

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 (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 Unrestricted Operations £	2023 Restricted Development £	2023 Total £	2022 Total £
<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**

		<b>Unrestricted Operations</b>	<b>Restricted Development</b>	<b>2023 Total</b>	<b>2022 Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<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
<b>Total Bank</b>		<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>	<b>5</b>	<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**

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 previously capitalised items of Equipment and Furniture were over 10 years old and so considered fully depreciated. A calculation of all depreciation is shown.
5. No development works were carried out this year.
6. There were no related party transactions in the accounts for 2023.

	Building Facilities	Equipment & 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

Report to the trustees

Ottershaw Village Hall

On accounts for the year  
ended

2023

Charity no  
(if any)

1123141

Set out on pages

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 31/12/2023.

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:

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