

MANNINGS HEATH COMMUNITY COUNCIL

England & Wales · Charity number 305399

Details

Other names	MANNINGS HEALTH COMMUNITY COUNCIL, MANNINGS HEATH VILLAGE HALL, MANNINGS HEATH COMMUNITY COUNCIL
Status	Registered
Legal form	Trust
Registered	1963-09-11
Register	View on the Charity Commission register

Contact

Address Mannings Heath Village Hall
Golding Lane
Mannings Heath
Horsham
West Sussex
RH13 6JU

Phone 07736899531

Email philbrowning1000@gmail.com

Website manningsheathhall.co.uk

Activities

Objects: VILLAGE HALL.

Activities: Village Hall

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Other Charitable Purposes
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** VILLAGE OF MANNINGS HEATH
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£27,311	£18,996	-	-
2024-03-31	£78,117	£69,686	-	-
2023-03-31	£19,237	£11,181	-	-
2022-03-31	£14,836	£14,241	-	-
2021-03-31	£2,660	£10,844	-	-

Trustees

Name	Role	Appointed
Peter John Ruddle	Chair	2024-12-11
BARBARA SCARBOROUGH		2015-09-22
Dennis Michael Saunders		2026-04-13
HARRIET connor		2015-09-25
JAMES DAVID NICOL SCARBOROUGH		2016-03-04
Jenny Stow		2020-10-20
Philip Browning		2025-10-29

MANNINGS HEATH COMMUNITY COUNCIL

England & Wales - Charity number 305399

Accounts



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	04	2024	To	31	03	2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Barbara Scarborough	Chair		Elected Village Representative
2	Harriet Connor (nee Tidey)	Treasurer		Elected Village Representative
3	Susan Andrea West			Elected Village Representative
4	Carol Mathews			Elected Village Representative
5	Jenny Stow			Elected Village Representative
6	James David Nicol Scarborough			Elected Village Representative
7	Peter Ruddle	Chair from 29 th October 2025	Joined 11 th Dec 2024	Elected Village Representative
8	Philip Browning	Treasurer from 29 th October 2025	Joined 29 th October 2025	Elected Village Representative
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Barclays Bank	2 Carfax, Horsham, RH12 1DN

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed dated 4 th January 1972 and conveyance dated 13 th May 1971 as amended on 23 January 2018 and 20 th February 2018.
How the charity is constituted	Registered charity and unincorporated association.
Trustee selection methods	Trustees are appointed or reappointed annually at the Annual General Meeting.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Bookings Secretary Hayley Scarborough has been in post since Jan 24. She is the daughter-in-law of Chair Barbara Scarborough but reports to the Treasurer (Harriet Connor) first and foremost. Hayley's appointment was approved at the previous year's AGM in Jan 24 and she is not a Trustee of Mannings Heath Community Council. She has remained in post throughout 2024 and 2025 to date.

Peter Ruddle was elected to join the committee at the 2023/24 AGM held in December 2024 and has taken over the Chair from Barbara Scarborough. He represents Mannings Heath Badminton Club.

Philip Browning was elected to join the committee at the in October 2025 and has taken over the Treasurer role from this point.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Mannings Heath Community Council exists for the purpose of running and maintaining Mannings Heath Village Hall.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Located at the heart of the community of Mannings Heath the village hall provides an affordable welcoming resource, open to all.

Originally built in 1972 it was substantially upgraded in 2019/2020 with financial assistance from Biffa Award, Lottery Fund, West Sussex County Council, Horsham District Council, and local fund raising. Further funding was received from Biffa Award in 2023 to repair and reinsulate the roof.

The hall is managed by a small committee of volunteers who represent many of the regular hirers.

The hall is available for hire throughout the year and offers a wide range of facilities and activities.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The village hall is available for use by the Community without distinction of political, religious, or other opinions.

Examples of the various groups who use our facilities are as follows:-

- Horsham Branch of Parkinson's UK
- The Horticultural Society
- The Women's Institute
- Red Academy Dance School
- Mannings Heath Bowls Club
- Martial Arts
- Table Tennis
- Badminton Club
- Pilates
- Seniors Exercise to Music
- Art
- Magog Morris Dancing

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

We are grateful for the many hours our volunteers contribute towards the running of the village hall and their help with fund raising activities, all of which make sure the village hall is well maintained and available for community use.

