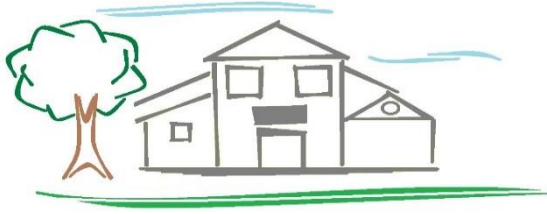


Wadhurst Institute, Hall & Field CIO

2021/22 AGM

Thursday August 18th 2022 @ 20.00

Wadhurst Commemoration Hall



Welcome

- Hello and welcome
- The draft agenda was published in the AGM notice but has undergone a slight change and is now:



Agenda

1. OPENING REMARKS

Welcome

2. CHAIRMAN'S REPORT –

To receive the annual report of the charity trustees for the period August 2021 -> July 2022

3. TREASURER'S REPORT –

To receive the accounts for the year ended 31 December 2021

4. CHARITY TRUSTEES –

To re-elect the following persons as charity trustees under clause 10.4 of the Constitution to serve until the end of the next AGM:

Roger Bishop, Serena Gadd, Karen Neal, Patricia Hay, Andrea Tincombe, Stuart Pocock, Robert Stovell

5. To note the current User body list under clause 10.5 of the Constitution:

Wadhurst Bowls Club, Wadhurst Community Cinema, Wadhurst Cricket Club, Wadhurst Dramatic Club , Wadhurst Parish Council, Wadhurst U3A, Wadhurst History Society, Wadhurst Football Club

6. APPOINTMENT OF AUDITOR/EXAMINER: Gulshan Khan

7. ANY OTHER BUSINESS (none previously notified)



Wadhurst Institute, Hall & Field CIO

2021/22 AGM

Chairman's report

John Mitchell



Reflection

Progressive remediation programme since October 2019

Major infrastructure achievements:

- Electrics, heating, drainage, Hall windows all upgraded
- Hall refurbished, Institute external decoration
- Field access reconstructed

