

# ANGMERING VILLAGE HALL

## Trustees' Annual Report For The Year To 31 December 2018

The Management Committee present their Report for the year ended 31 December 2018.

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

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. In addition to the changes made to the Hiring Agreement we have had to during the year incorporate and comply with GDPR which came into force in March 2018. 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 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 fifth year as Chairman of the Management Committee. We have tried throughout the year to continue to carry out improvements to our Village Hall whilst ensuring that the amenities at the Hall are properly maintained.

As the accounts for the year show we have resealed the main hall flooring and installed fans in the Main Hall thanks to a generous donation from "The Village Stage". We have completely redecorated the King Suite, installed modern lighting, replaced the 50 chairs and had the curtains cleaned to both halls.

A complete replanning and replanting of the King Suite garden has taken place. New trees have also been added or donated. Angmering Village WI planted an Acer tree in memory of past members. Pre-school arranged for a tree (Mountain Ash) to be planted as part of the "Queen's Canopy". On the 2<sup>nd</sup> June the King Suite and garden were used to host the unveiling of a plaque to mark the RAF centenary and later in the year the Village Hall displayed a soldier and poppies to commemorate the end of the 1<sup>st</sup> World War. The cost of the garden improvements have been in excess of £6,000 although we have received a significant contribution of £3,000 from Angmering Heritage Trust towards this cost. Thank you.

Thank you also to Angmering in Bloom for their continued help and assistance and to our 2 W.I. groups for the contributions they have made.

A special thank you must be made to Committee Members Margaret Crickmer, Alison Reigate and particularly Jenny Blake for their planning of the King Suite garden and supervising and implementing the planting of the garden. They were also greatly helped by Alan and Corrie Brown and Stuart Tizzard. Thanks again to them all and any one else not mentioned who has helped. The improvements have been appreciated by users of the Halls and passers by.

A commemorative plaque to Fred and Jane Rowley was installed on one of our outside benches to acknowledge the significant contribution they had made to the Village Hall over many years.

New cleaners were appointed in March and we have been pleased with the results which have been acknowledged by our Regular Users. New loft insulation was also installed.

The Village Hall audited accounts show 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 £2,085 which considering the amount of work and improvements which have been carried out is a very good achievement.

We have again not increased our charges for Regular Users although from the 1<sup>st</sup> August we slightly increased the charges for Casual Users with a further small increase for Casual Hirers outside the Parish of Angmering. Pre school have increased 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. We have therefore kept our charges 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. The improvements to the King Suite and the King Suite garden have already brought about a significant increase in the letting income which hopefully will continue as more people come into contact with our Village Hall..

There were 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) is continuing to be very popular and they have made donations to us which have helped us in carrying out improvements. Geoff Yerrell their organiser has also very kindly offered to help on a practical level in maintaining and improving the Village Hall.

In 2018 there continued to be 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.

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. There have been cleaning issues following some of the adult evening parties and the Committee are considering tightening up on our hiring regulations to ensure any extra cleaning costs are automatically deducted from the deposit we receive. We will also keep under review the size of the deposit requested. Childrens parties continue to be very popular and together with the increased numbers for pre school regularly bring the Village Hall to the attention of new members of the local community.

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

The Christmas Market raised a fantastic total of £1499 which is to be used towards replacing the rear boundary fencing. A particular thank you to Margaret Crickmer, Jenny Blake, Corrie Brown, Alison Reigate, 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 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 been acting in a caretaker role and has carried out so 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 Stuart.

Although the Village Hall have carried out the works and improvements set out in this report and in our audited accounts in 2018 there always continue to be works to be done and improvements to be made.

Projects and possible projects for 2019:-

Replacement of the rear fencing

Replacement of the play area in the main garden used by pre school

Kitchen redecoration

New kitchen floor

Resealing Main Hall Floor

Redecoration of the Main Hall

Replacing carpet tiles in the King suite

During 2018 Angmering Parish Council (having obtained a grant) through their contractors carried out a clearance to the section of the Black Ditch behind the Village Hall between Amber Cottage and the Thatchway Bridge. This work was completed on the 9<sup>th</sup> November and should reduce the risk of flooding to the Village Hall.

However the Parish Council have asked that we and the other Riparian Owners owners who abut this section of the Black Ditch should comply with our obligations set out in the Flood Defence Management Act 2010. This will mean that a regular maintenance program will need to be set up and agreed and implemented, together with the other affected owners, during 2019.

During 2019 we will continue to consider our Flood Defence Program with the Parish Council in the light of these changes to help reduce the risk of damage being caused to the Village Hall by flooding.

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

During 2019 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 :-

Once more to Jenny Blake our Treasurer who has continued to so efficiently and with such care to deal with our accounts and 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, 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 those who use the Hall.

To Kristina Yates our Booking Secretary who has continued to use the existing manual booking system as well 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 as appropriate in order to take into account changing regulations and conditions. 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 helping 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 2018 and for helping each other out as and when necessary.

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 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 2018 and for donating £1,200 towards the cost of renewal of the rear fence.

