

SOUTHWATER VILLAGE HALL

Trustees' Annual Report

for the period 01.01.23 to 31.12.23

Section A Reference and administration

1. Charity Name: Southwater Village Hall

2. Registered charity no: 256520

3. Address: Church Lane
Southwater
Horsham
RH13 9BT

4. Names of the charity trustees who manage the charity: -

No	Trustee Name	Office [if any]	Dates acted if not for whole year	Name of body entitled to appoint trustee [if any]
1	Deborah Bailey		Until 12.06.23	Southwater Welcome Club
2	Susan Broomfield	Vice-Chair		Elected
3	Emma Buckland		From 12.06.23	Southwater VH Preschool
4	Heather Clarke		Until 13.03.23	Southwater VH PreSchool
5	Karen James		Until 13.03.23	Southwater WI
6	Suzanne Lewis		From 13.03.23	Southwater WI
7	Nicolas Longdon	Treasurer	Treasurer from 09.01.23 Previously Secretary until 09.01.23	Elected
8	Teresa Longdon	Bookings Secretary	Previously Treasurer until 09.01.23 Until 09.01.23 From 09.01.23	Elected Southwater Games Afternoon
9	Geoffrey Scoon			Southwater Parish Council
10	Ilanit Slowly	Secretary	Until 09.01.23 From 09.01.23	Southwater Parish Council Elected
11	David Taylor			Elim Church
12	Patricia Thorpe			Southwater Horticultural Society
13	James Tillier	Chair		Elected
14	Barbara Varley			Elected
15	Graham Watkins		Since 17.05.23	Southwater Parish Council
16	Alexander Woolf			Elsden Dance Company

5. Custodian Trustee of Charity: Southwater Parish Council

Section B Structure, governance, and management

1. Type of governing document: Trust Deed
2. How the charity is constituted: Trust
3. Trustee selection method:

The Constitution of the Charity allows for up to five Elected Members [Trustees], and for up to 12 Representative Members [Trustees] appointed by organisations listed in the Trust Deed, and additional organisations agreed by the Management Committee. Elected Members are elected at the Annual General Meeting.

4. Meetings:

The Trustees meet as a Management Committee on a monthly basis, apart from August.

Section C Objective of the Charity

The Trust Deed states: -

'The object of charity shall be the provision and maintenance of a village hall for the use of the inhabitants of Southwater and the neighbourhood [hereinafter called 'the area of benefit'] without distinction of political, religious, or other opinions, including use for meetings, lectures and classes, and other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.'

Section D Summary of the Main Achievements of the Charity during the year

1. The hall continues to be well used. As well as regular bookings, demand for casual bookings has been strong with the Village Hall continuing to be seen as a popular venue for children's parties.
2. The Management Committee has continued to strive to provide a well-maintained village hall for the benefit of the local community and a number of improvements have been made. These included: -
 - A new sound system has been installed, incorporating a handheld and lapel mic and the ability to play music via CD or Bluetooth. This has been well used by regular hall users and casual users alike.
 - Fire alarm sensors were replaced, and a new 24 hour monitoring system set up with Fire Risk UK.
 - A new key fob system was installed with fobs issued to regular hall users. Casual users access a fob via the key box outside, the code is changed monthly and emailed prior to use of the hall.
 - The guttering has been overhauled and grips, brackets and stop ends replaced. Gutter hedgehogs have also been installed.
 - Nonfunctioning windows were replaced and all now operate correctly.

3. The car park lighting was finally operational at the end of July. Planning permission was agreed in May for four bollard lights, plus exterior building lights. As is required, lighting will come on at dusk and go off at 11pm
4. The new play area shelter/outdoor classroom and artificial grass was completed in April. This was funded from the Village Hall's reserves with a contribution of £5000 from the Preschool. The Parish Council, made a grant of £1000, towards this and £2,451.10 was received from The Coop, which had selected the project to benefit from its community Fund. There was an informal opening ceremony in May. This was attended by the Chairman of the Parish Council, a representative from the The Coop, members of the Village Hall Management Committee, Preschool Committee, staff, parents, and the preschool children. This was covered on social media and also featured in the local press.
5. The Village Hall participated in the Kings Coronation celebration in April. The WI decorated the outside of the hall and the Pre-School, Games Afternoon and the Welcome Club all marked the occasion.
6. We look forward to 2024 with some new projects in mind, a kitchen refurbishment and planning a Southwater Village Hall Centenary celebration for June 2025. We will also celebrate with the preschool when they reach their 50th anniversary in the Summer.

