

# WIVELSFIELD VILLAGE HALL AND RECREATION GROUND CHARITY

England & Wales · Charity number 235098

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1978-09-27

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Springfields  
Ditchling Road  
Wivelsfield  
Haywards Heath  
RH17 7RF

**Phone** 01444471664

**Website** [www.wivelsfieldvillagehall.co.uk](http://www.wivelsfieldvillagehall.co.uk)

## Activities

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**Objects:** TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR THE INHABITANTS OF THE PARISH OF WIVELSFIELD AND NEIGHBOURHOOD FOR RECREATION AND LEISURE-TIME OCCUPATION IN THE INTEREST OF SOCIAL WELFARE WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE, FOR THE SAID INHABITANTS.

**Activities:** To provide recreation and leisure facilities for the inhabitants of Wivelsfield and its neighbourhood and a suitable venue for playgroup, clubs and societies. Main activities are to run the village hall together with the recreation ground, sports pavilion and annexe, children's play area and car park.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

- **Area of benefit:** PARISH OF WIVELSFIELD AND NEIGHBOURHOOD
- East Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£55,914	£50,178	-	-
2023-12-31	£57,369	£46,999	-	-
2022-12-31	£65,287	£79,289	-	-
2021-12-31	£45,022	£58,306	-	-
2020-12-31	£36,942	£27,429	-	-

## Trustees

Name	Role	Appointed
ANDREW LESLIE SAVIDGE		
ANN SAVIDGE		2015-07-31
Barbara Harty		2014-02-13
Cameron Wallis		2019-02-05
David Callaghan		2021-04-20
Elizabeth Burton		2015-11-25
Lesley Corbett		2017-03-08
Peter Burton		2016-06-01
Rhonda Marion Janes		2015-10-15
SUSAN BLUNDEN		2013-09-05

**WIVELSFIELD VILLAGE HALL AND RECREATION GROUND CHARITY**

England & Wales - Charity number 235098

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# Accounts

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# **Wivelsfield Village Hall and Recreation Ground**



## **Trustees Report and Accounts**

**For the Year ended 31 December 2024**



# Trustees Annual Report for the period

Period start date

Period end date

From Day Month Year To Day Month Year  
 01 01 2024 31 12 2024

## Reference and administration details

Charity name **Wivelsfield Village Hall and Recreation Ground**

Registered charity number (if any) **235098**

Charity's principal address **The Secretary, Springfields, Ditchling Road,  
 Wivelsfield, Haywards Heath, West Sussex  
 Postcode **RH17 7RF****

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole period
<b>Elected Trustees</b>		
Cameron Wallis	Chairman	
Andrew Savidge	Vice-Chairman	
Peter Burton	Secretary	
Ann Savidge	Treasurer	
Liz Burton		
Lesley Corbett		
<b>Representative Trustees</b>		
Dave Callaghan	Wivelsfield Little Theatre	
Sue Blunden	Mid-Sussex Parkinson's Group	
Rhonda Janes	Wivelsfield Films	
<b>Non-Voting Representatives</b>		
Chloe Hodgson	Letting Secretary	
Ian Haffenden	Parish Council	
Sue Morris	Parish Council	
Robert Packer	Wivelsfield Green Cricket Club	
Sheila Blair	Historical Society/Church	
Alison Cumberland	Wivelsfield Community Club	
Sandra Truran	Green Park Corner	

**Names of the custodian trustees for the charity,**

Wivelsfield Parish Council	
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**Names and addresses of Banks**

Name	Address
Lloyds TSB Bank plc	Haywards Heath Branch, PO Box 1000, BX1 1LT
CCLA Investment Management Ltd	COIF Charity Funds, Senator House, 85 Queen Victoria Street, London EC4V 4ET
Shawbrook Bank Ltd	Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE

**Structure, governance and management**

**Description of the charity's trusts**

Type of governing document

The governing document is a Charity Commission Scheme dated 27 September 1978, which amalgamated two charities: the Wivelsfield Reading Room and Institute (1912) and the Wivelsfield Playing Field and Recreation Ground (1956 and 1966). Some of the Charity's rules have been subsequently amended by agreement of the Managing Committee and these amendments have been submitted to the Charities Commission

How the charity is constituted

Trust

Trustee selection methods

The managing trustees consist of up to 8 members elected at each annual general meeting and up to 13 representative members appointed before it by the local organisations listed above. All trustees retire at the start of each annual general meeting but are eligible to be re-elected or reappointed at that meeting.

**Additional governance issues (Optional information)**

- Policies and procedures adopted for the induction and training of trustees.

The Trustees met five times in person in 2024.

The Trustees have had regular email contact during this year.

**Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The object is to provide recreation and leisure facilities for the inhabitants of the Wivelsfield Parish.

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Its main activities are to run the Village Hall, built in 1981, together with the Recreation Ground, its pavilion, and the car park. Its mission, for the public benefit, is to maintain and enhance the existing facilities, making them available at the lowest cost, consistent with long-term economic viability.

## Achievements and performance

**Summary of the main achievements of the charity during the year**

This year, a number of amendments have been made to the facility. The installation of fixings to enhance a hirer experience, repainting where required, the area to the rear of the hall has been expanded and is awaiting further works. This year has been focussed on providing the best building possible for our hirers, making it easy for them to hold a booking in our fantastic community venue.

## Financial review

**Brief statement of the charity's policy on reserves**

The policy on reserves is to hold only sufficient to cover the wear and tear and eventual restoration of the buildings, the maintenance and eventual replacement of other facilities, and contingencies. There is a larger than normal reserve held this year as a number of the smaller hall enhancement projects for which funding has been allocated have yet to complete.

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- The charity's principal sources of funds.
- How expenditure has supported the key objectives of the charity.

The charity's main source of income has been from hirings of the Village Hall, Pavilion and Recreation Ground. The charity also receives income from long term parking in the Village Hall car park and from the solar energy array.

The main items of expenditure have been the day to day running costs of the village hall and pavilion, including cleaning, heating, lighting, water and insurance. Other items have been completed this year, using grant funding, which we have been very lucky to receive.

## Other optional information

### Future Plans

There are always many items that we would like to complete in order to enhance our building and we will always continue to complete these, as and when funds are available. This coming year, we are hoping to fence and tarmac our newly opened up rear area, and to provide facilities for our hirers to enjoy all year round. A small bar, seating area and lighting.

We will be looking to update our website, move over to a new booking system, and hopefully install a new projector within the Main Hall, amongst many other things.

We will also be working very closely with our Parish Council this year to install new facilities on the Recreation Ground, using monies from the local housing development, alongside any further grant funding that we are applicable for.

### Trustees responsibilities as to accounts.

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity's financial activities and of its financial position at the end of the year.

In preparing the financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements, and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

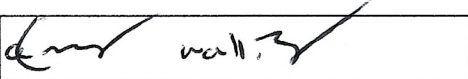
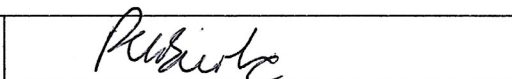
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the financial statements comply with the requirements of the Charities Statement of Recommended Practice (2005) and the accounting provisions of the Charities Act 1993 and Regulations thereafter.

