

# WEST CHILTINGTON VILLAGE HALL

England & Wales · Charity number 314072

## Details

---

**Status** Registered

**Legal form** Trust

**Registered** 1991-07-20

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

## Contact

---

**Address** Village Hall  
Mill Road  
West Chiltington  
Pulborough  
West Sussex  
RH20 2PZ

**Phone** 07491 315283

**Email** [chair@westchiltvillagehall.org](mailto:chair@westchiltvillagehall.org)

**Website** [www.westchiltingtonvillagehall.org](http://www.westchiltingtonvillagehall.org)

## Activities

---

**Objects:** A VILLAGE HALL FOR THE BENEFIT OF THE INHABITANTS OF THE BENEFICIAL AREA.

**Activities:** The Village Hall provides the facilities for some 30 local organisations to meet and carry out their activities and is hired out for private functions, such as wedding receptions, lunches, dinners, dances etc sponsored by local residents.

## Classification

---

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport, Animals, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** PARISH OF WEST CHILTINGTON AND ITS IMMEDIATE VICINITY.
- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£35,338	£31,698	-	-
2024-12-31	£30,247	£39,265	-	-
2023-12-31	£25,843	£31,808	-	-
2022-12-31	£23,246	£24,140	-	-
2021-12-31	£36,027	£12,564	-	-
2020-12-31	£31,802	£22,647	-	-

## Trustees

Name	Role	Appointed
Antony Bignell		2022-02-22
Edwin Thomas William Preece		2020-02-26
Ian Stuart Wilson		2026-04-15
Robert Edward Gustar		2023-02-23
Roland Brook		2025-04-15
Sondra Frances Fulbrook		2024-02-21

**WEST CHILTINGTON VILLAGE HALL**

England & Wales - Charity number 314072

---

# Accounts

---

Registered Charity No. 314072

# **WEST CHILTINGTON VILLAGE HALL TRUSTEES' ANNUAL REPORT**

**For the period from  
1 JANUARY to 31 DECEMBER 2025**



We are a registered charity and have operated the West Chilmington Village Hall for the benefit of local organisations and individuals since 1935.

**Chair: Edwin Preece 01798 900169**

**Charity's principal address:** Village Hall, Mill Road, West Chilmington,  
Pulborough, West Sussex. RH20 2PZ.

[www.westchiltvillagehall.org](http://www.westchiltvillagehall.org)

## **Chair's Annual Report**

It has been a busy and productive year at the Hall.

We have installed a new thermostat to control the heating in the main hall. This can be done remotely from the Village Hall phone and gives us the opportunity to monitor the use of the heating which has resulted in a saving on our gas bills. I would like to stress that users can still alter the thermostat when they are in the Hall as long as it is reduced to the normal setting at the end of the booking.

The purchase of our blue tooth speaker with two handheld microphones and one head mike has proved popular with hirers. A huge benefit for the Hall is that it has eased the use of the Hall sound system and protected it from mis-use so that those clubs and societies who do use it can, hopefully, find it in a good operational state. We have replaced the broken lapel microphone with a head mike that many clubs and societies have found useful for their visiting speakers.

We continued to explore the idea of not having keys - although the systems presented to us still seem to require a final locking by the last user and other complications that seem to solve one problem but create another. For the moment we are still exploring this possibility.

During the year we upgraded our web-site and Sondra has been instrumental in getting this established with the help of the Reps. We generate a large percentage of our bookings through the website and Sondra will address this in her report.

This year, finances permitting we would like to improve the look of the Windmill Room so that it is more welcoming to users - this will include repainting the interior walls, buying a wall mounted smart television so that hirer's can show powerpoint presentations without the need for a screen and users can also access the internet. We will also buy some prints of Sussex scenes and hand them around the walls and are looking into fitting a rail that will help those Yoga and Fitness groups who use the room.

When resources permit we would also like to modernise the kitchen so that it is easier for hirers to use when they are preparing food and refreshments. We're currently seeking quotes and designs for this and will report back to the Reps.

We would also like to refresh and replant the flower beds at the front and the side of the Hall and will seek quotes from local gardeners for this.

These are not the only improvements that we hope to make during the year as unforeseen issues always arise but they will give users an idea of the direction that the Trustees are moving in. I hope these improvements are an indication that the Village Hall is continuing to develop and offer modern facilities whilst at the same time retaining the charm and unique atmosphere that so many of the people who come to the Hall comment favourably on.

Finally it would be very remiss of me to finish without noting with great sadness that Alan Sugarman our long serving Treasurer for the Hall, passed away in October last year. Alan was a calm, thoughtful, reassuring presence who was extremely popular with all those who came within his compass, and as well as being a Trustee he was also a fervent supporter and often a member of various local clubs and societies who I know like the Trustees lament his passing and will be much missed.

**Edwin Preece, Chair**

15 April, 2026

## Trustees' Annual Report

### Trustees who served during the period

Trustee name	Office (if any)	Period served as Trustee
Edwin Preece	Chair	Whole year
Antony Bignell	Secretary	Whole year
Sondra Fulbrook	Bookings Secretary	Whole year
Robert Gustar		Whole year
Alan Sugarman		Deceased October 2025

### Structure, governance and management

- **Type of governing document:** Trust Deed dated 26 November 1935, Order of the Charity Commissioners dated 2 June 2005, and resolution dated 16 June 2006 as amended on 16 April 2024 as amended on 18 November 2025.
- **Trustee selection methods:** The Rep's Committee shall elect the Trustees at the Annual General Meeting.

### Objectives, activities and achievements

Our objects are the maintenance and operation of the facilities at West Chilton Village Hall to enable local organisations to meet and carry out their activities and for local residents to hire out for private events.

#### **Maintenance report**

Throughout the year we have continuing to upgrade the maintenance of the Hall. We have employed a new cleaning firm and have seen a welcome improvement in cleanliness throughout the building.

We have repainted the front of the Hall which has made it look much cleaner and also ensured that the guttering around the site is free of leaves and secure. On the subject of guttering we have been advised that during bouts of extremely heavy rain from which the country has been suffering, our guttering is struggling to cope as it is designed more for domestic use and should be replaced by a 'Deepline' size and an extra downpipe to spread the load. To supply and fit this would cost £2,000 but we could do it in two halves if necessary.

We have continued to ensure we are compliant with current health and safety legislation with regard to the testing of fire alarms, emergency lighting and water and later this month we will be having our five yearly electrical examination which has meant closing the Hall for two days but only two groups have been affected and I thank them both for being so accommodating.

I am pleased to report that the replacement of the worn and decayed fire doors leading out of the kitchen area and the door leading out of the table store has been completed and at a much lower cost than was estimated due to them being fire exit doors rather than fire prevention doors.