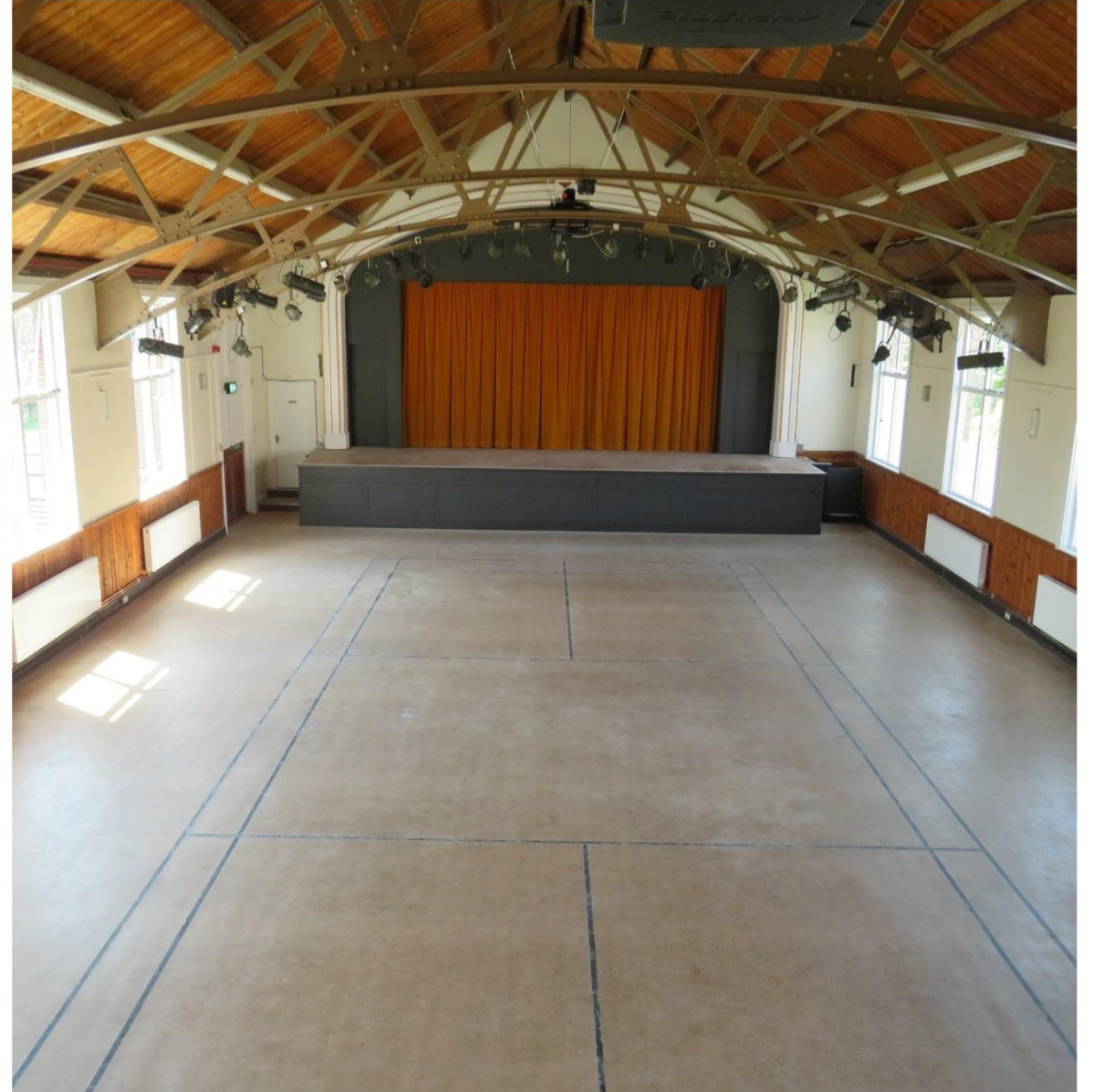
Investment around £45,000

- Full-time caretaker
- Automated Booking & Invoicing system implemented

Reflection



Reflection

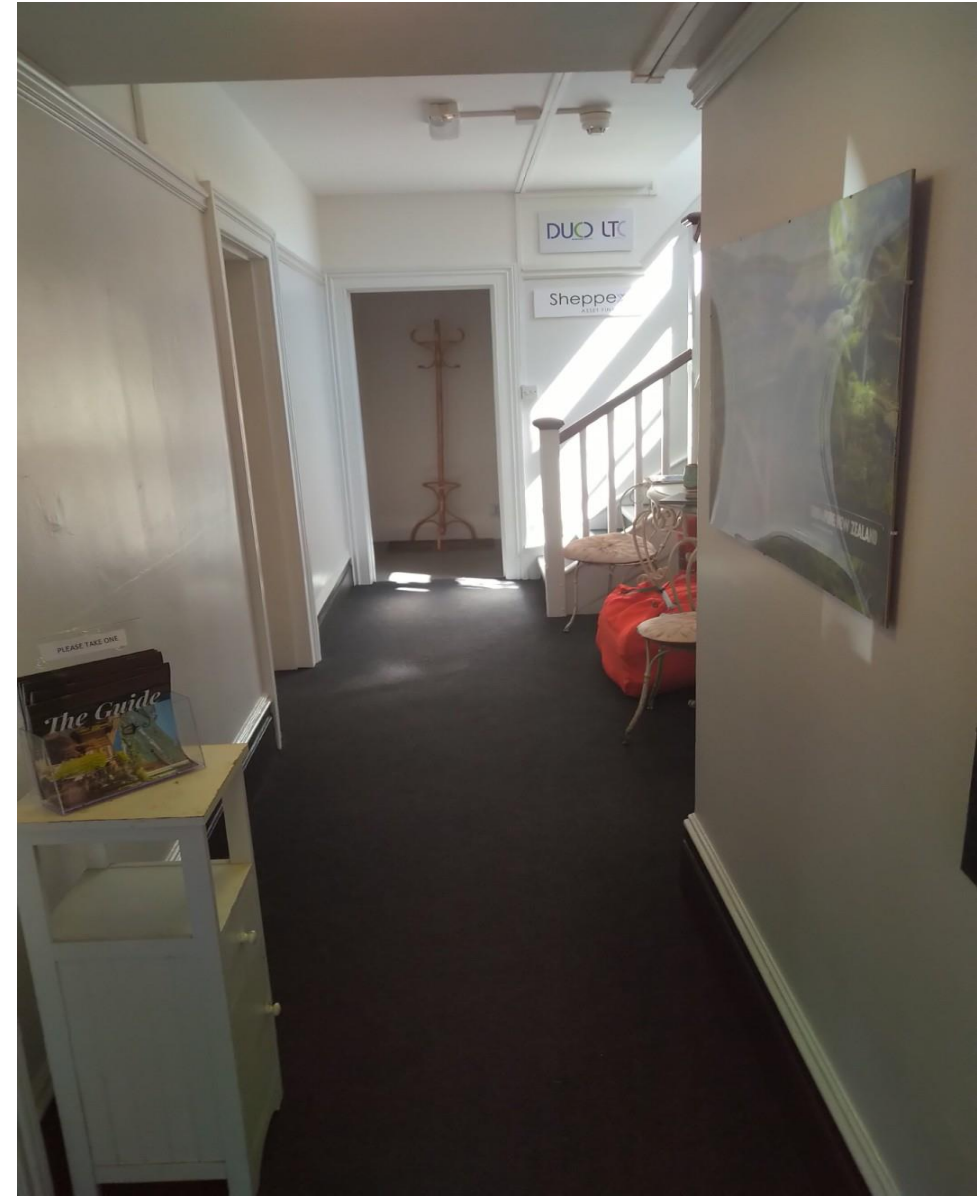




