

FOREST ROW VILLAGE HALL

England & Wales · Charity number 305223

Details

Status Registered

Legal form Other

Registered 1968-10-02

Register [View on the Charity Commission register](#)

Contact

Address Forest Row Village Hall
Lewes Road
Forest Row
RH18 5ES

Phone 01342824961

Email bookings@forestrowvillagehall.org

Website <http://forestrowvillagehall.org>

Activities

Objects: VILLAGE HALL

Activities: Serving a village of 5,500 people and a charitable trust since 1927 the Village Hall, a grade II listed building, has provided the focal point for many local clubs and associations over the years, relying on charges and subscriptions to maintain the fabric of the building. The two halls both with kitchens and one of which has a stage are available for hiring to regular users and as single lets.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF FOREST ROW
- East Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-02-28		£0	£0	-
2024-02-29		£0	£0	-
2023-02-28	£43,924	£54,787		-
2022-02-28	£34,927	£42,424		-
2021-02-28	£20,816	£31,770		-

Trustees

Name	Role	Appointed
VIVIEN HILL	Chair	2013-08-18
Dr JENNY JOSEPHSON		2013-06-25
John Richard Pike		2022-05-09
Mr N de Knoop		2015-06-01
Robert John Lewin		2024-05-13
Shane Hannan		2021-05-17

FOREST ROW VILLAGE HALL

England & Wales - Charity number 305223

Accounts

Chairman's report for the Annual General Meeting of Forest Row Village Hall Management Committee held on Monday 15th May 2023 (for the year for the year May 2022 to May 2023)

Object of the Charity “The provision and maintenance of the village hall for the use of the inhabitants of Forest Row and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.”

Trustees

At present the trustees are; Mr. N. de Knoop, (Aikido) Mr. S. Hannan (co-opted) Miss. V. Hill, (co-opted); Dr. J. Josephson, (Forest Row Parish Council & Forest Row Business Group), Mr Richard Pike (Forest Row Film Society). We have to record the sad death of Miss Angela Yard, a trustee since 2011 and a supporter of the hall for many years prior to her trusteeship. We have three non-trustee committee members.

Management and staffing

We have two part-time hall managers who ably deal with the administration required in running the hall, working approximately twenty hours per week between them and a part-time caretaker/cleaner, working variable hours who keeps the hall clean and welcoming. I would like to thank these ladies for the care they put into the hall, their efficiency and enthusiasm. Extra time, often at short notice, is sometimes needed to enable the hall to work smoothly and this is not always recognised by hirers. Nick de Knoop is producing a new website to assist admin and attract potential hirers.

Policies and Procedures

These are updated on a regular basis at committee meetings, following the guidelines offered by the Charity Commission. Our working methods and data storage are compliant with the General Data Protection Regulations.

Finances

Our audited accounts as at the end of February 2022 show reasonable reserves and the auditor considers we have good in-house accounting and efficient professional accountants.

Bookings and therefore incomes have resumed to pre-pandemic levels, which is reassuring. We have found that administration for regular hirers is generally

straightforward but single event hirings can require a disproportionate administration time.

Building and Maintenance.

As reported last year the most urgent major work in hand is the repair of the entrance porch. Some scaffolding has been in place since February 2022. A more supportive scaffolding is planned until the actual building work takes place. Our architect Mr Iain Miller has drawn up the required plans and these were recently submitted to Wealden District Council for Listed Building Consent. To date we have spent approximately £11,000 fees for various obligatory professionals. The architect, the committee and I are unhappy with the amount of time lapsing between the engagement and actual reports of some professionals. We hope that once LBC is given we can provide a schedule of works to go to tender. Tender prices provide a reference for grant applications.

Other works have included further roof repairs to the Peter Griffiths Hall, some drains replacement and many general maintenance and improvement works.

East Sussex County Council have applied anti-climb paint to the lamppost near the Peter Griffiths Hall flat roof having been supplied with a video of unauthorised access. We hope that this will reduce these incursions.

In conclusion

I and the committee would like to thank the hall's staff for all the work they do to keep the hall running so successfully. We have a committee that meets regularly, considers and decides actions and policies, our meetings are cheerful and productive and I am grateful to have such helpful colleagues.

We hope, in the coming year complete our current project, to continue to improve the hall and to plan the next major work, possibly the repair of exterior stonework as included in the LBC.

