

ANGMERING VILLAGE HALL

Trustees Annual Report For The Year To 31 December 2020

The Management Committee present their Report for the year ended 31 December 2020.

The members of the Management Committee during the year and their appointing body, where appropriate, were:-

J Yates	(Chair)	Elected
C Jones	(Secretary)	Elected
J Blake	(Treasurer)	Elected
K Yates	(Booking Secretary)	Elected
A Reigate	(Compliance Officer)	Elected
J Savory		Angmering Green W.I.
R Watt		Angmering Carpet Bowls
S Woodason		Angmering Parish Council
J Clark		Angmering Pre-School
A Toms		Angmering Village W.I.
G Burkin		Orient Expressions
P Gleeson		Bridge Club

AS a result of the Covid-19 (Covid) pandemic the AGM and the Management Committee due to take place on the 30 March 2020 were postponed and the byelaws varied. The byelaws have been further amended in March 2021 in view of the continuing Covid restrictions.

It was agreed that the elected members and nominated members as at 30 March 2020 would continue until the postponed AGM could take place.

During the year and since March, P Gleeson resigned from the Committee. S Woodason also resigned and Alan Evans was nominated as her replacement.

Management Committee members are usually elected or appointed on an annual basis, with the officers being appointed from the membership of the Management Committee. The Annual General Meeting is usually held in March but has been delayed because of Covid. The charity was established by Trust Deed dated 14 June 1928 and is registered with the Charity Commission No. 271149.

OBJECTS, ORGANISATION AND ACTIVITIES

These have continued to be the same as those referred to in my 2019 report on behalf of the Trustees which is also being submitted for approval at the 2021 AGM

PERFORMANCE

The Trustees consider that the performance of the Charity this year has been as good as possible in what we hope have been exceptional circumstances brought about by Covid. We hope that the situation will improve for the

second half of 2021. We are doing all we can to prepare for this improvement but only time will tell.

RESERVES POLICY

The Trustees policy is to continue to maintain a reasonable balance at the bank on current account, and to have monies set aside for contingencies in another bank account earning interest. This is to cover unexpected emergencies and expenses and losses of income.

RISK ASSESSMENT

As a result of Covid the 5 elected officers have continued to deal with the day to day management of the Village Hall and to try and ensure that the Village Hall complied with the constantly changing regulations and continued to be Covid compliant. We were guided by the information produced by Acre and drew up questionnaires and Risk Assessment forms to try and ensure that as many users as possible could use the Hall. Numerous signs were made and hand sanitisers etc installed and cleaning procedures and arrangements made to try and ensure the safety of any users or visitors to the Hall. Even so virtually all regular users could not continue with their hiring with the main exception of Pre-School who were encouraged by the Government to continue. However wherever possible any other interested hirers (who were one of the exceptions to the Covid restrictions) were encouraged to use the Hall provided they were able to comply with Covid regulations and had satisfactorily completed the appropriate documentation and risk assessments. I should like to especially thank Jenny Blake and Alison Reigate for their hard work and diligence during this period.

The other risks to the Village Hall continue to be reviewed and systems have been established to mitigate these risks. Throughout the year Alison Reigate on behalf of the Trustees has continued to deal with compliance issues including Fire Risks and Alarms, Health and Safety, Asbestos, Electrical and Emergency lighting and Gas regulation. Regular tests have continued to be carried out and set up to ensure that the Hall complies with emergency lighting, fire alarm, smoke alarm detection, gas compliance, health and safety and fire extinguisher requirements. Ongoing reports and assessments will be obtained as required to ensure that we continue to comply with our compliance responsibilities.

Mike Colliss has continued to carry out the Fire Alarm and emergency lighting tests on a weekly basis and liaise with D-tect Ltd, a specialist company to carry out regular compliance inspections.

REVIEW OF PROGRESS AND ACHIEVEMENTS AND CHAIRMAN'S PERSONAL REPORT

This is my seventh year as Chairman of the Management Committee. This obviously I hope has been an exceptional year because of Covid. We have been helped by a Government grant of £10,000 and the payment of £1,000 by

St Margaret's Church for the Licence granted by the Village Hall to have access through the Village Hall car park to enable the trees on their land to be safely removed. I am pleased that this work was satisfactorily completed in August 2020 and this will prevent I hope future problems to the Village Hall from those trees which were becoming a possible potential danger to the Hall and its users.

Obviously our income has been down because of Covid but we have still tried throughout the year to continue to carry out improvements to our Village Hall ensuring that the amenities at the Hall are properly maintained and improved.

As the Treasurer's Report and the accounts for the year show we have redecorated the Main Hall, returfed the back garden and paid for the treatment to the Main Hall floor. In 2020 we also ordered the installation of a security camera system which has been installed in February 2021.

The King Suite garden has been maintained and improved in 2020. Thank you to those who have helped and in particular to Jenny Blake and Alan Brown.

The cleaners have continued to do a good and thorough job in these difficult circumstances.

