



Trustees' Annual Report for the period

From

1 April 2024 To

31 Mar 2025

Charity name: The D-Day Memorial Hall, Southwick and Widley

Charity registration number: 1041450

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Charity holds in trust the village hall so that it can be used as such for the use of the inhabitants of the parish of Southwick and Widley.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	In keeping with the constitution the hall it can be used without distinction of political, religious or other opinions for meeting. Lecture and classes and any other form of recreation and leisure time occupation, with the object of improving the condition of life for the said inhabitants.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees adhere to the guidance issued by the Charities Commission with regard public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grant making by the committee is permitted if cash, surplus to the requirements of the hall is available. This is a matter for the committee.
Policy on social investment including program related investment	Para 1.38	In accordance with the constitution surplus cash is to be invested.
Contribution made by volunteers	Para 1.38	The charity relies upon the contribution made by the many volunteers and associations which support the hall. The Committee is extremely grateful to all that assist in the running of the hall.
Other		The use of the hall by persons external to the parish of Southwick and Widley is

		encouraged providing that it does not impact on the activities of the parishioners. The income provided through external hire is a significant contribution to the running of the hall.
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The period ending 31 March 2024 has seen the hall steadily recover from the pandemic. Not all previous users have returned and changes to how people enjoy their leisure time has had an impact. There are fewer classes being held in the hall.</p> <p>That said there has been a wide range of hirers – some parish based such as the Lunch Club, Mums and Toddlers and Sports and Social Quiz nights which have benefitted the community.</p> <p>External speaking events and visiting theatrical groups have been very well received.</p> <p>The Southwick Revival Group made good use of the hall as the focal point for organisation on the Revival Weekend and continues to support a wide range of local issues including the hall.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The hall has continued to provide a clean, well-equipped and suitable venue for village activities and those of external hirers.
Performance of fundraising activities against objectives set	Para 1.41	This area will require addressing this year. The hall has not had a dedicated fund-raising programme since 2016 to equip the kitchen and upgrade the heating system. The trustees would like to focus more on this aspect of financial support.
Investment performance against objectives	Para 1.41	The Development account has now been moved to an account which provides more interest and the trustees intend to move surplus of the revenue account to the same.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity made a small gain of £1835.14 at year end 31 March 2025.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	Development Account £ 3669.25 Cash in hand £ 0 Revenue Account £ 22674.63
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	With sufficient reserves to continue for several years on the current financial trajectory there is a clear requirement to increase income. This is particularly necessary to be able to cope with any improvement or maintenance projects which may arise.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	This year's income relies upon hirers fees and has shown an uptick from 2024 (c£6k). It is however clear that to grow a healthy surplus additional work is required to generate income.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Place reserve into interest earning, low risk account.
A description of the principal risks facing the charity	Para 1.46	Lack of sustained and repeatable income. Increasing energy costs.
Other		Increased volunteer engagement from the community.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The charity is governed by a constitution regarding the maintenance of the hall for the benefit of the community.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity has a written constitution. It is governed by a board of 4 trustees.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The charity maintains a board of 4 trustees (including the chair) and is supported by a committee drawn from users of the hall, An annual AGM is held where members of the public are invited. Quarterly hall users are invited for a hall users meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The charity maintains safeguarding and health and safety policies which were reviewed in 2021. Trustees are encouraged to view the Charity Commission website and guiding documentation.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity has a small board of trustees which is supported by the Users Committee. The charity works closely with the Parish Council which holds the adjacent playing field in trust and with the landlord, Southwick Estate, for the maintenance and upkeep of the surrounding area.
Relationship with any related parties	Para 1.51	The Hall Users Committee allows those groups who are regular hall users to have input into the running of the hall and to provide feedback to the Trustees.
Other		

Reference and Administrative details

Charity name	The D-Day Memorial Hall, Southwick and Widley
Other name the charity uses	Nil
Registered charity number	1041450
Charity's principal address	D-Day Memorial Hall Priory Road Southwick PO17 6EB

	Hampshire
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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	Nick Hibberd	Chair of Trustees	Sep 23 – Mar 24	
2	Rev Simon Brocklehurst	Vice Chair	Sep 23 – Mar 24	
3	Martin Bazeley	Trustee		
4	Warren Bailey	Trustee		
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Treasurer	A Furnell	

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

N J HIBBERD

Rev S BROCKLEHURST

Position (eg Secretary,
Chair, etc)

Chair

Vice Chair

Date

31 Dec 24

REGISTERED CHARITY NO. 1041450

SOUTHWICK & WIDLEY PARISH HALL
ACCOUNTS

FOR THE YEAR ENDED

31st March 2025

Accountant

KT Accountants Ltd
Castle Farm Barn North
Denmead Road
Southwick
Hampshire PO17 6EX

