



**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

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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

Charity name:	Ottershaw Village Hall
Charity Commission reg. no.	1123141
Property known as:	Ottershaw Village Hall
For the financial year ending:	31 December 2022
Charity's principal address:	Ottershaw Village Hall, Brox Road, Ottershaw, Chertsey, Surrey KT16 0HG.
The Charity's Governing Document:	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.
Specific investment powers:	Undefined
Professional Advisers	
Bankers:	CAF Bank, West Malling, Kent (Current and deposit accounts)
Independent Examiner:	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.



Julia Williams – Treasurer

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

	Notes	2022 Unrestricted Operations £	2022 Restricted Development £	2022 Total £	2021 Total £
INCOME					
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
Total Incoming Resources		26,955	1,345	28,300	35,354
EXPENDITURE					
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
		23,926	4,278	28,204	17,420.45
Total resources expended		23,926	4,278	28,204	17,444
NET INCOMING RESOURCES		3,029	(2,933)	96	17,910
Less Revaluation of Building Facilities	4	(10,026)	0	(10,026)	(10,026)
NET MOVEMENT IN FUNDS/RESOURCES		(6,997)	(2,933)	(9,930)	7,884

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

		Unrestricted Operations	Restricted Development	2022 Total	2021 Total
		£	£	£	£
FIXED ASSETS					
Building Facilities		199,706	0	199,706	209,732
Equipment & Furniture		0	0	0	0
Net Book Value		199,706	0	199,706	209,732
CURRENT ASSETS					
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	5,282
Total Bank		71,787	5,349	77,136	77,049
Debtors and Prepayments		1,489	0	1,489	1,716
		73,276	5,349	78,625	78,765
LIABILITIES					
Creditors - falling due within one year		2,382	0	2,382	2,619
NET CURRENT ASSETS		70,894	5,349	76,243	76,146
LOANS					
Creditors - falling due in over one year		0	0	0	0
TOTAL NET ASSETS	5	270,600	5,349	275,949	285,879
Represented by:					
RESERVES					
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)	0	(10,026)	(10,026)
TOTAL RESERVES		270,600	5,349	275,949	285,879
Analysed between:					
Hall Operations Fund		70,894	0	70,894	67,865
Development Fund		0	5,349	5,349	5,282
Leasehold Property Fund	3	199,706	0	199,706	209,732
		270,600	5,349	275,949	285,879

Ottershaw Village Hall Notes to the Financial Statements

1. 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.
2. Non-Routine Repairs cover items of equipment replacement and non-routine maintenance.
3. 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.
4. 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.
5. 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.
6. There were no related party transactions in the accounts for 2022.

	Building Facilities	Equipment & Furniture	Total
Gross Book Value			
At 1 Jan.2022	303,630	0	303,630
Additions	0	0	0
Disposals	0	0	0
At 31 Dec.2022	303,630	0	303,630

Revaluation/Depreciation

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	103,924	0	103,924

Net Book Value

At 1 Jan.2022	209,732	0	209,732
At 31 Dec.2022	199,706	0	199,706

Signed: Julia Williams, Treasurer

Date: 03 Apr 2023

J.S. Williams



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

Address:	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