



# ***20th Annual Report 2021-2022***

***Dove (Littlehampton) Ltd  
Company No.4370552  
Reg. Charity No.1097703***

# Dove (Littlehampton) Ltd

Company No. 4370552 – Reg. Charity No. 1097703

## Trustees of the Charity

Victoria Rhodes Chairman

Sandra Anderson (Resigned 22<sup>nd</sup> October 2021)

Kayleigh Butters Appointed 3<sup>rd</sup> September 2021  
Resigned 4<sup>th</sup> February 2022

David Chace (Appointed 23<sup>rd</sup> July 2021)

Chris Fuller (Appointed 4<sup>th</sup> February 2022)

John Jones (Resigned 22<sup>nd</sup> October 2021)

Paul Joseph (Appointed 3<sup>rd</sup> September 2021)

Peter Smith (Resigned 3<sup>rd</sup> September 2021)

## Directors of the Limited Company

Victoria Rhodes (Chairman (Appointed 21<sup>st</sup> July 2021))

Mike Clayden (Company Secretary & Director)

Sandra Anderson (Resigned 22<sup>nd</sup> October 2021)

Kayleigh Butters (Appointed 3<sup>rd</sup> September 2021  
Resigned 4<sup>th</sup> February 2022)

David Chace (Appointed 23<sup>rd</sup> July 2021)

Chris Fuller (Appointed 4<sup>th</sup> February 2022)

John Jones (Resigned 22<sup>nd</sup> October 2021)

Paul Joseph (Appointed 3<sup>rd</sup> September 2021)

Peter Smith (Resigned 3<sup>rd</sup> September 2021)

### Dove Lodge

Bob Rogers (Finance & Administration Officer)  
Retired October 2021

Dove (Littlehampton) Ltd  
Dove Lodge Community Resource Centre

## **Chairman's Annual Report April 2022**

This has been an interesting year, seeing what the future holds for us. At this time of writing, we are recruiting new team members with a focus on User care and promoting the services we provide the community of Arun.

We welcome the new trustees that have joined us this year. Each with a complementary skill set which will help us strengthen our organisation.

On the financial side, we have been able to maintain a satisfactory level of reserves, and our cost-to-income levels are regularly reviewed in line with our policy.

Looking to the future we have our twenty-year celebration in October 2022 of serving the community of Arun.

On behalf of myself and the trustees, we wish to thank the staff for their effort and dedication during the year. I also personally thank the Trustees for their support.

Victoria Rhodes

Chairman of Trustees.

**Dove (Littlehampton) Ltd Secretary`s &  
Acting Finance Officer Report  
March 2022**

At the end of this trading year, we find ourselves looking to the future.

The pandemic is now slowly subsiding and we are confident that shortly we can return to a full service enabling us to serve our community. At that time, more people will need the help of our resident groups to recover from the problems caused by an extended lockdown.

We are still short staffed and looking for a viable long-term solution reflecting our needs as an organisation and the direction we wish to travel. Our new staffing will concentrate more on User Care and marketing. The board now feel we need a stronger presence in our community of Arun.

We have increased our Facebook offering keeping our community and users informed about what is going on in the Lodge. With a Mailchimp service allowing subscription to our monthly newsletter and essential Building service updates. Subscriptions available through our website.

Our offices are not all let now, but meeting room bookings are slowly recovering. Helped in part by our online booking system.

The year ends in a sound financial position but in light of the current financial situation, we will not spend as much as usual on building improvements in the coming year.

We have managed this year a small surplus and to carpet the rear corridor (a long-time ambition) and to move away from our own server to 365 cloud services in the hope of reducing costs.

