

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:

	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

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