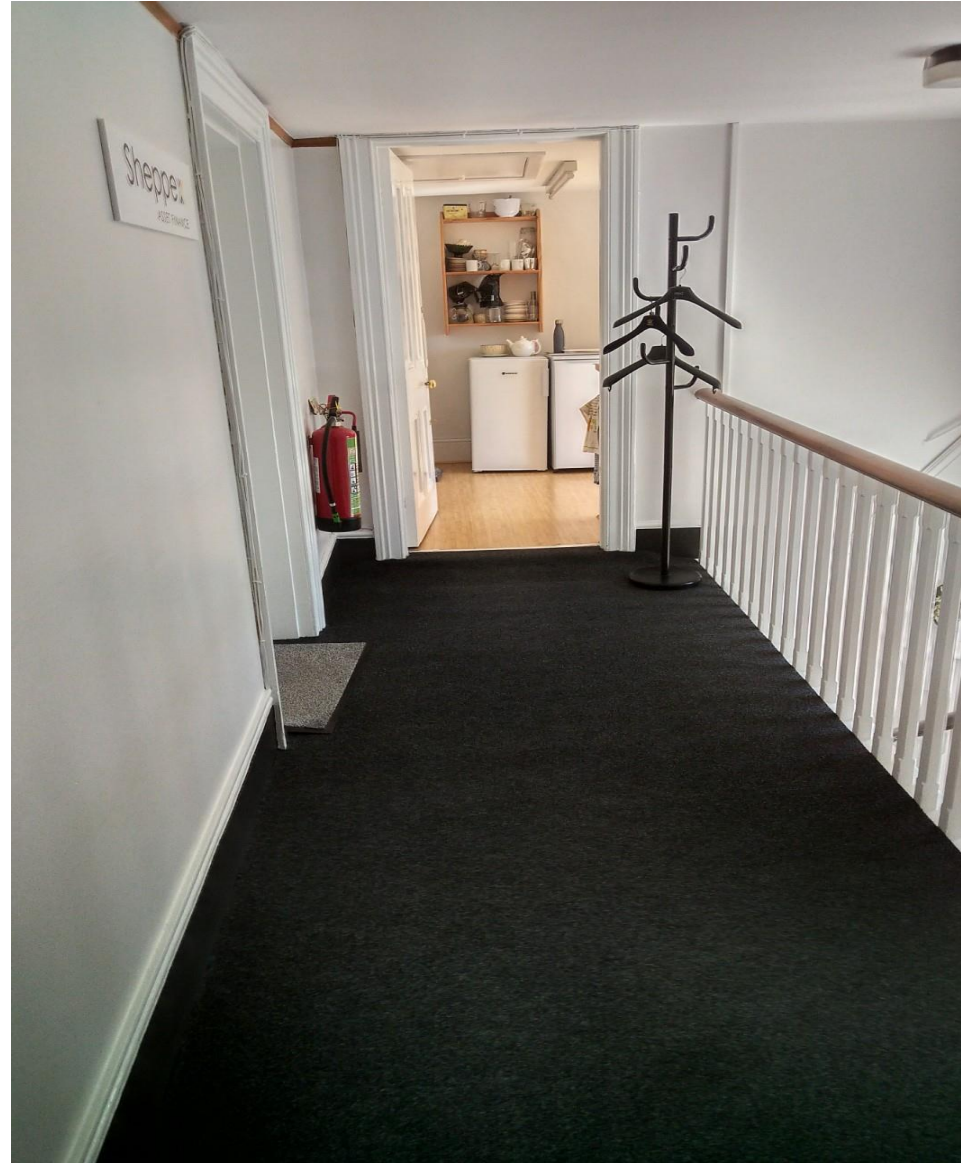
2021/22 Activities - Priorities

- Maintenance and repairs
- Completion of facilities modernisation programme
Main focus on the Field
- Increase the utilisation of the facilities
Grow Customer base