## Declaration

The trustees approved the trustees report above on

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Cameron Wallis	Peter Burton
Position	Chairman	Secretary
Date	22/04/25	



Wivelsfield Village Hall and Recreation Ground			
<b>Receipts and payments accounts</b>			
For the period from	01/01/2024	To	31/12/2024

CC16a

**Section A Receipts and payments**

	Village Hall/ Recreation Ground	Charity Fund	Total funds	Last year Total
	£	£	£	£
<b>A1 Receipts</b>				
Hall Hirings	40,114	-	40,114	43,358
Pavilion Hirings	1,830	-	1,830	1,230
Parking income	6,488	-	6,488	4,894
Interest on funds	2,177	57	2,234	1,511
Donations and fundraising	213	-	213	932
Solar energy	5,635	-	5,635	5,444
Miscellaneous	600	-	600	-
Grants received	-	-	-	-
<b>Sub total</b>	<b>55,857</b>	<b>57</b>	<b>55,914</b>	<b>57,369</b>
<b>A2 Asset, investment sales, etc.</b>	-	-	-	-
<b>Total receipts</b>	<b>55,857</b>	<b>57</b>	<b>55,914</b>	<b>57,369</b>
<b>A3 Payments</b>				
Wages	13,064	-	13,064	9,284
Repairs and maintenance	4,470	-	4,470	6,775
Light and heating	8,180	-	8,180	3,763
Water and wastewater	115	-	115	6,741
Insurance	2,913	-	2,913	3,199
Cleaning materials	5,973	-	5,973	6,879
Telephone	579	-	579	744
Office expenses (including licences)	1,103	-	1,103	801
Furniture and equipment	1,236	-	1,236	3,592
Miscellaneous projects	12,775	-	12,775	-
Building project	-	-	-	5,221
<b>Sub total</b>	<b>50,178</b>	<b>-</b>	<b>50,178</b>	<b>46,999</b>
<b>A4 Asset and investment purchases, etc.</b>	-	-	-	-
<b>Total payments</b>	<b>50,178</b>	<b>-</b>	<b>50,178</b>	<b>46,999</b>
<b>Net of receipts/(payments)</b>	<b>5,679</b>	<b>57</b>	<b>5,736</b>	<b>10,370</b>
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>55,249</b>	<b>1,113</b>	<b>56,362</b>	<b>45,992</b>
<b>Cash funds this year end</b>	<b>60,928</b>	<b>1,170</b>	<b>62,098</b>	<b>56,362</b>

**Section B Statement of assets and liabilities at the end of the period**

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	60,928	1,170
		-	-
	<b>Total cash funds</b>	<b>60,928</b>	<b>1,170</b>

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>	None	-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>	None		-
			-

	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	Village Hall & Pavilion Annex including fixtures and fittings	unrestricted	124,630
	Recreation Ground	restricted	-
			-

	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>	None		-
			-

Signed by one or two trustees on behalf of all the trustees

Signature


Name	Date of approval



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** Wivelsfield Village Hall and Recreation Ground Charity