Section D	Achievements and performance
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<p>Summary of the main achievements of the charity during the year</p>	<p>Mannings Heath Village Hall made a trading profit of £8,315 this financial year ending 31/03/2025 (Prior Year £7,648). There have been no major upgrades or building work done to the Hall this year, following on from Roof repairs and insulation project the previous year. This had future-proofed the hall in terms of fixing some leaks, as well as making the roof more environmentally sound with the added insulation.</p> <p>During this current Financial year the Hall has been well occupied with regular hirers and popular with ad hoc guests. The Bookings Secretary position has been stable which has allowed continuity with invoicing and communications. The most significant expenditure was replacing the rear fencing behind the Hall, which was in some state of disrepair and was undertaken with the support of our neighbours, this cost £1,380.</p> <p>This stability has allowed the Committee to look ahead into 2026 and explore the possibility of adding Solar Panels to our roof, making the most of the good work of the previous year, and improving our energy efficiency and sustainability credentials. The Committee will explore any grant funding which will enable this.</p>
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Section E	Financial review
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<p>Brief statement of the charity’s policy on reserves</p>	<p>Cash at Bank at 31st March 2025 was £46,749 in unrestricted funds.</p> <p>The main financial risk to the charity is a loss of funding from use of the hall from any future pandemic closures. Current funds as at 13th October 2025 were £39,607 and we continue to conserve funds to meet essential expenditure such as insurance. We keep 1 years’ worth of essential expenditure as reserves (£7k).</p>
<p>Details of any funds materially in deficit</p>	<p>Not applicable.</p>

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In the financial year ended 31st March 2025 our main source of funds were from:-

Use of hall by various clubs and organisations.

We do not invest any of our funds, and we maintain a surplus fund balance which is deposited with Barclays Bank plc in a savings account.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) *H. S. Connor*

Full name(s) Harriet Connor

Position (e.g. Chair) Trustee

Treasurer during the whole of the reporting year April 2024- March 2025

Date *19/01/2026*

B Scarborough

Barbara Scarborough

Trustee

Chair during the whole of the reporting year April 2024- March 2025

19/1/2026



Receipts and payments accounts

For the period
from

01/04/2024



To

31/03/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire Income	26,729	-	-	26,729	25,207
Other Income	-	-	-	-	-
Biffa Award Funding	-	-	-	-	52,548
S106 Funding	-	-	-	-	-
Interest	582	-	-	582	361
Fundraising/Donations	-	-	-	-	-
Covid Grants	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,311	-	-	27,311	78,117
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,311	-	-	27,311	78,117
A3 Payments					
Booking Secretary	2,708	-	-	2,708	1,630
Maintenance Costs	8,480	-	-	8,480	6,909
Services/Utilities	5,588	-	-	5,588	4,412
Insurance	1,103	-	-	1,103	1,068
Other Administrative Costs	1,116	-	-	1,116	2,363
Roof Repairs - Contractor	-	-	-	-	51,360
Roof Repairs - Other costs	-	-	-	-	1,944
	-	-	-	-	-
Sub total	18,996	-	-	18,996	69,686
A4 Asset and investment purchases, (see table)					
New Mirrors	-	-	-	-	783
	-	-	-	-	-
Sub total	-	-	-	-	783
Total payments	18,996	-	-	18,996	70,469
Net of receipts/(payments)	8,315	-	-	8,315	7,648
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,435	-	-	38,435	30,787
Cash funds this year end	46,749	-	-	46,749	38,435

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	4,644	-	-
	Everyday Saver	42,105	-	-
		-	-	-
	Total cash funds	46,749	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Nil	-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Nil		-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Hall Land and Buildings	Unrestricted	-	-
	Fixtures & fittings - Kitchen. Inc. Industrial dishwasher, water heater, fridge/freezer, 2x Ovens, Hob, Extraction fan	Unrestricted	-	-
	Kitchen utensils / Crockery -available for hire separately	Unrestricted	-	-
	Fixtures & fittings - Other (Toilets, Hall, Committee Room)	Unrestricted	-	-
	Tables & Chairs - available for hire separately	Unrestricted	-	-
	Piano	Unrestricted	-	-
	Mirrors	Unrestricted	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		HARRIET CONNOR	19/01/26	
		BARBARA SCARBROOKE	19/1/26	



Section A

Independent Examiner's Report

Report to the trustees

Mannings Heath Community Council

On accounts for the year ended

31 March 2025

**Charity no
(if any)**

305399

Set out on pages

6-7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2025.