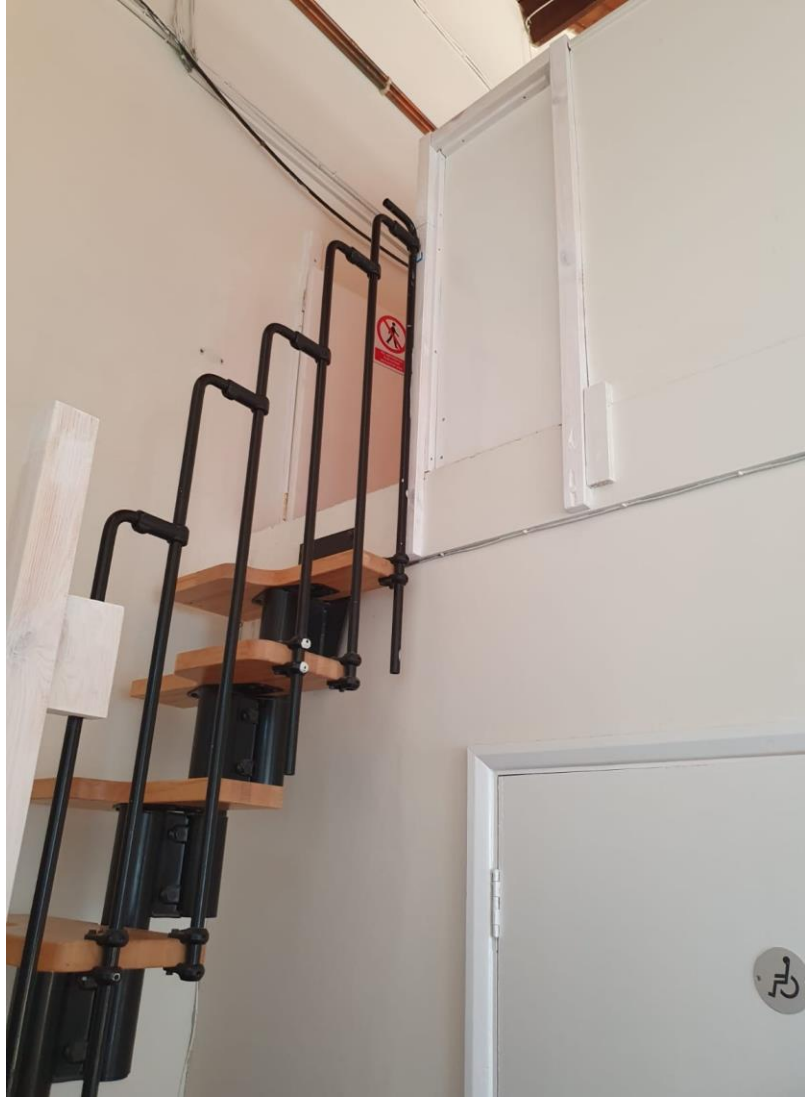
Institute decoration



Institute decoration



Hall stairs made safe



External hall doors



New Bench in the Field



WL access gate



Playground



Playground



Gate to car park



Rewilding in the Field



Forest School in the Copse



Jubilee











CIO - Electric cost profiles on 2 year fixed					
	Renewal	2021 costs - actual	2022 costs projected on 2021/2022 actuals	2023 costs projected on 2021/2022 actuals	2024 costs to renewal
Meter 1					
Institute + Hall	01-Jun	£4,368	£8,965	£12,393	£6,196.50
Institute 85%	%age				
Hall 15%		#REF!	£0.00	£0.00	
Meter 2	01-Jul	£1,195	£2,928	£4,151.74	£1,954
Library+History+Orchard	%age	2021 = 8 months			
Meter 3	01-Sep				
Drama stage lights					
Total		£5,563	£11,893	£16,545	£8,151
2022 budget overspend			£5,493		

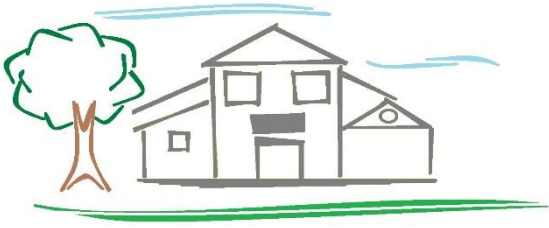


2021/22 Completed activity summary

Completed

1. Institute – full internal decoration
2. Hall Stairs made safe
3. Hall external doors repainted
4. Washwell lane access gate
5. New Bench in the field
6. Children's play facility
7. Access to the field from the car park
8. Rewilding in the Field
9. Forest School
10. Jubilee
11. Services contract for Caretaker cover
12. Electricity contracts

Further investment
made of around £8,000



2021/22 activities – still work in progress

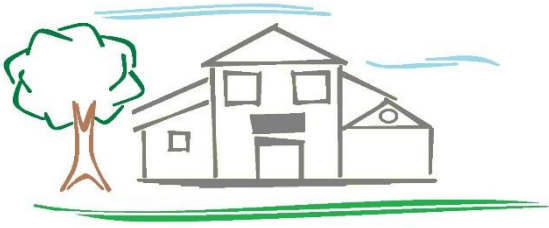
1. Hall frontage uplift
2. Hall Centenary planning
3. Solar panels
4. New leases for Tenants
5. Individual electricity meters for all leased rooms



