

WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

England & Wales · Charity number 1070491

Details

Other names WHMC

Status Registered

Legal form Other

Registered 1998-07-10

Register [View on the Charity Commission register](#)

Contact

Address Westerham Hall
Quebec Avenue
Westerham
Kent
TN16 1BJ

Phone 07498334542

Email manager@westerham-hall.org

Website <http://www.westerham-hall.org/>

Activities

Objects: A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE WARD OF WESTERHAM IN THE COUNTY OF KENT WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATIONS WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

Activities: Village Hall

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Recreation
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** THE WARD OF WESTERHAM
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£65,397	£49,551	-	-
2024-09-30	£56,537	£48,254	-	-
2023-09-30	£56,947	£50,130	-	-
2022-09-30	£54,240	£45,395	-	-
2021-09-30	£42,607	£38,809	-	-
2020-09-30	£43,489	£45,580	-	-

Trustees

Name	Role	Appointed
Mark Coulston Hugh MOUNTJOY BEM	Chair	1996-06-12
Bob Holt		2019-09-04
Jeffery Adams		2019-10-01
MALCOLM PHILLIP BASING		
Stuart Barnes		2019-10-01
Susan Speirs		2016-01-30
TONY LINCOLN		

WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

England & Wales - Charity number 1070491

Accounts

Westerham Hall Management Committee (1996)

Registered Charity No: 1070491

Annual Report & Accounts

For the period ending 30th September 2025

The Committee (WHMC1996) elected at the Annual General Meeting held on Wednesday, 18th January 2025 comprised the following members.

Elected Members:

Mr. Mark Mountjoy	<i>Chairman</i>
Mrs. Cecily Stiles	<i>Hon. Secretary</i>
Mr. Malcolm Basing	<i>Hon. Treasurer</i>
Mrs. Susan Speirs	
Mr. Bob Holt	

Appointees:

	St. Mary's Church
	Inner Wheel
Mr. Tony Lincoln	Westerham Society
	Tuesday Club
	Stragglers
	Westerham WI
Mrs. Linda Rodgers	Westerham Town Council
Mr. Jeff Adams	WADS
	Catholic Church
	Westerham Conservatives
Mr. Stuart Barns	U3A

2024/25 saw bookings continue to grow as well as welcoming a couple of new regular weekly classes. It was particularly pleasing to see a continued increase in weekend private bookings for children's parties and birthday parties and other family celebrations from the community and beyond.

Tots Teachers pre-school continues to occupy the rear room and rear lobby area and is going from strength to strength, which gives the Trust much needed regular income.

Leyla Sakar continues to provide an excellent service as the Hall Manager and has all the various elements well under control. This covers the day-to-day management of the Hall, the operating of the online diary as well as undertaking all the day-to-day cleaning. She also manages the necessary repairs, liaising with contractors for access and reporting on completion of works.

We continue to keep prices under review on an annual basis and will need to introduce further increases in 2026 due to the ever increasing cost of energy and other key expenses. It is becoming apparent more regular increases will be needed to ensure the trust does not lose value in real terms.

Mr. Jeff Adams has made good headway exploring grant funding for green energy improvements to the Hall as well as the refurbishment of the kitchen. We are pleased to

report that, after taking the decision to partner with a company who specializes in writing funding applications for local community organizations, TJB Community, we have placed a successful bid to The National Lottery for part of the funding required for the kitchen and have a bid due to be decided in June 2026 for the major balance of funds required for the project. If these are successful, we will proceed to look at funding for the green energy project, the costs of which have come down in the last year.

Our thanks go to Mr. Malcolm Basing, our Hon. Treasurer, for the mammoth task of running the bookkeeping and accounting for the Hall. Especially renegotiating our energy costs when the previous favourable five year contracts came to an end. While our prices have increased we have locked them back in at a favourable rate .

The Big Quiz was held again on the last Friday of February and was a great success. We used an online ticketing system to sell tables and allow people to pay online which worked very well. Tables filled the main hall and everyone enjoyed a great evening of questions by Amanda Jones and Nick Randall and a hot supper prepared and served by Ashton Taylor Smith and a team of helpers. It raised a record total of £3,750.

In March we held the first fundraising concert by the London Welsh Rugby Club Male Voice Choir. It was well attended and greatly enjoyed by over 160 people, raising over £3,250. The full choir has agreed to do a fundraising event for the Hall again on 12th September 2026.

We had two major costs during the year. The Main Hall Floor was sanded and resurfaced with a tough ceramic lacquer as the previous non-ceramic treatment had begun to wear through, at a cost of £3,200. We also installed integrated room thermostats from Inspire Heating Automation at a cost of £750. Now the thermostats in each of our three rooms control the heat in line with our Hall Master diary bookings, bringing the rooms up to temperature when hirers are due in and setting it back to low temperatures when they are not. These have worked very well and have the benefit of being tamper proof.

It only remains for me to express my sincere thanks to all the Trustees for their work and dedication during the year, both appointees from the users of the Hall and those elected at the AGM.

Mark Mountjoy

Chairman

Statement of Activity
Westerham Hall Management Committee
1 October, 2024-30 September, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4100 Income	
4101 Hire Fees	53,580.75
4102 Fundraising	£9,568.55
4103 Donations	360.05
4104 Interest	1,862.58
4106 Sundry	25.00
Total for 4100 Income	£65,396.93
Total for Income	£65,396.93
Gross Profit	
£65,396.93	
Expenses	
6001 Management Fees	7,520.00
6003 Telephone & Broadband Hire	627.80
6004 Alarm	1,207.46
6006 Sundry Kitchen & Bathroom	897.32
6007 Maintenance	£20,972.88
6008 Insurance	3,302.02
6009 Heat & Light	7,895.69
6010 Rates	896.32
6011 Water	1,749.13
6012 Stationery & Sundries	9.00
6013 License & Subscription Fees	1,389.46
6016 Book-keeping	400.00
6017 Fund Raising Expenses	£2,498.90
6020 Web Site	0.00
6800 Bad debts	185.00
Total for Expenses	£49,550.98
Net Operating Income	£15,845.95
Net Other Income	
Net Income	£15,845.95