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").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

19 / 01 / 2026

Name:

Mr James Blackall Hamilton FCCA

Relevant professional qualification(s) or body (if any):

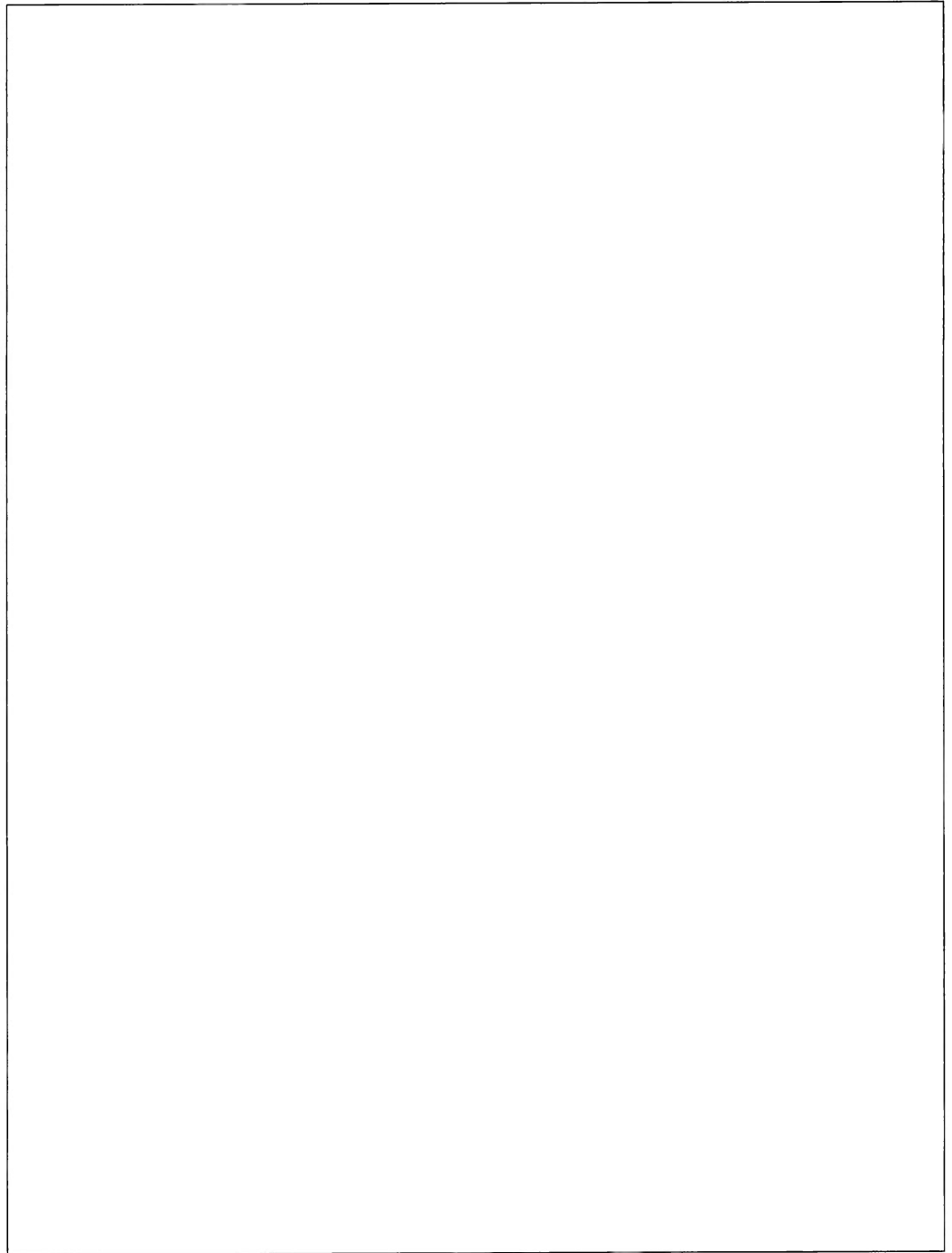
Association of Chartered Certified Accountants

Address:

20 Pound Street, Petworth, West Sussex GU28 0DX

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



MANNINGS HEATH COMMUNITY COUNCIL

England & Wales - Charity number 305399

Accounts



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2023	To	31	03	2024

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Barbara Scarborough	Chair		Elected Village Representative
2	Harriet Connor <i>(nee Tidey)</i>	Treasurer		Elected Village Representative
3	Susan Andrea West			Elected Village Representative
4	Carol Mathews			Elected Village Representative
5	Jenny Stow			Elected Village Representative
6	James David Nicol Scarborough			Elected Village Representative
7				
8				
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Barclays Bank	2 Carfax, Horsham, RH12 1DN

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed dated 4 th January 1972 and conveyance dated 13 th May 1971 as amended on 23 January 2018 and 20 th February 2018.
How the charity is constituted (eg. trust, association, company)	Registered charity and unincorporated association.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

At the beginning of the year, Bookings Secretary duties were being undertaken Harriet Connor (Treasurer) and Barbara Scarborough (Chair) on a voluntary basis.

A new Bookings Secretary was appointed in June 2023, but resigned December 2023. A replacement was appointed in February 2024. The New secretary is Hayley Scarborough. She is the daughter-in-law of the Chair, but is not a Trustee of Mannings Heath Community Council. This appointment was approved at the AGM held in January 2024, and Hayley reports to the Treasurer first and foremost.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Mannings Heath Community Council exists for the purpose of running and maintaining Mannings Heath Village Hall.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Located at the heart of the community of Mannings Heath the village hall provides an affordable welcoming resource, open to all.

Originally built in 1972 it was substantially upgraded in 2019/2020 with financial assistance from Biffa Award, Lottery Fund, West Sussex County Council, Horsham District Council, and local fund raising. Further funding was received from Biffa Award in 2023 to repair and reinsulate the roof.

The hall is managed by a small committee of volunteers who represent many of the regular hirers.

The hall is available for hire throughout the year and offers a wide range of facilities and activities.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The village hall is available for use by the Community without distinction of political, religious, or other opinions.

Examples of the various groups who use our facilities are as follows:-

- Horsham Branch of Parkinson's UK
- The Horticultural Society
- The Women's Institute
- Red Academy Dance School
- Table Tennis
- Badminton Club
- Pilates
- Seniors Exercise to Music
- Art
- Magog Morris Dancing

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are grateful for the many hours our volunteers contribute towards the running of the village hall and their help with fund raising activities, all of which make sure the village hall is well maintained and available for community use.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Mannings Heath Village Hall made a trading profit of £7,648 this financial year ending 31/03/2024. After a stable and profitable prior year ending 31/03/2023, the current year started with the Hall being well occupied with regular hirers and popular with ad hoc guests. The Committee agreed to undertake a new project to strip the hall roof, add some insulation and retile the roof. This has future-proofed the hall in terms of fixing some leaks, as well as making the roof more environmentally sound with the added insulation.

This has been in the long term plans ever since the kitchen and toilets were remodelled 5 years ago, making the most of the more efficient boiler which was fitted then. This project was funded via a Biffa Award grant, covering 90% of the costs, with the remaining 10% funded by Horsham branch of Parkinson's UK. Part-funding by an interested group is part of the Biffa Award requirement. During the roof repair, the Hall Committee also took the opportunity to replace some of the ceiling tiles in the main Hall, which had been damaged by water from the leaky roof.

The work was undertaken with only small disruption to our hirers, the majority of whom were able to hire as normal throughout the project.

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash at Bank at 31st March 2024 was £38,435 in unrestricted funds.

The main financial risk to the charity is a loss of funding from use of the hall from any future pandemic closures. Current funds as at 28th January 2025 were £45,897 and we continue to conserve funds to meet essential expenditure such as insurance. We keep 1 year's worth of essential expenditure as reserves (£5k).

Details of any funds materially in deficit

Not applicable.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In the financial year ended 31st March 2024 our main source of funds were from:-

Use of hall by various clubs and organizations.
Biffa Award Grant for repair and insulating the roof.

