

# WESTCOTT VILLAGE HALL TRUST CIO

## TRUSTEES' REPORT AND ACCOUNTS

*FOR THE YEAR ENDED 31 December 2023*

### Reporting charity:

Westcott Village Hall Trust CIO

Registered Charity Number of reporting charity: 1172629

### Linked charity:

The Hut Westcott

Registered Charity Number of linked charity: 305136



# WESTCOTT VILLAGE HALL TRUST CIO

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## Contents

Legal and administrative information .....	3
Trustees' Report .....	4
Chairman's Report .....	5
Statement of Trustees' Responsibilities .....	6
Independent examiner's report to the trustees.....	7
Statement of financial activities.....	8
Balance sheet .....	9
Notes to the accounts .....	10

## Legal and administrative information

<b>Trustees</b>	Sally Hewetson		Chairman
	Andrew Gray	appointed 1st Aug 2023	Treasurer
	Dr Helen Everett		
	Deborah Lewis		
	Andrew Paul Taylor	appointed 5th Apr 2023	
	Tony Winch	appointed 3rd May 2023	
	Freddie George	appointed 7th Mar 2023	resigned 13th Sept 2023
	Graham Clark		resigned 13th Sept 2023
	Justin Lowe	appointed 30th Apr 2023	resigned 13th Sept 2023
	Alan Reif		resigned 30th Apr 2023
	Hugh Parry		resigned 30th Apr 2023
	Hugh Broom		resigned 30th Apr 2023
	Janet Phillips		resigned 30th Apr 2023
	Steve Brooks		resigned 30th Apr 2023
	Andy Johnson	appointed 3rd May 2023	resigned 14th Jun 2023
<b>Registered Charity Numbers</b>			
	Westcott Village Hall Trust		1172629
	The Hut Westcott		305136
<b>Principal Address</b>			
	Westcott Village Hall		
	1, Institute Road		
	Westcott Village Hall		
	Dorking RH4 3NP		
<b>Websites</b>			
	<a href="http://www.westcottvillagehall.com">www.westcottvillagehall.com</a>		
<b>Examiner</b>			
	Nicholas Boot F.C.A.		
	Bullimores LLP, Chartered Accountants		
	Old Printers Yard, 156 South Street		
	Dorking		
	Surrey RH4 2HF		
<b>Bank Accounts</b>			
	Westcott Village Hall Trust CIO		
	Barclays Bank		
	Current account number 23905934		
	Sort code 20-88-13		opened 18/05/2023
	Westcott Reading Room Trust		
	Barclays Bank		
	Current account number 60942995		
	Sort code 20-23-97		closed 31/08/2023
<b>Investment Manager</b>			
	CCLA Fund Managers Ltd		
	Registered in England No. 8735639		
	Senator House		
	85 Queen Victoria St		
	London EC4V 4ET		

# Trustees' Report

*For the year ended 31 December 2023*

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The Trustees present their report and accounts for the year ended 31 December 2023. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Trust's rules, applicable law, and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities (SORP 2005), applicable UK accounting standards and the Charities Act 2011".

## **Brief History of the Charities**

The Westcott Reading Room Trust began in 1892 with the bequest of land in Institute Road, Westcott on which was built a Reading Room and a caretaker's house. In 2017, a Charitable Incorporated Organisation – CIO – was established as the operating entity. In May 2020 the name was changed to Westcott Village Hall Trust CIO. The Hut ceased operations in 2017 and the Trust was appointed the sole corporate trustee of the charity on 6 December 2021 by the Charity Commission. On 3 May 2022 the old charitable trusts which for decades have governed the operations of the Reading Room and of The Hut were replaced by a single, modern, framework consolidated into just one charity known as Westcott Village Hall, of which Westcott Village Hall Trust CIO is the only Trustee.

## **Objective of the Charity**

The Westcott Reading Room Trust and The Hut Westcott were established to provide and maintain two village halls for the use of the inhabitants of Westcott, Dorking and the surrounding area, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and other forms of leisure-time occupation with the object of improving conditions of life of the said inhabitants.

The Trust is governed by a Board of Trustees. The board of trustees meets regularly to discuss plans, finance and fundraising. Trustees are appointed by existing trustees in General Meetings.

The board is aware of the provisions of the Charities Act 2011 concerning public benefit, the guidance published by the Charity Commission on this subject and the obligation to report in ways which they believe the charity meets the public benefit which is reflected by our charitable objective.

