

ANGMERING VILLAGE HALL

Trustees Annual Report For The Year To 31 December 2023

The Management Committee present their Report for the year ended 31 December 2023.

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
J Savory		Angmering Green W.I.
A Evans		Angmering Parish Council
A Toms		Angmering Village W.I.
G Burkin		Orient Expressions
D Parkes		Poppy Club

Gillian Burkin resigned in November 2023.

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 closure of Preschool in July 2022. Our hiring charges were increased for casual users and regular users but with existing regular users paying a smaller increase or no increase for 2023. Regular users have returned and remain loyal and new Regular Users have been encouraged to book the Village Hall and they say that our charges are very reasonable.

Casual users have been willing to pay the increased hiring charges and seem very happy with the facilities provided.

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 2022 and the recommendations have been carried out and implemented where possible and practical.

A Health and Safety checklist assessment was carried out on the 21 July 2023.

Tony Cross has continued to carry out regular inspections of the Village Hall both externally and internally. Following the Fire Risk Assessment a new Fire Policy was 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 Elected Officers 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 tests on a weekly basis and the Emergency Light tests on a regular basis as required.

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 any recommendations have been implemented. D-tect have also serviced annually the Security Camera system which they installed in January 2021.

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.

This was put into practice on the 1 November when serious flood warnings were issued and it was agreed that the flood defence system would be put in place in anticipation of likely flooding. The system worked – thank you to Alan and Corrie Brown, Kristina and Heather who were available to help me and Sharlan Woodason and her “boys” who were on standby.

Clearance of our section of the Black Ditch took place this year after being alerted to a potential problem by the Parish Council after their maintenance man had carried out a check to ensure that the Black Ditch was unobstructed and free flowing. St Margaret’s Church have paid their 50% share of the cost of this work. The Black Ditch levels as shown by the Camera on the Parish Council website have been and are being regularly checked. These levels appear to be well within safety levels of potential flooding and hopefully mean that the drainage and flood water level systems are working well to prevent or limit potential flooding. The CCTV camera systems also help in showing the water levels and whether there is likely to be a problem caused by flooding.

REVIEW OF PROGRESS AND ACHIEVEMENTS AND CHAIRMAN’S PERSONAL REPORT

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

The main challenge at the beginning of the year was to maintain and if possible increase the income of the Village Hall following the closure of Preschool and to try and keep expenditure down. It was agreed that Kristina would continue to deal with the Casual Bookings and Heather would deal with the Regular Hirers.

The Treasurer's Report and the accounts for the year show how successful they have been in helping the Village Hall to recover from the relatively small loss last year to a significant excess of income over outgoings in 2023. The hire charges have been increased but the increases have been kept to a minimum.

The Main Hall has retained two WI's, Indoor Bowls, Poppy Club, Ballroom Dancing, Ballet and Dancing sessions for children, Yoga, Pilates and of course Woodies Acoustic Music Club as well as individuals wanting to practice ballroom dancing. We also attracted new regular hirers – the Angmering Voices Choir, daytime dancing lessons, a new evening yoga class and a bi monthly Sound bath session.

The King Suite has Regular users for Bridge, art and Craft groups, paediatric and canine first aid, the WI and the Parish Council as well as a new singing group. WSCC have also suggested (since confirmed) that they will hire the King Suite on a regular weekly basis in 2024.

Casual hirings have continued for Children's parties, adult parties and 3 Wedding Packages.

Whilst the income is up because mainly because of the increase in charges we shall see whether the new charges are affecting the numbers of Casual hirings in the light of the ongoing problems with the economy etc.

There was again no Christmas market organised by the Village Hall this year but there was a Christmas market held by the Artisan Food and Craft market. Unfortunately throughout the year this market was not well supported and they have not yet made bookings for 2024 even though we have offered them a reduced rate.

The accounts also show an increase in interest being received as interest rates have risen during 2023.

We have continued to carry out essential repairs and improvements to the Village Hall and also other non essential improvements when it became clear that our financial position was not as bad as we feared at the beginning of the year.

We have replaced the dishwasher to one that is hopefully more user friendly, updated the Main Hall lighting, revarnished the Main Hall wooden cladding and revarnished the Main Hall flooring.

Repair work has been necessary to the King Suite roof and to the outside ground levels to reduce and remove damp and to the hopper and downpipe which was also causing damp.

We have also had to renew some of the Emergency lighting to ensure that we complied with Fire safety regulations, updated the outside security lights and installed digital controls for the heating system so that the temperature of the Main Hall and King Suite can be controlled remotely.

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. They also attended meetings of the Angmering Community network.

The Village Hall remains a central part of the local community and thank you to Jenny and Heather for ensuring that this continues.

We changed our cleaning contractor from the 3 November 2022 to Laura Allen and her team. She has proved to be a great choice as our cleaning costs have been significantly reduced but the standard of cleaning has significantly increased. She has shown that she cares about our Village Hall and takes pride in her work on our behalf. Thank you Laura.

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 King Suite garden and the front garden have been maintained in 2023. Several "help" sessions have taken place in maintaining the front garden and the quality of the displays in the front beds. Thank you in particular to Alan Brown for planning the displays and to all those who helped making them so colourful and special.

