



**NORTH HALL, LOXWOOD**

**ANNUAL REPORT**

**AND**

**FINANCIAL STATEMENT**

**OF THE**

**TRUSTEES OF NORTH HALL**

**FOR THE YEAR ENDED 5th April 2024**

**Bankers**

**The Co-operative Bank**

**Independent Examiner**

**Mr D Lugton**

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## **Trustees' Annual Report for the Period**

**From 6 April 2023 to 5 April 2024**

**Charity name: North Hall**

**Charity registration number: 207700**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the Charity is the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Loxwood without distinction of political, religious or other opinions, with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hire of the hall and its grounds for meetings, lectures, classes and other forms of leisure time occupation. Activities include regular fundraising events including the annual village fete, Jazz Club, Movie Nights
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The hall's management committee have had regard to the guidance issued by the Charity Commission on public benefit.

### **Additional information (optional)**

You may choose to include further statements where relevant about:



## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The hall continued to provide a facility for the local population available for hire for a wide range of one off and regular meetings and events. During the course of the year the most significant projects undertaken for the maintenance and or improvement of the facilities provided by the hall were the installation of a second phase of Photovoltaic (PV) panels on the hall's roof and the overhaul of the vehicular access to the site to improve safety and efficient access which also provided some additional car parking spaces. The projects were funded by a combination of funding from Loxwood Parish Council, from grants/donations made to the hall and from the hall's reserves.</p> <p>Plans for the forthcoming year are currently under review but include the implementation of an on line booking and invoicing system for the hall, an update to the hall's web site and email system, new signage at the new road entrance to the hall grounds, demolishing a redundant chimney stack and installation of a CCTV system.</p>





## Financial Review

Review of the charity's financial position at the end of the period prepared on a <b>payments and receipts (cash) basis rather than accrual basis, were as follows:</b>	Para 1.21	<p>During the course of the previous financial year ending in April 2023, the hall's income from hire charges for use of the hall and grounds along with income from fundraising activities maintained a steady increase compared to previous years. This coupled with grants and donations resulted in the hall ending the year in April 2023 with total monetary assets of £67,685.</p> <p>The year ending in April 2024 has seen a further increase of financial assets of £5,218, to £72,903, despite increased expenditure in a number of areas driven by increases in some service costs. This increase in assets resulted largely from a significant one off donation from a local individual and which also helped to part fund projects referred to above.</p> <p>In view of the much publicised increase in electricity costs, a new agreement with our electricity supplier (SSE) was entered into with a view to stabilizing charges. It is anticipated that electricity costs will however be reduced as a result of the installation of phase 2 of the Photovoltaic (PV) panels on the hall roof.</p> <p>At the end of the financial year the bottom line figures in the accounts, which have been prepared on a payments and receipts (cash) basis rather than accrual basis, were as follows:</p> <table><tr><th>Account</th><th>2023/2024</th><th>2022/2023</th></tr><tr><td>Current Account</td><td>£2,654</td><td>£2,616</td></tr><tr><td>Savings Account</td><td>£69,610</td><td>£64,839</td></tr><tr><td>Cash</td><td>£640</td><td>£230</td></tr><tr><td><b>Total</b></td><td><b>£72,903</b></td><td><b>£67,685</b></td></tr></table>	Account	2023/2024	2022/2023	Current Account	£2,654	£2,616	Savings Account	£69,610	£64,839	Cash	£640	£230	<b>Total</b>	<b>£72,903</b>	<b>£67,685</b>
Account	2023/2024	2022/2023															
Current Account	£2,654	£2,616															
Savings Account	£69,610	£64,839															
Cash	£640	£230															
<b>Total</b>	<b>£72,903</b>	<b>£67,685</b>															
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The contingency reserves policy, which was originally developed for the hall by the current Chairman, was approved and agreed by the Trustees in August 2022. It was reviewed and updated in August 2023 and again reviewed and approved by the Trustees.</p> <p>An overview of the reserves allocation as set out in the current reserves policy document is</p>															



		as follows:										
		<table><tr><th>Item</th><th>£Amount</th></tr><tr><td>Contingency Reserves</td><td>26,937</td></tr><tr><td>Capital Reserves (Failed Assets)</td><td>31,100</td></tr><tr><td>Capital Reserves (NH Development Plan)</td><td>5,000</td></tr><tr><td><b>Total Reserves Required</b></td><td><b>63,037</b></td></tr></table>	Item	£Amount	Contingency Reserves	26,937	Capital Reserves (Failed Assets)	31,100	Capital Reserves (NH Development Plan)	5,000	<b>Total Reserves Required</b>	<b>63,037</b>
Item	£Amount											
Contingency Reserves	26,937											
Capital Reserves (Failed Assets)	31,100											
Capital Reserves (NH Development Plan)	5,000											
<b>Total Reserves Required</b>	<b>63,037</b>											
		In order to better fit in with the annual reporting and budgeting cycle, the reserves policy and allocation of reserves will be reviewed and updated as required in May 2024. The specified amount of total reserves required by the current document is adequately covered by the monies held within the Hall's bank accounts.										
Amount of reserves held	Para 1.22	See above										
Reasons for holding zero reserves	Para 1.22	NA										
Details of fund materially in deficit	Para 1.24	NA										
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA										

