

ANGMERING VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2017

ANGMERING VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2017

	Note	Unrestricted funds £	Restricted funds £	Total £	2016 £
INCOME FROM:					
Donations and legacies	2	2,222	-	2,222	25
Income from Charitable activities		27,767	-	27,767	30,035
Other trading activities	3	1,532	-	1,532	1,420
Income from Investments	4	925	-	925	1,042
Total Income		32,446	-	32,446	32,522
EXPENDITURE ON RAISING FUNDS					
Expenditure on Charitable activities	5	25,454	-	25,454	36,102
Total Expenditure		25,454	-	25,454	36,102
NET EXPENDITURE/ INCOME		6,992		6,992	-3,580
TRANSFER BETWEEN FUNDS		-	-	-	-
FUND BALANCES BROUGHT FORWARD		23,313	37,421	60,734	64,314
FUND BALANCES CARRIED FORWARD		30,305	37,421	67,726	60,734

ANGMERING VILLAGE HALL

BALANCE SHEET AS AT 31st DECEMBER 2017

	Note	2017	2016
		£	£
FIXED ASSETS	7	1,024	1,471
CURRENT ASSETS			
Debtors and prepayments	-	2,321	
Cash at bank - CAF Cash	7,714	4,702	
- CAF Gold	5,160	1,157	
- United Trust Bank Deposits	54,268	53,345	
Cash in hand	60	80	
		<u>67,202</u>	<u>61,605</u>
CURRENT LIABILITIES			
Accruals	500	2,342	
		66,702	59,263
NET ASSETS		<u>67,726</u>	<u>60,734</u>
Represented by:			
INCOME FUNDS			
General Purpose Fund		30,305	23,313
Restricted Property improvement fund		37,421	37,421
		<u>67,726</u>	<u>60,734</u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2017

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

	2017	2016
	£	£
Donations	472	25
Grant -Angmering Parish Council	1,750	0
	<u>2,222</u>	<u>25</u>

3. OTHER TRADING ACTIVITIES

	2017	2016
	£	£
Christmas market	1,532	1,420
	<u>1,532</u>	<u>1,420</u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2017

4. INCOME FROM INVESTMENTS

	2017 £	2016 £
Bank interest	<u>925</u>	<u>1,042</u>

5. DIRECT CHARITABLE EXPENDITURE

	2017 £	2016 £
<u>Restricted Funds</u>		
Repairs, renewals and enhancements	<u>0</u>	<u>2,232</u>

Unrestricted Funds

	2017 £	2016 £
Repairs and renewals	10,878	20,648
Depreciation	446	612
Cleaning	6,473	6,614
Consumables	538	539
Insurance	1,638	78
Independent examiners fee	0	195
Water rates	1,213	782
Light and heat	2,512	2,779
Subscriptions	671	434
Advertising	408	389
Non-domestic rates	198	114
Administration	479	686
	<u>25,454</u>	<u>33,870</u>

ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2017

6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
at 1st January 2017	20,242
Disposals	-1,039
Additions	-
at 31st December 2017	<u>19,203</u>
DEPRECIATION	
at 1st January 2017	18,771
Disposals	-960
Provided in year	368
at 31st December 2017	<u>18,179</u>
NET BOOK VALUE	
at 31st December 2017	<u>1,024</u>
at 31st December 2016	<u>1,471</u>

ANGMERING VILLAGE HALL**FIXED ASSETS****YEAR ENDED 31st DECEMBER 2017****BROUGHT FORWARD**

	B/FWD	ADDITIONS	DEPN B/F	DEP PROV	TOTAL DEP	WDV C/F
	£	£	£	£	£	£
BOILER MAIN HALL	3610.00		3600.21	2.45	3602.66	7.34
PUBLIC ADDRESS SYSTEM	1089.23		1082.76	1.62	1084.38	4.85
BOILER KITCHEN	675.63		670.06	1.39	671.45	4.18
COOKER	406.48		393.60	3.22	396.82	9.66
52 CHAIRS MAIN HALL	2137.80		2070.09	16.93	2087.02	50.78
STORAGE TROLLEY	328.94		318.54	2.60	321.14	7.80
WATER SOFTENER	106.00		100.04	1.49	101.53	4.47
COOKER HOOD	330.00		311.42	4.65	316.07	13.94
HAND DRIERS	546.00		491.34	13.67	505.01	41.00
FIRE ALAM SYSTEM	3403.00		3062.32	85.17	3147.49	255.51
BABY CHANGING UNIT	540.00		485.95	13.51	499.46	40.54
STAGE LIGHTING	411.00		369.86	10.29	380.15	30.86
KS FIRE DOOR	1380.00		1241.84	34.54	1276.38	103.62
MAIN HALL CURTAINS	1865.00		1616.05	62.24	1678.29	186.71
KING SUITE CHAIRS	1498.00		1298.04	49.99	1348.03	149.97
KING SUITE WINDOWS	1205.00		1044.16	40.21	1084.37	120.63
STORAGE CONTAINER CLADDING	710.00		615.22	23.70	638.92	71.09