Statement of Financial Position
Westerham Hall Management Committee
As of 30 September, 2025

DISTRIBUTION ACCOUNT	TOTAL
Fixed Asset	£91,077.92
Cash at bank and in hand	£71,285.15
Debtors	£4,101.25
Current Assets	£8,000.00
NET CURRENT ASSETS	£83,386.40
Creditors: amounts falling due within one year	£19,797.64
NET CURRENT ASSETS (LIABILITIES)	£63,588.76
TOTAL ASSETS LESS CURRENT LIABILITIES	£154,666.68
TOTAL NET ASSETS (LIABILITIES)	£154,666.68
Capital and Reserves	£154,666.68

Northleigh
Trotts Lane
Westerham
Kent TN16 1SD
7th November 2025

The Trustees
Westerham Hall Management Committee
Quebec Avenue
Westerham, Kent TN16 1BG

Dear Sirs,

I have undertaken an examination of the accounts for the year ending 30th September 2025. This was carried out in accordance with the "Recommended Checklist for Examiners" issued by the Charity Commission for England and Wales.

I found the presentation to be in good order and was able to follow audit trails easily. Costs of purchases of large or unusual items were checked in full and a random selection of payments were checked. With the exception of small cash payments, all payments were made by direct debit, cheque or bank transfer.

In my opinion, these accounts show a true and fair financial statement.

Reserves should be kept substantial enough to meet future maintenance requirements, such as re-upholstering or replacement of the stacking chairs.

Yours sincerely,



Pamela Tabor

WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

England & Wales - Charity number 1070491

Accounts

Westerham Hall Management Committee (1996)

Registered Charity No: 1070491

Annual Report & Accounts

For the period ending 30th September 2024

The Committee (WHMC1996) elected at the Annual General Meeting held on Wednesday, 7th February 2024 comprised the following members.

Elected Members:

Mr. Malcolm Basing	<i>Hon. Treasurer</i>
Mrs. Susan Speirs	<i>Hon. Secretary</i>
Mr. Mark Mountjoy	<i>Chairman</i>
Mr. Bob Holt	

Appointees:

Mr. Tony Lincoln	St. Mary's Church Inner Wheel Westerham Society Tuesday Club Stragglers Westerham WI
Mrs. Linda Rodgers	Westerham Town Council
Mr. Jeff Adams	WADS Catholic Church Westerham Conservatives
Mr. Stuart Barns	U3A

2023/24 saw bookings continue to grow as well as welcoming a couple of new regular weekly classes. It was particularly pleasing to see a continued increase in weekend private bookings for children's parties and birthday parties and other family celebrations from the community and beyond.

Tots Teachers pre-school continues to occupy the rear room and rear lobby area and is going from strength to strength, which gives the Trust much needed regular income.

Leyla Sakar has successfully completed her first year as the Hall Manager and now has all the various elements well under control. This covers the day-to-day management of the Hall, the operating of the online diary as well as undertaking all the day-to-day cleaning. She also manages the necessary repairs, liaising with contractors for access and reporting on completion of works.

The increased hire rates have been accepted and not had any adverse effect on bookings. We continue to keep prices under review on an annual basis and may need to introduce further increases more regularly to ensure the trust does not lose value in real terms.

Mr. Jeff Adams has made good headway exploring grant funding for green energy improvements to the Hall. The general election and change of government resulted in most grant funding bodies closing applications until they had established what impact the change in government would have on them. However the grant fund that subsidized the change we

made to full LED lighting through the building and the new radiators in the main hall has agreed in principal that the hall is eligible for further support from the European LoCase fund and we will be looking at Solar PV and other green energy options with them. The re-fitting of the kitchen to take advantage of modern efficient equipment and replace the gas hobs with commercial induction variants is still in hand and will be our priority in the coming year.

Our thanks go to Mr. Malcolm Basing, our Hon. Treasurer, for the mammoth task of running the bookkeeping and accounting for the Hall. Especially we thank him for the foresight in locking in our energy contracts for a five year period two years before the spiraling increases being suffered across the country this last year. These end in 2025 so we will need to plan increases in hire rates for that year.

The Big Quiz was held for the first time since COVID and was a great success. Leyla organized and sold tickets for the 23 tables that filled the main hall and everyone enjoyed a great evening of questions by Amanda Jones and Nick Randall and a hot supper prepared and served by Ashton Taylor Smith and a team of helpers. It raised a record total of £3,740.

We undertook two major pieces of maintenance work during the year. The first being the sanding and resealing of the stage floor. This was the first time it had been done since the hall was built. The floor had developed a couple of ridges due to settling of the subfloor structure over time and these were taken out with the sanding operation. A tough ceramic anti-slip surface has been applied. Total cost for this work was £3,035. The second project was the redecoration of the main hall. Due to the scale of the space and the height this was undertaken by a professional team at a cost of £3,498.

It only remains for me to express my sincere thanks to all the Trustees for their work during the year, both appointees from the users of the Hall and those elected at the AGM.