## **Review of activities and performance**

See Chairman's report (page 5)

## **Reserves Policy**

It is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level required to continue to meet the objectives of the Trust. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding or increase in its costs, they will be able to continue to meet the Trust's objectives. Consideration is given to ways in which additional funds may be raised.

## **Risk Factors**

The trustees consider risks as part of their ongoing planning and decision making and the trustees are satisfied that systems are in place to manage such risks.

## **Asset cover for funds**

The assets are sufficient to meet the Trust's obligations.

Sally Hewetson, Chair of the Trustees, 15 April 2024



# Chairman's Report

*For the year ended 31 December 2023*

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It has been a busy year for the Westcott Village Hall Trust. It started with the planned retirement of four long serving trustees, and one unexpected resignation. The ebb and flow of trustees continued, resulting in the addition of six new members by the summer, and losing four by September; however, the group is now a cohesive and supportive unit, with each of us working hard to deliver on our responsibilities.

I would like to thank all the trustees. These roles are time consuming and demanding, they are also sometimes stressful, and often educational too. And not to forget that we balance this with work and family demands. Importantly, there is an upside to this role, which is ensuring that Westcott continues to have a village hall that meets the modern demands of the residents. The trustees represent a broad-cross section of our village and collectively we believe we can continue to operate the current village hall and also make progress with the new village hall development.

I also would like to thank James Leaver, Bernd Ratzke, Helen Everett, and Andy Gray, who form the Development Group (DG) subcommittee. This group procures and manages the professional teams that advise us on the redevelopment project. They bring to the trustees "gateway decisions" where we independently assess, discuss and approve our preferred actions relating to the redevelopment. Their advice and guidance has been invaluable in this process and the trustees are grateful for their time, professionalism, and commitment to this project.

The redevelopment project has made significant progress over the last 12 months, including procuring, retaining and managing a core professional team comprising the following:

- Architects - Matthew Church Associates
- Planning consultant - Union4
- Valuation consultant - Trilogy

This professional team, along with the DG, have successfully tendered and managed several reports, including bat, topographical, highways, tree surveys, plus legal searches. The DG have also produced a risk register, development programme, and budget tracker. Their work culminated in us holding a public consultation on 1<sup>st</sup> November when over 170 villagers attended two presentations, viewed the development options, and had a question-and-answer session with the professional team. A drop-in session followed a week later at St John's Chapel, when an additional 20 people attended. We invited people to express their preferred options and tell us what they want from a new village hall. In total, over 256 questionnaires were received from residents and users of the hall, all of which have been considered to inform the location and design of the proposed development.

Following this public consultation, a planning pre-application was submitted to Mole Valley District Council planning department in December. This step was taken to de-risk the final planning application, ensuring that the planners comment and advise on the broad outline of the development, therefore, increasing the likelihood of success of the final detailed application.

In the last year, we have also successfully registered for gift aid, successfully applied for CIL grant funding, established a document share drive for the team's use and we are starting to see an increase in the use of the hall and subsequent revenue. The building is maintained creatively on a small budget, ensuring that it is safe, clean and usable, as well as statutory compliant whilst at the same time we have experienced a sharp increase in utility costs. There has been various communications with the Charity Commission ensuring that both the trustees and the Commission are comfortable with the development project's particular complexities, and ensuring we remain compliant with the Charity Acts.

The trustees and DG remain focussed on delivering a new village hall. There will likely be a shortfall in our funding if the reserves are to be maintained at an appropriate level to ensure the continued operation of the existing village hall. We have held a Christmas Fair and over the next few months have planned a Table Top Sale, Quiz Night and Rock Choir Night, with more events to follow. Ultimately, with the continued enthusiastic support from the village on fund raising we are in a great position to deliver a new village hall.

Sally Hewetson, Chair of the Trustees, 15 April 2024

# Statement of Trustees' Responsibilities

*For the year ended 31 December 2023*

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The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by

A handwritten signature in blue ink, appearing to read 'Sally Hewetson', with a long horizontal line extending to the right.

Sally Hewetson, Chair of the Trustees, 15 April 2024



# Independent examiner's report to the trustees

For the year ended 31 December 2023

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I report on the accounts of the CIO for the year ended 31 December 2023, which are set out on pages 8 to 12.

## Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act),
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the 2011 Act),
- and to state whether particular matters have come to my attention.

