

## CHAIR'S REPORT

I'd like to start by thanking all the Trustees for their help and support throughout the year and also acknowledge the hard work that the Reps have put into keeping their clubs and societies active throughout the year. The Trustees are also very grateful for their continued attendance at Reps' Meetings.

The other Trustees have outlined the additions and alterations to the Hall throughout 2003 and this gives me the opportunity to focus my annual report on four individuals.

Sadly, Carole Newton, our bookings secretary, passed away during the year and although she had been in ill health for some time, news of her death was a shock to everyone connected with the Village Hall. Carole devoted many hours to her role, ensuring that the many requests she had from users could be met even if they were at the eleventh hour.

Replacing Carole was always going to be difficult, and I would like to thank Bob Gustar, the Chair of the Parish Council, for recommending Sondra Fulbrook who he thought would make an ideal Bookings Secretary as she has formidable IT skills. Sondra got to work quickly, developing our use of the Hallmaster system so invoices were generated from bookings. To do this was, at first, extremely time consuming but now bookings, invoices and the Hall's calendar all dovetail, which benefits all our clubs and societies.

This year we are losing two of our long-standing Trustees, who are stepping down after many years of involvement with the Hall.

Terry Reeves has been a Trustee for 15 years and in that time has amassed a detailed and invaluable knowledge of how the Hall functions. 15 years is a long time to be associated with a Village Hall and Terry's practical skills have helped ensure the building still remains fit for purpose and is appreciated by all the many people who use it. Terry's decision is a great loss to the Hall and I'd like to take this opportunity to thank him for all he has done over the last 15 years.

Keith Rushton has been involved with the Village Hall for 23 years. His first contact began when he was looking for a Hall capable of housing a projector to show films and he soon got involved with the Mary How Film Society. At one point the loft housed two 35mm projectors! Keith and his wife Joan became involved in raising money for charity by showing films and soon Keith's background in TV and Theatre enabled him to help the Dramatic Society with sound and sound effects, back in the day when these were collected on cassette tapes. Over the years he became a Trustee, then the Chair of the Trustees, before stepping back to become a

Trustee again. His knowledge of the sound and electrics and many other aspects of the Hall is second to none. I am personally sad that Keith is stepping down, but I am immensely relieved that he is still keen to offer help and advice – not only at the end of a phone but also in person. All the many people who know him will, like myself, want to sincerely thank him for all his generous help and guidance over the last 23 years.

## BOOKING SECRETARY'S REPORT

Since taking on the role of Booking Secretary, I have changed procedures to ensure the Hallmaster System is being used more than it was originally.

The first adjustment was to change our invoicing procedures. Along with creating bookings, the Hallmaster system enables us to issue invoices from the created bookings.

Previously, invoices for Regular Users were sent out on a quarterly basis in advance of use. With changes, additions and cancellations, there was always a need for adjustments or credits. This seemed to me to make the invoicing arduous and long-winded. To enable an easier working process, invoicing was changed for the regular users to bill monthly in arrears. With notice of changes and cancellations requiring 2 weeks' notice, so far there have been no invoice adjustments required.

Adjustment to automated invoices has been a challenge but now runs well. Customer profiles and rates had to be adjusted to ensure the information was correct. Errors of course happened during this changeover, but every new process has its teething errors until it is embedded.

Multiple invoices can now be sent out within 20 minutes of issue. The one-off bookings are still invoiced in advance.

Hallmaster System permits us to run reports for revenue, types of uses, number of people attending events and how many confirmed bookings.

2023 saw 669 bookings for both halls.

2024 Calculated on 1 Feb we have 667 advance bookings confirmed.

We are taking more enquiries for 2024 as confidence grows within the population for larger events following Covid.

We will continue to improve our processes and are currently updating the Website to be user-friendly and informative.

The Village Hall Trustees are now using Microsoft for our emails and document storage.

All forms are currently being reviewed and updated.

## TREASURER'S REPORT

Our income has marginally increased and, although it is not yet back to pre-Covid levels, has proved sufficient to cover our costs. It is considered prudent to continue our policy of increasing our charges in line with inflation, despite the risk of coming up against the law of diminishing returns.

One or two items in the accounts may need clarification.

Our fixed rate for utilities expired at the end of September. Charges in future will be approximately double so it is more important than ever for users of the hall to follow instructions re heating levels.

The building is largely maintained on a voluntary basis, thus keeping maintenance costs to a minimum. Heartfelt thanks are due to Keith and Terry for this.

The figure for licences is negative as PRS re-assessed our charges for the Covid period and refunded a substantial amount.

Costs of advertising, including maintenance of the website, has increased. It is always difficult to calculate the cost effectiveness of this, but we do need to make sure that potential users know of our existence.

We have benefited from one or two generous donations in recent years and have been able to modernise the stage lighting system from these funds and still keep our level of reserves at a reasonable level. We plan to gradually increase these reserves annually so that our facilities can continue to be kept up-to-date. Further such projects are planned for this year.

## MAINTENANCE REPORT

Fabric and minor improvements:

Throughout the year the Trustees have dealt with all necessary periodic and emergency maintenance issues in addition to a few improvements. There is a long list of jobs and upgrades for 2024 and anyone with time and skills is welcome to join the small band of volunteers and external professional companies in helping to keep the Hall in good order by contacting the Chair.