We would also like to refresh and replant the flower beds at the front and the side of the Hall and will seek quotes from local gardeners for this. Any suggestions are most welcome. That concludes the maintenance report for this year.

### ***Treasurer's report***

The main shorter term financial risks to the Charity are a reduction in future hire income or an increase in costs whether operational or from any uninsured building related items.

Funds are held to cover operational costs in the event of a loss of income, or to meet any additional expenditure which may occur whether recurring in nature or any reasonably foreseeable one-off costs.

Our cash funds as at 31 December 2025 totalled £12,291 (2024: £10,686) and are held to meet short-term commitments. Other bank funds totalled £81,824 are held in separate short notice accounts for contingency purposes or for significant expenditure on the existing building. The Trustees are very aware that the Village Hall is an elderly building and will need substantial work in the next ten to twenty years. Planning for how this is funded and managed will be a focus for present and future Trustees.

Hall hire is the principal source of income, and the hire income receipts during the year ended 31 December 2025 totalled £33,148 representing an increase of 11.5% compared to the prior year (see also the Booking Secretary's report). This increase was achieved without any change to the booking rates.

Our payments during 2025 excluding special projects and new equipment totalled £23,766 (2024: £25,778) which represented a reduction of 7.8% principally due to lower maintenance repairs.

The notional operating surplus in 2025 (excluding interest received and special project payments) was £9,382 (2024: £4,000).

Special project payments during 2025 totalled £7,933 and arose from fire safety expenditure, the new Bluetooth sound and headphone systems and the new web-site. Special project and new equipment expenditure in the prior year totalled £13,486 including the new projector and screen.

The net cash surplus for the year ended 31 December 2025 was therefore £3,640 including £2,191 interest earned on bank deposits. In the prior year there was a net cash deficit of £(9,017). The improvement in 2025 was a function of higher receipts and lower costs as detailed above.

The recently increased Hall hire rates - the first increase for two years - should ensure a cash surplus sufficient to undertake the proposed Special Projects for 2026 including improvements to the Windmill Room, new guttering, flower beds, an electrical survey and further fire system improvements.

## **Bookings Secretary's report**

Our Hall bookings have increased again this year. We have welcomed two additional regular users, and the cricket club is also using the Hall for pre-season training for the first time, which may lead to further out-of-season bookings.

We continue to receive more bookings for children's parties, with many coming through recommendations or from guests attending other events.

By the end of 2025, our total number of invoiced bookings reached 908. Forward bookings for 2026 are already showing an upward trend. As at 25 March 2026, we are holding approximately 860 bookings, and this number is expected to grow throughout the year.

The new online booking system appears to be having a positive impact. Our updated website is more informative and easier to navigate. With the Hallmaster booking system fully integrated, users can now check Hall availability and make bookings online without the need for paperwork. Although the system allows for booking amendments and cancellations, these actions are still managed by the booking secretary for the time being.

We will now send receipts once payments have been received and already issue reminders for overdue invoices. Through Hallmaster, users can view their bookings and invoices directly. Making full use of this system continues to save significant time in managing the Hall's bookings and invoicing processes.

The main hall is well used, but we have much fewer bookings for the Windmill room. We would like to utilise this room more and currently looking to enhance the appearance of the room to encourage more bookings. A large TV screen which could be used for presentations, films, and much more.

It gives us great delight to be able to say many times our Hall is very busy compared to other halls. Overall, the Hall is well used and continues to be a large part of the community and we hope this will continue to grow.

## **Declaration**

The Trustees declare that they have approved the Trustees' Annual Report above.

Signed on behalf of the Charity's trustees on 15 April 2026 by:

**Edwin Preece**  
**Chair**

**Antony Bignell**  
**Secretary**



RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2025

**Section A Receipts and payments**

	Total 2025	Total 2024
	£	£
<b>A1 Receipts</b>		
Hire income	33,148	29,737
Interest	2,191	469
Other income	-	41
<b>Sub total</b>	<b>35,338</b>	<b>30,247</b>
<b>A2 Asset and investment sales</b>	-	-
<b>Total receipts</b>	<b>35,338</b>	<b>30,247</b>
<b>A3 Payments</b>		
Village hall costs		
Maintenance (Note 1)	4,636	8,804
Utilities	6,397	6,159
Car park	800	-
Cleaning	6,073	6,124
Garden maintenance	880	618
Insurance	2,601	1,833
Licences and admin (Note 2)	2,321	2,157
Bank charges	58	83
<b>Sub total</b>	<b>23,766</b>	<b>25,778</b>
<b>A4 Asset and investment purchases</b>		
Special projects (Note 3)	7,933	12,740
New equipment	-	746
<b>Sub total</b>	<b>7,933</b>	<b>13,486</b>
<b>Total payments</b>	<b>31,698</b>	<b>39,264</b>
<b>Net of receipts/(payments)</b>	<b>3,640</b>	<b>(9,017)</b>
<b>A5a Transfers between reserves</b>	<b>(2,135)</b>	<b>(302)</b>
<b>A5b Deposits</b>	<b>100</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>10,686</b>	<b>20,005</b>
<b>Cash funds this year end</b>	<b>12,291</b>	<b>10,686</b>

**Section B Statement of assets as at 31 December 2025**

	Total £
<b>B1 Cash funds - Bank</b>	12,291
<b>B2 Other monetary assets - for investment purposes</b>	81,824
<b>B3 Investment assets (non-current)</b>	-
<b>B4 Assets retained for the charity's own use (see also Note 5)</b>	94,115
<b>B5 Liabilities</b>	-

Signed for and on behalf of the Trustees on 15 April 2026

Edwin Preece, Chair

Roland Brook, Treasurer

## WEST CHILTINGTON VILLAGE HALL

### NOTES TO THE ACCOUNTS

	Actual 2025	Prior year 2024
	£	£
<b>Note 1 - Maintenance costs</b>		
Disposables	349	483
Doors	205	144
Electrical	201	2,207
Fire safety	98	446
Flooring	-	700
Furniture	165	627
Heating system	1,362	403
Kitchen appliances	270	210
Legionella survey	-	336
Outside maintenance	-	390
Plumbing	1,035	1,950
Sundry	332	532
Business waste	619	376
	<b>4,636</b>	<b>8,804</b>

	£	£
<b>Note 2 - Licences and admin</b>		
Advertising	180	180
General	112	293
IT	560	823
Licences	543	482
Printing and stationery	60	169
Rates	569	210
Website	298	-
	<b>2,321</b>	<b>2,157</b>

	£	£
<b>Note 3 - Special projects</b>		
Fire alarm system	6,731	1,722
Bluetooth sound system	238	-
Headphone system	289	-
Website	675	-
Projector and screen	-	10,444
CCTV	-	574
	<b>7,933</b>	<b>12,740</b>

#### Note 4 - Basis of preparation

The accounts have been prepared on a cash basis as permitted for smaller unincorporated charities by the Charity Commission for England and Wales.

