

## **Horsell Village Hall**

### **Chairmans Report 2023**

**1<sup>st</sup> January to 31st December 2023**

May I welcome every-body to the Horsell Village Hall 2023 Annual General Meeting. This is the eighth full year of operation as a CIO (Charitable Incorporated Organisation) which was constituted in February 2016, and it marks the completion my sixth year as the Chairman of the Trustees.

I am pleased to say that we have had no further adverse effects on the hall operation due to Covid. Covid is still in the community, and I have heard of a number of people who have had it. However, it is now reported as being similar to a heavy cold or flu, for a period of 2 or 3 days.

Following on from the Covid pandemic, the economy moved in to a period of recession. This has caused a couple of regular hirers to suffer reduced numbers in their classes, and have become unviable for the organisers. This has resulted in Tempo Tots and Splat Messy Play closing their classes after many years. We are attracting new hirers all the time, but we hope this will not affect to many other customers

The financial result for the year 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023 has been very satisfactory. This represents a full 12 months of normal operation. During 2023 we also had a donation from the Garden Safari, which is very much appreciated, but not from the Christmas Carol Concert as we had in the past. This is due to a change in personnel running the choir, who now want to make donations to local charities. The high hall utilisation has resulted in the hall being in a good financial position, and able to look to the future with some security. Full details will be given during the Treasurers report.

We completed a review of the hall hire rates in September 2023, and have increased the hire rates by a small amount. Operating costs have continued to increase, especially for heating and lighting, but also cleaning services, which is one of largest expenses. This increase was measured, and brought few comments. We do know that we have one of the lowest rental rates in the area, and this is helping in keeping the utilisation rate high.

Following on from the replacement of the fluorescent tubes for LED's in the hall, which was completed in mid 2023, we then completed the re-decoration of the ceilings and walls in the building, and some of the gloss work. This has had a number of positive comments from the hirers. We are currently looking for further improvements that can be made to the hall.

During the 2022 AGM, I reported on a leak in the roof above the gentleman's toilet. This leak resulted in water getting into one of the light fittings. Following an on-site meeting with the building contractors, it was considered the cause was an accumulation of leaf debris, which was breaching the water proofing course. We had all the gutters and the flat roofs cleaned of debris, and since then, we have had no more water ingress. In addition, during 2022 there were a number of

blockages of the waste from the Bedser toilets. We managed to clear them, and this problem has not been reported. The above events has high-lighted a need to be more pro-active in the maintenance of the building, and a start has been made on the compilation of a maintenance log, to ensure activities that require repetitive actions are completed as planned.

I am also able to report that we have had no more reports of problems with rowdy boys disrupting classes. This problem appears to come round every few years, and it may return in the future.

At the last AGM, I reported on the addition of a new Trustee, Candace Relf. She is now a vital part of the team, and the community as a whole. However, I have to report we have lost two Trustees recently, and gained a new Trustee.

Dorothy Smith was admitted to a care home in Knaphill in September 2023, where she resides today. At the moment, she will not be returning as a Trustee. Dorothy has been involved with the hall for many years, and she is sorely missed. We all wish her well for the future.

Alan Barlett passed away on 29<sup>th</sup> February 2024. He was Chairman of the Trustees for 5 years, I took over from him in 2018, but he remained a Trustee until recently.

Following Dorothy's admission to a care home, her husband, Adrian, has agreed to become a Trustee. He also has been involved with the hall for many years with his wife, but he has now become a full Trustee. We welcome him to our group, and look forward to working with him.

Under the rules of the CIO, it is required that all the Trustees stand down at the AGM meeting, and indicate if they are willing to stand again for election. They have all agreed to do this.

I would also like to thank the other Trustees who run the hall on a voluntary basis in 2023. Without their help, it would be impossible to provide this facility, which is well used and appreciated by the local population.

Finally, below is a listing of the current Trustees:-

Paul Bowyer – Chairman of Trustees  
Bridie Dolman – WI Representative  
Anna Doran – Treasurer  
Paul Edwards  
Adrian Harvey – Church and Institute Representative  
Candace Relf - Bookings  
Adrian Smith

Paul Bowyer  
Chairman Horsell Village Hall Trustees.

July 2024

# **HORSELL VILLAGE HALL**

**Registered Charity No 1160600**

## **Receipts and Payments Account for the year ended 31/12/2023**

	This year £	This year £	This year £	Last year £
	Main fund	Designated fund	Total	Total
<b>Receipts</b>				
Letting Income	48,601	0	48,601	45,086
Donations	456	0	456	3,205
Grant Income	0	0	0	6,982
Bank Interest	1,199	0	1,199	302
Warranty Claim	0	0	0	0
<b>Total receipts</b>	<b>50,257</b>	<b>0</b>	<b>50,257</b>	<b>55,574</b>
<b>Payments</b>				
Utilities	10,011	0	10,011	15,479
Telephone	844	0	844	867
Cleaning and Waste	13,005	0	13,005	13,312
Repairs and Maintenance	2,576	11,848	14,424	7,046
Insurance	3,045	0	3,045	2,798
Sundry	3,692	0	3,692	2,145
<b>Sub total</b>	<b>33,172</b>	<b>11,848</b>	<b>45,020</b>	<b>41,645</b>
Asset Purchases	0	0	0	0
<b>Total payments</b>	<b>33,172</b>	<b>11,848</b>	<b>45,020</b>	<b>41,645</b>
<b>Surplus/deficit</b>	<b>17,084</b>	<b>-11,848</b>	<b>5,237</b>	<b>13,929</b>

Note : All funds are unrestricted

## **Independent Examiner's Report**

### **Report to the Trustees of the Horsell Village Hall CIO on the accounts for the year ended 31 December 2023**

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

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

#### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 41 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Susan Trueman FCA

Date: 31/05/2024