



**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 (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:

#### Member

Diana (Danny) Sparkes  
John Fawcus  
Julia Williams  
Rachel Fuller  
Kevin Fuller  
Sheila Binns  
Christopher Gorham  
William Matthews  
Denise Williams  
Peter Williams  
Johanna Wiltshire  
Brian Williams

#### Appointed by

Re-elected at AGM June 2024  
Re-elected at AGM June 2024  
Re-elected at AGM June 2024  
Re-elected at AGM June 2024  
Re-elected at AGM June 2024  
Re-elected at AGM June 2024  
Ottershaw Players  
Ottershaw PCC  
Ottershaw PCC  
Re-elected at AGM June 2024  
Ottershaw evening WI (Night Owls)  
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**

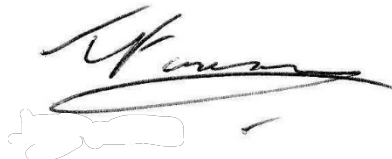
- Improvements, upgrades, and necessary replacements which will continue as needed using the Reserve funds.
- A focus on community use of the hall by helping with reduced rates for certain community groups and promotion of user's activities.

## **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 'J Fawcus', with a horizontal line underneath it.

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 Unrestricted Operations £	2024 Restricted Development £	2024 Total £	2023 Total £
<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**

		<b>Unrestricted Operations</b>	<b>Restricted Development</b>	<b>2024 Total</b>	<b>2023 Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<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 Facilities	Equipment & 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	10,026	0	10,026
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

Report to the trustees	Ottershaw Village Hall		
On accounts for the year ended	2024	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 31/12/2024.

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.

Signed:

Date: 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