**On accounts for the year  
ended** 31 December 2024 **Charity no  
(if any)** 235098

**Set out on pages** 7 and 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024

**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 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.

**Signed:**  **Date:** 29 March 2025

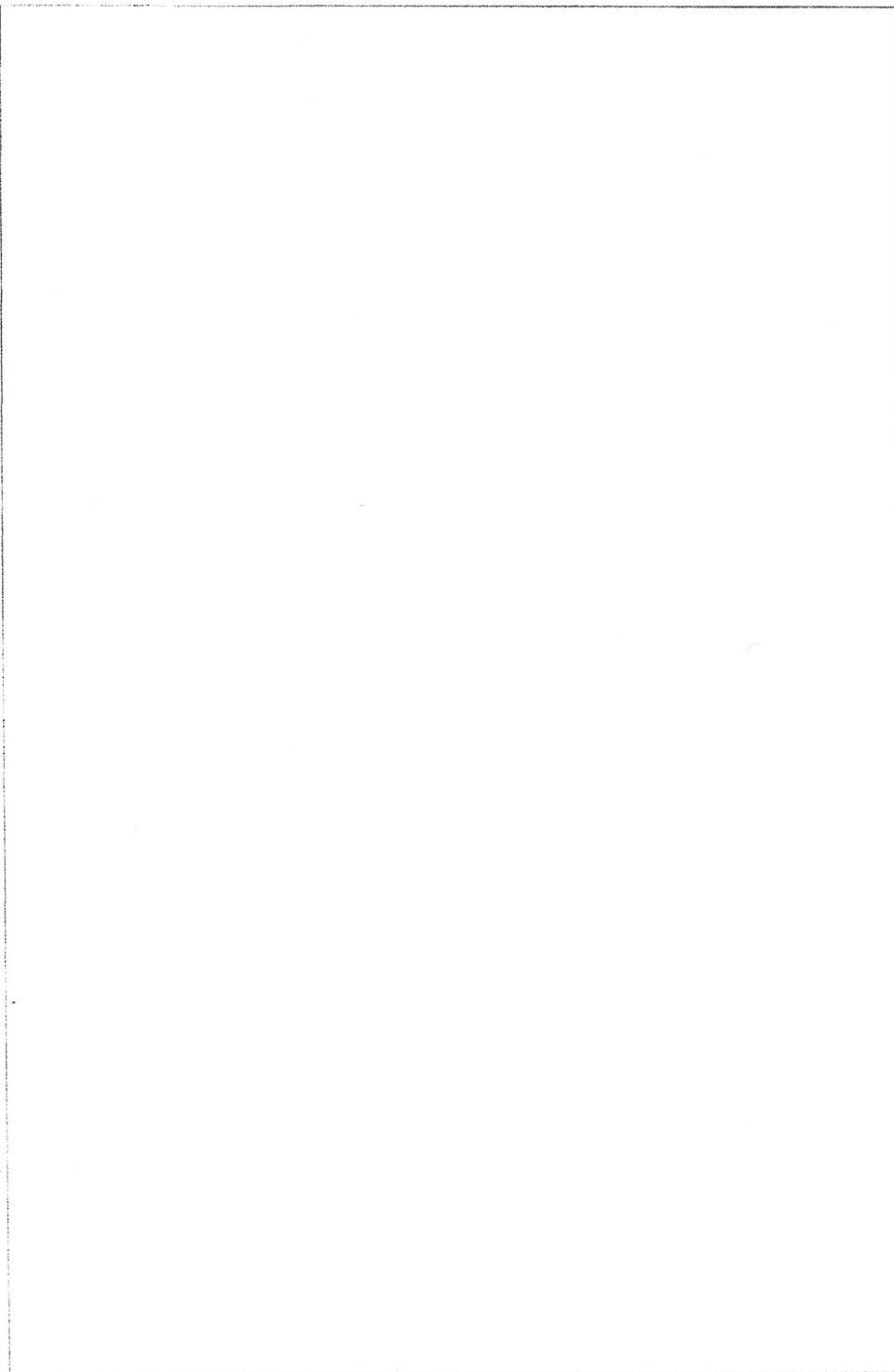
**Name:** Barbara Patricia Kite

**Relevant professional  
qualification(s) or body  
(if any):** FCA, CTA & BFP

**Address:** 4 The Waldrons, Oxted, Surrey. RH8 9DY

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.**

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**WIVELSFIELD VILLAGE HALL AND RECREATION GROUND CHARITY**

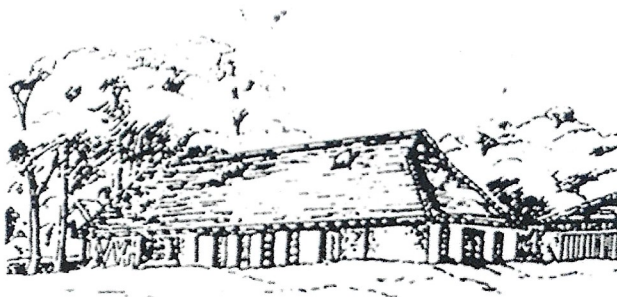
England & Wales - Charity number 235098

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# Accounts

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# **Wivelsfield Village Hall and Recreation Ground**



## **Trustees Report and Accounts**

**For the Year ended 31 December 2023**



# Trustees Annual Report for the period

Period start date			Period end date			
Day	Month	Year	To	Day	Month	Year
01	01	2023		31	12	2023

## Reference and administration details

Charity name **Wivelsfield Village Hall and Recreation Ground**

Registered charity number (if any) **235098**

Charity's principal address **The Secretary, Springfields, Ditchling Road,  
Wivelsfield, Haywards Heath, West Sussex  
Postcode **RH17 7RF****

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole period
<b>Elected Trustees</b>		
Cameron Wallis	Chairman	
Andrew Savidge	Vice-Chairman	
Liz Burton	Secretary	
Ann Savidge	Treasurer	
Peter Burton	Letting Secretary	
Lesley Corbett		
Barbara Harty		
<b>Representative Trustees</b>		
Dave Callaghan	Wivelsfield Little Theatre Representative	
Rhonda Janes	Wivelsfield Films Representative	
Sue Blunden	Mid Sussex Parkinson's Group Representative	
<b>Non-Voting Representatives</b>		
Ian Haffenden	Parish Council	
Sue Morris	Parish Council	
Robert Packer	Wivelsfield Green Cricket Club	
Sheila Blair	Historical Society	
Alison Cumberland	Wivelsfield Community Club	
Karen Sargent	Wivelsfield Stoolball Club	

## Names of the custodian trustees for the charity,

Wivelsfield Parish Council
----------------------------

## Names and addresses of Banks

Name	Address
Lloyds TSB Bank plc	Haywards Heath Branch, PO Box 1000, BX1 1LT
CCLA Investment Management Ltd	COIF Charity Funds, Senator House, 85 Queen Victoria Street, London EC4V 4ET
Shawbrook Bank Ltd	Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE

## Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

The governing document is a Charity Commission Scheme dated 27 September 1978, which amalgamated two charities: the Wivelsfield Reading Room and Institute (1912) and the Wivelsfield Playing Field and Recreation Ground (1956 and 1966). Some of the Charity's rules have been subsequently amended by agreement of the Managing Committee and these amendments have been submitted to the Charities Commission

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

The managing trustees consist of up to 8 members elected at each annual general meeting and up to 13 representative members appointed before it by the local organisations listed above. All trustees retire at the start of each annual general meeting but are eligible to be re-elected or reappointed at that meeting.

### Additional governance issues (Optional information)

- Policies and procedures adopted for the induction and training of trustees.

The Trustees met five times in person in 2023.

The Trustees have had regular email contact during this year.

## Objectives and activities

Summary of the objects of the charity set out in its governing document

The object is to provide recreation and leisure facilities for the inhabitants of Wivelsfield Parish

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Its main activities are to run the Village Hall, built in 1981, together with the Recreation Ground, its pavilion, and the car park. Its mission, for the public benefit, is to maintain and enhance the existing facilities, making them available at the lowest cost consistent with long-term economic viability.

## Achievements and performance

**Summary of the main achievements of the charity during the year**

2023 has been a busy year, with the team constantly improving the facilities. This year we have completed several large items which are great achievements, including: new car park line markings, additional access control, locking infrastructure & installation of a new CCTV system, a new heating control system, Wi-Fi throughout the entire facility, improved insulation in the roof spaces, new and improved fire doors installed & a large amount of painting & decorating has been undertaken. A massive amount has been achieved in 2023, with much more to come in 2024.

## Financial review

**Brief statement of the charity's policy on reserves**

The policy on reserves is to hold only sufficient to cover the wear and tear and eventual restoration of the buildings, the maintenance and eventual replacement of other facilities, and contingencies.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds.
- How expenditure has supported the key objectives of the charity.

The charity's main source of income has been from hirings of the village hall, pavilion and recreation ground. The charity also received some income from long term parking in the village hall car park and from the solar energy array.

together with the day to day running costs of the village hall and pavilion, including cleaning, heating, lighting, water and insurance.

## Other optional information

### Future Plans

The team have several projects planned throughout 2024 including:

- Refurbishment of the area to the rear of the hall to provide a safe and inviting space for all hirers of the building
- Installation of a projector for use by hirers in our main hall
- Improvements to the current Youth Room to make this more desirable to hire
- The opening of the public toilets at the West End of the building.
- A new and improved bookings system & website
- The procurement and installation of new hall chairs

## Trustees responsibilities as to accounts.

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity's financial activities and of its financial position at the end of the year.

In preparing the financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements, and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

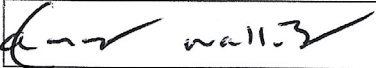
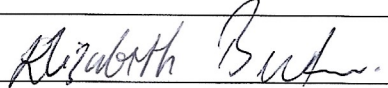
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the financial statements comply with the requirements of the Charities Statement of Recommended Practice (2005) and the accounting provisions of the Charities Act 1993 and Regulations thereafter.

## Declaration

The trustees approved the trustees report above on

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Cameron Wallis	Elizabeth Burton
Position	Chairman	Secretary
Date	1/3/24	



Report to the trustees/  
members of

Wivelsfield Village Hall and Recreation Ground Charity

On accounts for the year  
ended

31 December 2023

Charity no  
(if any)

235098

Set out on pages

7 and 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022

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 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.

