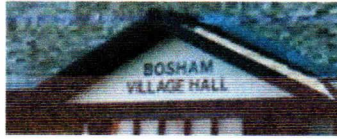


# **Bosham Village Hall**



## **Annual Report and Financial Statements *for the* Year Ended 31 December 2021**

**Hall Address:**

Walton Lane  
Bosham  
Chichester PO18 8QF

**Bank:**

Lloyds Bank  
10 East Street, Chichester PO19 1HJ

**Trustees Serving in the Year:**

Ann Myers (Chairman, Flower Club)  
June Bailey (WI - to July)  
Stephanie Fiske (Horticultural Soc)  
Richard Gambold (Short Tennis)  
Nigel Glennie (Cricket Club - from Nov)  
Helen Gunton (Badminton)  
Pat Harris (WI - from Nov)  
Charlotte Henderson (Montessori Nursery - to Nov)  
David Myers (Co-opted, Surveyor)  
Gill Smith (Bridge - to May)

**Elected Management Committee:**

Christopher Hitchings (Treasurer)  
Liz Taverner (Bookings Secretary)  
Lucinda Hitchings (Secretary)

**In attendance at Management Committee:**

Tim Stentiford (Caretaker)

**Independent Examiner:**

Trevor James FCA DchA  
Dormer Cottage West Broyle  
Chichester PO18 3PR

**Registered as a Charity No. 305436**

### **Brief History**

The original hall was built in 1924 by Bosham Womens' Institute. In 1930, it was handed over to Trustees, who ran it for 35 years until they passed the responsibility to Bosham Parish Council, as Custodian Trustee under the Charities Act. By 1990, it was failing to meet the needs of the growing village. With the aid of fundraising and grants, the current hall was opened by the Duke of Richmond in April 1996 on the same site, to provide a sports hall, function room, kitchen, changing facilities and car park, with modern heating and insulation.

### **Responsibilities of Trustees**

The Custodian Trustee (Bosham Parish Council) simply holds the legal title of the Charity's property and acts on the lawful directions of the Management Committee in any transactions affecting this title.

The Management Committee is made up of Trustees nominated by organisations using the hall regularly, plus five who can be elected at the Annual General Meeting; and a further four who can be co-opted by the Management Committee. All members are volunteers.

Two trustees resigned during the year (Charlotte Henderson and June Bailey) and one sadly died (Gill Smith). We acknowledge with thanks their contributions. We welcomed two new trustees during the year (Pat Harris and Nigel Glennie) and hope to welcome the third replacement at the AGM.

### **Public Benefit**

Briefly, the aims of the Management Committee are to provide and maintain the hall for the use of the inhabitants of Bosham and the neighbourhood, without distinction of sex or of political, religious or other opinions, and in particular for meetings, lectures, classes and for other forms of recreation.

That these aims are being met is demonstrated by the wide range of users, who include a Montessori nursery, keep-fit classes, bridge and bingo clubs, badminton, short tennis, table tennis, flower clubs, a horticultural society and the WI. It is also a popular venue for wedding receptions and, in addition, it serves as a polling station for local and parliamentary elections.

### **Financial Strategy**

Almost all of our income is from hiring the hall and our financial goal is to generate enough income to pay the costs of running the hall (rates, insurance, heating, lighting, cleaning) plus the expense of maintaining the building and updating it to keep its offering compliant with current regulations and competitive with current expectations.

The main issue is that the building is now 26 years old and, in particular, the roof covering is not delivering its design life. We have already replaced three of its eight sections and a fourth is planned for 2022. Over 2019/20, we have also needed to upgrade emergency lighting to comply with current regulations; and replace our heating boiler.

Over 2017-19, we raised hall charges with the aim of creating an income base sufficient to do this and, based on 2019 income, we are comfortable that we achieved this. We refined our analysis in 2021 and conclude that we need a current surplus (before repair and maintenance expenditure) of £14,000 per annum and at end-2021 a reserve buffer of at least £42,000 to be confident we can meet future costs.



