



# Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2023	To	31	03	2024

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Barbara Scarborough	Chair		Elected Village Representative
2	Harriet Connor <i>(nee Tidey)</i>	Treasurer		Elected Village Representative
3	Susan Andrea West			Elected Village Representative
4	Carol Mathews			Elected Village Representative
5	Jenny Stow			Elected Village Representative
6	James David Nicol Scarborough			Elected Village Representative
7				
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Barclays Bank	2 Carfax, Horsham, RH12 1DN

### 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)	Trust Deed dated 4 <sup>th</sup> January 1972 and conveyance dated 13 <sup>th</sup> May 1971 as amended on 23 January 2018 and 20 <sup>th</sup> February 2018.
How the charity is constituted (eg. trust, association, company)	Registered charity and unincorporated association.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting.

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

At the beginning of the year, Bookings Secretary duties were being undertaken Harriet Connor (Treasurer) and Barbara Scarborough (Chair) on a voluntary basis.

A new Bookings Secretary was appointed in June 2023, but resigned December 2023. A replacement was appointed in February 2024. The New secretary is Hayley Scarborough. She is the daughter-in-law of the Chair, but is not a Trustee of Mannings Heath Community Council. This appointment was approved at the AGM held in January 2024, and Hayley reports to the Treasurer first and foremost.

## Section C Objectives and activities

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

Mannings Heath Community Council exists for the purpose of running and maintaining Mannings Heath Village Hall.

**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)**

Located at the heart of the community of Mannings Heath the village hall provides an affordable welcoming resource, open to all.

Originally built in 1972 it was substantially upgraded in 2019/2020 with financial assistance from Biffa Award, Lottery Fund, West Sussex County Council, Horsham District Council, and local fund raising. Further funding was received from Biffa Award in 2023 to repair and reinsulate the roof.

The hall is managed by a small committee of volunteers who represent many of the regular hirers.

The hall is available for hire throughout the year and offers a wide range of facilities and activities.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The village hall is available for use by the Community without distinction of political, religious, or other opinions.

Examples of the various groups who use our facilities are as follows:-

- Horsham Branch of Parkinson's UK
- The Horticultural Society
- The Women's Institute
- Red Academy Dance School
- Table Tennis
- Badminton Club
- Pilates
- Seniors Exercise to Music
- Art
- Magog Morris Dancing

**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.

We are grateful for the many hours our volunteers contribute towards the running of the village hall and their help with fund raising activities, all of which make sure the village hall is well maintained and available for community use.

## Section D

## Achievements and performance

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

Mannings Heath Village Hall made a trading profit of £7,648 this financial year ending 31/03/2024. After a stable and profitable prior year ending 31/03/2023, the current year started with the Hall being well occupied with regular hirers and popular with ad hoc guests. The Committee agreed to undertake a new project to strip the hall roof, add some insulation and retile the roof. This has future-proofed the hall in terms of fixing some leaks, as well as making the roof more environmentally sound with the added insulation.

This has been in the long term plans ever since the kitchen and toilets were remodelled 5 years ago, making the most of the more efficient boiler which was fitted then. This project was funded via a Biffa Award grant, covering 90% of the costs, with the remaining 10% funded by Horsham branch of Parkinson's UK. Part-funding by an interested group is part of the Biffa Award requirement. During the roof repair, the Hall Committee also took the opportunity to replace some of the ceiling tiles in the main Hall, which had been damaged by water from the leaky roof.

The work was undertaken with only small disruption to our hirers, the majority of whom were able to hire as normal throughout the project.

## Section E

## Financial review

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

Cash at Bank at 31<sup>st</sup> March 2024 was £38,435 in unrestricted funds.

The main financial risk to the charity is a loss of funding from use of the hall from any future pandemic closures. Current funds as at 28<sup>th</sup> January 2025 were £45,897 and we continue to conserve funds to meet essential expenditure such as insurance. We keep 1year's worth of essential expenditure as reserves (£5k).

### Details of any funds materially in deficit

Not applicable.

### 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 the financial year ended 31<sup>st</sup> March 2024 our main source of funds were from:-

Use of hall by various clubs and organizations.  
Biffa Award Grant for repair and insulating the roof.

We do not invest any of our funds, and we maintain a surplus fund balance which is deposited with Barclays Bank plc.