We do not invest any of our funds, and we maintain a surplus fund balance which is deposited with Barclays Bank plc.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>H. S. Connor</i>	<i>B Scarborough</i>
Full name(s)	Harriet Fidey CONNOR	Barbara Scarborough
Position	Treasurer	Chair
Date	28/01/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Mannings Heath Community Council

305399

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hall Hire Income	25,277	-	-	25,277	20,488
Other Income	-	-	-	-	50
Biffa Award Funding	52,548	-	-	52,548	-
S106 Funding	-	-	-	-	-
Interest	361	-	-	361	52
Fundraising/Donations	-	-	-	-	-
Covid Grants	-	-	-	-	-
Sub total (Gross income for AR)	78,187	-	-	78,187	20,590
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	78,187	-	-	78,187	20,590
A3 Payments					
Booking Secretary	1,630	-	-	1,630	1,353
Maintenance Costs	6,979	-	-	6,979	5,344
Services/Utilities	4,412	-	-	4,412	3,556
Insurance	1,068	-	-	1,068	981
Other Administrative Costs	2,363	-	-	2,363	518
Roof Repairs - Contractor	51,360	-	-	51,360	-
Roof Repairs - Other costs	1,944	-	-	1,944	-
Sub total	69,756	-	-	69,756	11,752
A4 Asset and investment purchases, (see table)					
New Mirrors	783	-	-	783	783
Sub total	783	-	-	783	783
Total payments	70,539	-	-	70,539	12,535
Net of receipts/(payments)	7,648	-	-	7,648	8,055
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	30,787	-	-	30,787	22,732
Cash funds this year end	38,435	-	-	38,435	30,787

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	4,032	-	-
	Everyday Saver	34,403	-	-
		-	-	-
	Total cash funds	38,435	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Nil	-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Nil		-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Hall Land and Buildings	Unrestricted	-	-
	Fixtures & fittings - Kitchen. Inc. Industrial dishwasher, water heater, fridge/freezer, 2x Ovens, Hob, Extraction fan	Unrestricted	-	-
	Kitchen utensils / Crockery -available for hire separately	Unrestricted	-	-
	Fixtures & fittings - Other (Toilets, Hall, Committee Room)	Unrestricted	-	-
	Tables & Chairs - available for hire separately	Unrestricted	-	-
	Piano	Unrestricted	-	-
	Mirrors	Unrestricted	-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>H. S. Connor</i>	HARRIET CONNOR	28/01/25



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Mannings Heath Community Council

**On accounts for the year
ended**

31 March 2024

Charity no

305399

Set out on pages

6-7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2024.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

28 / 01 / 2025

Name:

Mr James Blackall Hamilton FCCA

**Relevant professional
qualification(s) or body
(if any):**

Association of Chartered Certified Accountants

Address:

20 Pound Street, Petworth, West Sussex GU28 0DX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Mannings Heath Community Council Legal & Administrative Information

Charity Number: 305399

Start of Financial Year: 1st April 2023

End of Financial Year: 31st March 2024

Mannings Heath Community Council is a registered charity for the sole purpose of running Mannings Heath Village Hall.

The committee of Trustees is made up of members of the community and users of the Hall, be it private hirers, commercial hirers or members of charitable hiring groups & sports clubs.

Trustees at 31st March 2024

Barbara Scarborough (Chair) - Hirer of the Hall for business purposes as Fitness Instructor

Harriet Connor (*nee Tidey*) (Treasurer) - Hall user and member of Mannings Heath Badminton Club

Sue West - Hall user representing Parkinson's UK and private hirer for Table Tennis club

Jenny Stow - Hirer of the Hall for business purposes as Dance Instructor

Carol Mathews - Hall user representing Mannings Heath WI

David Scarborough - Co-opted committee member. Maintenance / Handyman

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

The following accounts were prepared by Harriet Connor ACMA (Treasurer). These accounts are prepared on a cash basis and represent the financial position as at 31st March 2024. They are currently draft and will be presented to the committee at the next meeting. The A.G.M will be held during November 2024.

Mannings Heath Village Hall made a trading profit of £7,648 this financial year ending 31/03/2024. After a stable and profitable prior year ending 31/03/2023, the current year started with the Hall being well occupied with regular hirers and popular with ad hoc guests. The Committee agreed to undertake a new project to strip the hall roof, add some insulation and retile the roof. This has future-proofed the hall in terms of fixing some leaks, as well as making the roof more environmentally sound with the added insulation.