## Basis of the 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 a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

## 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 aspect the requirements:
  - a. to keep accounting records in accordance with section 130 of the 2011 Act;
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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Nicholas Boot F.C.A  
Bullimores LLP  
Chartered Accountants  
Old Printers Yard  
156 South Street  
Dorking  
Surrey  
RH4 2HF  
15 April 2024

# Statement of financial activities

for the year ended 31 December 2023

	2023 £	2022 £
<b>INCOME</b>		
Hire of Village Hall		
Regular	£ 12,114	£ 12,327
Casual	£ 2,000	£ 1,095
<b>Total Hire Income</b>	<b>£ 14,113</b>	<b>£ 13,422</b>
Car Parking	£ 3,130	£ 2,439
Donation		£ 500
Xmas Fair	£ 500	£ 1,048
MVDC Small business grant		£ 4,667
Barclays ex-gratia payment	£ 150	£ -
<b>Total Income</b>	<b>£ 17,893</b>	<b>£ 22,076</b>
<b>EXPENDITURE</b>		
Westcott Village Hall - Operations		
Insurance Premium	-£ 1,631	-£ 1,344
Gas	-£ 1,580	-£ 665
Electricity	-£ 1,663	-£ 1,206
Water	-£ 662	-£ 288
Cleaning	-£ 3,131	-£ 3,346
Maintenance	-£ 2,859	-£ 2,110
Administration	-£ 595	-£ 1,232
Village Hall Website	-£ 815	-£ 762
Rebranding costs	-£ 25	-£ 3,489
Boiler / D/W replacement	-£ 2,366	-£ 2,424
Legal fees	£ -	£ 900
Xmas Fair costs	-£ 126	-£ 167
HSE & Fire alarm	-£ 4,050	£ -
Gas Boiler service	-£ 267	£ -
The Hut, Westcott - Operations		
Insurance premium	-£ 135	-£ 180
Hut Bank account		£ 24
Boarding Up	-£ 110	-£ 1,884
<b>Operating Costs</b>	<b>-£ 20,014</b>	<b>-£ 19,973</b>
WVHT Development Project		
Surveys		
Ecological	-£ 4,406	£ -
Topographical	-£ 4,740	£ -
Professional Fees		
Project Management	-£ 37,539	£ -
Town Planning	-£ 10,159	£ -
Architect	-£ 32,160	£ -
Viability Consultant	-£ 3,600	£ -
Legal	-£ 1,340	£ -
<b>Development Project Costs</b>	<b>-£ 93,945</b>	<b>£ -</b>
<b>Total Costs</b>	<b>-£ 113,959</b>	<b>-£ 19,973</b>
<b>Net income before gains/(losses) on investments</b>	<b>-£ 96,066</b>	<b>£ 2,103</b>
Realised gains on disposals	£ 4,364	
Unrealised gains and (losses) on investment assets	£ 8,044	-£ 17,776
<b>Net movement in funds</b>	<b>-£ 83,658</b>	<b>-£ 15,673</b>
<b>RECONCILIATION OF FUNDS</b>		
Total funds brought forward	£ 185,074	£ 200,747
<b>Total funds carried forward</b>	<b>£ 101,416</b>	<b>£ 185,074</b>

The notes on pages 10 to 12 form part of these financial statements



# Balance sheet

for the year ended 31 December 2023

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Land, Buildings & Fittings		£ -	£ -
<b>Investments</b>		£ 72,242	£ 179,834
<b>Current Assets</b>			
Prepayments		£ 2,147	£ 445
Cash at Bank		£ 30,038	£ 6,251
<b>Current Liabilities</b>			
Creditors		£ 3,010	£ 1,456
Net Current Assets		£ 29,175	£ 5,240
<b>Net Assets</b>		<u>£ 101,418</u>	<u>£ 185,074</u>
The funds of the trust			
Unrestricted Funds		<u>£ 101,416</u>	<u>£ 185,074</u>
<b>Total Trust Funds</b>		<u>£ 101,416</u>	<u>£ 185,074</u>

  
 Sally Hewetson (Chair person)  
 Trustee  
 15 April 2024

The notes on pages 10 to 12 form part of these financial statements

# Notes to the accounts

For the year ended 31 December 2023

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## 1 BASIS OF PREPARATION

### 1.1 Basis of accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011

## 2 ACCOUNTING POLICIES

### 2.1 Income

#### Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the Trust becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

#### Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the Chairman's report.

#### Investment income

This is included in the accounts when received.

### 2.2 Expenditure and liabilities

#### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Trust to pay out resources.

### 2.3 Assets

#### Investments

Investments in COIF Charities Investment Fund - Accumulation Units are valued at market value at the year end.