I am pleased to say that even though our income has been reduced and we have continued to carry out improvements the Village Hall audited accounts (which show the actual income and monies received and the outgoings and payments actually made during the period from the 1st January to the 31st December each year) show there is a surplus of £3,248. Our total reserves have increased to £75,320 although we have to continue to be cautious in view of the current situation and our proposed future expenditure.

We hope that after June 21 we will be able to continue trying to get back to "normal" and we will keep the question of our hire charges under review but trying to maximise the safe use of the Hall for the benefit of all our users. We have continued to keep in touch with all our regular users and work with them so that they can return safely as soon as possible.

Following the initial Covid lockdown Pre-school have used the Main Hall until 4.00 p.m. each weekday during School term time and have managed to keep going although their numbers have been reduced and they have had to comply with the strict Government rules relating to Health and Safety with considerable extra cleaning requirements.

Our budgeted income remains sufficient to meet normal and anticipated day to day expenditure. We will keep our charges to a minimum in order to maximise the use of the Hall by all sections of the community.

The Village Hall has been unable since March 2020 to allow the Hall to be used for private functions - wedding receptions, parties both for adults and children and also for many one off events including childrens parties and baby showers.

We hope that as Covid restrictions are relaxed that we will be able to agree to hire out for those Private functions and interest in bookings is growing as confidence hopefully continues to increase. We hope that the Village Hall very soon becomes again a vital part of Village life and for all ages.

Most maintenance issues are dealt with by Stuart Tizzard assisted as necessary by the elected officers of the Committee. Stuart has continued to act in a caretaker role and has carried out many maintenance jobs and improvements. Thank you again Stuart for all your hard work and for “being there” when we need you.

We hope to continue with improvements to the Village Hall throughout 2021. The security cameras have been installed in February 2021 and are working well. These will greatly help in the management of the Village Hall.

The Management Committee have also agreed to Pre-School’s request that Pre-School can stay on at the Hall until 4.00 p.m. each weekday during School term time although from September 2021 they will be required to move from the Main Hall to the King Suite if so requested. Pre-School have confirmed that they will try to inconvenience other users as little as possible and will cooperate with them as necessary. All relevant parties have been informed and agreed to any necessary changes and the vote of the Management Committee to agree was unanimous. All lettings of the Village Hall to regular users will continue to be on a year to year basis when the terms and conditions of any agreement can be reviewed by the Village hall and the regular user. The Village Hall will continue to be able to refuse, terminate or discontinue any agreement at any time and as may be specified in the agreement with the regular user.

As part of Angmering Parish Council’s proposed Resilience Plan the Village Hall has agreed to be a Rescue Centre and contact details have been given to the Parish Council of the 5 Elected Members of our Management Committee to be contacted in specified emergency situations. If there is a potential flooding situation it appears that it is the responsibility of the Village Hall to implement and follow an emergency procedure.

An Emergency Alert Plan has therefore been proposed which includes a regular monitoring of the Black ditch levels and registering with the Environment Agency to be notified if there is likely to be a flooding situation.

No official inspection of the Black ditch has taken place in 2020 although the position was checked by the tree contractors on behalf of St Margaret’s Church in August when the Western Cedars along their Southern boundary were removed.

The Hallmaster Booking System has been renewed again but not the invoicing system.

There are many “thank yous” that I would like to make :-

To the Elected Members:-

Jenny Blake
Chris Jones
Alison Reigate
Kristina Yates

A very special THANK YOU for your hard work and dedication during 2020 when because of Covid you were responsible (with me) for virtually all of the management, Covid compliance and maintenance of the Village Hall. I know you do not like individual praise but you have worked very hard as a team to ensure that OUR Village Hall has been kept open and running and has and will continue to contribute so much to our community.

Thank you also to the rest of the Committee for your support during the year and the part you have played during 2020 and beyond.

Thank you as always to Corrie and Alan Brown for all your help with the garden, general maintenance and for your continued support generally.

Thank you again to Stuart Tizzard for your help and support.

Thank you to Geoff Yerrell for his enthusiastic support in what has been a very trying and frustrating year for him

Thank you also to Roger Miles for his continued practical help and assistance, to Andrew Woolner for examining the accounts and Mike Colliss for his contribution towards our Village Hall in carrying out weekly fire and regular emergency lighting checks.

Let us hope that 2021 proves to be an easier and more “normal” year for OUR Village Hall.

**On behalf of the Management Committee
J Yates, Chairman, June 2021**

ANGMERING VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2020

ANGMERING VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2020

	Note	Unrestricted funds	Restricted funds	Total	2019
		£	£	£	£
INCOME FROM:					
Grants and Donations	2	11,000	-	11,000	1,200
Income from Charitable activities		13,905	-	13,905	30,716
Other trading activities	3	0	-	-	1,563
Income from Investments	4	898	-	898	974
Total Income		25,803	-	25,803	34,453
EXPENDITURE ON RAISING FUNDS					
Expenditure on Charitable activities	5	22,555	-	22,555	32,192
Total Expenditure		22,555	-	22,555	32,192
NET EXPENDITURE/ INCOME		3,248	-	3,248	2,261
TRANSFER BETWEEN FUNDS		-	-	-	-
FUND BALANCES BROUGHT FORWARD		72,072	-	72,072	69,811
FUND BALANCES CARRIED FORWARD		75,320	-	75,320	72,072

