



## **WISBOROUGH GREEN VILLAGE HALL TRUST**

### **Report of the Managing Trustees Financial Year 2020/2021**

The report of the Trustees covers four main areas of activity :

1. Hall Lettings and operations
2. Stewardship of the Trust
3. Modernisation of the Hall building and facilities
4. The Old Workhouse

#### **1. Hall Lettings and operations**

Another very difficult year! Hall operations have once again been significantly impacted by Covid-19 and the necessary restrictions that have had to be implemented. The Hall has been required to close for significant periods of time and, when open, has been subject to stringent Covid protection rules.

Construction works have also limited the spaces available for users.

Lettings Income was a disappointing £1,200 compared with £9,113 in the previous year and with £14,847 in the last full year prior to the start of the pandemic.

As reported last year, we were able to secure a Business Rates grant of £10,000 in the previous financial year and were fortunate to be able to secure a further £8,000 Business Recovery grant during this last financial year.

Through careful management we were able to reduce our operating expenses by 45% year on year from £10,302 to £5,647. This was mainly achieved through a reduction in Premises maintenance and cleaning costs together with reduced cost of utilities.

As required, the Hall Accounts have been independently examined and signed off by the Examiner, the Treasurer and the Chairman. A copy of the Hall Accounts, the Independent Examiner's Report and this Report can be obtained via the new village hall website ([www.wisboroughgreenvh.org.uk](http://www.wisboroughgreenvh.org.uk)) or from the Charity Commission website ([www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)) once these have been approved.

Finances would have been extremely difficult without the support of the two grants from HM Government. The ongoing financial situation remains difficult and uncertain.

Covid has not gone away and there remain many obstacles to a resumption of normal community activity at the Hall.

We will continue to implement all guidelines and rules set down by HM Government and will continue to encourage safe and responsible use of the Hall.

Hopefully, there will be some additional financial support available from HM Government as this pandemic continues to dominate our lives.

It was the intention of the Hall Committee to update our scale of Hire Charges in 2020 given that the current scale of charges has been in place since 2011. However, given the circumstances regarding the pandemic, our priority is to encourage a return to normal community use of the Hall when it is safe to do so. Thus, the review of Hire Charges for the Hall remains suspended for the time being.

On the non-operating side, the Monthly draw club continues to add to Hall funds, making a net contribution of around £1,500 after expenses

We have also worked hard to secure grant funding and community donations towards the Hall project.



## **WISBOROUGH GREEN VILLAGE HALL TRUST**

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More details about the Modernisation Project and the Old Workhouse follow later in this report.

A Financial Summary and Balance Sheet summary are included with this report so that readers can see the impact of this year's activity on the overall funds of the Trust.

### **2. Stewardship of the Trust**

There has been no change to the membership of Trustees. However a number of other changes of personnel have taken place within the Hall Committee.

We were delighted to welcome Tash Heydon to the Committee from late 2020 but sad to lose Ruth Andrews who retired from the Committee as from 31<sup>st</sup> December 2020. Ruth served for many years as Treasurer and organiser of our Monthly Draw Club,. Ruth has now handed over her latter role to Mike Senior (Chris Edwards having taken over as Treasurer in 2018).

Our Bookings Secretary, Beth Ellis, also decided to relinquish her role in mid-2021 after several years of excellent work on our behalf. We were delighted then to welcome Sharon Strudwick to the Committee as our new Bookings Secretary who is proving an able replacement for Beth.

More recently, John Gough, a long serving member of Committee has stood down from his committee work although we are extremely pleased to say that John will remain a Trustee of the Hall.

We shall miss John's sound advice delivered as always in his own quiet style.

Our grateful thanks to you all – Ruth, Beth and John – for your advice, help and support over the years. The Committee is still seeking a replacement for John but without success so far.

### **3. Modernisation of the Hall building and facilities**

Progress at last! After many setbacks, delays and problems, our patience has been rewarded! After what seemed like an eternity, we have at last been able to embark upon the modernisation of the Hall. I am delighted to report that the current phase of works is now substantially complete.

We began the financial year with a successful "test" bid for funding from Sussex Community Foundation.

This encouraged us to submit bids to Action with Communities in Rural England (ACRE) and to BIFFA Awards. Both bids were based on funding for Phase 1 only, this having been received wisdom from our earlier unsuccessful bid to ACRE.

As part of the BIFFA application, we needed to appeal to the community for help to provide a contribution towards any grant awarded. The response was superb with pledges made to cover the necessary contribution made in double quick time. In the end our bid to BIFFA Awards was unsuccessful but the community nevertheless honoured all the pledges as donations towards the project to which we were then able to add 25% Gift Aid. Heartfelt thanks to everyone for this magnificent support.

I am delighted to say that our new bid to ACRE was successful which meant that we would just about have sufficient funds to proceed with Phase 1.

