

# OTTERS Shaw VILLAGE HALL

England & Wales · Charity number 1123141

## Details

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**Status** Registered

**Legal form** Trust

**Registered** 2008-03-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Ottershaw Village Hall  
Brox Road  
Ottershaw  
Chertsey  
KT16 0HG

**Phone** 01932872692

**Email** [treasurer@ottershawvillagehall.org.uk](mailto:treasurer@ottershawvillagehall.org.uk)

**Website** <http://www.ottershawvillagehall.org.uk>

## Activities

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**Objects:** THE PROPERTY AND THE TRUST FUND AND ITS INCOME SHALL BE APPLIED FOR THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS INCLUDING USE OF THE PROPERTY FOR MEETINGS, LECTURES AND CLASSES OR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS

**Activities:** Providing a Village Hall for the use of the inhabitants of the area of benefit, for meetings, classes or other forms of recreation and leisure time occupation for their social welfare, with the object of improving their conditions of life.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED IN PRACTICE SURREY
- Surrey

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £27,727 | £28,337     | -      | -         |
| 2023-12-31 | £28,664 | £30,125     | -      | -         |
| 2022-12-31 | £28,300 | £28,204     | -      | -         |
| 2021-12-31 | £35,354 | £17,444     | -      | -         |
| 2020-12-31 | £26,725 | £21,671     | -      | -         |

## Trustees

| Name                  | Role  | Appointed  |
|-----------------------|-------|------------|
| <b>John Fawcus</b>    | Chair | 2017-09-15 |
| Brian Arthur Williams |       | 2024-06-11 |
| Christopher Gorham    |       | 2014-08-31 |
| DIANA SUSAN SPARKES   |       | 2007-12-08 |
| Johanna Wiltshire     |       | 2018-07-30 |
| Julia Williams        |       | 2018-06-19 |
| Kevin Paul Fuller     |       | 2023-06-13 |
| Peter Williams        |       | 2007-12-08 |
| Rachel Jane Fuller    |       | 2023-06-13 |
| Stuart Logan          |       | 2025-06-10 |
| WILLIAM MATTHEWS      |       |            |

**OTTERSHAW VILLAGE HALL**

England & Wales - Charity number 1123141

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# Accounts

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**OTTERSHAW VILLAGE HALL  
MANAGEMENT COMMITTEE**

**ANNUAL REPORT**

**For the year 1 January 2024 – 31 December 2024**

**Presented at the Annual General Meeting, 10 June 2025**

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## TRUSTEES' ANNUAL REPORT

The trustees of Ottershaw Village Hall present their annual report and financial statements of the charity for the year ending 31 December 2024. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

### Section 1 – Legal and Administrative Information

|  |   |
|--|---|
| <b>Charity name:</b>                     | Ottershaw Village Hall  |
| <b>Charity Commission reg. no.</b>       | 1123141   |
| <b>Property known as:</b>                | Ottershaw Village Hall  |
| <b>For the financial year ending:</b>    | 31 December 2024  |
| <b>Charity's principal address:</b>      | Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.  |
| <b>The Charity's Governing Document:</b> | The charitable trust is constituted under a trust deed dated 8 January 2008 and was enabled by the granting of a 35-year lease of Brook Memorial Hall (renamed Ottershaw Village Hall), (the Property) from the Parochial Church Council of Ottershaw, expiring 7 January 2043. |
| <b>Specific investment powers:</b>       | Undefined   |
| <b>Professional Advisers</b>             |   |
| <b>Bankers:</b>                          | CAF Bank, West Malling, Kent<br>(Current and deposit accounts)  |
| <b>Independent Examiner:</b>             | Steve Carter ACMA, Ottershaw, Surrey  |

### Section 2 – Structure, governance and management

#### Trustees and Governance

The trustees are charity trustees for the purposes of charity law and are all members of the management committee of the Hall. The management committee consists of up to six nominated, up to seven elected and up to two co-opted members. Two members may be nominated by the Parochial Church Council of Ottershaw and four may be nominated by village organisations that regularly use the Hall. The elected members are elected at the Annual General Meeting and the co-opted members are appointed by the management committee.

The current committee members are:

| <b>Member</b>         | <b>Appointed by</b>               |
|-----------------------|-----------------------------------|
| Diana (Danny) Sparkes | Re-elected at AGM June 2024       |
| John Fawcus           | Re-elected at AGM June 2024       |
| Julia Williams        | Re-elected at AGM June 2024       |
| Rachel Fuller         | Re-elected at AGM June 2024       |
| Kevin Fuller          | Re-elected at AGM June 2024       |
| Sheila Binns          | Re-elected at AGM June 2024       |
| Christopher Gorham    | Ottershaw Players                 |
| William Matthews      | Ottershaw PCC                     |
| Denise Williams       | Ottershaw PCC                     |
| Peter Williams        | Re-elected at AGM June 2024       |
| Johanna Wiltshire     | Ottershaw evening WI (Night Owls) |
| Brian Williams        | Ottershaw society                 |

## **Management**

The formal election of officers by the management committee takes place at the first ordinary meeting after the AGM. All the following posts were nominated, seconded, and unanimously elected by the committee in July 2024:

|            |   |
|------------|---|
| Chair      | – John Fawcus                             |
| Vice Chair | – Kevin Fuller                            |
| Treasurer  | – Julia Williams                          |
| Secretary  | – Rachel Fuller/Kevin Fuller (Joint role) |

All trustees are given a copy of the Trust Deed and a copy of the Charity's latest report and statement of accounts. A register of the name and address of every member of the committee and the dates on which their terms of office begin and end is kept by the management committee.

All trustees give their time freely and have not received any benefit in money or in kind from the Charity except that the members of the management committee are insured against the costs of a defence to a prosecution brought against them as charity trustees under the Corporate Manslaughter and Corporate Homicide Act 2007.

## **Objectives and Activities for the public benefit**

The Objects of the charity are specified in the Trust Deed as follows:

- The Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

The management committee carries out these Objects by:

- managing bookings and the day to day running of the Hall and keeping the premises fit for use,
- maintaining the building so that it is safe and fit for purpose,
- promoting the availability of the Hall for hire by local advertising and other means,
- fundraising through local events, encouraging donations and applying for grants to fund improvements to the fabric and facilities of the building
- arranging for such improvements to be carried out.

The trustees consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **Risk Management**

The charity needs a serviceable building to meet its Objects. The major risk to the operation of the charity is the loss of use of the building due to fire or other damage. The charity holds an insurance policy with Hiscox Insurance covering Property Damage, Employer's and Public and Products Liability and Trustee Indemnity.

Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down the operation of the charity temporarily would be minimal. If the lease was withdrawn or the use of the Hall reduced to the extent that it was no longer viable, the shutting down costs would need to cover statutory redundancy payments for staff (estimated, as of April 2024, at approximately £2,600) which would be covered by the reserves noted in Section 4 below. Ongoing expenditure during a prolonged period of reduced income would also be mitigated by these reserves.

### **Section 3 – Activities and Achievements**

The management committee employs a part-time administrator and a part-time Hall supervisor. The administrator manages the day to day operation of the Hall including arranging lettings and keeping books of account. The administrator also assists in the identification and arrangement of maintenance and oversees cleaning. Both the administrator and the Hall supervisor are responsible to the Chair of the management committee.

The committee is required to meet at least twice a year but has met monthly to determine policy, review finances, manage the Hall's facilities and deal with matters raised by users, members of the management committee or employees.

**The management committee's main aims** in 2024 were to:

- run the hiring of the Hall and maintain the premises effectively
- engage with the local community to raise awareness of Hall facilities and availability
- carry out local fundraising for planned projects / purchases as appropriate.

### **Development Income**

Income specifically for the development of the Hall came only from continuing regular donations. These raised £710 and gift aid of £90.56 was claimed with respect to donations given in 2023.

All donations and grants received for refurbishment and improvements are accounted for separately from day to day income and are only expended on identified projects.

### **Operating Income**

Operational income comes from Hall rentals. During 2024, this income still remained slightly lower than pre-pandemic levels.

The Committee gratefully received a donation of £500 from the Ottershaw Community Partnership at the end of December 2024. As this was to be used for electrical works in 2025, it has been considered as a creditor at the close of the 2024 accounts and therefore does not appear as income. It will be shown as income in the 2025 accounts.

### **Section 4 – Policies**

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice

applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### **Reserves policy**

The reserves policy is to maintain at least twelve months' operating expenses (in 2024, approximately £30,000) as a reserve throughout the year. In addition, a £10,000 emergency fund will continue to be held to cover unexpected major repairs to the Hall. Any surplus above these balances may be used for Operational or Development works.

### **Investment policy**

The charity's reserves are held on deposit at its bankers, CAF Bank, specially set up by the National Council of Voluntary Organisations and the Charities Aid Foundation to make safe deposit and current account facilities available to charities at advantageous interest rates.

### **Grant Making Policy**

The charity makes no grants.

### **Environmental Policy**

The charity has an Environmental Policy, giving guidelines which aim to minimise any adverse impact on the environment which may arise from the operations of the Hall. The policy, which includes details of the measures already taken and those planned, is available on request.

### **Health and Safety Policy**

The charity has a Health and Safety Policy, which seeks to provide a healthy and safe environment for all our employees, volunteers, committee members and hirers. The policy is available on request.

## **Section 5 - Summary of the year's activities**

### **Hall Use**

During 2024 the hall has been busy with regular users. These cover a wide range of activities and include exercise and dance classes for adults and children, baby and pre/post-natal classes, martial arts classes, CAMEO coffee mornings and computer group and model club meetings. There are also many occasional users at the weekend, in particular children's parties. The Hall has been regularly used by local community organisations, e.g. the Ottershaw Neighbourhood Forum and Ottershaw Community Partnership, and the local Ottershaw doctors' surgery have run a number of well attended Patient Education events.

### **Development and Maintenance**

The management committee have continued to invest in the infrastructure of the hall. We have purchased three new Go-Pack tables, so we now have a variety of tables for all types of events in the hall. We also had the floor in Brook Hall revarnished.

The committee were concerned that the Ottershaw sign outside the hall was in a dangerous condition, so we went in partnership with the Ottershaw Society to take down and refurbish the sign. The Ottershaw Society paid for the metal work to be straightened, and the Hall paid for the new wooden post. Thanks to the members of the committee and other volunteers (Gordon Cox and Neil Shaw) who helped with the heavy work of re-erecting the sign.

We have continued to use a local contractor to maintain the gardens and the committee is pleased that the gardens therefore always appear very tidy.

Numerous maintenance jobs were carried out by the committee members at no labour cost. Peter Williams and Chris Gorham particularly, have spent time working in the hall, finding and fixing defects and carrying out regular checks of the emergency lights and fire alarm system.

### **Fundraising**

A small number of monthly donations continue from previous members of the 100 Club. The committee is grateful for the continued support of these local people and of the Ottershaw Community Partnership who provided the grant mentioned earlier.

### **Employees**

The Hall Administrator, Ann McMahon, and the Hall Supervisor, Laura Beecroft, continue to work very well together. They both monitor hall bookings by non-regular users (actual checks at weekends). Laura keeps the hall immaculately clean, and we often receive comments from various users confirming this. The trustees acknowledge with gratitude the contribution made by them both to the successful operation of the hall.

### **Management Committee**

The management committee all give their time on a voluntary basis and have given much over the year in commitment, ideas, energy, enthusiasm, skills and person-power.

Monthly meetings were held throughout the year by the management committee. We are grateful to the local residents who attended the AGM in June 2024.

## Section 6- Future Plans

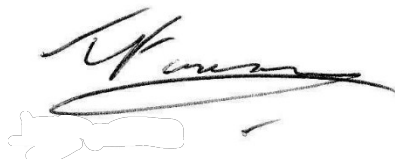
- Improvements, upgrades, and necessary replacements which will continue as needed using the Reserve funds.
- A focus on community use of the hall by helping with reduced rates for certain community groups and promotion of user's activities.

## Section 7– Signature and Declaration

**Declaration: I declare, in my capacity of charity trustee, that:**

- **The trustees have approved the report above and**
- **Have authorised me to sign it on their behalf.**

Signature:

A handwritten signature in black ink, appearing to read 'John Fawcus', written over a faint, illegible stamp or watermark.

Date: 12 May 2025

Full name: John Fawcus

Position: Chair, Ottershaw Village Hall Management Committee

## Treasurer's Report for 2024

During 2024, the rental income of the Hall was similar to last year (2023: £25,365) with £25,072 being earned. General operating costs were also fairly similar to last year.

The Management Committee continued to spend some of our reserve of funds to make capital investments which maintain or improve the fabric and facilities of the Hall. During 2024, these included buying 3 new Go-Pak tables (£409) so that we have enough for all types of events/performances, continuing to employ a contractor to maintain the gardens (~£1560) and varnishing the floor in Brook Hall (£810). We also paid £1,817 for the replacement of the wooden post for the Otter sign.

Owing to these expenditures, there was a small overall gross operating deficit of £1,580 at the end of 2024. There was a development surplus of £970 which was wholly due to donations as no fundraising or development was carried out this year.

In the details of the accounts, you will see that this £1,580 operating deficit is further increased by the depreciation charge of £10,026 that has to be applied to the Hall building, leaving a net operating deficit for 2024 of £11,606. This reflects the policy of reducing the value of major improvements to the Hall to nil, over the remaining years of the charity's lease. No further improvement works were carried out this year, so this depreciation charge is the same as last year. Also, all items of equipment and furniture were previously considered fully depreciated and none were capitalised this year, so no Equipment and Furniture depreciation is applicable to the accounts for 2024.

**The Operational reserves** of the charity were £258,133 at the start of 2024. In the accounts, after the usual reserves recalculation was made (subtracting deficit of £1,580 and buildings depreciation of £10,026), this brings these reserves to £246,527 at 31 December 2024. This represents an Operations reserve fund of £66,873 plus the Leasehold Property reserve of £179,654. **The restricted funds** of the charity (the Hall Development reserves) were £6,329 at 1 January 2024 which had increased slightly to £7,298 at the end of the year due to donations and no expenditure.

Overall, 2024 was generally successful for Ottershaw Village Hall with a small operating deficit reported at the end of the year. This was caused mainly by our decision to pay for the refurbishment of the Otter sign. The Hall remains in a strong financial position and we were therefore able to keep increases in rental charges for 2025 below the rate of inflation. Reserves remain adequate to cover any potential future loss of income or unexpected expenses and available funds will continue to be used to maintain or improve the Hall for our users.

Finally, I would like to extend my personal thanks to Ann McMahon, our Hall Administrator, for helping me to keep accurate records of all the Hall financial transactions, which are key to producing these accounts and providing accurate and timely financial updates to the management committee. I would also like to thank Steve Carter who continues to act in the role of Independent Examiner for the Hall.