## 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)	<i>H. S. Connor</i>	<i>B Scarborough</i>
Full name(s)	Harriet Fidey CONNOR	Barbara Scarborough
Position	Treasurer	Chair
Date	<i>28/01/2025</i>	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Mannings Heath Community Council

305399

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Hall Hire Income	25,277	-	-	25,277	20,488
Other Income	-	-	-	-	50
Biffa Award Funding	52,548	-	-	52,548	-
S106 Funding	-	-	-	-	-
Interest	361	-	-	361	52
Fundraising/Donations	-	-	-	-	-
Covid Grants	-	-	-	-	-
<i>Sub total (Gross income for AR)</i>	<b>78,187</b>	<b>-</b>	<b>-</b>	<b>78,187</b>	<b>20,590</b>
<b>A2 Asset and investment sales, (see table).</b>					
N/A	-	-	-	-	-
<i>Sub total</i>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>78,187</b>	<b>-</b>	<b>-</b>	<b>78,187</b>	<b>20,590</b>
<b>A3 Payments</b>					
Booking Secretary	1,630	-	-	1,630	1,353
Maintenance Costs	6,979	-	-	6,979	5,344
Services/Utilities	4,412	-	-	4,412	3,556
Insurance	1,068	-	-	1,068	981
Other Administrative Costs	2,363	-	-	2,363	518
Roof Repairs - Contractor	51,360	-	-	51,360	-
Roof Repairs - Other costs	1,944	-	-	1,944	-
<i>Sub total</i>	<b>69,756</b>	<b>-</b>	<b>-</b>	<b>69,756</b>	<b>11,752</b>
<b>A4 Asset and investment purchases, (see table)</b>					
New Mirrors	783	-	-	783	783
<i>Sub total</i>	<b>783</b>	<b>-</b>	<b>-</b>	<b>783</b>	<b>783</b>
<b>Total payments</b>	<b>70,539</b>	<b>-</b>	<b>-</b>	<b>70,539</b>	<b>12,535</b>
<b>Net of receipts/(payments)</b>	<b>7,648</b>	<b>-</b>	<b>-</b>	<b>7,648</b>	<b>8,055</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	30,787	-	-	30,787	22,732
<b>Cash funds this year end</b>	<b>38,435</b>	<b>-</b>	<b>-</b>	<b>38,435</b>	<b>30,787</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>	Current Account	4,032	-	-
	Everyday Saver	34,403	-	-
		-	-	-
	<b>Total cash funds</b>	<b>38,435</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Hall Land and Buildings	Unrestricted	-	-
	Fixtures & fittings - Kitchen. Inc. Industrial dishwasher, water heater, fridge/freezer, 2x Ovens, Hob, Extraction fan	Unrestricted	-	-
	Kitchen utensils / Crockery -available for hire separately	Unrestricted	-	-
	Fixtures & fittings - Other (Toilets, Hall, Committee Room)	Unrestricted	-	-
	Tables & Chairs - available for hire separately	Unrestricted	-	-
	Piano	Unrestricted	-	-
	Mirrors	Unrestricted	-	-

	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	Date of approval
<i>H. S. Connor</i>	HARRIET CONNOR	28/01/25



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Mannings Heath Community Council

**On accounts for the year  
ended**

31 March 2024

**Charity no**

305399

**Set out on pages**

6-7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2024.

**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 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:**

28 / 01 / 2025

**Name:**

Mr James Blackall Hamilton FCCA

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

Association of Chartered Certified Accountants

**Address:**

20 Pound Street, Petworth, West Sussex GU28 0DX

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.**

## **Mannings Heath Community Council Legal & Administrative Information**

Charity Number: 305399

**Start of Financial Year: 1st April 2023**

**End of Financial Year: 31st March 2024**

Mannings Heath Community Council is a registered charity for the sole purpose of running Mannings Heath Village Hall.

The committee of Trustees is made up of members of the community and users of the Hall, be it private hirers, commercial hirers or members of charitable hiring groups & sports clubs.

### **Trustees at 31st March 2024**

**Barbara Scarborough (Chair)** - Hirer of the Hall for business purposes as Fitness Instructor

**Harriet Connor (*nee Tidey*) (Treasurer)** - Hall user and member of Mannings Heath Badminton Club

**Sue West** - Hall user representing Parkinson's UK and private hirer for Table Tennis club

**Jenny Stow** - Hirer of the Hall for business purposes as Dance Instructor

**Carol Mathews** - Hall user representing Mannings Heath WI

**David Scarborough** - Co-opted committee member. Maintenance / Handyman

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

The following accounts were prepared by Harriet Connor ACMA (Treasurer). These accounts are prepared on a cash basis and represent the financial position as at 31<sup>st</sup> March 2024. They are currently draft and will be presented to the committee at the next meeting. The A.G.M will be held during November 2024.

Mannings Heath Village Hall made a trading profit of £7,648 this financial year ending 31/03/2024. After a stable and profitable prior year ending 31/03/2023, the current year started with the Hall being well occupied with regular hirers and popular with ad hoc guests. The Committee agreed to undertake a new project to strip the hall roof, add some insulation and retile the roof. This has future-proofed the hall in terms of fixing some leaks, as well as making the roof more environmentally sound with the added insulation.

