

# ANGMERING VILLAGE HALL

## Trustees Annual Report For The Year To 31 December 2019

The Management Committee present their Report for the year ended 31 December 2019.

The members of the Management Committee during the year and their appointing body, where appropriate, were:-

J Yates	(Chair)	Elected
M Crickmer	(Secretary)	Elected
J Blake	(Treasurer)	Elected
K Yates	(Booking Secretary)	Elected
A Reigate	(Compliance Officer)	Elected
J Savory		Angmering Green W.I.
R Watt		Angmering Carpet Bowls
M Hill-Smith		Angmering Parish Council
J Clark		Angmering Pre-School
A Toms		Angmering Village W.I.
G Burkin		Orient Expressions
P Gleeson		Bridge Club

During the year M Crickmer resigned from the Committee for family reasons and was replaced as Secretary by C Jones. Also M Hill-Smith was not re-elected to the Parish Council and was replaced by S Woodason.

Management Committee members are elected or appointed on an annual basis, with the officers being elected from the membership of the Management Committee. The Annual General Meeting is usually held in March. The charity was established by Trust Deed dated 14 June 1928 and is registered with the Charity Commission No. 271149.

### OBJECTS, ORGANISATION AND ACTIVITIES

The Charity is established for the advancement of the intellectual, social and moral welfare of the inhabitants of the Parish of Angmering by providing communal facilities and promoting community projects of a charitable nature.

The Village Hall is available for hire by any individual or organisation in accordance with the standard hiring agreement, which is regularly being reviewed and upgraded, the current Byelaws and scale of charges adopted for the year. It is intended that the scale of charges be sufficient to generate enough income to meet all normal expenditure incurred in maintaining the Hall. Specific projects are funded by appeals, fund-raising, grants and out of reserves.

The Charity is organised as an independent association of local residents with a Management Committee comprising elected and nominated members. Activities include provision of the Village Hall as a permanent community facility.

### PERFORMANCE

The Trustees consider that the performance of the Charity this year has been good. However in the light of the spreading Coronavirus COVID-19 the next year and possibly thereafter looks far less certain.

## **RESERVES POLICY**

The Trustees policy is to maintain a reasonable balance at the bank on current account, and to have monies set aside for contingencies in another bank account earning interest. This is to cover unexpected emergencies and expenses and losses of income.

## **RISK ASSESSMENT**

As part of the annual reporting process, the Trustees have endeavoured to identify the major risks to which the Charity is exposed. The risks continue to be reviewed and systems have been established to mitigate these risks. Throughout the year Alison Reigate on behalf of the Trustees has continued to deal with compliance issues including Fire Risks and Alarms, Health and Safety, Asbestos, Electrical and Emergency lighting and Gas regulation. Regular tests continue to be carried out and set up to ensure that the Hall complies with emergency lighting, fire alarm, smoke alarm detection, gas compliance, health and safety and fire extinguisher requirements. Ongoing reports and assessments will be obtained as required to ensure that we continue to comply with our compliance responsibilities.

Mike Colliss has continued to carry out the Fire Alarm and emergency lighting tests on a weekly basis and liaise with D-TECT Fire & Security Ltd, a specialist company to carry out regular compliance inspections.

## **REVIEW OF PROGRESS AND ACHIEVEMENTS AND CHAIRMAN'S PERSONAL REPORT**

This is my sixth year as Chairman of the Management Committee. We have tried throughout the year to continue to carry out improvements to our Village Hall ensuring that the amenities at the Hall are properly maintained and improved.

As the Treasurer's Report and the accounts for the year show we have replaced the rear fencing with the help of a grant of £1,200 from Angmering Parish Council, redecorated the kitchen and renewed the kitchen flooring. The Main Hall floor was also resealed at the end of December. We also have a much better piano kindly donated by Geoff Yerrell of the Village Stage,

The King Suite garden which was created last year has been maintained and improved. Angmering Green W.I. and Angmering Village W.I. during the Summer together paid for the Cherry Tree Garden to be planted up to celebrate 100 years of the Women's Institute in Sussex.

The new cleaners who were appointed in March 2018 have continued to do a good and thorough job.