Lighting and sound:

Work was completed to provide a new stage lighting system, using all LED technology to reduce power consumption by 70 percent. Installation included 14 new lights for the stage area, new operational software enabling lamps to be set to many colours. Operation for most users is via 20 preset lighting plans and for the more technical the software can be altered to meet specific requirements.

Work also started on the replacement of the 15-year-old cinema screen and the digital projector. This work will involve changes to the sound system to enable both mono and stereo programs to be used. Work to cease operations from the loft for safety reasons was started and will be finished in 2024.

The electrical system for the Hall was fully tested to meet current regulations for safety and certificates received. The CCTV camera and recorder was replaced with updated technology to give clear pictures in bright sunshine and night lighting.

#### SECRETARY'S REPORT

The Secretary would like to thank the Representatives for their support over the year, attending meetings or sending apologies whenever necessary. They have made helpful suggestions at our meetings and been appreciative of the work of the Trustees.

This mutual support has created a solid working atmosphere and a thriving community spirit.

All other items have been covered in other reports.

**West Chilmington Village Hall**

**Audit Copy**

Registered Charity Number 314072

**Receipts & Payments for the year to 31st December 2023**

**Receipts**

<u>Year 2022</u>	<b>Income From Hall</b>	<u>Year 2023</u>
22,950	<b>Hire Income</b>	£25,173.09
	<b>Interest Income from Bank accounts</b>	
232	Virgin Money	£447.60
23	HSBC	£181.96
	<b>Other Income</b>	
41	UK Power	£40.90
<u>23,246</u>	<b>Total Receipts</b>	<u><b>£25,843.55</b></u>

**Payments**

	<b>Village Hall Costs</b>	
4,046	Utilities	£5,025.72
4,140	Maintenance ( Note 2 - see overleaf )	£4,971.95
1,632	Insurance	£1,790.47
843	Garden Maintenance	£890.22
<u>5,063</u>	Cleaning	<u>£5,372.96</u>
15,723		£18,051.32
	<b>Licenses &amp; Admin</b>	
560	Licenses (HDC & PRS)	-£79.27
4	Tel/Printing/Stationery	£38.94
333	General Expenses	£248.42
93	Non Domestic Rates	£49.35
<u>894</u>	Web Site/Advertising	<u>£1,134.48</u>
1,885		£1,391.92
	<b>Other payments</b>	
5,997	Special projects ( Note 3 - see overleaf)	£12,140.00
225	New Equipment ( Note 1 - see overleaf)	£147.78
<u>78</u>	Bank Charges	<u>£77.23</u>
6,300		£12,365.01
23,907	<b>Total Payments</b>	<b>£31,808.25</b>
<u>232</u>	Transfer to/from reserves	<u>£9,552.40</u>
24,140		£22,255.85
-894	<b>Net of Receipts/Payments</b>	£3,587.70
<u>17,310</u>	Working Funds last Year end	<u>£16,416.54</u>
<u>16,417</u>	<b>Working Funds this year end ( Note 4 see overleaf )</b>	<u><b>£20,004.24</b></u>

Examiner of account  
Denis Wright

Honorary Treasurer  
Alan Sugarman

**Notes to Payments & Receipts for the year ended  
31st December 2023 for West Chiltington Village Hall**

**Note 1 - New/Replacement Equipment**

Notice board	£130.14
Key safe	£17.64
	<u>£147.78</u>

**Note 3 - Special projects**

Stage Lighting	£11,780.00
CCTV	£360.00
	<u>£12,140.00</u>

**Note 2 - Maintenance**

Electrical	£2,599.20
Plumbing	£253.74
Doors	£892.80
Fire Ext'g's	£87.60
Glazing	£140.00
Piano Tuning	£70.00
Disposables	£400.31
Trade refuse	£316.75
Sundries	£211.55
	<u>£4,971.95</u>

**Note 4 - Funds of the Charity held as at 31st December 2023**

	<b>2023</b>	2022
HSBC Current account	£10,079.18	£3,300.69
HSBC Savings account	£10,075.06	£14,893.10
	<u>£20,154.24</u>	<u>£18,193.79</u>
Less retained booking deposits	£150.00	£100.00
	<u>£20,004.24</u>	<u>£18,093.79</u>
Less funds in hand carried forward		£1,677.25
	<u>£20,004.24</u>	<u>£16,416.54</u>
<i>total</i>		<u>£79,048.69</u>

**Note 5**

**Planned expenditure**

Projector and screen	£12,000.00
Replacement chairs	£7,000.00
	<u>£19,000.00</u>

**Note 6**

Assets retained for the Charity's own use includes land and buildings, furniture & fittings, electrical and kitchen equipment with an insured value of £1,448,725.16

**Note 7**

Trustees have not been paid expenses except for reimbursement in respect of purchases made on behalf of the Charity.

**West Chiltoning Village Hall**  
Registered Charity Number 314072

Audit Copy

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Auditor  
Dennis Wright

*D. P. Wright*  
17/1/2024

Honorary Treasurer  
Alan Sugarman

*A. Sugarman*  
19/1/24