



# Trustees' Annual Report for the period

Period start date  
 From 01 Jan 2020 To 31<sup>st</sup> Dec 2020

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address
 

Bar Lane	
Copsale	
West Sussex	
Postcode	RH13 6QT

### 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	Dennis Livingstone	Chairman		
2	David Teye	Vice Chair		
3	Michele Harrison	Treasurer		
4	Gina Dixon	Secretary		
5	Biff Manvell			
6	Susan Livingstone			
7	Gordon Cooper			
8	Jan Pieniazek			
9	Valerie Sutlief			
10	Wallis-Anne Ingram			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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

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

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document	Constitution
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	Elected

**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.

--

## Section C Objectives and activities

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

To establish and run a village hall and to promote for the benefit of the inhabitants of the village of Copsale and the surrounding area. With the object of improving the conditions of life of the said occupants.



**Summary of the main achievements of the charity during the year**

The charity had a very successful start to 2020 when it was confirmed that all funding for the Improvement project was in place.

The organisations that have committed to funding the improvements include The National Lottery, Sussex Community Foundation, Biffa, Horsham District Council, Parish Council and ACRE. This funding together with the charity's own funds enabled the works to commence from April 2020.

These are the improvements which we have worked with local architects and businesses to put forward for replacement of ad-hoc building areas which have been added to the main Hall building from the 1950's. The improvements will mean the provision of disabled toilets, internal toilets plus increased storage, meeting facilities and food preparation areas. The character of the main 'pavilion' part of the building will be maintained while at the same time providing decent facilities for the users of the Hall.

The plans have obtained approval from the local district council and building regulation drawings and specifications have been drawn up and approved. A local builder was chosen from a competitive tender process and the works are now well under way.

It is hoped, subject to Covid restrictions to resume normal operation from July 2021.

**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)**

The charity at the beginning of the year had provided the facility of the Hall to hirers from Copsale and the surrounding area for a range of activities. The hirers have included a number for wedding receptions, children organisations, birthday parties and numerous other activities such as band rehearsal and dancing.

However, then the Covid-19 pandemic meant we had to close from March 2020. At this time we took the opportunity to discuss our improvement project with the contractor and funding organisations and it was decided to take the opportunity of this closure to have the full works undertaken. The works have proceeded very well with Covid restrictions in accordance with Government advice and regulations in place.

In setting our objectives and planning our activities our trustees have given careful consideration to the Charity Commission's public benefit guidance.

**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.

**Section E****Financial review**

Brief statement of the charity's policy on reserves

The charity raises monies to maintain and improve the facilities. A contingency is maintained of £1000.00 to ensure there is sufficient funds available to meet maintenance costs in case of any large fluctuations in receipts or failure of its own events due to inclement weather. Otherwise all monies are designated for the improvement/maintenance of the facilities and other services which the Hall can offer to the community, including its use by other local charities.

Details of any funds materially in deficit

None

**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.

**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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

*D.S. Livingstone*

DENNIS LIVINGSTONE

CHAIR

18-7-2021

*Gina Dixon*

GINA DIXON

SECRETARY





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Copsale Village Hall

1171081

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/20

To

Period end date  
31/12/20

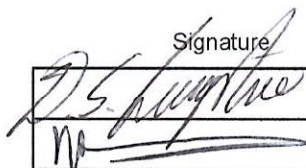
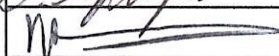
### Section A Receipts and payments

	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 £
<b>A1 Receipts</b>					
Hall hire	810	-	-	810	5,591
Payments received from events	2,598	-	-	2,598	8,521
Grants	-	116,228	-	116,228	-
Donations	116	-	-	116	744
Interest income	1	-	-	1	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>3,525</b>	<b>116,228</b>	<b>-</b>	<b>119,753</b>	<b>14,856</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>3,525</b>	<b>116,228</b>	<b>-</b>	<b>119,753</b>	<b>14,856</b>
<b>A3 Payments</b>					
Electricity	548	-	-	548	582
Water	66	-	-	66	76
Cleaning	102	-	-	102	729
Repairs and maintenance	884	-	-	884	445
Event materials	717	-	-	717	2,278
Equipment purchase	46	-	-	46	305
Horsham District Council – rates	-	-	-	-	181
Training course – hygiene	-	-	-	-	84
Ground rent	200	-	-	200	200
Deposit adjustment	-	-	-	-	300
Charities and insurance	889	-	-	889	587
Redevelopment costs	-	99,543	-	99,543	3,446
Legal fees	2,575	-	-	2,575	-
Miscellaneous	-	-	-	-	343
Website	150	-	-	150	120
<b>Sub total</b>	<b>6,177</b>	<b>99,543</b>	<b>-</b>	<b>105,720</b>	<b>9,676</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,177</b>	<b>99,543</b>	<b>-</b>	<b>105,720</b>	<b>9,676</b>
<b>Net of receipts/(payments)</b>	<b>-2,652</b>	<b>16,685</b>	<b>-</b>	<b>14,033</b>	<b>5,180</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>26,749</b>	<b>5,000</b>	<b>-</b>	<b>31,749</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>24,097</b>	<b>21,685</b>	<b>-</b>	<b>45,782</b>	<b>5,180</b>