Mark Mountjoy

Chairman

Westerham Hall Management Committee

Financial Activities

October 2023 - September 2024

	TOTAL	
	OCT 2023 - SEP 2024	OCT 2022 - SEP 2023 (PP)
Income		
4100 Income		
4101 Hire Fees	48,237.75	49,460.25
4102 Fundraising		
41021 Quiz Night	5,171.69	
41023 Ad Hoc Fund Raisers	1,293.48	
Total 4102 Fundraising	6,465.17	
4103 Donations	160.00	6,775.00
4104 Interest	1,459.17	490.67
4105 Licenses	215.00	20.00
4106 Sundry		69.79
Total 4100 Income	56,537.09	56,815.71
Total Income	£56,537.09	£56,815.71
TOTAL	£56,537.09	£56,815.71
Expenditures		
6001 Management Fees	5,838.50	5,066.20
6003 Telephone & Broadband Hire	382.04	952.43
6004 Alarm	1,490.64	1,172.34
6005 Hall Communications Installation		7,581.60
6006 Sundry Kitchen & Bathroom	1,713.44	2,490.54
6007 Maintenance		
60071 Rubbish Collection	1,416.90	1,043.25
60072 Materials Cleaning & Gardening	1,185.12	1,889.12
60073 Labour Cleaning and Gardening	6,968.00	6,371.58
60074 Redecoration Maintenance	3,498.00	
60075 Other Maintenance	8,248.79	8,837.81
Total 6007 Maintenance	21,316.81	18,141.76
6008 Insurance	2,568.44	2,322.57
6009 Heat & Light	7,970.69	8,204.15
6010 Rates	345.81	323.47
6011 Water	484.19	737.23
6012 Stationery & Sundries	45.00	
6013 License & Subscription Fees	1,210.37	1,299.97
6016 Book-keeping	152.00	245.00
6017 Fund Raising Expenses		
60171 Quiz Night	1,430.64	
Total 6017 Fund Raising Expenses	1,430.64	
6018 Legal & Professional Fees	3,036.00	1,323.00
6020 Web Site	270.00	270.00
Total Expenditures	£48,254.57	£50,130.26
NET OPERATING INCOME	£8,282.52	£6,685.45
NET INCOME/(EXPENDITURE)	£8,282.52	£6,685.45

Westerham Hall Management Committee

Balance Sheet

As of September 30, 2024

	TOTAL	
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PP)
Fixed Asset		
Tangible assets		
1500 Freehold Premises	86,000.00	86,000.00
1510 Extension to Premises	5,077.92	5,077.92
1520 Fixtures & Fittings		
1521 Fixtures & Fittings Cost	20,312.04	20,312.04
1530 Depreciation F&F	-20,312.04	-20,312.04
Total 1520 Fixtures & Fittings	0.00	0.00
Total Tangible assets	£91,077.92	£91,077.92
Total Fixed Asset	£91,077.92	£91,077.92
Cash at bank and in hand		
1200 Bank		
1201 Barclay Current Account	21,390.26	39,625.33
1202 COIF Deposit Account	32,603.62	6,144.45
1203 Cash	0.00	0.00
1204 Cash Float	0.00	0.00
Total 1200 Bank	53,993.88	45,769.78
Total Cash at bank and in hand	£53,993.88	£45,769.78
Debtors		
1102 Accounts Receivable	3,738.75	4,676.25
Total Debtors	£3,738.75	£4,676.25
Current Assets		
1100 Designated Funds		
1101 Repairs Reserve COIF	8,000.00	8,000.00
Total 1100 Designated Funds	8,000.00	8,000.00
1300 Prepayments		
1301 Insurance	0.00	0.00
1302 Other Debtors	0.00	0.00
Total 1300 Prepayments	0.00	0.00
Total Current Assets	£8,000.00	£8,000.00
NET CURRENT ASSETS	£65,732.63	£58,446.03
Creditors: amounts falling due within one year		
Trade Creditors		
2000 Accounts Payable	219.82	1,485.74
Total Trade Creditors	£219.82	£1,485.74
Current Liabilities		
2100 Deposits & Advance Receipts	0.00	0.00
2200 Creditors & Accruals	540.00	270.00
2201 Advanced Payments	0.00	0.00
2202 Maintenance	0.00	0.00
2203 Broadband	0.00	0.00
Total 2200 Creditors & Accruals	540.00	270.00

8 Broadlands Close
London
N6 4AF
19th December 2024

The Trustees,
Westerham Hall Management Committee
Quebec Avenue
Westerham, Kent.
TN16 1BG

Dear Sirs,

I have undertaken an examination of the accounts for the year ending 30th September, 2024.

This was carried out in accordance with the 'recommended checklist for examiners' issued by the Charity Commission for England and Wales.

The accounts have been prepared by the Trustees in accordance with accepted practice and do not require an Audit.

As in previous years I found the presentation easy to follow and was able to follow audit trails easily. Cost of purchase of unusual items were checked in full with the exception of small cash payments, all purchases are paid by cheque for bank transfer.

A thorough check of entries on both purchase and sales were found to be in order, with the procedures easy to follow and presented in a professional manner.
The accounts, in my opinion, show a true financial statement.

The Hall is run for the benefit of the community and needs more funds with inflation and increasing maintenance costs. The Hall is now twenty seven years old and as mentioned last year, an increase in reserves should be considered.

Yours faithfully,



Major R F Venn

WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

England & Wales - Charity number 1070491

Accounts

Westerham Hall Management Committee (1996)

Registered Charity No: 1070491

Annual Report & Accounts

For the period ending 30th September 2023

The Committee (WHMC1996) elected at the Annual General Meeting held on Thursday, 13th April 2023 comprised the following members.

Elected Members:

Mr. Malcolm Basing	<i>Hon. Treasurer</i>
Mrs. Susan Speirs	<i>Hon. Secretary</i>
Mr. Mark Mountjoy	<i>Chairman</i>

Appointees:

Mr. Tony Lincoln	St. Mary's Church Inner Wheel Westerham Society Tuesday Club Stragglers Westerham WI
Mrs. Linda Rodgers	Westerham Town Council
Mr. Jeff Adams	WADS
Mr. Roland Gooding	Catholic Church
Mr. Ken Adams	Westerham Conservatives
Mr. Stuart Barns	U3A

2022/23 was gratifying seeing how bookings continued to climb back up to pre-pandemic levels as people confidence increased; most of our regular classes have now returned. It was particularly pleasing to see a continued increase in private bookings for children's parties and birthday parties and other family celebrations from the community and beyond.

