

Trustees Annual Report

Charity Name - Woodmansterne Village Hall

Charity Number – 1159855.

Address

Woodmansterne Village Hall
Carshalton Road
Woodmansterne
Surrey SM7 3HR

Correspondence address

c/o Mrs Hazel Cluff
Woodmansterne Village Hall
135 Chipstead Way
Woodmansterne
Surrey SM7 3JL

Trustees

Mrs Hazel Cluff (chairman)
Mrs Catherine Childs
Mrs Debbie Martin

Mr Craig Gillespie (treasurer)
Mrs Gillian Gillespie

Governing Document – Constitution dated 11th September 2014 agreed on 6th November 2014. This constitution was an update of the constitution of 15th November 1965 to enable registration as a CIO. The Woodmansterne Village Hall was registered as a CIO with the above charity number on 8th January 2015. It was previously registered as a charity with reference 230625.

Financial Period - 1st January 2022 -31st December 2022

The present hall was opened on 2nd September 1978. The charity's purpose is to run the Village Hall for the benefit of the inhabitants of Woodmansterne and surrounding areas without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions. It provides a meeting place for a pre-school, a wide variety of local social and sports clubs and classes and is also available for hire for parties. The Committee run some social events open to all.

The trustees usually meet as a management committee once a month to make decisions affecting the Hall. Urgent matters arising between meetings are occasionally dealt with by e-mail between all trustees. Bookings are delegated to Mrs Martin, in her capacity as Booking Secretary, she reports regularly to the committee. Larger maintenance and refurbishment projects are discussed in committee and approved by them with a budget allocation. Smaller works are carried out by a handyman who is paid an hourly rate for the work done. We now pay for secretarial services as we were unable to recruit a trustee to do this work.

An AGM is held annually to which local residents and members of organisations which use the Hall are invited. New Trustees can be proposed by user-groups or local individuals and can be co-opted by the trustees. All Trustees are subject to re-election each year. Mr Howard has stood down as a trustee due to age and mobility issues. He was in at the fund-raising stage of the present Hall and his knowledge and experience will be missed. Our thanks go to him for so many years of service.

This has been a challenging year for the first time our income has not covered the running expenses of the Hall. For the previous 2 years the government grant scheme operated through local councils to assist businesses through the pandemic has enabled a reasonable financial situation to be maintained. Now that scheme has finished the accounts show that this year running costs have exceeded income by over three thousand pounds. We have had two major expenses in replacing the upper windows and their motors in the Main Hall which revealed that the wooden beams below the windows were suffering from damp this was remedied by the window fitters and the new window frames will prevent this happening again. Having had the work done it was noticed that the roof to the Lowther Room had blistered and Baker Roofing were asked to look at this and the other low level rooves. They reported that the rear roof over the garage and storage areas was in good condition but the others needed repair; this work being essential it was done and is now covered by a ten-year guarantee. We had sufficient reserve funds built up over several years to meet these expenses but these two projects meant a major part of our reserves had to be spent.

While we welcomed some new regular hirers; a major hirer of the Hall has been Kiwis Preschool but due to falling numbers they reduced their booking to only the Lowther Room and plan to close at this venue in July 2023.

Plans are in place to raise hire fees from July 23 to ensure costs are covered and reserves can be gradually increased.