#### Note 5 - Assets retained for Charity's own use

Assets retained for Charity's own use also includes land and buildings, furniture and fittings, electrical and kitchen equipment with an insured value of £1.67m.

#### Note 6 - Trustee payments

No trustees have been paid for any services or expenses except for reimbursement in respect of purchases made on behalf of the Charity.

## Independent examiner's report on the accounts

**Report to the Trustees of** WEST CHILTINGTON VILLAGE HALL

**On accounts for the year ended** 31 DECEMBER 2025

**Set out on pages** Attached

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 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** Denis Wright on 15 April 2026

**Address** Braeside, Church Street, West Chiltington, Pulborough. RH20 2JW.

**WEST CHILTINGTON VILLAGE HALL**

England & Wales - Charity number 314072

---

# Accounts

---

## West Chiltington Village Hall – 2024 Annual Reports

### *Chairman's Annual Report*

As a relatively new set of Trustees we have had to ensure that the Hall remains attractive to new clubs and societies who are looking for space to use. We now have a website that allows those people to see our Terms and Conditions and Hire Charges and to fill in a booking form that is sent straight to our Bookings Secretary.

We have also had to ensure we are compliant with current legislation with regard to health and safety while at the same time updating, replacing and repairing sections of the Hall that needed attention.

Looking ahead to the next financial year the Trustees would like to focus on the following (in no particular order)

The replacement of the worn and decayed fire doors – the ones leading out of the kitchen area and the one leading out of the table store - with new ones that are compliant with legislation.

Upgrading the kitchen by getting rid of some of the old fashioned crockery and ordering modern mugs and glasses which will meet all requirements for regular users. The aim of this is to ensure only village hall supplied items are in the kitchen. Users can bring their own mugs in, if wanted, but they should be taken away at the end of the session.

As a result, we have created more space in the kitchen cupboards.

We would like to freshen the décor possibly by repainting and upgrade the shutter so that it is easier and quieter to shut while still remaining fire proof. All of this depends on the cost which is why we might have to look at it in two stages.

We are exploring the buying a blue tooth speaker – a number of hirers have music, etc on their mobile phones and this would reduce the requests to use our own sound system and protect it being mis-used by one off bookings. The speaker comes with two microphones and is suitable for playing music and delivering talks. It can be stored in a lockable cupboard and the idea is that we would charge a hiring fee to one off users and a small annual fee to regular users which would enable us to recoup the cost of buying the speaker which is £215.

We are also looking at supplementing the existing microphones with more modern ones headsets which provide better sound reproduction for speakers. Although there is a cost to this it is relatively modest. Many local halls now have these.

We are also exploring the idea of not having keys – they cause us numerous problems not least with our insurers. Many Halls have a system where people enter by a code – unique to their club or society. This will be expensive so at the moment we are exploring the pros and cons of these systems and discuss any proposals with the reps.

These are not the only alterations that we will make during the year as issues always arise but these improvements are an indication that the Village Hall is continuing to develop and offer modern facilities whilst at the same time retaining the charm and unique atmosphere that so many of the people who come to the Hall comment favourably on.

## Treasurers Report

Our financial stability depends entirely on ensuring that our income from users of the hall covers our costs. Any increase in the number of users means that those costs can be more spread around and the 'cost per head' reduced. Thanks to Sondra, our bookings secretary, hire income has increased this year, and we are hopeful that this trend will continue as costs continue to rise

Total payments of £39,265 covered by total receipts of £30,247 mean that we had a shortfall of £9,320. However £12,739 of the payments were in respect of special projects, for which funds from our reserves had been allocated, so we effectively had a revenue surplus in the region of £3,700. It was therefore decided that there was no need to increase our charges for this year, although we would expect to resume our normal practice in 2025 of increasing charges in line with inflation.

Telephone costs have increased as we are now the proud possessor of a mobile phone. This replaces a rather antiquated answerphone system.

While much of the increase in maintenance costs is as a result of one-off catch-up work, in general we have benefited over many years from the willingness of volunteers like Keith and Terry to keep the hall running. Such volunteers are less available now so more will need to be spent in future on paying for work to be done.

Heating and lighting costs continue to rise, and it must be expected that this will continue while the international situation remains so uncertain.

## Maintenance Report

Over the last year our maintenance has concentrated on ensuring that we are compliant with Health and Safety legislation.

We have, in line with the recommendations from our Legionella Survey, installed a new pressurised water system which replaced the old water tank. This has improved the quality of water in the Hall and also has enabled us to compile monthly records of water temperature that will be available for our next assessment.

We have also installed a new fire alarm system that meets all current requirements and we have also installed smoke detectors in the Windmill Room, the stage area and the main hall and foyer. The emergency

lighting has been over hauled and all emergency lighting is now working. We are carrying out monthly checks on the emergency lighting and documenting findings for future inspections The fire alarm is tested weekly and these tests will also be recorded. In addition we have improved the signage on the emergency exits. All of which are recommendations from our last fire inspection.

We have replaced the two heaters in the Windmill Room and the new ones are silent and can be adjusted to a temperature to suit those using the room.

We have also replaced the worn man hole cover in the car park, replaced the car park light with a brighter beam and replaced the old kettles in the kitchen as well as adding two urns to replace the old water heater which has been removed.

We have also had all the chairs and foyer carpet cleaned and the Hall floor buffed.

The long awaited new screen and projector are now in place and can be worked from downstairs eliminating the need for anyone to access the loft.