We welcomed Mrs. Linda Rogers as the new appointed Trustee from The Westerham Town Council.

Tots Teachers pre-school continues to go from strength to strength, which gives the Trust much needed regular income.

In the October 2022 Leyla Sakar took over as the Hall Manager. Leyla came to us with experience of the building and decorating trade looking for a local outlet for her years of experience having taken the decision to step away from the trade after COVID. Leyla covers the day-to-day management of the Hall, the operating of the online diary as well as undertaking all the day-to-day cleaning. She also manages the necessary repairs, liaising with contractors for access and reporting on completion of works.

The increased hire rates have been accepted and not had any adverse effect on bookings. We continue to keep prices under review on an annual basis and may need to introduce further increases more regularly to ensure the trust does not lose value in real terms.

Mr. Jeff Adams has made good headway exploring grant funding for green energy

improvements to the Hall. A report has been commissioned from SWP Ltd, who were, until recently, based here in Westerham. This will get us over the first hurdle of being considered for grant funding for specific projects; including solar PV installations, replacing gas boilers with heat pump variants, re-fitting of the kitchen to take advantage of modern efficient equipment and replace the gas hobs with commercial induction variants. This will be a long term project, broken down into manageable parts.

Our thanks go to Mr. Malcolm Basing, our Hon. Treasurer, for the mammoth task of running the bookkeeping and accounting for the Hall. Especially we thank him for the foresight in locking in our energy contracts for a five year period two years before the spiraling increases being suffered across the country this last year. These end in 2025 so we will need to plan increases in hire rates for that year.

None of our usual fundraising events were held as it was felt too early and the trust was lacking in manpower to undertake these. They will be reinstated in the coming year.

It only remains for me to express my sincere thanks to all the Trustees for their work during the year, both appointees from the users of the Hall and those elected at the AGM.

Mark Mountjoy

Chairman

Westerham Hall Management Committee

Financial Activities

October 2022 - September 2023

	TOTAL	
	OCT 2022 - SEP 2023	OCT 2021 - SEP 2022 (PY)
Income		
4100 Income		
4101 Hire Fees	49,591.50	34,543.75
4103 Donations	6,775.00	12,677.76
4104 Interest	490.67	61.52
4105 Licenses	20.00	200.00
4106 Sundry	69.79	130.21
4108 Grants Received		2,667.00
4110 Extra Covid Cleaning Fee		3,960.00
Total 4100 Income	56,946.96	54,240.24
Total Income	£56,946.96	£54,240.24
TOTAL	£56,946.96	£54,240.24
Expenditures		
6001 Management Fees	5,066.20	4,541.00
6003 Telephone & Broadband Hire	952.43	669.69
6004 Alarm	1,172.34	1,080.94
6005 Hall Communications Installation	7,581.60	1,500.00
6006 Sundry Kitchen & Bathroom	2,490.54	2,111.05
6007 Maintenance		8,680.71
60071 Rubbish Collection	1,043.25	921.50
60072 Materials Cleaning & Gardening	1,889.12	
60073 Labour Cleaning and Gardening	6,371.58	5,600.89
60074 Redecoration Maintenance		4,369.92
60075 Other Maintenance	8,837.81	
Total 6007 Maintenance	18,141.76	19,573.02
6008 Insurance	2,322.57	2,626.53
6009 Heat & Light	8,204.15	7,272.97
6010 Rates	323.47	614.40
6011 Water	737.23	598.49
6013 License & Subscription Fees	1,299.97	941.96
6015 Depreciation Expense		3,389.48
6016 Book-keeping	245.00	
6018 Legal & Professional Fees	1,323.00	
6020 Web Site	270.00	270.00
6109 Costs of Covid19 Food Bank		205.70
Total Expenditures	£50,130.26	£45,395.23
NET OPERATING INCOME	£6,816.70	£8,845.01
NET INCOME/(EXPENDITURE)	£6,816.70	£8,845.01

Westerham Hall Management Committee

Balance Sheet Summary

As of September 30, 2023

	TOTAL	
	AS OF SEP 30, 2023	AS OF SEP 30, 2022 (PY)
Fixed Asset		
Tangible assets	91,077.92	91,077.92
Total Fixed Asset	£91,077.92	£91,077.92
Cash at bank and in hand	45,769.78	39,838.91
Debtors	4,807.50	4,878.75
Current Assets	8,000.00	8,000.00
NET CURRENT ASSETS	£58,577.28	£52,717.66
Creditors: amounts falling due within one year		
Trade Creditors	1,485.74	200.70
Current Liabilities	17,770.00	20,012.12
Total Creditors: amounts falling due within one year	£19,255.74	£20,212.82
NET CURRENT ASSETS (LIABILITIES)	£39,321.54	£32,504.84
TOTAL ASSETS LESS CURRENT LIABILITIES	£130,399.46	£123,582.76
TOTAL NET ASSETS (LIABILITIES)	£130,399.46	£123,582.76
Charity funds	£130,399.46	£123,582.76

8 Broadlands Close
Highgate
London
N6 4AF
5th December 2023

The Trustees.
Westerham Hall Management Committee
Quebec Avenue
Westerham, Kent
TN16 1BG

Dear Sirs,

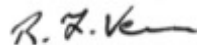
As in previous years I have undertaken an examination of the accounts for the year ending 30th September 2023. This was carried out in accordance with the "recommended checklist for examiners" issued by the Charity Commission for England and Wales. The accounts have been prepared by the Trustees in accordance with accepted practice and do not require an Audit.

As in previous years I found the presentation easy to follow and was able to follow audit trails easily. Costs of purchase of unusual items were checked in full with the exception of small cash payments, all purchases are paid by cheque or bank transfer.

A thorough check of entries on both purchase and sales were found to be in order, with the procedures easy to follow and presented in a professional manner. The accounts, in my opinion, show a true financial statement.

