

# KING EDWARD HALL

LINDFIELD, SUSSEX RH16 2HH

*Please reply to:*

## **ANNUAL GENERAL MEETING 2021**

**DUE TO THE EXCEPTIONAL CIRCUMSTANCES AT PRESENT THE TRUSTEES HAVE AGREED TO POSTPONE THIS YEARS AGM UNTIL WE CAN SAFELY MEET IN PERSON.**

### **CHAIRMAN'S AND TRUSTEES' REPORT** **FOR THE YEAR TO 31 DECEMBER 2020**

#### **TRUSTEES:**

Mr Simon Cartwright  
Mr Christopher Snowling  
Mr Mark White

#### **OFFICERS OF THE MANAGEMENT COMMITTEE:**

<b>CHAIRMAN:</b>	Mr Will Blunden
<b>VICE-CHAIRMAN:</b>	
<b>TREASURER:</b>	Mr Stephen Gray
<b>BOOKINGS SECRETARY:</b>	Mrs Tracy Ely
<b>SECRETARY:</b>	Mr Rupert Ayton

#### **MEMBERS OF THE MANAGEMENT COMMITTEE:**

Mrs Katherine Alcock  
Mr Roger Pickett  
Mr David Hobbs  
Mrs Sheila Hobbs  
Mr Ron Plass  
Mrs Janet Smith  
Mr Andrew Mcleod) Lindfield Club  
Mrs Kath Baker ) Delegates

The Hall's Officers and Management Committee members are elected and appointed on an annual basis.

The King Edward Hall was established as a charity in 1911 and is registered with the Charity Commission, No. 249649. Its full postal address is The King Edward Hall, 24 High Street, Lindfield, West Sussex. RH16 2HH.

## **OBJECTS, ORGANISATION AND ACTIVITIES**

The King Edward Hall was established as a charity to enhance the community life of the inhabitants of Lindfield by providing communal facilities. The Hall is available for hire by any individual or organisation in accordance with the standard hiring agreements and scale of charges adopted for the year. It is intended that the scale of charges is sufficient to generate enough income to meet all the expenditure incurred in operating the Hall. Major improvement projects are funded by specific appeals, fund-raising and grants. Three Trustees, with a Management Committee comprising elected and nominated members, administer the charity.

## **REVIEW OF THE YEAR SPANNING MARCH 2020 TO MARCH 2021**

This has been a very difficult and challenging year for the Trustees and Management Committee of the Hall due to the global pandemic. A few days after last year's AGM the country went into lockdown and the Hall had to close to all Hirers. Schools remained closed until 1<sup>st</sup> June, Pubs were allowed to open from 4<sup>th</sup> July subject to social distancing and life got back to a different normal with all the new measures and restrictions that the Government had put in place. During this period the Officers were working hard in order to make the Hall Covid-19 secure. Working with our Stewards establishing a one-way system, providing hand sanitizer stations, providing safety notices and Covid-19 risk assessments. Reading frequent updates on making sure the Hall was safe when we were allowed to re-open, the majority of this work fell on Tracy Ely our Booking Secretary who was fielding enquires from our Hirers as well as assisting in producing the risk assessments. When we were allowed to open the Hall and we were getting used to a new sort of normal, new restrictions were introduced and gatherings of more than six people were made illegal which affected our bookings, however we were still able to accommodate several of our users. On the 14<sup>th</sup> October Covid-19 tier regulations came into being and Sussex was placed into tier one, then on the 5<sup>th</sup> November the country went into a month-long lockdown. The second lockdown ended on the 2<sup>nd</sup> December with a tougher tier system in place and then on the 26<sup>th</sup> December the country went into the third lockdown where we still find ourselves. We are proud that we have been able to enable the Nursery School to remain open from the start of term in September. Thanks must go to our hard-working Booking Secretary, Tracy Ely who due to the pandemic has had her work load doubled this year, Stephen Gray our Treasurer who manages to keep our finances in good order and Rupert Ayton our very able Secretary. However, fund raising has been a real casualty this year as we had to cancel the Village Run and Village Day as well as not being able to hold our popular film shows. Despite the lack of fundraising and the loss of income from our hirings and whilst the Hall was not in use the Committee agreed to some major refurbishments to the rear of the Hall and we now have new maintenance free double-glazed windows, the roofing felt on the flat roof was replaced and the rear exterior was redecorated. Improvements have also been carried out inside the Hall as well as day to day maintenance we have had CCTV installed and replaced all of our old banqueting chairs with new comfortable,

easy clean/sanitize ones. These achievements have only been possible due to the dedication of the Trustees, Management Committee, Stewards and those on the Village Day and Village Run Committee who have enabled us to raise the funds to pay for these improvements.

The continuing success of the Hall is due to the commitment of the Trustees and Management Committee, especially the Officers, the Village Day Committee and all those that help make these events a success. Sincere thanks go to Michael and Alison Elliott who maintain the front garden and keep it looking so good. Jennie Powell and her team of helpers who provide the much-appreciated monthly film shows. And Micky Batchelor our Premises Supervisor who makes sure we do not contravene our Premises Licence when Hirers are supplying alcohol. Last but not least our Stewards, Steve Wicks, Colin Truran and Phil Hughes who work tirelessly to keep the Hall running at all times. They have worked through the whole of the pandemic working hard to make sure that the Hall was Covid-19 safe, making sure that the Nursery School was able to open safely and just going that extra mile, they all take pride in our Hall and strive to keep it clean, tidy and safe at all times.