*J.S. Williams*

Julia Williams – Treasurer

**Ottershaw Village Hall - Charity 1123141**  
**Statement of Comprehensive Income for the Year ended 31 December 2024**

|  | Notes | 2024<br>Unrestricted<br>Operations<br>£ | 2024<br>Restricted<br>Development<br>£ | 2024<br>Total<br>£ | 2023<br>Total<br>£ |
|--|-------|---|--|--------------------|--------------------|
| <b>INCOME</b>                                    |       |   |  |                    |                    |
| Hall Rents                                       |       | 25,072                                  |  | 25,072             | 25,365             |
| Operational Fund - Grants                        |       | 0                                       |  | 0                  | 1,000              |
| Fund Raising                                     |       |   | 0                                      | 0                  | 0                  |
| Development Fund - Grants                        |       |   | 0                                      | 0                  | 0                  |
| Development Fund - Donations                     |       |   | 801                                    | 801                | 871                |
| Interest on Bank Accounts                        |       | 1,685                                   | 169                                    | 1,854              | 1,428              |
| <b>Total Incoming Resources</b>                  |       | <b>26,757</b>                           | <b>970</b>                             | <b>27,727</b>      | <b>28,664</b>      |
| <b>EXPENDITURE</b>                               |       |   |  |                    |                    |
| Costs of Income Generation:                      |       |   |  |                    |                    |
| Fundraising Costs and Dev Bank Charges           |       | 0                                       | 0                                      | 0                  | 0                  |
| Costs of Charitable Activity - running the Hall: |       |   |  |                    |                    |
| Salaries   |       | 15,963                                  |  | 15,963             | 15,651             |
| Print, Postage, Phone and Ops Bank Charges       |       | 554                                     |  | 554                | 583                |
| Rent, Rates, Insurance & Performing Rights       | 1     | 2,555                                   |  | 2,555              | 2,582              |
| Repairs and Maintenance - Routine                |       | 4,348                                   |  | 4,348              | 4,590              |
| Repairs and Maintenance - Non-Routine            | 2     | 0                                       |  | 0                  | 1,352              |
| Electricity and Gas                              |       | 2,628                                   |  | 2,628              | 2,439              |
| Other  |       | 2,289                                   |  | 2,289              | 2,927              |
| Depreciation on Fixtures & Fittings              | 4     | 0                                       |  | 0                  | 0                  |
| Development expenditure                          | 5     |   | 0                                      | 0                  | 0                  |
|  |       | <b>28,337</b>                           | <b>0</b>                               | <b>28,337</b>      | <b>30,125</b>      |
| <b>Total resources expended</b>                  |       | <b>28,337</b>                           | <b>0</b>                               | <b>28,337</b>      | <b>30,125</b>      |
| <b>NET INCOMING RESOURCES</b>                    |       | <b>(1,580)</b>                          | <b>970</b>                             | <b>(610)</b>       | <b>(1,461)</b>     |
| Less Revaluation of Building Facilities          | 4     | (10,026)                                | 0                                      | (10,026)           | (10,026)           |
| <b>NET MOVEMENT IN FUNDS/RESOURCES</b>           |       | <b>(11,606)</b>                         | <b>970</b>                             | <b>(10,636)</b>    | <b>(11,487)</b>    |

**Ottershaw Village Hall Statement of Financial Position as at 31 December 2024**

|  |      | Unrestricted<br>Operations<br>£ | Restricted<br>Development<br>£ | 2024<br>Total<br>£ | 2023<br>Total<br>£ |
|--|------|---------------------------------|--------------------------------|--------------------|--------------------|
| <b>FIXED ASSETS</b>                      |      |                                 |                                |                    |                    |
| Building Facilities                      |      | 179,654                         | 0                              | 179,654            | 189,680            |
| Equipment & Furniture                    |      | 0                               | 0                              | 0                  | 0                  |
| <b>Net Book Value</b>                    |      | <b>179,654</b>                  | <b>0</b>                       | <b>179,654</b>     | <b>189,680</b>     |
| <b>CURRENT ASSETS</b>                    |      |                                 |                                |                    |                    |
| Cash at Bank                             |      |                                 |                                |                    |                    |
| CAF Bank Hall Operations Account Current |      | 500                             | 0                              | 500                | 500                |
| CAF Bank Hall Operations Account Deposit |      | 68,271                          | 0                              | 68,271             | 69,531             |
| CAF Bank Development Account Deposit     |      | 0                               | 7,298                          | 7,298              | 6,238              |
| Total Bank                               |      | 68,771                          | 7,298                          | 76,069             | 76,269             |
| Debtors and Prepayments                  |      | 1,479                           | 0                              | 1,479              | 2,264              |
|  |      | 70,250                          | 7,298                          | 77,548             | 78,533             |
| <b>LIABILITIES</b>                       |      |                                 |                                |                    |                    |
| Creditors - falling due within one year  |      | 3,376                           | 0                              | 3,376              | 3,751              |
| <b>NET CURRENT ASSETS</b>                |      | <b>66,874</b>                   | <b>7,298</b>                   | <b>74,172</b>      | <b>74,782</b>      |
| <b>LOANS</b>                             |      |                                 |                                |                    |                    |
| Creditors - falling due in over one year |      | 0                               | 0                              | 0                  | 0                  |
| <b>TOTAL NET ASSETS</b>                  | 5    | <b>246,528</b>                  | <b>7,298</b>                   | <b>253,826</b>     | <b>264,462</b>     |
| <b>Represented by:</b>                   |      |                                 |                                |                    |                    |
| <b>RESERVES</b>                          |      |                                 |                                |                    |                    |
| Brought Forward                          |      | 258,133                         | 6,329                          | 264,462            | 275,949            |
| Surplus/(Deficit) for period             |      | (1,580)                         | 970                            | (610)              | (1,461)            |
| Revaluation of Leasehold Property Value  | 3, 4 | (10,026)                        | 0                              | (10,026)           | (10,026)           |
| <b>TOTAL RESERVES</b>                    |      | <b>246,527</b>                  | <b>7,299</b>                   | <b>253,826</b>     | <b>264,462</b>     |
| <b>Analysed between:</b>                 |      |                                 |                                |                    |                    |
| Hall Operations Fund                     |      | 66,873                          | 0                              | 66,873             | 68,453             |
| Development Fund                         |      | 0                               | 7,299                          | 7,299              | 6,329              |
| Leasehold Property Fund                  | 3    | 179,654                         | 0                              | 179,654            | 189,680            |
|  |      | <b>246,527</b>                  | <b>7,299</b>                   | <b>253,826</b>     | <b>264,462</b>     |

**Ottershaw Village Hall Notes to the Financial Statements**

- The Trustees of the Ottershaw Village Hall Charity have managed the Hall since 1 January 2008. Annual rental, currently of £140, is payable under the Charity's lease to Christ Church Ottershaw.
- Non-Routine Repairs cover items of equipment replacement and non-routine maintenance.
- To distinguish the funds already spent on Hall improvements from the funds free for future expenditure, in 2011 the corresponding reserves were transferred to a Leasehold Property Fund. This is being down-valued over the remaining years of the Charity's 35-year lease and the value of Building Facilities will be written down in the same way.
- Building Facilities started to be written down at an annual rate fixed from 2011 at 3.13%, to write down their full value over the then 32 years remaining on the Charity's lease of the Hall. Later additions are written down at a higher rate. There is no intention to make provision for replacement of Building Facilities by a charge against Income and Expenditure, and so the annual write-down is charged direct against the Leasehold Property. Depreciation of Equipment and Furniture is charged to Expenditure and written down at a fixed rate of 10% over 10 years. By the end of 2020 all previously capitalised items of Equipment and Furniture were over 10 years old and so considered fully depreciated. A calculation of all depreciation is shown.
- No development works were carried out this year.
- There were no related party transactions in the accounts for 2024.

|                                 | Building<br>Facilities | Equipment<br>& Furniture | Total          |
|---------------------------------|------------------------|--------------------------|----------------|
| <b>Gross Book Value</b>         |                        |                          |                |
| At 1 Jan.2024                   | 303,630                | 0                        | 303,630        |
| Additions                       | 0                      | 0                        | 0              |
| Disposals                       | 0                      | 0                        | 0              |
| At 31 Dec.2024                  | <u>303,630</u>         | <u>0</u>                 | <u>303,630</u> |
| <b>Revaluation/Depreciation</b> |                        |                          |                |
| Rate (Straight Line to 2043)    | composite %            | 10.00%                   |                |
| At 1 Jan.2024                   | 113,350                | 0                        | 113,350        |
| Disposals                       | 0                      | 0                        |                |
| Charge for the year             | <u>10,026</u>          | <u>0</u>                 | <u>10,026</u>  |
| At 31 Dec.2024                  | <u>123,376</u>         | <u>0</u>                 | <u>123,376</u> |
| <b>Net Book Value</b>           |                        |                          |                |
| At 1 Jan.2024                   | <u>189,680</u>         | <u>0</u>                 | <u>189,680</u> |
| At 31 Dec.2024                  | <u>179,654</u>         | <u>0</u>                 | <u>179,654</u> |

Signed: Julia Williams, Treasurer

Date: 12 May 2025

*J.S. Williams*



**Section A**

**Independent Examiner's Report**

|                                       |                        |                            |         |
|---------------------------------------|------------------------|----------------------------|---------|
| <b>Report to the trustees</b>         | Ottershaw Village Hall |                            |         |
| <b>On accounts for the year ended</b> | 2024                   | <b>Charity no (if any)</b> | 1123141 |
| <b>Set out on pages</b>               | 9 – 12                 |                            |         |

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

|                |   |                          |
|----------------|---|--------------------------|
| <b>Signed:</b> |  | <b>Date:</b> 25 May 2025 |
|----------------|---|--------------------------|

**Name:** Steven Carter

**Relevant professional qualification(s) or body:** Association of Chartered Management Accountants

**Address:** 8 St Crispins Way  
Ottershaw, Surrey

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None

**OTTERSHAW VILLAGE HALL**

England & Wales - Charity number 1123141

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# Accounts

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Ottershaw Village Hall

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**OTTERSHAW VILLAGE HALL  
MANAGEMENT COMMITTEE**

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## TRUSTEES' ANNUAL REPORT

The trustees of Ottershaw Village Hall present their annual report and financial statements of the charity for the year ending 31 December 2023. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

### Section 1 – Legal and Administrative Information

|  |   |
|--|---|
| <b>Charity name:</b>                     | Ottershaw Village Hall  |
| <b>Charity Commission reg. no.</b>       | 1123141   |
| <b>Property known as:</b>                | Ottershaw Village Hall  |
| <b>For the financial year ending:</b>    | 31 December 2023  |
| <b>Charity's principal address:</b>      | Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.  |
| <b>The Charity's Governing Document:</b> | The charitable trust is constituted under a trust deed dated 8 January 2008 and was enabled by the granting of a 35-year lease of Brook Memorial Hall (renamed Ottershaw Village Hall), (the Property) from the Parochial Church Council of Ottershaw, expiring 7 January 2043. |
| <b>Specific investment powers:</b>       | Undefined   |
| <b>Professional Advisers</b>             |   |
| <b>Bankers:</b>                          | CAF Bank, West Malling, Kent<br>(Current and deposit accounts)  |
| <b>Independent Examiner:</b>             | Steve Carter ACMA, Ottershaw, Surrey  |

### Section 2 – Structure, governance and management

#### Trustees and Governance

The trustees are charity trustees for the purposes of charity law and are all members of the management committee of the Hall. The management committee consists of up to six nominated, up to seven elected and up to two co-opted members. Two members may be nominated by the Parochial Church Council of Ottershaw and four may be nominated by village organisations that regularly use the Hall. The elected members are elected at the Annual General Meeting and the co-opted members are appointed by the management committee.

The current committee members are:

| <b>Member</b>         | <b>Appointed by</b>               |
|-----------------------|-----------------------------------|
| Diana (Danny) Sparkes | Re-elected at AGM June 2023       |
| John Fawcus           | Re-elected at AGM June 2023       |
| Julia Williams        | Re-elected at AGM June 2023       |
| Rachel Fuller         | Elected at AGM June 2023          |
| Kevin Fuller          | Elected at AGM June 2023          |
| Sheila Binns          | Re-elected at AGM June 2023       |
| Christopher Gorham    | Ottershaw Players                 |
| William Matthews      | Ottershaw PCC                     |
| Denise Williams       | Ottershaw PCC                     |
| Peter Williams        | Re-elected at AGM June 2023       |
| Johanna Wiltshire     | Ottershaw evening WI (Night Owls) |

## **Management**

The formal election of officers by the management committee takes place at the first ordinary

insurance policy with Hiscox Insurance covering Property Damage, Employer's and Public and Products Liability and Trustee Indemnity.

Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down the operation of the charity temporarily would be minimal. If the lease was withdrawn or the use of the Hall reduced to the extent that it was no longer viable, the shutting down costs would need to cover redundancy payments for staff (estimated, as of February 2024, at approximately £2,000) which would be covered by the reserves noted in Section 4 below. Ongoing expenditure during a prolonged period of reduced income would also be mitigated by these reserves.

### **Section 3 – Activities and Achievements**

The management committee employs a part-time administrator and a part-time Hall supervisor. The administrator manages the day to day operation of the Hall including arranging lettings and keeping books of account. The administrator also assists in the identification and arrangement of maintenance and oversees cleaning. Both the administrator and the Hall supervisor are responsible to the Chair of the management committee.

The committee is required to meet at least twice a year but has met monthly to determine policy, review finances, manage the Hall's facilities and deal with matters raised by users, members of the management committee or employees.

**The management committee's main aims in 2023 were to:**

- run the hiring of the Hall and maintain the premises effectively
- engage with the local community to raise awareness of Hall facilities and availability
- carry out local fundraising for planned projects / purchases as appropriate.

### **Development Income**

Income specifically for the development of the Hall came only from continuing regular donations. These raised £780 and gift aid of £90.56 was claimed with respect to donations given in 2022.

All donations and grants received for refurbishment and improvements are accounted for separately from day to day income and are only expended on identified projects.

### **Operating Income**

Operational income comes mainly from Hall rentals. During 2023, this income was much less impacted by COVID-19 but remains slightly lower than pre-pandemic levels. Two grants of £500 were received into Operating funds from Ottershaw Community Partnership to cover some of the cost of new chairs and tables.

### **Section 4 – Policies**

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice

applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

**Reserves policy**

The reserves policy is to maintain at least twelve months' operating expenses (in 2023, approximately £30,000) as a reserve throughout the year. In addition, a £10,000 emergency fund will continue to be held to cover unexpected major repairs to the Hall. Any surplus above these balances may be used for Operational or Development works.

**Investment policy**

The charity's reserves are held on deposit at its bankers, CAF Bank, specially set up by the National Council of Voluntary Organisations and the Charities Aid Foundation to make safe deposit and current account facilities available to charities at advantageous interest rates.

**Grant Making Policy**

The charity makes no grants.

**Environmental Policy**

The charity has an Environmental Policy, giving guidelines which aim to minimise any adverse impact on the environment which may arise from the operations of the Hall. The policy, which includes details of the measures already taken and those planned, is available on request.

**Health and Safety Policy**

The charity has a Health and Safety Policy, which seeks to provide a healthy and safe environment for all our employees, volunteers, committee members and hirers. The policy is available on request.

## **Section 5 - Summary of the year's activities**

### **Hall Use**

During 2023 the hall has been busy with regular users and occasional users at the weekend, in particular children's parties.

### **Development and Maintenance**

The same contractor has continued to be employed to carry on doing routine garden maintenance. The committee is satisfied that the gardens are kept very tidy by this local company.

Numerous maintenance jobs were carried out by the committee members at no labour cost. Peter Williams and Chris Gorham particularly, have spent many hours working in the hall, finding and fixing defects, refurbishing chair trundlers, installing energy saving LED's, carrying out regular checks of emergency lights/the fire alarm system and repairing various plumbing issues.

The hall is used a lot for children's parties, and we have purchased some smaller tables and chairs more suitable for children. The old orange plastic chairs have also been replaced.

Operating funds have also been invested in the Hall to repair the Administrator's laptop, provide improved backstage flooring, a new hot water heating boiler and new electric heaters for the Runnymede room.