TOTALS	<u>20242.08</u>	<u>0.00</u>	<u>18771.50</u>	<u>367.65</u>	<u>19139.15</u>	<u>1102.94</u>
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DISPOSALS	1038.94				960.06	78.88	0.00
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REVISED TOTALS	<u>19203.14</u>				<u>18179.09</u>	<u>1024.06</u>	
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ANGMERING VILLAGE HALL

Trustees' Annual Report For The Year To 31 December 2017

The Management Committee present their Report for the year ended 31 December 2017.

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
B Wall		Angmering Green W.I.
R Watt		Angmering Carpet Bowls
S Francis		Angmering Parish Council
T Lambert		Angmering Pre-School
V Jerram		Angmering W.I.
G Burkin		Orient Expressions

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 held in March/April. The charity was established by Trust Deed dated 14 June 1928 and is registered with the Charity Commission No. 271149. Janine Clark attended on behalf of the Angmering Pre-School during the year. In July 2017 P Gleeson was coopted onto the Committee on behalf of the Bridge Club and in September 2017 Anne Toms replaced Val Jerram who had resigned on behalf of Angmering W.I. who also changed their name to Angmering Village W.I.

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 satisfactory and that it will continue to thrive in the foreseeable future.

RESERVES POLICY

The Trustees policy is to maintain a reasonable balance at bank on current account, and to have monies set aside for contingencies in another bank account earning interest.

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 have been 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. Significant improvements have been made to the electrical system and regular tests have been 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 Ltd, a specialist company to carry out regular compliance inspections.

REVIEW OF PROGRESS AND ACHIEVEMENTS AND CHAIRMAN'S PERSONAL REPORT

This is my fourth year as Chairman of the Management Committee. We have not had last year's drama of the fallen Monterey Pine and the cutting down of the adjoining similar large tree but we have had to deal with the consequences which followed. The King Suite garden has been redesigned and the hardstanding work is being carried out during the first half of 2018 followed by the planting including the planting of a suitable replacement tree (Fastigiata Sweet Gum) as agreed with Arun District Council. We have been helped by an initial grant of £1,000 and a further £2,000 promised from the Angmering Heritage Trust. Thank you for this.

Thank you to Angmering in Bloom for planting the cherry tree bed with a butterfly theme for 2017 and also contributing to an R.A.F. theme for 2018.

The Village Hall examined accounts show that the Village Hall has had another busy year. We have changed our accounts to show the actual income and monies received and the outgoings and payments actually made during the period from the 1st January to the 31st December each year. This shows there is a surplus of £6992 but because of works completed but not paid for during that period there is likely to be only a projected small surplus for 2018. The income received is a little down on 2017 – mainly due to the reduced hours of pre-school in the Village Hall. It is also hoped that the improvements to the King Suite and the Main Hall will help increase lettings in the future. However our budgeted income remains sufficient to meet normal and anticipated day to day expenditure. We have therefore decided to keep our charges for lettings both regular and occasional/casual to the current level and any increases to a minimum in order to maximise the use of the Hall by all sections of the community. We will of course keep this under review.

There were up to 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 is proving to be very popular and they have made donations which have helped fund lighting improvements and they are hoping to fund the purchase of fans to cool the Main Hall in the Summer and to circulate the heat in the Winter.

In 2017 there was also a Lego Club, a Childrens' Street Dance Club, a Judo Club and a Martial Arts Club. We are approached regularly by other clubs considering hiring the Village Hall and we receive positive comments and reaction to the facilities that we provide. Also we have had rental on a weekly basis from the Pizza Oven van parked in our car park.

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. The King Suite has continued to attract regular use but it is hoped that with the improvements recently carried out this use will increase.

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

Unfortunately damage was caused to the Village Hall in December during a teenage party. The hire agreement was made with an appropriate adult and assurances were given that there would be adult supervision and no alcohol etc. Nevertheless the damage caused was more than the deposit received. As a result we have decided that we will not hire the Hall for parties for 13 to 20 year olds and that we will increase the deposit required for adult parties. Earlier in the year we decided that each user of both Halls should keep the main doors locked during use to prevent the general use of the toilets and to prevent damage to the amenities of the Hall.

