

ANGMERING VILLAGE HALL

Trustees Annual Report For The Year To 31 December 2022

The Management Committee present their Report for the year ended 31 December 2022.

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

J Yates	(Chair)	Elected
H Woodman	(Secretary)	Elected
J Blake	(Treasurer)	Elected
K Yates	(Booking Secretary)	Elected
A Reigate	(Compliance Officer)	Elected
J Savory		Angmering Green W.I.
A Evans		Angmering Parish Council
J Clark		Angmering Pre-School
A Toms		Angmering Village W.I.
G Burkin		Orient Expressions

During the year Alison Reigate resigned for health reasons and Janine Clark resigned as preschool closed on the 21 July. Neither have been replaced during the year.

Management Committee members are usually appointed and/or elected on an annual basis, with Officers being elected from the membership of the Management Committee. The Annual General Meeting is usually held in March.

The charity was established by Trust Deed dated 14 June 1928 and is registered with the Charity Commission No. 271149.

OBJECTS, ORGANISATION AND ACTIVITIES

The Charity is established for the advancement of the intellectual, social and moral welfare of the inhabitants of the Parish of Angmering by providing communal facilities and promoting community projects of a charitable nature.

The Village Hall is available for hire by any individual or organisation in accordance with the standard hiring agreement which is regularly being reviewed and upgraded, the current Byelaws and scale of charges adopted for the year. It is intended that the scale of charges be sufficient to generate enough income to meet all normal expenditure incurred in maintaining the Hall. Specific projects are funded by appeals, fund-raising, grants and out of reserves.

The Charity is organised as an independent association of local residents with a Management Committee comprising appointed and/or elected members. Activities include provision of the Village Hall as a permanent community facility.

PERFORMANCE

The Trustees consider that the performance of the Charity this year has been as good as possible following the Covid pandemic and the easing and then removal of Government restrictions. Regular users returned although often with fewer numbers and Casual users began booking with more confidence. Unfortunately preschool closed on 21 July 2022 as they were unable to attract sufficient numbers for the forthcoming school year to be able to continue. A number of other preschools also closed because of reduced numbers and the lack of adequate Government funding. Over the years the Village Hall had always tried to help preschool in providing good facilities and during the

pandemic reducing our charges. We had also extended their hours to include afternoons even though this caused some inconvenience to our other Regular users.

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

A Fire Risk Assessment and Safety check was carried out on the 24 February and the recommendations were carried out and implemented where possible and practical. Most of the recommendations were implemented by Alison Reigate as Compliance Officer but after her resignation on the grounds of ill health I took on that responsibility with the help of Tony Cross (who continues to carry out regular inspections of the Village Hall) and other Elected Officers. Following the Fire Risk Assessment a new Fire Policy has been drawn up and implemented and revised and updated Fire Safety Instructions are being sent out and acknowledged to and by all Regular and Casual users. They are also on display at the Village Hall.

The 5 Elected Officers (and then 4 after Alison resigned) have continued to deal with the day to day management of the Village Hall.

The other risks to the Village Hall continue to be reviewed and systems have been established to mitigate these risks. Throughout the Elected Officers on behalf of the Trustees have continued to deal with compliance issues including Fire Risks and Alarms, Health and Safety, Electrical and Emergency lighting, PAT testing 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. The Elected Officers have liaised with D-tect Ltd, a specialist company to carry out regular compliance inspections of the alarm systems and have ensured that with the help of Barkers Rustington any recommendations have been implemented. D-tect have also serviced the Security Camera system which they installed in January 2021.

REVIEW OF PROGRESS AND ACHIEVEMENTS AND CHAIRMAN'S PERSONAL REPORT

This is my ninth year as Chairman of the Management Committee.

The main highlight of the year was the Hog Roast held on Saturday 26 June to celebrate the Queen's Platinum Jubilee. 93 tickets were sold and weather was fine and young and old enjoyed the games and the music and of course the Hog Roast provided by Bob the Hog!! The cost of the tickets was kept low because of a grant of £500 from Angmering Parish Council. Thank you to them as this enabled us to provide a Village Event to celebrate this very special once in a lifetime occasion. An event like this takes a tremendous amount of organisation - a particular thank you to Alison and Jenny for all their hard work in making the occasion so special.

I was very sad that preschool closed on 21 July. Unfortunately when the Committee were made aware of the problem on 11 July it was too late to help other than by not charging any hire fee at all for an indefinite period and also extending still further the hours available for preschool. This would

have prejudiced other hirers and would have affected the balance between other regular hirers and preschool. This would not have been in the interests of the Village Hall or in accordance with its byelaws or its objects as set out in its establishing Trust Deed. Also at that time preschool still owed the hire charges for May and June and there would be a further charge for July. The Treasurer's Report shows the figures involved and sets out in more detail how the Committee reacted to and dealt with the problem.

Obviously the closure marks the end of an era but it should be noted that originally and for many years preschool was just for mornings only and recently afternoons were added. Other preschools locally which do not share premises are able to offer even longer opening hours which the Village Hall cannot offer without affecting adversely our other regular hirers.

