

# 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, 26<sup>th</sup> 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
<b>Total 4100 Income</b>	<b>54,240.24</b>
<b>Total Income</b>	<b>£54,240.24</b>
TOTAL	<b>£54,240.24</b>
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
<b>Total 6007 Maintenance</b>	<b>19,573.02</b>
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
<b>Total Expenditures</b>	<b>£45,395.23</b>
NET OPERATING INCOME	<b>£8,845.01</b>
NET INCOME/(EXPENDITURE)	<b>£8,845.01</b>

# Westerham Hall Management Committee

## Balance Sheet Summary

As of September 30, 2022

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

8 Broadlands Close  
Highgate  
London  
N6 4AF  
3<sup>rd</sup> 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 30<sup>th</sup> 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