

Registered Charity Number 1077992

East Dean and Friston Village Hall Trust

Trustees' Annual Report and Accounts

For the year ended 31 March 2017

East Dean and Friston Village Hall Trust
Annual Report and Accounts for the year ended 31 March 2017

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East Dean and Friston Village Hall Trust

Annual Report for the year ended 31 March 2017

Legal and administrative information

Legal Status

The Trust is a Registered Charity – number 1077992, established by a charitable trust deed on 1 July 1999.

Objects

The provision of a village hall for the use of the inhabitants of the Parish of East Dean and Friston.

Additional information

The Hall was built and equipped using funds provided by East Dean and Friston Parish Council, the East Dean and Friston Fundraising Trust and with National Lottery and other grants.

The Trust meets the cost of insuring the Hall and its contents and of providing Trustee Indemnity cover.

Management Committee and Trustees

The following Trustees held office during the year ended 31 March 2017:

William Hallett - *Chairman*

Niki Elliot *

Martyn Fletcher # - *Treasurer*

- *Appointed 2 November 2016*

Stewart Fuller - *Resigned 15 February 2017*

Steve Harms

Vivienne Lester

Ruth Maxwell - *Resigned 28 June 2016*

Sarah Monument

Judith Morrison *

Ron Pringle - *Resigned 28 June 2016*

Chrissie Tyndall - *Resigned 28 June 2016,*

- *Appointed 11 July 2016*

Paul Summers

Cheryl Veitch

Russell Veitch # - *Resigned 28 June 2016*

Muriel Wills

The members of the management committee are either appointed by the organisation nominating them, elected annually by the community, or co-opted. Elected members are indicated by an asterisk (*) and co-optees by a hash (#).

Trustee for the Charity

Under the Trust Deed, the East Dean and Friston Parish Council holds the legal, leasehold title to the Hall as Custodian Trustee on behalf of the Charity.

Principal Address

Village Hall

Village Green Lane

East Dean

Eastbourne, BN20 0DR

Independent examiners

Plummer Parsons

Chartered Accountants

18 Hyde Gardens

Eastbourne, BN21 4PT

Registered charity number

1077992

Bankers

Barclays Bank plc

Market Street,

Hailsham, BN27 2AB

CCLA Investment Management Limited

80 Cheapside

London, EC2V 6DZ

East Dean and Friston Village Hall Trust

Annual Review for the year ended 31 March 2017

The Trustees present their Annual Report and Accounts for the year ended 31 March 2017.

Review of Activities

The Village Hall continues to operate efficiently and to a high standard under the control of the Committee of Trustees, the Hall Manager and the Caretaker.

The Trustees have met on five occasions during the year to oversee the operation and activities of the Hall, establish resource budgets, exercise financial control and plan for its future development.

There are some 30 organisations using the Hall on a regular basis. It is also used for private functions, wedding receptions and for occasional meetings by a wide range of organisations. The Hall continues to be licenced to enable the Community Events Committee and local organisations to sell alcohol at their functions, if they so choose. It is still the policy that outside organisations and individuals should obtain their own Temporary Event Notice when wishing to sell alcohol.

The Hall acts as a meeting room, theatre, dance and sports hall, and in order to maintain the high quality of the Hall, an ongoing programme of maintenance is in place.

The Village Diary, which includes activities and functions held at the Hall, is produced on a quarterly basis and is distributed with the Parish Magazine.

The Hall's website is a useful source of information about the facilities on offer, the regular events taking place and to promote the Hall's wedding reception packages.

The Community Events Committee focuses on arranging fund raising events for the benefit of the local community. This year's events included fancy dress party, music evening, children's films and two popular bingo nights.

East Dean and Friston Village Hall Trust

Annual Review for the year ended 31 March 2017

Financial Performance

The Financial statements are included at pages 7 to 9.

With gross cash receipts of £51,432 (2016: £60,810) and cash payments of £53,316 (2016: £54,252), the year ended with a small deficit of £1,884 (2016: surplus £6,558). Community events contributed £2,119 (2016: £4,232) to the Trust's funds. There has been a steady decline in recent years in financial returns from community activities. The Trust encourages those community events that make a modest financial contribution, whilst not being dependent upon them to generate an income stream.

Cash balances at the year-end amounted to £82,336 (2016: £84,220).

The Trust operates a policy of holding cash reserves 'generally no greater than the annual gross expenditure'. Although the Trust currently operates with cash balances higher than this level, the Trust is positioned to meet its objectives over the long term. Forecasts indicate an increased likelihood of cash deficits over the coming years. A review is undertaken annually taking account of the need to maintain the Hall to a high standard. The repair and operation of the Hall is constantly under review.

It is the Trust's policy to hold funds not immediately required in interest bearing deposit accounts.

A recent review of financial projections indicated a need for modest increases in hire fees, the first increase for four years. The pricing structure continues to subsidise local organisations at below cost rates.

The Trustees have not identified any uninsured major risks to which the Charity is exposed.

Public Benefit

As a Charitable Trust, the Trustees have an obligation to the local community to provide a public benefit and this obligation is paramount in the management of the Hall. The Trustees maintain the Hall to a good standard, and hold letting rates down as long as possible, taking account of the above cash reserves policy. By their actions the Trustees feel that they are complying with their duty to provide public benefit in accordance with the guidance given by the Charity Commission. They continue to explore other ways of providing the required benefits.

Acknowledgements

I would like to thank Ron Pringle, Stewart Fuller, Russell Veitch and Ruth Maxwell who stood down as Trustees during the year, for their collective positive contribution to the development of the hall over many years.