The Hall is run for the benefit of the community and needs more funds with inflation and maintenance costs increasing. The Hall is now 27 years old and as mentioned last year, an increase in reserves should be considered.

Yours faithfully,



Major R F Venn

WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

England & Wales - Charity number 1070491

Accounts

Westerham Hall Management Committee (1996)

Registered Charity No: 1070491

Annual Report & Accounts

For the period ending 30th September 2022

The Committee (WHMC1996) elected at the Annual General Meeting held on Tuesday, 26th January 2022 comprised the following members.

Elected Members:

Mr. Malcolm Basing	<i>Hon. Treasurer</i>
Mrs. Susan Speirs	<i>Hon. Secretary</i>
Mr. Mark Mountjoy	<i>Chairman</i>

Appointees:

Mr. Tony Lincoln	St. Mary's Church Inner Wheel Westerham Society Tuesday Club Stragglers Westerham WI
Mr. R. Holt	Westerham Town Council
Mr. Jeff Adams	WADS
Mr. Roland Gooding	Catholic Church
Mr. Ken Adams	Westerham Conservatives
Mr. Stuart Barns	U3A

2021/22 was marked by the final relief of the COVID restrictions of the previous two years. It was gratifying seeing how quickly booking began to climb back up to pre-pandemic levels as people confidence increased and our regular classes returned. It was particularly pleasing to see a marked increase in private bookings for children's parties and birthday parties from the community and beyond.

Tots Teachers pre-school was able to restart free of guidelines from the Government which gave the Trust much needed regular income.

The Hall applied for and received a grant from the The George Goodsir Charitable Trust of £15,000. This was applied for based on arts activities in the hall and included a replacement screen, improved access to stage lighting and new chairs for the main hall. The grant was sufficient for the first two but the replacement of the main hall chairs will be a future project.

A new electronic lock was installed on the main hall doors which allows access via a fob. These have all been issued to regular hirers and a log has been kept of who has which fob. Access can be tracked remotely. The old keys and master key no longer work on the front door.

In the early part of 2022 it became apparent our, Shonagh Speirs, was struggling to keep up with the commitments at the hall. The trust gave as much support as it could but in June she took the tough decision to step down. We wish to thank her sincerely for her many years dedicated to the running of the Hall as well as her innovation and energy in running fund raising events and raising the profile of the Hall in the community. In particular we wish to

acknowledge and thank Shonagh for the enormous support received during the pandemic, keeping the building operational at much reduced cost as well managing the many and various changing restrictions we had to operate under. Shonagh also was a key part of the Community Meals project run from the hall during the pandemic and led the dispatch team on delivery days helping to ensure over 20,000 meals were sent out over the pandemic to those in need or shielding.

In June the chair of trustees, Mark Mountjoy, stepped in to take over the managing of the Hall and resolve all outstanding issues. The online booking system was finally implemented in full and the invoicing system followed two months later. Most hirers have taken to the new system well and it has been operating solidly. The invoicing system allows for integration with the QuickBooks accounting system operated by the Treasurer.

We are delighted to report that in July a new candidate came forward to take up the role of managing the hall and we are pleased to welcome Mrs. Leyla Sakar into this role. Having been delayed by a tardy DBS check report which took 60 days to arrive, Leyla finally started at the end of October. We look forward to working with her to build the hall back up and beyond its pre-pandemic level of activity.

Hire rates were increased for the first time since 2018. While this was overdue it was further necessitated by the sharp increases in costs experience by everyone this year. We will have to keep prices under review on an annual basis and may need to introduce further increases more regularly to ensure the trust does not lose value in real terms.

Our thanks go to Mr. Malcolm Basing, our Hon. Treasurer, for the mammoth task of running the bookkeeping and accounting for the Hall. Added to this has been a large amount of work on grant applications and seeking sources of funding to ensure the Hall's survival through the Pandemic. Especially we thank him for the foresight in locking in our energy contracts for a five year period two years before the spiraling increases being suffered across the country this last year.

None of our usual fundraising events were held as it was felt too early and the trust was lacking in manpower to undertake these. They will be reinstated in the coming year.

It only remains for me to express my sincere thanks to all the Trustees for their work during the year, both appointees from the users of the Hall and those elected at the AGM.

Mark Mountjoy

Chairman

Westerham Hall Management Committee

Financial Activities

October 2021 - September 2022

	TOTAL
Income	
4100 Income	
4101 Hire Fees	34,543.75
4103 Donations	12,677.76
4104 Interest	61.52
4105 Licenses	200.00
4106 Sundry	130.21
4108 Grants Received	2,667.00
4110 Extra Covid Cleaning Fee	3,960.00
Total 4100 Income	54,240.24
Total Income	£54,240.24
TOTAL	£54,240.24
Expenditures	
6001 Management Fees	4,541.00
6003 Telephone & Broadband Hire	669.69
6004 Alarm	1,080.94
6005 Hall Communications Installation	1,500.00
6006 Sundry Kitchen & Bathroom	2,111.05
6007 Maintenance	8,680.71
60071 Rubbish Collection	921.50
60073 Labour Cleaning and Gardening	5,600.89
60074 Redecoration Maintenance	4,369.92
Total 6007 Maintenance	19,573.02
6008 Insurance	2,626.53
6009 Heat & Light	7,272.97
6010 Rates	614.40
6011 Water	598.49
6013 License & Subscription Fees	941.96
6015 Depreciation Expense	3,389.48
6020 Web Site	270.00
6109 Costs of Covid19 Food Bank	205.70
Total Expenditures	£45,395.23
NET OPERATING INCOME	£8,845.01
NET INCOME/(EXPENDITURE)	£8,845.01

Westerham Hall Management Committee

Balance Sheet Summary

As of September 30, 2022

	TOTAL
Fixed Asset	
Tangible assets	91,077.92
Total Fixed Asset	£91,077.92
Cash at bank and in hand	39,838.91
Debtors	4,878.75
Current Assets	8,000.00
NET CURRENT ASSETS	£52,717.66
Creditors: amounts falling due within one year	
Trade Creditors	200.70
Current Liabilities	20,012.12
Total Creditors: amounts falling due within one year	£20,212.82
NET CURRENT ASSETS (LIABILITIES)	£32,504.84
TOTAL ASSETS LESS CURRENT LIABILITIES	£123,582.76
TOTAL NET ASSETS (LIABILITIES)	£123,582.76
Charity funds	£123,582.76

8 Broadlands Close
Highgate
London
N6 4AF
3rd March 2023

The Trustees.
Westerham Hall Management Committee
Quebec Avenue
Westerham, Kent
TN16 1BG

Dear Sirs,

As in previous years I have undertaken an examination of the accounts for the year ending 30th September 2022. This was carried out in accordance with the "recommended checklist for examiners" issued by the Charity Commission for England and Wales.

