

Chiddingfold Village Hall Charity
(Charity No 305001)

Trustees' Annual Report for the Year
Starting 1st April 2023 and Ending 31st March 2024

Objectives and Activities

The stated objects of the Charity under its governing scheme are "the provision and maintenance of a village hall and facilities ancillary thereto for the use of the inhabitants of the Parish of Chiddingfold without distinction of political, religious or other opinions including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants".

The main activities of the Charity are:

- the provision of indoor rental spaces (the Main Hall and the smaller Charles Watts Room) in a well maintained, attractive village hall for the use of village organisations and, to the extent not used by village organisations, for use by others; and
- the running of a village cinema.

The Trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

2023-24 saw lettings income increase to £45,930 (an improvement of 15.8%), largely due to increased non-resident and commercial hirers. The Trustees are particularly pleased that the village hall is now used regularly by the NHS Blood and Transplant Service for blood donation sessions, providing a convenient venue for local residents to contribute to this vital national service.

Chiddingfold Village Cinema contributed a profit of £6,727 – with ticket sales now close to pre-COVID levels. It is hoped that the increasing availability of quality films will further increase cinema income, thereby contributing to the funds available for the Charity's projects.

The PV electricity system generated tariff income of £1,671 during the year.

Total income (including cinema receipts but excluding project grants/donations received (see below)) was £62,411 whilst operational outgoings were £43,108 – an annual operating surplus of £19,303. Any operating surplus is taken to the Charity's reserves which are used to fund project work and major maintenance activities.

During the year, the Trustees undertook the following projects to improve the facilities:

- (i) the completion of the installation of LED lights in the Main Hall and Charles Watts Room (CWR), part executed in 2022/23 (2023/24 expenditure £2,302);
- (ii) insulation/partial flooring and installation of an access ladder for the loft above the CWR (£2,983);
- (iii) refinishing of the ceiling and removal of the kitchen in the CWR (£1,888);
- (iv) reflooring of the CWR, replacing the existing carpet tiles with a more hygienic vinyl flooring (£3,708);

- (v) replacement of the cinema projector (£10,895); and
- (vi) installation of an externally accessible (24/7) defibrillator (£1,721).

These projects were funded from the Charity's reserves, supported by grants from National Lottery Awards for All (£8,557), Your Fund Surrey (£3,000), Chiddingfold Community Fund (£2,000), Chiddingfold Parish Council (£2,000) and the Department of Health and Social Care (via London Hearts - £816).

Unfortunately during the year, the Charity continued to suffer damage/losses due to anti-social behaviour. Consideration may need to be given to improving security measures for the village hall in the coming year.

Financial Review

The sources of the Charity's income and its principal areas of expenditure are tabulated in the attachment.

At the end of March 2024, the Charity's reserves were a total of £51,310, comprising:

General Fund - £21,497: This reserve provides funds to enable the Charity to continue to provide a reasonable level of service to the community in the event of exceptional or unforeseen circumstances such as:

- Emergency repairs to the facilities
- The loss of a significant income source
- Enforced closure

This fund must also support the replacement of items which are subject to general wear and tear, such as tables, chairs and minor kitchen equipment, crockery, utensils, etc.. As the cinema's operating surplus is assigned entirely to the Designated Improvements Fund, Kitchen Fund and Cinema Equipment Fund, increases in the General Fund rely on making a profit on lettings and the income generated by the PV electricity system.

Designated Improvements Fund (unrestricted) - £22,095: This reserve provides funds to meet or contribute towards the cost of developing/maintaining the facilities in furtherance of the Charity's objectives. It is anticipated that specific projects will be funded by both drawdowns from this fund and project specific grants/donations. It benefits from 50% of the cinema's annual operating surplus.

Kitchen Fund (unrestricted) - £4,380: This reserve is a "sinking" fund to allow the Charity to redevelop the newly refurbished kitchen when it reaches the end of its working life. It benefits from 25% of the cinema's annual operating surplus.

Cinema Equipment Fund (unrestricted) - £2,839: This reserve is a "sinking" fund to allow the Charity to replace the AV facilities at the end of their working life. It benefits from 25% of the cinema's annual operating surplus.

