



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustee's Annual Report for 2024/ 2025

From 1st April 2024 to 31st March 2025

Charity name: Hapstead Hall, Registered Charity No. 305158

Objectives and Activities

	Preparing your charity's annual report ref.	
Summary of the purposes of the charity as set out in its governing document	7.2 and 7.3.1	'A public hall or place for holding meetings or entertainments or for a place of recreation or as a club room for public reading and newspaper room for the benefit of the inhabitants of the parish of Ardingly and such other persons as in the opinion of the trustees are fit and proper persons to be allowed the use of the premises. The Trustees shall from time to time make such rules and regulations as they may deem fit for the letting of the said premises and the Trustee shall from time to time as occasion shall require out of the funds to be provided by the moneys received from letting the said premises pay all outgoings of every kind payable in respect of rates and taxes and for keeping the said premises in good and tenantable repair and adequately insured in the names of the Trustees against loss or damage by fire.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	7.2 and 7.3.1	A wide range of events and activities take place at the Hall, including those run by volunteer community groups such as Brownies, Short Mat Bowls, Village Lunches, History Society Meetings, Meeting Point Coffee Mornings, WI, Film Club, Parish Council Meetings and a free Book Hub. Commercially run activities include Yoga, Pilates, Dance Academy, Music Bus for toddlers and dog training classes.
Statement confirming whether the trustee has had regard to the guidance issued by the Charity Commission on public benefit	7.7.1	Ardingly Parish Council as Charity Trustee is aware of, and, has regard to the public benefit in its support for the Hall, which is the village War Memorial and important landmark in the centre of the village, site of storage of village archives as well as providing the focus for village community events such as Community Carol Services, Christmas Fair and Summer Village Days. Refurbishment works undertaken in 2007 were funded by a loan to the Parish Council from the Public Works Loan Board and the Parish Council also makes an annual grant, funded from the precept, toward the running and maintenance of the hall.

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	7.3.2	While the charity does not make grants, the hiring policy makes a distinction between events and activities run by local volunteers, charities and those that are commercially operated. Should a local charitable organisation in the village require assistance with payment of the rental, a policy has been put in place by the Trustee.
Policy on social investment including program related investment		N/A
Contribution made by volunteers		Volunteers play a fundamental role in the running of the Hall, from membership of the Hall management committee to organising, managing and supporting community events, the preparation and serving of lunches to elderly parishioners, coffee mornings, a food hub and the book hub,

		Rainbows and Brownies, Guides, two WI groups, plus a monthly showing of films.
Other		

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	7.4.1	Since its gift to the village as a thanks offering at the end of the Great War, Hapstead Hall has played a central part in the life of the village. Designed by the renowned Arts and Crafts Architect Frank Troup in the shape of a boat, it provided school space for evacuee children during WW2, and has hosted innumerable meetings, community events and activities over the years. It continues to provide a 'safe haven' for young and old alike at the heart of the village, encouraging the community to thrive. It sees democracy in action at Parish Council meetings and as Ardingly's Polling Station. Footfall for the year is estimated at approximately 1,000 per month based on hiring data.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set		
Performance of fundraising activities against objectives set		
Investment performance against objectives		
Other		

Financial Review

Review of the charity's financial position at the end of the period		At the end of the period, the balance sheet showed a total of £17,355.48. This was a reduction of £3,666.21 against the previous year. 24/25 was a year of steady growth in hiring income, with increased bookings and a modest increase in hire rates across the board contributing to the increased income. With newly negotiated reduced energy costs and less spent on building refurbishment, running costs were contained.
Statement explaining the policy for holding reserves stating why they are held	7.5.1	Reserves are split between General Reserves and Repairs & Renewals Reserves. The reserves policy is to be reviewed in the forthcoming year.
Amount of reserves held		General Reserves = £5,008.45 @ 31.3.25 Repairs & Renewals Reserves = £12,347.03 @ 31.3.25
Reasons for holding zero reserves		n/a
Details of fund materially in deficit		n/a
Explanation of any uncertainties about the charity continuing as a going concern		n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	7.5.2	Principal sources of funds are from hiring the Hall plus an annual grant from the Parish Council. The District Council also reduces payment of council tax via DRR (Discretionary Rate Relief) and takes refuse and recycling as part of domestic collections at lower cost than commercial collection service.
Investment policy and objectives including any social investment policy adopted	7.5.1	There is currently no investment policy. Reserves are held in a Santander deposit account and since December 2023 the majority of reserves are held in a Skipton Building Society account that has significantly improved the rate of interest received on the deposits.
A description of the principal risks facing the charity	7.5.2	With a number of alternative venues in the village and surrounding areas, hire charges need to be competitive, while balancing ever increasing running costs and maintenance of the building's fabric and facilities.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	7.2	Trust deed, scheme
How is the charity constituted? (e.g unincorporated association, CIO)	7.2	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	7.2	Ardingly Parish Council is sole trustee, with its eleven elected members representing the charity's governing body. Three elected representatives of the parish council are members of the Hall Management Committee which meets at least four times pa.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees		Training for trustees is offered by the Community Buildings Advisor at Action in Rural Sussex.
The charity's organisational structure and any wider network with which the charity works		The Hall Clerk is responsible for the day to day running of the Hall, guided by the Hall Management Committee.
Relationship with any related parties		None
Other		

Reference and Administrative details

Charity name	Hapstead Hall
Other name the charity uses	
Registered charity number	305158
Charity's principal address	13 High Street Ardingly RH17 6TB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ardingly Parish Council	Hapstead Hall, 13 High St, Ardingly, RH17 6TB		Ardingly Parish Council
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20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure



Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jonathan Hugh Pearce	Margaret Meldrum
Position (eg Secretary, Chair, etc)	Clerk to Hapstead Hall	Chair of Trustee and Parish Council
Date	24.12.25	24.12.25



HAPSTEAD HALL ACCOUNTS

Registered Charity No: 305158

31st March 2025

HAPSTEAD HALL

Registered Charity Number: 305158

INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31ST MARCH 2025

<u>2023/24</u>	<u>Income</u>	<u>2024/25</u>	<u>Income notes: -</u>
£		£	
15,224.17	Hirings	23,153.01	
(2,644.50)	Less returned deposits and cancellations	(2,700.00)	
12,579.67	Net hirings income	20,453.01	
1,243.00	Parish Toilets Cleaning supplies	207.11	Income not yet received
8,000.00	Hall Hire - APC	1,567.00	Income not yet received
250.00	APC Grant	8,000.00	Income not yet received
1,672.49	Other grants	-	
0.00	Miscellaneous	2,610.06	Miscellaneous, donations and refunds
186.31	Fundraising	-	
	Bank interest received on savings accounts	620.64	
£23,931.47	Total	£33,457.82	
<u>2023/24</u>	<u>Expenditure</u>	<u>2024/25</u>	<u>Expenditure notes: -</u>
£		£	
14,109.42	Payroll Costs from APC	13,494.31	Confirmed by W Meldrum PC 22.4.25; not yet paid
77.31	Payroll Administration Costs from APC	51.59	Confirmed by W Meldrum PC 22.4.25; not yet paid
1,231.05	Insurance	1,347.65	
5,160.23	Bulb Energy/Gas/Electricity	3,513.17	
360.51	MSDC - Business Rates	77.46	
39.40	Water	408.68	
11,033.64	Refurbishment	5,563.62	
708.45	New Equipment	1,767.69	
2,157.99	Repairs/Maintenance	3,354.32	
1,079.34	Window Cleaning/Cleaning Materials*	1,431.17	*This includes £207.11 for cleaning materials for APC for Public toilets
80.00	Trade Waste	88.00	
250.46	Licences & Subscriptions	144.00	
620.17	Broadband	675.11	
78.48	Clerk's Mobile	85.32	
43.28	Clerk's Expenses	30.00	
1.60	Miscellaneous/Postage	202.80	
690.00	Independent Accounts Review	330.00	
94.00	Fairs/Event Marketing	219.55	
420.00	New Website	330.00	
0.00	Bank Charges	0.00	
	2024 accrual to APC	8953.32	
£38,235.33	Total	£42,067.76	
(£14,303.86)	Excess of income/(expenditure)	(£8,609.94)	
	Accrued payable to APC	3,771.79	Less Parish Toilet cleaning materials costs
			£76.38 Including VAT
			£33.58 Including VAT
			£33.58 Including VAT
			£29.99 Including VAT
			£33.58 Including VAT
			£207.11