The trustees believe that this building continues to be an asset to Forest Row and the local area. It was built and founded to benefit the local people and the village as a whole. The trustees and committee members are a small group and we would welcome interest from local people who can offer new ideas and skills who would be interested in joining the committee, perhaps becoming trustees in their turn.

I believe we fulfil the object of the charity.

Thank you

Vivien Hill

FRVH Customer Deposits

Opening Balance 01/03/2022 £ **1,759.38**

Needs returning to customer

Aaron Kerrigan - INV 416996	£	50.00
Charlie Roscoe - INV 416998	£	150.00
Emma Cole -INV 417018	£	50.00
Ms Jackie Singer - INV 417051	£	50.00
Adam Shereston - INV 417079	£	50.00
Nabat Ghaffar - INV 417113	£	50.00
Sally Elkes - INV 417189	£	50.00
Benjamin Monk - INV 417256	£	50.00
	£	500.00

Event in next year or rolled over

Uli Walleser - INV 417021	£	50.00
Emma Paton-Phillip - INV 417112	£	200.00
Ariel Gragnari - INV 417120	£	50.00
Emma Mortimer - INV 417151	£	50.00
Amy Birchall - INV 417186	£	50.00
Jenny Crouch - INV 417286	£	50.00
Max Boisvert - INV 417291	£	150.00
Isabella Neave - INV 417311	£	50.00
Keiron Chissik - INV 417312	£	50.00
Julie Kennedy - INV 417313	£	50.00
Eva Sonneveld - INV 417315	£	50.00
Francis Briers - INV 417316	£	200.00
Katherine Jordan - INV 417339	£	50.00
	£	1,050.00

Invoiced in previous year (refund in this year)

Phillip Bezencenet - 417026	-£	50.00
Matt Tucker - 417044	-£	50.00
David Burton - 417209	-£	100.00
	-£	200.00

Closing Balance 28/02/2023 £ **3,109.38**

Redy
 See TEAM 4 OBSERVATION'S

**FOR THE ATTENTION OF THE CHAIR AND TRUSTEES OF THE
FOREST ROW VILLAGE HALL:**

Dear Vivien - I am pleased to confirm I have now completed my inspection of the village hall accounts for the year ended 28.2.2023 and can find nothing which gives me cause for concern. All payments from the account are matched by invoices plus regular payments are by direct debit. Team 4 solutions have a good grasp of the finances and accounts provided are well laid out. I have relied on the Trustees to ensure electronic transfers are made under dual control plus regular checks are made on the petty cash, Hirers cash, Key & Customer deposits together with refunds as these records were not produced.

I would ask the Trustees to investigate the invoice from POPLE Associates for £6620, £1104, £706 dated 11.3.22 just to ensure this is a quotation for future works and not an unpaid invoice. Also I notice that the cost of electricity 2022/3 was £2319.29 against £876.00 2021/22. Perhaps this could be checked to make sure correct although it is appreciated energy costs have risen substantially over this period.

The only error I could find is that The Scottish Widows statement shows a true balance of £1318.30 whereas audited accounts show a figure of £1316.63. The difference is caused by an interest payment of £1.67 not added on. Perhaps this could be brought to the attention of Team 4 who can make an adjustment in next years accounts.

The period to the 28.2..2023 has seen hall income rise following the lifting of Covid restrictions and it is good to see the hall being used to its full potential. I note the net deficit for the year was £10,477.54 however this does include depreciation of £4968.55 and £8,661.09 professional fees. With cash in the Bank and on deposit of £40,404 the deficit does not cause undue concern. Everyone associated with the hall can again be congratulated on guiding the Charity through another year.

The signed off accounts are ready for collection whenever is convenient. If required I am happy to offer my services again for the next year.

Best wishes

Bob Dyke
Honorary Independent Examiner.

FOREST ROW VILLAGE HALL

England & Wales - Charity number 305223

Accounts

Chairman's report for the Annual General Meeting of Forest Row Village Hall Management Committee held on Monday 9th May 2022 (for the year for the year May 2021 to May 2022)

Object of the Charity “The provision and maintenance of the village hall for the use of the inhabitants of Forest Row and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.”

Trustees At present the trustees are; Mr. N. de Knoop, (Aikido) Mr. Shane Hannan (co-opted) Miss V. Hill, (co-opted); Dr. J. Josephson, (Forest Row Parish Council & Forest Row Business Group); and Miss A. Yard (co-opted),

There are three non-trustee members of the committee.