My sincere thanks to all the Trustees and volunteer helpers for the unstinting and enthusiastic support they provide to the Hall and to Tina, Brian and the cleaners for all the hard work they put in to running the Hall efficiently and smoothly.

This completes my first year as Chairman of the Trust, which I have enjoyed. I look forward to the second knowing we work well as a team. Thank you all for your support.

William Hallett
Chairman

Dated: 21 June 2017

East Dean and Friston Village Hall Trust
Independent Examiners' Report
to the Trustees of East Dean and Friston Village Hall Trust

We report on the accounts of the Trust for the year ended 31st March 2017 which are set out on pages 7 to 9.

This report is made solely to the Trustees, as a body. Our examination has been undertaken so that we might state to the Trustees those matters we are required to state to them and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees for our work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to our attention.

Basis of Independent Examiners' report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and therefore 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 Examiners' statement

In connection with our examination, no matter has come to our attention:

(a) which gives us reasonable cause to believe that in any material respect the requirements:

- (i) to keep accounting records in accordance with section 130 of the Act, and
- (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met, or

(b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Plummer Parsons
Chartered Accountants
18 Hyde Gardens
Eastbourne
East Sussex
BN21 4PT

Dated: 27 June 2017

East Dean and Friston Village Hall Trust

Receipts and Payments Account for the year ended 31 March 2017

	<i>Notes</i>	2017	2016
		£	£
Income			
Hall hire	1 & 2	45,816	49,678
Donations		710	1,835
Interest on deposits		281	262
		<u>46,807</u>	<u>51,775</u>
Community fundraising events income		4,625	9,035
Total income		<u>51,432</u>	<u>60,810</u>
Expenditure			
Staff costs			
		16,161	13,960
Premises and facilities			
Rent		375	323
Rates		636	631
Utilities		8,830	8,191
Cleaning		9,937	9,603
Garden		465	549
Equipment Expensed		3,740	2,501
Repairs and maintenance		4,637	7,769
		<u>28,620</u>	<u>29,567</u>
Administration			
Printing, postage and stationery		482	677
Licences		1,789	1,523
Insurance		2,408	2,170
Legal and professional		852	816
Sundry		498	736
		<u>6,029</u>	<u>5,922</u>
Total expenditure, excluding fundraising		50,810	49,449
Community fundraising events expenditure		2,506	4,803
		<u>53,316</u>	<u>54,252</u>
Total expenditure		<u>53,316</u>	<u>54,252</u>
Cash (deficit)/surplus for the year		<u>(1,884)</u>	<u>6,558</u>
Opening Cash Balances 1 April		<u>84,220</u>	<u>77,662</u>
Closing Cash Balances 31 March		<u>82,336</u>	<u>84,220</u>

East Dean and Friston Village Hall Trust
Statement of Assets and Liabilities at 31 March 2017

	2017	2016
<i>Notes</i>	£	£
Cash Funds		
CCLA interest bearing deposit account	72,756	72,475
Barclays current accounts	9,580	11,531
Cash in hand	-	214
	<u>82,336</u>	<u>84,220</u>
As per Receipts and Payments Account		
	2017	2016
	£	£
Other Current Assets and Liabilities		
Stocks	-	203
Debtors	2,650	2,141
Creditors and accruals	2 (4,629)	(7,465)
Donation in 2015 held for future maintenance	(10,000)	(10,000)
	<u>(11,979)</u>	<u>(15,121)</u>
Net Current Assets /(Liabilities)		

The decrease in net current liabilities shown above of £3,142 (2016: increase of £3,595) is shown for information only and is not included in the receipts and payments account.

	2017	2016
	£	£
Assets retained for the Charity's own use		
Leasehold land and buildings at cost	458,445	458,445
Net book value on depreciated cost basis	392,568	396,236
Furniture, fixtures and fittings at cost	63,138	63,138
Net book value on depreciated cost basis	6,690	7,890

The net book values above are stated on the basis that the village hall and the land on which it stands are written off on a straight line basis over 125 years, being the period of the leasehold interest and that furniture, fixtures and fittings are written off over their anticipated useful life on the reducing balance basis, unless such assets have previously been expensed.

The financial statements on pages 7 - 9 were approved by the Trustees on 21 June 2017 and signed on their behalf by:

William Hallett - Trustee

Martyn Fletcher - Treasurer

East Dean and Friston Village Hall Trust
Notes to the Accounts for the year ended 31 March 2017

1. Basis of Accounting

a) In accordance with Charity Commission Regulations, the Trust is not required to prepare accounts on the Accruals Accounting basis as the Trust's gross income falls below the minimum level required. These accounts have therefore been prepared on the Receipts and Payments basis. This method of reporting takes account of the movement in cash balances only and does not include changes to other net current assets and liabilities which would otherwise have a material impact on the financial results. In viewing the accounts due attention should therefore be given to the working capital analysis shown on page 8.

b) Cash received in respect of hall hires, including advances and refundable deposits, is recognised as Hall Hire Receipts when the cash is received.

c) Receipts and payments in respect of community events are recognised in the accounts when the cash is received or paid.

d) Other payments are recognised in the accounts when payment is made.

e) Grants applied for, donations and legacies, and any Income Tax refunds on deeds of covenant and gift aid donations are recognised in the accounts when received.

2. Creditors and accruals

	<i>Notes</i>	2017 £	2016 £
Amounts received in advance for future events		3,345	6,665
Accruals		1,284	800
		<u>4,629</u>	<u>7,465</u>

3. Trustees

During the year ended 31 March 2017 there were no transactions with related parties (2016: none). None of the Trustees received any remuneration for their services to the Trust during the year. (2016: Nil).