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

Thank you again to Stuart Tizzard and to June Savory 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 and Mike Colliss for his contribution towards our Village Hall in carrying out out weekly fire and regular emergency lighting checks

**On behalf of the Management Committee  
J Yates, Chairman, March 2019**

**ANGMERING VILLAGE HALL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st DECEMBER 2018**

**ANGMERING VILLAGE HALL****STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31st DECEMBER 2018**

	Note	Unrestricted funds	Restricted funds	Total	2017
		£	£	£	£
<b>INCOME FROM:</b>					
Donations and legacies	2	2,642	-	2,642	2,222
Income from Charitable activities		31,297	-	31,297	27,767
Other trading activities	3	1,499	-	1,499	1,532
Income from Investments	4	943	-	943	925
<b>Total Income</b>		<b>36,381</b>	<b>-</b>	<b>36,381</b>	<b>32,446</b>
<b>EXPENDITURE ON RAISING FUNDS</b>					
Expenditure on Charitable activities	5	34,296	-	34,296	25,454
<b>Total Expenditure</b>		<b>34,296</b>	<b>-</b>	<b>34,296</b>	<b>25,454</b>
<b>NET EXPENDITURE/ INCOME</b>		<b>2,085</b>		<b>2,085</b>	<b>6,992</b>
TRANSFER BETWEEN FUNDS		-	-	-	-
FUND BALANCES BROUGHT FORWARD		30,305	37,421	67,726	60,734
<b>FUND BALANCES CARRIED FORWARD</b>		<b>32,390</b>	<b>37,421</b>	<b>69,811</b>	<b>67,726</b>

**ANGMERING VILLAGE HALL**

**BALANCE SHEET  
AS AT 31st DECEMBER 2018**

	<u>Note</u>	<b>2018</b>	<b>2017</b>
		<u>£</u>	<u>£</u>
<b>FIXED ASSETS</b>	7	768	1,024
<b>CURRENT ASSETS</b>			
Debtors and prepayments		183	-
Cash at bank - CAF Cash		3,938	7,714
- CAF Gold		10,164	5,160
- United Trust Bank Deposits		55,208	54,268
Cash in hand		0	60
		<u>69,493</u>	<u>67,202</u>
<b>CURRENT LIABILITIES</b>			
Accruals		<u>450</u>	<u>500</u>
		69,043	66,702
<b>NET ASSETS</b>		<u>69,811</u>	<u>67,726</u>
<b>INCOME FUNDS</b>			
General Purpose Fund		32,390	30,305
Restricted Property improvement fund		37,421	37,421
		<u>69,811</u>	<u>67,726</u>

Represented by:



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## ANGMERING VILLAGE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2018

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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

	2018	2017
	£	£
Donations	2,642	472
Grant -Angmering Parish Council	0	1,750
	<u>2,642</u>	<u>2,222</u>

#### 3. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Christmas market	1,499	1,532
	<u>1,499</u>	<u>1,532</u>

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ANGMERING VILLAGE HALL

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31st DECEMBER 2018

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4. INCOME FROM INVESTMENTS

	2018	2017
	£	£
Bank interest	<u>943</u>	<u>925</u>

5. DIRECT CHARITABLE EXPENDITURE

	2018	2017
	£	£
<b><u>Restricted Funds</u></b>		
Repairs, renewals and enhancements	<u>0</u>	<u>0</u>

**Unrestricted Funds**

	2018	2017
	£	£
Repairs and renewals	19,045	10,878
Depreciation	256	446
Cleaning	9,190	6,473
Consumables	339	538
Insurance	891	1,638
Independent examiners fee	195	0
Water rates	143	1,213
Light and heat	2,709	2,512
Subscriptions	624	671
Advertising	428	408
Non-domestic rates	165	198
Administration	311	479
	<u>34,296</u>	<u>25,454</u>

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**ANGMERING VILLAGE HALL**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31st DECEMBER 2018**

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**6. TANGIBLE FIXED ASSETS**

	<b>Fixtures and fittings</b>
	<b>£</b>
<b>COST</b>	
at 1st January 2018	19,203
Disposals	-
Additions	-
	<u>19,203</u>
at 31st December 2018	<u>19,203</u>
<b>DEPRECIATION</b>	
at 1st January 2018	18,179
Disposals	-
Provided in year	256
	<u>18,435</u>
at 31st December 2018	<u>18,435</u>
<b>NET BOOK VALUE</b>	
at 31st December 2018	<u>768</u>
at 31st December 2017	<u>1,024</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		3602.66	1.84	3604.50	5.51
PUBLIC ADDRESS SYSTEM	1089.23		1084.38	1.21	1085.59	3.64
BOILER KITCHEN	675.63		671.45	1.04	672.50	3.13
COOKER	406.48		396.82	2.42	399.24	7.25
52 CHAIRS MAIN HALL	2137.80		2087.02	12.70	2099.72	38.09
WATER SOFTENER	106.00		101.53	1.12	102.65	3.35
COOKER HOOD	330.00		316.07	3.48	319.55	10.45
HAND DRIERS	546.00		505.01	10.25	515.26	30.74
FIRE ALAM SYSTEM	3403.00		3147.49	63.88	3211.37	191.63
BABY CHANGING UNIT	540.00		499.46	10.14	509.60	30.41
STAGE LIGHTING	411.00		380.15	7.71	387.86	23.14
KS FIRE DOOR	1380.00		1276.38	25.91	1302.29	77.72
MAIN HALL CURTAINS	1865.00		1678.29	46.68	1724.97	140.03
KING SUITE CHAIRS	1498.00		1348.03	37.49	1385.52	112.48
KING SUITE WINDOWS	1205.00		1084.37	30.16	1114.53	90.47

TOTALS	19203.14	0.00	18179.11	256.01	18435.12	768.02
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DISPOSALS					0	0.00
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REVISED TOTALS	19203.14				18435.12	768.02
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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 2018

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:

Date:

12/03/2019

Name:

Andrew Woolner

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

BA (Hons)

Address:

3 Church Close,

Clapham Village

Worthing, West Sussex. BN13 3XP