## Financial Report

### Simplified Revenue Account

	2019	Change	2020	Change	2021
	£	%	£	%	£
Hiring income	31,235	-58	13,132	+42	18,637
Interest income	105		27		3
Running costs	-15,838	-24	-11,983	+6	-12,758
<b>Current surplus</b>	<b>15,502</b>	<b>-92</b>	<b>1,176</b>	<b>+400</b>	<b>5,882</b>
Grants	0		11,334		22,435
Depreciation	0		0		0
Repairs and maintenance	-28,629	-89	-3,093	+387	-15,074
<b>Actual surplus</b>	<b>-13,127</b>		<b>9,417</b>		<b>13,243</b>
Start reserves	42,746		29,619		39,036
End reserves	29,619	+32	39,036	+34	52,279

### Commentary

2021 commenced with the Hall closed for the second time due to the ongoing pandemic. The Montessori School was permitted to stay open subject to safeguards and it is to the considerable credit of Charlotte Henderson and her staff that it did so. Our other regular hirers were allowed back from mid-May but many decided to delay until August or September. From September, we have had reasonably full usage of the Hall, although we suffered cancellations in December as fears revived on the "Omicron" variant. Overall hiring income was 42% up on 2020 but still 40% below that of 2019.

We cut expenditure as much as we could in 2020 and 2021 has seen an increase in costs, partly reflecting the increased usage (caretaking, cleaning, waste clearing, piano tuning) but also that our gas supplier failed, exposing us to current high prices rather than the 3-year contract we had thought protected us. We have had a month of this and our bills for 2022 will be £1,500 higher.

We gained from a very welcome further £8,600 in grants from Chichester District Council to help businesses hit by the pandemic. We also applied to Bosham Parish Council for a grant towards the replacement of the leaking North lower roof and were delighted that they decided to pay the entire £13,900 cost. This work, which had been scheduled for 2020 but cancelled because of the uncertainty, was thus done in June and our kitchen has been dry since. Other Repair & Maintenance expenditure was kept to just £1,200, mostly lighting upgrades and minor plumbing repairs.


Thanks to grants and the security of our School income, we emerged from the pandemic in a sound financial position, with reserves £10,000 above the minimum £42,000 we need. We plan to go ahead with the next urgent stage of the roof renewal in 2022, being the upper West section. We also reviewed hiring charges and, thanks to the Montessori agreeing an increase, we have been able to reduce the rate for the Function Room to other users. Once we have a better handle on energy costs, we may be able to do more.

**Christopher Hitchings**  
Hon Treasurer

Statement of Assets and Liabilities as at 31 December 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed Assets</b>					
Village Hall Property	1	365,901		365,901	
Equipment		0		0	
<b>Current Assets</b>					
Debtors and pre-payments		1,482		89	
Lloyds current account		14,671		29,994	
Lloyds deposit account		30,002		0	
COIF Charities Deposit Fund		10,211		10,210	
		<u>56,366</u>		<u>40,293</u>	
<b>Current Liabilities</b>					
Creditors and accruals	2	4,087		1,257	
		<u>4,087</u>		<u>1,257</u>	
<b>Net Current Assets</b>		52,279		39,036	
<b>Total Assets</b>		<u>£418,180</u>		<u>£404,937</u>	
<b>Unrestricted Funds</b>					
General Funds	3	52,279		39,036	
Designated Funds - Village Hall	4	365,901		365,901	
		<u>£418,180</u>		<u>£404,937</u>	

Signed on behalf of the Trustees:

Trustee.......... Dated..... 23.3.2022 .....

Name Ann Myers, Chairman

Hon Treasurer.......... Dated..... 23/3/2022 .....

