

## Walberton Village Hall Trustees' Annual Report 2023-24

### 1. Charity Details

- **Charity Name:** Walberton Village Hall
- **Charity Registration Number:** 289037
- **Registered Address:** Walberton Village Hall, The Street, Walberton, West Sussex, BN18 0PJ
- **Trustees in 2023-24**
  - Jean Strickland (chair)
  - Glenn Stone (secretary)
  - Jill Brown (treasurer)
  - Georgia Fulcher
  - Mandy Foulds
  - Liz Hewson
  - Mary Lewis
  - Mike Halson
  - Chloe Smith

### 2. Structure and Management

- **Structure:** Walberton Village Hall is managed by a committee of trustees who stand for election each year at the Annual General Meeting. The trustees adopt a committee structure with a chair, secretary and treasurer serving in officer roles. Walberton Village Hall was originally established with a constitution and deed of declaration available here: <https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/289037/governing-document>. The trustees ensure the Village Hall is available for other groups to hire, including groups that may be registered with the charities commission separately. As such, the trustees do not collectively manage or run any singular community group. However, some trustees are members of the groups who hire the hall regularly.
- **Management:**
  - Trustees are responsible for the overall governance and strategic direction of the hall.

- Day-to-day management may be delegated to a hall manager who is employed by Walberton Village Hall and not a trustee.
- Regular meetings are held to discuss operational matters, financial reports, fundraising and future plans.
- **Trustee Recruitment:**
  - New trustees are recruited through a combination of:
    - Public notices within the village
    - Local community groups
    - Word-of-mouth
    - Open invitations at village events
  - Trustees are generally elected at the Annual General Meeting and are either coopted or representatives of community groups who regularly hire the hall.

### **3. Activities and Objectives 2023-24**

- **Objectives of the village hall trustees in 2023-24:**
  - To provide a community hub for the residents of Walberton.
  - To maintain and improve the facilities of the hall.
  - To ensure the hall is accessible and affordable for all members of the community.
  - To ensure the village hall is financially sustainable.
- **Activities carried out by trustees in 2023-24:**
  - Hosting a variety of community events that serve as fundraising, including a music night and Christmas fair.
  - Providing a venue for local groups, including clubs, societies, and exercise classes.
  - Enabling the hall manager to hire out the hall for private functions, such as weddings and birthday parties.
  - Review and evaluation of finances, income, expenditure to ensure a sustainable future.
  - Ensuring compliance with law, including health and safety legislation.

### **4. Achievements and Performance 2023-24**

- **Public Benefit:**

- The hall provides a valuable community resource, enabling residents to connect and participate in social activities. In 2023-24, this included a music night and Christmas fair.
- It supports the development of local groups and contributes to the social and cultural life of the village.
- The hall is accessible to all members of the community, regardless of age, ability, or background. The Village Hall hosts groups ranging from an independent pre-school to fitness classes and Mothers' Union.

- **Key Achievements:**

- In 2023-24, the village hall benefited from upgrades including a new heating system in the small hall. This supported trustees in reducing heating costs as the new heating system is easier to control.
- Negotiated a new fee structure with regular hirers to ensure that the hall remains a community venue whilst helping to cover the cost.
- A new hall manager was recruited, following the resignation of the previous hall manager. The new hall manager has been instrumental in finding efficiency savings.

## **5. Financial Review**

- **Income: £38, 633.82**

- Hall hire fees (regular and ad hoc): £21, 499.41
- Donations : £3520.00
- Fundraising: £6372.83
- Grants: £7000

- **Expenditure: £35, 752.33**

- Utility bills and operational costs: £26392.33
- Staff costs: £9360.00

- **Surplus for 2023-24: £2881.49**

- A full breakdown of the annual accounts is presented at a public meeting (the Annual General Meeting) and submitted as an appendix to this report. The annual accounts are verified by an independent accountant.

## **6. Conclusion**

The Trustees are committed to ensuring the continued success of Walberton Village Hall as a vital community asset. In the face of rising costs, the Trustees implemented a fee increase to maintain the hall's financial stability. The hall remains a valuable resource for the village, providing a space for social interaction, community events, and the development of local groups.

