

TRUSTEES ANNUAL REPORT (TAR) AUGUST 2023

For Westham Village Hall

Charity Registration number 279082

Peelings Lane, Westham, East Sussex. BN24 5HE

Trustees : Carolyn Ball, Julie Lovick, Susan Winter, Diane Parris, Diane Drewett

Westham Village Hall is for the use of the local community without distinction, for purposes including meetings, classes, recreation and leisure activities. The Management Committee of the hall is responsible for the day to day running of the hall, maintenance, repairs and improvement.

The Management Committee of Westham Village comprises Trustees, and other Committee members who have joined as volunteers to support the hall. Trustees are either elected, nominated by organisations using the hall, or those who have been co-opted by the Committee because they are seen as beneficial Committee members for the hall. The Committee has a Chairperson, Deputy Chairperson, Secretary, Booking Secretary and Treasurer to ensure the smooth running of the hall. The Committee meet at regular intervals throughout the year to discuss the running of the hall, any issues arising and the financial situation. The Annual General Meeting is held in August, and the whole Community is invited.

The situation regarding Trustees has changed dramatically in recent years. Those wanting to stand as Trustees advise the Committee before the AGM and there would be an election. However the considerable amount of development around the local villages has completely changed the demographic. Many new residents commute for work and do not, for whatever reason, want to play an active part in the local life. Many are second homes or holiday rentals. As the Governing Document states that the hall should have 5 trustees there is seldom a need for an election, and in fact it can be difficult to recruit Trustees. The Committee have held events at the hall solely to promote the hall and

increase user numbers. However despite good advertising the take up has been low.

The main income comes from hiring out the hall. The rental is set by the Committee at a rate sufficient to continue the upkeep of the hall, but also within reasonable limits for hirers to make it available to the whole community. Currently this is £10 an hour for weekdays, £15 an hour at weekends. At the discretion of the Committee certain events seen as advantageous for the whole community are charge free. The running costs of the hall such as utilities, insurance, repairs and maintenance are met from the hire fees. Any surplus is used for improvements to the hall and it's facilities.

Taking the finances into account the Committee decided that the time had come to undertake a major repair and improvement to the hall. The hall still had its original composite concrete flooring, which was over 40 years old. The flooring had done an admirable job over the years but a large crack had started to appear along the middle, causing an edge which could be felt. Concern was also starting to be raised about the surface breaking up and leaving a powdery residue. The Committee had researched flooring in great detail and had been very grateful for the input of a Committee member, who had worked for many years in construction. Many suggestions were considered and the Committee had settled on one where the costs were reasonable and the estimated length of wear and guarantee were acceptable. The cost of the flooring was agreed by the whole Committee, taking the budget into account, and the contractor agreed unanimously. The flooring had been laid, causing the hall to close for one week, but all were pleased with the finished work. The week's loss of income had been considered as part of the overall cost.

The other improvement was to outside of the hall, and had been suggested by hall users and locals. There was no seating area for people to wait when using or visiting the hall, nor for people using local shops or on the way to or from the village hall. There was also nowhere for people to just meet and socialise. Sadly combined with this, the Committee wanted a memorial to a very long standing Committee member who had recently died. The provision of benches outside the hall met both requirements. Following advice on rural isolation a decision was made to set up two robust benches outside the hall, facing each other but also a sufficient distance apart to allow for pushchairs or "walkers" and on a

solid base that could be reached from the path. Due to the nature of the seating the Committee were grateful to receive a grant from the Local Authority towards the costs. Since being fitted the seating was almost constantly in use.

The Trustees then looked at the coming years finances. The cost of living rise was starting to be felt in the hall costs and booking numbers had dropped slightly, possibly due to the same reasons. The Trustees felt that the hire fees set would be sufficient to meet the costs throughout the year, while still allowing regular and one off hirings to continue. A decision was made to review this throughout the year, in consultation with the Treasurer.

The Trustees felt that it had been a good year. All financial commitments had been met and the finances were in a good position for the coming year. There was enough in reserve should any problems occur, but major improvement projects may have to wait.

Trustee Report compiled by Carolynne Ball. Amended and agreed by all Trustees.

Committee Meeting January 2024

Westham Village Hall – Reg Charity Number 279082

Income and Expenditure Statement For Year Ending 31st May 2023

HSBC Balance at 31/5/2022 £ 12,542.60
CCLA Balance at 31/5/2022 £ 3,104.42

Income **£ 32,291.33 (£ 16,963.96)***

Lettings	£ 12,873.00
Fundraising	£ 400.00
Grants	£ 3,690.96
British Gas Refund	£ 15,327.37
Total	£ 32,291.33

Expenditure **£ 40,138.28 (£ 32601.51)***

Utilities	£ 12,692.54
Cleaner Wages	£ 3,639.23
Major Repairs	£ 16,859.45
Licences and Insurance	£ 1,522.73
General Maintenance	£ 1,918.23
Cleaning Supplies	£ 853.64
Sundries	£ 1,863.44
Replacements	£ 767.26
Batteries	NIL
Small Repairs	NIL
Stamps	£ 21.76
Total	£ 40,138.28

Excess of Expenditure over Income **£ 7,846.95 (£ 15,637.55)**

HSBC Balance at 31/05/23 £ 8036.02
CCLA Balance at 31/05/23 £ 3177.61

*Notes: In the previous financial year British Gas incorrectly took a direct debit of £ 7,790.60. At the beginning of this financial year they refunded £ 15,327.37. They then requested a refund of £ 7,536.77, which is included in the utilities expenditure figure. The Income and Expenditure shown in brackets are the figures, not including the British Gas amounts, so these are a better illustration of the year's income and expenditure.

Independent Examiners Report

Westham Village Hall
Westham
BN24 5HE

Charity Commission Registration number 279082

As requested by the Trustees I have undertaken an Independent report of the Accounts of the charity named above for the tax year 2022/2023.

On examining the accounts I can find nothing that gives me cause for concern about the recording of the finances or the preparation of the accounts.

Whilst undertaking my examination I have noted some small matters, which would make the accounts easier to prepare and make any examination quicker. I have noted these matters for advice to both the Chairman and Treasurer of the charity, as part of my examination.

ABC Accounts
The Old Diary
Mill Farm
Hankham Hall Road
Westham, Pevensey,
BN24 5AG

29th November 2024