

NEWICK VILLAGE HALL CHARITY

REGISTERED CHARITY NUMBER 305287

TRUSTEES REPORT AND FINANCIAL STATEMENTS

for the

YEAR ENDED 31 DECEMBER 2021

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NEWICK VILLAGE HALL CHARITY

REGISTERED CHARITY NUMBER 305287

Legal and Administrative Affairs

**Trustees
(as at 31 Dec 2021)**

David Read – Chairman
Michael Berry – Treasurer
Hilary Bryan – Minute Secretary
Barbara Bone – Newick Amateur Dramatic Society
Jennifer Walton – Newick Horticultural Society
David Tobbit – Newick Twining Society
Sara Asprey – Newick Badminton Club
Bronja Whitlock – Newick Parish Council
Anthony Bailey
Malcolm Smith

Registered Office

55 New Heritage Way
North Chailey
Lewes
East Sussex BN8 4GD

Independent Examiner Mr Paul Sentence

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent, ME19 4JQ

Investments

M & G Charities
PO Box 9038
Chelmsford
Essex CM99 2XF

NEWICK VILLAGE HALL CHARITY

Report of Trustees for the year ended 31 December 2021

The Trustees present their report along with the financial statements of the Newick Village Hall Charity ("Charity") for the year ended 31 December 2021.

Public Benefit

The object of the Charity is to provide premises which should be held on trust for the purposes of physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library lectures classes, recreations, and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Newick aforesaid and its immediate vicinity including in particular that part of the Parish of Chailey which lies to the east of the Southern Railway from Lewes to East Grinstead without distinction of sex or of political religious or other opinions but subject to the provisions of these presents.

The Charity maintains the Village Hall and makes it available for hire at reasonable rates to all local societies, clubs, groups and other suitable hirers who wish to use it.

The Charity has studied the Charity Commission's guidance on public benefit and confirms that it considers the services provided to be fully in line with that guidance.

Structure, Management and Governance

The Charity is an unincorporated trust constituted under a trust deed dated 10 March 1947.

The Trustees meet regularly throughout the year and agree the broad strategy and areas of activity including maintenance, refurbishment, finance and risk management policies.

The general management and control of the Charity premises and the arrangements for their use is vested in the Management Committee consisting of no more than 18 members nominated by local clubs and societies along with a maximum of 3 co-opted members. All members are required to stand down at the AGM for a new committee to be constituted. All committee members are Trustees.

Newick Parish Council is the custodian Trustee and if the Management Committee ceases to function then the hall would transfer to the Parish Council for that body to manage the hall.

The Charity is a member of the Action in Rural Sussex Community Buildings Advice Service and receives regular advice and support on many aspects of running a village hall.

The Management Committee members are all volunteers. In addition to Committee

matters, some Committee members, free of charge, assist with hall maintenance, applying for grants and managing the Village Hall's refurbishment projects.

Risk Management

The Trustees consider that the major risks to continued viable operation of the Village Hall are those listed below. The procedures adopted to manage those risks are also given below:

- **Loss of income due to one or more of the major users ceasing to hire the hall.**

We have progressively refurbished and improved the Hall's facilities to make it more attractive to existing and new hires. It is anticipated that this will maintain our pre Covid – 19 level of rental and storage income at over £20,000 per annum and is an on-going process. We also actively promote the premises for parties for the under 10s as well as aged persons groups. We now hold 9 month's rental income in reserve to cover for any major user ceasing to hire the hall.

In 2021 we completed a major refurbishment of the main hall to make it more attractive to hire for major events such as weddings and "significant" birthday parties. Continued improvements are planned during 2022 and 2023.

- **Unexpected problem with premises.**

We maintain a renewal and repairs reserve to allow any such problem to be remedied quickly. We would also be supported by the Parish Council, donations and charitable bodies through grant income (see reserve policy below).

- **Loss of income due to pandemic**

By claiming Central Government support and careful control of our fixed costs we have been able to maintain and protect the integrity of the building. This financial support has continued into 2022.

- We have no source of regular income other than through hiring the hall out to local societies and residents. We are therefore very dependent on the resilience of the local societies and organisations. In light of this we will continue with a policy of careful management of the hall budget until it is apparent that the local community has recovered.

Prior to the pandemic the Trustees initiated a project to refurbish the village hall ceiling which is showing signs of deterioration in the plaster work. This was suspended during the 2020 in view of the difficulties associated with the general lockdown but with the easing of restrictions, the work was completed in August 2021. The cost of this work is covered by Lewes District Council Community Infrastructure Levy (CIL) funds and two substantial donations. We have been able to maintain capital reserve funds which are held against the occurrence of a critical event affecting the hall as well as planned further improvements and refurbishments.

Reserves Policy

The Charity has a policy agreed from 2012 following the last major refurbishment of the hall. Revenue reserves are necessary to cover the possibility of unexpected loss of income and/or development of an unexpected maintenance problem with the premises without reducing our long-term investment. The intention is that the revenue reserves will be increased at a minimum of £2,662 per annum. This rate has been developed based on a structured programme for the replacement and refurbishment of existing facilities. The Charity has achieved this in the last 8 years since the policy was agreed.

