

Registered Charity Number 1077992



East Dean and Friston Village Hall Trust

Trustees' Annual Report and Accounts

For the year ended 31 March 2018

**East Dean and Friston Village Hall Trust
Annual Report and Accounts for the year ended 31 March 2018**

Contents	Page
Annual Report	
- Legal and administrative information	3
- Annual review	4 - 5
Independent Examiner's Report	6
Receipts and Payments Account	7
Statement of Assets and Liabilities	8
Notes to the Accounts	9

East Dean and Friston Village Hall Trust

Annual Report for the year ended 31 March 2018

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 2018:

William Hallett - <i>Chairman</i>	Judith Morrison * - <i>Resigned 28 June 2017</i>
Vivienne Lester - <i>Honorary Secretary</i>	Sarah Monument
Martyn Fletcher * - <i>Honorary Treasurer</i>	Chrissie Tyndall
Michael Delaney - <i>Appointed 26 July 2017</i>	Paul Summers - <i>Resigned 24 January 2018</i>
Niki Elliot *	Cheryl Veitch
Steve Harms	Muriel Wills
Mike Keller - <i>Appointed 26 February 2018</i>	

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 ODR

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 2018

The Trustees present their Annual Report and Accounts for the year ended 31 March 2018.

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 was refreshed and updated during the year, to enhance its useability and appearance as a vital 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 arranged a variety of fund raising events for the benefit of the local community. This year's events were particularly well attended and included children's parties, quiz nights, a casino evening, 'Dunkirk' film presentation and two popular bingo nights.

East Dean and Friston Village Hall Trust

Annual Review for the year ended 31 March 2018

Financial Performance

The Financial statements are included at pages 7 to 9.

With gross cash receipts of £55,881 (2017: £51,432) and cash payments of £53,142 (2017: £53,316), the year ended with a small surplus of £2,739 (2017: deficit of £1,884). Community events contributed £5,392 (2017: £2,119) to the Trust's funds. The increase in financial returns generated from a variety of community activities this year is encouraging and the Trust is appreciative of the hard work of volunteers and the support of the local community.

Cash balances at the year-end amounted to £85,075 (2017: £82,336).

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 well positioned to sustain its objectives over the long term. Forecasts indicate an increased likelihood of cash deficits over the coming years as the costs of maintaining the fabric of the Hall increase. 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 under constant 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 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, the sustainable delivery of which forms a key objective in their stewardship and management of the Hall. The Trustees maintain the Hall to an excellent standard, and aim to provide affordable hire rates to users of the Hall, whilst carefully monitoring and controlling operating and maintenance costs to ensure cash reserves remain adequate. The Trustees remain confident that they are compliant with their duty to provide public benefit in accordance with the guidance given by the Charity Commission. They continue to explore innovative ways of providing the required benefits.

Acknowledgements

I would like to thank Judith and Paul who stood down as Trustees during the year, for their collective generous contribution of time and energy 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.

Thank you all for your support.

William Hallett
Chairman

Dated: 29 May 2018

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

I report to the Members of the Management Committee on my examination of the accounts of East Dean and Friston Village Hall Trust for the year ended 31 March 2018.

Responsibilities and basis of report

As the trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act.

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking 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 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 next statement.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe in any material respect:

- 1) accounting records were not kept in respect of the charity as required by section 130 of the 2011 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.

Mrs S A Gausden BA FCA

Plummer Parsons
18 Hyde Gardens
Eastbourne
East Sussex
BN21 4PT

Dated: 4 June 2018

East Dean and Friston Village Hall Trust

Receipts and Payments Account for the year ended 31 March 2018

	<i>Notes</i>	2018	2017
		£	£
Income			
Hall hire	1 & 2	47,193	45,816
Donations		425	710
Interest on deposits		173	281
		<u>47,791</u>	<u>46,807</u>
Community fundraising events income		8,090	4,625
Total income		<u>55,881</u>	<u>51,432</u>
Expenditure			
Staff costs		17,597	16,161
Pension contributions		141	-
		<u>17,738</u>	<u>16,161</u>
Premises and facilities			
Rent		375	375
Rates		671	636
Utilities		6,504	8,830
Cleaning		8,827	9,937
Garden		490	465
Equipment Expensed		960	3,740
Repairs and maintenance		9,127	4,637
		<u>26,954</u>	<u>28,620</u>
Administration			
Printing, postage and stationery		516	482
Licences		1,437	1,789
Insurance		1,638	2,408
Legal and professional		954	852
Website		788	-
Sundry		419	498
		<u>5,752</u>	<u>6,029</u>
Total expenditure, excluding fundraising		50,444	50,810
Community fundraising events expenditure		2,698	2,506
Total expenditure		<u>53,142</u>	<u>53,316</u>
Cash surplus/(deficit) for the year		<u>2,739</u>	<u>(1,884)</u>
Opening Cash Balances 1 April		<u>82,336</u>	<u>84,220</u>
Closing Cash Balances 31 March		<u>85,075</u>	<u>82,336</u>

East Dean and Friston Village Hall Trust
Statement of Assets and Liabilities at 31 March 2018

	2018	2017
<i>Notes</i>	£	£
Cash Funds		
CCLA interest bearing deposit account	72,929	72,756
Barclays current accounts	12,146	9,580
Cash in hand	-	-
	<u>85,075</u>	<u>82,336</u>
As per Receipts and Payments Account		
	2018	2017
	£	£
Other Current Assets and Liabilities		
Stocks	-	-
Debtors	3,647	2,650
Creditors and accruals	2 (9,696)	(4,629)
Donation in 2015 held for future maintenance	(10,000)	(10,000)
	<u>(16,049)</u>	<u>(11,979)</u>
Net Current Liabilities		

The increase in net current liabilities shown above of £4,070 (2017: decrease of £3,142) is shown for information only and is not included in the receipts and payments account.

	2018	2017
	£	£
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	388,900	392,568
Furniture, fixtures and fittings at cost	63,138	63,138
Net book value on depreciated cost basis	5,690	6,690

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 29 May 2018 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 2018

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

	2018	2017
<i>Notes</i>	£	£
Amounts received in advance for future events	6,360	3,345
Accruals	3,336	1,284
	<u>9,696</u>	<u>4,629</u>

3. Trustees

During the year ended 31 March 2018 there were no transactions with related parties (2017: none). None of the Trustees received any remuneration for their services to the Trust during the year. (2017: Nil).