**West Chiltington Village Hall**

**Audit Copy**

Registered Charity Number 314072

**Receipts & Payments for the year to 31st December 2024**

**Receipts**

<u>Year 2023</u>	<b>Income From Hall</b>		<u>Year 2024</u>
25,173	<b>Hire Income</b>		£29,737.06
	<b>Interest Income from Bank accounts</b>		
448	Virgin Money	£302.00	
182	HSBC	£166.82	£468.82
	<b>Other Income</b>		
41	UK Power		£41.56
<u>25,844</u>	<b>Total Receipts</b>		<u><b>£30,247.44</b></u>

**Payments**

	<b>Village Hall Costs</b>		
5,026	Utilities		£6,158.86
4,972	Maintenance ( Note 2 - see overleaf )		£8,804.53
1,790	Insurance		£1,833.64
890	Garden Maintenance		£617.60
5,373	Cleaning		£6,124.40
<u>18,051</u>			<u>£23,539.03</u>
	<b>Licenses &amp; Admin</b>		
-79	Licenses (HDC & PRS)		£482.08
39	Tel/Printing/Stationery		£168.73
248	General Expenses		£293.24
49	Non Domestic Rates		£210.36
1,134	Web Site/Advertising		£1,003.70
<u>1,392</u>			<u>£2,158.11</u>
	<b>Other payments</b>		
12,140	Special projects ( Note 3 - see overleaf)		£12,739.26
148	New Equipment ( Note 1 - see overleaf)		£745.59
77	Bank Charges		£83.20
<u>12,365</u>			<u>£13,568.05</u>
31,808	<b>Total Payments</b>		<b>£39,265.19</b>
-9,552	Transfer to/from reserves		-£302.00
<u>22,256</u>			<u>£39,567.19</u>
3,588	<b>Net of Receipts/Payments</b>		-£9,319.75
16,417	Working Funds last Year end		£20,004.24
<u>20,004</u>	<b>Working Funds this year end ( Note 4 see overleaf )</b>		<u><b>£10,684.49</b></u>

Examiner of accounts  
Dennis Wright

Honorary Treasurer  
Alan Sugarman

**Notes to Payments & Receipts for the year ended  
31st December 2024 for West Chiltington Village Hall**

**Note 1 - New/Replacement Equipment**

Kitchen boiler	£71.99
Kettles etc	£89.81
Thermometer	£15.99
Hot water dispenser	£59.99
Kitchen knives	£11.99
Mailbox	£109.08
Radiators	£386.74
	<u>£745.59</u>

**Note 3 - Special projects**

Projector and screen	£10,443.60
CCTV	£573.60
Fire Alarm system	£1,722.06
	<u>£12,739.26</u>

**Note 2 - Maintenance**

Sds	£531.96
Business Waste	£376.20
Disposables	£483.47
Heating	£403.20
Electrical	£2,206.76
Legionella Survey	£336.00
Flooring	£700.00
Furniture	£626.50
Fire safety	£446.40
Doors	£144.00
Manhole	£390.00
Plumbing	£1,950.00
Dishwasher	£210.04
	<u>£8,804.53</u>

**Note 4 - Funds of the Charity held as at 31st December 2024**

	2024	2023
HSBC Current account	£5,542.61	£10,079.18
HSBC Savings account	£5,241.88	£10,075.06
	<u>£10,784.49</u>	<u>£20,154.24</u>
Less retained booking deposits	£100.00	£150.00
	<u>£10,684.49</u>	<u>£20,004.24</u>
Rebuilding/contingency Reserve		
Virgin Money	<b>£19,688.92</b>	£79,048.69
Shawbrook Bank	<b>£60,000.00</b>	

**Note 5**

**Planned expenditure**

Fire Alarm System	£4,000.00
Decorations/renovations	£5,000.00
Bluetooth sound system	£2,000.00
	<u>£9,000.00</u>

**Note 6**

Assets retained for the Charity's own use includes land and buildings, furniture & fittings, electrical and kitchen equipment with an insured value of £1,448,725.16

**Note 7**

Trustees have not been paid expenses except for reimbursement in respect of purchases made on behalf of the Charity.

**Note 8**

Interest from Shawbrook Bank is paid annually in May.  
Accrued interest to date is in the region of £1,100



Maintenance breakdown

Sds Business w:Disposables Heating Electrical Legionella Flooring Furniture Fire safety Doors Manhole Plumbing Dishwasher

£0.00

**WEST CHILTINGTON VILLAGE HALL**

England & Wales - Charity number 314072

---

# Accounts

---

## CHAIR'S REPORT

I'd like to start by thanking all the Trustees for their help and support throughout the year and also acknowledge the hard work that the Reps have put into keeping their clubs and societies active throughout the year. The Trustees are also very grateful for their continued attendance at Reps' Meetings.

The other Trustees have outlined the additions and alterations to the Hall throughout 2003 and this gives me the opportunity to focus my annual report on four individuals.

Sadly, Carole Newton, our bookings secretary, passed away during the year and although she had been in ill health for some time, news of her death was a shock to everyone connected with the Village Hall. Carole devoted many hours to her role, ensuring that the many requests she had from users could be met even if they were at the eleventh hour.

Replacing Carole was always going to be difficult, and I would like to thank Bob Gustar, the Chair of the Parish Council, for recommending Sondra Fulbrook who he thought would make an ideal Bookings Secretary as she has formidable IT skills. Sondra got to work quickly, developing our use of the Hallmaster system so invoices were generated from bookings. To do this was, at first, extremely time consuming but now bookings, invoices and the Hall's calendar all dovetail, which benefits all our clubs and societies.

This year we are losing two of our long-standing Trustees, who are stepping down after many years of involvement with the Hall.

Terry Reeves has been a Trustee for 15 years and in that time has amassed a detailed and invaluable knowledge of how the Hall functions. 15 years is a long time to be associated with a Village Hall and Terry's practical skills have helped ensure the building still remains fit for purpose and is appreciated by all the many people who use it. Terry's decision is a great loss to the Hall and I'd like to take this opportunity to thank him for all he has done over the last 15 years.

Keith Rushton has been involved with the Village Hall for 23 years. His first contact began when he was looking for a Hall capable of housing a projector to show films and he soon got involved with the Mary How Film Society. At one point the loft housed two 35mm projectors! Keith and his wife Joan became involved in raising money for charity by showing films and soon Keith's background in TV and Theatre enabled him to help the Dramatic Society with sound and sound effects, back in the day when these were collected on cassette tapes. Over the years he became a Trustee, then the Chair of the Trustees, before stepping back to become a

Trustee again. His knowledge of the sound and electrics and many other aspects of the Hall is second to none. I am personally sad that Keith is stepping down, but I am immensely relieved that he is still keen to offer help and advice – not only at the end of a phone but also in person. All the many people who know him will, like myself, want to sincerely thank him for all his generous help and guidance over the last 23 years.

## BOOKING SECRETARY'S REPORT

Since taking on the role of Booking Secretary, I have changed procedures to ensure the Hallmaster System is being used more than it was originally.

The first adjustment was to change our invoicing procedures. Along with creating bookings, the Hallmaster system enables us to issue invoices from the created bookings.

Previously, invoices for Regular Users were sent out on a quarterly basis in advance of use. With changes, additions and cancellations, there was always a need for adjustments or credits. This seemed to me to make the invoicing arduous and long-winded. To enable an easier working process, invoicing was changed for the regular users to bill monthly in arrears. With notice of changes and cancellations requiring 2 weeks' notice, so far there have been no invoice adjustments required.