### **Fundraising**

A small number of monthly donations continue from previous members of the 100 Club. The committee is grateful for the continued support of these local people and of the Ottershaw Community Partnership who provided grants towards the purchase of the new chairs and tables.

### **Employees**

Sadly our Hall Administrator, Jeanette West, decided to retire in May 2023. The trustees thank her for her many years of exemplary support to the Committee, the Hall and its users and wish her well in her retirement. After a recruitment process, the Committee were delighted to appoint a new Hall Administrator, Ann McMahon, who has settled very quickly into her new role and works well with Laura Beecroft, the Hall Supervisor. They both monitor hall bookings by non-regular users (actual checks at weekends). Laura keeps the hall immaculately clean, and we often receive comments from various users confirming this. The trustees acknowledge with gratitude the contribution made by them both to the successful operation of the hall.

### **Management Committee**

The management committee all give their time on a voluntary basis and have given much over the year in commitment, ideas, energy, enthusiasm, skills and person- power.

Monthly meetings were held throughout the year by the management committee. We are grateful to the local residents who attended the AGM in June 2023.

## **Section 6- Future Plans**

- Improvements, upgrades, and necessary replacements which will continue as needed using the Reserve funds.
- A focus on community use of the hall by helping with reduced rates for certain community groups and promotion of user's activities.

## **Section 7– Signature and Declaration**

**Declaration: I declare, in my capacity of charity trustee, that:**

- The trustees have approved the report above and
- Have authorised me to sign it on their behalf.

Signature:



Date: 08 April 2024

Full name: John Fawcus

Position: Chair, Ottershaw Village Hall Management Committee

## Treasurer's Report for 2023

During 2023, the rental income of the Hall was a little higher than last year (2022: £24,014) with £25,365 being earned although this is still slightly lower than pre-pandemic levels (2019: £27,786, 2018: £29,525). General operating costs were at least 10% higher than last year due to inflation and increased energy costs. Also this does not include the full impact of increased gas prices as, during 2023 the Hall had a low cost contract (which expires in February 2024).

As noted in last year's annual report, the Management Committee had planned to spend some of our reserve of funds to make capital investments which maintain or improve the fabric and facilities of the Hall. During 2023 these included installing new flooring in the backstage area (£1,152), employing a contractor to maintain the gardens (£960), replacing some of the older plastic adult chairs and providing new smaller chairs and tables for children's parties (£2,867) although £1000 of this cost was offset by grants from Ottershaw Community Partnership.

Due to these expenditures, there was an overall gross operating deficit of £2,441 at the end of 2023. There was a development surplus of £980 which was wholly due to donations as no fundraising or development was carried out this year.

In the details of the accounts, you will see that this £2,441 operating deficit is further increased by the depreciation charge of £10,026 that has to be applied to the Hall building, leaving a net operating deficit for 2023 of £12,467. This reflects the policy of reducing the value of major improvements to the Hall to nil, over the remaining years of the charity's lease. No further improvement works were carried out this year, so this depreciation charge is the same as last year. Also all items of equipment and furniture were previously considered fully depreciated and none were capitalised this year, so no Equipment and Furniture depreciation is applicable to the accounts for 2023.

**The Operational reserves** of the charity were £270,600 at the start of 2023. In the accounts, after the usual reserves recalculation was made (subtracting deficit of £2,441 and buildings depreciation of £10,026), this brings these reserves to £258,133 at 31 December 2023. This represents an Operations reserve fund of £68,453 plus the Leasehold Property Reserve of £189,680. **The restricted funds** of the charity (the Hall Development reserves) were £5,349 at 1 January 2023 which had increased slightly to £6,329 at the end of the year due to donations and no expenditure.

Overall 2023 was generally successful for Ottershaw Village Hall with a small operating deficit reported at the end of the year. This was wholly the result of decisions to invest in improvements to the Hall and its equipment. The Hall remains in a strong financial position and we were therefore able to keep increases in rental charges for 2024 below the rate of inflation. Reserves remain adequate to cover any potential future loss of income or unexpected expenses and available funds will continue to be used to maintain or improve the Hall for our users.

Finally, I would like to extend my personal thanks to Ann McMahon, our Hall administrator, for rapidly and effectively picking up all aspects of the role since starting in May 2023 which includes recording all the Hall financial transactions so that we can easily produce these accounts and provide accurate and timely financial updates to the management committee. I would also like to thank Steve Carter who continues to act in the role of Independent Examiner for the Hall.

*J.S. Williams*

Julia Williams – Treasurer

**Ottershaw Village Hall - Charity 1123141**  
**Statement of Comprehensive Income for the Year ended 31 December 2023**

|  | Notes | 2023<br>Unrestricted<br>Operations<br>£ | 2023<br>Restricted<br>Development<br>£ | 2023<br>Total<br>£ | 2022<br>Total<br>£ |
|--|-------|---|--|--------------------|--------------------|
| <b>INCOME</b>                                    |       |   |  |                    |                    |
| Hall Rents                                       |       | 25,365                                  |  | 25,365             | 24,014             |
| Operational Fund - Grants                        |       | 1,000                                   |  | 1,000              | 2,667              |
| Fund Raising                                     |       |   | 0                                      | 0                  | 389                |
| Development Fund - Grants                        |       |   | 0                                      | 0                  | 0                  |
| Development Fund - Donations                     |       |   | 871                                    | 871                | 930                |
| Interest on Bank Accounts                        |       | 1,319                                   | 109                                    | 1,428              | 300                |
| <b>Total Incoming Resources</b>                  |       | <b>27,684</b>                           | <b>980</b>                             | <b>28,664</b>      | <b>28,300</b>      |
| <b>EXPENDITURE</b>                               |       |   |  |                    |                    |
| Costs of Income Generation:                      |       |   |  |                    |                    |
| Fundraising Costs and Dev Bank Charges           |       | 0                                       | 0                                      | 0                  | 0                  |
| Costs of Charitable Activity - running the Hall: |       |   |  |                    |                    |
| Salaries   |       | 15,651                                  |  | 15,651             | 13,576             |
| Print, Postage, Phone and Ops Bank Charges       |       | 583                                     |  | 583                | 479                |
| Rent, Rates, Insurance & Performing Rights       | 1     | 2,582                                   |  | 2,582              | 2,191              |
| Repairs and Maintenance - Routine                |       | 4,590                                   |  | 4,590              | 3,830              |
| Repairs and Maintenance - Non-Routine            | 2     | 1,352                                   |  | 1,352              | 2,343              |
| Electricity and Gas                              |       | 2,439                                   |  | 2,439              | 1,508              |
| Other  |       | 2,927                                   |  | 2,927              | 0                  |
| Depreciation on Fixtures & Fittings              | 4     | 0                                       |  | 0                  | 0                  |
| Development expenditure                          | 5     |   | 0                                      | 0                  | 4,278              |
|  |       | <b>30,125</b>                           | <b>0</b>                               | <b>30,125</b>      | <b>28,204</b>      |
| <b>Total resources expended</b>                  |       | <b>30,125</b>                           | <b>0</b>                               | <b>30,125</b>      | <b>28,204</b>      |
| <b>NET INCOMING RESOURCES</b>                    |       | <b>(2,441)</b>                          | <b>980</b>                             | <b>(1,461)</b>     | <b>96</b>          |

**Ottershaw Village Hall Statement of Financial Position as at 31 December 2023**

|  |      | Unrestricted<br>Operations | Restricted<br>Development | 2023<br>Total  | 2022<br>Total  |
|--|------|----------------------------|---------------------------|----------------|----------------|
|  |      | £                          | £                         | £              | £              |
| <b>FIXED ASSETS</b>                      |      |                            |                           |                |                |
| Building Facilities                      |      | 189,680                    | 0                         | 189,680        | 199,706        |
| Equipment & Furniture                    |      | 0                          | 0                         | 0              | 0              |
| <b>Net Book Value</b>                    |      | <b>189,680</b>             | <b>0</b>                  | <b>189,680</b> | <b>199,706</b> |
| <b>CURRENT ASSETS</b>                    |      |                            |                           |                |                |
| Cash at Bank                             |      |                            |                           |                |                |
| CAF Bank Hall Operations Account Current |      | 500                        | 0                         | 500            | 500            |
| CAF Bank Hall Operations Account Deposit |      | 69,531                     | 0                         | 69,531         | 71,287         |
| CAF Bank Development Account Deposit     |      |                            | 6,238                     | 6,238          | 5,349          |
| Total Bank                               |      | <b>70,031</b>              | <b>6,238</b>              | <b>76,269</b>  | <b>77,136</b>  |
| Debtors and Prepayments                  |      | 2,173                      | 91                        | 2,264          | 1,489          |
|  |      | <b>72,204</b>              | <b>6,329</b>              | <b>78,533</b>  | <b>78,625</b>  |
| <b>LIABILITIES</b>                       |      |                            |                           |                |                |
| Creditors - falling due within one year  |      | 3,751                      | 0                         | 3,751          | 2,382          |
| <b>NET CURRENT ASSETS</b>                |      | <b>68,453</b>              | <b>6,329</b>              | <b>74,782</b>  | <b>76,243</b>  |
| <b>LOANS</b>                             |      |                            |                           |                |                |
| Creditors - falling due in over one year |      | 0                          | 0                         | 0              | 0              |
| <b>TOTAL NET ASSETS</b>                  | 5    | <b>258,134</b>             | <b>6,329</b>              | <b>264,462</b> | <b>275,949</b> |
| <b>Represented by:</b>                   |      |                            |                           |                |                |
| <b>RESERVES</b>                          |      |                            |                           |                |                |
| Brought Forward                          |      | 270,600                    | 5,349                     | 275,949        | 285,879        |
| Surplus/(Deficit) for period             |      | (2,441)                    | 980                       | (1,461)        | 96             |
| Revaluation of Leasehold Property Value  | 3, 4 | (10,026)                   | 0                         | (10,026)       | (10,026)       |
| <b>TOTAL RESERVES</b>                    |      | <b>258,133</b>             | <b>6,329</b>              | <b>264,462</b> | <b>275,949</b> |
| <b>Analysed between:</b>                 |      |                            |                           |                |                |
| Hall Operations Fund                     |      | 68,453                     | 0                         | 68,453         | 70,894         |
| Development Fund                         |      | 0                          | 6,329                     | 6,329          | 5,349          |
| Leasehold Property Fund                  | 3    | 189,680                    | 0                         | 189,680        | 199,706        |
|  |      | <b>258,133</b>             | <b>6,329</b>              | <b>264,462</b> | <b>275,949</b> |

**Ottershaw Village Hall Notes to the Financial Statements**

- The Trustees of the Ottershaw Village Hall Charity have managed the Hall since 1 January 2008. Annual rental, currently of £140, is payable under the Charity's lease to Christ Church Ottershaw.
- Non-Routine Repairs cover items of equipment replacement and non-routine maintenance.
- To distinguish the funds already spent on Hall improvements from the funds free for future expenditure, in 2011 the corresponding reserves were transferred to a Leasehold Property Fund. This is being down-valued over the remaining years of the Charity's 35-year lease and the value of Building Facilities will be written down in the same way.
- Building Facilities started to be written down at an annual rate fixed from 2011 at 3.13%, to write down their full value over the then 32 years remaining on the Charity's lease of the Hall. Later additions are written down at a higher rate. There is no intention to make provision for replacement of Building Facilities by a charge against Income and Expenditure, and so the annual write-down is charged direct against the Leasehold Property. Depreciation of Equipment and Furniture is charged to Expenditure and written down at a fixed rate of 10% over 10 years. By the end of 2020 all previously capitalised items of Equipment and Furniture were over 10 years old and so considered fully depreciated. A calculation of all depreciation is shown.
- No development works were carried out this year.
- There were no related party transactions in the accounts for 2023.

|                                 | Building<br>Facilities | Equipment<br>& Furniture | Total          |
|---------------------------------|------------------------|--------------------------|----------------|
| <b>Gross Book Value</b>         |                        |                          |                |
| At 1 Jan. 2023                  | 303,630                | 0                        | 303,630        |
| Additions                       | 0                      | 0                        | 0              |
| Disposals                       | 0                      | 0                        | 0              |
| At 31 Dec. 2023                 | <u>303,630</u>         | <u>0</u>                 | <u>303,630</u> |
| <b>Revaluation/Depreciation</b> |                        |                          |                |
| Rate (Straight Line to 2043)    | composite %            | 10.00%                   |                |
| At 1 Jan. 2023                  | 103,924                | 0                        | 103,924        |
| Disposals                       | 0                      | 0                        |                |
| Charge for the year             | 10,026                 | 0                        | 10,026         |
| At 31 Dec. 2023                 | <u>113,950</u>         | <u>0</u>                 | <u>113,950</u> |
| <b>Net Book Value</b>           |                        |                          |                |
| At 1 Jan. 2023                  | <u>199,706</u>         | <u>0</u>                 | <u>199,706</u> |
| At 31 Dec. 2023                 | <u>189,680</u>         | <u>0</u>                 | <u>189,680</u> |

Signed: Julia Williams, Treasurer

Date: 08 April 2024

*J.S. Williams*



**Section A**

**Independent Examiner's Report**

|                                       |                        |                            |         |
|---------------------------------------|------------------------|----------------------------|---------|
| <b>Report to the trustees</b>         | Ottershaw Village Hall |                            |         |
| <b>On accounts for the year ended</b> | 2023                   | <b>Charity no (if any)</b> | 1123141 |
|                                       | 9 – 12                 |                            |         |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

|                |   |              |             |
|----------------|---|--------------|-------------|
| <b>Signed:</b> |  | <b>Date:</b> | 16 May 2024 |
|----------------|---|--------------|-------------|

**Name:** Steve Carter

**Relevant professional qualification(s) or body (if any):** Association of Chartered Management Accountants

**Address:** 8 St Cripsins Way  
Ottershaw, Surrey  
KT16 0RE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None

**OTTERSHAW VILLAGE HALL**

England & Wales - Charity number 1123141

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# Accounts

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**OTTERSHAW VILLAGE HALL  
MANAGEMENT COMMITTEE**

**ANNUAL REPORT**

**For the year 1 January 2022 – 31 December 2022**

**Presented at the Annual General Meeting, 13 June 2023**

|                |                                      |
|----------------|--------------------------------------|
| <b>Page</b>    |                                      |
| <b>3 - 8</b>   | <b>Trustees' Annual Report</b>       |
| <b>9 - 10</b>  | <b>Treasurer's Report</b>            |
| <b>11 - 13</b> | <b>Financial Statements</b>          |
| <b>14 - 15</b> | <b>Independent Examiner's Report</b> |

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## TRUSTEES' ANNUAL REPORT

The trustees of Ottershaw Village Hall present their annual report and financial statements of the charity for the year ending 31 December 2022. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

### Section 1 – Legal and Administrative Information

|  |   |
|--|---|
| <b>Charity name:</b>                     | Ottershaw Village Hall  |
| <b>Charity Commission reg. no.</b>       | 1123141   |
| <b>Property known as:</b>                | Ottershaw Village Hall  |
| <b>For the financial year ending:</b>    | 31 December 2022  |
| <b>Charity's principal address:</b>      | Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.  |
| <b>The Charity's Governing Document:</b> | The charitable trust is constituted under a trust deed dated 8 January 2008 and was enabled by the granting of a 35-year lease of Brook Memorial Hall (renamed Ottershaw Village Hall), (the Property) from the Parochial Church Council of Ottershaw, expiring 7 January 2043. |
| <b>Specific investment powers:</b>       | Undefined   |
| <b>Professional Advisers</b>             |   |
| <b>Bankers:</b>                          | CAF Bank, West Malling, Kent<br>(Current and deposit accounts)  |
| <b>Independent Examiner:</b>             | Steve Carter ACMA, Ottershaw, Surrey  |

### Section 2 – Structure, governance and management

#### Trustees and Governance

The trustees are charity trustees for the purposes of charity law and are all members of the management committee of the Hall. The management committee consists of up to six nominated, up to seven elected and up to two co-opted members. Two members may be nominated by the Parochial Church Council of Ottershaw and five may be nominated by village organisations that regularly use the Hall. The elected members must be elected at the Annual General Meeting and the co-opted members are appointed by the management committee.