We therefore requested Philips Surveyors to negotiate a contract for works with Valley Builders to carry out the Phase 1 works. The contract with Valley Builders was agreed in February 2021 at a cost of £373,546.80 (including VAT) with a start date of April 2021.

In February/March, we made a successful application to Chichester DC for a discretionary grant from its general grants programme.

So, putting together the grants awarded by various funders, the Section 106 monies available from the Great Meadow development, Community Infrastructure Levy and funds from gifts, bequests and donations



## **WISBOROUGH GREEN VILLAGE HALL TRUST**

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already made by the community and our own capital reserves, we had enough to cover the costs of the project plus some badly needed refurbishment of other parts of the Hall building.

A summary of project costs and funding is attached. Not all costs are yet to hand so the figures remain provisional. However the most significant costs are known and therefore the summary represents a fairly accurate picture of the final result.

The total cost for this first phase of works (including refurbishment works) is nearly £465,000.

The project has delivered the following improvements so far:

- New heating system
- New electrics
- New hot/cold water system
- A large new kitchen specifically designed around our needs
- A bright new bar/servery area
- A large storage area with multiple cupboards
- New toilet and shower room off the storage area
- 22 square metres of additional floor space in the main hall (fixed stage removed)
- Refurbished Committee Room with new ceiling and two new large cupboards and floor space reinstated to full size following removal of old storage units
- Extended lobby/reception space by main entrance
- Refurbished main toilets and lobby
- New gate, pathway and lighting in the Old Workhouse garden
- Remedial damp work and making good of steps up to the Old Workhouse (which were causing problems to the outside of the east wall of the old servery)
- Remedial damp work to interior of east and north west walls of main hall and of east wall of old servery \*\*

\*\* significant damp problems were discovered during the course of the works which have now been fully treated. As landlord of the Hall building, the Parish Council undertook to pay for this remedial work which did not form part of the costs of the Hall project.

With the first phase now complete, it is time to take a breather while we consolidate the improvements that have been made to the hall and its facilities. We shall be keen to learn how the changes are able to improve the experience of users of the Hall.

### **UPDATE :**

Since the end of the financial year, the works have been completed with just the replacement of the area of temporary flooring in the main hall and the new AV system to be installed.

A timeline of the overall project is attached so that you can follow the track that the project followed to this stage.



## **WISBOROUGH GREEN VILLAGE HALL TRUST**

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### **4. The Old Workhouse**

The tenancy of the Old Workhouse has continued throughout the year and was renewed in August 2021 for a further 12 months.

As noted above, the opportunity presented by the construction works has enabled us to make a number of valuable improvements to the grounds of the Old Workhouse. The Trustees are grateful for the patience and understanding shown by the tenants while the works have been ongoing.

Income from the Old Workhouse was £18300 of which £7686 was paid in rent to the Trust's landlord, the Parish Council. General maintenance costs for the year were £737. The cost of insuring the building was £422.

### **Conclusion**

So, as the foregoing report testifies, this has been an extremely busy and challenging year for the Hall Trust. We are delighted that a major part of the modernisation of the hall has now been successfully completed. There is still much work to be done to plan, finance and implement other stages of the modernisation. This will take time. In the meantime, we look forward to seeing how the community is able to enjoy the new and updated facilities at the Hall.

Finally, we shall continue to work on behalf of the community to provide a Hall that is welcoming, accessible, user-friendly and fit for purpose in the 21<sup>st</sup> century.

Keith Carter  
Chairman

31<sup>st</sup> December 2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Wisborough Green Village Hall 276065