Section E Financial Review


1. There was significant additional expenditure in 2023. This mainly related to the Committee's various projects, in particular the shelter/outdoor classroom for the Preschool play area. This was all paid for from reserves allocated for these projects.
2. The direct costs of running the Village Hall in 2023 were covered by hire charges and there was in fact a surplus of £2765.13. This is despite an increase of 34% in direct running costs. This increase was mainly related to a one-off payment to Sovereign Design Play Systems Ltd to provide play area inspections for the next five years, the introduction of fire alarm monitoring, and generally increased maintenance costs.
3. Despite the overall increase in direct running costs, the Village Hall benefitted from another year of very low energy costs. The net cost was only £478.38. This is because it continues to be on a low fixed tariff for electricity and gas [negotiated pre-Energy Crisis] until 31st August 2024. In addition, it received income for the electricity produced by the solar panels from the Government's Feed In Tariff Scheme [FIT] amounting to £1,490.45, and a further £1,134.94 from the Renewable Heat Incentive Scheme [RHI], for the energy produced by the air source heat pumps.
4. When the current fixed tariff comes to an end there will be a significant increase in the Village Hall's energy costs. In 2025, when the full effect of the new energy charges will be felt it is unlikely that the current level of hire charges will cover the direct running costs. In view of this, the Management Committee will need to review its current hire charges. Charges have not been increased because of its strong commitment to supporting local community groups.
5. A Reserves Policy is in place and the amounts put aside are regularly reviewed by the Management Committee.

6. The accounts have been independently examined and were found to be satisfactory.
7. The Village Hall's financial position remains healthy and secure.

Section F Declaration

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

Signed on behalf of the charity's trustees.

Signature 
Full name **Ianit . J. Slowly**
Position **Secretary**
Date **11.03.24**

Profit and Loss Report for Southwater Village Hall

Period from 1 Jan 2023 to 31 Dec 2023.

Comparison from 1 Jan 2022 to 31 Dec 2022.

Account	This Period		Comparison Period	
	Expense	Income	Expense	Income
Sales				
Regular Users Hire Charges		10,170.50		11,490.00
Pre - School		7,953.00		7,953.00
Casual User Hire Charges		1,571.00		1,030.00
Sales (total)		19,694.50		20,473.00
Investments				
Income from investments		1,412.31		1,100.46
Other Income				
Grants - Play Area Shelter		7,451.10		1,000.00
FIT - Solar Panels		1,490.47		1,774.95
RHI - Heat Pumps		1,134.93		762.04
Interest earned		791.28		126.56
Grants and Donations		100.00		0.00
Charge for lost key token		25.00		0.00
Misc		20.00		0.00
COVID-19 grants		0.00		2,667.00
Over payment of invoice		0.00		82.46
Other Income (total)		11,012.78		6,413.01
Total Revenue (Turnover)		32,119.59		27,986.47
Direct Expenses				
Regulatory charges	3,042.18		1,172.82	
Cleaning	2,931.00		2,408.00	
Electricity	2,822.54		2,432.68	
Maintenance	2,370.58		1,485.78	
Insurance	1,099.37		1,003.04	
Wifi and Telephone	828.36		720.51	
Cleaning Materials	752.99		948.71	
Trade refuse	621.90		544.50	
Garden Maintenance	548.00		325.00	
Water	381.28		313.33	
Equipment	380.38		35.92	
Website	304.56		284.98	
Gas	281.23		310.94	
Window Cleaning	250.00		325.00	
Laundry	120.00		100.00	
Green Waste	90.00		79.00	
Monthly bank account fee	60.00		0.00	
Solar Panel Clean	45.00		45.00	
Hall booking refund	0.00		55.00	
Direct Expenses (total)	16,929.37		12,590.21	

Gross Profit / (Loss)		15,190.22	15,396.26
Indirect Expenses			
Pre School Shelter	41,781.95	262.00	
Car Park	4,132.00	10,404.83	
Sound System	2,694.84	0.00	
Security system	2,530.18	0.00	
Committee expenses	495.70	906.85	
Redecoration of main hall	0.00	828.72	
Indirect Expenses (total)	51,634.67	12,402.40	
Total Expenses	68,564.04	24,992.61	
Net Income		-36,444.45	2,993.86

Prepared on 29 Feb 2024 at 09:56:21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

SOUTHWATER VILLAGE HALL

On accounts for the year
ended

31.12.2023

Charity no
(if any)

256526

Set out on pages

(remember to include the page numbers of additional sheets)

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

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

Date:

05/02/2024

Name:

NICOL AND BREEN FCCA

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

FCCA

Address:

22 NOTHAM LANE

SOUTHWATER

RH13 9GL

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.