## 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 £
<b>B1 Cash funds</b>	Cash	20	-	-
	Bank – current account	23,077	21,685	-
	Bank – deposit account	1,000	-	-
	<b>Total cash funds</b>	<b>24,097</b>	<b>21,685</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tables, benches and chairs	Unrestricted		150
	Kitchen appliances	Unrestricted	-	200
	Crockery	Unrestricted	-	100
	Village Hall building	Unrestricted	-	196,000
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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
	DENNIS LIVINGSTONE	04/12/2021
	MICHELLE HARRISON	04/12/2021





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Copsale Village Hall

On accounts for the year ended

31/12/20

Charity no 1171081

Set out on pages

3 and 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

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").

Independent examiner's  
statement

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.

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:

- 1\* accounting records were not kept in accordance with section 130 of the Act or
- 2\* 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:

R.N.C. Cowley

5 December 2021

Date:

Name:

R.N.C. Cowley

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

Address:

The Old Post Office

Nuthurst Street, Nuthurst

Horsham, West Sussex RH13 6LH





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.

Not applicable



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Copsale Village Hall

1171081

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/20

To

Period end date  
31/12/20

### 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 £
<b>A1 Receipts</b>					
Hall hire	810	-	-	810	5,591
Payments received from events	2,598	-	-	2,598	8,521
Grants	-	116,228	-	116,228	-
Donations	116	-	-	116	744
Interest income	1	-	-	1	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>3,525</b>	<b>116,228</b>	<b>-</b>	<b>119,753</b>	<b>14,856</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>3,525</b>	<b>116,228</b>	<b>-</b>	<b>119,753</b>	<b>14,856</b>
<b>A3 Payments</b>					
Electricity	548	-	-	548	582
Water	66	-	-	66	76
Cleaning	102	-	-	102	729
Repairs and maintenance	884	-	-	884	445
Event materials	717	-	-	717	2,278
Equipment purchase	46	-	-	46	305
Horsham District Council – rates	-	-	-	-	181
Training course – hygiene	-	-	-	-	84
Ground rent	200	-	-	200	200
Deposit adjustment	-	-	-	-	300
Charities and insurance	889	-	-	889	587
Redevelopment costs	-	99,543	-	99,543	3,446
Legal fees	2,575	-	-	2,575	-
Miscellaneous	-	-	-	-	343
Website	150	-	-	150	120
<b>Sub total</b>	<b>6,177</b>	<b>99,543</b>	<b>-</b>	<b>105,720</b>	<b>9,676</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,177</b>	<b>99,543</b>	<b>-</b>	<b>105,720</b>	<b>9,676</b>
<b>Net of receipts/(payments)</b>	<b>-2,652</b>	<b>16,685</b>	<b>-</b>	<b>14,033</b>	<b>5,180</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>26,749</b>	<b>5,000</b>	<b>-</b>	<b>31,749</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>24,097</b>	<b>21,685</b>	<b>-</b>	<b>45,782</b>	<b>5,180</b>

3



## 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 £
<b>B1 Cash funds</b>	Cash	20	-	-
	Bank – current account	23,077	21,685	-
	Bank – deposit account	1,000	-	-
	<b>Total cash funds</b>	<b>24,097</b>	<b>21,685</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Tables, benches and chairs	Unrestricted		150
	Kitchen appliances	Unrestricted	-	200
	Crockery	Unrestricted	-	100
	Village Hall building	Unrestricted	-	196,000
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	DENNIS LIVINGSTONE	04/12/2021
	MICHAEL HARRISON	04/12/2021