In 2021 the Trustees completed a review of the 2012 policy assessing all assets to ensure that the funds available for future major repairs, renewals and replacements. The fund has been increased to £24,000 at the end of this financial year.

Achievements and Performance

Despite the restrictions of the Covid pandemic regulations we have managed to complete the refurbishment of the ceiling and replacement of the light of the main hall. This involved the stabilization of the old plaster work, relining with a new acoustic plaster board surface and replacement of the old fluorescent lighting with LED units. It is 50 years since the hall ceiling was painted and the decorations were showing their age. Beside the need to replace old electrical fittings and repair cracked plaster work, the combination of the existing colour scheme, old pendant lights and fluorescent tubes gave the hall a rather old-fashioned look which was becoming a disincentive to potential users of the hall. The work completed has given the hall a light modern feel, which is more attractive to the local population. We could not have undertaken this work without support from Lewes District Council (CIL grant) and bequests from Walter Lacy and Stella Hill.

The hall is now fully reopened post pandemic with the advice to users to remain cautious. Hand sanitization stations are still supplied for general use. Some societies have failed to survive the pandemic whilst others are keen to return to near normal activity. 2022 / 2023 could be difficult years in which we have to absorb the increased cost of heating the building in the face of less hire activity. Those societies that have restarted activity have commented favorably on the improvements that we have made to the hall.

The committee are now making plans to complete the refurbishment of the main hall walls and floor. We hope to be able to undertake some of this work in August 2022. We are also working to keep abreast of the routine maintenance of a building which is 90 years old. Looking to the future, the original upper and lower committee rooms are being assessed to explore the possibility of creating spaces which can be used for small group activities.

As Newick and its surrounding villages expand, there will be a need for a range of venues to be available for hire. We continue to support a policy of increasing the number of societies using the hall in order to keep up with the cost of maintaining the building, rather than just increasing our charges.

The hall would not run as efficiently as it does without the support of the committee, Booking Secretary and Caretaker. Steve and Sue Courtman have recently retired from their caretaker role having provided invaluable support for the last 16 years. They embodied the sense of working for the Newick community through support of the village hall and on behalf of the committee I thank them for their dedication and hard work. We are delighted to welcome Peter and Donna Howes as our new caretakers and look forward to continue promoting the Village Hall as an essential part of the social life of the village.

Financial Review - Summary

Once again, the Covid-19 pandemic has made the analysis of the financial results for the year a one off and any comparison to previous years difficult. The hall was closed from 26 December 2020 to 17 May 2021. However, it is worth seeing the figures for last year as you can assess the continual financial impact of the pandemic. The focus of the Charity was, to where possible, strictly following the guidelines and rules from Central Government, to make the hall available for hire to regular weekly hires. Major hires such as NADS, Cavy Club and Bonfire Society were all able to be fulfilled in late 2021 but major one-off hires, such as weddings continued to be postponed.

The Charity received 4 rounds of financial support totaling £16,573 from Central Government via Lewes District Council. (£11,564 in 2020)

The Charity's income from lettings and storage which was £11,949 in 2021 compared with £13,300 in 2020 and £21,500 in 2019.

After charging all costs there was an operating surplus of £13,775 (2020: Surplus £12,079). This surplus is predominately as a result of the Covid support income. Ignoring these funds results in an underlying deficit of £2,798. This deficit was caused by fixed operational costs during the year such as insurance premiums and caretaking costs.

With respect to the Renewals and Repair Fund. £787 was spent (see accounts for details) but we were able to make a £6,283 transfer from the 2021 surplus. The fund now stands as £24,000. The Trustees will continue to review of assets, planning for future commitments.

The balance of the surplus was used to fund the difference between the legacies and donations received and the cost of the main hall refurbishment. The operational balance reserve has been maintained at £15,000 which is 9 month's income in a "normal" year.

The facilities upgrade fund balance now totals £34,847, (2020: £35,953). As the accounts show £69,088 was spent on the main hall refurbishment which was mainly funded by legacies and donations and the £25,000 awarded by Lewes District Council under the Community Infrastructure Levy grant process.

The Charity has no long-term investments but does hold £43,149 (2020: £44,340) in a fixed interest Charity Investment account with M&G holdings. The interest received

for this account (£883) is being used to further the objectives of the Charity as it is recognised as part of our annual ongoing income.

Overall, net funds increased by £4,390 (2020 £7,441) giving a total of £73,847

The Trustees considered the financial state of the Charity to be satisfactory.

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

Signed on behalf of Trustees

D. Read

D Read – Chairman

Date: 9 March 2022

Independent Examiners Report to The Trustees of Newick Village Hall

I report on the accounts of Newick Village Hall Charity for the year ending 31 December 2021 which are set out on pages 8 to 10.

Respective responsibilities of Trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 Trustees 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I 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.