Signed:

Date:

29 February 2024

Name:

Barbara Kite

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

FCA, CTA, BFP

Address:

4 The Waldrons

Oxted

Surrey RH8 9DY



Wivelsfield Village Hall and Recreation Ground

**Receipts and payments accounts**

CC16a

For the period from	01/01/2023	To	31/12/2023
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**Section A Receipts and payments**

Funds	Unrestricted	Restricted	Unrestricted	Total funds	Last year Total
	Village Hall/ Recreation Ground	Charity Fund	Improvement Fund		
	£	£	£	£	£
<b>A1 Receipts</b>					
Hall Hirings	43,358	-	-	43,358	34,116
Pavilion Hirings	1,230	-	-	1,230	1,500
Parking income	4,894	-	-	4,894	4,815
Interest on funds	1,445	47	19	1,511	25
Donations and fundraising	17	-	915	932	2,640
Solar energy	5,444	-	-	5,444	6,647
Miscellaneous	-	-	-	-	600
Grants received	-	-	-	-	16,517
Monies held for potential future bookings	-	-	-	-	1,573
<b>Sub total</b>	<b>56,388</b>	<b>47</b>	<b>934</b>	<b>57,369</b>	<b>65,287</b>
<b>A2 Asset, investment sales, etc.</b>	-	-	-	-	-
<b>Total receipts</b>	<b>56,388</b>	<b>47</b>	<b>934</b>	<b>57,369</b>	<b>65,287</b>
<b>A3 Payments</b>					
Wages	9,284	-	-	9,284	5,003
Repairs and maintenance	6,775	-	-	6,775	2,062
Light and heating	3,763	-	-	3,763	4,858
Water and wastewater	6,741	-	-	6,741	219
Insurance	3,199	-	-	3,199	2,656
Cleaning materials	6,879	-	-	6,879	8,393
Telephone	744	-	-	744	438
Office expenses (including licences)	801	-	-	801	3,610
Furniture and equipment	3,592	-	-	3,592	571
Miscellaneous	-	-	-	-	822
Building Project	-	-	5,221	5,221	50,657
Fundraising expenses	-	-	-	-	-
<b>Sub total</b>	<b>41,778</b>	<b>-</b>	<b>5,221</b>	<b>46,999</b>	<b>79,289</b>
<b>A4 Asset and investment purchases, etc.</b>	-	-	-	-	-
<b>Total payments</b>	<b>41,778</b>	<b>-</b>	<b>5,221</b>	<b>46,999</b>	<b>79,289</b>
<b>Net of receipts/(payments)</b>	<b>14,610</b>	<b>47</b>	<b>(4,287)</b>	<b>10,370</b>	<b>(14,002)</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>40,639</b>	<b>1,066</b>	<b>4,287</b>	<b>45,992</b>	<b>59,994</b>
<b>Cash funds this year end</b>	<b>55,249</b>	<b>1,113</b>	<b>0</b>	<b>56,362</b>	<b>45,992</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restrict. funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	55,249	1,113
		-	-
		-	-
	<b>Total cash funds</b>	<b>55,249</b>	<b>1,113</b>
	(agree balances with receipts and payments account(s))		

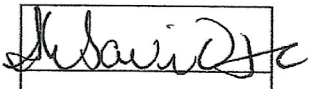
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>	None	-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>	None		-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	Village Hall & Pavilion Annexe including fixtures and fittings	unrestricted	124,630
	Recreation Ground	restricted	-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>	None		-
			-

Signed by one or two trustees on behalf of all the trustees

Signature  


Name  
 ANN SAVIDGE

Date of approval  
 1/3/24

**WIVELSFIELD VILLAGE HALL AND RECREATION GROUND CHARITY**

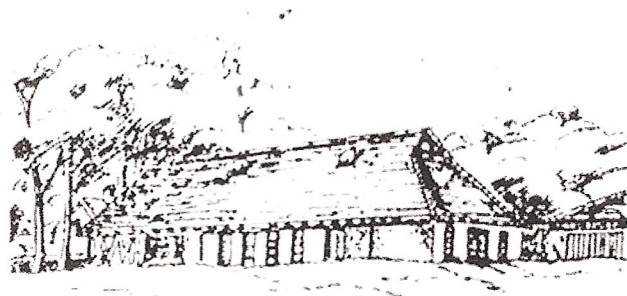
England & Wales - Charity number 235098

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# Accounts

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# **Wivelsfield Village Hall and Recreation Ground**



## **Trustees Report and Accounts**

**For the Year ended 31 December 2022**



# Trustees Annual Report for the period

Period start date

Period end date

From Day 01 Month 01 Year 2022 To Day 31 Month 12 Year 2022

## Reference and administration details

Charity name **Wivelsfield Village Hall and Recreation Ground**

Registered charity number (if any) **235098**

Charity's principal address **The Secretary, Springfields, Ditchling Road,  
Wivelsfield, Haywards Heath, West Sussex  
Postcode **RH17 7RF****

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole period
<b>Elected Trustees</b>		
Cameron Wallis	Chairman	
Andrew Savidge	Vice-Chairman	
Liz Burton	Secretary	
Ann Savidge	Treasurer	
Peter Burton	Letting Secretary	
Lesley Corbett		
Barbara Harty		
<b>Representative Trustees</b>		
Jane Silk	Wivelsfield Stoolball Club	
Dave Callaghan	Wivelsfield Little Theatre	
Sue Blunden	Mid-Sussex Parkinson's Group	
Rhonda Janes	Wivelsfield Films	
<b>Non-Voting Representatives</b>		
Ian Dawson	Parish Council	
Sue Morris	Parish Council	
Robert Packer	Wivelsfield Green Cricket Club	
Sheila Blair	Historical Society	
Sam Mann	Wivelsfield Community Club	

## Names of the custodian trustees for the charity,

Wivelsfield Parish Council
----------------------------

## Names and addresses of Banks

Name	Address
Lloyds TSB Bank plc	Haywards Heath Branch, PO Box 1000, BX1 1LT
CCLA Investment Management Ltd	COIF Charity Funds, Senator House, 85 Queen Victoria Street, London EC4V 4ET
Shawbrook Bank Ltd	Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE

## Structure, governance and management

### Description of the charity's trusts

Type of governing document

The governing document is a Charity Commission Scheme dated 27 September 1978, which amalgamated two charities: the Wivelsfield Reading Room and Institute (1912) and the Wivelsfield Playing Field and Recreation Ground (1956 and 1966). Some of the Charity's rules have been subsequently amended by agreement of the Managing Committee and these amendments have been submitted to the Charities Commission

How the charity is constituted

Trust

Trustee selection methods

The managing trustees consist of up to 8 members elected at each annual general meeting and up to 13 representative members appointed before it by the local organisations listed above. All trustees retire at the start of each annual general meeting but are eligible to be re-elected or reappointed at that meeting.

### Additional governance issues (Optional information)

- Policies and procedures adopted for the induction and training of trustees.

The Trustees met seven times in person in 2022..

The Trustees have had regular email contact during this year.

