

# Sedlescombe Village Hall

## Chairman's Annual Report

I took over at the end of last year on a temporary basis and would like to extend my deepest thanks to Dave for all his work during the handover as well as taking on the onerous job of Hall Manager. Very many thanks also to Andrea for taking the minutes, to Nigel for all his hard work keeping the books balanced and to all the other trustees.

Key developments this year:

### 1. Chair of Trustees and Hall Manager role

It was agreed in December 2023 that I should take on the role of Chair of Trustees for a temporary period and that we would review this in March 2023. Similarly, Dave Brabants kindly offered to take on the position of Hall Manager, on a temporary basis. This is pending the outcome of a court case involving the previous hall manager.

The role of Hall Manager is an important one and we acknowledge the importance of flexibility in carrying out this role. So much of what the Manager does relies on responding rapidly to emerging repair and cleaning needs. The Trustees reiterated our policy which is that the Hall Manager role is a self-employed role and that therefore working hours, holidays and other breaks will vary. The Manager is asked to invoice for his/her time and materials as part of this responsibility.

### 2. Moving to a CIO

After much discussion, the new Charitable Instituted Organisation (CIO) was set up in September last year. This will have the key advantages of allowing the CIO to enter into contracts and will remove the need to change the title deeds at the Land Registry every time there is a change of trustees.

We are now working on the process of moving the assets from the old trust into the new CIO. This is a complicated task and will require Charity Commission approval, along with an application to the Land Registry to move ownership of the hall from 4 named trustees or ex-trustees into the name of the Sedlescombe Village Hall CIO. This process is underway and I acknowledge with grateful thanks the work of Rhona Vallender in helping move this forwards.

The process of setting up the CIO involved the construction of a new Constitution which was approved by the Trustees and sent to the Charity Commission in September 2023 for their approval. This constitution retained the same core purposes of the Hall as a venue for the people of Sedlescombe and surrounding area.

This change has required us to contact all existing organisations that used to nominate a trustee, most of which have not done so for several years. Most of those organisations that remain have agreed to waive their right to nominate a trustee in the new CIO, but there have been some questions raised about the Trustees' wider accountability to the community.

### 3. Terms and conditions

We continue to keep the Terms and conditions under review. The latest version of the Terms and Conditions was produced on 4<sup>th</sup> September 2023

#### 4. Safeguarding Policy

The Trustees produced and agreed a Safeguarding Policy in December 2023. Although the main purpose of the Village Hall is to provide a venue for community engagement and all users and user groups are expected to make their own safeguarding arrangements, the Trustees of the Village Hall are mindful of their own responsibilities. These include the nomination of a safeguarding officer, currently myself as Chair, and the establishment of some key procedures.

#### 5. Working party

A group of trustees held a working party on 23<sup>rd</sup> October 2023 to do a deep clean of the kitchen, its cutlery and crockery. In addition, the lines of the car park were repainted and a number of other important repair and maintenance jobs were done. Thank you to all those who took part in this.

#### 6. User Feedback form

Nigel has instituted this during the year and although very few people have completed the survey, indications are that users are happy with what we offer

#### 7. Solar panels and EV chargers

We have been awarded a grant of £10,800 from Rother District Council to install solar panels and we are looking at whether and how to spend this. Decisions will need to be made by the start of April with implementation, if approved by trustees, within 6 months.

We are also looking at the installation of an electric vehicle charger or chargers in the car park

#### 8. Future developments for 2024.

I suggest that future developments will need to include:

- a. Decisions on the solar panels and EV chargers
- b. A review of the Management Committee, its membership and remit
- c. Completion of the transfer of assets into the new CIO
- d. Review of how we can be more accountable to the community including the possibility of a new AGM to coincide with the establishment of the CIO (i.e. in September)

Keith Saunders

March 13<sup>th</sup> 2024

# **Sedlescome Village Hall**

**Charity Number: 305306**

**and**

# **Sedlescombe Village Hall CIO**

**Charity Number: 1204971**

## **Annual Accounts**

**for the period**

**1 January 2023 - 31 December 2023**

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Hastings Voluntary Action  
Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

**Organisational information for  
Sedlescome Village Hall  
for the year ended 31st December 2023**

<b>Name of charity:</b>	Sedlescome Village Hall
<b>Legal form:</b>	C.I.O. - Charity Number 305306
<b>Governing document:</b>	Constitution dated 13.06.86, Amended 15.04.1994
<b>Address:</b>	Sedlescombe Village Hall Church Hill Sedlescombe East Sussex TN33 0QW
<b>Trustees:</b>	David Brabants - Chair Keith Saunders Clare Saunders Nigel Ford Shelia Palmer Andrea Hogwood Stella Brabants Shirley Davies
<b>Bankers:</b>	CAF Bank , West Malling, Kent Unity Trust Bank, Willenhall
<b>Independent Examiner:</b>	Laura Dawson, Independent Examiner HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN
<b>Objects:</b>	The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Sedlescombe and the surrounding neighbourhood, (hereinafter called "the area of benefit") 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

