

# 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, 8<sup>th</sup> 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:

	St. Mary's Church
	Inner Wheel
Mr. Tony Lincoln	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
<b>Total 4102 Fundraising</b>	<b>1,595.00</b>	<b>3,900.18</b>
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	
<b>Total 4100 Income</b>	<b>43,489.61</b>	<b>43,885.11</b>
<b>Total Income</b>	<b>£43,489.61</b>	<b>£43,885.11</b>
TOTAL	<b>£43,489.61</b>	<b>£43,885.11</b>
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
<b>Total 6007 Maintenance</b>	<b>9,834.72</b>	<b>11,403.67</b>
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
<b>Total 6017 Fund Raising Expenses</b>	<b>864.63</b>	<b>1,960.58</b>
6020 Web Site		90.00
6109 Costs of Covid19 Food Bank	6,093.00	
6800 Bad debts	132.50	
<b>Total Expenditures</b>	<b>£45,580.80</b>	<b>£40,692.85</b>
NET OPERATING INCOME	<b>£ -2,091.19</b>	<b>£3,192.26</b>
NET INCOME/(EXPENDITURE)	<b>£ -2,091.19</b>	<b>£3,192.26</b>

# 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
<b>Total Fixed Asset</b>	<b>£97,850.16</b>	<b>£101,232.92</b>
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
<b>NET CURRENT ASSETS</b>	<b>£29,157.28</b>	<b>£30,697.64</b>
Creditors: amounts falling due within one year		
Trade Creditors	42.75	1,834.68
Current Liabilities	15,972.12	17,012.12
<b>Total Creditors: amounts falling due within one year</b>	<b>£16,014.87</b>	<b>£18,846.80</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£13,142.41</b>	<b>£11,850.84</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£110,992.57</b>	<b>£113,083.76</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£110,992.57</b>	<b>£113,083.76</b>
Charity funds	£110,992.57	£113,083.76

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

26<sup>th</sup> 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 30<sup>th</sup> 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,

A handwritten signature in black ink, appearing to read 'R. F. Venn', with a stylized flourish at the end.

Major Ronald F Venn