HAPSTEAD HALL

Registered Charity Number: 305158

BALANCE SHEET

AT 31ST MARCH 2025

31.03.24

£

Current Assets

Bank Accounts

8,880.31

Current Account

31.03.25

£

3,121.52

15,634.14

Deposit Account - Skipton BS

16,186.59

1,450.97

Deposit Account - Santander

1,819.16

25,965.42

21,127.27

Current Liabilities

(4,943.73)

Accrual - Net Payable to Ardingly Parish Council

(3,771.79)

£21,021.69

£17,355.48

Reserves

8,674.66

General Reserves

5,008.45

12,347.03

Repairs & Renewals Reserve

12,347.03

£21,021.69

£17,355.48

Independent Examination Notes
Hapstead Hall Registered Charity
Year Ending 31st March 2025

Direction 1: Check whether the charity is eligible to have an independent examination

The examiner must check to see if the charity is permitted to have an independent examination or whether it is required to have an audit by charity or company law or for any other reason. If the trustees have chosen to prepare the accounts on a receipts and payments basis, the examiner must check that the charity is eligible for receipts and payments accounts.

The charity is registered at the charities commission under the number 305158, its objectives are to provide a village hall.

Its governing document is a conveyance dated 18 May 1919 21 Aug 1950 as amended by scheme dated 05 Mar 1963 as amended by scheme dated 02 Apr 1984

It is managed by 1 trustee; Ardingly Parish Council appointed on the 1st of July 1984.

Key Stats

	2025	2024	2023	2022	2021
Gross assets	£21,127	£25,965	£35,325	£50,563	
Net Assets	£17,355	£21,022	£31,315	£40,376	
Income	£33,458	£23,931	£21,503	£16.44K	£22.16K
Expenditure	£42,068	£38,235	£36,564	£19.00K	£18.11K

A charity is required to have an audit for financial years ending on or after 31 March 2015 if either its gross income exceeds £1m, or its gross income exceeds £250,000 and the gross assets (not net assets) exceeds £3.26m.

If the gross income for the year is £25,000 or less, an independent examination is not required, but the trustees may decide to have one if they wish.

If the gross income of the charity exceeds £250,000, then only persons who are members of one of the listed bodies can undertake the examination.

If the charity is not a charitable company (a charitable company incorporated under company law) then receipts and payments accounts may be prepared provided that the gross income is £250,000 or less and accruals accounts are not required by the charity's governing document, a condition of funding, or for any other reason. If the receipts and payments option is not available or has not been taken then accruals accounts must be prepared following the applicable SORP.

Independent examination eligible by member of a professional body – **Receipts & Payments basis because income is less than £250k and not a charitable company**. Trustees have not requested an audit. Mulberry & Co are members of the ACCA.

Conclusion:

Independent examination eligible – as income below £1m and assets below £3.26m.

Receipts and Payments may be used with independent examination.

Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination.

The examiner must not be influenced, or perceived to be influenced, by either close personal relationship with the trustees of the charity, being a major donor or having control or significant influence over a major funder to the charity, or through day to day involvement in the administration of the charity being examined. The examiner must ensure that there are no matters and no potential matters that would reasonably give rise to a perception of their independence that would affect their ability to carry out the examination in a wholly objective manner.