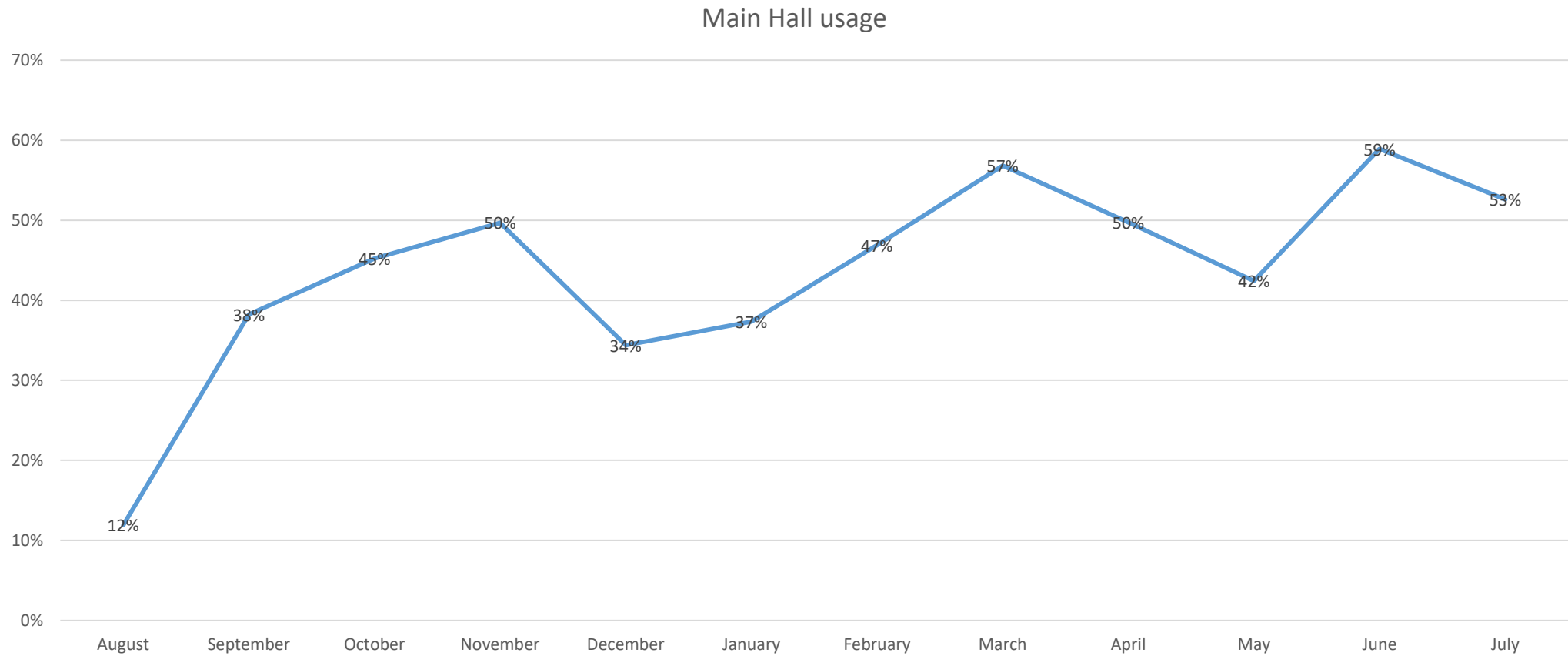
2021/22 Customers

Regular customers up 15% with a diverse mix:

- Film club, Dramatic club
- U3A
- History society, Wadhurst aloud
- Ballet, Karate, Badminton, Tai chi
- Cameo Club, Dementia café, Afternoon fellowship
- Farmers market
- Rug sale Teak sale Antiques sale Toy fair



2021/22 Main Hall usage





Facilities issues

Its not all sweetness and light though:

- The Committee room cannot be hired as it is full of storage as everywhere else is full of customer items
- The Orchard room usage is very low
 - Why
 - What is its purpose



2021/22 Summary

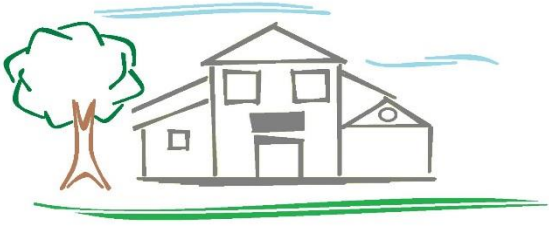
The Committee met 6 times during the year and all the Trustees have contributed in delivering the CIO's plans.

Satisfying progress has continued on the remediation and modernisation of the facilities with the few remaining items being planned for 2022/23

Regular customers have increased and Hall utilisation is regularly above 40%

Again, there are three people who deserve special mention for their significant contributions:

- Roger Bishop – Infrastructure
- Stuart Pocock – Treasurer and Hall Operations lead
- Jemma Pantrey – 'Caretaker' extraordinaire



Wadhurst Institute, Hall & Field CIO

2021/22 AGM

End of Chairman's report



The purpose of the Charity is to run, maintain and preserve the Institute, Hall & Field for the benefit of the Community.

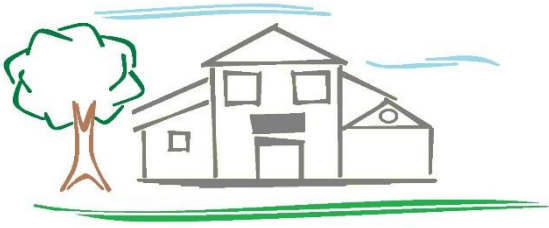
This costs a lot and the Charity earns its money only through the leasing & hiring of the facilities so its over to Stuart Pocock, our Treasurer, to hear how it got on.



Treasurer's Report

Year ending 31st December 2021

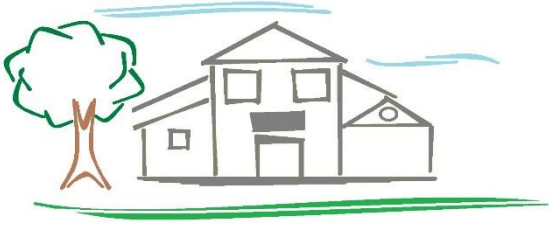
Stuart Pocock



WADHURST INSTITUTE HALL AND FIELD

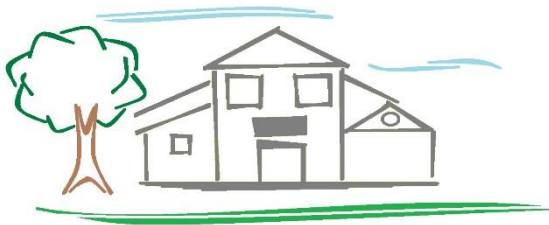
Registered Charity No. 1169908

Report and Accounts for the Year Ended 31 December 2021



Summary

- 2021 WI,H&F Accounts
 - Independent Examiner
- Income & Expenditure
 - Significant items
- 2022 YTD financial performance (cash)



