

Walberton Village Hall Trustees' Annual Report 2024-25

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 2024-25**
 - Glenn Stone (chair)
 - Jean Strickland (vice-chair)
 - Jill Brown (treasurer)
 - Georgia Fulcher
 - Mandy Foulds
 - Liz Hewson
 - Mary Lewis
 - Lyn Brown
 - Chloe Smith (secretary)

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 2024-25

- **Objectives of the village hall trustees in 2024-25:**
 - 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 2024-25:**
 - 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 2024-25

- **Public Benefit:**
 - The hall provides a valuable community resource, enabling residents to connect and participate in social activities. In 2024-25, 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 2024-25, the village hall raised funds through a firework night.
 - Sustained income and avoided a deficit.
 - The hall manager developed into the role and is now embedded in the operational structure, finding further efficiencies to keep running-costs down.

5. Financial Review

- **Income: £43435**
- **Expenditure: £35038**
- **Surplus for 2024-25: £8397**
- 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. Commentary

This annual report reflects on the activities and stewardship of the village hall over the past year. It acknowledges the vital contributions of the dedicated individuals who govern the hall and the many volunteers whose efforts are indispensable to its operation. Their commitment has enabled the hall to continue serving as a valuable resource for the community, hosting a variety of activities that bring people together. This report will outline the work undertaken, the financial realities faced, and the ongoing commitment to ensuring the hall's sustainability for the benefit of all who use it.

The hall could not do its work without a highly committed group of trustees. This year, we adopted a sub-committee structure with trustees looking at different aspects of our provision. Trustees responsible for health and safety have kept a dialogue with the hall

manager to ensure the hall is a safe environment for hall users. The finance sub committee have met to explore aspects of income and expenditure with the aim of protecting the hall from financial risk. Connected to that, the sub-committee for fundraising have worked tirelessly to raise much needed income. Since our last AGM, the community and hall have benefited from a music night with Willie Austen, the fireworks night, Christmas wreathmaking and Santa's grotto. The community will also have the chance to come together soon for a quiz night that has been organised as part of the VE day celebrations. As well as thanking the trustees, none of that would be possible without the commitment and kindness of many volunteers. The village hall is indebted to those who give their time so freely and as trustees, we are very grateful.

Despite a monumental effort to make savings and raise money, there remain many challenges for the hall as we move into the next financial year. As our treasurer will report, those that use the hall are still not covering the operational costs of the hall. Last year, the fees for hiring the hall were increased substantially to help cover those costs and we know this can cause difficulties for regular hirers who have their own financial challenges. Balancing the sustainability of the hall with its constitutional responsibility to be a venue that can be hired and used by local groups is a difficult balancing act. We have no plans to raise fees this year significantly, but hall users need to know that the fundraising efforts of volunteers are subsidising other groups, some of which are profit-making or capable of raising their own funds. The hall remains a charity but cannot remain a community venue unless it can be sustained based on the income from hall users. Having said that, we are grateful to those who hire the hall and help contribute to its running costs. They are also providing a service to the community, without which life in Walberton would be greatly diminished.

Thanks also need to be paid to our highly dedicated hall manager. Although the current hall manager has not been with us long, her impact is immeasurable. She has supported the trustees by finding efficiencies and ensuring that the hall is used to capacity wherever possible. She is solution-focused, quick to act, and expert in communicating with trustees, hall users and contractors. Without a hall manager, the hall would not function properly and we would all be the worse for it.

The hall has some reserves, thanks to the additional fundraising that has taken place. However, there is also the need to maintain the building and invest in the estate. Already this year, we have seen how the investment in the small hall has rejuvenated the space.. A large expense is forthcoming: repair of the roof. The cost to repair the roof unfortunately comes with the cost of scaffolding and the majority of quotes that have been sourced put the work in the region of £20,000. This is not to replace the roof, just to repair some tiles. As a result of this work, upgrades to the kitchen and the gentleman's toilets will need to be postponed. The cost of minor roof repairs helps to illustrate how vulnerable community venues are. If the community of Walberton want to see this hall survive into the future, then we will need further fundraising efforts.

Despite those challenges, we are hopeful that a bright future is on the horizon for the hall. There remain lots of people interested in hiring the space, community groups who are already established and fundraising plans for 2025-26. Along with continued efficiency savings and carefully selected infrastructure upgrades, the hall should remain a viable place for the whole of the community to enjoy for years ahead.

7. 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 2025

	31st March 2024	31st March 2025
Receipts		
6372.83	Fireworks and Hall Events	12,873.12
3520.00	Donations	5,126.21
7000.00	Grants	200.00
21,499.41	Hirings and Bookings (Per Summary)	24,948.79
241.58	Bank Interest	287.34
	38,633.82	43,435.46
Payments:		
9869.00	Staff Salaries	9,099.80
207.96	Other Staff Costs	0.00
201.68	Council Tax	109.60
706.10	Telephone and Broadband	857.60
874.09	Website/Advertising	560.12
3594.17	Lighting and Heating (Per Summary)	5,841.61
1491.39	Writer Rates	1,674.12
1343.64	Insurance	1,696.05
0.00	Stationery and Office Supplies	92.48
720.00	Audit and Accountancy	100.00
20.00	Subscriptions	0.00
7.65	Card Changes	0.00
7737.32	Building Repairs and Maintenance	3,124.84
0.00	New Equipment/Updates to Equipment	1,022.43
3579.06	Cleaning, Sanitation and Supplies	3,239.20
3889.25	Fund Raising Events	7,729.00
	35752.93	55,088.45
	2861.89 SURPLUS/(DEFICIT) FOR THE YEAR	3,397.01

Further Analysis of Receipts:

Hirings and Bookings:

Pre-School	6,380.00
Zumba	675.00
Walberton Players	3,638.75
Gang Therapy	64.50
Plates	3,576.75
Balloons	148.00
Sensational Scent	114.00
Walberton Gardening	337.50
WAC	150.54
St. Mary's	82.50
Mothers Union	88.00
Southdowns Concert Band	1,780.00
Karate	3,535.00
Yoga	972.00
Individuals Hirings incl. wedding	5,385.25
	24,948.79

Further Analysis of payments:

Lighting & Heating:

Electricity	2,201.83
Gas	3,639.78
	5,841.61

Balance at 31st March 2024

18538.66	Funds brought forward at 1st April 2024	21,420.15
2661.49	Less: Surplus/(Deficit) for the Year	8,997.01
21420.15	Funds carried forward at 31st March 2025	29,817.16
	Represented by:	
21307.89	Cash at bank	29,533.26
112.26	Petty Cash	283.90
21420.15		29,817.16

Notes to the Accounts

1. Significant donations were received from a local house builder in the area along with some donations from event attendees when booking their tickets. There was also a small Grant from Walberton Parish Council.
2. Utility costs remain the most significant expense and these are being kept under review.
3. Fund raising events included a Music Night, Santa's Grotto and Wreath Making and, by popular request, a return of Walberton Fireworks.
4. Building Repairs and Maintenance included decoration and replacement curtains for the small hall and thorough cleaning of the gutters.
5. The accounts are prepared on the Receipts and Payments basis in accordance with the Charity Commission guidance.

Signed 
Glen Stone - Trustee

Date 3/6/25

Signed 
Jeff Arnold - Trustee

Date 3/6/25

Walberton Village Hall

Independent Examiner's Report to the Trustees of
Walberton Village Hall
For the Year Ended 31 March 2025

I report on the accounts of the charity for the Year Ended 31 March 2025, 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 de Clercq
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Date: 10 September 2025