Cinema Equipment Fund (restricted) - £500: This reserve holds funds which were specifically donated towards the replacement of the AV facilities at the end of their working life.

These reserves are primarily held as monetary assets in a current account and two income-generating savings accounts held with Lloyds Bank (£37,187) together with a deposit (£13,757) in COIF funds. A small amount of cash is held by the Cinema Sub-Committee for use as floats at cinema performances and a small balance remains on the Charity's PayPal account (which is mainly used for the sale of cinema tickets).

Structure, Governance and Management

The Charity was established as an unincorporated association under a scheme for the regulation of the Charity approved by the Charity Commission (dated 4th August 1992) which combined the administration and management of two former charities – known as the Physical Training and Recreation Ground and the Chiddingfold Village Hall. This restructuring arose as part of the plan for the building of a new village hall (the current building).

The Charity is managed by a Committee of Management (CoM) of a maximum of 8 persons – however the Charity continues to experience difficulty in attracting new Trustees. The Committee of Management is responsible for all major decisions regarding the Charity and for approving all significant expenditures. It meets at least quarterly. There is provision for up to 2 additional Trustees to be co-opted.

The Charity has a Finance and Compliance Committee (FCC) which meets every 2 months and has delegated responsibility for financial matters, which are reported to the CoM. All members of the FCC are Trustees.

Day-to-day decisions regarding the operation of the cinema are delegated to the Cinema Sub-Committee, which includes Trustees as members.

During this year, the following persons were Trustees:

<u>Name</u>	<u>Office (if any)</u>	<u>Date Acting (if not whole year)</u>		<u>Appointed By</u>
		<u>Start</u>	<u>End</u>	
Christine Tebbot			31 st Oct 2023	Parish Council *
Valissa Burnett				Elected
Adam Stebbings	Treasurer			Elected
Ian McKie	Chairman			Elected/Parish Council *
Olga van der Merwe				Elected
Georgia Lacey				Elected
Sheila Rapley				Elected
Sue Mitchell				Elected

* On the departure of Christine Tebbot (the Parish Council's appointed Trustee), the Parish Council (at its meeting on 23rd November 2023) decided to nominate Ian McKie (a parish councillor) as its representative – Mr McKie was already an elected Trustee in his own right)

Custodian Trustee

Chiddingfold Parish Council acts as custodian trustee for the Charity, as the Charity is an unincorporated association and cannot itself hold land/property assets. The Parish Council holds the freehold title to the village hall site on behalf of the Charity.

Reference and Administrative Details

Charity's Name: Chiddingfold Village Hall Charity
Registered Charity No.: 305001
Charity's Principal Address: Chiddingfold Village Hall
Coxcombe Lane
Chiddingfold
Surrey GU8 4QA

The Future

The Trustees are pleased that the Charity managed to weather the operational and financial difficulties arising from the COVID pandemic and has emerged in a sound financial position. They wish to record their sincere thanks to the volunteers, grant givers and donors whose continued support is vital to the future of the Charity and the services which it provides to the local community.

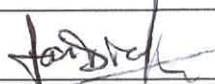
The Charity (in common with similar organisations) continues to face financial pressures and must husband its resources carefully. Higher general inflation impacts on the Charity's costs and necessitates increases in charges for use of the facilities which are uncomfortable (and, in some case, unsustainable) for user groups. The recent energy efficiency measures undertaken by the Trustees (replacement of heating system and old doors, change to LED lighting and improved insulation) are helping the Charity control its future costs (energy costs representing a significant part of its operational expenditure) and hence the necessity to increase charges.

In addition to managing day-to-day operations, the Trustees will focus on sourcing funding for and executing the remaining key projects (e.g. replacing the Main Hall floor and improving security) to ensure that the standard of the facilities is maintained and they remain a valued resource for the local community.

