



# Trustees' Annual Report for the period

Period start date		Period end date		
From	01 July 2020	To	30 June 2021	

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

### 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	Douglas James Morgan	Chair		Hailsham Theatres
2	Norman John Harris			Hailsham Harriers
3	Valerie Joy Elsbury			Summerfield Nursery
4	Bridget Helen Pinkney		1 July 2020 – 24 March 2021	
5	Janet Prudence Cross			
6	Adam Field			
7	Stephen Paul Willingham			
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
Official Custodian for Charities	

**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)	Conveyance dated 2 September 1959 of Summerheath Hall as amended by Order dated 2 August 2007
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	One representative requested from each regular hirer One representative requested from Hailsham Town Council The committee also co-opts additional members to fill vacancies

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>In October 2020, the trustees received a request from Mrs VJ Elsbury who is both a Hall trustee and owner of Summerfields Nursery, which is a major hirer of Summerheath Hall, to allow a longstanding member of her staff (Mrs Sarah Field) to join us as a trustee.</p> <p>In view of Mrs Field's employment as well as her being married to another trustee (Mr Adam Field) there was concern about potential conflicts of interest, so an in depth discussion took place at the next trustee meeting on 24 February 2021. Mrs Elsbury and Mr &amp; Mrs Field were requested to withdraw from the meeting at this point so that the disinterested trustees could consider the proposal.</p> <p>Mrs Field has an additional relationship with Summerheath Hall as she undertakes relief cleaning duties at the Hall. This is a paid position and in the year covered by this Report she was paid £524 in respect of a deep clean prior to our reopening in September 2020 following the Covid lockdowns.</p>
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We did consider employing an external commercial cleaner, but found that we would have a more cost effective result by not adopting this option, as well as achieving an end result that would satisfy our hirers.

It was considered that Mrs Field should not be appointed as a trustee due to the originally identified conflicts of interest, but she could join us as an observer. This means that she may not vote or otherwise take part in decision making and may only participate in discussions if requested to do so by the Chair of the meeting.

It is clearly understood that when a conflict of interest is identified those individuals affected will leave the meeting until a decision has been made on that matter. Any withdrawal of trustees must still leave the meeting quorate to allow valid decisions to be made.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The Hall is held on trust for the purposes of a Village Hall for the use of the inhabitants of Hailsham and the neighbourhood without distinction of sex or of political religious or other opinions and in particular for 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.

### 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)

We confirm that the trustees have had regard to the guidance issued by the Charity Commission on public benefit, and in particular the Commission's publications PB1/2/3 dated September 2013.

The Hall is used by local residents for various types of activity. For example, regular hirers include a Theatre group and a long established Dance School for children and young adults. We also house a thriving pre-school group, Summerfields Nursery. Spare capacity is normally used by taking bookings for one off events such as children's birthday parties.

During this financial year our bookings were helped by the gradual relaxations of the Covid-19 regulations. We hope that this process will continue in the coming months to allow us to resume a more normal hiring pattern.

To ensure that we can keep our occupancy rates as high as possible, we charge an hourly rate for the use of the Hall and allow hires for as little as two hours. We are aware that other similar venues charge a flat rate for a full morning/afternoon/evening hire, which means that our hirers can pay a lower charge for their use of the Hall, though we remain conscious of the need to cover our current costs as well as planning for the future.

We review our hiring rates at least annually to ensure that we can cover our regular outgoings, plus build up a Reserve for future major works.

In the current financial year we were greatly assisted by State Covid Support Grants of £18,708 plus CJRS payments of £1,754. These mitigated against the reduction of £9,012 (40%) this year in letting income – the Hall suffered a similar reduction in letting income due to Covid in our previous financial year.

## 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.

## Section D

## Achievements and performance

**Section D**

**Achievements and performance**

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

The Committee is always aware that potential hirers have a wide range of other venues available to them in the local area. Our objective is to maximise our occupancy and to achieve this we review our charges regularly to ensure that these are kept as low as possible whilst covering our costs. We estimate that our large hall had a 71% occupancy rate, whilst that for the small hall was 90% before the Covid-19 regulations prevented us from making our Hall available.

In the year under review, some of our regular hirers have returned, such as Hailsham Theatres, Summerfields Nursery, Slimming World and the Summerheath School of Dance but others are still opting for additional caution before returning to group activities.