## Sedlescome Village Hall Receipts & Payment accounts

for the period  
**01 January 2023** to **31 December 2023**

All funds are unrestricted

	2023	2022
<b><u>Receipts</u></b>		
Regular Hire	22,579	26827
Casual Hire	11,234	0
Other Income	428	97
Screen Income	3,652	1245
<b>TOTAL RECEIPTS</b>	<b>37,893</b>	<b>28169</b>
<b><u>Expenditure</u></b>		
Current Assets	-	27
Fixed Assets	1,685	1685
Admin Costs	2,755	4422
Operating Costs	15,671	16247
Maintenance	4,269	8050
Consumables	322	0
Screen Costs	2,371	0
Miscellaneous	525	0
TBA	-	-
<b>TOTAL PAYMENTS</b>	<b>27,571</b>	<b>30403</b>
Net surplus/-deficit	<b>10,321</b>	<b>-2234</b>
Loss/Gain on Investment Fund	2,676	<b>-2111</b>
	<b>12,997</b>	<b>-4345</b>
Fund balances b/f	528,551	532896
Fund balances c/f	<b>541,548</b>	<b>528551</b>

Notes:

1. we've changed the way expenses are categorised so there is little direct comparison with last year , other than Total
2. Screen Income for 2022 is shown net, after expenses have been deducted

**Sedlescome Village Hall**  
**Statement of Assets & Liabilities**  
as at  
**31 December 2023**

	2023	2022
<b>Assets</b>		
<b>Fixed Assets</b>	494,240.90	495,926.13
<b>Current assets</b>		
Savings & Investments @ 31/12/23	35,273	25,464
Cash at Bank @ 31/12/23	9,967	4,659
Cash in hand @ 31/12/23	140	144
	45,380	30,267
<b>Other Assets</b>		
Debtors	3,323	2,574
Cinema Bar Stock	197	170
	3,520	2,744
<b>Total Assets</b>	543,141	528,937
<b>less Current liabilities</b>		
Creditors - Refundable Deposits	1,065	-
Creditors - Bills Due	528	387
	1,593	387
<b>Total Net Assets</b>	541,548	528,551
Represented by:		
ACCUMULATED FUND b/f	528,551	532,896
Surplus/deficit of receipts over payments	12,997	- 4,345
	541,548	528,551

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on \_\_\_\_\_ and signed on their behalf by

\_\_\_\_\_  
David Brabants - Chair

\_\_\_\_\_

# Profit & Loss Report - Detail

## Sedlescombe Village Hall

01-JAN-2023 - 31-DEC-2023

	Current Yr	Current Yr
<b>INCOME</b>		
<b>4000 REGULAR HIRE</b>		<b>22,579.00</b>
4003 Art Club	-36.00	
4006 Battle & D Art Club	1,852.00	
4009 Badminton	1,974.00	
4012 Band - Sound Syndicate	1,318.00	
4015 Bowls	1,700.00	
4018 Cactus Soc Rother District	542.00	
4021 Church Market	770.00	
4024 Dance Fitness (Cole)	1,462.00	
4027 Mark Fisher Art	580.00	
4030 Fit for Life (Trimmer)	1,360.00	
4033 Garden Society	606.00	
4036 K9 Dog Club	1,654.00	
4039 Parish Council	252.00	
4045 Pre-School	6,180.50	
4048 Sedlescombe Players	63.00	
4054 Surgery	436.00	
4057 Thursday club	231.00	
4060 Wine Club	334.00	
4090 ESRP Minibus Parking	1,300.50	
<b>4100 Casual Hire</b>		<b>11,234.00</b>
4101 Casual hire - daily	11,234.00	
<b>4400 OTHER INCOME</b>		<b>428.12</b>
4401 Additional cleaning charge	135.00	
4425 Bank Interest	27.62	
4426 Interest - deposit account	125.50	
4430 Donations Rec'd for Charitable Causes	45.00	
4441 Refunded Admin costs	45.00	
4442 Projector Hire	50.00	
<b>5000 SCREEN INCOME</b>		<b>3,651.57</b>
5001 Ticket Sales	1,876.00	
5002 Bar sales	1,058.21	
5003 Ice cream sales	440.40	
5004 DVD Donations	276.96	
<b>TOTAL INCOME</b>		<b>37,892.69</b>
<b>EXPENSES</b>		
<b>1000 CURRENT ASSETS</b>		<b>27.00</b>
1040 Stock Cost of Sales Adj.	27.00	
<b>1500 FIXED ASSETS</b>		<b>-1,685.16</b>
1525 Accumulated Depreciation	-1,685.16	
<b>7000 ADMIN COSTS</b>		<b>-2,755.47</b>
7002 Licences	-180.00	
7003 Postage	-4.50	
7005 IT Expenses	-355.20	
7006 Insurance Costs	-1,910.97	
7020 Printing & Stationary	-7.89	
7030 Professional Fees	-58.00	
7045 Bank Charges & Expenses	-66.03	
7046 Stripe Fees	-102.88	
7099 Other Costs	-70.00	