Declarations

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

Signed on behalf of the Charity's Trustees

Signature	
Full Name	Ian McKie
Position	Chairman
Date	18 th May 2024

CHIDDINGFOLD VILLAGE HALL CHARITY (Registered Charity 305001)
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2024

	This Year Total £	Last Year Total £
MONETARY ASSETS		
Lloyds Treasurers a/c	10,920	24,094
Lloyds Instant Access a/c	15,128	
Lloyds 32 Days Notice a/c	11,139	
COIF Deposit a/c	13,757	13,119
Pay Pal a/c	162	114
Cinema Floats	205	190
	51,310	37,516

REPRESENTED BY:

General Fund (<i>unrestricted</i>)	21,497	30,088
Designated Improvement Fund (<i>unrestricted</i>)	22,095	2,488
Kitchen Fund (<i>unrestricted</i>)	4,380	2,720
Cinema Equipment Fund (<i>unrestricted</i>)	2,839	2,220
Cinema Equipment Fund (<i>restricted</i>)	500	
	51,310	37,516

NON-MONETARY ASSETS & LIABILITIES (Notes 6 & 8)

Assets

Buildings	1,766,749	1,723,658
Contents	50,625	68,707
	1,817,374	1,792,365

Debtors

Amounts owing by hirers for bookings in 2023/24	1,193	1,296
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Creditors & Loan

Deposits repayable to hirers for bookings in 2023/24	70	
Hire charges and deposits received from hirers for bookings in 2024/25	181	
Loan from ACRE taken out on 15th July 2021 for 8 years with interest @ 3.0% p.a.	15,000	17,500
	15,251	17,500

Approved by the Management Committee on:

03 May 2024

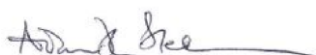
and signed on its behalf by:

Name

Signature

Date

Adam Stebbings (Honorary Treasurer)



03 May 2024

CHIDDINGFOLD VILLAGE HALL CHARITY (Registered Charity 305001)
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
RECEIPTS AND PAYMENTS ACCOUNT

	Note	General Fund (unrestricted)	Designated Improvement Fund (unrestricted)	Kitchen Fund (unrestricted)	Cinema Equipment Fund (unrestricted)	Cinema Equipment Fund (Restricted)	This Year Total	Last Year Total
		£	£	£	£	£	£	£
RECEIPTS								
Lettings	2	45,930					45,930	39,659
Chiddingfold Cinema receipts	3		6,689	3,344	3,344		13,378	10,399
Grants	4		7,816		8,557	500	16,873	18,769
Donations	4		705		500		1,205	1,903
Solar panel Income	5	1,671					1,671	1,684
Interest on Lloyds and COIF deposit accounts		904					904	172
Sundry income					439		439	
Total Receipts		48,504	15,210	3,344	12,840	500	80,399	72,587
PAYMENTS								
Business rates		152					152	282
Electricity & gas		7,514					7,514	9,561
Water		1,167					1,167	311
General maintenance		2,012					2,012	2,154
Gardener		1,080					1,080	2,665
Main Hall floor annual service		1,320					1,320	
Insurance	6	2,606					2,606	2,405
Security, alarm and fire systems		3,038					3,038	1,101
Refuse collection		2,170					2,170	1,244
Cleaning supplies		944					944	409
Cleaner/Caretaker		5,418					5,418	5,339
Laundering								67
Telephone/Broadband		436					436	387
Licences		1,653					1,653	1,096
Advertising/Website		295					295	583
Banking charges		4					4	
Sundries		165					165	229
Booking Clerk		3,850					3,850	4,150
Projects	7	728	12,233		10,536		23,497	51,686
Chiddingfold Cinema payments			3,370	1,685	1,685		6,741	5,240
Loan repayments including interest		2,545					2,545	2,545
Total Payments		37,096	15,603	1,685	12,221		66,605	91,453
NET RECEIPTS / (PAYMENTS)		11,409	(393)	1,659	619	500	13,794	(18,867)
RESERVES								
Balance Brought Forward 1 April 2023		30,088	2,488	2,720	2,220		37,516	56,383
Net Receipts / (Payments)		11,409	(393)	1,659	619	500	13,794	(18,867)
Transfers		(20,000)	20,000					
Balance Carried Forward 31 March 2024		21,497	22,095	4,380	2,839	500	51,310	37,516

Summary of Key Revenue Sources (excluding projects, related grants and donations)

	<u>Lettings</u>		<u>Chiddingfold Village Cinema</u>	
	This Year £	Last Year £	This Year £	Last Year £
Receipts	45,930	39,659	13,378	10,399
Payments	36,367	34,527	6,741	5,240
Net receipts	9,562	5,132	6,637	5,159

CHIDDINGFOLD VILLAGE HALL CHARITY (Registered Charity 305001)
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

NOTES TO THE FINANCIAL STATEMENTS

1 Basis of Accounts

These accounts have been prepared on a receipts and payments basis and in accordance with s.133 of the Charities Act 2011.