This has been in the long term plans ever since the kitchen and toilets were remodelled 5 years ago, making the most of the more efficient boiler which was fitted then. This project was funded via a Biffa Award grant, covering 90% of the costs, with the remaining 10% funded by Horsham branch of Parkinson's UK. Part-funding by an interested group is part of the Biffa Award requirement. During the roof repair, the Hall Committee also took the opportunity to replace some of the ceiling tiles in the main Hall, which had been damaged by water from the leaky roof.

The work was undertaken with only small disruption to our hirers, the majority of whom were able to hire as normal throughout the project.

As per the agreement, 2 years after installation, the Hall repaid Red Academy Dance the final 1/3 costs of the mirrors installed in September 2021.

The 2023-24 surplus will be taken forward and held for any future maintenance needs. The floor will need to be revarnished within the next couple of years and the Committee is considering the installation of solar panels, now that the roof is in good working order. If this goes ahead, it will likely involve some input from other community groups, plus some of the Hall's own funds. These sit at £38,435 at Apr-24. As always, we will maintain a ring-fenced amount to run the Hall for 1 year in the event of enforced closure (c £5k). Any significant use of surplus funds will be approved by the Committee.

In addition to an audited Receipts & Payment Schedule, a trading account for BAU Hall activities and a cash balance sheet as 31st March 2024 are included for additional information only.

Other Key Information & Notes

Banking / authorised signatories

The Hall operates a single signing authorisation for online & cheque payments. This is deemed sufficient for the size of the organisation and the nature of the payments made.

Authorised signatories:

Harriet Connor (*nee Tidey*) (Treasurer)

Barbara Scarborough (Chair)

In practice, all payments are made by the Treasurer. Any adhoc expenses or invoices outside the normal management of the Hall are sent from or via approval from the Chair.

Any one-off expenditure of over £500, or appointment of a new regular contractor is approved by the Committee, either in person or via email. Regular contractors or large project work would be subject to a multi- tender selection process of at least 3 options, approved by the Committee.

Bookings Secretary

The bookings secretary is a paid position. At the beginning of this financial year the position was vacant and was being covered by the Treasurer on a voluntary basis. A new bookings secretary (Nadia Campbell) was interviewed and appointed on June 2023, but she resigned as at 31st December. On February 1st 2024, Hayley Scarborough was appointed as the new bookings secretary (with the Treasurer covering the period in between). Hayley is the daughter in law of the Chair. This appointment was discussed with the committee and in the AGM and there were no objections. Hayley is not a Trustee of the charity, and she reports to the Treasurer, not the Chair. Hayley is doing a good job and we are grateful to have her on board.

Insurance

The Hall is insured by Community Action Suffolk (underwritten by Hiscox). A 3 year fixed policy rate expired in October 2022 but the new quote was deemed acceptable and we have stayed with Community Action Suffolk.

Details of Trustees and Associated Hire Groups

- B Scarborough
 - Commercial hire for Pilates and Keep Fit business. Up to 5 classes a week
 - Barbara also provides her services free of charge to Parkinson's UK for exercises classes as part of their weekly hire
- Sue West
 - Not-for-profit hire for Table Tennis Club
- Parkinson's UK
 - Horsham branch. Multiple weekly hires for exercise classes, activities and support group. Sue West a member.
- Red Academy
 - Commercial Hire for dance class. Owned by Jenny Stow, Trustee since Oct 2020
- Mannings Heath Badminton Club
 - Charity sports club for weekly community Badminton club. Harriet Connor member.
- Mannings Heath WI
 - Local branch of Women's Institute. Carol Mathews a member.
- Mannings Heath Millennium Committee
 - Local community fundraising group. Ad hoc hirers c. 3 times a year.
- D Scarborough Property Paramedic
 - Plumbing company undertaking minor maintenance & repairs

Income and Expenses paid From/To Trustees

Trustee	HALL HIRE Hire Income	Other Income	Hall: Expenses	Hall Mirrors Repayment	Plumbing Maintenance	Subtotal
B Scarborough	- 6,078		948			- 5,130
Sue West	- 1,475					- 1,475
Badminton	- 475					- 475
MH WI	- 694					- 694
Parkinsons	- 4,643					- 4,643
Red Academy	- 1,810			783		- 1,028
D Scarborough Property Paramedic					520	520
Harriet Connor			693			693
Subtotal	- 15,175	-	1,641	783	520	- 12,231

All Trustees are aware of hiring activities of the other Trustees

Trustees aware of work undertaken and charged by D Scarborough Property Paramedic.

