

KING EDWARD HALL

LINDFIELD, SUSSEX RH16 2HH

Please reply to:

ANNUAL GENERAL MEETING 2022

CHAIRMAN'S AND TRUSTEES' REPORT **FOR THE YEAR TO 31 DECEMBER 2021**

TRUSTEES:

Mr Simon Cartwright
Mr Christopher Snowling
Mr Mark White

OFFICERS OF THE MANAGEMENT COMMITTEE:

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

MEMBERS OF THE MANAGEMENT COMMITTEE:

Mrs Katherine Alcock
Mr Roger Pickett
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. Due to Covid-19 the Trustees agreed to cancel the 2021 Annual General meeting.

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. It seems a lifetime ago that in December 2019 we all learnt that there was a new virus in China and little did we know how this would impact us all. It was named Covid-19 and it was in late January 2020 when two patients tested positive in the UK. In mid-March a large number of outdoor and sporting events were suspended and on March the 16th the Prime Minister started daily briefings and the Hall held its 2020 AGM and then 10 days later the country went into the first lockdown and the Hall had to close to all Hirers. Schools remained closed until 1st June, Pubs were allowed to open from 4th 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. Monitoring frequent updates to make 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. Our sincere thanks and appreciation must go to Tracy for all her hard work during this difficult time. When we were allowed to reopen the Hall and were getting used to a new sort of normal, new restrictions being introduced and gatherings of more than six people were made illegal which again affected our bookings. However, we were still able to accommodate several of our users. During October Covid-19 tier regulations came into being and Sussex was placed into tier one. On the 5th November the country went into a month-long lockdown which ended on the 2nd December with a tougher tier system in place and then on the 26th December the country went into tier 4. These restrictions meant that fund raising had been a real casualty for 2020 when 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, whilst the Hall was not in use the Committee agreed to some major refurbishments to the rear of the Hall and the old single glazed windows were replaced with new maintenance free double-glazed windows. The roofing felt on the flat roof was also replaced and the rear exterior was redecorated. Improvements were also carried out inside the Hall as well as the day-to-day maintenance. CCTV has been installed in the corridors and all of the old banqueting chairs have been replaced with new easy clean comfortable chairs. These achievements are due to the dedication of the Trustees, Management Committee, Stewards and those on the Village Day Committee who have enabled us to raise the funds to pay for these improvements.

REVIEW OF YEAR SPANNING MARCH 2021 TO MARCH 2022

We started 2021 in tier 4 until the 4th January when the country was put into the third lockdown. On the 22nd February the Government produced its road map out of lockdown. Step one on the 8th March when schools and wrap around childcare opened with outdoor activities beginning on the 29th March. Next came step two on the 12th April when community halls were allowed to host a limited number of activities such as supervised activities for children, wakes for up to 15 people and non-essential retail. Step three came in on the 17th May when more community activities could take place indoors subject to size limits and the "rule of 6". Step four on the 24th June finally allowed a full range of activities including dancing and social contact rules were removed. However, the Hall management committee decided that as Covid-19 was still with us and cases in Mid Sussex were rising we would keep our Covid conditions in place until such times as it was safe to remove them. During the third lockdown further improvements were carried out to the rear of the Hall. An additional cctv camera was fitted following problems with youths gathering and causing damage. The large lime tree stump was ground out and the area was levelled off and concreted over making it safer for general use, our thanks to Steve Wicks and Colin Truran two of our stewards who carried out the bulk of the work. During a routine safety check on our gas boilers in September we discovered that one was no longer effective and beyond repair. The committee was advised that the existing boilers should be replaced with a new commercial boiler fitted in October, our thanks to Phillip Hughes who has looked after this installation and sorted out the teething problems.

Sadly, on the 7th April, Steve Wicks our senior steward unexpectedly passed away. Steve was well liked and respected by all those that came into contact with him during the 10 years he was with us. During this period, he became a huge asset to the Hall management committee and its hirers with his cheery disposition and willingness to help others. He was more of a Premises Manager than a steward, as he dealt with our suppliers, contractors, users and fellow stewards and he certainly made life a lot easier for the Officers of the Committee. We still miss his cheery smile as he carried out his many tasks.

Following on from the untimely passing of Steve Wicks, one of our two remaining stewards Phillip Hughes took on the role as senior steward and has kept the Hall running smoothly. The committee agreed to advertise and appoint two new part time stewards and we are pleased to welcome Andrei Hadimbu and Piers Gielgud to the team. Due to relocating to Haywards Heath Collin Truran resigned and left our employment in November. The committee would like to record its thanks to Colin for the sterling service he gave to the Hall during the five years he was with us.