Woodmansterne Village Hall Management Committee

Income and Expenditure account for the year 1/1/2022 to 31/12/2022

| | <u>2022</u> | | | <u>2021</u> | |
|--|--------------|--------------|--|--------------|--------------|
| <u>INCOME:</u> | | | | | |
| Hall Hire | 22829 | | | 17776 | |
| LESS booking officer's fee | 2700 | | | 2270 | |
| Total Income for hire of the hall | 20129 | 20129 | | 15506 | 15506 |
| Interest and dividends received | | 24 | | | 3 |
| Security deposits retained | | 50 | | | - |
| Grant from Reigate and Banstead Council | | 0 | | | 8712 |
| Total Income | | 20203 | | | 24221 |
| <u>Annual operating expenses:</u> | | | | | |
| Account examiner's fee: bal. of previous year | 0 | | | -12 | |
| Account examiner's fee: this year: estimated | 384 | | | 384 | |
| Hall Secretary fee | 1251 | | | 0 | |
| Cleaning..... | 7007 | | | 3987 | |
| Electricity | 685 | | | 717 | |
| Gas | 2264 | | | 1010 | |
| Insurance | 3236 | | | 3069 | |
| Land, lease of | 252 | | | 434 | |
| Maintenance: general, usual | 4533 | | | 2137 | |
| Miscellaneous..... | 213 | | | 593 | |
| Music licence | 1380 | | | 0 | |
| Rates: Reigate and Banstead Council | 343 | | | 175 | |
| Refuse..... | 1439 | | | 732 | |
| Telephone | 329 | | | 406 | |
| Water | 92 | | | 156 | |
| Total annual operating expenses: | 23409 | | | 13789 | |
| <u>Non annual expenses</u> | | | | | |
| Plumbing | 130 | | | 304 | |
| <u>total expenses</u> | 23538 | 23538 | | 14093 | 14093 |
| Excess of income over operating expenses: | | -3335 | | | 10128 |
| Excess of operating expenses over income: | | | | | |
| Less Depreciation: see note. | | 1019 | | | 1199 |
| INCREASE OF VALUE OF ASSETS (EXC BUILDINGS) | | -4355 | | | 8929 |
| DECREASE OF VALUE OF ASSETS (EXC BUILDINGS) | | | | | |

WOODMANSTERNE VILLAGE HALL MANAGEMENT COMMITTEE

Balance sheet as at 31/12/22

| | | | | |
|--|--------------|---------------|-----------------------|------------------------|
| Fixed assets: | | | | |
| Buildings, equipment and land owned | | 961074 | | 821449 |
| Liquid assets: | | | | |
| Balances at bank + cash in hand | 10432 | | 41751 | |
| Plus debtors | 4292 | | 3236 | |
| | 14724 | | 44987 | |
| Less creditors | 1327 | | 847 | |
| Nett liquid assets | 13397 | 13397 | 44140 | 44140 |
| TOTAL ASSETS AS AT 31/12/21 | | 974471 | | 865590 |
| Represented by: | | | | |
| Total assets at 31/12/21 | | 865589 | | 722820 |
| PLUS increase in the value of the assets per I + E account | | -4355 | | 8929 |
| Plus increase in the value of the building (note 2) | | 113237 | | 133841 |
| | | 974472 | | 865589 |

Calculation of items in the balance sheet.

| | | | | |
|---|---------------|---------------|----------------------|------------------------|
| Fixed assets: | | | | |
| Buildings and land owned at 31/12/21 | 814654 | | 680813 | |
| Inflationary increase as advised by insurers | 113237 | | 133841 | |
| Buildings and land owned at 31/12/22 | 927891 | 927891 | 814654 | 814654 |
| Equipment and contents at 31/12/21 | 6795 | | 7995 | |
| Less depreciation at 15% (note 3) | 1019 | | 1199 | |
| | 5776 | | 6795 | |
| plus sundry purchases (new flat roof and windows) | 27407 | | | |
| Equipment and contents at 31/12/22 | 33183 | 33183 | 6795 | 6795 |
| Fixed assets as at 31/12/22 | | 961074 | | 821449 |
| Debtors: | | | | |
| Hall hire payments recd in arrears | 1417 | | | |
| Insurance premium for 2023 | 2875 | | 3236 | |
| Total debtors | 4292 | | 3236 | |
| Creditors: | | | | |
| Security deposits refundable after hire | 200 | | 400 | |
| Hall hire payments recd in advance | 743 | | 63 | |
| Account examiner's fee (estimated) | 384 | | 384 | |
| Total creditors | 1327 | | 847 | |