<b>7200 OPERATING COSTS</b>		<b>-15,670.96</b>
7201 Hall Manager	-1,760.00	
7209 Electricity	-2,507.08	
7210 Gas	-1,974.19	
7211 Water Rates	-900.00	
7213 Telephone and Internet	-618.52	
7222 Council Tax / Rates	-929.82	
7226 Cleaning by Manager	-4,169.98	
7227 Cleaning - additional	-130.00	
7228 Window Cleaning	-120.00	
7230 Refuse collection	-1,108.27	
7231 SaniBins	-1,453.10	
<b>7300 Maintenance</b>		<b>-4,269.45</b>
7301 Grounds Maintenance	-995.00	
7306 Building	-192.09	
7312 Electrical	-426.83	
7315 Fire safety	-650.54	
7318 Kitchen appliances	-115.00	
7320 Kitchen equipment	-76.17	
7324 Other	-166.68	
7327 Plumbing	-762.00	
7330 Sewage system, pumps	-795.52	
7333 Safety equipment	-89.62	
<b>7400 Consumables</b>		<b>-321.73</b>
7403 Bin bags	-21.75	
7412 Hand Soap	-32.89	
7415 Kitchen	-108.53	
7418 Toilet rolls	-133.87	
7425 Other	-24.69	
<b>8000 Screen Costs</b>		<b>-2,371.16</b>
8001 Filmbank Licence	-1,323.60	
8002 Media	-11.43	
8003 Bar Stock	-660.89	
8004 Ice creams	-332.41	
8005 SumUp fee	-28.44	
8006 Admin	-14.39	
<b>9000 Miscellaneous</b>		<b>-524.50</b>
9002 Donation	0.00	
9003 Refund Occasional users	-524.50	
<b>9900 TBA</b>		<b>0.00</b>
9901 TBA	0.00	
<b>TOTAL PAYMENTS</b>		<b>-27,571.43</b>
<b>NET PROFIT/(LOSS) FOR PERIOD</b>		<b>10,321.26</b>

# Statement of Assets & Liabilities - Detail

## Sedlescombe Village Hall Period Ending 31-DEC-2023

	Current	Current
<b>ASSETS</b>		
<b>SAVINGS AND INVESTMENTS</b>		<b>35,272.85</b>
COIF Accumulator Fund (CCLA)	24,031.23	
COIF DEPOSIT	4,235.14	
Unity Trust Instant Access (Savings)	7,006.48	
<b>FIXED ASSETS</b>		<b>494,240.9</b>
Buildings	486,123.00	
Equipment	4,608.00	
Fixtures & Fittings	3,509.97	
<b>CASH AT BANK AND IN HAND</b>		<b>10,107.46</b>
CAF CURRENT	4,531.92	
Petty Cash	15.01	
Screen Float	125.00	
Stripe	123.71	
Unity Trust Bank T1 (Current)	5,311.82	
<b>OTHER ASSETS</b>		<b>3,520.00</b>
DEBTORS-*DEBTORS AR	3,323.00	
STOCK-Cinema Bar stock	197.00	
<b>TOTAL ASSETS</b>		<b>543,141.2</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		<b>-1,593.28</b>
*CREDITORS -Refundable Deposits	-1,065.00	
*Creditors - bills due	-528.28	
<b><u>TOTAL NET ASSETS @ 31-DEC-2023</u></b>		<b><u>541,548.0</u></b>
<b>REPRESENTED BY FUNDS</b>		
Cash	23,226.14	
Fixed Assets	494,240.97	
Investments	24,080.89	
<b>LONG-TERM LIABILITIES</b>		
<b><u>TOTAL FUNDS BALANCE @ 31-DEC-2023</u></b>		<b><u>541,548.0</u></b>

**Independent Examiner's Report to the Committee of  
Sedlescome Village Hall**

I report on the accounts of Sedlescome Village Hall  
for the twelve month period ended 31 December 2023 which are set out on the previous pages.

**Respective responsibilities of committee & 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 report**

My examination was carried out in accordance with the 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 supporting documentation 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 matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated:

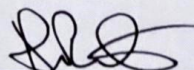
**Sedlescome Village Hall**  
**Statement of Assets & Liabilities**  
as at

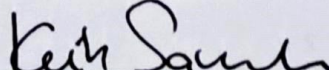
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Approved by the Trustees on 13<sup>th</sup> March 2024 and signed on their behalf by

 David Brabants - Chair

 Keith Saunders