Mrs Joan Hills has stepped down as trustee and we thank her for her work, especially her financial expertise, over many years.

Management and staffing

We have had some staffing changes this year as our two part-time hall managers have left us to take on full-time positions. The committee would like to thank these ladies for their enthusiastic, efficient and cheerful work for the hall. While we are sorry to say goodbye to them they were able to assist the trustees in choosing two new, part-time hall managers. Our cleaner continues to keep the hall cleaned and welcoming.

Policies and Procedures

Now committee meetings have been resumed we have continued to regularly update the policies according to the Charity Commission guidelines. Our working methods and data storage are compliant with the General Data Protection Regulations.

Registered Charity/Charitable Incorporated Organisation

Our solicitors have advised that there is an eighteen month wait for completing Land Registry applications, however once time allows we should resume this matter.

Finances, funding, bookings

Our audited accounts as at the end of February 2021 show reasonable reserves and the auditor considers we have good accounting.

This year bookings have resumed well, with familiar and new hirers and both halls fully booked on many days. Many single bookings have been received too. We hope that many of these ‘occasional’ hirers will come again. These increased bookings may soon require more staff time.

Major works will be necessary in the near future and additional hiring income

will add to our savings.

The building

Various major and minor works to the building have been undertaken or are planned. One further section of the Peter Griffiths Hall roof has had extensive repairs (£1,240) which should protect the north wall of the Freshfield Hall.

The Freshfield Hall porch needs major works, an architect has been engaged, plans have been drawn up and he will apply for LBC. The same application should cover future works to the stonework of the south-west corner of the building, stonework there continues to degrade. The Peter Griffiths Hall floor will need a professional survey in the near future. These three projects will all be costly and we hope that we can apply successfully for some grants.

In conclusion

This last year has shown a steady return of classes, of a variety of activities and almost full occupation of the hall, a validation of its use to the local community.

I would like to thank our cheerful and hard-working staff, both past and present and I am sure the committee members join me in this. My personal thanks are due, as chairman, to the members of the committee. Our discussions and decisions are essential to the everyday running of the hall and to its planned improvements.

We hope, in the coming year to maintain and further improve the hall. We believe that this building, set up for the benefit of the village, continues to be an asset to Forest Row and the local area.


Thank you.

Forest Row Village Hall

Financial Activities

March 2021 - February 2022

	TOTAL
X Depreciation Expense	4,517.22
Total Expenditures	£42,424.07
NET OPERATING INCOME	£ -7,496.20
Other Income	
Donation	55.00
Ashdown Pantomimers & Forest Players	244.00
Lord Merthyr Fund	2,000.00
Total Donation	2,299.00
Interest income	2.04
WDC Covid 19 Grant	13,896.57
Total Other Income	£16,197.61
NET OTHER INCOME	£16,197.61
NET INCOME/(EXPENDITURE)	£8,701.41


Checked & found
correct
11th 2022

FOR THE ATTENTION OF THE CHAIR AND TRUSTEES OF THE FOREST ROW VILLAGE HALL

Dear Vivien - I am pleased to confirm I have now completed my inspection of the village hall accounts for the year ended 28.2.2022 and can find nothing which gives cause for concern. All payments from the account are matched by invoices plus regular payments are by direct debit. Team 4 Solutions seem to have a good grasp of the finances and the accounts provided are well laid out. I have relied on the Trustees to ensure electronic transfers are made under dual control plus regular checks made on the petty cash, Hirers cash, Key & Customer deposits plus deposit refunds as these records were not produced.

The only error that I find is that The Scottish Widows statement shows a true balance of £1,316.63 whereas the audited accounts show a figure of £1,314.00. The difference is caused by an interest payment of £2.63 not added on. The same with NS & I the true balance should be £7,677.62 where the audited accounts show £7,676.85. The difference is 77p interest not added on. Perhaps this could be brought to the attention of Team 4 who can make an adjustment to next years accounts.

The period to the 28.2.2022 would again be another challenging year but as covid restrictions ease hopefully this will allow for the hall to be used to its full potential. The Trustees have again prudently claimed Covid relief resulting in another creditable surplus of £8,701.41. With depreciation added back, cash generated is over £13,000 which is reflected in the increased cash and deposit balances held. Everyone associated with the hall can again be congratulated on guiding the charity through another difficult year.

The signed off accounts are ready for collection whenever is convenient. If required I am happy to offer my services again for the next year.

Best wishes

Bob Dyke
Honorary Independent Examiner.