#### Management Committee

Diana (Danny) Sparkes, Chair  
Peter Binns, Vice Chair  
Julia Williams, Treasurer  
Stephen Bristow, Secretary  
Sheila Binns  
John Fawcus  
Christopher Gorham  
Pam Gorham  
William Matthews  
Denise Williams  
Peter Williams  
Johanna Wiltshire

#### Appointed by

Re-elected at AGM June 2022  
Ottershaw Society  
Re-elected at AGM June 2022  
Re-elected at AGM June 2022  
Re-elected at AGM June 2022  
Re-elected at AGM June 2022  
Ottershaw Players  
Re-elected at AGM June 2022  
Ottershaw PCC  
Ottershaw PCC  
Re-elected at AGM June 2022  
Ottershaw evening WI (Night Owls)

## **Management**

The formal election of officers by the management committee takes place at the first ordinary meeting after the AGM. All the following posts were nominated, seconded, and unanimously elected by the committee in July 2022:

|            |                   |
|------------|-------------------|
| Chair      | – Danny Sparkes   |
| Vice Chair | – Peter Binns     |
| Treasurer  | – Julia Williams  |
| Secretary  | – Stephen Bristow |

All trustees are given a copy of the Trust Deed and a copy of the Charity's latest report and statement of accounts. A register of the name and address of every member of the committee and the dates on which their terms of office begin and end is kept by the management committee.

All trustees give their time freely and have not received any benefit in money or in kind from the Charity except that the members of the management committee are insured against the costs of a defence to a prosecution brought against them as charity trustees under the Corporate Manslaughter and Corporate Homicide Act 2007.

## **Objectives and Activities for the public benefit**

The Objects of the charity are specified in the Trust Deed as follows:

- The Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

The management committee carries out these Objects by:

- managing bookings and the day to day running of the Hall and keeping the premises fit for use,
- maintaining the building so that it is safe and fit for purpose,
- promoting the availability of the Hall for hire by local advertising and other means,
- fundraising through local events, encouraging donations and applying for grants to fund improvements to the fabric and facilities of the building
- arranging for such improvements to be carried out.

The trustees consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **Risk Management**

The charity needs a serviceable building to meet its Objects. The major risk to the operation of the charity is the loss of use of the building due to fire or other damage. The charity holds an insurance policy with Hiscox Insurance covering Property Damage, Employer's and Public and Products Liability and Trustee Indemnity.

Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down the operation of the charity temporarily would be minimal. If the lease was withdrawn or the use of the Hall reduced to the extent that it was no longer viable, the shutting down costs would need to cover redundancy payments for staff (estimated, as of February 2023, at approximately £4,900) which would be covered by the reserves noted in Section 4 below. Ongoing expenditure during a prolonged period of reduced income would also be mitigated by these reserves.

### **Section 3 – Activities and Achievements**

The management committee employs a part-time administrator and a part-time Hall supervisor. The administrator works from home and manages the day to day operation of the Hall including arranging lettings and keeping books of account. The administrator also assists in the identification and arrangement of maintenance and oversees cleaning. Both the administrator and the Hall supervisor are responsible to the Chair of the management committee.

The committee is required to meet at least twice a year but has met monthly to determine policy, to plan the development of the Hall's facilities and to deal with routine matters raised by members of the management committee and the Hall's administrator.

**The management committee's main aims** in 2022 were to:

- Manage the impact of COVID-19 on Hall operations
- maintain the Hall premises effectively
- continue to engage with the local community to raise awareness of facilities at the Hall
- continue with local fundraising for improvements and refurbishment.

### **Development Income**

Income specifically for the development of the Hall came mainly from two Quiz Nights that were held in April and October along with a number of continuing regular donations. In summary:

- Fundraising events raised a total of £389.
- Donations from individuals raised £840
- Gift aid of £90 was claimed in July 2022 with respect to donations given in 2021. Approximately £90 will also be claimed in 2023 for donations given in 2022.

All donations and grants received for refurbishment and improvements are accounted for separately from day to day income and are only expended on identified projects.

### **Operating Income**

All Operational income comes from Hall rentals. During 2022, this income was much less impacted by COVID-19 but remains slightly lower than pre-pandemic levels. The Hall was also eligible for some business support funding from Runnymede Borough Council which has made up for some of the lower income.

## **Section 4 – Policies**

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

### **Reserves policy**

The reserves policy is to maintain at least twelve months' operating expenses as a reserve throughout the year, estimated to be approximately £25,000. In addition, a £10,000 emergency fund will continue to be held to cover unexpected major repairs to the Hall. Any surplus above these balances may be used for Operational or Development works.

### **Investment policy**

The charity's reserves are held on deposit at its bankers, CAF Bank, specially set up by the National Council of Voluntary Organisations and the Charities Aid Foundation to make safe deposit and current account facilities available to charities at advantageous interest rates.

### **Grant Making Policy**

The charity makes no grants.

### **Environmental Policy**

The charity has an Environmental Policy, giving guidelines which aim to minimise any adverse impact on the environment which may arise from the operations of the Hall. The policy, which includes details of the measures already taken and those planned, is available on request.

### **Health and Safety Policy**

The charity has a Health and Safety Policy, which seeks to provide a healthy and safe environment for all our employees, volunteers, committee members and hirers. The policy is available on request.

## **Section 5 - Summary of the year's activities**

### **Hall use.**

Whilst some COVID-19 restrictions were still prevalent during early 2022, by February the rules were generally reduced to advisory and by the spring Hall use had nearly returned to pre covid patterns.

### **Development and Maintenance**

Development work was carried out by a local contractor at the back of Hall to clear the area of scrub and lay slabs to tidy the area and allow safe exit from the dressing room exit doors.

This same contractor has been employed for a year (mostly in 2023) to carry out routine garden maintenance, but a major tidy up and hedge height reduction was commissioned in late 2022 after some minor vandalism took place at the Hall during the summer. The aim being to make the area slightly less secluded.

The Hall floor was also sanded and polished by a contractor as part of the regular Hall maintenance plans. The chairs in the Runnymede room were re-upholstered.

Numerous maintenance jobs were carried out by committee members at no labour cost, including:

- Peter Williams and Chris Gorham spending many hours working on Hall plumbing and electrical equipment defects including replacing the kitchen hot water urn. Some of the main Hall fluorescent lights were also replaced by energy saving LEDs.
- General repainting often by Julia Williams, in various areas of the Hall.
- Garden maintenance including hedge trimming, cutting back shrubs and keeping the grass mown.

### **Events**

The events organised by the management committee raise funds for the Hall's development, help to promote awareness of the Hall as a good local venue and contribute to the social life of the village. The regular quiz in January was cancelled due to Covid concerns but April and October's quiz took place, however attendances at the Quizzes was reduced and it has been decided not to offer the quiz evenings in 2023.

The Ottershaw May Fair was altered to a Jubilee event and the Committee decided not to formally attend with a Village Hall stall.

### **Other Fundraising**

A small number of monthly donations continue from previous members of the 100 Club. The committee is grateful for the continuing support of local people and of the Ottershaw Community Partnership.

### **Local Support**

The trustees acknowledge with gratitude the considerable support it receives both from individuals and local businesses, in particular:

- **Vita and Roy Patel** of Londis, who advertise events organised by the management committee;
- **Ian Finch** who helps to maintain the garden.

## **Employees**

Jeanette West, the Hall Administrator, holds a key role in the successful running of the Hall and Laura Beecroft, the Hall Supervisor, manages the cleaning efficiently and reliably. They both monitor Hall bookings by non-regular users (actual checks at weekends). The trustees acknowledge with gratitude the contribution made by them both to the successful operation of the Hall.

## **Management Committee**

The management committee all give their time on a voluntary basis and have given much over the year in commitment, ideas, energy, enthusiasm, skills, and person-power.

Most of our monthly committee meetings were held in the Hall and the June AGM took place in the Hall for the first time in 3 years.

## **Section 6- Future Plans**

Future plans for the Hall include:

- Improvements, upgrades, and necessary replacements which will continue as needed using the Reserve funds.
- A focus on community use of the Hall by helping with reduced rates for certain community groups and promotion of users' activities.

## **Section 7– Signature and Declaration**

**Declaration: I declare, in my capacity of charity trustee, that:**

- **The trustees have approved the report above and**
- **Have authorised me to sign it on their behalf.**

Signature:



Date: 03 April 2023

Full name: Diana Sparkes

Position: Chair, Ottershaw Village Hall Management Committee

## Treasurer's Report for 2022

During 2022, the rental income of the Hall was much less impacted by the COVID-19 pandemic. £24,014 was earned – still slightly lower than pre-pandemic levels (2019: £27,786, 2018: £29,525) but considerably higher than the last two years (2021: £11,870, 2020: £9,300). The Hall was also eligible for some business support funding (£2,667 in total) from Runnymede Borough Council which has made up for some of the lower income.

The cost of all types of operating expenditure continues to rise steeply due to inflation. The Hall has been protected so far from increasing gas/electricity prices as 3 year fixed price contracts were in place but these will end in April 2023 (electricity) and February 2024 (gas). A new fixed term electricity contract has been agreed but this will result in an almost 300% rise in our bills from April 2023.

Despite increasing costs, an overall gross operating surplus of £3,029 was achieved in 2022. There was a development deficit of £2,933 as £4,278 was spent to landscape the rough and overgrown area behind the Hall so as to improve access and ease of maintenance.

As usual, the £3,029 operating surplus was reduced in the accounts by a depreciation charge of £10,026 that has to be applied to the Hall building, leaving a net operating deficit for 2022 of £6,997. This reflects the policy of reducing the value of major improvements to the Hall to nil, over the remaining (21) years of the charity's lease. Therefore until the end of the lease, although the committee aim to achieve a small surplus on day to day Hall operations, the overall net result will be a deficit due to the write off of improvements. This net operating deficit will be cancelled out by the end of the lease.

No development works were capitalised this year. All items of equipment and furniture were previously considered fully depreciated so no Equipment and Furniture depreciation is applicable to the accounts for 2022.

**The Operational reserves** of the charity were £277,597 at the start of 2021. In the accounts, the usual reserves recalculation was made (adding surplus of £3,029 and subtracting buildings depreciation of £10,026) which brings these reserves to £270,601 at 31 December 2022. This represents an Operations reserve fund of £70,894 plus the Leasehold Property Reserve of £199,706.

**The restricted funds** of the charity (the Hall Development reserves) were £8,282 at 1 January 2022 which had decreased to £5,349 at 31 December 2022 due to payments made for the exterior landscaping works.

Overall 2022 was generally successful for Ottershaw Village Hall with a small operating surplus reported at the end of the year. The Hall remains in a strong financial position and we were therefore able to keep increases in rental charges for 2023 below the rate of inflation.

Reserves remain adequate to cover any potential future loss of income or unexpected expenses and available funds are continuing to be used to make capital investments that will maintain or improve the fabric and facilities of the building. In 2022 this included landscaping behind the Hall and refurbishing the Runnymede room chairs. It is planned to continue these types of improvements going forward, for example:

- Installing new flooring in the backstage area.
- Employing a contractor to maintain the gardens and grass at the Hall on a regular basis to ease the impact of this work on volunteers.

- Replacing some older Hall chairs and providing smaller chairs and tables for children's parties are currently being considered.
- Considering cost-effective investments to enable future energy saving (e.g. upgrades to lighting, installing solar panels). Reference will be made to the Emphasis3 assessment report (received in February 2023) of energy use in the Hall.

Finally, I would like to extend my personal thanks to Jeanette West, our Hall administrator, for all her hard work in recording all the Hall financial transactions so that we can easily produce these accounts and provide accurate and timely financial updates to the management committee. We would also like to thank Steve Carter who continues to act in the role of Independent Examiner for the Hall.

*J.S. Williams*

Julia Williams – Treasurer

**Ottershaw Village Hall - Charity 1123141**  
**Statement of Comprehensive Income for the Year ended 31 December 2022**

|  | Notes | 2022<br>Unrestricted<br>Operations<br>£ | 2022<br>Restricted<br>Development<br>£ | 2022<br>Total<br>£ | 2021<br>Total<br>£ |
|--|-------|---|--|--------------------|--------------------|
| <b>INCOME</b>                                    |       |   |  |                    |                    |
| Hall Rents                                       |       | 24,014                                  |  | 24,014             | 11,870             |
| Operational Fund - RBC grants                    |       | 2,667                                   |  | 2,667              | 22,366             |
| Fund Raising                                     |       |   | 389                                    | 389                | 331                |
| Development Fund - Grants                        |       |   | 0                                      | 0                  | 0                  |
| Development Fund - Donations                     |       |   | 930                                    | 930                | 780                |
| Interest on Bank Accounts                        |       | 274                                     | 26                                     | 300                | 7                  |
| <b>Total Incoming Resources</b>                  |       | <b>26,955</b>                           | <b>1,345</b>                           | <b>28,300</b>      | <b>35,354</b>      |
| <b>EXPENDITURE</b>                               |       |   |  |                    |                    |
| Costs of Income Generation:                      |       |   |  |                    |                    |
| Fundraising Costs and Dev Bank Charges           |       | 0                                       | 0                                      | 0                  | 24                 |
| Costs of Charitable Activity - running the Hall: |       |   |  |                    |                    |
| Salaries   |       | 13,576                                  |  | 13,576             | 11,691.97          |
| Print, Postage, Phone and Ops Bank Charges       |       | 479                                     |  | 479                | 194.09             |
| Rent, Rates, Insurance & Performing Rights       | 1     | 2,191                                   |  | 2,191              | 1,742.04           |
| Repairs and Maintenance - Routine                |       | 3,830                                   |  | 3,830              | 2,399.59           |
| Repairs and Maintenance - Non-Routine            | 2     | 2,343                                   |  | 2,343              | 72.00              |
| Development expenditure                          | 5     |   | 4,278                                  | 4,278              | 0.00               |
| Electricity and Gas                              |       | 1,508                                   |  | 1,508              | 1,120.80           |
| Depreciation on Fixtures & Fittings              | 4     | 0                                       |  | 0                  | 0.00               |
|  |       | <b>23,926</b>                           | <b>4,278</b>                           | <b>28,204</b>      | <b>17,420.45</b>   |
| <b>Total resources expended</b>                  |       | <b>23,926</b>                           | <b>4,278</b>                           | <b>28,204</b>      | <b>17,444</b>      |
| <b>NET INCOMING RESOURCES</b>                    |       | <b>3,029</b>                            | <b>(2,933)</b>                         | <b>96</b>          | <b>17,910</b>      |
| Less Revaluation of Building Facilities          | 4     | (10,026)                                | 0                                      | (10,026)           | (10,026)           |
| <b>NET MOVEMENT IN FUNDS/RESOURCES</b>           |       | <b>(6,997)</b>                          | <b>(2,933)</b>                         | <b>(9,930)</b>     | <b>7,884</b>       |