There are no known conflicts or related party transactions. We have no professional or personal relationships with the trustees. We do not carry out any other professional assignments for this client.

Conclusion:

There are no conflicts of interest and no associations that prevent us from undertaking this assignment.

Direction 3: Record your independent examination.

The examiner must keep a record of their examination and the conclusions reached which is sufficient to allow a third party unconnected with their work to conclude that they have followed the Directions (including Directions 1 and 2)

Work undertaken:

- Workings completed to check accounts with accounting records, bank statements.
- Review of underlying Excel data.
- All information required for examination was available within the accounting records. No need to seek additional information.

Working papers are kept in the client folder electronically and backed up to our main cloud server. All access is via password.

Engagement letters issued 2023.

There were no errors that required adjustment within the accounts.

The accounts did not contain large numbers of adjusting entries

Conclusion:

Our workings and conclusion contained in this report are supported by working papers held on file.

Direction 4: Plan the independent examination.

In order to plan the specific examination procedures, appropriate to the circumstances of the charity, the examiner must review:

- the charity's constitution
- the way the organisation is controlled and managed
- whether action has been taken on any previous recommendations for improvement
- the accounting records and systems
- the charity's structure, its funds and how fund balances changed in the year
- the charity's activities in the year and spending and the financial risks the charity faces

Research carried out to understand the objectives of the charity, reviewed Trustees' Annual Return and information contained on the Charities Commission website. There has been no change in the nature and scope of the charities activities in the year under review.

There are circa 300 transactions in total covering both income and expenditure – all transactions are recorded on a single page of excel with bank reconciliations provided.

The records are neat and tidy and easy to follow. Sample testing of randomly selected items will be undertaken.

Conclusion:

My opinion is that inherent risk of error or misstatement is low.

Direction 5: Check that accounting records are kept to the required standard.

The examiner must ensure that accounting records have been kept in compliance with the relevant legislative requirements.

Accounting records are kept on computerised Excel accounting package. No change year on year.

The accounting records are easy to follow and are up to date; there is evidence of bank reconciliations being carried out correctly, performed at least annually.

The charity has circa 300 transactions per annum. There are no staff or overheads. Approximately 50% of income is from APC, the remainder from hall hirings.

There is no evidence to suggest the excel files are not in compliance with any legislative requirements. Indeed, the small number of physical transactions lend itself to a simple transparent style of reporting. We would not recommend any change.

Conclusion:

My opinion is that the charity is keeping the correct records for a charity of this size.

Direction 6: Check that the accounts are consistent with the accounting records.

The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records.

- Income resources – £33,458 (2024: £23,931) – this comprises a small amount of miscellaneous income and small grants, and £8k was received from APC. Other income £20.5k (2024: £12.5K) is from hirings.
- The nature and scope of income has not changed year on year.
- In total there were 154 recorded receipts in the year of which 143 relate to rentals the average of which is £162.
- The accounts match the underlying records exactly.
- Resources Expanded – £42,068 (2024: £38,235) This comprises £13.5k payroll costs (2024: £14k) and £5.5k (2024: £11k) refurbishment.
- The accounts match the underlying records exactly.
- Bank & Investment Balances £21,127 (2024: £26,152) – I have verified the year end bank reconciliation.

- Balances on the accounts are reconcilable to the underlying records.

Conclusion: Balances on the accounts are reconcilable to the underlying records

Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts.

The examiner must check that the trustees have considered if there were any related party transactions in the reporting period and check whether the trustees have made the disclosures required by the applicable Statement of Recommended Practice (SORP) in the notes to the accounts.

- The accounts contain items that are not recorded in the cashbook – that net to zero
 - Income from APC £9,774
 - Less Expenses paid by APC £13,546
 - Accrual for future payment £3,772

Proper basis used – these items are not reported on the APC annual return – so there is no double counting.

Direction 8

Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts.