Unfortunately Jane Rowley who had been an elected officer of the Committee for many previous years died suddenly during the year and the Committee agreed to place a plaque on one of our benches to commemorate Jane and her late husband Fred who did so much for the Village Hall over many years.

The Christmas Market raised a fantastic total of £1532 which has helped towards the improvements to the King Suite. A particular thank you to Margaret Crickmer, Jenny Blake, Corrie Brown, Alison Reigate and Kristina Yates and all others who took part for their help and hard work in achieving this total.

Maintenance of the Hall has been a major concern of the Trustees again during the year. 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 agreed to act in a caretaker role and we hope this will help improve the ongoing upkeep and maintenance of the Village Hall. A new cleaning schedule has been agreed to try and improve the cleaning standards and this will be kept under review.

The following works and improvements have been carried out during 2017:-

- Radiator guards installed – mainly funded by a donation from Angmering Parish Council
- New Microwave
- New fridge/freezer
- New stage spotlights
- New coloured spotlights
- Blind for the Ladies toilet
- Outside car park lights
- Sanding down and Sealing of the Main Hall floor
- Cleaning of curtains in the Main Hall
- Cleaning of curtains in the King suite
- Complete redecoration of the King Suite

Projects and possible projects for 2018:-

- Hardlandscaping and landscaping of King Suite Garden
- Insulating loft area
- Possible replacement of chairs in King Suite
- Possible redecoration of the Main Hall
- Possible replacing carpet tiles in the King suite

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

The arrangement for the pre-school using revised hours at the Village Hall until lunchtime and then using the Scout Hut during the afternoon appears to be working well with an increased number of children attending.

During 2018 the Management Committee will continue to carry out improvements as and when necessary and in order to comply with appropriate compliance regulations which relate to a Village Hall. It is planned that work to maintain and enhance the Village Hall will continue during

the next few years. We have reserves sufficient to cover major maintenance, improvements and replacements during the forthcoming years. Bank interest in the forthcoming year is still going to be at a very low level.

There are many additional "thank yous" that I would like to make :-

To Jenny Blake our Treasurer who has continued to modernise and improve the accounts system and online banking system. She has continued to work tirelessly on our behalf and has done so much in respect of the Christmas market, King Suite Garden, cleaning arrangements, curtain cleaning, Christmas decorations etc,etc,etc. Also on so many occasions "popping" into the Village Hall to ensure all is well both with the Hall and the users and also to check in and out Stuart and other workmen maintaining our Village Hall.

To Kristina Yates our Booking Secretary who has continued to use the existing manual booking system as well as the computerised Hallmaster Booking System. The booking procedure and information given to hirers has also been regularly updated and will continue to be altered from time to time in order to take into account changing regulations. I know how much work is involved in dealing with all the enquiries(some of which can be very challenging!) and the paperwork. She has also spent many hours with the Christmas Market and in dealing with any problems with hirers.

To Margaret Crickmer thank you for continuing to be our secretary and for your hard work in preparing the minutes and agendas for our meetings and for our A.G.M.. Thank you for contributing so much to our "sub-committees" in relation to the Christmas Market, the King Suite Garden, Christmas decorations, redecoration of the King Suite etc,etc. Thank you for all your hard work in helping with the day to day running of the Village Hall.

To Alison Reigate for being our Compliance Officer and working so hard and with such determination to help us "comply". This is an ongoing task and commitment and we are so grateful to have your help assistance and expertise. Thank you also for your increasing role in helping with the day to day running of the Village Hall and for all your help with the Christmas market, King Suite Garden, Redecoration of the King Suite, Christmas decorations etc,etc.

Thank you to the Elected Officers for working as a "team" in 2017 and for helping each other out when necessary. A personal "thank you" from me for helping out so much when Kristina was ill in December.

Thanks 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 could and should be made and to make us aware of what has gone right or wrong.

Thank you also to all regular users for their contributions to the Christmas Market and for their help and cooperation and for the contribution they make 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 2017.

Thank you to Corrie and Alan Brown for all their help with the garden, the Christmas market, general maintenance, floodgate practice and procedure and for agreeing to be there and be asked for their help and advice.

Thank you also to Roger Miles for his practical help and assistance, to Andrew Woolner for examining the accounts and to Stuart Tizzard and Mike Colliss for their contribution towards our Village Hall.

**On behalf of the Management Committee
J Yates, Chairman, March 2018**



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**

31st December 2017

**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:

14/3/2018

Name:

Andrew Woolner

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

BA (Hons)

Address:

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Clapham Village

Worthing, West Sussex. BN13 3XP