

# Bosham Village Hall



## **Annual Report and Financial Statements** *for the* **Year Ended 31 December 2024**

### **Hall Address:**

Walton Lane  
Bosham  
Chichester PO18 8QF

### **Bank:**

Lloyds Bank  
10 East Street, Chichester PO19 1HJ

### **Trustees Serving in the Year:**

Rod Cooper (Bosham Parish Council, Chairman)  
Beckie Combes (Montessori Nursery)  
Jennifer Fidler (WI, from November)  
Stephanie Fiske (Horticultural Soc)  
Richard Gambold (Short Tennis)  
Nigel Glennie (Cricket Club)  
Helen Gunton (Badminton)  
Ann Myers (Flower Club, Co-opted from March)  
Angela Wood (Bridge)

### **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. 305346**

### **Brief History**

The original hall was built in 1924 by Bosham Women's 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.

Until March, former Chair Ann Myers represented the Flower Club. Following its folding, the Committee agreed to co-opt her to benefit from her experience. In November, Jennifer Fidler joined the Committee to represent the Women's Institute. We welcome her.

### **Public Benefit**

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, a horticultural society and the WI. It is also a popular venue for family parties 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 most challenging issue has been that the roof covering of our 28 year old building is not delivering its design life. A large part of it has now been replaced, notably in 2019, 2021 and 2022 and we hold reserves for the remainder. There are works planned for early in 2025 following damage to one of the remaining sections during the solar panel installation. A cash contribution from the installer and a grant from the Parish Council will partly defray this.

Over 2017-19, we raised hall charges with the aim of creating an income base sufficient to do this and, based on 2023 income, we remain comfortable that we achieved this. Our updated analysis of future expenditure suggests a target current surplus (before repair and maintenance expenditure) of £13,000 per annum and that we need to hold £40,500 in reserve as at the balance sheet date (£34,500 in 2023).

## **Financial Report**

### **Simplified Revenue Account**

	<b>2022</b>	<b>Change</b>	<b>2023</b>	<b>Change</b>	<b>2024</b>
	£	%	£	%	£
Hiring income	32,804	-6	30,893	+3	31,881
Interest income	117		736		1,469
Running costs	-16,937	+19	-20,081	-10	-18,132
<b>Current surplus</b>	<b>15,984</b>	<b>-28</b>	<b>11,548</b>	<b>+32</b>	<b>15,218</b>
Grants	2,667		14,000		0
Repairs and maintenance	-22,406	+69	-37,882	-80	-7,565
<b>Actual surplus</b>	<b>-3,755</b>		<b>-12,334</b>		<b>7,653</b>
Start reserves	52,278		48,523		36,189
End reserves	48,523	-25	36,189	+21	43,842
Of which Maintenance Reserve	32,000		34,500		40,500
Of which General Fund Surplus	16,523		1,689		3,342

### **Commentary**

After a disappointing performance in 2023, 2024 saw a welcome recovery in our current surplus to a level ahead of our target and only slightly below 2022. The primary factor was an expected reduction in costs, mostly reflecting a much reduced unit charge for our gas supply but also other cost savings, notably gardening. However, we also saw a small rise in hiring income, reflecting increased usage; and the benefit of continuing high rates on our interest income.

Increased hiring income reflects some increased usage by our regular hirers but also a small upturn in one-off bookings such as parties. We were disappointed by the decline in the latter in 2023 and made some promotional efforts early in 2024, which seem to have had an impact.

Repairs & maintenance expenditure was dominated by major projects in 2022 (roof works) and 2023 (solar panels). 2024 has included one project, the refurbishment of the Main Hall toilets which cost £4,860, but other expenditure was very modest by recent standards. We have not included the works to repair the roof above the stage, damaged by the solar panel installer, but a provision for the net cost of £5,000 is behind the rise in maintenance reserve in the table above. Works are scheduled for January 2025.

We warned 12 months ago that, without a recovery in surplus, we may need to raise hire charges. Given the recovery seen in 2024, we can put that on hold for the time being. However, 2024 has been a relatively lucky year for maintenance expenditure and 2025 may not be. Some costs will certainly rise and we are vulnerable to any rise in gas prices. On top of that, we rely on the health of the groups who hire the Hall, which the folding of the Flower Club illustrates well. The Montessori school is also facing increased competition. In short, 2024's results are encouraging but we remain vigilant about the challenges.