The accounts have been prepared by the Trustees in accordance with accepted practice and do not require an Audit.

As in previous years I found the presentation easy to follow and was able to follow audit trails easily. Costs of purchase of unusual items were checked in full with the exception of small cash payments, all purchases are paid by cheque or bank transfer.

A thorough check of entries on both purchase and sales were found to be in order, with the procedures easy to follow and presented in a professional manner.

The accounts, in my opinion, show a true financial statement.

The Hall is run for the benefit of the community and needs more funds with inflation and maintenance costs increasing. The Hall is now 26 years old and an increase in reserves should be considered.

Yours faithfully,



Major R F Venn

WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

England & Wales - Charity number 1070491

Accounts

Westerham Hall Management Committee (1996)

Registered Charity No: 1070491

Annual Report & Accounts

For the period ending 30th September 2021

The Committee (WHMC1996) elected at the Annual General Meeting held on Thursday, 8th January 2020 comprised the following members. These elected and appointed trustees remained in place for two years due to the COVIDS-19 pandemic making it impossible to hold an AGM in 2021.

Elected Members:

Mr. Malcolm Basing	<i>Hon. Treasurer</i>
Mrs. Susan Speirs	<i>Hon. Secretary</i>
Mr. Mark Mountjoy	<i>Chairman</i>

Appointees:

Mr. Tony Lincoln	St. Mary's Church Inner Wheel Westerham Society Tuesday Club Stragglers Westerham WI
Mr. R. Holt	Westerham Town Council
Mr. Jeff Adams	WADS
Mr. Roland Gooding	Catholic Church
Mr. Ken Adams	Westerham Conservatives
Mr. Stuart Barns	U3A

2020/21 continued to be dominated by the COVID-19 pandemic. At the time the AGM of the Trust would normally be held, January 2021, infection rates were high and restrictions had been reintroduced to limit travel and gatherings in buildings. The Trustees decided it was impractical and contrary to Government guidelines to hold a public meeting, even a virtual one, and it was agreed the Trustees would continue to serve for a further term.

We remained the center of operations for the Westerham Community Meals project, which finally was able to close in May 2021, having delivered in excess of 20,000 meals to vulnerable members of the community during the course of the pandemic.

Tots Teachers pre-school was able to restart under revised guidelines from the Government which gave the Trust some regular income. During periods when social restrictions were lifted we saw several groups begin to start their meetings again. It was slow but built steadily. As at the end of the period things were far from back to normal and with increasing infection rates people were reluctant to return to group meetings. While some group and societies started up again they saw lower than normal uptake.

The Hall received a further £6,000 grant from Sevenoaks District Council under the Chancellor's COVID-19 support package for payers of business rates. On top of this the Hall received further donations associated with the Community Meals project. These injections of

cash topped up our much reduced income from hirings and meant we were able to survive the period financially unscathed.

Our thanks, as always, go to our manageress, Shonagh Speirs, for the enormous amount of work undertaken to keep the Hall clean and running smoothly during the very demanding period. Not being helped by contracting COVID during this period herself. This includes increased and methodical cleaning between hirings since the re-opening of the Hall as well as liaising with hirers to ensure their compliance with government guidelines of use of indoor spaces during the pandemic. Our management service remains incredibly good value for the hours involved. The Trustees wish to record their sincere thanks to her for her tireless efforts. Not only this but her enthusiastic promotion of the Hall ensures a steady stream of new hirers and, by consequence, new opportunities for the community.

Our thanks also go to Mr. Malcolm Basing, our Hon. Treasurer, for the mammoth task of running the bookkeeping and accounting for the Hall. Added to this has been a large amount of work on grant applications and seeking sources of funding to ensure the Hall's survival through the Pandemic.

The project of refurbishment of the Hall has continued, but with the ongoing upheaval caused by the pandemic progress has been little.

None of our usual fundraising events were able to be held since they all rely upon a large number of people coming together in the hall. These will be reinstated just as soon a public health concerns abate enough to make them practical once again.

It only remains for me to express my sincere thanks to all the Trustees for their work during the year, both appointees from the users of the Hall and those elected at the AGM.

