CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st November 2021 To 31st October 2022

Charity name: Felpham Memorial Village Hall

Charity registration number: 305367

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	**To provide a non-sectarian and non-political place of recreation and social intercourse for the purpose for the advantage or benefit of the inhabitants of Felpham and of the surrounding area.**
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	**The hall serves as a focal point of the village offering local residents a wide range of activities through our marvellous hirers and the incredible variety of activities offered at the hall.**
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	**The Trustees have had guidance from the Charity Commission on public benefit.**

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	**Felpham Memorial Village Hall operates as a charity and is run and managed by a committee and trustees. It is let to all applicants who wish to use its facilities and is available to rent throughout the year and from 9am – 11:00pm. Many of the local Felpham and Bognor community use the facilities and rent the hall and it is a focal point for many village-based activities such as the craft, art, bridge, dance and keep fit/classes. The Trustees and Committee provide a safe, comfortable and well managed**

		environment for individuals/hirers and organisations to meet for any safe and legal activity. Regular clubs include the WI, bridge, line dancing, keep fit, flower, jazz and craft. We also support a disabled sportsperson for his training purposes and the hall is used for various local group meetings. The Jubilee Room is also for hire, this is a smaller room within the hall.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	**The overall financial position of the charity at 31st October 2022 was healthy, with total reserves of £29,583 at the year end. There was an excess of payments over receipts in the period of £8,587 although considerable costs were incurred in the year for refurbishment work carried out on the Jubilee Room**
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	**We have a Money Manager Savings Account which has a balance of £15,000 as a reserve for any large projects**
Amount of reserves held	Para 1.22	**Total reserves of £29,583 were present at the year end.**
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	**N/A**

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	**Trust Deed**
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	**Charitable trust**
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	**Trustees are voluntary and have historically been involved with the hall in different capacities such as hirer.**

Reference and Administrative details

Charity name	Felpham Memorial Village Hall
Other name the charity uses	Felpham Village Hall (working name)
Registered charity number	305367
Charity's principal address	17-19 Vicarage Lane Felpham Village West Sussex PO22 7DZ

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	Gill Madeley	N/A		
2	Elaine Green	N/A		
3	Alex Marner	Estate Manager		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	**Dates acted if not for whole year**	
Gill Madeley		
Elaine Green		
Alex Marner		

Funds held as custodian trustees on behalf of others

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gillian Madeley	Russell Marsden-Sear
Position (eg Secretary, Chair, etc)	Trustee	Chair
Date	21st August 2023	21st August 2023

Registered Charity No. 305367

FELPHAM MEMORIAL VILLAGE HALL

VICARAGE LANE, FELPHAM, PO22 7DZ

FINANCIAL REPORT YEAR ENDED 31ST OCTOBER 2022

Felpham Memorial Village Hall
Vicarage Lane, Felpham, PO22 7DZ
Registered Charity No 305367

Report from the Committee of the Hall on activities during the year end 31st October 2022
(As required by the Charity Commissioners)

Chairman

5th December 2022

Firstly, may I thank everyone for attending our AGM

I have been acting Chairman since the summer after our previous Chairman stood down. This year has seen a change in committee members with new members joining us and some leaving.

I am sure you realise that the past few years have been extremely difficult for everyone, including the hall, following the Covid pandemic and its aftermath. However, the hall has continued to be a focal point of village life offering local residents a wide range of activities through our marvellous hirers and the incredible variety of activities they Offer.

We were pleased to complete and open the refurbishment of our back room which offers an outstanding facility to new and existing hirers. After much deliberation the committee decided to dedicate the room for the Platinum jubilee which following the death of Her Majesty Queen Elizabeth II made the dedication even more poignant. Both Alex and Jenny have worked tirelessly over the year in order to get this room up and running and their hard work and dedication is much appreciated by all.

This year the committee has invested in improving facilities for our hirers. A new heating system has been installed which is more efficient, a microwave oven has been added to the servery, and a better car park layout has been introduced to name but a few. There is still more to do, and the committee will continue to ensure the hall and its facilities are continually improved, kept up to date; and leave us as one of the best equipped and value for money facilities in the area.

As we go into a new year, we once again face new and difficult challenges with the cost of living and energy crisis. The predicted recession will he hard on all of us and we appreciate that means some of our clubs will be under pressure. The committee is here to support everyone. As a voluntary group of people we have, and will continue, to put the hall and its users first, doing our best to make sure the core values and original purpose of the hall is upheld.