The Village Hall audited accounts confirm that the Village Hall has had another busy year. The accounts show the actual income and monies received and the outgoings and payments actually made during the period from the 1<sup>st</sup> January to the 31<sup>st</sup> December each year. This shows there is a surplus of £2,261 which considering the amount of work and improvements which have been carried out is a very good achievement.

In 2019 we did not increase our charges for existing Regular Users. However we have agreed to gradually increase from 2020 our charges for Regular Users and Casual Users to reflect the improvements we have carried out to the Village Hall. The hire charges are still believed to be very reasonable. Pre-school have continued to increase the numbers who attend and the arrangement with the Scout Hut for afternoon pre-school, although not ideal, appears to be working out well.

Our budgeted income remains sufficient to meet normal and anticipated day to day expenditure although this will have to be reviewed in the light of the ongoing Coronavirus emergency We have

tried to keep our charges to a minimum in order to maximise the use of the Hall by all sections of the community.

There were in 2019 over 20 main activity groups that use the Hall on a regular basis, such as playgroups, drama and dancing classes (ballroom, tap and modern), amenity societies, fitness, bridge and bowls. The folk club (the Village Stage) was very popular throughout the year and Geoff Yerrell their organiser has also very kindly offered to help on a practical level in maintaining and improving the Village Hall.

We are approached regularly by new clubs and organisations considering hiring the Village Hall and we receive positive comments and reaction to the facilities that we provide.

The Village Hall has regularly been used at the weekend for private functions – wedding receptions, parties both for adults and children and also for many one off events. Children's parties and baby showers have continued to be very popular and together with the preschool bring the Village Hall to the attention of the Community at a young age.

The Village Hall remains a vital part of village life and for all ages.

The Christmas Market raised a fantastic total of £1,563. A particular thank you to Jenny Blake, Corrie Brown, Alison Reigate, Chris Jones, June Savory and Kristina Yates and all others who took part for their help and hard work in achieving this total.

Maintenance of the Hall has continued to be a major concern of the Trustees. Any issues are noted in our maintenance book and dealt with by Stuart Tizzard assisted as necessary by the elected officers of the Committee. Stuart has been acting in a caretaker role and has carried out many maintenance jobs and improvements. We are fortunate to have someone with so many skills and who has been able to help us in such a caring way. Thank you again Stuart.

Although the Village Hall have carried out the works and improvements set out in this report and in our audited accounts in 2019 there always continues to be works to be done and improvements to be made.

Projects and possible projects for 2020 and thereafter:-

- Repair or Replacement of the play area in the main garden used by pre school
- Redecoration of the Main Hall
- Replacing carpet tiles in the King suite
- Levelling and relaying the enclosed grass area

Following on from my report last year an annual inspection of the Black Ditch took place on the 9th September on behalf of the relevant Riparian Owners and paid for jointly by ourselves and St Margaret's Church. We continue to liaise with Angmering Parish Council to try and help reduce and limit the risk to the Village Hall and the Village centre by flooding.

The Parish Council will we understand be publishing a new Resilience Plan in 2020 explaining what will happen in the case of emergency situations within Angmering. As part of the Resilience Plan the Village Hall has agreed to be a Rescue Centre and contact details have been given to the Parish Council of the 5 Elected Members of our Management Committee to be contacted in such emergency situations.

During 2019 we became more involved in the plan of St Margaret's Church to remove all the Western Cedars along their Southern boundary just behind the Village Hall as the Church felt that the trees could only be removed through the Village Hall car park. It was agreed that it was also in our interests for safety reasons to try and cooperate. A Licence trying to protect our interests and

limit the risk and inconvenience to our hirers has been submitted to the Church and has been agreed in principle but has not yet been signed. It has been agreed that the work must be carried out when pre-school would not be affected and a 7 week period from the 20<sup>th</sup> July 2020 has been suggested. Our Regular users and any potential Casual hirers have been informed and the full details will be confirmed as soon as any Licence is in force. It is also possible that with the Coronavirus emergency the dates could be changed but will not be before pre-school and any potentially affected hirer is consulted.