## Objectives and activities

Summary of the objects of the charity set out in its governing document

The object is to provide recreation and leisure facilities for the inhabitants of Wivelsfield Parish

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Its main activities are to run the Village Hall, built in 1981, together with the Recreation Ground, its pavilion, and the car park. Its mission, for the public benefit, is to maintain and enhance the existing facilities, making them available at the lowest cost consistent with long-term economic viability

## Achievements and performance

**Summary of the main achievements of the charity during the year**

The work to extend and improve the hall was completed in December 2021. The hall was officially opened on 7<sup>th</sup> January 2022 by the local MP Maria Caulfield and the Chair of the Parish Council Ian Dawson. Much work was still needed in order for the hall to be run efficiently for hirers. Therefore, several smaller projects needed to be scoped and funded. A further CIL bid was submitted for these projects which was finally approved in December 2022. Work is due to start on these projects which will provide the focus for the Management Committee's efforts in 2023.

## Financial review

**Brief statement of the charity's policy on reserves**

The policy on reserves is to hold only sufficient to cover the wear and tear and eventual restoration of the buildings, the maintenance and eventual replacement of other facilities, and contingencies.

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- The charity's principal sources of funds.
- How expenditure has supported the key objectives of the charity.

The charity's main source of income has been from hirings of the village hall, pavilion and recreation ground. The charity also received some income from long term parking in the village hall car park and from the solar energy array.

The main items of expenditure have been the final invoices of Contractor's fees for the Hall Improvement Project together with the day to day running costs of the village hall and pavilion, including cleaning, heating, lighting, water and insurance.

## Other optional information

### Future Plans

Several smaller projects that were not part of the main project have now have funds approved via a successful CIL bid. These include installing a CCTV system, extending the access control and locking systems. Extending the roof insulation in the East loft, Installing Fire Doors from the main corridor, completing the redecoration, installing a control system for the hot water and heating system. redesigning the private garden area and line marking in the car park.

### Trustees responsibilities as to accounts.

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity's financial activities and of its financial position at the end of the year.

In preparing the financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements, and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

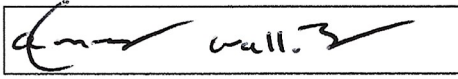
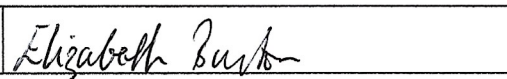
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the financial statements comply with the requirements of the Charities Statement of Recommended Practice (2005) and the accounting provisions of the Charities Act 1993 and Regulations thereafter.

## Declaration

The trustees approved the trustees report above on

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Cameron Wallis	Elizabeth Burton
Position	Chairman	Secretary
Date	12/04/2023	



**Report to the trustees/  
members of**

Wivelsfield Village Hall and Recreation Ground Charity

**On accounts for the year  
ended**

31 December 2022

**Charity no  
(if any)**

235098

**Set out on pages**

7 and 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022

**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 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.

**Signed:**

RHO Ayton

**Date:**

12 February  
2023

**Name:**

Rupert Ayton

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

FCA  
Chartered Accountant

**Address:**

22 Dukes Road, Lindfield

Haywards Heath, West Sussex

RH16 2JQ



## Receipts and payments accounts

For the period from	Period start date 01/01/2022	To	Period end date 31/12/2022
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### Section A Receipts and payments

Funds:                      Unrestricted    Restricted    Unrestricted

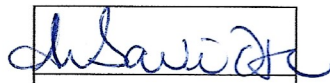
	Village Hall/ Recreation Ground £	Charity Fund £	Improvement Fund £	Total funds £	Last year Total £
<b>A1 Receipts</b>					
Hall Hirings	34,116	-	-	34,116	7,939
Pavilion Hirings	1,500	-	-	1,500	2,235
Parking income	4,815	-	-	4,815	4,550
Interest on funds	10	10	5	25	147
Donations and fundraising	90	-	2,550	2,640	40
Solar energy	6,647	-	-	6,647	3,120
Miscellaneous	600	-	-	600	800
Grants received	2,667	-	13,850	16,517	27,374
Monies held for potential future bookings	1,573	-	-	1,573	1,183
<b>Sub total</b>	<b>48,872</b>	<b>10</b>	<b>16,405</b>	<b>65,287</b>	<b>45,022</b>
<b>A2 Asset, investment sales, etc.</b>					
	-	-	-	-	-
<b>Total receipts</b>	<b>48,872</b>	<b>10</b>	<b>16,405</b>	<b>65,287</b>	<b>45,022</b>
<b>A3 Payments</b>					
Wages	5,003	-	-	5,003	3,344
Repairs and maintenance	2,062	-	-	2,062	890
Light and heating	4,858	-	-	4,858	2,638
Water and wastewater	219	-	-	219	222
Insurance	2,656	-	-	2,656	2,268
Cleaning and materials	8,393	-	-	8,393	140
Telephone	438	-	-	438	419
Office expenses (including licences)	3,610	-	-	3,610	668
Furniture and equipment	571	-	-	571	309
Miscellaneous	-	822	-	822	1,050
Building Project	-	-	50,657	50,657	46,358
Fundraising expenses	-	-	-	-	-
<b>Sub total</b>	<b>27,810</b>	<b>822</b>	<b>50,657</b>	<b>79,289</b>	<b>58,306</b>
<b>A4 Asset and investment purchases, etc.</b>					
	-	-	-	-	-
<b>Total payments</b>	<b>27,810</b>	<b>822</b>	<b>50,657</b>	<b>79,289</b>	<b>58,306</b>
	£	£	£	£	£
<b>Net of receipts/(payments)</b>	<b>21,062</b>	<b>(812)</b>	<b>(34,252)</b>	<b>(14,002)</b>	<b>(13,285)</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	19,577	1,878	38,539	59,994	73,279
<b>Cash funds this year end</b>	<b>40,639</b>	<b>1,066</b>	<b>4,287</b>	<b>45,992</b>	<b>59,994</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	44,926	1,066
		-	-
		-	-
	<b>Total cash funds</b>	<b>44,926</b>	<b>1,066</b>
	(agree balances with receipts and payments account(s))		
<b>B2 Other monetary assets</b>	Details		
	None	-	-
<b>B3 Investment assets</b>	Details		
	None	-	-
<b>B4 Assets retained for the charity's own use</b>	Details		
	Village Hall & Pavilion Annexe including fixtures and fittings	unrestricted	124,630
	Recreation Ground	restricted	-
			-
<b>B5 Liabilities</b>	Details		
	None	-	-

Signed by one or two trustees on behalf of all the trustees

Signature



Name

(MRS) A L. SAVIDGE

Date of approval

6/4/23

**WIVELSFIELD VILLAGE HALL AND RECREATION GROUND CHARITY**

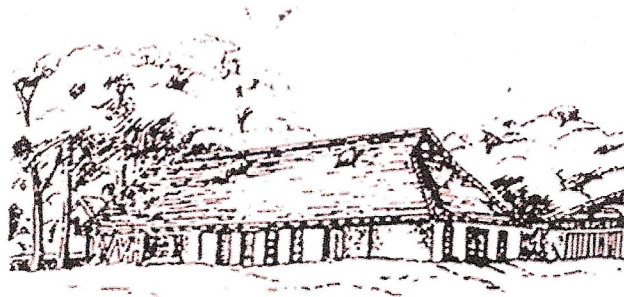
England & Wales - Charity number 235098

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# Accounts

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# **Wivelsfield Village Hall and Recreation Ground**



