



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Jan	2018		31 <sup>st</sup>	Dec	2018

## Section A Reference and administration details

Charity name

Copsale Village Hall

Other names charity is known by

Registered charity number (if any) **1171081**

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 Toye	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)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	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.

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## 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 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 has 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 rehearsals, dancing and dog agility classes.

Additionally, the trustees have held a number of well attended fundraising events which have involved the local community. These have included Bird Box building, St Georges Day dinner and Quiz, 'Bacon buttie' mornings, cream teas, Sussex Day and a pumpkin growing competition.

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.

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

The charity has raised its profile within the community and run more successful events which has raised funds to enable maintenance and improvements to facilities to be undertaken.

The Charity has worked with local architects and businesses to put forward proposals for replacement of ad-hoc building areas which have been added to the main Hall building from the 1950's. The proposals 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 are almost complete ready to put the project out to tender.

The trustees have now started serious fund raising and many applications to funding organisations both public and private have been submitted. It is hoped that a start to the improvement works will be possible in late 2019.

Our environment within our lovely rural area is important to the trustees and a number of changes were put into place to reduce the impact on the environment. These included plastic straws replaced with paper straws, removal of disposable cups and plates and reduction in waste from suppliers of materials and food stuffs.

**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 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.

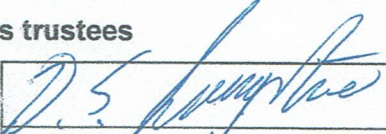
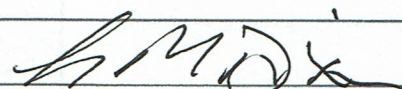
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
DENNIS LIVINGSTONE	GINA M DIXON
CHAIR	SECRETARY
28-5-2019	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Copsale Village Hall

11/7/08/1

## Receipts and payments accounts

CC16a

For the period  
from

Jan-18

To

Dec-18

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall Hire	5,505	-	-	5,505	6,268
Payments received from events	6,876	-	-	6,876	6,910
Grants		5,000		5,000	-
Donations	511	-	-	511	34
Marquee Hire	195	-	-	195	325
Refunds (from utilities)		-	-	-	31
Withheld deposit		-	-	-	50
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>13,087</b>	<b>5,000</b>	<b>-</b>	<b>18,087</b>	<b>13,618</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>13,087</b>	<b>5,000</b>	<b>-</b>	<b>18,087</b>	<b>13,618</b>
<b>A3 Payments</b>					
Electricity	516	-	-	516	456
Water	76	-	-	76	46
Cleaning	524	-	-	524	476
Repairs and Maintenance	1,147	-	-	1,147	2,216
Event Materials	1,533	-	-	1,533	1,211
Equipment Purchase	73	-	-	73	364
Horsham Council (rates)	177	-	-	177	172
Ground Rent	200	-	-	200	179
Horsham Council planning fees	-	-	-	-	385
Insurance (Allied Westminster)	571	-	-	571	567
Architect (Hall improvement)	-	-	-	-	528
Payment to Knepp (landlord solicitor)	-	-	-	-	1,200
Building Development Professional fees					
	6,060			6,060	
	-	-	-	-	-
Misc payments	107	-	-	107	
Web Site	350	-	-	350	160
<b>Sub total</b>	<b>11,334</b>	<b>-</b>	<b>-</b>	<b>11,334</b>	<b>7,960</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>11,334</b>	<b>-</b>	<b>-</b>	<b>11,334</b>	<b>7,960</b>
<b>Net of receipts/(payments)</b>	<b>1,753</b>	<b>5,000</b>	<b>-</b>	<b>6,753</b>	<b>5,658</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>19,816</b>	<b>-</b>	<b>-</b>	<b>19,816</b>	<b>8,135</b>
<b>Cash funds this year end</b>	<b>21,569</b>	<b>5,000</b>	<b>-</b>	<b>26,569</b>	<b>19,816</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	155	-	-
	Current Account - Bank	21,414	5,000	-
		-	-	-
	<b>Total cash funds</b>	<b>21,569</b>	<b>5,000</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
			-	-
			-	-
			-	-
			-	-

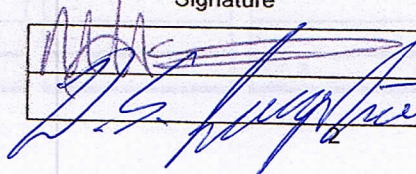
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



M. HARRISON  
D LIVINGSTONE

30/5/19  
30/5/19