Independent Examiners Report

Signed

Dated:

1 August 2022

Mr G Khan ACMA
G3J Limited
32 Abinger Drive
Redhill
Surrey, RH1 6SY

For the year ended 31 December 2021

Report to the Trustees of Wadhurst Institute Hall and Field for the year ended 31 December 2021
Charity No 1169908 set out on the proceeding pages

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed

It is my responsibility to:

Examine the accounts (under section 145 of the Act)

To follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the Act) and to state whether 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 Commission. An examination includes a review of the accounting records kept by the Charity and in 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.

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Independent Examiners statement

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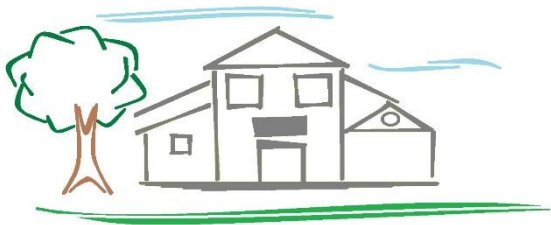
1. Which gives me reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:
Proper accounting records are kept (in accordance with section 130 of the Act); and accounts are prepared which agree with the accounting records and comply within the 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

Dated:

1 August 2022

Mr G Khan ACMA
G3J Limited
32 Abinger Drive
Redhill
Surrey, RH1 6SY



Income & Expenditure

GENERAL FUND		2021	2020
		£	£
INCOME			
	↓ Rentals	38,031	39,488
	↑ Managed Services	5,625	0
	↑ Hirings	8,824	4,648
	Bank interest received	6	65
	Bank compensation received	0	0
	↑ Grants and Donations	16,097	11,334
	Sundries	0	87
		<u>68,583</u>	<u>55,622</u>

		2021	2020
		£	£
EXPENDITURE	↑ Employment costs	17,118	14,959
	↑ Rates	2,742	1,952
	↑ Light and heat	11,343	9,114
	↑ Water	1,684	792
	Refuse collection	2,357	2,141
	Cleaning	578	1,394
	Telephone	339	751
	Hall wifi	479	159
	Insurances	2,638	2,612
	Website, marketing and advertising	346	100
	Licences and subscriptions	350	501
	↓ Legal and professional fees	2,808	5,249
	↓ Repairs, maintenance and Projects	17,994	39,674
	Miscellaneous	12	37
	Paypal fees	49	0
	Depreciation	1,514	1,410
	Utility Recoveries	-5,870	-3,801
		<u>56,481</u>	<u>77,044</u>
	↑ SURPLUS/(DEFICIT) for the year	<u>12,102</u>	<u>-21,422</u>
	Balance at 1 January	69,374	90,796
	(Deficit)/Surplus for the year	12,102	-21,422
	Transfer from New Hall Fund	0	0
	↑ Balance as at 31 December	<u>81,476</u>	<u>69,374</u>



2022 YTD 31st July Financial (cash) Performance

31st Dec 2021

- **Cash balance** **£82,261**

31st July 2022

- Reserve Account £70,707
 - Current Account £12,741
- £83,448**

Tuesday 16th August

- Reserve Account £70,680 *(inline with WI,H&F reserves policy)*
 - Current Account £24,033
- £94,723**



Treasurer's Report

ANY QUESTIONS

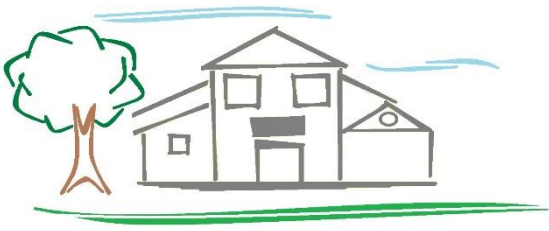


Wadhurst Institute, Hall & Field CIO

2021/22 AGM

Election of Trustees

Record current of User Bodies

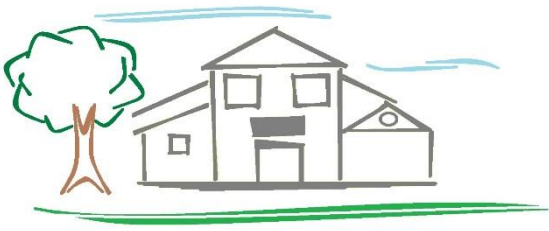


Election of Trustees

- Sarah Niell resigned in June
- No applications to become a trustee were received prior to the AGM

To re-elect the following persons as Trustees under clause 10.4 of the Constitution, to serve until the end of the next AGM:

- Roger Bishop
- Serena Gadd
- Patricia Hay
- Karen Neal
- Stuart Pocock
- Robert Stovell
- Andrea Tincombe