The Hallmaster Booking System has been renewed again but not the invoicing system.

There are many “thank yous” that I would like to make :-

To the Elected Members:-

Jenny Blake  
Margaret Crickmer  
Chris Jones  
Alison Reigate  
Kristina Yates

A very special THANK YOU for your hard work and dedication during 2019 and working as a team to ensure that OUR Village Hall has had a successful year and contributed so much to our community.

Thank you also to the rest of the Committee for your support during the year and the valuable contribution you have made towards your Village Hall. Your help is always needed to bring to the attention of the Committee as a whole what improvements should be made and what has gone right or wrong and to ensure that the Village Hall is run for the benefit of all users and supporters.

Thank you to Angmering Parish Council for their support and assistance during 2019 and for donating £1,200 towards the cost of renewal of the rear fence.

Thank you to Corrie and Alan Brown for all your help with the garden as well as with the Christmas market, general maintenance and for your continued support.

Thank you again to Stuart Tizzard and Geoff Yerrell for their help and support.

Thank you also to Roger Miles for his practical help and assistance, to Andrew Woolner for examining the accounts and Mike Colliss for his contribution towards our Village Hall in carrying out weekly fire and regular emergency lighting checks

**On behalf of the Management Committee  
J Yates, Chairman, March 2020**

**ANGMERING VILLAGE HALL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st DECEMBER 2019**

# ANGMERING VILLAGE HALL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2019

	Note	Unrestricted funds	Restricted funds	Total	2018
		£	£	£	£
<b>INCOME FROM:</b>					
Donations and legacies	2	1,200	-	1,200	2,642
Income from Charitable activities		30,716	-	30,716	31,297
Other trading activities	3	1,563	-	1,563	1,499
Income from Investments	4	974	-	974	943
<b>Total Income</b>		<b>34,453</b>	<b>-</b>	<b>34,453</b>	<b>36,381</b>
<b>EXPENDITURE ON RAISING FUNDS</b>					
Expenditure on Charitable activities	5	32,192	-	32,192	34,296
<b>Total Expenditure</b>		<b>32,192</b>	<b>-</b>	<b>32,192</b>	<b>34,296</b>
<b>NET EXPENDITURE/ INCOME</b>		<b>2,261</b>	<b>-</b>	<b>2,261</b>	<b>2,085</b>
TRANSFER BETWEEN FUNDS		-	-	-	-
FUND BALANCES BROUGHT FORWARD		32,390	37,421	69,811	67,726
<b>FUND BALANCES CARRIED FORWARD</b>		<b>34,651</b>	<b>37,421</b>	<b>72,072</b>	<b>69,811</b>

**ANGMERING VILLAGE HALL**

**BALANCE SHEET  
AS AT 31st DECEMBER 2019**

	<u>Note</u>	<b>2019</b>	<b>2018</b>
		£	£
<b>FIXED ASSETS</b>	6	576	768
<b>CURRENT ASSETS</b>			
Debtors and prepayments		0	183
Cash at bank - CAF Cash		2,261	3,938
- CAF Gold		13,683	10,164
- United Trust Bank Deposits		56,162	55,208
		<u>72,106</u>	<u>69,493</u>
<b>CURRENT LIABILITIES</b>			
Accruals		<u>610</u>	<u>450</u>
		71,496	69,043
<b>NET ASSETS</b>		<u><u>72,072</u></u>	<u><u>69,811</u></u>
 Represented by:			
<b>INCOME FUNDS</b>			
General Purpose Fund		34,651	32,390
Restricted Property improvement fund		37,421	37,421
		<u><u>72,072</u></u>	<u><u>69,811</u></u>

## ANGMERING VILLAGE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2019

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#### 1. ACCOUNTING POLICIES

##### Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) FRS 102

##### Fund Accounting

Unrestricted funds are general funds which are available at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors and or Trustees.

##### Tangible Fixed Assets

These are comprised of fixtures and fittings which are stated at cost less depreciation. The depreciation is calculated to write down the cost of fixtures and fittings to their estimated residual values over the period of their estimated useful lives. The rate being 25% reducing balance.