During this year the majority of the work involved in running the Village Hall has been carried out by the 4 Elected members – Jenny, Heather, Kristina and myself. 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. The fact that the Village Hall has had a successful year is almost entirely due to efforts of Jenny, Heather and Kristina as my report has shown they have been responsible for the Village Hall finances, producing Agendas and minutes for our meetings and AGM, Regular and Casual Users and all that is involved in the day to day running of the Village Hall. They have put a considerable amount of time and effort in ensuring that our Village Hall is run and managed properly and in the interests of our hirers and users. Thank you so much to each of them individually on behalf of myself and the Village Hall.

As we move forward in 2024 we will continue to seek new hirers and fill in any gaps in the diary particularly in the King Suite to boost our hiring income as much as possible.

The budget for 2024 will be kept under regular review. We have increased our hiring charges by a small amount for all users but feel we are still very good value when considering the facilities we offer and the hire charges of other local Village Halls. There continues to be a reduction for residents of Angmering.

Our budgeted income for 2024 remains sufficient to meet normal and anticipated day to day expenditure. We will continue to keep the Hall charges to a minimum.

We are considering in 2024 modernising the King Suite toilets (possibly with the help of a grant) and including a toilet suitable for the disabled, whether we need to replace the boiler serving the King Suite and whether to update the Fire Alarm system as some of the parts of the existing system may be difficult to replace if a problem arises.

We hope that in 2024 the Village Hall is able to continue 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 and need to make :-

To the Elected Members:-

Jenny Blake

Heather Woodman

Kristina Yates

A very special THANK YOU for your continued hard work and dedication during 2023 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 2023.

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.

To James Collins for his help in carrying out numerous maintenance jobs with skill and care. Thank you James.

Thank you also to Roger Miles for his continued 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 and to Tony Cross for his regular checks.

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

Let us hope that 2024 proves to be another great year for OUR Village Hall.

**On behalf of the Management Committee
J Yates, Chairman, March 2024**

ANGMERING VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

ANGMERING VILLAGE HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds 2023	Restricted funds 2023	Total funds 2023	Total funds 2022
		£	£	£	£
Receipts:					
Grants and donations	2	50	-	50	550
Income from charitable activities	3	32,238	-	32,238	29,742
Income from investments	4	2,160	-	2,160	487
Total Receipts		34,448	-	34,448	30,779
Payments:					
Expenditure on charitable activities	5	27,304	-	27,304	27,923
Purchase of assets and equipment	6	2,870	-	2,870	3,898
Total Payments		30,174	-	30,174	31,821
Net (payments)/receipts		4,274	-	4,274	(1,042)
Transfers between funds		-	-	-	-
Cash funds b/fwd		28,307	37,421	65,728	66,770
CASH FUND BALANCES C/FWD		32,581	37,421	70,002	65,728

ANGMERING VILLAGE HALL**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2023**

	2023	2022
	£	£
CASH FUNDS		
CAF Cash Account	2,582	1,963
CAF Gold Account	12,477	10,717
United Trust Bank Deposits	54,943	53,048
Total cash funds	70,002	65,728
Represented by:		
INCOME FUNDS		
General Purpose Fund	32,581	28,307
Restricted Property Improvement Fund	37,421	37,421
	70,002	65,728
OTHER MONETARY ASSETS		
Rental income - amount due re hire pre 31/12/23	1,867	1,368
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	551	1,150
Rental income - amounts paid in advance re hire post 31/12/23	827	1,045
General hall expenditure	2,537	2,033

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

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.

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

	2023 £	2022 £
Grants	-	500
Donations	50	50
	<u>50</u>	<u>550</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2023 £	2022 £
Lettings: Regular users	23,672	21,530
Casual users	8,566	7,751
	<u>32,238</u>	<u>29,281</u>
Jubilee celebration - Hog Roast tickets	-	461
	<u>32,238</u>	<u>29,742</u>

ANGMERING VILLAGE HALL**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023****4. INCOME FROM INVESTMENTS**

	2023	2022
	£	£
Bank interest	2,160	487

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	2023	2022
	£	£
<u>Restricted Funds</u>		
Repairs, renewals and enhancements	-	-

Unrestricted Funds

Repairs, renewals and maintenance	13,418	7,896
Special projects	-	532
Cleaning	6,353	10,502
Consumables	499	340
Insurance	1,008	950
Independent examiners fee	50	195
Water rates	548	392
Light and heat	3,336	3,887
Subscriptions	548	472
Advertising	518	1,015
Administration	447	360
Broadband charges	519	501
Bank charges	60	81
Jubilee celebration - Hog roast	-	800
	27,304	27,923

ANGMERING VILLAGE HALL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

6. PURCHASE OF ASSETS AND EQUIPMENT

The following items of equipment were purchased during the year:

New dishwasher	2,475
Hive controllers	348
Keys	24
Carbon monoxide alarm	19
Table for equipment room	4
	<hr/> 2,870 <hr/>



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 2023

Charity no
(if any)

271149

Set out on pages

1 to 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**.

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:

A Halstead

Date:

25/3/24

Name:

Amanda Halstead

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

F.C.C.A

Address:

15 Batemans Close,

Worthing,

BN13 3SA

Only complete if the examiner needs to highlight 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.