Note of current User Bodies

- The Sarah Niell resigned in June
- No applications to become a trustee were received prior to the AGM

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- Karen Neal
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- Andrea Tincombe



Wadhurst Institute, Hall & Field CIO

2021/22 AGM

Appointment of the Examiner- Gulshan Khan

Stuart Pocock

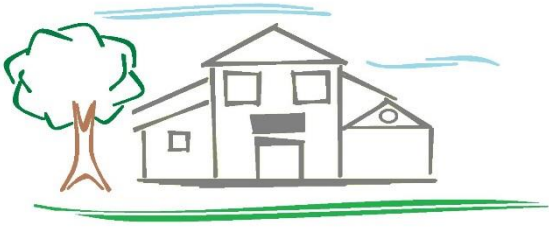


Wadhurst Institute, Hall & Field CIO

2021/22 AGM

Any Other Business

None received prior to the meeting



Wadhurst Institute, Hall & Field CIO

2021/22 AGM

Closing statement

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

Report and Accounts for the Year Ended 31 December 2021

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

Content of the Report and Accounts

for the Year ended 31 December 2021

	Page
Report of the Independent Examiner	1
Income and Expenditure Account	2
Balance Sheet	3
Notes to the Accounts	4 - 5

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE
WADHURST INSTITUTE HALL AND FIELD (Registered Charity No. 1169908)**

For the year ended 31 December 2021

Report to the Trustees of Wadhurst Institute Hall and Field for the year ended 31 December 2021
Charity No 1169908 set out on the proceeding pages

Respective Responsibilities of Trustees and Examiner

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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 130 of the Act); and accounts are prepared which agree with the accounting records and comply within 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



Dated: 1 August 2022

Mr G Khan ACMA
G3J Limited
32 Abinger Drive
Redhill
Surrey, RH1 6SY

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2021

GENERAL FUND	2021 £	2020 £
INCOME		
Rentals	38,031	39,488
Managed Services	5,625	0
Hirings	8,824	4,648
Bank interest received	6	65
Bank compensation received	0	0
Grants and Donations	16,097	11,334
Sundries	0	87
	<u>68,583</u>	<u>55,622</u>
 EXPENDITURE		
Employment costs	17,118	14,959
Rates	2,742	1,952
Light and heat	11,343	9,114
Water	1,684	792
Refuse collection	2,357	2,141
Cleaning	578	1,394
Telephone	339	751
Hall wifi	479	159
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 Balance at 1 January	69,374	90,796
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Transfer from New Hall Fund	0	0
 Balance as at 31 December	<u>81,476</u>	<u>69,374</u>

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

BALANCE SHEET AS AT 31 DECEMBER 2021

	Notes	2021	2020
		£	£
Fixed Assets			
Freehold premises at Insured Value	1	3,123,712	3,123,712
Annexe refurbishment at cost	2	53,769	53,769
Institute refurbishment at cost	3	6,892	6,892
		<u>60,661</u>	<u>60,661</u>
Less: Depreciation of refurbishments		<u>-60,661</u>	<u>-60,661</u>
Equipment at cost	4	6,053	5,641
Less: depreciation		<u>-4,176</u>	<u>-2,662</u>
		1,877	2,979
Net book value of Fixed Assets		<u>3,125,589</u>	<u>3,126,691</u>
Current Assets			
Debtors and prepayments	5	6,393	7,530
Cash at bank and in hand	6	<u>82,261</u>	<u>69,928</u>
		88,654	77,458
Current Liabilities			
Creditors and accruals	7	9,055	11,063
Net current assets		<u>79,599</u>	<u>66,395</u>
Total Net Assets		<u>3,205,188</u>	<u>3,193,086</u>
REPRESENTED BY:			
Premises valuation reserve		3,123,712	3,123,712
General Fund		81,476	69,374
		<u>3,205,188</u>	<u>3,193,086</u>

Signed:

Dated:

ON BEHALF OF THE BOARD OF TRUSTEES

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

NOTES TO THE ACCOUNTS 31 DECEMBER 2021

TANGIBLE FIXED ASSETS

1	Property	Acquired	£	£
	Commemoration Hall	1923	1,958,900	
	Institute	1904	761,894	
	Cricket Pavilion		217,549	
	Bowls Pavilion		185,369	
	Playing Field	1921	<u>Not valued</u>	
				<u>3,123,712</u>

The cost of the above assets is not ascertainable and in the absence of a market valuation they are recorded at their current insured value. Any surplus arising has been credited to the Premises Valuation Reserve.