**Ottershaw Village Hall Statement of Financial Position as at 31 December 2022**

|  | <b>Unrestricted<br/>Operations</b> | <b>Restricted<br/>Development</b> | <b>2022<br/>Total</b> | 2021<br>Total  |
|--|------------------------------------|-----------------------------------|-----------------------|----------------|
|  | £                                  | £                                 | £                     | £              |
| <b>FIXED ASSETS</b>                      |                                    |                                   |                       |                |
| Building Facilities                      | 199,706                            | 0                                 | 199,706               | 209,732        |
| Equipment & Furniture                    | 0                                  | 0                                 | 0                     | 0              |
| <b>Net Book Value</b>                    | <u>199,706</u>                     | <u>0</u>                          | <u>199,706</u>        | <u>209,732</u> |
| <b>CURRENT ASSETS</b>                    |                                    |                                   |                       |                |
| Cash at Bank                             |                                    |                                   |                       |                |
| CAF Bank Hall Operations Account Current | 500                                | 0                                 | 500                   | 500            |
| CAF Bank Hall Operations Account Deposit | 71,287                             | 0                                 | 71,287                | 68,267         |
| CAF Bank Development Account Deposit     |                                    | 5,349                             | 5,349                 | 8,282          |
| Total Bank                               | <u>71,787</u>                      | <u>5,349</u>                      | <u>77,136</u>         | <u>77,049</u>  |
| Debtors and Prepayments                  | 1,489                              | 0                                 | 1,489                 | 1,716          |
|  | <u>73,276</u>                      | <u>5,349</u>                      | <u>78,625</u>         | <u>78,765</u>  |
| <b>LIABILITIES</b>                       |                                    |                                   |                       |                |
| Creditors - falling due within one year  | 2,382                              | 0                                 | 2,382                 | 2,619          |
| <b>NET CURRENT ASSETS</b>                | <u>70,894</u>                      | <u>5,349</u>                      | <u>76,243</u>         | <u>76,146</u>  |
| <b>LOANS</b>                             |                                    |                                   |                       |                |
| Creditors - falling due in over one year | 0                                  | 0                                 | 0                     | 0              |
| <b>TOTAL NET ASSETS</b>                  | <u>5</u> <u>270,600</u>            | <u>5,349</u>                      | <u>275,949</u>        | <u>285,879</u> |
| <b>Represented by:</b>                   |                                    |                                   |                       |                |
| <b>RESERVES</b>                          |                                    |                                   |                       |                |
| Brought Forward                          | 277,597                            | 8,282                             | 285,879               | 277,995        |
| Surplus/(Deficit) for period             | 3,029                              | (2,933)                           | 96                    | 17,910         |
| Revaluation of Leasehold Property Value  | 3, 4                               | (10,026)                          | (10,026)              | (10,026)       |
| <b>TOTAL RESERVES</b>                    | <u>270,600</u>                     | <u>5,349</u>                      | <u>275,949</u>        | <u>285,879</u> |
| <b>Analysed between:</b>                 |                                    |                                   |                       |                |
| Hall Operations Fund                     | 70,894                             | 0                                 | 70,894                | 67,865         |
| Development Fund                         | 0                                  | 5,349                             | 5,349                 | 8,282          |
| Leasehold Property Fund                  | 3                                  | 199,706                           | 199,706               | 209,732        |
|  | <u>270,600</u>                     | <u>5,349</u>                      | <u>275,949</u>        | <u>285,879</u> |

**Ottershaw Village Hall Notes to the Financial Statements**

- The Trustees of the Ottershaw Village Hall Charity have managed the Hall since 1 January 2008. Annual rental, currently of £140, is payable under the Charity's lease to Christ Church Ottershaw.
- Non-Routine Repairs cover items of equipment replacement and non-routine maintenance.
- To distinguish the funds already spent on Hall improvements from the funds free for future expenditure, in 2011 the corresponding reserves were transferred to a Leasehold Property Fund. This is being down-valued over the remaining years of the Charity's 35-year lease and the value of Building Facilities will be written down in the same way.
- Building Facilities started to be written down at an annual rate fixed from 2011 at 3.13%, to write down their full value over the then 32 years remaining on the Charity's lease of the Hall. Later additions are written down at a higher rate. There is no intention to make provision for replacement of Building Facilities by a charge against Income and Expenditure, and so the annual write-down is charged direct against the Leasehold Property. Depreciation of Equipment and Furniture is charged to Expenditure and written down at a fixed rate of 10% over 10 years. By the end of 2020 all capitalised items of Equipment and Furniture were over 10 years old and so considered fully depreciated. A calculation of depreciation is shown.
- No development works were capitalised this year. The spend of £4,278 from the Development funds was for exterior landscaping and gardening works at the rear of the Hall.
- There were no related party transactions in the accounts for 2022.

|                                 | Building<br>Facilities | Equipment<br>& Furniture | Total          |
|---------------------------------|------------------------|--------------------------|----------------|
| <b>Gross Book Value</b>         |                        |                          |                |
| At 1 Jan.2022                   | 303,630                | 0                        | 303,630        |
| Additions                       | 0                      | 0                        | 0              |
| Disposals                       | 0                      | 0                        | 0              |
| At 31 Dec.2022                  | <u>303,630</u>         | <u>0</u>                 | <u>303,630</u> |
| <b>Revaluation/Depreciation</b> |                        |                          |                |
| Rate (Straight Line to 2043)    | composite %            | 10.00%                   |                |
| At 1 Jan.2022                   | 93,898                 | 0                        | 93,898         |
| Disposals                       | 0                      | 0                        |                |
| Charge for the year             | 10,026                 | 0                        | 10,026         |
| At 31 Dec.2022                  | <u>103,924</u>         | <u>0</u>                 | <u>103,924</u> |
| <b>Net Book Value</b>           |                        |                          |                |
| At 1 Jan.2022                   | <u>209,732</u>         | <u>0</u>                 | <u>209,732</u> |
| At 31 Dec.2022                  | <u>199,706</u>         | <u>0</u>                 | <u>199,706</u> |

Signed: Julia Williams, Treasurer

Date: 03 Apr 2023

*J.S. Williams*



**Section A** Independent Examiner's Report

**Report to the trustees** Ottershaw Village Hall

**On accounts for the year ended** 31 December 2022 **Charity no (if any)** 1123141

**Set out on pages** 9 – 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

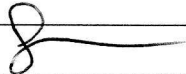
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**  **Date:** 6 May 2023

**Name:** Steve Carter

**Relevant professional qualification(s) or body (if any):** ACMA

|                 |                   |
|-----------------|-------------------|
| <b>Address:</b> | 8 St Crispins Way |
|                 | Ottershaw         |
|                 | Surrey KY16 0RE   |

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

**OTTERSHAW VILLAGE HALL**

England & Wales - Charity number 1123141

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# Accounts

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**OTTERSHAW VILLAGE HALL  
MANAGEMENT COMMITTEE**

**ANNUAL REPORT**

**For the year 1 January 2021 – 31 December 2021**

**Presented at the Annual General Meeting, 14 June 2022**

| <b>Page</b>    |                                      |
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| <b>3 - 9</b>   | <b>Trustees' Annual Report</b>       |
| <b>10 - 11</b> | <b>Treasurer's Report</b>            |
| <b>12 - 14</b> | <b>Financial Statements</b>          |
| <b>15 - 16</b> | <b>Independent Examiner's Report</b> |

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## TRUSTEES' ANNUAL REPORT

The trustees of Ottershaw Village Hall present their annual report and financial statements of the charity for the year ending 31 December 2021. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

### Section 1 – Legal and Administrative Information

|  |   |
|--|---|
| <b>Charity name:</b>                     | Ottershaw Village Hall  |
| <b>Charity Commission reg. no.</b>       | 1123141   |
| <b>Property known as:</b>                | Ottershaw Village Hall  |
| <b>For the financial year ending:</b>    | 31 December 2021  |
| <b>Charity's principal address:</b>      | Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.  |
| <b>The Charity's Governing Document:</b> | The charitable trust is constituted under a trust deed dated 8 January 2008 and was enabled by the granting of a 35-year lease of Brook Memorial Hall (renamed Ottershaw Village Hall), (the Property) from the Parochial Church Council of Ottershaw, expiring 7 January 2043. |
| <b>Specific investment powers:</b>       | Undefined   |
| <b>Professional Advisers</b>             |   |
| <b>Bankers:</b>                          | CAF Bank, West Malling, Kent<br>(Current and deposit accounts)  |
| <b>Independent Examiner:</b>             | Steve Carter ACMA, Ottershaw, Surrey  |

### Section 2 – Structure, governance and management

#### Trustees and Governance

The trustees are charity trustees for the purposes of charity law and are all members of the management committee of the Hall. The management committee consists of up to six nominated, up to seven elected and up to two co-opted members. Two members may be nominated by the Parochial Church Council of Ottershaw and five may be nominated by village organisations that regularly use the Hall. The elected members must be elected at the Annual General Meeting and the co-opted members are appointed by the management committee.

#### Management Committee

Diana (Danny) Sparkes, Chair  
Peter Binns, Vice Chair  
Julia Williams, Treasurer  
Stephen Bristow, Secretary  
Sheila Binns  
John Fawcus  
Christopher Gorham  
Pam Gorham  
William Matthews  
Denise Williams  
Peter Williams  
Johanna Wiltshire

#### Appointed by

Re-elected at AGM June 2021  
Ottershaw Society  
Re-elected at AGM June 2021  
Re-elected at AGM June 2021  
Re-elected at AGM June 2021  
Re-elected at AGM June 2021  
Ottershaw Players  
Re-elected at AGM June 2021  
Ottershaw PCC  
Ottershaw PCC  
Re-elected at AGM June 2021  
Ottershaw evening WI (Night Owls)

## **Management**

The formal election of officers by the management committee takes place at the first ordinary meeting after the AGM. All the following posts were nominated, seconded, and unanimously elected by the committee in July 2021:

|            |                   |
|------------|-------------------|
| Chair      | – Danny Sparkes   |
| Vice Chair | – Peter Binns     |
| Treasurer  | – Julia Williams  |
| Secretary  | – Stephen Bristow |

All trustees are given a copy of the Trust Deed and a copy of the Charity's latest report and statement of accounts. A register of the name and address of every member of the committee and the dates on which their terms of office begin and end is kept by the management committee.

All trustees give their time freely and have not received any benefit in money or in kind from the Charity except that the members of the management committee are insured against the costs of a defence to a prosecution brought against them as charity trustees under the Corporate Manslaughter and Corporate Homicide Act 2007.

## **Objectives and Activities for the public benefit**

The Objects of the charity are specified in the Trust Deed as follows:

- The Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

The management committee carries out these Objects by:

- managing bookings and the day to day running of the Hall and keeping the premises fit for use,
- maintaining the building so that it is safe and fit for purpose,
- promoting the availability of the Hall for hire by local advertising and other means,
- fundraising through local events, encouraging donations and applying for grants to fund improvements to the fabric and facilities of the building
- arranging for such improvements to be carried out.

The trustees consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **Risk Management**

The charity needs a serviceable building to meet its Objects. The major risk to the operation of the charity is the loss of use of the building due to fire or other damage. The charity holds an insurance policy with Hiscox Insurance covering Property Damage, Employer's and Public and Products Liability and Trustee Indemnity.

Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down the operation of the charity temporarily would be minimal. If the lease was withdrawn or the use of the Hall reduced to the extent that it was no longer viable, the shutting down costs would need to cover redundancy payments for staff (estimated, as of March 2022, at approximately £4,500) which would be covered by the reserves noted in Section 4 below. Ongoing expenditure during a prolonged period of reduced income would also mitigated by these reserves.

### **Section 3 – Activities and Achievements**

The management committee employs a part-time administrator and a part-time Hall supervisor. The administrator works from home and manages the day to day operation of the Hall including arranging lettings and keeping books of account. The administrator also assists in the identification and arrangement of maintenance and oversees cleaning. Both the administrator and the Hall supervisor are responsible to the Chair of the management committee.

The committee is required to meet at least twice a year but has met monthly to determine policy, to plan the development of the Hall's facilities and to deal with routine matters raised by members of the management committee and the Hall's administrator.

**The management committee's main aims** in 2021 were to:

- Manage the impact of the COVID-19 restrictions on the Hall operations
- maintain the Hall premises effectively
- continue to engage with the local community to raise awareness of facilities at the Hall
- continue with local fundraising for improvements and refurbishment.

### **Development Income**

Income specifically for the development of the Hall came mainly from the single Quiz Night that was held in October along with a number of continuing regular donations. In summary:

- Fundraising events raised a total of £307 net of expenses.
- Donations from individuals raised £780 (excluding Gift Aid of around £90 to be claimed in 2022).

All donations and grants received for refurbishment and improvements are accounted for separately from day to day income and are only expended on identified projects.

## **Operating Income**

During 2021, the rental income of the Hall was again impacted by closures and restrictions on use caused by the COVID-19 epidemic. Only about 40% of our usual rental income was earned. Fortunately, we were eligible for business support funding from Runnymede Borough Council which has made up the lost income. This funding, along with some furlough payments and a reduction in Hall operating costs, has enabled a gross operating surplus to be achieved this year.

## **Section 4 – Policies**

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

### **Reserves policy**

The reserves policy was updated this year after discussion by the management committee. It was agreed to increase the cash reserve held in order to cover potential future events that could severely impact Hall income (e.g. further pandemics, lockdowns etc.). The aim will now be to maintain at least twelve months' operating expenses (previously 3 months) as a reserve throughout the year, estimated to be approximately £25,000. (Note operating expenses were lower than normal this year at £17,444 due to closures and reduced usage so the new reserve level was set at just above the budget estimate for 2022 expenditure). In addition, a £10,000 emergency fund will continue to be held to cover unexpected major repairs to the Hall. Any surplus above these balances may be used for Operational or Development works.

### **Investment policy**

The charity's reserves are held on deposit at its bankers, CAF Bank, specially set up by the National Council of Voluntary Organisations and the Charities Aid Foundation to make safe deposit and current account facilities available to charities at advantageous interest rates.

### **Grant Making Policy**

The charity makes no grants.

### **Environmental Policy**

The charity has an Environmental Policy, giving guidelines which aim to minimise any adverse impact on the environment which may arise from the operations of the Hall. The policy, which includes details of the measures already taken and those planned, is available on request.

### **Health and Safety Policy**

The charity has a Health and Safety Policy, which seeks to provide a healthy and safe environment for all our employees, volunteers, committee members and hirers. The policy is available on request.

## **Section 5 - Summary of the year's activities**

### **Hall use and charges**

With COVID-19 still prevalent; major restrictions on the use of the Hall continued from January to April. This was followed by a gradual reopening from April to July, and finally we were fully open from August. As noted in the Treasurer's report, there was a consequent substantial decrease in rental income for the Hall.

At the end of 2021, with the future use of the Hall projected to return to pre-pandemic levels, the committee agreed that there would be some increases to the hire rates from 1 January 2022. Regular users were informed of these new charges and have continued to hire the Hall at the new rates, whilst weekend party bookings remain at a very satisfactory level.

### **COVID-19 impact and actions**

With COVID-19 restrictions in place at the commencement of the year, the Hall committee and our employees responded to these events and worked towards a successful full reopening.