**Christopher Hitchings**  
**Hon Treasurer**

**Statement of Assets and Liabilities as at 31 December 2024**

	Notes	2024 £	£	2023 £	£
<b>Fixed Assets</b>					
Village Hall Property	1	365,901		365,901	
Equipment		0		0	
<b>Current Assets</b>					
Debtors and pre-payments		1,400		1,577	
Lloyds current account		10,159		9,659	
Lloyds deposit account		6,245		6,170	
COIF Charities Deposit Fund		33,291		21,896	
		<u>51,095</u>		<u>39,302</u>	
<b>Current Liabilities</b>					
Creditors and accruals	2	7,253		3,113	
		<u>7,253</u>		<u>3,113</u>	
<b>Net Current Assets</b>		<b>43,842</b>		<b>36,189</b>	
<b>Total Assets</b>		<b><u>£409,743</u></b>		<b><u>£402,090</u></b>	
<b>Unrestricted Funds</b>					
Maintenance Reserve	3	40,500		34,500	
General Fund Surplus	4	3,342		1,689	
Total General Funds		<u>43,842</u>		<u>36,189</u>	
Designated Funds - Village Hall	5	365,901		365,901	
		<u>£409,743</u>		<u>£402,090</u>	

Signed on behalf of the Trustees:

Trustee..... Dated.....  
Name Rod Cooper, Chairman

Hon Treasurer..... Dated.....  
Name Christopher Hitchings

Notes to Statement of Assets and Liabilities as at 31 December 2024

£

**1 Village Hall Property**

At 1997 valuation	297,000
Subsequent improvements	68,901
At 1 January 2024	365,901
<b>At 31 December 2024</b>	<b>365,901</b>

The property is insured for £3.2m as at 31 December 2024

	<b>2024</b>	2023
	£	£
<b>2 Creditors and Accruals</b>		
Accounts payable	6,182	2,517
Accruals	0	0
Customer deposits and pre-payments	962	487
Defibrillator fund	109	109
<b>Total Creditors and Accruals</b>	<b>7,253</b>	<b>3,113</b>

**3 Maintenance Reserve**

Brought forward at 1 January	34,500	32,000
Addition (Release) in year	6,000	2,500
<b>At 31 December</b>	<b>40,500</b>	<b>34,500</b>

A maintenance reserve was established at December 31 2021 based on an analysis of what the hall needs to hold to cover future expenditure on its building and equipment. It was set initially at £42,000 and, following approval at the 2022 AGM, was transferred from the General Fund as of end-2021. As at 31 December 2024, it has been revalued from £34,500 to £40,500. This includes £5,000 for the net cost of roofing works planned for early 2025.

**4 General Fund Surplus**

Brought forward at 1 January	1,689	16,523
Surplus for the year	1,653	-14,834
<b>At 31 December</b>	<b>3,342</b>	<b>1,689</b>

**5 Designated Funds - Village Hall**

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

**Statement of Financial Activities Year Ending 31 December 2024**

	Notes	2024 £	2023 £
<b>Income and Expenditure</b>			
Hiring income	1	31,881	30,893
Bank interest		1,469	736
Grants	2	0	14,000
<b>Total Income</b>		<b>33,350</b>	<b>45,629</b>
<b>Expenditure</b>			
Caretaker fees		2,965	2,895
Performing Rights licence		384	447
Insurance		2,613	2,570
Repairs and maintenance	3	7,565	37,882
Fire checks		486	448
Gardening		264	730
Rates		268	269
Electricity		2,281	2,232
Gas		2,615	4,377
Water		335	359
Telephone and internet		298	222
Cleaners fees		3,291	2,988
Carpet cleaning		700	770
Window cleaning		120	100
Cleaning materials		427	348
Waste disposal		562	511
General expenses		110	269
Bad debt provision		0	40
IT software and consumables		196	154
Audit and accountancy fees		145	138
Piano tuning		0	70
Subscriptions		72	144
<b>Total Current Expenditure</b>		<b>25,697</b>	<b>57,963</b>
<b>Surplus (Deficit) of Income over Expenditure for Year</b>		<b>£7,653</b>	<b>-£12,334</b>
Release from (Provision to) Maintenance Reserve		-6,000	-2,500
<b>Movement in General Fund Surplus for the Year</b>		<b>£1,653</b>	<b>-£14,834</b>

Notes to Statement of Financial Activities Year Ending 31 December 2024

	2024	2023
	£	£
<b>1 Hiring Income</b>		
Montessori nursery	7,140	6,524
Short tennis	5,223	4,989
Badminton (various)	3,170	3,150
Bridge (Monday and Friday)	2,584	2,520
Bingo	1,470	1,440
Table tennis	1,400	1,400
Others	10,894	10,870
<b>Hiring Income</b>	<b>31,881</b>	<b>30,893</b>

Those organisations or activities generating more than £1,000 income in 2024 are shown above.

<b>2 Grants Received</b>		
Bosham Parish Council for solar installation	0	14,000
	<b>0</b>	<b>14,000</b>

We received a grant in July 2023 from Bosham Parish Council towards the solar panel installation.

<b>3 Repairs and Maintenance</b>		
Solar panel installation	0	28,132
Toilet refurbishment	4,858	0
Side passage works	780	2,280
Floor refurbishment	0	2,180
Other	1,927	5,290
<b>Repairs and Maintenance</b>	<b>7,565</b>	<b>37,882</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 2024 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

25 February 2025