#### 2. DONATIONS AND LEGACIES

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Donations	0	2,642
Grant -Angmering Parish Council	1,200	0
	<u>1,200</u>	<u>2,642</u>

#### 3. OTHER TRADING ACTIVITIES

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Christmas market	1,563	1,499
	<u>1,563</u>	<u>1,499</u>



**ANGMERING VILLAGE HALL**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31st DECEMBER 2019**

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**4. INCOME FROM INVESTMENTS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>974</u>	<u>943</u>

**5. DIRECT CHARITABLE EXPENDITURE**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b><u>Restricted Funds</u></b>		
Repairs, renewals and enhancements	<u>0</u>	<u>0</u>

**Unrestricted Funds**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Repairs and renewals	16,447	19,045
Depreciation	192	256
Cleaning	7,945	9,190
Consumables	658	339
Insurance	908	891
Independent examiners fee	195	195
Water rates	792	143
Light and heat	3,479	2,709
Subscriptions	615	624
Advertising	465	428
Non-domestic rates	169	165
Administration	327	311
	<u>32,192</u>	<u>34,296</u>

**ANGMERING VILLAGE HALL**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31st DECEMBER 2019**

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**6. TANGIBLE FIXED ASSETS**

	<b>Fixtures and fittings £</b>
<b>COST</b>	
at 1st January 2019	19,203
Disposals	-
Additions	-
	<u>19,203</u>
at 31st December 2019	<u>19,203</u>
<b>DEPRECIATION</b>	
at 1st January 2019	18,435
Disposals	-
Provided in year	192
	<u>18,627</u>
at 31st December 2019	<u>18,627</u>
<b>NET BOOK VALUE</b>	
at 31st December 2019	<u>576</u>
at 31st December 2018	<u>768</u>

**ANGMERING VILLAGE HALL****FIXED ASSETS****YEAR ENDED 31st DECEMBER 2019****BROUGHT FORWARD**

	<b>B/FWD</b>	<b>ADDITIONS</b>	<b>DEPN B/F</b>	<b>DEP PROV</b>	<b>TOTAL DEP</b>	<b>WDV C/F</b>
	£	£	£	£	£	£
BOILER MAIN HALL	3610.00		3604.50	1.38	3605.88	4.13
PUBLIC ADDRESS SYSTEM	1089.23		1085.59	0.91	1086.50	2.73
BOILER KITCHEN	675.63		672.50	0.78	673.28	2.35
COOKER	406.48		399.24	1.81	401.05	5.43
52 CHAIRS MAIN HALL	2137.80		2099.72	9.52	2109.24	28.56
WATER SOFTENER	106.00		102.65	0.84	103.49	2.51
COOKER HOOD	330.00		319.55	2.61	322.16	7.84
HAND DRIERS	546.00		515.26	7.69	522.95	23.06
FIRE ALARM SYSTEM	3403.00		3211.37	47.91	3259.28	143.72
BABY CHANGING UNIT	540.00		509.60	7.60	517.20	22.80
STAGE LIGHTING	411.00		387.86	5.79	393.65	17.36
KS FIRE DOOR	1380.00		1302.29	19.43	1321.72	58.28
MAIN HALL CURTAINS	1865.00		1724.97	35.01	1759.98	105.02
KING SUITE CHAIRS	1498.00		1385.52	28.12	1413.64	84.36
KING SUITE WINDOWS	1205.00		1114.53	22.62	1137.15	67.85

TOTALS	19203.14	0.00	18435.15	192.00	18627.15	575.99
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DISPOSALS					0	0.00
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REVISED TOTALS	19203.14				18627.15	575.99
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# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

ANGMERING VILLAGE HALL

On accounts for the  
year ended

31<sup>st</sup> December 2019

Charity  
no (if any)

271149

Respective  
responsibilities of  
trustees and examiner

The charity's Management Committee are responsible for the preparation of the accounts. The charity's Management Committee consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Management Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met.

Signed:

*A Woolner*

Date:

07/03/2020

Name:

Andrew Woolner

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

BA (Hons)

Address:

3 Church Close,

Clapham Village

Worthing, West Sussex. BN13 3XP