This coming year as Chairman and a user of the hall I will introduce a HIRER'S Meeting to be held twice a year in addition to the AGM. This will be a meeting for all club and groups to send representatives to discuss any issues they have or any ideas/improvements that we could make. It will also give us the chance to offer any support clubs may need during the coming difficult year. Some of the ideas and improvements we already have will be discussed later this evening in more depth.

Once again, I thank you for attending this evening and helping Felpham Memorial Village Hall be a keystone of the community.

Felpham Memorial Village Hall
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Financial Statement Year Ended 31st October 2022

Receipts & Payments

Receipts	Note	2021/22		2020/21	
Hire Fees	1	23,703		7,168	
Rental Income - Wayleave		225		225	
- Scouts	2	732		500	
Arun COVID Grant	3	-		20,907	
Rural Sussex Grant	4	-		2,470	
Parish Council Grant	5	400		649	
Bank Interest		142	25,202	-	31,919

Payments					
Administration	6	4,995		4,790	
Cleaning	7	7,282		3,903	
Insurance		887		760	
Lighting & Heating		2,400		2,086	
Licence Fees		152		170	
Rates - General & Water		163		156	
Refuse Collection		566		641	
Repairs, Maintenance & Replacements	8	17,344	33,789	3,759	16,265
Excess of (payments) over receipts			**(£8,587)**		**£15,654**

Felpham Memorial Village Hall
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Statement of Assets and Liabilities for Year Ended 31st October 2022

	Note	2021/22		2020/21	
Fixed Assets					
Freehold Property	9	5,000		5,000	
Furniture & Fittings	10	-	5,000	-	5,000
Current Assets					
Cash at Bank - HSBC		6,442		15,166	
- COIF		18,141	24,583	18,004	33,170
			£29,583		**£38,170**
Represented By					
Trust Fund	11		5,000		5,000
Endowment Fund					
At 1st November 2021		33,170		17,516	
Excess of (payments) over receipts for year		(8,587)	24,583	15,654	33,170
			£29,583		**£38,170**

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Notes to the Financial Statements for the year ended 31st October 2022

1) Accounts are prepared on a 'cash' basis. The figures for the freehold property and Trust Fund have been adjusted resulting from the Trustee decision to change the way in which the Freehold Property is shown (see Note 9)
Income and expenses have varied significantly compared to 2021 resulting from the closure of the hall for months because of The Coronavirus Regulations.

2) Ground rental Income from the Scouts covers the period to 24th December 2002.

3) Arun District Council grant for loss of income due to the closure of the hall in 2021 due to COVID.

4) Rural Sussex "one off" grant

5) Parish Grant against Cost of Equipment

6) Administration

	2022	2021
Honorarium Payments to Committee Members	4,000	4,000
Website Assistance, Mobile phone costs	156	310
Bank Charges	106	-
Adverts and Membership Fees	434	} 480
Stationery, Postage and Miscellaneous	299	
	£4,995	**£4,790**

7) Cleaning – New commercial cleaners hired from September 2021

8) Repairs Maintenance and Replacements

	2022	2021
New Jubilee Room	15,604	-
Ongoing upkeep	1,740	3,759
	£17,344	**£3,759**

Notes to the Financial Statements for the year ended 31st October 2022, continued;

9) Freehold property
The property at 17-19 Vicarage Lane was conveyed to the Trustees in July 1950 at an unknown value. In previous years, the Trustees have decided that the current declared insurance value of the property provided the most acceptable valuation.
The Trustees changed their view in 2020 and now show the value of the property at an estimated fixed figure of £5000 (being the estimated value at the date of acquisition).

The property is insured for £331,179; Plant, Machinery and Contents for £30,497

10) Furniture and Fittings
All replacements of furniture and fittings are expenses in the year of purchase and no value is attributed to them as they have a restricted value (see Note 8).

11) Trust Fund

Balance on 31st October 2021 and 31st October 2022	£ 5,000

Signed by Russell Marsden-Sear (Chairman)

Dated 07/11/22

signed on behalf of the board of Trustees by

(Gillian Moseley)

Dated 21/08/2023

Independent examiner's report to the Trustees of the Felpham Memorial Village Hall

Independent examiner's report to the trustees of Felpham Memorial Village Hall Trust

I report to the trustees on my examination of the accounts of the Felpham Memorial Village Hall (the Trust) for the year ended 31st October 2022.

Responsibilities and basis of report

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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or

2. the accounts do not accord with those records.

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

Signed:

Name: Philip William Butler IPFA (ret'd)

Address: 26 Lilac Close, Middleton on Sea, West Sussex

Date: 16/1/23

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