ANGMERING VILLAGE HALL

**BALANCE SHEET
AS AT 31st DECEMBER 2020**

	<u>Note</u>	2020	2019
		<u>£</u>	<u>£</u>
FIXED ASSETS	6	432	576
CURRENT ASSETS			
Cash at bank - CAF Cash		895	2,261
- CAF Gold		17,197	13,683
- United Trust Bank Deposits		57,046	56,162
		<u>75,138</u>	<u>72,106</u>
CURRENT LIABILITIES			
Accruals		<u>250</u>	<u>610</u>
		74,888	71,496
NET ASSETS		<u><u>75,320</u></u>	<u><u>72,072</u></u>
Represented by:			
INCOME FUNDS			
General Purpose Fund		37,899	34,651
Restricted Property improvement fund		37,421	37,421
		<u><u>75,320</u></u>	<u><u>72,072</u></u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) FRS 102

Fund Accounting

Unrestricted funds are general funds which are available at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors and or Trustees.

Tangible Fixed Assets

These are comprised of fixtures and fittings which are stated at cost less depreciation. The depreciation is calculated to write down the cost of fixtures and fittings to their estimated residual values over the period of their estimated useful lives. The rate being 25% reducing balance.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations	0	0
Grants and licenses	11,000	1,200
	<u>11,000</u>	<u>1,200</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Christmas market	0	1,563
	<u>0</u>	<u>1,563</u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2020

4. INCOME FROM INVESTMENTS

	2020	2019
	£	£
Bank interest	<u>898</u>	<u>974</u>

5. DIRECT CHARITABLE EXPENDITURE

	2020	2019
	£	£
<u>Restricted Funds</u>		
Repairs, renewals and enhancements	<u>0</u>	<u>0</u>

Unrestricted Funds

	2020	2019
	£	£
Repairs and renewals	12,563	16,447
Depreciation	144	192
Cleaning	3,945	7,945
Consumables	380	658
Insurance	912	908
Independent examiners fee	195	195
Water rates	452	792
Light and heat	2,571	3,479
Subscriptions	665	615
Advertising	245	465
Non-domestic rates	-	169
Administration	483	327
	<u>22,555</u>	<u>32,192</u>

ANGMERING VILLAGE HALL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2020**

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
at 1st January 2020	19,203
Disposals	-
Additions	-
at 31st December 2020	<u>19,203</u>
DEPRECIATION	
at 1st January 2020	18,627
Disposals	-
Provided in year	144
at 31st December 2020	<u>18,771</u>
NET BOOK VALUE	
at 31st December 2020	<u>432</u>
at 31st December 2020	<u>576</u>

ANGMERING VILLAGE HALL**FIXED ASSETS****YEAR ENDED 31st DECEMBER 2020****BROUGHT FORWARD****B/FWD ADDITIONS DEPN B/F DEP PROV TOTAL DEP WDV C/F**

	£	£	£	£	£	£
BOILER MAIN HALL	3610.00		3605.88	1.03	3606.91	3.09
PUBLIC ADDRESS SYSTEM	1089.23		1086.50	0.68	1087.18	2.05
BOILER KITCHEN	675.63		673.28	0.59	673.87	1.76
COOKER	406.48		401.05	1.36	402.41	4.07
52 CHAIRS MAIN HALL	2137.80		2109.24	7.14	2116.38	21.42
WATER SOFTENER	106.00		103.49	0.63	104.12	1.88
COOKER HOOD	330.00		322.16	1.96	324.12	5.88
HAND DRIERS	546.00		522.95	5.76	528.71	17.29
FIRE ALARM SYSTEM	3403.00		3259.28	35.93	3295.21	107.79
BABY CHANGING UNIT	540.00		517.20	5.70	522.90	17.10
STAGE LIGHTING	411.00		393.65	4.34	397.99	13.01
KS FIRE DOOR	1380.00		1321.72	14.57	1336.29	43.71
MAIN HALL CURTAINS	1865.00		1759.98	26.26	1786.24	78.77
KING SUITE CHAIRS	1498.00		1413.64	21.09	1434.73	63.27
KING SUITE WINDOWS	1205.00		1137.15	16.96	1154.11	50.89

TOTALS	19203.14	0.00	18627.17	143.99	18771.16	431.98
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DISPOSALS						0
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0.00

REVISED TOTALS	19203.14				18771.16	431.98
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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

ANGMERING VILLAGE HALL

On accounts for the
year ended

31st December 2020

Charity
no (if any)

271149

Respective
responsibilities of
trustees and examiner

The charity's Management Committee are responsible for the preparation of the accounts. The charity's Management Committee consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with 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, and seeking explanations from the Management Committee 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

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met.

Signed:

A. Woolner

Date:

16/03/2021

Name:

Andrew Woolner

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

BA (Hons)

Address:

3 Church Close,

Clapham Village

Worthing, West Sussex. BN13 3XP