2	Refurbishment of Annexe		
	COST		
	At 1 January 2021		53,769
	DEPRECIATION		
	At 1 January 2021		53,769
	NET BOOK VALUE		
	At 31 December 2021		<u>NIL</u>
	At 31 December 2020		<u>NIL</u>
3	Refurbishment of Institute		
	COST		
	At 1 January 2021		6,892
	DEPRECIATION		
	At 1 January 2021		6,892
	NET BOOK VALUE		
	At 31 December 2021		<u>NIL</u>
	At 31 December 2020		<u>NIL</u>

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

NOTES TO THE ACCOUNTS 31 DECEMBER 2021 continued

	Sound System	Ceiling fans	Total
4 Equipment			
COST			
At 1 January 2021	3,004	2637	5,641
Additions	412	0	412
At 31 December 2021	<u>3,416</u>	<u>2,637</u>	<u>6,053</u>
DEPRECIATION			
At 1 January 2021	2,003	659	2,662
Charge for the year	855	659	1,514
At 31 December 2021	<u>2,858</u>	<u>1,318</u>	<u>4,176</u>
NET BOOK VALUE			
At 31 December 2021	<u>558</u>	<u>1,319</u>	<u>1,877</u>
At 31 December 2020	<u>1,001</u>	<u>1,978</u>	<u>2,979</u>
5 Debtors and Prepayments	2021	2020	
	£	£	
Rents	4,872	7,018	
Managed Services	1,250	0	
Hirings	126	512	
Recoveries	145	0	
	<u>6,393</u>	<u>7,530</u>	
6 Cash at Bank and in Hand	2021	2020	
	£	£	
Current account	11,578	9,251	
Reserve account	70,683	60,677	
Cash	0	0	
	<u>82,261</u>	<u>69,928</u>	
7 Creditors and accruals	2021	2020	
	£	£	
Rent prepaid	6,795	8,563	
Recoveries prepaid	0	2,000	
Cost accruals	2,260	500	
	<u>9,055</u>	<u>11,063</u>	

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

Report and Accounts for the Year Ended 31 December 2021

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

Content of the Report and Accounts

for the Year ended 31 December 2021

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**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE
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Dated: 1 August 2022

Mr G Khan ACMA
G3J Limited
32 Abinger Drive
Redhill
Surrey, RH1 6SY

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

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WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

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		1,877	2,979
Net book value of Fixed Assets		<u><u>3,125,589</u></u>	<u><u>3,126,691</u></u>
Current Assets			
Debtors and prepayments	5	6,393	7,530
Cash at bank and in hand	6	<u>82,261</u>	<u>69,928</u>
		88,654	77,458
Current Liabilities			
Creditors and accruals	7	9,055	11,063
Net current assets		<u><u>79,599</u></u>	<u><u>66,395</u></u>
Total Net Assets		<u><u>3,205,188</u></u>	<u><u>3,193,086</u></u>
REPRESENTED BY:			
Premises valuation reserve		3,123,712	3,123,712
General Fund		81,476	69,374
		<u><u>3,205,188</u></u>	<u><u>3,193,086</u></u>

Signed:

Dated:

ON BEHALF OF THE BOARD OF TRUSTEES

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

NOTES TO THE ACCOUNTS 31 DECEMBER 2021

TANGIBLE FIXED ASSETS

1	Property	Acquired	£	£
	Commemoration Hall	1923	1,958,900	
	Institute	1904	761,894	
	Cricket Pavilion		217,549	
	Bowls Pavilion		185,369	
	Playing Field	1921	<u>Not valued</u>	
				<u>3,123,712</u>

The cost of the above assets is not ascertainable and in the absence of a market valuation they are recorded at their current insured value. Any surplus arising has been credited to the Premises Valuation Reserve.

2 Refurbishment of Annexe

COST

At 1 January 2021 53,769

DEPRECIATION

At 1 January 2021 53,769

NET BOOK VALUE

At 31 December 2021 NIL

At 31 December 2020 NIL

3 Refurbishment of Institute

COST

At 1 January 2021 6,892

DEPRECIATION

At 1 January 2021 6,892

NET BOOK VALUE

At 31 December 2021 NIL

At 31 December 2020 NIL

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

NOTES TO THE ACCOUNTS 31 DECEMBER 2021 continued

	Sound System	Ceiling fans	Total
4 Equipment			
COST			
At 1 January 2021	3,004	2637	5,641
Additions	412	0	412
At 31 December 2021	<u>3,416</u>	<u>2,637</u>	<u>6,053</u>
DEPRECIATION			
At 1 January 2021	2,003	659	2,662
Charge for the year	855	659	1,514
At 31 December 2021	<u>2,858</u>	<u>1,318</u>	<u>4,176</u>
NET BOOK VALUE			
At 31 December 2021	<u>558</u>	<u>1,319</u>	<u>1,877</u>
At 31 December 2020	<u>1,001</u>	<u>1,978</u>	<u>2,979</u>
5 Debtors and Prepayments	2021	2020	
	£	£	
Rents	4,872	7,018	
Managed Services	1,250	0	
Hirings	126	512	
Recoveries	145	0	
	<u>6,393</u>	<u>7,530</u>	
6 Cash at Bank and in Hand	2021	2020	
	£	£	
Current account	11,578	9,251	
Reserve account	70,683	60,677	
Cash	0	0	
	<u>82,261</u>	<u>69,928</u>	
7 Creditors and accruals	2021	2020	
	£	£	
Rent prepaid	6,795	8,563	
Recoveries prepaid	0	2,000	
Cost accruals	2,260	500	
	<u>9,055</u>	<u>11,063</u>	