## Receipts and payments accounts







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For the period from	1st October 2020	To	30th Sept 2021
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
LETTINGS	1,200	-	-	1,200	9,113
REFUNDABLE	-	-	-	-	-
LETTING DEPOSITS - REFUNDABLE	-	-	-	-	-
LICENCE FEES/NOISE MGT	-	-	-	-	100
INSURANCE RECEIPTS	-	-	-	-	19
MONTHLY DRAW CLUB	3,132	-	-	3,132	2,510
INTEREST & CLAIM REFUND	31	-	-	31	621
DONATIONS, GIFTS & BEQUESTS	7,281	-	-	7,281	520
OLD WORKHOUSE RENT	18,300	-	-	18,300	18,300
GRANTS etc	8,000	140,530	-	148,530	14,997
DEPOSIT INTEREST ADJ	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>37,944</b>	<b>140,530</b>	<b>-</b>	<b>178,474</b>	<b>46,180</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,944</b>	<b>140,530</b>	<b>-</b>	<b>178,474</b>	<b>46,180</b>
<b>A3 Payments</b>					
PREMISES MAINTENANCE, INCL. CA	1,545	-	-	1,545	3,845
UTILITIES - Electricity, Oil, Water	790	-	-	790	2,014
INSURANCE & CDC RATES	1,753	-	-	1,753	2,550
PREMISES & ENTERTAINMENT LIC	366	-	-	366	526
ADVERTISING/DUES & SUBS	282	-	-	282	176
GIFTS, DONATIONS & AGM	35	-	-	35	30
EQUIPMENT PURCHASES	825	-	-	825	1,020
SUNDRIES incl. Postage, office supplies,	51	-	-	51	141
PROFESSIONAL FEES	-	-	-	-	-
MONTHLY DRAW CLUB PRIZE FUND	1,380	-	-	1,380	1,440
PARISH COUNCIL RENT	7,686	-	-	7,686	7,644
OLD WORKHOUSE EXPS	737	-	-	737	-
MODERNISATION PROJECT	5,584	145,000	-	150,584	12,480
GRANT FUNDED PROJECTS & MISC	-	-	-	-	-
<b>Sub total</b>	<b>21,034</b>	<b>145,000</b>	<b>-</b>	<b>166,034</b>	<b>31,866</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,034</b>	<b>145,000</b>	<b>-</b>	<b>166,034</b>	<b>31,866</b>
<b>Net of receipts/(payments)</b>	<b>16,910</b>	<b>- 4,470</b>	<b>-</b>	<b>12,440</b>	<b>14,314</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>100,263</b>	<b>202,500</b>	<b>-</b>	<b>302,763</b>	<b>288,449</b>
<b>Cash funds this year end</b>	<b>117,173</b>	<b>198,030</b>	<b>-</b>	<b>315,203</b>	<b>302,763</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £																												
<b>B1 Cash funds</b>	<table border="1"> <tr> <td>Bank Deposit</td> <td></td> </tr> <tr> <td>WG Monthly Draw Club Account</td> <td></td> </tr> <tr> <td>Current Account</td> <td></td> </tr> <tr> <td>Petty Cash</td> <td></td> </tr> <tr> <td colspan="2"><b>Total cash funds</b></td> </tr> </table> <p>(agree balances with receipts and payments account(s))</p>	Bank Deposit		WG Monthly Draw Club Account		Current Account		Petty Cash		<b>Total cash funds</b>		<table border="1"> <tr> <td>114,718</td> </tr> <tr> <td>203</td> </tr> <tr> <td>1,848</td> </tr> <tr> <td>404</td> </tr> <tr> <td>-</td> </tr> <tr> <td><b>117,173</b></td> </tr> </table>	114,718	203	1,848	404	-	<b>117,173</b>	<table border="1"> <tr> <td>198,030</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td><b>198,030</b></td> </tr> </table>	198,030	-	-	-	-	<b>198,030</b>	<table border="1"> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td><b>-</b></td> </tr> </table>	-	-	-	-	-	<b>-</b>
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<b>B4 Assets retained for the charity's own use</b>	<table border="1"> <tr> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> </tr> </table>							<table border="1"> <tr> <td>Fund to which asset belongs</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </table>	Fund to which asset belongs				<table border="1"> <tr> <td>Cost (optional)</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> </table>	Cost (optional)	-	-	-	<table border="1"> <tr> <td>Current value (optional)</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> </table>	Current value (optional)	-	-	-										
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<b>B5 Liabilities</b>	<table border="1"> <tr> <td colspan="2">NIL</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> </tr> </table>	NIL						<table border="1"> <tr> <td>Fund to which liability relates</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </table>	Fund to which liability relates				<table border="1"> <tr> <td>Amount due (optional)</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> <tr> <td>-</td> </tr> </table>	Amount due (optional)	-	-	-	<table border="1"> <tr> <td>When due (optional)</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </table>	When due (optional)													
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Signed by one or two trustees on behalf of all the trustees	<table border="1"> <tr> <td>Signature</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </table>	Signature			<table border="1"> <tr> <td>Print Name</td> </tr> <tr> <td>Keith Carter</td> </tr> <tr> <td>Christopher Edwards</td> </tr> </table>	Print Name	Keith Carter	Christopher Edwards	<table border="1"> <tr> <td>Date of approval</td> </tr> <tr> <td>04-Nov-21</td> </tr> <tr> <td>04-Nov-21</td> </tr> </table>	Date of approval	04-Nov-21	04-Nov-21																				
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# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Wisborough Green Village Hall

On accounts for the year  
ended

30<sup>th</sup> September 2021

Charity no  
(if any)

276065

Set out on pages

4 and 5

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

asis 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 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

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

4 November 2021

Name:

Stephen Carter

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

CHARTERED ACCOUNTANT

Address:

50 CARTERS WAY
WISBOROUGH GREEN
RH14 0BY

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.



Give here brief details of any items that the examiner wishes to disclose.