Mike Clayden  
Director/Company Secretary  
Acting Finance officer  
April 2022

**REGISTERED COMPANY NUMBER: 04370552 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1097703**

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2022  
For  
Dove (Littlehampton) Ltd

Dove (Littlehampton) Ltd

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For the Year Ended 31 March 2022

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## Dove (Littlehampton) Ltd

### Report of the Trustees

#### For the Year Ended 31 March 2022

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The principal activities of the charity in the year under review were those of assisting in the promotion and improving the efficiency and effectiveness of charities and the application of charity resources by the provision and management for charities and voluntary organisations where they are carrying out charitable activities of office accommodation, conference, training and other facilities, services or support in the Arun District of West Sussex. The Policy of the charity is to continue this work in the future utilising all available resources for the benefit of other local charitable organisations.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

04370552 (England and Wales)

### **Registered Charity number**

1097703

### **Registered office**

49 Beach Road  
Littlehampton  
West Sussex  
BN17 5JG

### **Trustees**

D Chace

C Fuller

P Joseph

V Rhodes

S Anderson (resigned 22<sup>nd</sup> October 2021)

K Butters (appointed 3<sup>rd</sup> September 2021, resigned 4<sup>th</sup> February 2022)

J Jones (resigned 22<sup>nd</sup> October 2021)

P Smith (3<sup>rd</sup> September 2021)

### **Company Secretary**

M Clayden

**Independent examiner: Mr John Hall MBA MCIHort - John Hall Consulting Ltd.**

Dove (Littlehampton) Ltd

Report of the Trustees  
For the Year Ended 31 March 2022

Approved by order of the board of trustees on 5<sup>th</sup> August 2022 and signed on its behalf by:



.....  
M Clayden – Secretary



Independent Examiner's Report to the Trustees of  
Dove (Littlehampton) Ltd

I report on the accounts for the year ended 31 March 2022 set out on pages five to eleven.

**Respective responsibilities of trustees and examiner**

The Charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under the company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

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 statements below.

**Independent examiner's statement**

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

- (1) Which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

have not been met; or

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

Dove (Littlehampton) Ltd

Statement of Financial Activities  
For the Year Ended 31 March 2022

		31.3.22	31.3.21
		£	£
<b>INCOMING RESOURCES FROM</b>	Notes		
Other trading activities	2	109,734	110,657
Investment income	3	65	36
Business Rates Covid Grant			25,000
		<hr/>	<hr/>
<b>Total</b>		109,863	135,693
<b>EXPENDITURE ON</b>			
Charitable activities		104,323	127,048
Management and administration		210	5,203
		<hr/>	<hr/>
<b>Total</b>		104,323	132,251
		<hr/>	<hr/>
<b>NET INCOME/(EXPENDITURE)</b>		5,540	3,442
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		557,480	554,038
<b>TOTAL FUNDS CARRIED FORWARD</b>		<hr/>	<hr/>
		563,020	557,480
		<hr/> <hr/>	<hr/> <hr/>
<b>CONTINUING OPERATIONS</b>			

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Dove (Littlehampton) Ltd

Balance Sheet  
At 31 March 2022

		31.3.22	31.3.21
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	7	715,000	715,000
<b>CURRENT ASSETS</b>			
Debtors	8	1,790	4,979
Cash at bank and at hand		66,182	71,104
		<hr/>	<hr/>
		67,972	76,083
<b>CREDITORS</b>			
Amount falling due within one year	9	(7,152)	(18,603)
<b>NET CURRENT ASSETS</b>		<hr/>	<hr/>
		60,820	57,480
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<hr/>	<hr/>
		775,820	772,480
<b>NET ASSETS</b>		<hr/>	<hr/>
		775,820	772,480
<b>FUNDS</b>			
Unrestricted funds	10	557,480	557,675
Revaluation Reserve		215,000	215,000
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		<hr/>	<hr/>
		772,480	772,675

The notes form part of these financial statements

Continued...

Dove (Littlehampton) Ltd

Balance Sheet - continued

At 31 March 2022.

The charitable company is entitled to exemption from audit under Section 479A of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on .....  
and were signed on its behalf by:

23<sup>rd</sup> July 2022



.....  
V. Rhodes - Trustee

The notes form part of these financial statements

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## Dove (Littlehampton) Ltd

### Notes to the Financial Statements For the Year Ended 31 March 2022

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in the settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	-	Not provided
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##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can only be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Dove (Littlehampton) Ltd

Notes to the Financial Statements - continued  
For the Year Ended 31 March 2022

## 2. OTHER TRADING ACTIVITIES

	31.3.22 £	31.3.21 £
Office rents and room hire	109,734	110,637
Other income	65	20
	<u>109,863</u>	<u>110,657</u>

## 3. INVESTMENT INCOME

	31.3.22 £	31.3.21 £
Investment income	<u>52</u>	<u>36</u>

## 4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22 £	31.3.21 £
Independent Examiners fees	<u>200</u>	<u>200</u>

## 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022.

### Trustees' expenses

Travel expenses of £20 were paid to the Chairman for the year ended 31 March 2022 (£58 – 2020).