#### Depreciation policy

Building costs since 1967: fully written off as of 31 December 2016  
All other assets: 25% straight line

### 2.4 Linked charities

The trustees maintain separate accounting records for linked charities and ensure that the funds for each charity are applied only in accordance with each charity's separate trusts in accordance with section 130 of the Charities Act 2011. The linked charity's activities are aggregated into the Statement of Financial Activities of the Trust and shown on the balance sheet.

### 2.5 Taxation

The charity is exempt from taxation on its ordinary activities.

### 3 Trustees' Remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022. Likewise, there were no trustee expenses incurred by the charity for these two years.

### 4 Volunteers

The charity has no employees. The charity is very grateful for the volunteers who have given up their time and expertise to administer the charity, and the renting and upkeep of the hall, and assist with the ongoing redevelopment applications.

3	<b>Fixed Assets</b>	Land, fittings & buildings:	
		£	
	<b>Net book value of land, buildings and fittings:</b>		
	Westcott Reading Room Trust	£	-
	The Hut Westcott	£	-
	<b>Net book value 31 December 2023</b>	£	-

The land on which the Reading Room is built was acquired by three sisters – Maria Fuller, Julia Barclay and Emily Barclay - (Barclay Sisters) in 1874. In 1876/77 the Barclay Sisters built a Reading Room and caretaker's house (now Draycote) on the land acquired. The Reading Room was "for the recreation and benefit of the inhabitants of Westcott". On 11 March 1892 the Barclay Sisters endowed the buildings and land to a Trust called the Westcott Reading Room Trust (Registered Charity Number 311990). The present Reading Room was erected in 1967 on land that was the kitchen garden for the caretaker's house (Draycote). In 1980 Draycote was sold and the proceeds amounting to £18,675 were used to extend and improve the Reading Room facilities. Further renovations were carried out in 2004 and 2009.

In 2017 the trustees adopted the Charity Commission Charitable Incorporated Organisation (CIO) model as the operating entity for the land and buildings owned by the Westcott Reading Room Trust. This constitution was approved by the Charity Commission on 19 April 2017 and has been entered onto the Register of Charities with the Registered Charity Number of 1172629. As a result, all the assets and liabilities of the Westcott Reading Room Trust (Registered Charity Number 311990) were transferred to the CIO during 2017. However, the beneficial ownership of the Reading Room land which is permanent endowment created in 1892 remains with the Westcott Reading Room Trust (Registered Charity Number 311990). Under a Charity Commission Scheme dated 19 November 2020, the Trust was formally appointed as the sole corporate trustee of the Westcott Reading Room Trust (Registered Charity Number 311990) and the individual trustees retired as trustees.

The Hut Westcott charity is governed by a constitution dated 20 February 1959 following a bequest of land in Furlong Road, Westcott between Edsall Hunt and three others of the first part and Robert Edward Barclay and three others of the second part. The Hut ceased operations in 2017 and the Trust was appointed the sole corporate trustee of the charity on 6 December 2021 by the Charity Commission.



## Notes to the accounts

for the year ended 31 December 2023

Note

4	Investment Assets	Price/unit £	Unit	Value £
	Carrying (cost) value at 1 January 2023	£ 220.39	815.99	£ 179,834
	08/06/2023 sale of units	£ 230.29	43.42	£ 9,999
	29/06/2023 sale of units	£ 230.48	130.16	£ 29,999
	13/07/2023 sale of units	£ 227.36	219.92	£ 50,001
	19/10/2023 sale of units	£ 228.68	131.19	£ 30,000
			<u>524.69</u>	
	Add: net gain/(loss) on revaluation	£ 27.61	291.30	£ 8,043.61
	Carrying (market) value at 31 December 2023			<u>£ 72,242.5</u>

### Analysis of Investments as at 31 Dec 2023

	Market price at 31/12/23	Total units	Market value at 31/12/23
COIF Charities Inv Fund - Accumulation Units	£		£
A/C 515570001R / CO3063201	£ 248.00	203.17	£ 50,386
A/C 515570002R / CO3063202	£ 248.00	88.13	£ 21,856
		<b>Total</b>	<u>£ 72,242</u>

5	Prepayments	2023 £	2022 £
		£ 2,147	£ 445
	Prepayments	<u>£ 2,147</u>	<u>£ 445</u>

6	Creditors and accruals	2023 £	2022 £
		£ 3,010	£ 1,455
	Accruals and deferred income	<u>£ 3,010</u>	<u>£ 1,455</u>