## **Trustees Report and Accounts**

**For the Year ended 31 December 2021**



## Trustees Annual Report for the period

Period start date			Period end date		
<b>From</b>	Day 01	Month Year 01 2021	To	Day Month 31 12	Year 2021

### Reference and administration details

Charity name **Wivelsfield Village Hall and Recreation Ground**

Registered charity number (if any) **235098**

Charity's principal address **The Secretary, Springfields, Ditchling Road,  
Wivelsfield, Haywards Heath, West Sussex  
Postcode **RH17 7RF****

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole period
<b>Elected Trustees</b>		
Cameron Wallis	Chairman	From 20.04.2021
Andrew Savidge	Vice-Chairman	
Liz Burton	Secretary	
Ann Savidge	Treasurer	
Peter Burton	Letting Secretary	
Lesley Corbett		
Barbara Harty		
<b>Representative Trustees</b>		
Jane Silk	Wivelsfield Stoolball Club	
Dave Callaghan	Wivelsfield Little Theatre	
Sue Blunden	Mid-Sussex Parkinson's Group	
Rhonda Janes	Wivelsfield Films	
<b>Non-Voting Representatives</b>		
Ian Dawson	Parish Council	
Sue Morris	Parish Council	
Robert Packer	Wivelsfield Green Cricket Club	
Sheila Blair	Historical Society	
Sam Mann	Wivelsfield Community Club	
Sarah Cox	Wivelsfield Green Playgroup	Until 16.07.2021

**Names of the custodian trustees for the charity,**

Wivelsfield Parish Council
----------------------------

**Names and addresses of Banks**

Name	Address
Lloyds TSB Bank plc	Haywards Heath Branch, PO Box 1000, BX1 1LT
CCLA Investment Management Ltd	COIF Charity Funds, Senator House, 85 Queen Victoria Street, London EC4V 4ET
Shawbrook Bank Ltd	Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE

## Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

The governing document is a Charity Commission Scheme dated 27 September 1978, which amalgamated two charities: the Wivelsfield Reading Room and Institute (1912) and the Wivelsfield Playing Field and Recreation Ground (1956 and 1966). Some of the Charity's rules have been subsequently amended by agreement of the Managing Committee and these amendments have been submitted to the Charities Commission

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

The managing trustees consist of up to 8 members elected at each annual general meeting and up to 13 representative members appointed before it by the local organisations listed above. All trustees retire at the end of each annual general meeting but are eligible to be re-elected or reappointed.

**Additional governance issues (Optional information)**

- Policies and procedures adopted for the induction and training of trustees.

The Trustees met eleven times in 2021. Six times in person and five times via Zoom, due to Covid restrictions.

The Trustees have had regular email contact during this very important but difficult year

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object is to provide recreation and leisure facilities for the inhabitants of Wivelsfield Parish

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Its main activities are to run the Village Hall, built in 1981, together with the Recreation Ground, its pavilion, and the car park. Its mission, for the public benefit, is to maintain and enhance the existing facilities, making them available at the lowest cost consistent with long-term economic viability

## Achievements and performance

**Summary of the main achievements of the charity during the year**

The Management Committee's fundraising, plus financial support and advice from Wivelsfield Parish Council has resulted in raising sufficient funds to commence its ambitious plans to improve the Village Hall. The work to extend and improve the hall commenced in May 2021 and was completed in December 2021. The hall now has disabled and child's toilets, an extended and fully refitted kitchen at the east end and a parish office, parish meeting room and public toilets at the west end along with much need additional storage rooms. The main hall has also had all asbestos removed from the walls, been replastered, the ceiling insulated and been partially redecorated. The building has been completely rewired and a new heating system installed. However, although the hall is now open to hirers, there remain several smaller projects that require funding and these will provide the focus for the Management Committee's efforts in 2022.

## Financial review

**Brief statement of the charity's policy on reserves**

The policy on reserves is to hold only sufficient to cover the wear and tear and eventual restoration of the buildings, the maintenance and eventual replacement of other facilities, and contingencies.

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- The charity's principal sources of funds.
- How expenditure has supported the key objectives of the charity.

The charity's main source of income has been from hirings of the village hall, pavilion and recreation ground. The charity also received some income from long term parking in the village hall car park and from the solar energy array.

The main item of expenditure has been the professional and contractors fees for the Hall Improvement Project. The day to day running costs of the village hall and pavilion have still needed to be funded during the year, for example cleaning, heating, lighting, water and insurance.

## Other optional information

## Future Plans

Following the completion of the main building project in December 2021, several smaller projects that were not part of the main project need to be planned and funded to enable the hall to be efficiently managed and secure. These include installing a CCTV system and extending the access control system. Extending the roof insulation, completing the redecoration, installing a control system for the hot water and heating system. and redesigning the private external area. Grants will be sought with the Parish Council and fundraising will continue to enable the completion of these.

## Trustees responsibilities as to accounts.

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity's financial activities and of its financial position at the end of the year.

In preparing the financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements, and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

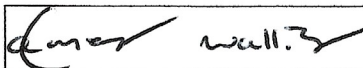
The Trustees confirm that the financial statements comply with the requirements of the Charities Statement of Recommended Practice (2005) and the accounting provisions of the Charities Act 1993 and Regulations thereafter.

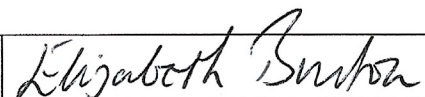
## Declaration

The trustees approved the trustees report above on

Signed on behalf of the charity's trustees

Signature(s)





Full name(s)

Cameron Wallis

Elizabeth Burton

Position

Chairman

Secretary

Date

15/08/2022



Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Wivelsfield Village Hall and Recreation Ground Charity