Adjustment to automated invoices has been a challenge but now runs well. Customer profiles and rates had to be adjusted to ensure the information was correct. Errors of course happened during this changeover, but every new process has its teething errors until it is embedded.

Multiple invoices can now be sent out within 20 minutes of issue. The one-off bookings are still invoiced in advance.

Hallmaster System permits us to run reports for revenue, types of uses, number of people attending events and how many confirmed bookings.

2023 saw 669 bookings for both halls.

2024 Calculated on 1 Feb we have 667 advance bookings confirmed.

We are taking more enquiries for 2024 as confidence grows within the population for larger events following Covid.

We will continue to improve our processes and are currently updating the Website to be user-friendly and informative.

The Village Hall Trustees are now using Microsoft for our emails and document storage.

All forms are currently being reviewed and updated.

## TREASURER'S REPORT

Our income has marginally increased and, although it is not yet back to pre-Covid levels, has proved sufficient to cover our costs. It is considered prudent to continue our policy of increasing our charges in line with inflation, despite the risk of coming up against the law of diminishing returns.

One or two items in the accounts may need clarification.

Our fixed rate for utilities expired at the end of September. Charges in future will be approximately double so it is more important than ever for users of the hall to follow instructions re heating levels.

The building is largely maintained on a voluntary basis, thus keeping maintenance costs to a minimum. Heartfelt thanks are due to Keith and Terry for this.

The figure for licences is negative as PRS re-assessed our charges for the Covid period and refunded a substantial amount.

Costs of advertising, including maintenance of the website, has increased. It is always difficult to calculate the cost effectiveness of this, but we do need to make sure that potential users know of our existence.

We have benefited from one or two generous donations in recent years and have been able to modernise the stage lighting system from these funds and still keep our level of reserves at a reasonable level. We plan to gradually increase these reserves annually so that our facilities can continue to be kept up-to-date. Further such projects are planned for this year.

## MAINTENANCE REPORT

Fabric and minor improvements:

Throughout the year the Trustees have dealt with all necessary periodic and emergency maintenance issues in addition to a few improvements. There is a long list of jobs and upgrades for 2024 and anyone with time and skills is welcome to join the small band of volunteers and external professional companies in helping to keep the Hall in good order by contacting the Chair.

Lighting and sound:

Work was completed to provide a new stage lighting system, using all LED technology to reduce power consumption by 70 percent. Installation included 14 new lights for the stage area, new operational software enabling lamps to be set to many colours. Operation for most users is via 20 preset lighting plans and for the more technical the software can be altered to meet specific requirements.

Work also started on the replacement of the 15-year-old cinema screen and the digital projector. This work will involve changes to the sound system to enable both mono and stereo programs to be used. Work to cease operations from the loft for safety reasons was started and will be finished in 2024.

The electrical system for the Hall was fully tested to meet current regulations for safety and certificates received. The CCTV camera and recorder was replaced with updated technology to give clear pictures in bright sunshine and night lighting.

#### SECRETARY'S REPORT

The Secretary would like to thank the Representatives for their support over the year, attending meetings or sending apologies whenever necessary. They have made helpful suggestions at our meetings and been appreciative of the work of the Trustees.

This mutual support has created a solid working atmosphere and a thriving community spirit.

All other items have been covered in other reports.

**West Chiltington Village Hall****Audit Copy**

Registered Charity Number 314072

**Receipts & Payments for the year to 31st December 2023****Receipts**

<u>Year 2022</u>	<b>Income From Hall</b>	<u>Year 2023</u>
22,950	<b>Hire Income</b>	£25,173.09
	<b>Interest Income from Bank accounts</b>	
232	Virgin Money	£447.60
23	HSBC	£181.96
	<b>Other Income</b>	
41	UK Power	£40.90
<u>23,246</u>	<b>Total Receipts</b>	<u><b>£25,843.55</b></u>

**Payments**

	<b>Village Hall Costs</b>	
4,046	Utilities	£5,025.72
4,140	Maintenance ( Note 2 - see overleaf )	£4,971.95
1,632	Insurance	£1,790.47
843	Garden Maintenance	£890.22
<u>5,063</u>	Cleaning	<u>£5,372.96</u>
15,723		£18,051.32
	<b>Licenses &amp; Admin</b>	
560	Licenses (HDC & PRS)	-£79.27
4	Tel/Printing/Stationery	£38.94
333	General Expenses	£248.42
93	Non Domestic Rates	£49.35
<u>894</u>	Web Site/Advertising	<u>£1,134.48</u>
1,885		£1,391.92
	<b>Other payments</b>	
5,997	Special projects ( Note 3 - see overleaf)	£12,140.00
225	New Equipment ( Note 1 - see overleaf)	£147.78
<u>78</u>	Bank Charges	<u>£77.23</u>
6,300		£12,365.01
23,907	<b>Total Payments</b>	<b>£31,808.25</b>
<u>232</u>	Transfer to/from reserves	<u>£9,552.40</u>
24,140		£22,255.85
-894	<b>Net of Receipts/Payments</b>	£3,587.70
<u>17,310</u>	Working Funds last Year end	<u>£16,416.54</u>
<u><u>16,417</u></u>	<b>Working Funds this year end ( Note 4 see overleaf )</b>	<u><u>£20,004.24</u></u>

Examiner of account  
Denis WrightHonorary Treasurer  
Alan Sugarman

**Notes to Payments & Receipts for the year ended  
31st December 2023 for West Chiltington Village Hall**

**Note 1 - New/Replacement Equipment**

Notice board	£130.14
Key safe	£17.64
	<u>£147.78</u>

**Note 3 - Special projects**

Stage Lighting	£11,780.00
CCTV	£360.00
	<u>£12,140.00</u>

**Note 2 - Maintenance**

Electrical	£2,599.20
Plumbing	£253.74
Doors	£892.80
Fire Ext'g's	£87.60
Glazing	£140.00
Piano Tuning	£70.00
Disposables	£400.31
Trade refuse	£316.75
Sundries	£211.55
	<u>£4,971.95</u>

**Note 4 - Funds of the Charity held as at 31st December 2023**

	<b>2023</b>	2022
HSBC Current account	£10,079.18	£3,300.69
HSBC Savings account	£10,075.06	£14,893.10
	<u>£20,154.24</u>	<u>£18,193.79</u>
Less retained booking deposits	£150.00	£100.00
	<u>£20,004.24</u>	<u>£18,093.79</u>
Less funds in hand carried forward		£1,677.25
	<u>£20,004.24</u>	<u>£16,416.54</u>
<i>total</i>		<u>£79,048.69</u>

**Note 5**

**Planned expenditure**

Projector and screen	£12,000.00
Replacement chairs	£7,000.00
	<u>£19,000.00</u>

**Note 6**

Assets retained for the Charity's own use includes land and buildings, furniture & fittings, electrical and kitchen equipment with an insured value of £1,448,725.16

**Note 7**

Trustees have not been paid expenses except for reimbursement in respect of purchases made on behalf of the Charity.

