

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