## 6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
No employees received emoluments in excess of £60,000.	<u>4</u>	<u>4</u>

Notes to the Financial Statements - continued  
For the Year Ended 31 March 2022

**7. TANGIBLE FIXED ASSETS**

	Freehold Property £
<b>COST</b>	
At 1 April 2020 and 31 March 2022	500,000
Revaluation Increase 31 <sup>st</sup> March 2020	<u>215,000</u>
<b>NET BOOK VALUE</b>	
At 31 March 2022	<u>715,000</u>
At 31 March 2020	<u><u>715,000</u></u>

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.22 £	31.3.21 £
Trade debtors	1,790	348
Prepayments and accrued income	<u>3,385</u>	<u>4,361</u>
	<u><u>5,175</u></u>	<u><u>4,979</u></u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.22 £	31.3.21 £
Trade creditors	1,185	615
Other creditors	7,152	9,169
Accruals and deferred income	<u>          </u>	<u>8,819</u>
	<u><u>8,337</u></u>	<u><u>18,603</u></u>

**10. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General funds	<u>557,480</u>	<u>5,540</u>	<u>563,020</u>
<b>TOTAL FUNDS</b>	<u><u>557,480</u></u>	<u><u>5,540</u></u>	<u><u>563,020</u></u>

Net movement of funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	<u>108,863</u>	<u>(104,323)</u>	<u>5,540</u>
	<u><u>108,863</u></u>	<u><u>(104,323)</u></u>	<u><u>5,540</u></u>

Dove (Littlehampton) Ltd

Notes to the Financial Statements - continued  
For the Year Ended 31 March 2022

## **11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.

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Dove (Littlehampton) Ltd

Detailed Statement of Financial Activities  
For the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
<b>INCOMING RESOURCES</b>		
<b>Other trading activities</b>		
Office rents and room hire	109,734	110,637
Other income	65	20
HMRC Covid Grant		25,000
	<hr/>	<hr/>
	109,734	135,657
<b>Investment Income</b>		
Investment Income	52	36
	<hr/>	<hr/>
	52	36
<b>Total income resources</b>	109,863	135,693
<b>EXPENDITURE</b>		
<b>Direct Charitable Expenditure</b>		
Staff and volunteers expenses	293	109
Telephone post and stationery	2,711	3,767
Compliance	35	1,210
Data Network	1,143	193
Repairs and maintenance	24,883	40,850
Insurance	3,943	3,933
Utilities expenditure	7,066	6,564
Cleaning	13,107	3,112
Computer consumables	9,338	7,198
Sundries	161	115
	<hr/>	<hr/>
	62,680	67,051
<b>Staff Costs</b>		
Wages	38,641	56,433
Pensions	2,786	3,563
	<hr/>	<hr/>
	41,427	59,996
<b>Support Costs</b>		
<b>Governance Costs</b>		
Accounting professional fees	123	5,096
Annual return	13	13
Bank and credit card charges	80	95
	<hr/>	<hr/>
	216	5,204
<b>Total resources expended</b>	104,323	132,251
<b>Net income/(expenditure)</b>	<hr/>	<hr/>
	5,540	3,442
	<hr/>	<hr/>

This page does not form part of the statutory financial statements



Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Dove (Littlehampton) Ltd

On accounts for the year  
ended

31<sup>st</sup> March 2022 Charity no (if any) 1097703

Set out on pages

1 & 2  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st March 2022.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

Date:

23<sup>rd</sup> Sept 2022

Name:

Gerald Kimber

Relevant professional  
qualification(s) or body  
(if any):

N/A

Address:

49 Beach Road  
Littlehampton  
West Sussex BN17 5JG


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None

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