- The monthly committee meetings continued taking place online until August, finally returning to the Hall in September.
- The AGM was held online.
- Jeanette West dealt with all the changes to party and regular user hires and the concerns and questions from all the hirers.
- Laura Beecroft carried on with all the cleaning and operating issues associated with the COVID-19 safety protocols.
- Hand gel stations, paper towel dispensers and COVID-19 signage for the Hall and kitchen were all maintained in use.
- Once full reopening was successfully achieved, the committee, Jeanette and Laura continued to adapt throughout the rest of the year to implement any revisions to the COVID-19 secure operations.

### **Development and Maintenance in 2021**

Limited development work was carried out during the year, simply due to the continued uncertainty around COVID-19 issues. However we did finally manage to arrange an official opening ceremony for the soundproof doors installed in 2020, attended by Nicola Gooderham. The doors had been installed between the Brook Memorial Hall and Runnymede Room and were funded by a grant from Chertsey Combined Charity in memory of John Gooderham.

Numerous maintenance jobs were carried out by committee members at no labour cost, including:

- Peter Williams and Chris Gorham spending many hours investigating and finding a solution to a repeating false alarm on the Fire system.
- Repainting the Hall stage and other areas of the Hall.
- Various plumbing and electrical equipment repairs.
- Garden maintenance including hedge trimming, cutting back shrubs and keeping the grass mown.

## Events

The events organised by the management committee raise funds for the Hall's development, help to promote awareness of the Hall as a good local venue and contribute to the social life of the village. However due to COVID-19 the regular quizzes in January and April had to be cancelled but the October quiz was held successfully and raised £300.

The management committee had also planned to take our regular stall at the May Fair as an opportunity to meet and talk with local people. Unfortunately, this event was also cancelled.

## Other Fundraising

A small number of monthly donations continue from previous members of the 100 Club. The committee is grateful for the continuing support of local people and of the Ottershaw Community Partnership.

## Local Support

The trustees acknowledge with gratitude the considerable support it receives both from individuals and local businesses, in particular:

- **Vita and Roy Patel** of Londis, who advertise events organised by the management committee;
- **Robert Brown** who provided technical back-up for the Hall website;
- **Ian Finch** who helps to maintain the garden;

## Employees

Jeanette West, the Hall Administrator, holds a key role in the successful running of the Hall and Laura Beecroft, the Hall Supervisor, manages the cleaning efficiently and reliably. They both monitor Hall bookings (actual checks at weekends) by non-regular users.

The trustees acknowledge with gratitude the contribution made by them both to the successful operation of the Hall and in particular this year again responding so well and enthusiastically together to manage the impacts of the COVID-19 restrictions.

During the first half of the year Jeanette and Laura both continued to work under the government Flexible Furlough scheme.

## Management Committee

The management committee all give their time on a voluntary basis and have given much over the year in commitment, ideas, energy, enthusiasm, skills, and person-power in dealing with the challenges of the COVID-19 situation.

The committee have continued to hold regular meetings using Zoom meeting software and have maintained the COVID-19 secure operation of the Hall.

The AGM was again held online as a virtual meeting with members of the public plus the committee attending.

## **Section 6- Future Plans**

Future plans for the Hall include:

- Improvements, upgrades, and necessary replacements which will continue as needed using the Reserve funds.
- A focus on community use of the Hall by helping with reduced rates for certain community groups and promotion of users' activities.

## **Section 7– Signature and Declaration**

**Declaration: I declare, in my capacity of charity trustee, that:**

- **The trustees have approved the report above and**
- **Have authorised me to sign it on their behalf.**

Signature:



Date: 09 May 2022

Full name: Diana Sparkes

Position: Chair, Ottershaw Village Hall Management Committee

## Treasurer's Report for 2021

During 2021, the rental income of the Hall was still impacted by closures and restrictions on use caused by the COVID-19 pandemic. Only £11,870 was earned - about 40% of the usual rental income (2019: £27,786; 2018: £29,525) but slightly higher than last year (2020: £9,300). Fortunately the Hall was eligible for business support funding (£19,053 in total) from Runnymede Borough Council which has made up this lost income.

As in 2020, operating costs have been reduced where possible during the year. Savings were made on print, post and phone charges due to the reduction in Hall activity and almost no non-routine maintenance was carried out. Operational bills were minimised by reducing heating when the Hall was not in use. However, many routine operational and maintenance costs are incurred even when the Hall is not in use, e.g. rent, website hosting, bank charges, routine inspections of emergency lights, gas appliances and fire extinguishers, PAT testing etc. Also the committee continued to pay 100% of salaries throughout the year, so as to support our staff. These costs were very slightly lower than normal due to fewer party monitoring payments and £3,314 was claimed from the government Job Retention Scheme whilst staff were flexibly furloughed.

Therefore, despite lower rental income but due to business support funding, furlough payments and minimising operating costs, an overall gross operating surplus of £16,822 was achieved in 2021. There was also a development surplus of £1,088 which will be applied to future refurbishment and improvement projects.

As usual, the £16,822 operating surplus was reduced by a depreciation charge of £10,026 that has to be applied to the Hall building, leaving the net surplus of £6,796. This reflects the policy of reducing the value of major improvements to the Hall to nil, over the remaining (22) years of the charity's lease. Therefore until the end of the lease, although the committee aim to achieve a small surplus on day to day Hall operations, the overall net result will be a deficit due to the write off of improvements. This operating deficit will be cancelled out by the end of the lease. No building improvement/development works were carried out this year.

All items of equipment and furniture were previously considered fully depreciated so no Equipment and Furniture depreciation is applicable to the accounts for 2021.

**The Operational reserves** of the charity were £270,801 at the start of 2021. In the accounts for this year, the usual reserves recalculation was made (adding surplus of £16,822 and subtracting buildings depreciation of £10,026) which brings these reserves to £277,597 at 31 December 2021. This represents an Operations reserve fund of £67,865 plus the Leasehold Property Reserve of £209,732.

**The restricted funds** of the charity (the Hall Development reserves) were £7,194 at 1 January 2021 which had increased to £8,282 at 31 December 2021 due to the small development fund surplus.

Despite the challenges of 2021, the Hall remains in a strong financial position, mainly due to being eligible for business support funding and furlough payments during 2021 which have more than overcome the decrease in income due to COVID-19 restrictions etc. This has led us to report a good operating surplus at the end of the year – whereas without the funding we would have made a ~£5,200 operational loss and a ~£15,000 loss after depreciation.

An Action with Communities in Rural England (ACRE) publication detailing the impact of the pandemic on village halls ('The Impact of COVID-19 on Village and Community Halls in England', Findings Report, Written on behalf of ACRE by Dr Tom Archer and Carina Skropke, June 2021), notes that a number of village Halls are in a similar position of making a surplus due to the COVID-19 grants received. A few have repaid some of their grants but ACRE argues that these surplus funds should be put into reserves and spent to deliver the Halls aims into the future, especially considering that the full long-term impact of COVID-19 is still unknown e.g. impact on hall hiring patterns, availability of government support for future lockdowns, impact on volunteers etc.

So, in light of the above, the OVH management committee has reviewed and updated the reserves policy to increase our cash reserves. This will ensure that these are adequate to cover any potential future loss of income or unexpected expenses. We will also be using some of the other available funds to make capital investments that will improve the fabric and facilities of the building. These will ensure that the Hall remains in good repair, is well used and provides facilities so that it continues to be an asset to the community of Ottershaw. For example:

- Groundworks will be carried out to improve the back of the Hall (to remove rubbish, lay a membrane and chippings, extend the path, and build steps at the dressing room doors).
- New flooring will be laid in the backstage area.
- A contractor will be employed to maintain the gardens and grass at the Hall on a regular basis to ease the impact of this work on volunteers.
- Some of the older chairs will be replaced and/or refurbished.
- Investigations will be made into improving the ventilation system and the potential of installing solar panels.
- Increases to hire rates will be minimised and use of the Hall by community groups encouraged by providing preferential hire rates where applicable.
- We will also assess future 'expected' expenditures i.e. spend that will almost certainly be needed before the end of the lease (2042) in order to keep the Hall in good repair. These may include replacement of the wooden Hall floor, repair/replacement of flat roofs and refurbishment/replacement of kitchen cupboards and appliances.

Finally, I would like to extend my personal thanks to Jeanette West, our Hall administrator, for her continuing hard work in recording all the Hall financial transactions so that we can easily produce these accounts and provide accurate and timely financial updates to the management committee. We would also like to thank Steve Carter who continues to act in the role of Independent Examiner for the Hall.



Julia Williams – Treasurer

**Ottershaw Village Hall - Charity 1123141**  
**Statement of Comprehensive Income for the Year ended 31 December 2021**

|  | Notes | 2021<br>Unrestricted<br>Operations<br>£ | 2021<br>Restricted<br>Development<br>£ | 2021<br>Total<br>£ | 2020<br>Total<br>£ |
|--|-------|---|--|--------------------|--------------------|
| <b>INCOME</b>                                    |       |   |  |                    |                    |
| Hall Rents                                       |       | 11,870                                  |  | 11,870             | 9,288              |
| Operational grants, RBC grants and JRS claims    |       | 22,366                                  |  | 22,366             | 13,442             |
| Fund Raising                                     |       |   | 331                                    | 331                | 475                |
| Development Fund - Grants                        |       |   | 0                                      | 0                  | 2,540              |
| Development Fund - Donations                     |       |   | 780                                    | 780                | 935                |
| Interest on Bank Accounts                        |       | 6                                       | 1                                      | 7                  | 45                 |
| <b>Total Incoming Resources</b>                  |       | <b>34,242</b>                           | <b>1,112</b>                           | <b>35,354</b>      | <b>26,725</b>      |
| <b>EXPENDITURE</b>                               |       |   |  |                    |                    |
| Costs of Income Generation:                      |       |   |  |                    |                    |
| Fundraising Costs and Dev Bank Charges           |       | 0                                       | 24                                     | 24                 | 97                 |
| Costs of Charitable Activity - running the Hall: |       |   |  |                    |                    |
| Salaries   |       | 11,892                                  |  | 11,892             | 11,666             |
| Print, Postage, Phone and Ops Bank Charges       |       | 194                                     |  | 194                | 122                |
| Rent, Rates, Insurance & Performing Rights       |       | 1,742                                   |  | 1,742              | 1,821              |
| Repairs and Maintenance - Routine                |       | 2,400                                   |  | 2,400              | 2,492              |
| Repairs and Maintenance - Non-Routine            | 4     | 72                                      |  | 72                 | 851                |
| Development expenditure                          | 8     |   | 0                                      | 0                  | 3,469              |
| Electricity and Gas                              |       | 1,121                                   |  | 1,121              | 1,153              |
| Depreciation on Fixtures & Fittings              | 6     | 0                                       |  | 0                  | 0                  |
|  |       | <b>17,420</b>                           | <b>0</b>                               | <b>17,420</b>      | <b>21,574</b>      |
| <b>Total resources expended</b>                  |       | <b>17,420</b>                           | <b>24</b>                              | <b>17,444</b>      | <b>21,671</b>      |
| <b>NET INCOMING RESOURCES</b>                    |       | <b>16,822</b>                           | <b>1,088</b>                           | <b>17,910</b>      | <b>5,054</b>       |
| Less Revaluation of Building Facilities          | 6     | (10,026)                                | 0                                      | (10,026)           | (10,026)           |
| <b>NET MOVEMENT IN FUNDS/RESOURCES</b>           |       | <b>6,796</b>                            | <b>1,088</b>                           | <b>7,884</b>       | <b>(4,972)</b>     |

**Ottershaw Village Hall Statement of Financial Position as at 31 December 2021**

|  | <b>Unrestricted<br/>Operations<br/>£</b> | <b>Restricted<br/>Development<br/>£</b> | <b>2021<br/>Total<br/>£</b> | <b>2020<br/>Total<br/>£</b> |
|--|--|---|-----------------------------|-----------------------------|
| <b>FIXED ASSETS</b>                      |  |   |                             |                             |
| Building Facilities                      | 209,732                                  | 0                                       | 209,732                     | 219,758                     |
| Equipment & Furniture                    | 0  | 0                                       | 0                           | 0                           |
| <b>Net Book Value</b>                    | <b>209,732</b>                           | <b>0</b>                                | <b>209,732</b>              | <b>219,758</b>              |
| <b>CURRENT ASSETS</b>                    |  |   |                             |                             |
| Cash at Bank                             |  |   |                             |                             |
| CAF Bank Hall Operations Account Current | 500                                      | 0                                       | 500                         | 500                         |
| CAF Bank Hall Operations Account Deposit | 68,267                                   | 0                                       | 68,267                      | 49,330                      |
| CAF Bank Development Account Deposit     |  | 8,282                                   | 8,282                       | 6,454                       |
| <b>Total Bank</b>                        | <b>68,767</b>                            | <b>8,282</b>                            | <b>77,049</b>               | <b>56,284</b>               |
| Debtors and Prepayments                  | 1,716                                    | 0                                       | 1,716                       | 3,116                       |
|  | <b>70,483</b>                            | <b>8,282</b>                            | <b>78,765</b>               | <b>59,400</b>               |
| <b>LIABILITIES</b>                       |  |   |                             |                             |
| Creditors - falling due within one year  | 2,619                                    | 0                                       | 2,619                       | 1,164                       |
| <b>NET CURRENT ASSETS</b>                | <b>67,864</b>                            | <b>8,282</b>                            | <b>76,146</b>               | <b>58,237</b>               |
| <b>LOANS</b>                             |  |   |                             |                             |
| Creditors - falling due in over one year | 0  | 0                                       | 0                           | 0                           |
| <b>TOTAL NET ASSETS</b>                  | <b>277,597</b>                           | <b>8,282</b>                            | <b>285,878</b>              | <b>277,995</b>              |
| <b>Represented by:</b>                   |  |   |                             |                             |
| <b>RESERVES</b>                          |  |   |                             |                             |
| Brought Forward                          | 270,801                                  | 7,194                                   | 277,995                     | 282,967                     |
| Surplus/(Deficit) for period             | 16,822                                   | 1,088                                   | 17,910                      | 5,054                       |
| Revaluation of Leasehold Property Value  | (10,026)                                 | 0                                       | (10,026)                    | (10,026)                    |
| <b>TOTAL RESERVES</b>                    | <b>277,597</b>                           | <b>8,282</b>                            | <b>285,879</b>              | <b>277,995</b>              |
| <b>Analysed between:</b>                 |  |   |                             |                             |
| Hall Operations Fund                     | 67,865                                   | 0                                       | 67,865                      | 51,043                      |
| Development Fund                         | 0  | 8,282                                   | 8,282                       | 7,194                       |
| Leasehold Property Fund                  | 209,732                                  | 0                                       | 209,732                     | 219,758                     |
|  | <b>277,597</b>                           | <b>8,282</b>                            | <b>285,879</b>              | <b>277,995</b>              |

