

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:

| | |
|--------------------|-------------------------|
| | St. Mary's Church |
| | Inner Wheel |
| Mr. Tony Lincoln | 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