As the Treasurer's Report and the accounts for the year show, our letting income is recovering following the Covid affected figures for 2021.

We have continued to carry out repairs and improvements to the Village Hall.

We have renewed the boiler serving the main hall and redecorated the main hall toilets.

We were considering updating the toilet facilities but these plans have been put on hold because of the sudden closure of preschool and the resultant loss of income.

We have cleared and redecorated the storeroom previously used by preschool and we are turning this into an office and accepted the metal shed and storage facility in part payment of the monies originally owed to the Village Hall by preschool.

You will see that there is an overall loss for the year which in all the circumstances, particularly the closure of preschool and bearing in mind our wish to maintain the standard of repair and maintenance of the Village Hall and the level of our reserves is acceptable and necessary.

In September the Village Hall took part in Angmering Revealed held at the Community Centre and a display board with a summary of the history of the Village Hall and updated pictures showing the amenities available was prepared by Jenny Blake and Heather Woodman.

We changed our cleaning contractor from the 3 November 2022 as the cost of cleaning had significantly increased and V.A.T. was being charged in addition. The standard of cleaning had deteriorated and we started to realise that the cleaners were not working the hours claimed. A CCTV check was carried out which confirmed that this was the case and the contract with them was terminated.

We had fortunately found a replacement cleaner in Laura Allen who lives in Angmering and is not V.A.T. registered and we have had a very positive feedback on the standard of her work. Thank you Laura.

Tony Cross has continued to carry out regular checks inside and outside the Village Hall and is carrying out various repairs that are necessary. If there is something he cannot manage or where there is a problem which needs to be carried out by a professional in order to comply with Health and Safety requirements etc then of course that help is being requested. Thank you Tony.

As part of Angmering Parish Council's Resilience Plan the Village Hall has agreed to continue to be a Rescue Centre and updated contact details have been given to the Parish Council of the 4 Elected Members of our Management Committee to be contacted in specified emergency situations. The Parish Council hosted two meetings in September and November which considered and discussed the Resilience plan and which were attended on behalf of the Elected Members.

If there is a potential flooding situation it is the responsibility of the Village Hall to implement and follow an emergency procedure to protect and safeguard the Village Hall.

An Emergency Alert Plan is in place 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 which may affect the Village Hall. The plan refers to 2 levels of volunteers – level 1 being the 4 Elected Members and level 2 those helpers who can be contacted by level 1 to help as and when necessary. Thank you to those who have volunteered to help in this way.

No official inspection of the Black Ditch has taken place this year. The last inspection took place on the 9 November 2021. The report was sent to the Parish Council who arranged and obtained grant finance for the original clearance and they have sent it to the Environment agency. As we have not heard further we shall continue just to maintain and keep clear our section of the Black Ditch and where necessary liaise with St Margaret's Church where we have a shared responsibility. We have also been told that the Parish Council's maintenance man regularly checks that the Black Ditch is unobstructed and free flowing.

There was no Christmas Market organised by the Village Hall again in 2022. However the renamed Artisan Food and Craft Market held a Christmas Market in December and have booked 5 dates for 2023. The dates booked are 18 March, 15 July, 21 October, 18 November and 16 December.

The King Suite garden and the front garden have been maintained and improved in 2022. A special display took place in the front garden raised beds to commemorate and celebrate the Queen's Platinum Jubilee. Thank you to Angmering in Bloom and Alan Brown and all those who helped making such a colourful and special display.

During the year with the significant input and contribution and perseverance of our new secretary Heather Woodman we have also updated our hiring Agreement and information sheets and all documentation for Regular and Casual users, our Website, our online booking system with Hallmaster and set up a Facebook Page.

Where necessary she has been helped by other Elected members and also by Alan Brown. I feel that it would be wrong just to thank Heather for her significant contribution, which I do, without also thanking Jenny and Kristina for all their hard work and dedication and for all they have continued to do this year and for many years previously. It has been a difficult year particularly with the problems of preschool and the cleaners and the fact that there have only been 4 of us. We have tried to recruit helpers to help the running of the Village Hall but this has not been successful. If anyone reading this can help more or suggest anyone who can please let me know.

As we move forward in 2023 we continue to recover from the closure of preschool and the aftermath of Covid. We have advertised within the local area and gradually more regular users are starting to hire the Village Hall. There have been a number of new hirers particularly for children of all ages. The Web site has been updated and lists and categorises all the activities taking place. These show a wide range of activities covering all age groups and represent all sections of the community of Angmering. Existing regular users and new regular users are now being dealt with by Heather and Kristina is continuing to deal with the casual users. By updating and enhancing the Website and creating a Facebook Page Heather has already enabled existing and new regular hirers to advertise and promote what they have to offer.

We will continue to seek new hirers and fill in any gaps in the diary to boost our letting income as much as possible.

The budget for 2023 will be kept under regular review. We have increased our hiring charges but feel we are still very good value when considering the facilities we offer and the hire charges of other local Village Halls.. There is also a reduction for residents of Angmering and we have phased in the increase for our existing Regular Users.

Casual bookings (particularly for children's parties) are still increasing. The Wedding Package (which includes renewal of vows) is attracting bookings.