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The trust deed 'Governing Document' was approved by the Charity Commission for the administration of the North Hall Charity in 1967.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Loxwood Parish Council is the Custodian Trustee of North Hall and the day-to-day management is the responsibility of the Management Trustees.
Trustee selection methods including details of any	Para 1.25	As indicated in last year's report, Peter





constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	<p>Winney, the then Chairman of the Management Committee, along with Mrs Pat Winney retired as Trustees and members of the Management Committee at the AGM in June 2023. Mr Denis Cook was elected as the new Chairman from that date.</p> <p>During the course of the year, and in view of other commitments, Graham and Charlotte Smith retired as Trustees.</p> <p>At last year's AGM, Mr Tony Colling, an ex-member of the Loxwood Parish Council (LPC) was elected as a member of the Hall Management Committee. During the year, Mr Rick Kelsey, the current Chairman, of the LPC, was co-opted onto the Hall Management Committee as an LPC representative. These appointments have brought invaluable local knowledge and experience to the Hall's Management Committee and strengthened the link between the LPC, (the Hall's Custodian Trustee) and the Hall's Management Committee. It is envisaged that Mr Colling will be elected as a Trustee at the next AGM, provisionally to be held in June 2024.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:


**Reference and Administrative details**

Charity name	North Hall
Other name the charity uses	
Registered charity number	207700
Charity's principal address	North Hall Guildford Road Loxwood West Sussex RH14 0SF



**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	Denis Cook	Chairman		The method of appointment of Management trustees is set out in the rules and byelaws adopted in 1938 and revised in 1967. Trustees are appointed at the AGM. Additional members of the management committee may be co-opted during the year by agreement of the management committee
2	Liz Lancaster	Secretary		
3	John Seymour	Treasurer		
4	Colin Robinson			
5	Graham Moore			
6	Simon Bates			
7	Kathy Cook			
8	Graham Smith		Resigned as a trustee and member of the management committee in 2023.	
9	Charlotte Smith		Resigned as a trustee and member of the management committee in February 2024	
10	Deborah Speirs			
11	Tony Colling	Member of the NH management committee	From June 2023	
12	Rick Kelsey	Member of the NH management committee	From January 2024	

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	





## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>John Seymour</i>	
Full name(s)	John Devon Seymour	
Position (eg Secretary, Chair, etc)	Treasurer	

Date *15/05/2024*



## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
06/04/2023

To

Period end date  
05/04/2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of hall	17,346	-	-	17,346	19,966
Donations	26,750	-	-	26,750	5,026
Bank interest	1,164	-	-	1,164	328
Grants	-	2,000	-	2,000	5,000
Sundries	-	-	-	-	47
Fund raising	15,471	-	-	15,471	15,836
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	60,731	2,000	-	62,731	46,203
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	60,731	2,000	-	62,731	46,203
<b>A3 Payments</b>					
Consumables	716	-	-	716	279
Building costs	13,392	2,000	-	15,392	5,000
Fund raising expenses	10,834	-	-	10,834	8,942
Repairs and renewals	6,848	-	-	6,848	3,056
Heating and lighting	13,281	-	-	13,281	4,812
Rates and water	690	-	-	690	495
Refuse collection	1,014	-	-	1,014	845
Cleaning and materials	2,439	-	-	2,439	2,497
Insurance	2,272	-	-	2,272	2,181
Telecomms	385	-	-	385	290
Grass and hedge cutting	1,932	-	-	1,932	2,385
Returned deposits	-	-	-	-	-
Performing rights and licences	609	-	-	609	661
Printing and stationery	-	-	-	-	84
Miscellaneous	1,101	-	-	1,101	411
<b>Sub total</b>	55,513	2,000	-	57,513	31,937
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	55,513	2,000	-	57,513	31,937
<b>Net of receipts/(payments)</b>	5,218	-	-	5,218	14,266
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	67,685	-	-	67,685	-
<b>Cash funds this year end</b>	72,903	-	-	72,903	-





Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	2,654	-	
	Savings account	69,610	-	
	Cash	640	-	
	<b>Total cash funds</b>	72,903	-	
	(agree balances with receipts and payments account(s))		OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
	none	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	none		-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	All assets installed at the hall and operated//managed by the Trustees are for the use of members of the public/users of the hall and not for the charity's own use.		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
<b>Signed by one or two trustees on behalf of all the trustees</b>	Signature	Print Name	Date of approval	
	John Seymour Denis Cook	John Seymour Denis Cook	19/05/20 20/05/24	



CHARITY COMMISSION  
FOR ENGLAND AND WALES



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
North Hall

On accounts for the year  
ended

05 April 2024

Charity no  
(if any)

207700

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in order to enable a  
proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30/5/2024

Name:

David Lugton

Relevant professional  
qualification(s) or body  
(if any):

Address:





**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

NONE