and the future of the village hall

In the longer term, the committee will continue to explore how to accommodate the needs of a growing community.

In the next financial year we are planning to re-decorate the main hall and upgrade the lighting to an eco-friendlier solution.

Receipts and Payments
Accounts

Charity name

Maresfield Village Hall CIO (with assets transferred from
Village Hall Maresfield)

Charity number (if any)

1205893

For the period from (start date)

24.11.23

to (end date)

31.03.25

Section A:

Receipts and payments

A1 Receipts

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
Hirers	£12,048.00	£0.00	£0.00	£12,048.00	£12,970.00
Hirer's deposits	£600.00	£0.00	£0.00	£600.00	£185.00
Unrestricted donations	£25.00	£0.00	£0.00	£25.00	£0.00
Fund Raising	£0.00	£0.00	£0.00	£0.00	£0.00
Restricted donations	£0.00	£400.00	£0.00	£400.00	£435.00
Interest on deposits	£972.44	£0.00	£0.00	£972.44	£885.44
Other	£50.00	£0.00	£0.00	£50.00	£67.20
	£0.00	£0.00	£0.00	£0.00	
<i>sub total</i>	£12,393.30	£400.00	£0.00	£14,095.44	£14,542.64
A2 Asset and investment sales, etc	£0.00	£0.00	£0.00	£0.00	£0.00
Total receipts	£12,393.30	£400.00	£0.00	£14,095.44	£14,542.64

A3 Payments

Rates				£132.23	£133.12
Water & Sewerage				£393.29	£298.70
Gas				£1,862.54	£2,545.13
Electricity				£904.78	£1,367.12
Cleaning materials				£148.18	£119.43
Cleaning services (including windows)				£1,760.00	£1,788.00
Insurance				£1,119.94	£1,071.41
Repairs, renewals, maintenance				£7,445.05	£8,199.61
Wifi installation & running costs				£410.04	£403.92
Annual improvement project				£0.00	£0.00
Fund raising costs				£0.00	£0.00
Subscriptions				£162.00	£298.80
Administration & booking expenses				£414.64	£238.82
Miscellaneous				£2,194.70	£1,038.00
Bank charges				£96.20	£76.02
Equipment purchase				£414.72	£78.37
Hirer refunds				£540.00	£250.00
<i>sub total</i>	£0.00	£0.00	£0.00	£17,998.31	£17,906.45
A4 Asset and investment sales, etc				£0.00	£0.00
Total payments				£17,998.31	£17,906.45
Net of receipts/(payments)				-£3,902.87	-£3,363.81
A5 Transfer between funds				£0.00	£0.00
A6 Cash funds from last year end				£58,543.80	£61,907.61
Cash funds at this year end				£54,640.93	£58,543.80