**On accounts for the year  
ended**

31 December 2021

**Charity no  
(if any)**

235098

**Set out on pages**

7 and 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021

**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 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.

**Signed:**

*RHD Ayton*

**Date:**

*12 February  
2022*

**Name:**

Rupert Ayton

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

FCA  
Chartered Accountant

**Address:**

22 Dukes Road, Lindfield  
Haywards Heath, West Sussex  
RH16 2JQ



Charity Name  
**Wivelsfield Village Hall and Recreation Ground**

No (if any)  
 235098

## Receipts and payments accounts

CC16a

For the period from Period start date 01/01/2021 To Period end date 31/12/2021

### Section A Receipts and payments

Funds: Unrestricted Restricted Unrestricted

	Village Hall/ Recreation Ground	Charity Fund	Improvement Fund	Total funds	Last year Total
	£	£	£	£	£
<b>A1 Receipts</b>					
Hall Hirings	7,939	-	-	7,939	5,453
Pavilion Hirings	2,235	-	-	2,235	1,077
Parking income	4,550	-	-	4,550	4,342
Interest on funds	142	1	4	147	219
Donations and fundraising	40	-	-	40	1,880
Solar energy	3,120	-	-	3,120	2,809
Miscellaneous	800	-	-	800	2,072
Grants received	17,374	-	10,000	27,374	16,334
Monies held for potential future bookings	1,183	-	-	1,183	2,756
<b>Sub total</b>	<b>35,017</b>	<b>1</b>	<b>10,004</b>	<b>45,022</b>	<b>36,942</b>
<b>A2 Asset, investment sales, etc.</b>					
	-	-	-	-	-
<b>Total receipts</b>	<b>35,017</b>	<b>1</b>	<b>10,004</b>	<b>45,022</b>	<b>36,942</b>
<b>A3 Payments</b>					
Wages	3,344	-	-	3,344	10,793
Repairs and maintenance	890	-	-	890	1,430
Light and heating	2,638	-	-	2,638	6,104
Water and wastewater	222	-	-	222	819
Insurance	2,268	-	-	2,268	2,711
Cleaning materials	140	-	-	140	775
Telephone	419	-	-	419	422
Office expenses (including licences)	668	-	-	668	1,469
Furniture and equipment	309	-	-	309	-
Miscellaneous	-	1,050	-	1,050	-
Building Project	4,758	-	41,600	46,358	2,717
Fundraising expenses	-	-	-	-	190
<b>Sub total</b>	<b>15,656</b>	<b>1,050</b>	<b>41,600</b>	<b>58,306</b>	<b>27,429</b>
<b>A4 Asset and investment purchases, etc.</b>					
	-	-	-	-	-
<b>Total payments</b>	<b>15,656</b>	<b>1,050</b>	<b>41,600</b>	<b>58,306</b>	<b>27,429</b>
<b>Net of receipts/(payments)</b>	<b>19,361</b>	<b>(1,049)</b>	<b>(31,597)</b>	<b>(13,285)</b>	<b>9,512</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>51,242</b>	<b>51,242</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>51,458</b>	<b>2,927</b>	<b>18,894</b>	<b>73,279</b>	<b>63,767</b>
<b>Cash funds this year end</b>	<b>19,577</b>	<b>1,878</b>	<b>38,539</b>	<b>59,994</b>	<b>73,279</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	58,116	1,878
		-	-
		-	-
	<b>Total cash funds</b>	<b>58,116</b>	<b>1,878</b>
	(agree balances with receipts and payments account(s))		
<b>B2 Other monetary assets</b>	Details		
	None	-	-
<b>B3 Investment assets</b>	Details		
	None	-	-
<b>B4 Assets retained for the charity's own use</b>	Details		
	Village Hall & Pavilion Annex including fixtures and fittings	unrestricted	124,630
	Recreation Ground	restricted	-
			-
<b>B5 Liabilities</b>	Details		
	None	-	-

Unrestricted funds to nearest £	Restricted funds to nearest £
-	-
Fund to which asset belongs	Cost (optional)
	-
Fund to which asset belongs	Cost (optional)
unrestricted	124,630
restricted	-
	-
Fund to which liability relates	Amount due (optional)
	-
	-

Signed by one or two trustees on behalf of all the trustees

Signature

*A.L. Savidge*

Name

A.L. SAVIDGE

Date of approval

20/2/22

**WIVELSFIELD VILLAGE HALL AND RECREATION GROUND CHARITY**

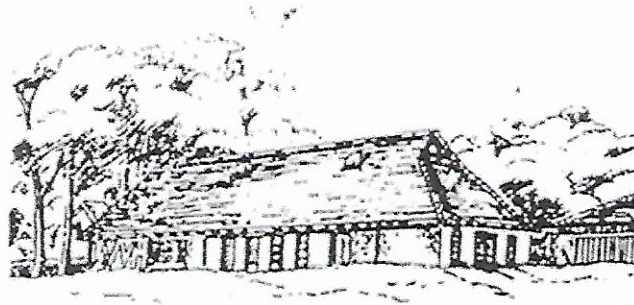
England & Wales - Charity number 235098

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# Accounts

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# **Wivelsfield Village Hall and Recreation Ground**



## **Trustees Report and Accounts**

**For the Year ended 31 December 2020**



# Trustees Annual Report for the period

Period start date			Period end date				
<b>From</b>	Day 01	Month 01	Year 2020	<b>To</b>	Day 31	Month 12	Year 2020

## Reference and administration details

Charity name **Wivelsfield Village Hall and Recreation Ground**

Registered charity number (if any) **235098**

Charity's principal address **The Secretary, Springfields, Ditchling Road,  
Wivelsfield, Haywards Heath, West Sussex**

**Postcode** **RH17 7RF**

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole period
<b>Elected Trustees</b>		
Derek Stephenson	Chairman	Up to 15.08.2020
Andrew Savidge	Vice-Chairman	
Liz Burton	Secretary	
Ann Savidge	Treasurer	
Peter Burton	Letting Secretary	
Sandra Truran		
Barbara Harty		
Cameron Wallis		
<b>Representative Trustees</b>		
Jane Silk	Wivelsfield Stoolball Club	
Pat Allen	Women's Institute	
Sue Blunden	Parkinson's Group	
Rhonda Janes	Wivelsfield Films	
Lesley Corbett	Wivelsfield Little Theatre	
<b>Non-Voting Representatives</b>		
Ian Dawson	Parish Council	
Ian Haffenden	Parish Council	
Robert Packer	Wivelsfield Green Cricket Club	
Sheila Blair	Historical Society	
Sam Mann	Wivelsfield Community Club	
Sarah Cox	Wivelsfield Green Playgroup	

**Names of the custodian trustees for the charity,**

Wivelsfield Parish Council	
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**Names and addresses of Banks**

Name	Address
Lloyds TSB Bank plc	Haywards Heath Branch, PO Box 1000, BX1 1LT
CCLA Investment Management Ltd	COIF Charity Funds, Senator House, 85 Queen Victoria Street, London EC4V 4ET
Shawbrook Bank Ltd	Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE

**Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	The governing document is a Charity Commission Scheme dated 27 September 1978, which amalgamated two charities: the Wivelsfield Reading Room and Institute (1912) and the Wivelsfield Playing Field and Recreation Ground (1956 and 1966). Some of the Charity's rules have been subsequently amended by agreement of the Managing Committee
How the charity is constituted <i>(eg. trust, association, company)</i>	Trust
Trustee selection methods <i>(eg. appointed by, elected by)</i>	The managing trustees consist of up to 8 members elected at each annual general meeting and up to 13 representative members appointed before it by the local organisations listed above. All trustees retire at the end of each annual general meeting but are eligible to be re-elected or reappointed.

