

WESTCOTT VILLAGE HALL TRUST CIO

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 December 2024

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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Legal and administrative information

Trustees	Sally Hewetson	Chairman
	Andrew Gray	Treasurer
	Dr Helen Everett	
	Deborah Lewis	
	Andrew Paul Taylor	
	Tony Winch	
	Jim Broderick	appointed 01/05/24
Registered Charity Numbers	Westcott Village Hall Trust	1172629
	The Hut Westcott	305136
Principal Address	Westcott Village Hall	
	1, Institute Road	
	Westcott Village Hall	
	Dorking RH4 3NP	
Websites	www.westcottvillagehall.com	
Examiner	Nicholas Boot F.C.A.	
	Bullimores LLP, Chartered Accountants	
	Old Printers Yard, 156 South Street	
	Dorking	
	Surrey RH4 2HF	
Bank Accounts	Westcott Village Hall Trust CIO	
	Barclays Bank	
	Current account number 23905934	
	Sort code 20-88-13	
Investment Manager	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 2024

The Trustees present their report and accounts for the year ended 31 December 2024. 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, 25 Mar 2025

Chairman's Report

For the year ended 31 December 2024

It has been a busy year for the Westcott Village Hall Trust (WVHT). The trustees work well together and are managing the hall efficiently, meeting statutory compliance and the expectations of our users. In addition to raising much needed funds for the redevelopment process.

The building is maintained creatively on a small budget, usually involving one of the trustees to carry out any necessary repairs, ensuring that it is safe, clean and usable whilst at the same time managing to keep the hire rates reasonable. The income from users has dropped slightly, this is to be expected as the building is very tired and difficult to heat particularly in winter months.

The trustees are comfortable with the development project's particular complexities, and we remain confident that we are compliant with the Charity Acts. James Brodrick joined the trustees this year and we are grateful for his involvement. Annually we invite new trustees to join our ranks and place a notice in the Village Magazine asking people to put themselves forward. We want as many people as possible from across the community to get involved and be part of this exciting time for the Village Hall.

I would like to thank all the trustees. These roles are time consuming, require focus and simple hard work. Our objective remains ensuring that Westcott continues to have a usable village hall, whilst the development process for a new flexible, modern, warmer building remains on track. The trustees continue to represent a broad-cross section of our village.

A large focus of our work this past year has been to raise funds for the redevelopment program, ensuring that the process continues and that we have funds available to meet the every-day expenses of the village hall. These events have included a Tabletop Sale, Quiz Night, Barn Dance, Choir Night and Westfestivity. The village residents have also made several donations to the WVHT for which we are extremely grateful, not only for the money but also the moral support it has demonstrated. We wish to thank the committees of Westfest, Westcott Wives, the 100 Club and Westcott Residents Association all of whom have been extremely generous.

We have engaged with the neighbours of both sites during the year and organised a meeting updating them on the progress that had been made and of what to expect in the future. A presentation was given by our professional team with a question-and-answer session at the end. Broadly speaking, the presentation was well received, and we were able to address some outstanding concerns.

I also would like to thank James Leaver, Bernd Ratzke, Helen Everett, and Andy Gray, who form the Development Group (DG) subcommittee. This group continues to procure and manage the professional team 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 have been invaluable in this process and the trustees are grateful for their time, professionalism, and commitment to this project.

The redevelopment project made significant progress during 2024, culminating in a planning application being submitted in September. Significant work went into this application process both by the professional team and the DG for which we are extremely grateful. We look forward to receiving planning permission to develop the Furlong Road site and redevelop the existing village hall. Ultimately, with the continued enthusiastic support from the village, on fund raising and sourcing grant funding we are in a good position to deliver a new village hall.



Sally Hewetson, Chair of the Trustees, 25 Mar 2025

Statement of Trustees' Responsibilities

For the year ended 31 December 2024

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 stylized flourish at the end.

Sally Hewetson, Chair of the Trustees, 25 Mar 2025

Independent examiner's report to the trustees

For the year ended 31 December 2024

I report on the accounts of the CIO for the year ended 31 December 2024, 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.