The continuing success of the Hall is due to the commitment of the Trustees and Management Committee, the and the Officers especially Tracy Ely the Booking Secretary who worked tirelessly throughout the period sorting out the many challenges, 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, Phillip Hughes, Andrei Hadimbu and Piers Gielgud who had it not been for all the hard work and commitment shown by our team of stewards, it would have been difficult to keep the Hall operating in a Covid-19 safe manner throughout the pandemic.

Will Blunden

Chairman of the Management Committee

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

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Accounts for year to 31st December 2021

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1. Receipts and Payments Account (General Purposes Fund)

2021

2020

HM

Income receipts
Fund raising

Trading activities

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Hall hire
Rent
Other
Recovery

£34,227.84	£31,101.42
£563.00	£10,897.13
£4,604.16	£10,410.00
£0.00	£856.17

Investment income

Building society interest

£79.03	£59.49
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TOTAL RECEIPTS

£39,474.03	£53,324.21
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Direct charitable expenditure

Wages
Gas & Elec
Water & Sewage
Cleaning & Materials
Maint'ce
Licences
Admin & Phone box
Insurance
Misc

£16,675.67	£28,405.53
£2,795.88	£9,480.62
£(35.21)	£1,977.08
£5,926.25	£5,312.98
£3,231.32	£4,053.08
£1,524.39	£2,865.66
£1,202.67	£2,192.09
£3,824.86	£3,821.29
£1,391.44	£1,719.10
£36,537.27	£59,827.43

Other expenditure

Officers Expenses

£5,950.00	£5,760.00
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£5,950.00	£5,760.00
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TOTAL PAYMENTS

£42,487.27	£65,587.43
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Net Receipts for the year

£(3,013.24)	£(12,263.22)
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Bank balances as at 31/12/2020

£116,258.88	£128,522.10
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Bank balances as at 31/12/2021

£113,245.64	£116,258.88
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THE KING EDWARD HALL
Lindfield RH16 2HH
Registered Charity No 249649

Accounts for year to 31st December 2021

2. Receipts and payments Account (Refurbishment Fund)

	2021	2020
Donations	£25.00	£201.00
Misc	£0.00	£200.00
Fund raising		
Village Day and Fun Run	£5,800.00	£0.00
Cinema	£909.00	£2,205.00
Total receipts	£6,734.00	£2,606.00
 Direct charitable expenditure		
Cinema expenses	£675.50	£1,774.88
Equipment	£352.20	£16,708.47
Major refurbishment	£12,622.80	£1,425.60
 Total payments	£13,650.50	£19,908.95
 Net Receipts for the year	£(6,916.50)	£(17,302.95)
 Bank balances at 31 December 2020	£25,327.27	£42,630.22
 Cash and bank balances at 31 Dec 2021	£18,410.77	£25,327.27

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

Accounts for year to 31st December 2021

3. Statements of assets and liabilities at 31st December 2021

	2021	2020
Monetary assets		
Bank Balances		
Girobank cheque account	£52,575.54	£62,584.31
Nationwide instant access account	£79,080.87	£79,001.84
Total cash	<u>£131,656.41</u>	<u>£141,586.15</u>
Bank deposits (by fund)		
General Purpose Fund	£113,245.64	£116,258.88
Refurbishment Fund	£18,410.77	£25,327.27
Total cash	<u>£131,656.41</u>	<u>£141,586.15</u>

Debtors

Liabilities

Non Monetary Assets

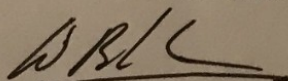
Permanent Endowment

Other assets (non-endowed)

Land and building used by the King Edward Hall
(freehold vested in the Trustees)

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 15 years old)
New boiler in November 2021
150 chairs for main hall at cost £6,169
30 chairs for library at cost £1,171
10 tables at cost £799 (all in good condition and less than 10 years old)
10 new tables at cost £1500 (5 years old)
6 Mobile Screens at a cost of £1954 (4 years old)
Hot cupboard
Complete replacement of Kitchen Equipment added in 2015
Radiator replacement in 2015



W Blunden, Chairman
14th March 2022

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 31st December 2021 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

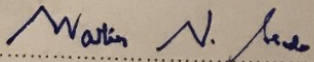
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or 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