**West Chiltoning Village Hall**  
Registered Charity Number 314072

Audit Copy

**Receipts & Payments for the year to 31st December 2023**

**Receipts**

<u>Year 2022</u>	<b>Income From Hall</b>	<u>Year 2023</u>
22,950	<b>Hire Income</b>	£25,173.09
	<b>Interest Income from Bank accounts</b>	
232	Virgin Money	£447.60
23	HSBC	£181.96
	<b>Other Income</b>	
41	UK Power	£40.90
<u>23,246</u>	<b>Total Receipts</b>	<u>£25,843.55</u>
	<b><u>Payments</u></b>	
	<b>Village Hall Costs</b>	
4,046	Utilities	£5,025.72
4,140	Maintenance ( Note 2 - see overleaf )	£4,971.95
1,632	Insurance	£1,790.47
843	Garden Maintenance	£890.22
5,063	Cleaning	£5,372.96
<u>15,723</u>		<u>£18,051.32</u>
	<b>Licenses &amp; Admin</b>	
560	Licenses (HDC & PRS)	-£79.27
4	Tel/Printing/Stationery	£38.94
333	General Expenses	£248.42
93	Non Domestic Rates	£49.35
894	Web Site/Advertising	£1,134.48
<u>1,885</u>		<u>£1,391.92</u>
	<b>Other payments</b>	
5,997	Special projects ( Note 3 - see overleaf)	£12,140.00
225	New Equipment ( Note 1 - see overleaf)	£147.78
78	Bank Charges	£77.23
<u>6,300</u>		<u>£12,365.01</u>
23,907	<b>Total Payments</b>	<b>£31,808.25</b>
232	Transfer to/from reserves	£9,552.40
<u>24,140</u>		<u>£22,255.85</u>
-894	<b>Net of Receipts/Payments</b>	£3,587.70
17,310	Working Funds last Year end	£16,416.54
<u>16,417</u>	<b>Working Funds this year end ( Note 4 see overleaf )</b>	<u>£20,004.24</u>

Auditor  
Dennis Wright

*D. P. Wright*  
17/1/2024

Honorary Treasurer  
Alan Sugarman

*A. Sugarman*  
19/1/24

**WEST CHILTINGTON VILLAGE HALL**

England & Wales - Charity number 314072

---

# Accounts

---

# Chairman's Annual Report - 2021

## Presented to the Trustees and Members February 2022

With erratic COVID rules throughout the year we have experienced many stops and starts of events in the Hall. Users have tried hard to get started whilst keeping within the rules and I compliment them for their efforts.

Some activities have a small number of attendees, such as Badminton, Table Tennis, Short Mat bowls and small clubs have been able to run quite well and can easily cope with distancing and other rules. For larger gatherings this has not been possible.

During this year we have not been idle, using our own members and contractors to get the Hall ready and able to serve larger groups again. With the new rules this is starting to happen, although clubs are expecting smaller audiences until the population has the confidence to return.

We are moving ahead with some delayed projects and have completed the installation of new drapes surrounding the inside of the stage area. We will move on to the installation of a new LED stage lighting system. These activities will be paid for by the legacies referred to in the financial report.

The Hall is unique in the area, having a large stage, the Windmill Room at the rear to be used separately for small events or as a supporting area for the production of plays and other activities in the Main Hall. Sophisticated sound equipment and stage lighting, digital cinema projection and a large screen to enable high definition recordings of opera and ballet to be shown along with current movies.

### **Trustees**

The Trustees who are elected at the AGM were as follows during the year:

C. Keith Rushton	Chairman
Alan Sugarman	Treasurer
Edwin Preece	Acting Secretary
Carole Newton	Bookings secretary
Terry Reeves	Maintenance support

## **Booking Secretary's Report**

After a lengthy period when the hall was closed due to the pandemic, and then a period when we could only accept bookings for small groups to operate, we are pleased to report that the local groups who meet for badminton, table tennis, therapeutic pilates, short mat bowls, yoga and line dancing are back and using the hall on a weekly basis. Clubs/groups using the hall for monthly meetings include the Dramatic Society, the Theatre Arts Group, the Jazz Club, the Floral Club, Horticultural Society, Cavaliers Club and W.I., and they are now reporting that their members are becoming more confident to attend meetings with anti-Covid measures in place. A monthly cinema streaming of Opera, Ballet and Concerts has been established and is very popular, and meetings for the Film and Book Clubs have been booked in the Windmill Room.

Last year we had 14 bookings for individual one-off events and the number of regular weekly and monthly bookings dropped to 325 for the year. Compared to the pre-pandemic period when bookings regularly exceeded 1,100 to 1,300 per annum, it is easy to see that our income in 2021 took a significant drop. However, enquiries for bookings for meetings, concerts, adult and child parties now remain constant and it is pleasing to note that the schedule includes a booking for the West Chiltonington Summer Show which has been missing for two years.

For 2022 the Trustees have agreed to increase the hire charge for non-regular groups to £28.00 per hour and for regular groups there is an increase of approximately 5%. Despite the increased charges, the hall is very competitively priced in comparison with other village halls in this area.

We are looking forward to another busy year and being able to continue to maintain this very valuable asset for the local community.

## **Treasurer's Report**

It has been another atypical year heavily affected by the current pandemic and it is therefore impossible to draw any long-term conclusions from looking at the figures.

Our outgoings exceeded our income, by a modest amount,

largely because we were unable to totally reduce our expenses in line with the covid-imposed reduction in rentals.

In 2020 we benefitted from two legacies, the proceeds of most of which were hypothecated to making various improvements to the stage. Although none of this was spent in 2021 we would expect this work to be carried out this year.

In 2021 we received another, very generous, legacy, from Phil Garnham our ex-chairman, of £25,000. These funds have, for the time being, been added to our reserves while consideration is given to how much should be spent and to what end.

We felt it prudent to increase our charges in line with inflation and would hope that this year we will see a return to something like our normal level of income and expenditure.

### **Maintenance Report**

Although the Hall has had fewer bookings over 2021 the maintenance of the building and surroundings has continued as usual with safety checks, Covid associated works and the repair of a window due to a close encounter with a cricket ball!