#### Ottershaw Village Hall Notes to the Financial Statements

1. Accounting Conventions. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) published on 16 July 2014, the Charities Act 2011, and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.
2. The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to give a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.
3. The Trustees of the Ottershaw Village Hall Charity have managed the Hall since 1 January 2008. Annual rental, currently of £140, is payable under the Charity's lease to Christ Church Ottershaw.
4. Non-Routine Repairs cover items of equipment replacement and maintenance.
5. To distinguish the funds already spent on Hall improvements from the funds free for future expenditure, in 2011 the corresponding reserves were transferred to a Leasehold Property Fund. This is being down-valued over the remaining years of the Charity's 35-year lease and the value of Building Facilities will be written down in the same way.
6. Building Facilities started to be written down at an annual rate fixed from 2011 at 3.13%, to write down their full value over the then 32 years remaining on the Charity's lease of the Hall. Later additions are written down at a higher rate. There is no intention to make provision for replacement of Building Facilities by a charge against Income and Expenditure, and so the annual write-down is charged direct against the Leasehold Property. Depreciation of Equipment and Furniture is charged to Expenditure and written down at a fixed rate of 10% over 10 years. In 2020 all capitalised items of Equipment and Furniture were over 10 years old and so considered fully depreciated. A calculation of depreciation is shown.
7. At the end of 2020, the value of the Development net assets (i.e. the balance of the Development bank account) was £740 less than the calculated Development reserves (and the Operations assets are correspondingly £740 higher than the reserves figure). This was due to £740 of Hall rent which was assigned as Operations expenditure in the Accounts between 2014 and 2020, but where the payment was waived and requested by the PCC to be considered as a donation to Hall development and so shown as an increase to Development reserves. A payment to correct this discrepancy was made from the Operations to the Development bank account in 2021.
8. No development works were carried out this year.
9. There were no related party transactions in the accounts for 2021.

|                                 | Building<br>Facilities | Equipment<br>& Furniture | Total          |
|---------------------------------|------------------------|--------------------------|----------------|
| <b>Gross Book Value</b>         |                        |                          |                |
| At 1 Jan.2021                   | 303,630                | 0                        | 303,630        |
| Additions                       | 0                      | 0                        | 0              |
| Disposals                       | 0                      | 0                        | 0              |
| At 31 Dec.2021                  | <u>303,630</u>         | <u>0</u>                 | <u>303,630</u> |
| <b>Revaluation/Depreciation</b> |                        |                          |                |
| Rate (Straight Line to 2043)    | composite %            | 10.00%                   |                |
| At 1 Jan.2021                   | 83,872                 | 0                        | 83,872         |
| Disposals                       | 0                      | 0                        |                |
| Charge for the year             | 10,026                 | 0                        | 10,026         |
| At 31 Dec.2021                  | <u>93,898</u>          | <u>0</u>                 | <u>93,898</u>  |
| <b>Net Book Value</b>           |                        |                          |                |
| At 1 Jan.2021                   | <u>219,758</u>         | <u>0</u>                 | <u>219,758</u> |
| At 31 Dec.2021                  | <u>209,732</u>         | <u>0</u>                 | <u>209,732</u> |

Signed: Julia Williams, Treasurer *J.S. Williams* Date: 09 May 2022

## **Independent Examiner's Report to the Trustees of Ottershaw Village Hall**

I report on the financial statements of the Trust for the year ended 31 December 2021 as set out on pages 10 - 14. This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of financial statements. The charity's trustees consider that an audit is not required for this year under Section 144(1) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with Accounting and Reporting by Charities: Statement of recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a 'true and fair view' in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- to state whether particular matters have come to my attention.


### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

A handwritten signature in blue ink, consisting of a large, stylized 'S' followed by a horizontal line that tapers to the right.

Steve Carter ACMA  
8 St Crispins Way  
Ottershaw  
Surrey  
KT16 0RE

15 May 2022

**OTTERSHAW VILLAGE HALL**

England & Wales - Charity number 1123141

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# Accounts

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**OTTERSHAW VILLAGE HALL  
MANAGEMENT COMMITTEE**

**ANNUAL REPORT**

**For the year 1 January 2020 – 31 December 2020**

**Presented at the Annual General Meeting, 15 June 2021**

|                |                                      |
|----------------|--------------------------------------|
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## TRUSTEES' ANNUAL REPORT

The trustees of Ottershaw Village Hall present their annual report and financial statements of the charity for the year ending 31 December 2020. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

### Section 1 – Legal and Administrative Information

|  |   |
|--|---|
| <b>Charity name:</b>                     | Ottershaw Village Hall  |
| <b>Charity Commission reg. no.</b>       | 1123141   |
| <b>Property known as:</b>                | Ottershaw Village Hall  |
| <b>For the financial year ending:</b>    | 31 December 2020  |
| <b>Charity's principal address:</b>      | Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.  |
| <b>The Charity's Governing Document:</b> | The charitable trust is constituted under a trust deed dated 8 January 2008 and was enabled by the granting of a 35-year lease of Brook Memorial Hall (renamed Ottershaw Village Hall), (the Property) from the Parochial Church Council of Ottershaw, expiring 7 January 2043. |
| <b>Specific investment powers:</b>       | Undefined   |
| <b>Professional Advisers</b>             |   |
| <b>Bankers:</b>                          | CAF Bank, West Malling, Kent<br>(Current and deposit accounts)  |
| <b>Independent Examiner:</b>             | Steve Carter ACMA, Ottershaw, Surrey  |

### Section 2 – Structure, governance and management

#### Trustees and Governance

The trustees are charity trustees for the purposes of charity law and are all members of the management committee of the Hall. The management committee consists of up to six nominated, up to seven elected and up to two co-opted members. Two members may be nominated by the Parochial Church Council of Ottershaw and five may be nominated by village organisations that regularly use the Hall. The elected members must be elected at the Annual General Meeting and the co-opted members are appointed by the management committee.

#### Management Committee

Diana (Danny) Sparkes, Chair  
Peter Binns, Vice Chair  
Julia Williams, Treasurer  
Stephen Bristow, Secretary  
Sheila Binns  
John Fawcus  
Christopher Gorham  
Pam Gorham  
William Matthews  
Rosalind Smith  
Peter Williams  
Johanna Wiltshire

#### Appointed by

Re-elected at AGM June 2020  
Ottershaw Society  
Re-elected at AGM June 2020  
Re-elected at AGM June 2020  
Re-elected at AGM June 2020  
Re-elected at AGM June 2020  
Ottershaw Players  
Re-elected at AGM June 2020  
Ottershaw PCC  
Ottershaw PCC  
Re-elected at AGM June 2020  
Ottershaw evening WI (Night Owls)

## **Management**

The formal election of officers by the management committee takes place at the first ordinary meeting after the AGM. All the following posts were nominated, seconded, and unanimously elected by the committee in July 2020:

|            |  |
|------------|--|
| Chair      | – Danny Sparkes  |
| Vice Chair | – Peter Binns  |
| Treasurer  | – Julia Williams   |
| Secretary  | – Stephen Bristow (after Sheila Binns requested to stand down) |

All trustees are given a copy of the Trust Deed and a copy of the Charity's latest report and statement of accounts. A register of the name and address of every member of the committee and the dates on which their terms of office begin and end is kept by the management committee.

All trustees give their time freely and have not received any benefit in money or in kind from the Charity except that the members of the management committee are insured against the costs of a defence to a prosecution brought against them as charity trustees under the Corporate Manslaughter and Corporate Homicide Act 2007.

## **Objectives and Activities for the public benefit**

The Objects of the charity are specified in the Trust Deed as follows:

- The Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

The management committee carries out these Objects by:

- managing bookings and the day to day running of the Hall and keeping the premises fit for use,
- maintaining the building so that it is safe and fit for purpose,
- promoting the availability of the Hall for hire by local advertising and other means,
- fundraising through local events, encouraging donations and applying for grants to fund improvements to the fabric and facilities of the building
- arranging for such improvements to be carried out.

The trustees consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **Risk Management**

The charity needs a serviceable building to meet its Objects. The major risk to the operation of the charity is the loss of use of the building due to fire or other damage. The charity holds an insurance policy with Hiscox Insurance covering Property Damage, Employer's and Public and Products Liability and Trustee Indemnity.

Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down the operation of the charity temporarily would be minimal. If the lease was withdrawn or the use of the Hall reduced to the extent that it was no longer viable, the shutting down costs would need to cover redundancy payments for staff (estimated, as of December 2020, at approximately £4,000) which would be covered by the reserves noted below.

### **Section 3 – Activities and Achievements**

The management committee employs a part-time administrator and a part-time Hall supervisor. The administrator works from home and manages the day to day operation of the Hall including arranging lettings and keeping books of account. The administrator also assists in the identification and arrangement of maintenance and oversees cleaning. Both the administrator and the Hall supervisor are responsible to the Chair of the management committee.

The committee is required to meet at least twice a year but has met monthly to determine policy, to plan the development of the Hall's facilities and to deal with routine matters raised by members of the management committee and the Hall's administrator.

**The management committee's main aims** in 2020 were to:

- restore the cowl on the roof of the Hall.
- install soundproof doors between Brook Memorial Hall and Runnymede Room.
- relocate the defibrillator to the outside of the Hall, so that it is available for use at all times in the village.
- continue to engage with the local community to raise awareness of facilities at the Hall.
- maintain the Hall premises effectively.
- optimise the use of the Hall.
- continue with local fundraising for improvements and refurbishment.

### **Development Income**

Income specifically for the development of the Hall came mainly from the single Quiz Night that was held in January along with a number of continuing regular donations. In summary:

- Fundraising events raised a total of £438 net of expenses.
- Donations from individuals raised £795 (excluding Gift Aid of around £94 to be claimed in 2021).
- Christ Church Ottershaw kindly donated £140, representing the rent payable for 2020

A grant of £2,540 was received from Chertsey Combined Charities to pay for the purchase and installation of new soundproof doors between the Runnymede Room and the main Hall. These works were completed in Autumn 2020.

All donations and grants received for refurbishment and improvements are accounted for separately from day to day income and are only expended on identified projects.

## **Operating Income**

During 2020, the rental income of the Hall was severely impacted by closures and restrictions on use caused by the COVID-19 epidemic. Only about one third of our usual rental income was earned. Fortunately we were eligible for business support funding from Runnymede Borough Council which has made up some of the lost income. This funding, along with some furlough payments and a reduction in Hall operating costs, has enabled a small gross operating surplus to be achieved this year. Given the circumstances this is considered a very positive result.

£500 was received in January from the Ottershaw Community Partnership (OCP) towards the provision of a defibrillator box which was installed later in the year.

## **Section 4 – Policies**

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

### **Reserves policy**

The management committee aims to maintain a cash reserve of at least three months' operating expenses throughout the year, equating to approximately £5,000. In addition, a £10,000 emergency fund is held to cover unexpected major repairs to the Hall (as agreed from 1 January 2017). Any surplus above these balances may be used for Operational or Development works.

### **Investment policy**

The charity's reserves are held on deposit at its bankers, CAF Bank, specially set up by the National Council of Voluntary Organisations and the Charities Aid Foundation to make safe deposit and current account facilities available to charities at advantageous interest rates.

### **Grant Making Policy**

The charity makes no grants.

### **Environmental Policy**

The charity has an Environmental Policy, giving guidelines which aim to minimise any adverse impact on the environment which may arise from the operations of the Hall. The policy, which includes details of the measures already taken and those planned, is available on request.

### **Health and Safety Policy**

The charity has a Health and Safety Policy, which seeks to provide a healthy and safe environment for all our employees, volunteers, committee members and hirers. The policy is available on request.

## **Section 5 - Summary of the year's activities**

### **Hall use and charges**

For the initial period of the year from January to mid-March the Hall continued to be well used by regular groups and for parties and celebrations at weekends. However, with the unprecedented impact of COVID-19 restrictions imposed by Government from late March, the remainder of the year became a series of stop / start lettings to regular users holding socially distanced classes, with no parties allowed. As noted in the Treasurer's report there was a consequent substantial decrease in income for the Hall.

At the end of 2020, the committee agreed that there would be no changes to the hire rates from 1 January 2021. This aims to support all our regular and occasional users and encourage their return to the Hall when the impact of the COVID-19 epidemic is reduced.

### **COVID-19 impact and actions**

Once the full implications of the spread of COVID-19 became apparent and the March lockdown commenced, the Hall immediately shut, and the committee and our employees then responded to the events and worked towards a successful reopening.

- The committee meetings moved online continuing with the routine monthly schedule and holding additional special meetings to consider developments, administration, and work regarding reopening.
- Jeanette West dealt with all the party cancellations and the closing of the Hall to regular users and the concerns and questions from all the hirers.
- Laura Beecroft took on all the deep cleaning required and adapted to the new safety protocols and also painted the kitchen, toilets, and corridors when we were closed in the first lockdown.
- A survey was conducted with our regular users to assess their likely return to the Hall and the conditions they would accept.
- A COVID-19 risk assessment was then developed taking account of Government health advice, guidelines from ACRE (Action with Communities in Rural England), and our regular user surveys, to allow planning for a COVID-19 secure reopening.
- Hand gel stations, paper towel dispensers and new COVID-19 signage for the Hall and kitchen were all installed by volunteers from the committee.
- Single use of each of the toilets was created by adding locks onto the external toilet doors.
- Once the first reopening was successfully achieved the committee, Jeanette and Laura continued to adapt throughout the year to implement the new COVID-19 secure operations and more lockdowns.

### **Development and Maintenance in 2020**

A grant had been received previously from the Ottershaw Community Partnership (OCP) towards the restoration of the cowl on the roof of the Hall. This restoration was successfully carried out by a contractor in Spring 2020.

New soundproof doors between Brook Memorial Hall and Runnymede Room were installed, funded by a grant from Chertsey Combined Charities.

£500 was received in January from the Ottershaw Community Partnership (OCP) towards the provision of a defibrillator box. This enabled the defibrillator to be relocated to the outside of the Hall, so that it is available for use at all times in the village.

Numerous maintenance jobs were carried out by committee members at no labour cost, including:

- replacement of lighting tubes with LED units.
- repainting of the Hall internally whilst the Hall was shut during Lockdowns.
- garden maintenance including hedge trimming, cutting back shrubs and keeping the grass mown. The WI has assumed responsibility for their memorial rose bed, for which the committee is grateful.

## Events

The events organised by the management committee raise funds for the Hall's development, help to promote awareness of the Hall as a good local venue and contribute to the social life of the village. However due to COVID-19 the regular quizzes in April and October had to be cancelled.

The management committee had also planned to take our regular stall at the May Fair as an opportunity to meet and talk with local people. This year the date of the May Fair was planned as a celebration of 75 years after VE Day and Sheila Binns and some committee members investigated and prepared a short history of the Hall during WW2. (The Hall was accidentally burnt down during the early War years and rebuilding was a great achievement for the committee at the time, as it was accomplished during the period 1944 and 1945). The May Fair was unfortunately cancelled but the booklet on the history of the Hall was published and promoted online.

## Other Fundraising

A small number of monthly donations continue from previous members of the 100 Club. The committee is grateful for the continuing support of local people and of the Ottershaw Community Partnership.

In addition, Chertsey Combined Charities provided a substantial donation for the internal doors project in memory of John Gooderham, one of the OVH holding trustees at formation.

## Local Support

The trustees acknowledge with gratitude the considerable support it receives both from individuals and local businesses, in particular:

- **Paul West** who frequently helps behind the scenes to make sure Hall events run smoothly;
- **Vita and Roy Patel** of Londis, who advertise events organised by the management committee;
- **Robert Brown** who provides technical back-up for the Hall website;
- **Ian Finch** who helps to maintain the garden;

## Employees

Jeanette West, the Hall Administrator, holds a key role in the successful running of the Hall and Laura Beecroft, the Hall Supervisor, manages the cleaning efficiently and reliably. They both monitor Hall bookings (actual checks at weekends) by non-regular users.

The trustees acknowledge with gratitude the contribution made by them both to the successful operation of the Hall and in particular this year responding so well and enthusiastically together to manage the impacts of the COVID-19 lockdowns.