Mark Mountjoy

Chairman

Westerham Hall Management Committee

Financial Activities

October 2020 - September 2021

	TOTAL	
	OCT 2020 - SEP 2021	OCT 2019 - SEP 2020 (PY)
Income		
4100 Income		
4101 Hire Fees	15,197.00	20,465.50
4102 Fundraising		
41022 Burns Night		1,595.00
Total 4102 Fundraising		1,595.00
4103 Donations	5,612.39	1,007.26
4104 Interest	1.66	54.83
4108 Grants Received	19,050.86	10,000.00
4109 Covid19 Food Bank	2,600.00	10,227.02
4110 Extra Covid Cleaning Fee	145.00	140.00
Total 4100 Income	42,606.91	43,489.61
Total Income	£42,606.91	£43,489.61
TOTAL	£42,606.91	£43,489.61
Expenditures		
6001 Management Fees	6,207.00	6,083.00
6003 Telephone & Broadband Hire	858.02	881.20
6004 Alarm	1,121.28	2,375.77
6005 Hall Communications Installation		1,668.00
6006 Sundry Kitchen & Bathroom	1,739.40	2,182.35
6007 Maintenance	6,191.58	4,322.28
60071 Rubbish Collection	864.50	910.65
60073 Labour Cleaning and Gardening	1,994.50	3,744.00
60074 Redecoration Maintenance	1,377.36	857.79
Total 6007 Maintenance	10,427.94	9,834.72
6008 Insurance	3,365.89	2,927.87
6009 Heat & Light	7,400.10	7,452.73
6010 Rates	313.63	484.00
6011 Water	445.48	476.84
6012 Stationery & Sundries	155.94	69.16
6013 License & Subscription Fees	753.59	597.27
6015 Depreciation Expense	3,382.76	3,382.76
6016 Book-keeping	120.00	75.00
6017 Fund Raising Expenses		
60172 Burns Night		849.99
60173 Ad Hoc Fund Raisers		14.64
Total 6017 Fund Raising Expenses		864.63
6018 Legal & Professional Fees	1,000.00	
6109 Costs of Covid19 Food Bank	1,518.20	6,093.00
6800 Bad debts		132.50
Total Expenditures	£38,809.23	£45,580.80
NET OPERATING INCOME	£3,797.68	£ -2,091.19
NET INCOME/(EXPENDITURE)	£3,797.68	£ -2,091.19

Westerham Hall Management Committee

Balance Sheet Summary

As of September 30, 2021

	TOTAL	
	AS OF SEP 30, 2021	AS OF SEP 30, 2020 (PY)
Fixed Asset		
Tangible assets	94,467.40	97,850.16
Total Fixed Asset	£94,467.40	£97,850.16
Cash at bank and in hand	25,671.41	18,866.03
Debtors	2,823.00	2,291.25
Current Assets	8,000.00	8,000.00
NET CURRENT ASSETS	£36,494.41	£29,157.28
Creditors: amounts falling due within one year		
Trade Creditors	1,599.44	42.75
Current Liabilities	14,572.12	15,972.12
Total Creditors: amounts falling due within one year	£16,171.56	£16,014.87
NET CURRENT ASSETS (LIABILITIES)	£20,322.85	£13,142.41
TOTAL ASSETS LESS CURRENT LIABILITIES	£114,790.25	£110,992.57
TOTAL NET ASSETS (LIABILITIES)	£114,790.25	£110,992.57
Charity funds	£114,790.25	£110,992.57

8 Broadlands Close, Highgate, London N6 4AF

14th December 2021

The Trustees
Westerham Hall Management Committee
Quebec Avenue
Westerham,
Kent TN16 1BG

Dear Sirs,

As in previous years I have undertaken an examination of the accounts for the year ending 30th September 2021 and was carried out in accordance with the "Recommended Checklist for Examiners" issued by the Charity Commission for England and Wales.

The presentation was in excellent order and with the small changes made in the past year made the examination simpler than in previous years.

I made a selection of the large and small purchase invoices, these were checked against the bank statements, all of which were found to be in good order. The payments, with exception of small cash accounts, were made by cheque or bank transfer.

Again, as with last year's examination, reserves should be kept large enough to meet future capital requirements.

Yours faithfully,



Major Ronald F Venn

WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

England & Wales - Charity number 1070491

Accounts

Westerham Hall Management Committee (1996)

Registered Charity No: 1070491

Annual Report & Accounts

For the period ending 30th September 2020

The Committee (WHMC1996) elected at the Annual General Meeting held on Thursday, 8th January 2020 comprised the following members.

Elected Members:

Mr. Malcolm Basing	<i>Hon. Treasurer</i>
Mrs. Susan Speirs	<i>Hon. Secretary</i>
Mr. Mark Mountjoy	<i>Chairman</i>

Appointees:

Mr. Tony Lincoln	St. Mary's Church Inner Wheel Westerham Society Tuesday Club Stragglers
Mrs. Mary Digby	Westerham WI
Mr. R. Holt	Westerham Town Council
Mr. Jeff Adams	WADS
Mr. Roland Gooding	Catholic Church
Mr. Ken Adams	Westerham Conservatives
Mr. Stuart Barns	U3A

2019/20 turned out to be a very different year. Just a couple of months after our AGM at the beginning of January 2020 the country went into lock-down, imposed by the government in response to the Corona Virus Pandemic caused by COVID-19. The Hall was closed to the general public in March, only opening again in September 2020.

We were, however, delighted to act as the center of operations for the Westerham Community Meals project who supported over 100 households during the lockdown with pre-prepared meals. The Courtyard Café volunteered all the cooking and some 26 volunteers from the local community delivered them three times a week. Henry Warde, The Squerries Estate and their delicatessen, Flint & Oak supported with provisions. During this time, Shonagh also hosted a Rainbow display of Rainbow pictures drawn by local children in support of the NHS.

As the pre-school had closed at the end of 2019, we opened the rear meeting room for the exclusive use of the Westerham Food Bank. This allowed them to operate very much more effectively during the lockdown and accommodate the inevitable increase in call on their services.

The Hall received a £10,000 grant from Sevenoaks District Council under the Chancellor's COVID-19 support package for payers of business rates. On top of this the Hall received further donations associated with the Community Meals project amounting to a little over £4,000. These injections of cash meant we were able to survive the lockdown unscathed.

We are very pleased to welcome Tots Teachers Preschool who took up residence in the Rear

Meeting Room in September 2020. They held two open days in the Hall in August and were pleased with the response they have received. We look forward to a long co-operation with them to provide this vital service to Westerham.

