HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL on behalf of:

HURSTPIERPOINT VILLAGE CENTRE
Charity No: 305265 c/o office@hurstpierpoint-pc.gov.uk 01273 833264
Parish Office, Village Centre, Trinity Road, Hurstpierpoint, WEST SUSSEX BN6 9UY

Annual Report

1 April 2022 to 31 March 2023

Introduction

The Village Centre has continued to meet its objective to provide public space for hire to the community of Hurstpierpoint and the surrounding area. It aims:

"To promote the benefit to the inhabitants of Hurstpierpoint and neighbourhood without distinction of sex or political, religious or other opinions by the provision and management of a Village Centre for the advancement of education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants".

The Charity's governing document is a constitution adopted 19/02/1965, as amended on 22/05/1975, as amended on 03/11/2003, as amended on 29/06/2011, as amended by order dated 18/04/2005, as amended on 20 February 2019.

The Charity is managed by 1 trustee - Hurstpierpoint & Sayers Common Parish Council.

Users

The Village Centre's main regular hirers continue to be Hurstpierpoint Gymnastics Club and Star Dance (ballroom dancing) in the Main Hall and Hurstpierpoint Pre-School in the Club Suite. The Agnes Dance Classes (Acrobatics and Dance) are also now a main hirer of both the Main Hall and Club Suite.

The Village Centre is home to many other long-established groups such as the Scottish Country Dancing, Ballroom Dancing, Yoga, Pilates, Karate, Tai Chi, Kung Fu, Knit and Natter, Table Tennis and Heber Opera. The Sanctuary parent and toddler group on a Monday morning is very well attended.

A number of exciting new hirers have also started this year including Groove Dance Class on Monday evenings in the Club Suite which is a feelgood dance experience for every body.

On a Friday morning in the main hall is the Fit Steps 'FAB for all bodies' class. It is a 45 minute dance fitness workout with various dance steps from genres such as Latin, Jazz, Charleston and Ballroom in low impact, easy to follow routines.

Then at 10:45 am on Fridays, the 'Move It or Lose It' class is a fun, full body exercise class for ages 65+. This group is for men too. Aimed at improving balance and confidence, heart health, strength, mobility and flexibility, either seated or standing.

Finally, for dogs is the 'Sit Stay' Training on Saturday mornings in the main hall. This activity is great for dogs, letting them use their sense of smell to its full advantage with games and activities designed especially for them.

Usage

The Main Hall and Club Suite are almost full with nearly every session of the week booked. A typical term time week of 21 sessions (7 days x morning, afternoon and evening sessions) shows:

Main Hall 20 session booked out of 21 (week of 19 June 2023)
Club Suite 13 sessions booked out of 21 (week of 19 June 2023)

The Conference Room and Small Meeting Room

There was still significant capacity for hiring the two smaller rooms in the venue as these had not been fully utilised. The use of the small meeting room by three local therapists was very promising but as that use tailed off, a decision has since been made to allow the exclusive use of the small meeting room by West Sussex Association of Local Councils for an annual fee on a year by year basis.

Further work will be done to try to promote the Conference Room for more activities, meetings, training sessions or events.

Maintenance Update

In February 2021 a full building condition survey was undertaken and this report has provided the information required to prioritise work on the property. The flat roof over the foyer between the Library and the Main Hall was replaced in April 2022 to ensure the building remained watertight.

Regular servicing and maintenance continues to be undertaken, for example, the gas boilers are regularly serviced and safety checked. A small leak on the Main Hall kitchen boiler pipework was quickly repaired.

The Annual Fire Safety Inspection was completed, with several Emergency lights requiring replacements. The fire extinguishers, fire alarm, call points, exits and smoke detectors are independently checked and serviced every six months and weekly in-house check are made. The Club Suite Foyer emergency lighting was enhanced having been declared too dim.

All the carpets within the Village Centre were cleaned in November 2022. Second-hand (free) office desks were collected and installed in the Parish Office. A new lockable storage cupboard was purchased to house the controllers etc. for the conference room's Audio Visual equipment. A new hot water urn was purchased for the Club Suite. A fire door hinge (found in storage) has been installed on the Main Hall Kitchen door.

The Empty Locker in the Club Suite store cupboard has been made more accessible, so it can be hired out. An audit of the cutlery and crockery has been carried out in the Main Hall Kitchen. Internal door bells have been checked and replacement batteries installed. A new microwave and new mugs have been purchased for the Main Hall Kitchen.

Further projects undertaken in 2022/2023 included the remaining lights in corridors and cupboards being upgraded to LED on 25/26 July 2022. The Main Hall store door damage was repaired. The baby change unit was replaced and its location was reviewed as it was behind accessible toilet door. Door opener units were purchased and fitted. The Conference Room and Club Suite kitchen was decorated in-house. The Main Hall foyer was also decorated in-house and finally the Main Hall was decorated by a contractor, mainly due to the heights involved.

The portable appliance testing was completed in February 2023, with one Hand Dryer needing replacement in the Main Hall gents. The 5 yearly Fixed Wire Testing is due to be undertaken later in 2023.

Utilities

The electricity supply contract for the Village Centre with British Gas expired on 31 May 2022 and from 1 June 2022 the new supply contract was with SSE Scottish Hydro which uses all renewable energy. This contract continues until 31 May 2024.

The Gas supply contract with Crown Gas and Power expired on 31 May 2023 and a new 24 month contract has been agreed with SSE Business Energy. A new water supplier has been appointed namely ADSM (Advanced Demand Side Management Ltd) to commence on 17 July 2023.

All the utility costs will be carefully monitored over coming months to protect the risks to the budget as far as possible from fluctuations in energy prices. Ways to reduce the use of energy will also be explored to cut any wastage.

An Energy Audit in 2023/24 will also explore the potential for the building to generate and share renewable energy, limiting reliance on the grid and reducing carbon emissions e.g. solar panels on the Village Centre roof. The options and costings are being investigated for Solar Panels on the Village Centre.

Financial Position

The year end position was more positive than in recent years for the Village Centre with a small surplus of £610.00.

Room hire income was above target as overall the Village Centre income was £50,531, some 117% (or £7,390 up) against the original budget figure of £43,141.

The expenditure of £49,922 was slightly overspent by £4,925, some 111% against the original budget of £44,997.

Related Party Disclosure: The Parish Council provides management, administrative and financial support to the charity and during the year the Parish Council charged the charity £13,050. In return the Parish Council paid the charity £2,662 for use of the office space within the Village Centre.

The balance sheet shows the total current net assets of the Charity at 31 March 2023, as £85,998.

The annual independent inspection of the accounts took place on 19 June 2023 and the report was presented to the Trustees at the Annual General Meeting on 27 July 2023.

The annual return will be submitted by the Clerk to the Charity Commission by its deadline of 31 January 2024.

Future of the Charity

Trustees have been exploring the advantages and disadvantages of dissolving the charity and will take great care as this option is explored further.

As ever, the Trustees would be delighted to hear from hirers on any matters that can be improved and especially from any non-hirers with suggestions to increase usage.