At the request of South East Coast Ambulance Service we have purchased and installed a new defibrillator cabinet on the front corner of the kitchen to allow 24/7 access, the water heater in the WR failed and has been replaced, the clock at the rear of the Hall has been replaced (the old clock had been in place since the opening of the Hall so had given good service!) and various lights have been replaced with more to follow. The stage curtains have been replaced and the stage surround is being redecorated. Externally we have arranged a new grass cutting contract and thanks go to the members of the Hort. Society who have given their time in improving planted beds.

There is a long list of items planned for this year including new heating in the WR, new lights in the Foyer, new plinths in the kitchen, upgrading of the car park lighting and ongoing discussions with the Cricket Club on a new location for their sight screens and the Parish Council on the installation of the barrier at the entrance to the car park.



**Notes to Payments & Receipts for the year ended  
31st December 2021 for West Chiltonington Village Hall**

**Note 1 - New/Replacement Equipment**

D'fib cabinet	£558.00
	<u>£558.00</u>

**Note 2 - Maintenance**

Doors	£450.80
Gutters	£175.00
Decoration	£28.31
Fire Ext'g's	£148.68
Heating	£411.72
Piano Tuning	£65.00
Dishwasher	£100.98
Refuse collection	£374.40
Sundries	£166.89
	<u>£1,921.78</u>

**Note 3 - Funds of the Charity held as at 31st December 2021**

	<b>2021</b>	<b>2020</b>
HSBC Current account	£4,677.92	5,438
HSBC Savings account	£14,869.86	14,868
	<u>£19,547.78</u>	20,306
Less retained booking deposits	£75.00	
	<u>£19,472.78</u>	
Less funds in hand carried forward	£2,162.50	-1,351
<i>total</i>	<u><u>£17,310.28</u></u>	<u>18,955</u>
Rebuilding/contingency Reserve (Virgin Money)	£88,368.81	£63,260

**Note 5**

**Planned expenditure**

Replacement furniture	£8,000
Stage area equipment	£14,000
General lighting	£10,000
	<u>£32,000</u>

**Note 6**

Assets retained for the Charity's own use includes land and buildings, furniture & fittings, electrical and kitchen equipment with an insured value of £1,204,040.85

**Note 7**

Trustees have not been paid expenses except for reimbursement in respect of purchases made on behalf of the Charity.

## West Chiltington Village Hall

Audit Copy

Registered Charity Number 314072

Receipts & Payments for the year to 31st December 2021Receipts

<u>Year 2020</u>	Income From Hall	<u>Year 2021</u>
£7,447	Hire Income	£10,877.00
	<b>Interest Income from Bank accounts</b>	
£305	Virgin Money	£108.67
£10	HSBC	£1.49
	<b>Other Income</b>	
£41	UK Power	£40.79
£14,000	Legacies/Donations	£25,000.00
<u>£10,000</u>	Grant - Covid-19	
£31,802	<b>Total Receipts</b>	<u><u>£ 36,027.95</u></u>

Payments

Village Hall Costs		
£3,324	Utilities	£3,811.88
£6,310	Maintenance ( Note 2 see overleaf )	£1,921.78
£2,074	Insurance	£1,540.87
£939	Garden Maintenance	£720.00
<u>£3,563</u>	Cleaning	<u>£2,978.74</u>
£16,210		<u>£10,973.27</u>
	<b>Licenses &amp; Admin</b>	
£640	Licenses (HDC & PRS)	£560.30
£30	Tel/Printing/Stationery	
£144	General Expenses	£144.00
	Non Domestic Rates	£47.70
<u>£880</u>	Web Site/Advertising	<u>£281.20</u>
£1,694		£1,033.20
	<b>Other payments</b>	
£4,059	Special projects	
£379	New Equipment ( Note 1 see overleaf)	£558.00
<u>£305</u>	Transfer to Reserves	<u>£25,108.67</u>
<u>£4,743</u>		<u>£25,666.67</u>
22,647	<b>Total Payments</b>	<u><u>£37,673.14</u></u>
9,155	<b>Net of Receipts/Payments</b>	-£ 1,645.19
<u>9,800</u>	Working Funds last Year end	<u>£18,955.47</u>
18,955	<b>Working Funds this year end ( Note 3 see overleaf )</b>	<u><u>£17,310.28</u></u>

Honorary Treasurer  
Alan Sugarman

*Alan Sugarman*

Date: 16<sup>th</sup> Jan 2022

Auditor  
Dennis Wright

*Dennis P. Wright*

Date: 3<sup>rd</sup> Feb 2022

**WEST CHILTINGTON VILLAGE HALL**

England & Wales - Charity number 314072

---

# Accounts

---

# **Chairman's Annual Report - 2020**

## **Presented to the Trustees and Members April 2021**

### **1. Introduction**

West Chiltonton Village Hall was established to provide facilities for a wide range of activities for the residents of West Chiltonton and the surrounding area. However, during 2020 the Hall has been closed for a large part of the year due to the Covid 19 pandemic. Closure was necessary to meet Government requirements and to prevent the spread of the virus. As a consequence the Hall, which is self-funding from the payments received from clubs, societies, companies and individuals who book space in the Hall, has suffered a significant reduction in its income.

The Hall opened for a short period in the Autumn to allow certain activities permitted by the Government to take place. This was restricted to badminton, therapeutic pilates, short mat bowls and table tennis. During the closure, the Hall has been regularly visited by the Trustees to ensure that no problems have arisen. In addition a number of works have taken place as, despite its closure, regular maintenance has still been required.

There is a new refurbished room for Village Hall administration, repairs and storage. This room situated to the right of the stage was formerly used by the Dramatic Society as a Wardrobe and Props room. A number of the cupboards in the Doctor's room have been made available to the Dramatic Society for alternative props storage.

### **2.Trustees and Members**

The Trustees, who are elected at the AGM, on 26<sup>th</sup> February 2020 were:-

- C. Keith Rushton - Chairman
- Alan Sugarman - Treasurer
- Paul Copeland - Secretary
- Carole Newton - Bookings Secretary
- Cllr John Blackall - Trustee
- Terry Reeves - Trustee, Maintenance support
- Edwin Preece - Trustee

There were 11 representatives nominated to the Members' Committee by regular non-commercial Hall users of whom 2 are also Trustees. Unfortunately, because of Covid 19 no Members meetings have been held in 2020. The general management of the Hall and the premises is vested in the Trustees and the Trustees did meet on 6 occasions during the year. These meetings, all socially distanced, were largely to discuss maintenance issues, financial

matters and actions to make the Hall safe for use in accordance with Covid 19 regulations and guidance.

### **3. Treasurer's Report on 2020 Accounts**

The Village Hall has been unable to operate for much of the year because of the covid-19 epidemic.