Our thanks go to our manageress, Shonagh Speirs, for the enormous amount of work undertaken to keep the Hall clean and running smoothly during the very demanding period. This includes increased and methodical cleaning between hirings since the re-opening of the Hall in September as well as liaising with hirers to ensure their compliance with government guidelines of use of indoor spaces during the pandemic. Our management service remains incredibly good value for the hours involved. The Trustees wish to record their sincere thanks to her for her tireless efforts. Not only this but her enthusiastic promotion of the Hall ensures a steady stream of new hirers and, by consequence, new opportunities for the community. We are deeply grateful to Shonagh for taking on this role and look forward to working with her for many years to come. Our second Burns Night Ceilidh took place in January 2020, organized by Shonagh and Susan Speirs. It was a great success and raised £750 for the Hall. The third such event is unlikely to happen in January 2021 as the restrictions for meeting during the pandemic are unlikely to be relaxed.

Our thanks also go to Mr. Malcolm Basing, our Hon. Treasurer, for the mammoth task of running the bookkeeping and accounting for the Hall. Added to this has been a large amount of work on grant applications and seeking sources of funding to ensure the Hall's survival through the Pandemic.

The project of refurbishment of the Hall has continued, but at a reduced pace in the current circumstance. All major funding sources are going to be under increased demand for the foreseeable future, but we hope to have a costed proposal during the course of the next six months.

It only remains for me to express my sincere thanks to all the Trustees for their work during the year, both appointees from the users of the Hall and those elected at the AGM.

Mark Mountjoy

Chairman

Westerham Hall Management Committee

FINANCIAL ACTIVITIES

October 2019 - September 2020

	TOTAL	
	OCT 2019 - SEP 2020	OCT 2018 - SEP 2019 (PY)
Income		
4100 Income		
4101 Hire Fees	20,465.50	38,402.85
4102 Fundraising		
41021 Quiz Night		3,287.70
41022 Burns Night	1,595.00	203.00
41023 Ad Hoc Fund Raisers		409.48
Total 4102 Fundraising	1,595.00	3,900.18
4103 Donations	1,007.26	1,354.80
4104 Interest	54.83	67.28
4105 Licenses		160.00
4108 Grants Received	10,000.00	
4109 Covid19 Food Bank	10,227.02	
4110 Extra Covid Cleaning Fee	140.00	
Total 4100 Income	43,489.61	43,885.11
Total Income	£43,489.61	£43,885.11
TOTAL	£43,489.61	£43,885.11
Expenditures		
6001 Management Fees	6,083.00	5,399.00
6002 Postage and Delivery		38.70
6003 Telephone & Broadband Hire	881.20	1,091.07
6004 Alarm	2,375.77	1,406.49
6005 Hall Communications Installation	1,668.00	
6006 Sundry Kitchen & Bathroom	2,182.35	3,431.61
6007 Maintenance	4,322.28	3,706.28
60071 Rubbish Collection	910.65	887.10
60072 Materials Cleaning & Gardening		476.03
60073 Labour Cleaning and Gardening	3,744.00	6,124.50
60074 Redecoration Maintenance	857.79	209.76
Total 6007 Maintenance	9,834.72	11,403.67
6008 Insurance	2,927.87	2,660.02
6009 Heat & Light	7,452.73	6,785.15
6010 Rates	484.00	1,197.60
6011 Water	476.84	690.07
6012 Stationery & Sundries	69.16	121.68
6013 License & Subscription Fees	597.27	734.45
6015 Depreciation Expense	3,382.76	3,382.76
6016 Book-keeping	75.00	300.00
6017 Fund Raising Expenses		
60171 Quiz Night		1,636.53
60172 Burns Night	849.99	264.57
60173 Ad Hoc Fund Raisers	14.64	59.48
Total 6017 Fund Raising Expenses	864.63	1,960.58
6020 Web Site		90.00
6109 Costs of Covid19 Food Bank	6,093.00	
6800 Bad debts	132.50	
Total Expenditures	£45,580.80	£40,692.85
NET OPERATING INCOME	£ -2,091.19	£3,192.26
NET INCOME/(EXPENDITURE)	£ -2,091.19	£3,192.26

Westerham Hall Management Committee

BALANCE SHEET SUMMARY

As of September 30, 2020

	TOTAL	
	AS OF SEP 30, 2020	AS OF SEP 30, 2019 (PY)
Fixed Asset		
Tangible assets	97,850.16	101,232.92
Total Fixed Asset	£97,850.16	£101,232.92
Cash at bank and in hand	18,866.03	17,343.39
Debtors	2,291.25	5,354.25
Current Assets	8,000.00	8,000.00
NET CURRENT ASSETS	£29,157.28	£30,697.64
Creditors: amounts falling due within one year		
Trade Creditors	42.75	1,834.68
Current Liabilities	15,972.12	17,012.12
Total Creditors: amounts falling due within one year	£16,014.87	£18,846.80
NET CURRENT ASSETS (LIABILITIES)	£13,142.41	£11,850.84
TOTAL ASSETS LESS CURRENT LIABILITIES	£110,992.57	£113,083.76
TOTAL NET ASSETS (LIABILITIES)	£110,992.57	£113,083.76
Charity funds	£110,992.57	£113,083.76

6 Northfield Hall, 59 North Road, Highgate, London. N6 4BJ

26th October 2020

The Trustees.
Westerham Hall Management Committee
Quebec Avenue
Westerham, Kent. TN16 1BG

Dear Sirs,

I have undertaken an examination of the accounts for the year ending 30th September 2020. This was carried out in accordance with the "Recommended Checklist for Examiners" issued by the Charity Commission for England and Wales.

As in previous years I found the presentation to be in excellent order and was able to follow audit trails easily. Costs of purchases of large or unusual items were checked in full and with the exception of small cash payments, all payments were made by cheque or bank transfer.


These accounts, in my opinion show a true and fair financial statement.

Maintenance.

As I have stated in previous audits this is an ongoing overhead. The hall is 24 years old and costs will rise as a result, plus changes in the regulations, in particular, Health and Safety.

A conscious eye must be kept on keeping reserves substantial enough to meet future requirements.

Yours faithfully,



Major Ronald F Venn