**Additional governance issues (Optional information)**

<ul style="list-style-type: none"> <li>• Policies and procedures adopted for the induction and training of trustees.</li> </ul>	<p>The Trustees met four times in 2020. Twice in person and twice via Zoom, due to Covid restrictions.</p> <p>The Trustees have had regular email contact during this difficult year</p>
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**Objectives and activities**

Summary of the objects of the charity set out in its governing document	The object is to provide recreation and leisure facilities for the inhabitants of Wivelsfield Parish
---	--

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Its main activities are to run the Village Hall, built in 1981, together with the Recreation Ground, its pavilion, and the car park. Its mission, for the public benefit, is to maintain and enhance the existing facilities, making them available at the lowest cost consistent with long-term economic viability

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Through good financial management during 2020 the Village Hall was able to allocate a total of £43,000 from General Reserves to the Village Hall Improvement Fund. The WHRGC has continued to raise funds for its ambitious improvement project. The Management Committee's fundraising, plus financial support and advice from Wivelsfield Parish Council has resulted in raising sufficient funds to commence its ambitious plans to improve the Village Hall and aims to start initial improvement works during the Spring of 2021.

## Financial review

**Brief statement of the charity's policy on reserves**

The policy on reserves is to hold only sufficient to cover the wear and tear and eventual restoration of the buildings, the maintenance and eventual replacement of other facilities, and contingencies.

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- The charity's principal sources of funds.
- How expenditure has supported the key objectives of the charity.

The charity's main source of income has been from hirings of the village hall, pavilion and recreation ground. The charity also received some income from long term parking in the village hall car park and from the solar energy array.

During the pandemic the Treasurer has applied for and been successful in obtaining grants and furlough funds for the staff in order to retain their services.

The main item of expenditure has been for professional fees for the Hall Improvement Project, and the day to day running costs of the village hall and pavilion, for example cleaning, heating, lighting, insurance, repairs and maintenance.

## Other optional information

### Future Plans

The Trustees have considered the current state of the Hall, built in 1981, with regard to its future long term financial viability. The Hall is in need of major upgrading in order that it complies with modern requirements for Health and Safety, Child Safeguarding, Disabled access and Food Safety Standards. An extension to the Hall will allow for toilets to be upgraded, the installation of toilets accessible to those with disabilities, separate toilet facilities for young children and public toilets. Plans to develop the Village Hall and to add a Parish Office have been in discussion for the past

few years. Environmentally, the Hall's energy efficiency requires improvement and double glazing has now been installed as part of this work. In conjunction with the Parish Council, funds for this exciting project have now been obtained and building works are expected to start in Spring 2021.

### Trustees responsibilities as to accounts.

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity's financial activities and of its financial position at the end of the year.

In preparing the financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements, and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the financial statements comply with the requirements of the Charities Statement of Recommended Practice (2005) and the accounting provisions of the Charities Act 1993 and Regulations thereafter.

## Declaration

The trustees approved the trustees report above on

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Elizabeth Burton	Ann Savidge
Position	Secretary	Treasurer
Date	9/4/21	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Wivelsfield Village Hall and Recreation Ground Charity

On accounts for the year  
ended

31 December 2020

Charity no  
(if any)

235098

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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").

Independent  
examiner's statement

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.

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:

Rupert Ayton

Date:

18 February 2021

Name:

Rupert Ayton

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

FCA  
Chartered Accountant

Address:

22 Dukes Road, Lindfield  
Haywards Heath, West Sussex  
RH16 2JQ



## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/01/2020		31/12/2020

### Section A Receipts and payments

Funds:	Unrestricted	Restricted	Unrestricted		
	Village Hall/ Recreation Ground	Charity Fund	Improvement Fund	Total funds	Last year Total
	£	£	£	£	£
<b>A1 Receipts</b>					
Hall Hirings	5,453	-	-	5,453	41,881
Pavilion Hirings	1,077	-	-	1,077	1,394
Parking income	4,342	-	-	4,342	4,298
Interest on funds	208	7	4	219	258
Donations and fundraising	-	-	1,880	1,880	8,137
Solar energy	2,809	-	-	2,809	7,692
Miscellaneous	2,072	-	-	2,072	800
Grants received	11,334	-	5,000	16,334	6,560
Monies held for potential future bookings	2,756	-	-	2,756	-
<b>Sub total</b>	<b>30,051</b>	<b>7</b>	<b>6,884</b>	<b>36,942</b>	<b>71,020</b>
<b>A2 Asset, investment sales, etc.</b>					
	-	-	-	-	-
<b>Total receipts</b>	<b>30,051</b>	<b>7</b>	<b>6,884</b>	<b>36,942</b>	<b>71,020</b>
<b>A3 Payments</b>					
Wages	10,793	-	-	10,793	19,993
Repairs and maintenance	1,430	-	-	1,430	2,618
Light and heating	6,104	-	-	6,104	5,195
Water and wastewater	819	-	-	819	1,113
Insurance	2,711	-	-	2,711	2,658
Cleaning materials	775	-	-	775	1,129
Telephone	422	-	-	422	432
Office expenses (including licences)	1,469	-	-	1,469	1,964
Furniture and equipment	0	-	-	0	1,238
Miscellaneous	-	-	-	-	-
Building Project	-	-	2,717	2,717	16,400
Fundraising expenses	-	-	190	190	893
<b>Sub total</b>	<b>24,522</b>	<b>-</b>	<b>2,907</b>	<b>27,429</b>	<b>53,633</b>
<b>A4 Asset and investment purchases, etc.</b>					
	-	-	-	-	-
<b>Total payments</b>	<b>24,522</b>	<b>-</b>	<b>2,907</b>	<b>27,429</b>	<b>53,633</b>
	Village Hall/ Recreation Ground	Charity Fund	Improvement Fund	Total funds	Last year Total
	£	£	£	£	£
<b>Net of receipts/(payments)</b>	<b>5,529</b>	<b>7</b>	<b>3,976</b>	<b>9,512</b>	<b>17,387</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>55,929</b>	<b>2,920</b>	<b>4,918</b>	<b>63,767</b>	<b>46,380</b>
<b>Cash funds this year end</b>	<b>51,458</b>	<b>2,927</b>	<b>18,894</b>	<b>73,279</b>	<b>63,767</b>

**Section B Statement of assets and liabilities at the end of the period**

		Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	70,351	2,927
		-	-
		-	-
	<b>Total cash funds</b> <small>(agree balances with receipts and payments account(s))</small>	70,351	2,927
<b>B2 Other monetary assets</b>	<small>Details</small> None	-	-
		-	-
<b>B3 Investment assets</b>	<small>Details</small> None	Fund to which asset belongs	Cost (optional)
			-
<b>B4 Assets retained for the charity's own use</b>	<small>Details</small> Village Hall & Pavilion Annex including fixtures and fittings	unrestricted	124,630
	Recreation Ground	restricted	-
			-
			-
<b>B5 Liabilities</b>	<small>Details</small> None	Fund to which liability relates	Amount due (optional)
			-
Signed by one or two trustees on behalf of all the trustees		Name	Date of approval
	Signature	MRS. A. L. SAVIDGE	9/4/21