2 Lettings

Lettings receipts include all monies received during the year from the letting of the Main Hall and the Charles Watts Room. This income includes a total of £940 received as late payments for lettings made by hirers in the previous year, but excludes receipts of £1,193 for bookings taking place in 2023/24 which were uncollected at the year-end. Income also includes receipts of £181 relating to bookings in 2024/25. Returnable event deposits amounting to £70 were owing at the year-end.

3 Chiddingfold Village Cinema

Cinema receipts and payments for the year have been taken to reserves and split between the Designated Improvement Fund (unrestricted) (50%), the Kitchen Improvement Fund (unrestricted) (25%) and the Cinema Improvement Fund (Unrestricted) (25%).

4 Grants and Donations

The following grants towards various projects were received during the year:	£
Chiddingfold Parish Council	2,000
Community Foundation for Surrey	<i>Unrestricted</i> 2,000
Community Foundation for Surrey	<i>Restricted</i> 500
London Hearts	<i>Unrestricted</i> 816
National Lottery - Awards for All England	<i>Unrestricted</i> 8,557
Surrey County Council - Your Fund Surrey	<i>Unrestricted</i> 3,000

16,873

The following donations towards various projects were received during the year:	£
Chiddingfold Fete (Kitchen Fund)	700
Chiddingfold Bonfire Committee (Cinema Equipment Fund)	500
Other donations	5

1,205

5 PV (Solar) Panel Income (EDF)

The PV solar panel system was operational throughout the year and generated receipts of £1,671.

6 Insurance

The Charity's insurance coverage includes £500,000 of trustees indemnity insurance.

The valuation shown for the Charity's non-monetary assets are those taken from the Charity's most recent insurance policy's asset valuations plus the value of any other asset purchases made during the period.

7 Projects

During the period, the Charity expended £23,497 on the following projects which were funded from grants and donations received, plus brought forward designated reserves:

	£
Cinema Equipment	10,895
CWR Reflooring	3,708
Loft Works	2,983
CWR LED Lighting	2,302
CWR Refurbishment	1,888
Defibrillator	1,721

23,497

8 Non-Monetary Assets

The village hall land/building are held by Chiddingfold Parish Council as Custodian Trustee as the Charity is unincorporated.

The lease from Waverley Borough Council for the tennis courts on Coxcombe Lane Recreation Ground is also held by Chiddingfold Parish Council, nominally for the Charity. However, the Charity no longer has any involvement in the operation and maintenance of these courts - they are operated and funded by Chiddingfold Parish Council.

REPORT OF THE INDEPENDENT EXAMINER TO THE COMMITTEE OF MANAGEMENT OF THE CHIDDINGFOLD VILLAGE HALL CHARITY

In accordance with the provisions of s.145 of the Charities Act 2011, I have examined the receipts and payments accounts and statement of assets and liabilities of the Chiddingfold Village Hall Charity relating to the year ended 31st March 2024.

This examination did not extend to a comprehensive audit of such accounts or statement. I confirm that the accounts and statement accord with the accounting records of the Charity and that such records satisfy the requirements of the Act.

I am not aware of any matter to which attention needs to be drawn in order to obtain a proper understanding of the accounts.

Signed:



Independent Examiner

Date:

06 May 2024

Name:

Vic Bradford
(Qualified with CIPFA in 1978, and a member between then and 2015
but no longer a Member of the Institute)

Address: 10 Oak Close, Chiddingfold, Surrey, GU8 4SA

CHIDDINGFOLD VILLAGE HALL CHARITY (Registered Charity 305001)
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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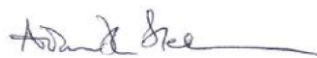
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Name

Signature

Date

Adam Stebbings (Honorary Treasurer)



03 May 2024

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Other donations	5
	<hr/> 1,205

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