As a result our income, which is overwhelmingly derived from lettings, has been considerably reduced. Our outgoings, on the other hand, have only marginally decreased. A government grant of £10,000 has made up some of the shortfall and we have also benefitted from legacies from the estates of Carol Hudson and Richard Holliday amounting to £14,000. The funds from the latter estate are specifically intended to be spent on stage related refurbishment and technological improvements.

It is difficult to plan for the future while the epidemic continues to cause uncertainty. However the Trustees remain confident that sufficient funds are in hand to enable us to maintain the Hall in a fit state until rental income once again becomes available. Whether the level of usage of the Hall will return to that previously enjoyed remains to be seen.

### **4. Annual Maintenance and Technical Report**

The Hall has been in 'hibernation' for much of the year and the Trustees have sought to maintain the fabric in readiness for re-opening.

The grounds have been cut on a regular basis, the area next to the Windmill Room has been reinstated to lawn and the paved areas have been de-weeded. An additional external water tap has been provided on a rear wall to the WR to assist grounds maintenance and for the use of the adjacent Croquet Club.

The WI have planted a memorial tree near to the car park and Mill Road to match those at the other end of the lawn provided by the Horticultural Society.

All external paintwork has been redecorated by contractors and volunteers.

'Misted' double glazed units have been replaced in the Foyer.

All areas have been periodically cleaned to maintain standards and observe the Covid guidance.

### **5. Booking Secretary's Report**

Since mid-March when the Hall first closed under the restrictions of the Government Guidelines we were only able to open in September and October for those of our regular groups who could operate under strict distancing rules and with greatly reduced numbers of members or clients attending. It is expected that those restrictions will remain in place for some time to come but we hope that we will shortly be able to reopen, initially only for those groups, but followed hopefully before the start of the Summer for all the regular clubs and groups who make use of the Hall.

We have recently received several enquiries from new groups wishing to book sessions at the Hall for a variety of activities and it is hoped that when we are able to restart we can offer an increased number of activities at the Hall.

### **6.Secretary's Report**

The Trustees are obliged under the terms of Charities Legislation to submit an annual return to the Charities Commission. This was done within the prescribed time frame and no comments have been received from the Commission.

The Village Hall is affiliated to Action in Rural Sussex (AIRS). This body, together with Action with Communities in Rural England (ACRE) has provided valuable guidance on the application of the legislation in respect of Covid 19 applicable to Village Halls.

### **7.Priorities and future activities.**

The priority for 2021 will be to take all necessary measures to allow the Hall to re-open when permitted to do so by Covid19 regulations.

In addition it will be essential to carefully review the financial situation noting that income in 2021 is likely to be severely restricted for a second year.

The completion of any major works will depend on the financial situation and may be limited to those which are essential to allow the Hall to operate in a safe manner.

I take this opportunity to thank the Trustees and many other volunteers for their work during a difficult year.

**Keith Rushton  
Chairman of the Trustees  
March 2021**

Appendix

West Chiltington Village Hall  
Registered Charity Number 314072

Audited Copy

Receipts & Payments for the year to 31st December 2020

Receipts

<u>Year 2019</u>	<b>Income From Hall</b>	<u>Year 2020</u>
29,715	Hire Income	£7,446.50
	<b>Interest Income from Bank accounts</b>	
432	Virgin Money	£304.86
16	HSBC	£10.09
	<b>Other Income</b>	
40	UK Power	£40.79
1,490	Legacies/Donations	£14,000.00
	Grant - Covid-19	£10,000.00
31,693	<b>Total Receipts</b>	<b><u>£ 31,802.24</u></b>
	<u>Payments</u>	
	<b>Village Hall Costs</b>	
4,605	Utilities	£3,324.40
4,750	Maintenance ( Note 2 see overleaf )	£6,310.12
1,947	Insurance	£2,074.23
551	Garden Maintenance	£938.99
4,094	Cleaning	£3,562.50
15,948		<u>£16,210.24</u>
	<b>Licenses &amp; Admin</b>	
562	Licenses (HDC & PRS)	£639.87
101	Tel/Printing/Stationery	£29.54
144	General Expenses	£144.00
184	Non Domestic Rates	
1,025	Web Site/Advertising	£880.35
2,017		<u>£1,693.76</u>
	<b>Other payments</b>	
24,150	Special projects (Note 3 see overleaf)	£4,059.47
254	New Equipment ( Note 1 see overleaf)	£378.69
5,432	Transfer to Reserves	£304.86
<u>29,836</u>		<u>£4,743.02</u>
47,801	<b>Total Payments</b>	<b><u>£22,647.02</u></b>
-16,108	<b>Net of Receipts/Payments</b>	£9,155.22
<u>25,908</u>	Working Funds last Year end	£9,800.25
9,800	<b>Working Funds this year end ( Note 4 see overleaf )</b>	<b><u>£18,955.47</u></b>

Auditor  
Denis Wright

*Denis P Wright*  
26/01/2021

Honorary Treasurer  
Alan Sugarman

*A. Sugarman*  
28/1/21

**Notes to Payments & Receipts for the year ended  
31st December 2020 for West Chiltoning Village Hall**

**Note 1 - New/Replacement Equipment**

Microphones	195.63
External tap	£31.21
Notice board	£141.85
Sundries	£10.00
	<u>£378.69</u>

**Note 2 - Maintenance**

Electrical	£2,158.18
Disposables	£652.87
Glazing	£625.00
Trade refuse	£374.60
Decorating	£1,494.69
Covid-19 extras	£396.68
Fire Extinguishers	£195.00
Heating	£228.00
Sundries	£185.10
	<u>£6,310.12</u>

**Note 3 - Special projects**

Office refurbishment	£1,257.47
Outside renovation (turf etc.)	£1,350.00
Main floor renovation	£1,452.00
	<u>£4,059.47</u>

**Note 4 - Funds of the Charity held as at 31st December 2020**

		2019
HSBC Current account	£5,437.60	£2,426
HSBC Savings account	£14,868.37	£16,858
	£20,305.97	£19,285
Less creditors		-£5,000
Less retained booking deposits		-£400
Less funds in hand carried forward	-£1,350.50	-£4,085
<i>total</i>	<u>£18,955.47</u>	<u>£9,800</u>
Rebuilding/contingency Reserve (Virgin Money)	£63,260.14	£57,523.05

**Note 5**

**Planned expenditure**

Replacement furniture	£8,000
Stage area equipment	£14,000
General lighting	£10,000
	<u>£32,000</u>

**Note 6**

Assets retained for the Charity's own use includes land and buildings, furniture & fittings, electrical and kitchen equipment with an insured value of £1,081,893

**Note 7**

Trustees have not been paid expenses except for reimbursement in respect of purchases made on behalf of the Charity.