SOUTHWICK & WIDLEY D-DAY MEMORIAL HALL

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2025

	2025		2024	
	£	£	£	£
INCOME				
Hire of Hall		27,975.09		21,362.19
Advertising Income		0.00		0.00
Grants		0.00		0.00
Grants - Southwick Estate Loan		0.00		0.00
Grants - WCC		0.00		0.00
Damages		0.00		0.00
		27,975.09		21,362.19
EXPENDITURE				
Hygiene Services	1,118.07		1,023.04	
Wages (Cleaner)	7,800.00		7,200.00	
Wages (Other)	1,120.00		960.00	
Insurance	1,187.30		2,245.93	
Electricity	3,554.81		3,665.85	
Licence	512.68		620.40	
Cleaning Materials	744.41		351.90	
Waste Disposal	1,890.72		1,678.88	
Stationery	63.90		38.99	
Advertising	1,885.42		227.96	
Telephone	1,519.76		2,007.19	
Repairs and Renewals	2,613.08		2,532.72	
Fire Prevention	1,732.80		1,066.80	
Accountancy	180.00		180.00	
Sundries	217.00		292.15	
Amortisation of Lease	8,960.96		8,960.96	
Depreciation	3,576.59		3,684.28	
		38,677.50		36,737.05
Excess of Expenditure over Income		-10,702.41		-15,374.86

**SOUTHWICK & WIDLEY D-DAY MEMORIAL HALL
CASH AND BANK RECONCILIATION**

FOR THE YEAR ENDED 31st MARCH 2025

	£	£	£	£
Balances as at 1st April 2024				
Revenue Account				19,962.92
Development Account				3,669.25
Cash in Hand				112.04
Total				23,744.21
Income per account			27,975.09	
Expenses per Account		38,677.50		
Less non cash expenses				
Amortisation	8,960.96			
Depreciation	3,576.59			
		12,537.55		
			26,139.95	
Less creditors and accruals			-764.53	
Net cash payments			25,375.42	
Surplus of receipts over expenditure				2,599.67
				26,343.88
				26,343.88
 Cash and bank balances as at 31st March 2025				
Revenue account				22,674.63
Development account				3,669.25
Cash in hand				0.00
				26,343.88
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SOUTHWICK & WIDLEY D-DAY MEMORIAL HALL

BALANCE SHEET AS AT 31st MARCH 2025

		2025		2024
		£	£	£
FIXED ASSETS	Notes 1 to 5			
Parish Hall		19,465.98		28,426.94
Equipment		7,988.87		8,876.52
Curtains		644.66		716.29
Windows and Doors		0.00		0.00
Kitchen		20,938.40		23,555.71
		<hr/>		<hr/>
		49,037.91		61,575.46
CURRENT ASSETS				
Bank Account – Revenue		22,674.63	19,962.92	
Bank Account – Development		3,669.25	3,669.25	
Cash in hand		0.00	112.04	
		<hr/>	<hr/>	
		26,343.88		23,744.21
TOTAL ASSETS		75,381.79		85,319.67
CREDITORS		764.53		0.00
NET ASSETS		<hr/> 74,617.26 <hr/>		<hr/> 85,319.67 <hr/>
RESERVES				
Balance b/fwd		85,319.67		100,694.53
Less excess income for year		-10,702.41		-15,374.86
		<hr/>		<hr/>
Balance c/fwd		74,617.26 <hr/>		85,319.67 <hr/>

I have prepared these accounts from the books and records of the Southwick & Widley Parish Hall Management Committee and confirm that they are in accordance therewith.

..... *KT Accountants*

We approve these accounts and confirm that we have made available all relevant records for their preparation.

..... *[Signature]* Chairman

Date *6/7/25*

SOUTHWICK & WIDLEY D-DAY MEMORIAL HALL

NOTES TO BALANCE SHEET AS AT 31st MARCH 2025

NOTE 1

FIXED ASSETS

	Parish Hall	Equipment	Curtains	Windows & Doors	Kitchen	Total
	£	£	£	£	£	£
Cash b/fwd	224,023.94	27,626.78	3,653.79	22,537.50	40,874.40	318,716.41
Additions	0.00	0.00	0.00	0.00	0.00	0.00
Disposals	0.00	0.00	0.00	0.00	0.00	0.00
Cost c/fwd	224,023.94	27,626.78	3,653.79	22,537.50	40,874.40	318,716.41

AMORTISATION & DEPRECIATION

B/fwd	195,597.00	18,750.26	2,937.50	22,537.50	17,318.69	257,140.95
This Year	8,960.96	887.65	71.63	0.00	2,617.31	12,537.55
c/fwd	204,557.96	19,637.91	3,009.13	22,537.50	19,936.00	269,678.50

BOOK VALUE C/FWD

	19,465.98	7,988.87	644.66	0.00	20,938.40	49,037.91
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NOTE 2

The cost of the Parish Hall is being amortised at 4% per annum to write of the cost over the period of the lease. The Parish Hall addition relates to roofing insulation work has been carried out on the Hall.

NOTE 3

The equipment and curtains are being depreciated at the rate of 10% per annual on the reducing balance method.

NOTE 4

The windows are being depreciated at 25% per annum straight line.

NOTE 5

The Kitchen is being depreciated at 10% per annum of the reducing balance method.

REGISTERED CHARITY NO. 1041450

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