The examiner must:

- check whether the separate funds of the charity have been correctly accounted for and reported correctly in the accounts
- check the reasonableness of any significant estimates or judgments that have been made in preparing the accounts
- where accruals accounts are prepared, check that the accounting policies adopted are consistent with the applicable Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) and are appropriate to the activities of the charity

The separate funds have been correctly disclosed between restricted and unrestricted and agree to underlying workings. The accounts are prepared on the going concern basis.

Other items tested above in direction 6

Conclusion: Receipts and payments accounts agree and are correctly stated.

Direction: 9 Direction 9

The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts.

Where accruals accounts are prepared, the examiner must ensure that the disclosures about going concern required by the applicable Statement of Recommended Practice (SORP) are made and that the trustees' assessment of going concern is reasonable given the available information. In particular the examiner must check if any material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern are disclosed in the notes to the accounts.

Where either receipts and payments or accruals accounts are prepared, the examiner must consider whether the trustees have assessed what invoices, bills and commitments remain outstanding at the end of the reporting period

and whether the trustees have identified if they can settle these as and when they fall due.

The trustee considers the charity as a going concern.

There are no material uncertainties that cast doubt on the continued functioning of the charity.

Direction 10 Check the form and content of the accounts.

The examiner must carry out such procedures as the examiner considers necessary to provide a reasonable basis on which to conclude whether or not the accounts have been properly prepared. The examiner must:

- where receipts and payments accounts have been prepared check that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified; or
- where accruals accounts are prepared check that they comply with the applicable Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) and the applicable accounting standard; and
- if the charity is a company, check that the accounts also comply with the applicable company law requirements.

Accounts report content and form checked example reports on the charity commission website. No reason to believe the accounts have not been prepared in accordance the required guidelines.

Direction 11 Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence.

The examiner must carefully consider if, during the course of their examination, items were found that were material to the accounts which need further explanation or supporting evidence. If the examiner is concerned that the charity's accounts could be materially misstated, then the examiner must undertake sufficient additional work to be satisfied that any such item has been explained and correctly included in the accounts. The examiner must be alert to any related party transactions that require separate disclosure in the accounts. Where the examiner is not satisfied on any item then the examiner must refer to it in their independent examiner's report.

As shown under direction 6 there has been no change in the nature or scope of the charities activities.

No items were identified as needing additional documentary support.

There is no evidence from our review that the financial elements of the accounts are not consistent year on year.

Direction 12 Compare the trustees' annual report with the accounts.

The examiner must compare any narrative information or figures in the trustees' annual report with the accounts in order to identify any material inconsistency between the trustees' annual report and the accounts

If your charity's income is under £1,000,000 (and providing it doesn't have assets worth more than £3.26million), prepare a simple report including:

- your charity's name, registration number, address and trustee names
- its structure and details of how it is managed, including how it recruits trustees
- its activities and objectives in the year
- its achievements and performance, including reporting on its public benefit

- a financial review including any debts and details of your reserves policy (if applicable)
- details of any funds held as a custodian trustee
- You can put more detail into your trustees' annual report if you want to. You only have to send a copy to the commission with your annual return if your income is more than £25,000. But you need to send the commission a copy if it asks for it.

The trustees report is in agreement with the accounts and contains the relevant information

Direction 13 Write and sign the independent examination report.

The examiner must review the conclusions from their independent examination and then prepare and sign their independent examiner's report. The content of their report must cover all the matters required by the 2008 Regulations. If the examiner has identified a matter of concern because one or more of the specific matters listed in the 2008 Regulations or in this Direction are present or remain unresolved then the examiner must bring it to the attention of trustees in their independent examiner's report.

No cause for concern during the examination, nothing has come to my attention. No inconsistencies arose between accounts and the records.

Independent Examiner's Report to the trustees of Hapstead Hall

I report to the trustees on my examination of the accounts of the Hapstead Hall Registered Charity (the Trust) for the year ended 31st March 2025.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 next statement.

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:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
 - c. 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



Mark Mulberry BA (Hons) FCCA CTA

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