Our budgeted income for 2023 remains sufficient to meet normal and anticipated day to day expenditure. We will continue to keep the Hall charges to a minimum and we are very fortunate that our energy costs are fixed until October 2024.

We hope that in 2023 the Village Hall is able once again to be a vital part of Village life for the benefit of the whole community and for all ages.

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

To the Elected Members:-

Jenny Blake

Heather Woodman

Alison Reigate (until her resignation)

Kristina Yates

A very special THANK YOU for your continued hard work and dedication during 2022 when you have continued with some help from me to deal with the day to day management and maintenance of the Village Hall (and more).

Thank you also to the rest of the Committee for your support during the year and the part you have played during 2022 and beyond and for attending an Emergency Meeting and dealing with additional emails and correspondence caused by the sudden closure of preschool.

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

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

Thank you to anyone who I have not named for the help and contribution they have made.

Let us hope that 2023 proves to be a better year for OUR Village Hall.

**On behalf of the Management Committee
J Yates, Chairman, March 2023**

ANGMERING VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

ANGMERING VILLAGE HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 (as restated) £
Receipts:					
Grants and donations	2	550	-	550	3,370
Income from charitable activities	3	29,742	-	29,742	20,851
Income from investments	4	487	-	487	537
Total Receipts		30,779	-	30,779	24,758
Payments:					
Expenditure on charitable activities	5	27,923	-	27,923	33,308
Purchase of assets and equipment	6	3,898	-	3,898	-
Total Payments		31,821	-	31,821	33,308
Net (payments)/receipts		(1,042)	-	(1,042)	(8,550)
Transfers between funds		-	-	-	-
Cash funds b/fwd		29,349	37,421	66,770	75,320
CASH FUND BALANCES C/FWD		28,307	37,421	65,728	66,770

ANGMERING VILLAGE HALL**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2022**

	2022 £	2021 (as restated) £
CASH FUNDS		
CAF Cash Account	1,963	2,490
CAF Gold Account	10,717	6,698
United Trust Bank Deposits	53,048	57,582
Total cash funds	65,728	66,770
Represented by:		
INCOME FUNDS		
General Purpose Fund	28,307	29,349
Restricted Property Improvement Fund	37,421	37,421
	65,728	66,770
OTHER MONETARY ASSETS		
Rental income - amount due re hire pre 31/12/22	1,368	1,379
ASSETS RETAINED FOR THE CHARITY'S OWN USE		
Angmering Village Hall and grounds		
Furniture, fixtures and fittings and equipment for use in the hall		
LIABILITIES		
Returnable deposits held	1,150	655
Rental income - amounts paid in advance re hire post 31/12/22	1,045	837
General hall expenditure	2,033	1,286

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. ACCOUNTING POLICIES

Basis of Preparation

This financial statement has been prepared in accordance with the guidance issued by the Charities Commissioners to comply with the provisions of the Charities Act 2011 (the Act).

This financial statement has been prepared on a receipts and payments basis.

Please note that the comparative figures for 2021 have been restated to adjust for the removal of accruals and fixed assets. These are referred to on the statement of assets and liabilities.

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.

2. GRANTS AND DONATIONS

	2022 £	2021 £
Grants	500	3,370
Donations	50	-
	<u>550</u>	<u>3,370</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2022 £	2021 £
Lettings: Regular users	21,530	17,071
Casual users	7,751	3,781
	<u>29,281</u>	<u>20,851</u>
Jubilee celebration - Hog Roast tickets	461	-
	<u>29,742</u>	<u>20,851</u>

ANGMERING VILLAGE HALL**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022****4. INCOME FROM INVESTMENTS**

	2022	2021
	£	£
Bank interest	487	537

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	2022	2021
	£	£
<u>Restricted Funds</u>		
Repairs, renewals and enhancements	-	-

Unrestricted Funds

Repairs, renewals and maintenance	7,896	7,974
Special projects	532	13,031
Cleaning	10,502	6,235
Consumables	340	528
Insurance	950	919
Independent examiners fee	195	195
Water rates	392	334
Light and heat	3,887	2,497
Subscriptions	472	665
Advertising	1,015	532
Administration	360	169
Broadband charges	501	133
Bank charges	81	97
Jubilee celebration - Hog roast	800	-
	27,923	33,308

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

6. PURCHASE OF ASSETS AND EQUIPMENT

The following items of equipment were purchased during the year:

New boiler		3,261
4 heaters		76
Swing bin		10
Jubilee flag & plaque		27
Outdoor storage box		159
Crockery		229
Replacement defibrillator case	740	
Less insurance claim monies	(604)	136
		<hr/>
		3,898
		<hr/>

Note: A galvanised steel expandastore, valued at £300, was received in the year in lieu of rental income.



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
Angmering Village Hall

On accounts for the year
ended

31 December 2022

Charity no
(if any)

271149

Set out on pages

1 to 5

(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 **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 (~~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:

Date:

25/3/2023

Name:

Amanda Halstead

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

F.C.C.A

Address:

15 Batemans Close,

Worthing,

BN13 3SA