During the first COVID-19 lockdown, Jeanette and Laura both continued to work to enable the Hall to successfully reopen in the summer. However with the implementation of the lockdowns from November onwards, both employees were registered for the government Flexible Furlough scheme.

## Management Committee

The management committee all give their time on a voluntary basis and have given much over the year in commitment, ideas, energy, enthusiasm, skills, and person-power in dealing with the challenges of the COVID-19 situation.

Since the first COVID-19 lockdown the committee have continued to hold regular meetings using Zoom meeting software and have developed and successfully implemented the COVID-19 secure operation of the Hall.

The AGM was also successfully held online as a virtual meeting with 18 members of the public plus the committee attending.

## Section 6- Future Plans

Future plans for the Hall include:

- The possible replacement of the Gopak tables used in Brook Memorial Hall.
- A focus on community use of the Hall by helping with the promotion of users' activities.
- Small improvements upgrades and necessary replacements which will continue as needed and as funds permit.

## Section 7– Signature and Declaration

**Declaration: I declare, in my capacity of charity trustee, that:**

- **The trustees have approved the report above and**
- **Have authorised me** to sign it on their behalf.

Signature:  
Full name: Diana Sparkes  
Position: Chair, Ottershaw



Date: 12 April 2021

Village Hall Management Committee

## Treasurer's Report for 2020

During 2020, the rental income of the Hall was severely impacted by closures and restrictions on use caused by the COVID-19 epidemic. Only £9,300 was earned - about one third of the usual rental income (2019: £27,786: 2018: £29,525). Fortunately the Hall was eligible for business support funding (£11,953 in total) from Runnymede Borough Council which has made up some of this lost income.

Operating costs have been reduced where possible during the year:

- Savings were made on print, post and phone charges due to the reduction in Hall activity and little non-routine maintenance was carried out.
- Operational bills were minimised by reducing heating and cancelling waste collections when the Hall was not in use and notifying the water provider of closure. No business rates were paid due to the government charge holiday.
- Many routine operational and maintenance costs are incurred even when the Hall is not in use, e.g. rent, website hosting, bank charges, routine inspections of emergency lights, gas appliances and fire extinguishers, PAT testing etc. There was a reduction in spend on some consumables, but these were offset by increased costs for paper towels, cleaning materials and hand sanitiser required to make the Hall COVID-19 secure.
- Receipt of the initial RBC business support grant of £10,000 in April meant that the committee were able to commit to paying 100% of salaries throughout the year, so as to support and retain our valuable staff. These staff costs were slightly lower than normal due to fewer party monitoring payments and £988 was claimed from the government Job Retention Scheme when staff were flexibly furloughed from November.

Therefore, despite a large decrease in rental income but due to business support funding, furlough payments and a reduction in Hall operating costs, a small overall gross operating surplus of £4,665 was achieved in 2020. There was also a development surplus of £389 which will be applied to future refurbishment and improvement projects.

As usual, the £4,665 operating surplus was reduced by a depreciation charge of £10,026 that has to be applied to the Hall building, leaving a net deficit of £5,361. This reflects the policy of reducing the value of major improvements to the Hall to nil, over the remaining (23) years of the charity's lease. Therefore until the end of the lease, although the committee aim to achieve a small surplus on day to day Hall operations, the overall net result will be a deficit due to the write off of improvements. This operating deficit will be cancelled out by the end of the lease.

Although some building development works were carried out this year (to fit low energy lights, refurbish the cowl and install new soundproof doors), the committee decided that the cost of these would not be capitalised as the majority of this spend was immediately covered by grants from Chertsey Combined Charity and Ottershaw Community Partnership. In the past, depreciation of equipment and furniture has been calculated and applied as an operational cost based on the assumption that items last for 10 years. However, as all such items were considered fully depreciated by the end of 2019, no Equipment and Furniture depreciation is applicable to the accounts for 2020.

**The Operational reserves** of the charity were £276,162 at the start of 2020. In the accounts for this year, the usual reserves recalculation was made (adding surplus of £4,665 and subtracting buildings depreciation of £10,026) which brings these reserves to £270,801 at 31 December 2020. This represents an Operations reserve fund of £51,043 plus the Leasehold Property Reserve of £219,758.

**The restricted funds** of the charity (the Hall Development reserves) were £6,805 at 1 January 2020 which had increased to £7,194 at 31 December 2020 due to the small development fund surplus.

*Note: that £740 of Hall rent was assigned as Operations expenditure in the accounts for 2014 – 2020 (£100 per year until 2019, then £140 in 2020), but, as these payments were waived and requested by Christ Church Ottershaw to be considered a donation to Hall development, they were shown as an increase to the Development reserves. A payment had been planned from the Operations to the Development bank account in 2020 to correct the inconsistency up to that time, but this was overlooked. Therefore a payment of £740 will be made in 2021 so that the accounts will show that the net value of Development assets (essentially the balance in the Development bank account) is exactly equal to the Development reserves.*

Therefore, despite the challenges of 2020, which will continue into 2021, the Hall remains in a strong financial position and has a good level of reserves to cover potential future loss of income or unexpected expenses if required.

I would like to extend my personal thanks to Jeanette West, our Hall administrator, for all her hard work in recording the Hall Receipts and Payments, which greatly assists the production of these accounts and enables an accurate and timely financial picture to be available to the management committee on an ongoing basis.

Finally, we would like to thank Steve Carter who has kindly agreed to continue in the role of Independent Examiner for the Hall this year.

*J.S. Williams*

Julia Williams – Treasurer

**Ottershaw Village Hall - Charity 1123141**  
**Statement of Comprehensive Income for the Year ended 31 December 2020**

|  | Notes | 2020<br>Unrestricted<br>Operations<br>£ | 2020<br>Restricted<br>Development<br>£ | 2020<br>Total<br>£ | 2019<br>Total<br>£ |
|--|-------|---|--|--------------------|--------------------|
| <b>INCOME</b>                                    |       |   |  |                    |                    |
| Hall Rents                                       |       | 9,288                                   |  | 9,288              | 27,786             |
| Operational grants, RBC grants and JRS claims    |       | 13,442                                  |  | 13,442             | 0                  |
| Fund Raising                                     |       |   | 475                                    | 475                | 1,200              |
| Development Fund - Grants                        |       |   | 2,540                                  | 2,540              | 0                  |
| Development Fund - Donations                     |       |   | 935                                    | 935                | 1,115              |
| Interest on Bank Accounts                        |       | 41                                      | 5                                      | 45                 | 74                 |
| <b>Total Incoming Resources</b>                  |       | <b>22,770</b>                           | <b>3,955</b>                           | <b>26,725</b>      | <b>30,175</b>      |
| <b>EXPENDITURE</b>                               |       |   |  |                    |                    |
| Costs of Income Generation:                      |       |   |  |                    |                    |
| Fundraising Costs and Dev Bank Charges           |       | 0                                       | 97                                     | 97                 | 151                |
| Costs of Charitable Activity - running the Hall: |       |   |  |                    |                    |
| Salaries   |       | 11,666                                  |  | 11,666             | 12,139             |
| Print, Postage, Phone and Ops Bank Charges       |       | 122                                     |  | 122                | 576                |
| Rent   | 3     | 140                                     |  | 140                | 100                |
| Rates, Insurance & Performing Rights             |       | 1,681                                   |  | 1,681              | 1,998              |
| Repairs and Maintenance - Routine                |       | 2,492                                   |  | 2,492              | 2,048              |
| Repairs and Maintenance - Non-Routine            | 4     | 851                                     |  | 851                | 3,166              |
| Development expenditure                          | 8     |   | 3,469                                  | 3,469              | 0                  |
| Electricity and Gas                              |       | 1,153                                   |  | 1,153              | 1,610              |
| Depreciation on Fixtures & Fittings              | 6     | 0                                       |  | 0                  | 1,159              |
|  |       | <b>18,106</b>                           | <b>3,469</b>                           | <b>21,574</b>      | <b>22,796</b>      |
| <b>Total resources expended</b>                  |       | <b>18,106</b>                           | <b>3,565</b>                           | <b>21,671</b>      | <b>22,948</b>      |
| <b>NET INCOMING RESOURCES</b>                    |       | <b>4,665</b>                            | <b>389</b>                             | <b>5,054</b>       | <b>7,227</b>       |
| Less Revaluation of Building Facilities          | 6     | (10,026)                                | 0                                      | (10,026)           | (9,993)            |
| <b>NET MOVEMENT IN FUNDS/RESOURCES</b>           |       | <b>(5,361)</b>                          | <b>389</b>                             | <b>(4,972)</b>     | <b>(2,766)</b>     |

**Ottershaw Village Hall Statement of Financial Position as at 31 December 2020**

|  | <b>Unrestricted<br/>Operations<br/>£</b> | <b>Restricted<br/>Development<br/>£</b> | <b>2020<br/>Total<br/>£</b> | 2019<br>Total<br>£ |
|--|--|---|-----------------------------|--------------------|
| <b>FIXED ASSETS</b>                      |  |   |                             |                    |
| Building Facilities                      | 219,758                                  | 0                                       | 219,758                     | 229,784            |
| Equipment & Furniture                    | 0  | 0                                       | 0                           | 0                  |
| <b>Net Book Value</b>                    | <b>219,758</b>                           | <b>0</b>                                | <b>219,758</b>              | <b>229,784</b>     |
| <b>CURRENT ASSETS</b>                    |  |   |                             |                    |
| Cash at Bank                             |  |   |                             |                    |
| CAF Bank Hall Operations Account Current | 500                                      | 0                                       | 500                         | 500                |
| CAF Bank Hall Operations Account Deposit | 49,330                                   | 0                                       | 49,330                      | 46,080             |
| CAF Bank Development Account Current     |  | 500                                     | 500                         | 500                |
| CAF Bank Development Account Deposit     |  | 5,954                                   | 5,954                       | 5,705              |
| Total Bank                               | 49,830                                   | 6,454                                   | 56,284                      | 52,785             |
| Debtors and Prepayments                  | 3,116                                    | 0                                       | 3,116                       | 1,850              |
|  | 52,946                                   | 6,454                                   | 59,400                      | 54,635             |
| <b>LIABILITIES</b>                       |  |   |                             |                    |
| Creditors - falling due within one year  | 1,163                                    | 0                                       | 1,163                       | 1,452              |
| <b>NET CURRENT ASSETS</b>                | <b>51,783</b>                            | <b>6,454</b>                            | <b>58,237</b>               | <b>53,183</b>      |
| <b>LOANS</b>                             |  |   |                             |                    |
| Creditors - falling due in over one year | 0  | 0                                       | 0                           | 0                  |
| <b>TOTAL NET ASSETS</b>                  | <b>271,541</b>                           | <b>6,454</b>                            | <b>277,995</b>              | <b>282,967</b>     |
| <b>Represented by:</b>                   |  |   |                             |                    |
| <b>RESERVES</b>                          |  |   |                             |                    |
| Brought Forward                          | 276,162                                  | 6,805                                   | 282,967                     | 285,733            |
| Surplus/(Deficit) for period             | 4,665                                    | 389                                     | 5,054                       | 7,227              |
| Revaluation of Leasehold Property Value  | (10,026)                                 | 0                                       | (10,026)                    | (3,993)            |
| <b>TOTAL RESERVES</b>                    | <b>270,801</b>                           | <b>7,194</b>                            | <b>277,995</b>              | <b>282,967</b>     |
| <b>Analysed between:</b>                 |  |   |                             |                    |
| Hall Operations Fund                     | 51,043                                   | 0                                       | 51,043                      | 46,378             |
| Development Fund                         | 0  | 7,194                                   | 7,194                       | 6,805              |
| Leasehold Property Fund                  | 219,758                                  | 0                                       | 219,758                     | 229,784            |
|  | 270,801                                  | 7,194                                   | 277,995                     | 282,967            |

## Ottershaw Village Hall Notes to the Financial Statements

- Accounting Conventions. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) published on 16 July 2014, the Charities Act 2011, and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.
- The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to give a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.
- The trustees of the Ottershaw Village Hall charity have managed the Hall since 1 January 2008. Annual rental, currently of £140, is payable under the charity's lease to Christ Church Ottershaw.
- Non-Routine Repairs cover items of equipment replacement and maintenance.
- To distinguish the funds already spent on Hall improvements from the funds free for future expenditure, in 2011 the corresponding reserves were transferred to a Leasehold Property Fund. This is being down-valued over the remaining years of the charity's 35-year lease and the value of Building Facilities will be written down in the same way.
- Building Facilities started to be written down at an annual rate fixed from 2011 at 3.13%, to write down their full value over the then 32 years remaining on the charity's lease of the Hall. Later additions are written down at a higher rate. There is no intention to make provision for replacement of Building Facilities by a charge against Income and Expenditure, and so the annual write-down is charged direct against the Leasehold Property. Depreciation of Equipment and Furniture is charged to Expenditure and written down at a fixed rate of 10% over 10 years. In 2020 all capitalised items of Equipment and Furniture were over 10 years old and so considered fully depreciated. A calculation of depreciation is shown below.
- The value of the Development net assets (i.e. the balance of the Development bank account) is £740 less than the calculated Development reserves (and the Operations assets are correspondingly £740 higher than the reserves figure). This is due to £740 of Hall rent which was assigned as Operations expenditure in the Accounts between 2014 and 2020, but where the payment was waived and requested by the PCC to be considered as a donation to Hall development and so shown as an increase to Development reserves. A payment to correct this discrepancy will be made from the Operations to the Development bank account in 2021
- Although some development works were carried out this year (to fit low energy lights, refurbish the cowl and install new soundproof doors), the committee decided that the cost of these would not be capitalised as most of the cost was covered by grants from Chertsey Combined Charity and Ottershaw Community Partnership.

|                                 | Building<br>Facilities | Equipment<br>& Furniture | Total          |
|---------------------------------|------------------------|--------------------------|----------------|
| <b>Gross Book Value</b>         |                        |                          |                |
| At 1 Jan.2020                   | 303,630                | 0                        | 303,630        |
| Additions                       | 0                      | 0                        | 0              |
| Disposals                       | 0                      | 0                        | 0              |
| At 31 Dec.2020                  | <u>303,630</u>         | <u>0</u>                 | <u>303,630</u> |
| <b>Revaluation/Depreciation</b> |                        |                          |                |
| Rate (Straight Line to 2043)    | composite %            | 10.00%                   |                |
| At 1 Jan.2020                   | 73,846                 | 0                        | 73,846         |
| Disposals                       | 0                      | 0                        |                |
| Charge for the year             | 10,026                 | 0                        | 10,026         |
| At 31 Dec.2020                  | <u>83,872</u>          | <u>0</u>                 | <u>83,872</u>  |
| <b>Net Book Value</b>           |                        |                          |                |
| At 1 Jan.2020                   | <u>229,784</u>         | <u>0</u>                 | <u>229,784</u> |
| At 31 Dec.2020                  | <u>219,758</u>         | <u>0</u>                 | <u>219,758</u> |

Signed: Julia Williams, Treasurer *J.S. Williams* Date: 12 April 2021

## **Independent Examiner's Report to the Trustees of Ottershaw Village Hall**

I report on the financial statements of the Trust for the year ended 31 December 2020 as set out on pages 10 - 14. This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of financial statements. The charity's trustees consider that an audit is not required for this year under Section 144(1) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with Accounting and Reporting by Charities: Statement of recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a 'true and fair view' in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a long horizontal line.

Steve Carter ACMA  
8 St Crispins Way  
Ottershaw  
Surrey  
KT16 0RE

10 May 2021