We have no funds in deficit.

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 E 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)
Adm. MALL FOSTER	Full name(s)
TRUSTEE	Position (eg Secretary, Chair, etc)
26/1/22	Date

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

For the last fourteen years we have had a formal reserves policy in which we initially put aside £1,000 to cover unforeseen expenditure such as structural repairs to our main building which is now over seventy years old, as well as a hedge against reductions in income. This was augmented by transfers from income of a minimum of £150 per month and is subject to periodic reviews. Our current reserve remains at £10,000 and the Trustees will continue to balance the need to plan for the future, as well as meeting the needs of the present. In this we acknowledge the receipt of State Covid support in the form of grants totalling £18,708 as well as funding from the Coronavirus Job Retention Scheme of £1,754.

### Details of any funds materially in deficit

We have no funds in deficit.

### 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.

In 2014 the Hall trustees embarked on a multiphase programme of renovations. This is intended to upgrade our facilities to provide a modern environment for all our users. This will be funded from our own resources wherever possible supplemented by grants. The Management Committee has always avoided repayable funding as repayment is based on letting income and as we have seen over the last two years this can disappear without notice.

## 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)

ADAM MALL FRAY STEPHEN PAUL WAINWRIGHT

Position (eg Secretary, Chair, etc)

TRUSTEE TRUSTEE

Date

26/1/22



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Summerheath Hall

No (if any)  
305237

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Jul-20

To

Period end date  
30-Jun-21

### 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>					
Letting	13,392	-	-	13,392	22,404
Interest on deposits	-	-	-	-	35
Grant Received	18,708	-	-	18,708	10,500
Compensation payments	-	-	-	-	200
CJRS payments	1,754	-	-	1,754	953
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>33,854</b>	<b>-</b>	<b>-</b>	<b>33,854</b>	<b>34,092</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>33,854</b>	<b>-</b>	<b>-</b>	<b>33,854</b>	<b>34,092</b>
<b>A3 Payments</b>					
Staff Costs	8,264	-	-	8,264	9,892
Insurance	1,645	-	-	1,645	1,617
Energy	3,003	-	-	3,003	3,024
Rates and Waste Removal	2,927	-	-	2,927	3,605
Printing, postage and telephones	449	-	-	449	574
Licences and Subscriptions	319	-	-	319	645
Improvements and Maintenance	5,412	-	-	5,412	7,707
Accounting Expenses	390	-	-	390	390
	-	-	-	-	-
<b>Sub total</b>	<b>22,409</b>	<b>-</b>	<b>-</b>	<b>22,409</b>	<b>27,454</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>22,409</b>	<b>-</b>	<b>-</b>	<b>22,409</b>	<b>27,454</b>
<b>Net of receipts/(payments)</b>	<b>11,445</b>	<b>-</b>	<b>-</b>	<b>11,445</b>	<b>6,638</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>18,787</b>	<b>-</b>	<b>-</b>	<b>18,787</b>	<b>12,149</b>
<b>Cash funds this year end</b>	<b>30,232</b>	<b>-</b>	<b>-</b>	<b>30,232</b>	<b>18,787</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>	HSBC Bank plc	29,095	-	-
	COIF Charities Deposit Fund	1,011	-	-
	Petty Cash	126	-	-
	<b>Total cash funds</b>	<b>30,232</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK

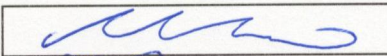

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Summerheath Hall, Hailsham	Functional asset	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	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 ADAM FIELD S.P. WILLINGTON	Date of approval 26/11/22 26/01/22
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Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Summerheath Hall

On accounts for the year ended

30 June 2021

Charity no (if any)

305237

Set out on pages

One and Two-----

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 June 2021.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below.\*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

22.02.2022

Name:

Samuel Chown

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

FCCA

Address:

Watson Associates

30-34 North Street

Hailsham, East Sussex, BN27 1DW

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

*[The main body of the form is crossed out with a large diagonal line.]*

Date: 22.05.2018

Name: Samuel Chown

Signed: *[Signature]*

Professional body (if any): FCA

Professional body (if any):

Address: Watson Associates  
30-34 North Street  
Hastings, East Sussex, BN27 1DW

Address: