

WADHURST INSTITUTE HALL AND FIELD (WIHF)

(Charity Registration Number: 1169908)

TRUSTEE'S ANNUAL REPORT FOR THE YEAR ENDING 31ST DECEMBER 2024

1. Chairman's Opening Remarks.

- a. On behalf of the Trustees, I am pleased to present the Annual Report for the financial year ending 31st December 2024. This report outlines the activities undertaken by the charity, the achievements made in pursuit of our charitable objectives, and our financial performance during the year.
- b. The year was one of continued activity and progress as we strived to fulfil our objective of providing and running the Village Hall and Recreation Field for the benefit of the inhabitants of the Parish of Wadhurst and the Wider Public.
- c. The Wadhurst Institute, Hall and Field was established in 1923 to commemorate the local Service Personnel who lost their lives in World War I and provide a central hub for leisure and recreation in our community. In 2024, we remained committed to these founding principles, ensuring that the Hall and Field continue to be vibrant and accessible spaces for a wide range of activities.

2. Background Information. Set out below is background information on the Organisation, including; its objectives, details of how it is constituted along with information about its Trustee and how they are selected:

- a. Governing Document. The Charity's Governing Document is its Constitution adopted on 26th October 2016, as amended by the changes unanimously approved at the Organisation's AGM on 3rd October 2024.
- b. How the Charity is Constituted. The Organisation is constituted as a Charitable Incorporated Organisation (CIO)
- c. Objectives of the Charity. The CIO's Objective is to *'To provide and run a village hall and recreation field for the benefit of the inhabitants of the Parish of Wadhurst (the "Area of Benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation and other leisure time occupation with the object of improving the conditions of life for the said inhabitants.'*
- d. Governance. The CIO's Board of Trustees is responsible for the overall governance and strategic direction of the Charity.¹ The Trustees meet regularly to oversee its Activities, Finances, and Policies. As at 31st December 2024, the CIO's Trustees were:

- Craig Watson (Chair Person)

¹ The Trustees are responsible for ensuring that the CIO is administered effectively and in accordance with its Governing Document and UK Charity Law. This includes:

- Ensuring that the Charity operates within its charitable objectives.
- Managing the Charity's resources responsibly.
- Maintaining proper accounting records.
- Preparing and submitting Annual Reports and Accounts to the Charity Commission.
- Ensuring the safety and well-being of all users of the Charity's facilities.

- Chris Humphrey (Vice Person)
- Michelle Carter (Treasurer)
- Chris Ince (Secretary)
- Roger Bishop
- Jonathan Butler
- Marc Cox
- Serena Gadd
- Robert Stovell

e. Trustee Selection. In line with the Organisations Constitution, Trustees are appointed by the existing trustees. New Trustees are identified based on their skills and experience relevant to the needs of the Charity and are inducted with information about their responsibilities, the Governing Document, and the Charity's work.

3. Key Achievements and Activities in 2024.

a. Hall Usage. The Commemoration Hall continued to be a popular venue for a diverse range of events, including wedding receptions, birthday parties, anniversaries, funeral wakes, dances, quiz nights, theatrical productions, and community cinema screenings. We were particularly pleased to see an increase in bookings from local community groups and organisations, highlighting the Hall's importance as a meeting place. Examples include regular meetings of; the Wadhurst Aloud Choir, the U3A, the Girl Guides, Cygnets To Swans dance classes, the Afternoon Fellowship, various Parish Council Meetings and the Art of Changes Tai Chi group.

b. Field Usage. The recreation Field remained a vital asset for local sports clubs, including the Wadhurst Football Team, Cricket Club, and Bowls Club. The Bowls Club continues to enjoy its reputation for having one of the best greens in the South East. The field, including its Toddlers Playpark, also provided a valuable open space for informal recreation and enjoyment by residents and visitors.

c. Institute Hub. The Institute Hub, our recently inaugurated smaller meeting room, saw increased usage for business meetings, workshops, educational classes, and as a quiet workspace for individuals. Its flexibility and central location make it a valuable resource for smaller groups and businesses.

d. Community Events. We were delighted to support and host several community events throughout the year, including the local Farmers & Crafters Market and jumble sales, further embedding the Hall and Field as a focal point for Village life. The Wadhurst Warriors, a local Charity, also organised their annual Country Fair and Fireworks Display, utilising the Field and Hall facilities.

e. Facility Improvements. In 2024, we continued our programme of maintaining and improving the facilities. This included; the installation of a new staircase to the projection balcony, the repurposing of the old projection room as an office/storeroom, a Kitchen refit, the creation of the Institute Hub and the fitting of Smart Locks to all external doors. These improvements ensure that the Hall and Field remain safe, welcoming, and fit for purpose for all users.

f. Partnership Working. We continued to work closely with other local organisations and the Wadhurst Parish Council to ensure that our facilities meet the needs of the Community and contribute to the overall well-being of the Parish. We also host the local East Sussex County Council Library within the complex, providing a valuable asset/service for Residents.

In the above context, the Trustees confirm that they have taken account of the Charity Commission's Guidance on Public Benefit when planning and carrying out the Organisations activities.

4. Financial Review. A copy of the CIO's, Independently Examined, Full Financial Statement for the Year Ending 31st December 2024 can be found attached at Annex A - an extract of which is set out below. In this context, as Trustees, we have maintained a prudent approach to financial management, ensuring that resources are used effectively and in furtherance of the Charity's objectives and we continue to explore opportunities for fundraising and grant applications to ensure the long-term sustainability of the CIO.

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024

	2024 (£)	2023 (£)
INCOME		
Rentals	48,016	26,709
Managed Services	11,264	12,377
Hirings	40,079	33,138
Events	2,719	9,911
Grants, Donations & Misc		6,811
Insurance claims - against expenditure		
Bank interest received	808	735
	102,886	89,681
EXPENDITURE		
Employment costs	23,440	24,561
Rates & Council Tax	3,722	3,525
Light and heat	24,421	31,636
Water	3,037	2,330
Refuse collection	1,871	2,730
Cleaning	1,788	1,704
Cleaning support	13,271	5,149
Telephone & broadband - cottage	0	30
Hall Wi-Fi	1,127	662
Insurances	5,215	3,539
Website, marketing and advertising	240	184
Licences and subscriptions	694	677
Legal and professional fees	4,201	7,449
Repairs, maintenance and Projects	21,891	23,307
Remedial works flood damage	0	14,396
Events	2,640	7,597
Office costs inc mobile	576	735
Miscellaneous	506	637
Paypal and other fees	62	70
Depreciation	0	864
Utility Recoveries	-14,180	-6,991
Insurance claims	-3,128	-19,431
	91,394	105,360
SURPLUS/(DEFICIT) for the year	11,492	-15,679
GENERAL FUND		
Balance at 1 January	64,814	80,493
(Deficit)/Surplus for the year	11,492	-15,679
Balance as at 31 December	76,306	64,814

5. Reserves Policy. The Trustees have reviewed the Charity's reserves policy and are satisfied that the current level of reserves is adequate to meet the CIO's operational needs and to provide a buffer for unforeseen circumstances, in line with our stated policy of maintaining reserves equivalent to approximately 80% of operating expenditure.

6. Principal Risks and Uncertainties. The Trustees regularly consider the principal risks facing the Charity and have implemented procedures to mitigate these risks. Key risks include:

- a. Building Maintenance. The age of the Commemoration Hall requires ongoing maintenance. Regular inspections and a planned maintenance schedule are in place to address this.
- b. Financial Sustainability. The Trustees actively seek to maintain diverse income streams through Hall hire, Institute rental, Field usage, and fundraising activities to ensure the long-term financial viability of the CIO.
- c. Volunteer Capacity. The Organisation relies on volunteers both as Trustees² and for various other activities. Efforts are made to recruit and retain volunteers and to ensure adequate support is provided.
- d. Single Points of Failure. The CIO has identified a number of potential single points of failure, both within the structure of its Board of Trustees and Workforce; efforts are now being made to build greater levels of resilience into the way in which the Organisation is both structured and operates as a whole.

7. Future Plans. Looking ahead to 2025, the CIO's key priorities include:

- a. Continuing to enhance the facilities to meet the evolving needs of the Local Community.
- b. Exploring opportunities to increase the usage of both the Hall and the Field.
- c. Strengthening our partnerships with local organisations.
- d. Maintaining a sound financial position to ensure the long-term sustainability of the charity.

In this context, the CIO is looking to leverage the national celebrations for the 80th Anniversary of the end of WW II to launch a Marketing, PR and Donation Campaign with the aim, amongst other things, of both replacing the Hall's Floor and giving its Frontage a Facelift; all within year.

8. Conclusion. 2024 has been another successful year for the Wadhurst Institute Hall and Field. The CIO has continued to provide valuable facilities for the benefit of the Local Community and has seen strong engagement across its range of activities. The Organisation would like to express its thanks to its Staff and all those who have supported this work. Together, we are ensuring that the Wadhurst Institute Hall and Field remains a vital and cherished asset for the Parish of Wadhurst.

9. Declaration. We, the Trustees, declare that we have approved this Report and are satisfied that it accurately reflects the activities and financial performance of the Wadhurst Institute, Hall and Field for the year ended 31st December 2024.

Signed on behalf of the Charity's Trustees:

Chris Humphrey
Vice Chair of Trustees
Date: 11th August 2025



Chris Ince
Secretary to the Board of Trustees
Date: 11th August 2025



² All Trustees give their time voluntarily and receive no remuneration for their services.

Annexes:

A. Draft CIO Accounts for 2024.

Annex A

Draft CIO Accounts for 2024

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE

WADHURST INSTITUTE HALL AND FIELD CIO (Registered Charity No. 1169908)

For the year ended 31 December 2024

Report to the Trustees of Wadhurst Institute Hall and Field for the year ended 31 December 2024
Charity No 1169908 set out on the proceeding pages

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed

It is my responsibility to:

Examine the accounts (under section 145 of the Act)

To follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the Act) and to state whether matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and in 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 the Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the accounts.

Independent Examiners statement

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:

Proper accounting records are kept (in accordance with section 130 of the Act); and accounts are prepared which agree with the accounting records and comply within the accounting requirements of the Act; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed

Dated

P J Langdon FCA
Southerndown, Forewood Lane
Crowhurst
Battle
East Sussex TN33 9AG

WADHURST INSTITUTE HALL AND FIELD CIO**Registered Charity No. 1169908****INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024**

	2024	2023
	£	£
INCOME		
Rentals	48,016	26,709
Managed Services	11,264	12,377
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	<u>102,886</u>	<u>89,681</u>
EXPENDITURE		
Employment costs	23,440	24,561
Rates & Council Tax	3,722	3,525
Light and heat	24,421	31,636
Water	3037	2,330
Refuse collection	1871	2,730
Cleaning	1,788	1,704
Cleaning support	13,271	5,149
Telephone & broadband - cottage	0	30
Hall wifi	1,127	662
Insurances	5,215	3,539
Website, marketing and advertising	240	184
Licences and subscriptions	694	677
Legal and professional fees	4,201	7,449
Repairs, maintenance and Projects	21,891	23,307
Remedial works flood damage	0	14,396
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Office costs inc mobile	576	735
Miscellaneous	506	637
Paypal and other fees	62	70
Depreciation	0	864
Utility Recoveries	-14,180	-6,991
Insurance claims	-3,128	-19,431
	<u>91,394</u>	<u>105,360</u>
SURPLUS/(DEFICIT) for the year	<u>11,492</u>	<u>-15,679</u>
GENERAL FUND		
Balance at 1 January	64,814	80,493
(Deficit)/Surplus for the year	11,492	-15,679
Balance as at 31 December	<u>76,306</u>	<u>64,814</u>

WADHURST INSTITUTE HALL AND FIELD CIO

Registered Charity No. 1169908

BALANCE SHEET AS AT 31 DECEMBER 2024

	Notes	£	2024 £	£	2023 £
Fixed Assets					
Freehold premises at Insured Value	1		3,921,113		3,799,528
Annexe refurbishment at cost	2	53,769		53,769	
Institute refurbishment at cost	3	6,892		6,892	
		<u>60,661</u>		<u>60,661</u>	
Less: Depreciation of refurbishments		<u>-60,661</u>		<u>-60,661</u>	
Equipment at cost	4	6,053		6,053	
Less: depreciation		<u>-6,053</u>		<u>-6,053</u>	
			0		0
Net book value of Fixed Assets			<u>3,921,113</u>		<u>3,799,528</u>
Current Assets					
Debtors and prepayments		0		0	
Cash at bank and in hand	5	<u>76,306</u>		<u>64,814</u>	
			76,306		64,814
Current Liabilities					
Creditors and accruals			0		0
Net current assets			<u>76,306</u>		<u>64,814</u>
Total Net Assets			<u>3,997,419</u>		<u>3,864,342</u>
REPRESENTED BY:					
Premises valuation reserve			3,921,113		3,799,528
General Fund			76,306		64,814
			<u>3,997,419</u>		<u>3,864,342</u>

Signed:

Dated:

ON BEHALF OF THE BOARD OF TRUSTEES

WADHURST INSTITUTE HALL AND FIELD CIO

Registered Charity No. 1169908

NOTES TO THE ACCOUNTS 31 DECEMBER 2024**TANGIBLE FIXED ASSETS**

1	Property	Acquired	£	£
	Commemoration Hall	1923	2,366,708	
	Institute	1904	1,016,716	
	Cricket Pavilion		290,310	
	Bowls Pavilion		247,379	
	Playing Field	1921	<u>Not valued</u>	
				<u><u>3,921,113</u></u>

The cost of the above assets is not ascertainable and in the absence of a market valuation they are recorded at their current insured value. Any surplus arising has been credited to the Premises Valuation Reserve.

2	Refurbishment of Annexe		
	COST		
	At 1 January 2024		53,769
	DEPRECIATION		
	At 1 January 2024		53,769
	NET BOOK VALUE		
	At 31 December 2024		<u><u>NIL</u></u>
	At 31 December 2023		<u>NIL</u>
3	Refurbishment of Institute		
	COST		
	At 1 January 2024		6,892
	DEPRECIATION		
	At 1 January 2024		6,892
	NET BOOK VALUE		
	At 31 December 2024		<u><u>NIL</u></u>
	At 31 December 2023		<u>NIL</u>

WADHURST INSTITUTE HALL AND FIELD CIO

Registered Charity No. 1169908

NOTES TO THE ACCOUNTS 31 DECEMBER 2024 continued

4	Equipment	Sound	Ceiling	Total
	COST			
	At 1 January 2024	3,416	2,637	6,053
	Additions	0	0	0
	At 31 December 2024	<u>3,416</u>	<u>2,637</u>	<u>6,053</u>
	DEPRECIATION			
	At 1 January 2024	3,416	2,637	6,053
	Charge for the year	0	0	0
	At 31 December 2024	<u>3,416</u>	<u>2,637</u>	<u>6,053</u>
	NET BOOK VALUE			
	At 31 December 2024	<u>0</u>	<u>0</u>	<u>0</u>
	At 31 December 2023	<u>0</u>	<u>0</u>	<u>0</u>
5	Cash at Bank and in Hand	2024		2023
		£		£
	Current account	16,170		9,742
	Reserve account	60,136		55,072
	Cash	0		0
		<u>76,306</u>		<u>64,814</u>