Will Blunden

Chairman of the Management Committee

**THE KING EDWARD HALL**  
Lindfield RH16 2HH  
Registered Charity No 249649

**Accounts for year to 31st December 2020**

<b>1. Receipts and Payments Account (General Purposes Fund)</b>		<b>2020</b>	<b>2019</b>
Income receipts			
Fund raising			
Trading activities			
	Hall hire	£31,101.42	£69,291.84
	Rent	£10,897.13	£15,005.00
	Other	£10,410.00	£73.65
	Recovery	£856.17	£705.85
Investment income			
	Building society interest	£79.19	£77.90
<b>TOTAL RECEIPTS</b>		<b>£53,343.91</b>	<b>£85,154.24</b>
Direct charitable expenditure			
	Wages	£28,405.53	£27,450.55
	Gas & Elec	£9,480.62	£5,630.79
	Water & Sewage	£1,977.08	£1,516.11
	Cleaning & Materials	£5,312.98	£6,965.58
	Maint'ce	£4,053.08	£6,730.03
	Licences	£2,865.66	£4,283.86
	Admin & Phone box	£2,192.09	£1,717.62
	Insurance	£3,821.29	£3,565.30
	Misc	£1,719.10	£1,723.44
		<b>£59,827.43</b>	<b>£59,583.28</b>
Other expenditure			
	Officers Expenses	£5,760.00	£6,740.00
		<b>£5,760.00</b>	<b>£6,740.00</b>
<b>TOTAL PAYMENTS</b>		<b>£65,587.43</b>	<b>£66,323.28</b>
Net Receipts for the year		-£12,243.52	£18,830.96
Bank balances as at 31/12/2019		£128,522.10	£109,691.14
Bank balances as at 31/12/2020		<b>£116,278.58</b>	<b>£128,522.10</b>



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Registered Charity No 249649

Accounts for year to 31st December 2020

2. Receipts and payments Account (Refurbishment Fund)		2020	2019
Donations		£201.00	£62.80
Misc		£200.00	£0.00
Fund raising	Village Day and Fun Run	£0.00	£20,000.00
Cinema		£2,205.00	£5,815.00
Total receipts		<u>£2,606.00</u>	<u>£25,877.80</u>
Direct charitable expenditure			
	Cinema expenses	£1,774.88	£4,176.99
	Equipment	£16,708.47	£27.00
	Major refurbishment	£1,425.60	£12,099.00
Total payments		<u>£19,908.95</u>	<u>£16,302.99</u>
Net Receipts for the year		<u>-£17,302.95</u>	<u>£9,574.81</u>
Bank balances at 31 December 2019		£42,630.22	£33,055.41
Cash and bank balances at 31 December 2020		<u>£25,327.27</u>	<u>£42,630.22</u>

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**Accounts for year to 31st December 2020**

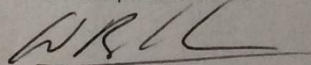
THE KING EDWARD HALL

**3. Statements of assets and liabilities at 31st December 2020**

	2020	2019
Monetary assets		
Bank Balances		
Girobank cheque account	£62,584.31	£92,209.97
Nationwide instant access account	£79,021.54	£78,942.35
Total cash	<u>£141,605.85</u>	<u>£171,151.32</u>
Bank deposits (by fund)		
General Purpose Fund	£116,278.58	£128,522.10
Refurbishment Fund	£25,327.27	£42,630.22
Total cash	<u>£141,605.85</u>	<u>£171,151.32</u>
Debtors		
Liabilities		£1,310.80
Non Monetary Assets		
Permanent Endowment		
Land and building used by the King Edward Hall (freehold vested in the Trustees)		
Other assets (non-endowed)		

held for the functional use by the charity

Furniture and equipment in hall as per inventory (costs unknown):  
Tables, chairs, PA system, two ovens, kitchen utensils, etc  
(in fair condition and over 14 years old)  
One new fridge at cost £252  
125 new chairs at a cost of £15,714  
10 tables at cost £799 (all in good condition and less than 10 years old)  
10 new tables at cost £1500 (4 years old)  
6 Mobile Screens at a cost of £1954 (3 years old)  
Hot cupboard  
Complete replacement of Kitchen Equipment added in 2015  
Radiator replacement in 2015



W Blunden, Chairman  
16th March 2021

For and on behalf of the Management Committee



**Independent Examiner's Report to the Trustees of King Edward Hall, Lindfield.  
Registered Charity No. 249649**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> December 2020 which are set out on pages 1 to 4.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You have considered that an audit is not required under section 144 of the Act and that an independent examination is needed.

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

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Signed.....

Martin N Haslam FCA  
Keymer Haslam & Co  
c/o 4/6 Church Road  
Burgess Hill  
West Sussex  
RH15 9AE

24 Aug 2021