Name Christopher Hitchings

Notes to Statement of Assets and Liabilities as at 31 December 2021

£

**1 Village Hall Property**

At 1997 valuation	297,000
Subsequent improvements	68,901
At 1 January 2021	<u>365,901</u>
<b>At 31 December 2021</b>	<b><u>365,901</u></b>

The property is insured for £2.63m as at 31 December 2021

	2021 £	2020 £
<b>2 Creditors and Accruals</b>		
Accounts payable	2,189	678
Accruals	-182	0
Customer deposits and pre-payments	1,971	470
Defibrillator fund	109	109
<b>Total Creditors and Accruals</b>	<b><u>4,087</u></b>	<b><u>1,257</u></b>

Over 2018/19, £526 was raised towards the cost of a defibrillator. In March 2020, Southbourne Lions donated the actual unit (value £1,806) and we incurred costs of £517 installing the dedicated power supply required. The £9 balance in the defibrillator fund plus a further £100 donation will be applied to maintenance costs.

**3 General Fund**

Brought forward at 1 January 2021	39,036
Surplus for Year	13,243
<b>At 31 December 2021</b>	<b><u>52,279</u></b>

**4 Designated Funds - Village Hall**

Brought forward at 1 January 2021	365,901
<b>At 31 December 2021</b>	<b><u>365,901</u></b>



Statement of Financial Activities Year Ending 31 December 2021

	Notes	2021 £	2020 £
<b>Income and Expenditure</b>			
Hiring income	1	18,637	13,132
Bank interest		3	27
Grants	2	22,435	11,334
<b>Total Income</b>		<b>41,075</b>	<b>24,493</b>
<b>Expenditure</b>			
Caretaker fees		3,000	2,018
Performing Rights license		775	688
Insurance		2,330	2,544
Repairs and maintenance	3	15,074	3,093
Fire checks		248	267
Gardening		195	575
Rates		261	101
Electricity		1,389	1,416
Gas		1,671	1,363
Water		177	173
Telephone and internet		259	64
Cleaners fees		845	1,302
Window cleaning		160	80
Cleaning materials		203	260
Waste disposal		277	299
General expenses		383	204
IT software and consumables		216	360
Audit and accountancy fees		125	125
Piano tuning		100	0
Subscriptions		144	144
<b>Total Expenditure</b>		<b>27,832</b>	<b>15,076</b>
<b>Surplus (Deficit) of Income over Expenditure for Year</b>		<b>£13,243</b>	<b>£9,417</b>

Notes to Statement of Financial Activities Year Ending 31 December 2021

	2021 £	2020 £
<b>1 Hiring Income</b>		
Montessori nursery	5,047	3,650
Short tennis	2,420	2,366
Badminton (various)	2,050	1,352
Bingo	930	744
Bridge (Monday and Friday)	930	657
Table tennis	660	342
Yoga	620	441
Others	5,980	3,580
<b>Hiring Income</b>	<b>18,637</b>	<b>13,132</b>

Those organisations or activities generating more than £500 income in either 2021 or 2020 are shown above.

<b>2 Grants Received</b>		
Chichester District Council Covid support	8,574	11,334
Bosham Parish Council for roof repairs	13,861	0
	<b>22,435</b>	<b>11,334</b>

Chichester District Council awarded £8,574 in February/March to help businesses hit by Covid (£11,334 in 2020). We applied to Bosham Parish Council in March for a grant towards roof repairs. This was granted in full and paid on completion of the repairs in July.

<b>3 Repairs and Maintenance</b>		
Roof repairs	13,861	0
Lighting upgrades	618	936
Decorating	0	900
Other	595	1,257
<b>Repairs and Maintenance</b>	<b>15,074</b>	<b>3,093</b>

### Independent examiner's report to the Trustees of Bosham Village Hall

I report on my examination of the accounts of the Bosham Village Hall (the Charity) for the year ended 31 December 2021 set out on pages four to seven.

This report is made solely to the Charity's trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the Charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body, for any work, for this report, or for the opinions I have formed.

### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). You consider that an audit is not required for the year under section 144 (2) of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in general Directions given by the Charity Commission under section 144(2) of the Act; and
- to state whether particular matters have come to my attention.

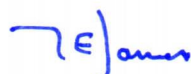
### Basis of the independent examiner's report

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



Trevor James FCA DchA  
Dormer Cottage  
West Broyle  
Chichester PO19 3PR

24 February 2022