This has been in the long term plans ever since the kitchen and toilets were remodelled 5 years ago, making the most of the more efficient boiler which was fitted then. This project was funded via a Biffa Award grant, covering 90% of the costs, with the remaining 10% funded by Horsham branch of Parkinson's UK. Part-funding by an interested group is part of the Biffa Award requirement. During the roof repair, the Hall Committee also took the opportunity to replace some of the ceiling tiles in the main Hall, which had been damaged by water from the leaky roof.

The work was undertaken with only small disruption to our hirers, the majority of whom were able to hire as normal throughout the project.

As per the agreement, 2 years after installation, the Hall repaid Red Academy Dance the final 1/3 costs of the mirrors installed in September 2021.

The 2023-24 surplus will be taken forward and held for any future maintenance needs. The floor will need to be revarnished within the next couple of years and the Committee is considering the installation of solar panels, now that the roof is in good working order. If this goes ahead, it will likely involve some input from other community groups, plus some of the Hall's own funds. These sit at £38,435 at Apr-24. As always, we will maintain a ring-fenced amount to run the Hall for 1 year in the event of enforced closure (c £5k). Any significant use of surplus funds will be approved by the Committee.

In addition to an audited Receipts & Payment Schedule, a trading account for BAU Hall activities and a cash balance sheet as 31<sup>st</sup> March 2024 are included for additional information only.

## **Other Key Information & Notes**

### **Banking / authorised signatories**

The Hall operates a single signing authorisation for online & cheque payments. This is deemed sufficient for the size of the organisation and the nature of the payments made.

#### **Authorised signatories:**

Harriet Connor (*nee Tidey*) (Treasurer)

Barbara Scarborough (Chair)

In practice, all payments are made by the Treasurer. Any adhoc expenses or invoices outside the normal management of the Hall are sent from or via approval from the Chair.

Any one-off expenditure of over £500, or appointment of a new regular contractor is approved by the Committee, either in person or via email. Regular contractors or large project work would be subject to a multi- tender selection process of at least 3 options, approved by the Committee.

### **Bookings Secretary**

The bookings secretary is a paid position. At the beginning of this financial year the position was vacant and was being covered by the Treasurer on a voluntary basis. A new bookings secretary (Nadia Campbell) was interviewed and appointed on June 2023, but she resigned as at 31<sup>st</sup> December. On February 1<sup>st</sup> 2024, Hayley Scarborough was appointed as the new bookings secretary (with the Treasurer covering the period in between). Hayley is the daughter in law of the Chair. This appointment was discussed with the committee and in the AGM and there were no objections. Hayley is not a Trustee of the charity, and she reports to the Treasurer, not the Chair. Hayley is doing a good job and we are grateful to have her on board.

### **Insurance**

The Hall is insured by Community Action Suffolk (underwritten by Hiscox). A 3 year fixed policy rate expired in October 2022 but the new quote was deemed acceptable and we have stayed with Community Action Suffolk.

## Details of Trustees and Associated Hire Groups

- B Scarborough
  - Commercial hire for Pilates and Keep Fit business. Up to 5 classes a week
  - Barbara also provides her services free of charge to Parkinson's UK for exercises classes as part of their weekly hire
- Sue West
  - Not-for-profit hire for Table Tennis Club
- Parkinson's UK
  - Horsham branch. Multiple weekly hires for exercise classes, activities and support group. Sue West a member.
- Red Academy
  - Commercial Hire for dance class. Owned by Jenny Stow, Trustee since Oct 2020
- Mannings Heath Badminton Club
  - Charity sports club for weekly community Badminton club. Harriet Connor member.
- Mannings Heath WI
  - Local branch of Women's Institute. Carol Mathews a member.
- Mannings Heath Millennium Committee
  - Local community fundraising group. Ad hoc hirers c. 3 times a year.
- D Scarborough Property Paramedic
  - Plumbing company undertaking minor maintenance & repairs

### Income and Expenses paid From/To Trustees

Trustee	HALL HIRE Hire Income	Other Income	Hall: Expenses	Hall Mirrors Repayment	Plumbing Maintenance	Subtotal
B Scarborough	- 6,078		948			- 5,130
Sue West	- 1,475					- 1,475
Badminton	- 475					- 475
MH WI	- 694					- 694
Parkinsons	- 4,643					- 4,643
Red Academy	- 1,810			783		- 1,028
D Scarborough Property Paramedic					520	520
Harriet Connor			693			693
<b>Subtotal</b>	- 15,175	-	1,641	783	520	- 12,231

All Trustees are aware of hiring activities of the other Trustees

Trustees aware of work undertaken and charged by D Scarborough Property Paramedic.