**WALBERTON VILLAGE HALL: Registered Charity No.289037**

**Accounts for the Year ended 31st March 2024**

	31st March 2023		31st March 2024
<b>Receipts:</b>			
	7303.20	Fireworks and Hall Events	6,372.83
	140.00	Donations	3,520.00
	0.00	Grants	7,000.00
	17512.10	Hirings and Bookings (Per Summary)	21,489.41
	33.14	Bank Interest	241.58
	<u>24,988.44</u>		<u>38,633.82</u>
<b>Payments:</b>			
	8868.00	Staff Salaries	9,360.00
	0.00	Other Staff Costs	207.98
	364.00	Council Tax	201.68
	827.70	Telephone and Broadband	706.10
	1829.93	Website/Advertising	874.09
	2895.05	Lighting and Heating (Per Summary)	5,594.17
	669.09	Water Rates	1,491.39
	1479.46	Insurance	1,363.64
	0.00	Stationery and Office Supplies	7.65
	438.00	Audit and Accountancy	720.00
	90.80	Subscriptions	20.00
	200.00	Card Charges	0.00
	3827.27	Building Repairs and Maintenance	7,737.32
	608.67	Repairs to Equipment	0.00
	2680.22	Cleaning, Sanitation and Supplies	3,578.06
	4724.27	Fund Raising Events	3,889.25
	<u>29323.46</u>		<u>35,752.33</u>
	<u>-4335.02</u>	<b>SURPLUS/- DEFICIT; FOR THE YEAR</b>	<u>2,881.49</u>

**Balances as at 31st March 2024**

22873.68	<b>Funds brought forward at 1st April 2023</b>	18,938.68
-4335.02	<b>Less: Surplus/(-Deficit) for the Year</b>	2,881.49
<u>18538.66</u>	<b>Funds carried forward at 31st March 2024</b>	<u>21,420.15</u>
	<b>Represented by:</b>	
18436.73	Cash at bank	21,307.39
101.93	Petty Cash	112.76
<u>18538.66</u>		<u>21,420.15</u>

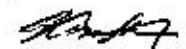
Signed

  
Ian Strickland - Trustee

Date

1/6/24

Signed

  
Glenn Stone - Trustee

Date

1/6/24

**Further Analysis of Receipts:**

**Hirings and Bookings:**

Pre-School	4,831.01
Short Mat Bowls	225.00
Walberton Players	2,582.00
Tango	680.00
Pilates	1,710.50
Ballroom	817.00
Arundel Physio	581.50
Sensational Scent	1,334.00
Walberton Gardening	270.00
WAC	117.00
Other Occasional Groups	1,348.00
St Mary's	124.00
Mothers Union	39.00
Southdowns Concert Band	771.00
Individuals Hirings incl. weddings	5,961.40
	<u>21,489.41</u>

**Further Analysis of payments:**

**Lighting & Heating:**

Electricity	3,655.50
Gas	2,038.67
	<u>5,594.17</u>

**Notes to the Accounts:**

- 1 Significant donations were received from local house builders in the area along with a Grant from Walberton Parish Council
- 2 Utility costs saw a significant rise which has been addressed via a switch in provider
- 3 Fund raising events included a Music night and a Christmas Fair given that the increase in housing locally has curtailed the opportunity for the traditional Fireworks event
- 4 Building Repairs and Maintenance included new lighting to both Halls and replacement heaters in the small Hall
- 5 The accounts are prepared on the Receipts and Payments basis in accordance with the Charity Commission guidance.
- 6 The Audit and Accountancy figure shown is for preparing the previous year's accounts.

Walberton Village Hall

Independent Examiner's Report to the Trustees of  
Walberton Village Hall  
For the Year Ended 31 March 2024

I report on the accounts of the charity for the Year Ended 31 March 2024, which are set out on pages 5 to 6

Respective responsibilities of trustees and examiner

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,

- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5)(b) of the 2011 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 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

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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



Jennifer Smith  
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Chichester Enterprise Centre  
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Chichester  
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Date: 13 September 2024