Name:



PAUL SERRANVILLE FCA

Date:

15 February 2022

NEWICK VILLAGE HALL CHARITY

Statement of Financial Activities for The Year Ended 31 December 2021

		2021	2021	2020	2020
		£	£	£	£
Hall Upgrade					
Income	Donations/ Grants	61,681	61,681	-	-
Expenditure					
	Refurbishment	65,972			
	Consultancy fees	3,116		2,100	
			<u>69,088</u>		<u>2,100</u>
Cash (outflow)/inflow on projects			<u>(7,407)</u>		<u>(2,100)</u>
Hall Renewal and Repairs					
	Electrical work	787		1,501	
	Shutter repairs	-		377	
Cash (outflow) on renewals			<u>(787)</u>		<u>(1,878)</u>
Normal Operating Activities					
Income					
	Lettings	11,276		12,453	
	Storage	673		819	
	Donations	203		422	
	Govt Grants	16,573		11,654	
	Newick Cinema	485		600	
	Investment Interest	883		1,060	
			<u>30,093</u>		<u>27,008</u>
Expenditure					
	Gas / Electricity	1,780		2,019	
	Water	403		462	
	Insurance	1,992		1,325	
	Repairs/ Mtnce	2,148		1,297	
	Caretaking/Cleaning	4,859		5,020	
	Newick Cinema	336		497	
	Booking Secretary	3,355		3,283	
	Fees and Licenses	217		180	
	BBand / telephones	525		342	
	Sundries/Admin	703		504	
			<u>16,318</u>		<u>14,929</u>
Cash Inflow on normal activities			<u>13,775</u>		<u>12,079</u>
Total inflow/(outflow) for the year			<u>5,581</u>		<u>8,101</u>
Funds Brought Forward			<u>69,457</u>		<u>62,016</u>
Adjustment on Investment Value			<u>(1,191)</u>		<u>(660)</u>
Funds Carried Forward			<u>73,847</u>		<u>69,457</u>

Represented By:

CAF Current Account	30,563	24,901
M & G Holdings	43,149	44,340
Petty Cash	<u>135</u>	<u>216</u>
Total	<u>73,847</u>	<u>69,457</u>

Allocated to:

Operational Surplus	15,000	15,000
Maintenance and Renewals Fund	24,000	18,504
Facilities Upgrade	<u>34,847</u>	<u>35,953</u>
	<u>73,847</u>	<u>69,457</u>

Assets

The principle assets held by the Charity are land where the hall is situated, the village hall building, fixtures/fittings, funds on deposit/bank account, and a small amount of petty cash.

Hall Refurbishments

The planned work needed to repair the plaster work in the ceiling as well as improve the lighting and acoustics of the hall was completed in August 2021. £3,116 was incurred on professional fees for work completed by the Principle Designer. 2.5% of the contract sum has been retained for potential issues which is payable 12 months from completion of the work.

Further upgrade plans have been agreed for 2022 and 2023. It is hoped that with further matched funding from the Local Authority these plans can be progressed.

Hall Repairs and Renewals

£787 was spent on the repairs and maintenance of the hall, the most significant cost being the further review and upgrade of the fire alarm system to comply with standards.

Normal Operating Income

Hire income was down from 2020 due to the Covid-19 pandemic which forced the hall to close for 5 months during the year as well as the hall being closed for the refurbishment. Major hires were slow to return but NADS and the Bonfire Society were able to hold their December events.

The Charity received four payments of financial support from Central Government via Lewes DC. (£16,573).

The interest received from M&G Holdings Charibond continued to be at an acceptable level.

£130 was raised from the sale of toys left by the Tiddlers and Toddler group.

As at 31 December 2021 £1,200 was held in respect of 2022 bookings. These receipts are included in the 2020 and 2021 accounts. A number of events were postponed, and deposits transferred to 2022.

As at 31 December 2021 the sum of £1,837 was outstanding in hire charges. These amounts were only outstanding due to the holiday period and were all cleared in January 2022. This hire income will be included within the 2022 accounts.

We only had 1 show of Newick Cinema where we achieved a surplus of £149 (2020 - £103).

Normal Operating Expenditure

In 2021 there has been an increase of £1,550 compared to 2020 in ongoing operational expenditure excluding Newick Cinema fees.

Utility bills are lower in 2021 (-£280) as a result of the hall being closed for 3 “winter” months.

Repairs and maintenance increased by £656 as a result of urgent plumbing work that need to be completed.

The hall’s insurance premium also increased by £667 principally as a result of losing the “no claims bonus” due to the break in due the time the hall was closed for building works.

The Charity in 2012 agreed a 20-year asset replacement reserve policy of providing a minimum of £2,662 per annum from surplus funds. This has been achieved in all years since this policy was determined so this reserve now stands at £24,000 following expenditure of £878 on the items mentioned in the accounts above.

The Operational Surplus account has been retained at £15,000, which is the equivalent to about 9 month’s income from hire and storage fees. This is to ensure there are sufficient funds to allow for any further hall closures during 2022.

Newick Cinema

In 2021 only 1 show were possible due to the Covid -19 pandemic. A surplus of £149 was achieved. Since the cinema has been running, A cumulative surplus of over £2,500 has been achieved due to this initiative. Newick Amateur Dramatic Society continue to provide the refreshments and will donate their profits (currently in excess of £2,400) back to the hall to fund future upgrade work.