Nicholas Boot F.C.A
Bullimores LLP
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF
26 Mar 2025

Statement of financial activities

for the year ended 31 December 2024

	2024 £	2023 £
INCOME		
Hire of Village Hall		
Regular	£ 11,642	£ 12,114
Casual	£ 2,171	£ 2,000
Total Hire Income	£ 13,813	£ 14,113
Car Parking	£ 4,276	£ 3,130
Donations	£ 7,391	£ -
Xmas Fair & Other fundraising	£ 7,040	£ 500
MVDC Small business / CIL grant	£ 2,600	£ -
Barclays ex-gratia payment	£ -	£ 150
Total Income	£ 35,121	£ 17,893
EXPENDITURE		
Westcott Village Hall - Operations		
Insurance Premium	-£ 1,655	-£ 1,631
Gas	-£ 598	-£ 1,580
Electricity	-£ 1,078	-£ 1,663
Water	-£ 758	-£ 662
Cleaning	-£ 2,751	-£ 3,131
Maintenance	-£ 1,165	-£ 2,859
Administration	-£ 764	-£ 595
Village Hall Website	-£ 522	-£ 815
Rebranding costs	£ -	-£ 25
Boiler / D/W replacement	£ -	-£ 2,366
Legal fees	-£ 2,596	£ -
Independent examination	-£ 1,500	£ -
Xmas Fair & other fundraising event costs	-£ 1,349	-£ 126
HSE & Fire alarm	-£ 3,008	-£ 4,050
Gas Boiler service	-£ 258	-£ 267
The Hut, Westcott - Operations		
Insurance premium	-£ 140	-£ 135
Hut Bank account	£ -	£ -
Boarding Up	£ -	-£ 110
Operating Costs	-£ 18,140	-£ 20,014
WVHT Development Project		
Surveys		
Ecological	-£ 4,415	-£ 4,406
Highways	-£ 6,164	£ -
Other	-£ 1,500	£ -
Topographical	-£ 4,084	-£ 4,740
Professional Fees		
Project Management	£ -	-£ 37,539
Town Planning & planning application	-£ 37,661	-£ 10,159
Architect	-£ 26,640	-£ 32,160
Viability Consultant	-£ 4,434	-£ 3,600
Legal	-£ 6,021	-£ 1,340
Development Project Costs	-£ 90,919	-£ 93,945
Total Costs	-£ 109,059	-£ 113,959
Net income before gains/(losses) on investments	-£ 73,938	-£ 96,066
Realised gains on disposals	£ 493	£ 4,364
Unrealised gains and (losses) on investment assets	£ 14	£ 8,044
Net movement in funds	-£ 73,431	-£ 83,658
RECONCILIATION OF FUNDS		
Total funds brought forward	£ 101,416	£ 185,074
Total funds carried forward	£ 27,985	£ 101,416

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

Balance sheet

for the year ended 31 December 2024

	Notes	2024 £	2023 £
Fixed Assets			
Land, Buildings & Fittings		£ -	£ -
Investments		£ 295	£ 72,242
Current Assets			
Prepayments		£ 1,664	£ 2,147
Cash at Bank		£ 26,030	£ 30,038
Cash in hand		£ 243	
Current Liabilities			
Creditors and accruals		£ 246	£ 3,010
Net Current Assets		£ 27,691	£ 29,175
Net Assets		<u>£ 27,985</u>	<u>£ 101,418</u>
The funds of the trust			
Unrestricted Funds		£ 27,985	£ 101,418
Total Trust Funds		<u>£ 27,985</u>	<u>£ 101,418</u>


Sally Hewetson (Chair person)

Trustee

25 March 2025

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

Notes to the accounts

For the year ended 31 December 2024

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 2024 nor for the year ended 31 December 2023. 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	Fixed Assets	Land, fittings & buildings:	
		£	
	Net book value of land, buildings and fittings:		
	Westcott Reading Room Trust	£	-
	The Hut Westcott	£	-
	Net book value 31 December 2024	£	-

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 2024

Note		Price/unit £	Unit	Value £
4	Investment Assets			
	Carrying (cost) value at 1 January 2024	£ 248.00	291	£ 72,242
	12/01/2024 sale of units	£ 244.68	143	-£ 35,000
	15/03/2024 sale of units	£ 254.58	59	-£ 15,020
	15/03/2024 sale of units	£ 254.58	88	-£ 22,436
	Add: unrealised gain			£ 14
	Add: realised gain			£ 493
	Carrying (market) value at 31 December 2024	£ 260.62	1.13	<u>£ 295</u>
	Analysis of Investments as at 31 Dec 2024	Market price at 31/12/24	Total units	Market value at 31/12/24
	COIF Charities Inv Fund - Accumulation Units	£		£
	A/C 515570001R / CO3063201	£ 260.62	1.13	£ 295
	Total			<u>£ 295</u>

5	Prepayments	2024 £	2023 £
	Prepayments	£ 1,664	£ 2,147
	Prepayments	<u>£ 1,664</u>	<u>£ 2,147</u>
6	Creditors and accruals	2024 £	2023 £
	Accruals	£ 246	£ 3,010
	Creditors and accruals	<u>£ 246</u>	<u>£ 3,010</u>