

THE WINN MEMORIAL PARISH HALL CIO

England & Wales · Charity number 1173517

Details

Status Registered

Legal form CIO

Registered 2017-06-21

Register [View on the Charity Commission register](#)

Contact

Address 5 The Mews
The Common
Dunsfold
Godalming
GU8 4LJ

Phone 07980722076

Website www.dunsfold.info

Activities

Objects: THE OBJECTS OF THE CIO ARE TO RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF DUNSFOLD WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

Activities: Provision of a village hall in Dunsfold, Surrey, for the benefit of local residents and the wider community generally

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£14,729	£16,599	-	-
2024-09-30	£15,074	£21,236	-	-
2023-09-30	£20,200	£25,123	-	-
2022-09-30	£14,035	£14,178	-	-
2021-09-30	£16,902	£15,342	-	-

Trustees

Name	Role	Appointed
RICHARD AUSTIN WOOF	Chair	2017-06-21
ALISON JOYCE DANIELS		2025-07-04
DAVID WILIAM AIREY		2017-06-21
Lynne Rosemary Enticknap		2019-01-09
ROBERT MARTIN GOURLAY		2017-06-21
Rev Shane Owen Griffiths		2025-07-04
TIMOTHY ROBERT BAILEY		2017-06-21

THE WINN MEMORIAL PARISH HALL CIO

England & Wales - Charity number 1173517

Accounts

THE WINN MEMORIAL PARISH HALL CIO ("the CIO")

CHARITY NUMBER 1173517

REPORT OF THE TRUSTEES FOR THE YEAR TO 30 SEPTEMBER 2025

The Trustees of the CIO are pleased to present their report and the accounts for the year to 30 September 2025. The activity of the Charity is the running of The Winn Hall in Dunsfold for the benefit of local residents and others wishing to hire the property for events, meetings or other purposes.

1. Objects of the CIO

The objects of the CIO set out in the Constitution dated 14 June 2017 are –

“...to run a village hall and to promote for the benefit of the inhabitants of the Parish of Dunsfold without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social facilities and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants”.

2. Names of the Charity Trustees

Mr Richard Woof, Chairman
Mr David Airey
Mr Timothy Bailey ACA, Treasurer
Mrs Alison Daniels (appointed 4 July 2025)
Mrs Lynne Enticknap, Secretary
Mr Robert Gourlay
The Reverend Shane Griffiths (appointed 4 July 2025)

All the Trustees served throughout the year unless otherwise indicated. None of the Trustees have received any remuneration or other benefits from the Charity.

3. Management

The day-to-day management of The Winn Hall is delegated to the Management Committee, with details of the delegated responsibilities set out in the formal written Terms of Reference dated 15 August 2018. The current members and officers of the Management Committee are –

David Airey (Trustee)	Chairman
Vicky Barley	Secretary
Paul Goudie	Treasurer
Ali Allison	Bookings Secretary
Jo Burt	
Peter Rayner	
Chris Skinner	
Sue Peake	
Sue Pope	
Shaun Devoto	

4. Accounts

The accounts are prepared on a receipts and payments basis and are included in this report.

Total receipts for the year were £14,729.04, of which lettings and other income accounted for £10,295.19. Donations of £125 were received, but the £600 annual grant from Dunsfold Parish Council was not received until after the year end. Payments were £16,599.34, giving rise to a deficit for the year of £1,870.30.

The Charity received £4,308.85 of dividends and bank interest, an increase of 16.8% over the previous year. During the year all of the BlackRock investment fund units were sold for £111,678.55, and 6,713.427 units in the M&G Equities Investment Fund for Charities were purchased for £105,000. This was done in order to generate higher dividend income for the Charity. The M&G units were valued at £108,908.57 at the year end. Funds at the bank were £9,619.15 at the year end, giving total charity assets of £118,527.72 (2024: £117,336.29).

The Charity owns the land on which The Winn Hall is situated, as well as the land surrounding it and the car park. It also owns the building and all the plant, equipment, fixtures and fittings in the building. These assets are not shown in the accounts.

5. Investment and reserves policies

The Trustees, having regard to the possibility of occasional unexpected significant payments as well as planned capital and other expenditure, operate a policy of aiming to keep a minimum of about £10,000 of the Charity's reserves in immediately accessible funds at the bank. The balance of the reserves are treated as available for longer term investment, and are invested with a view to giving the Charity both income and long-term capital growth.

The Trustees are satisfied that the overall level of reserves is sufficient to allow the Charity to continue to operate safely and effectively for the foreseeable future.

6. Activities and other operational matters

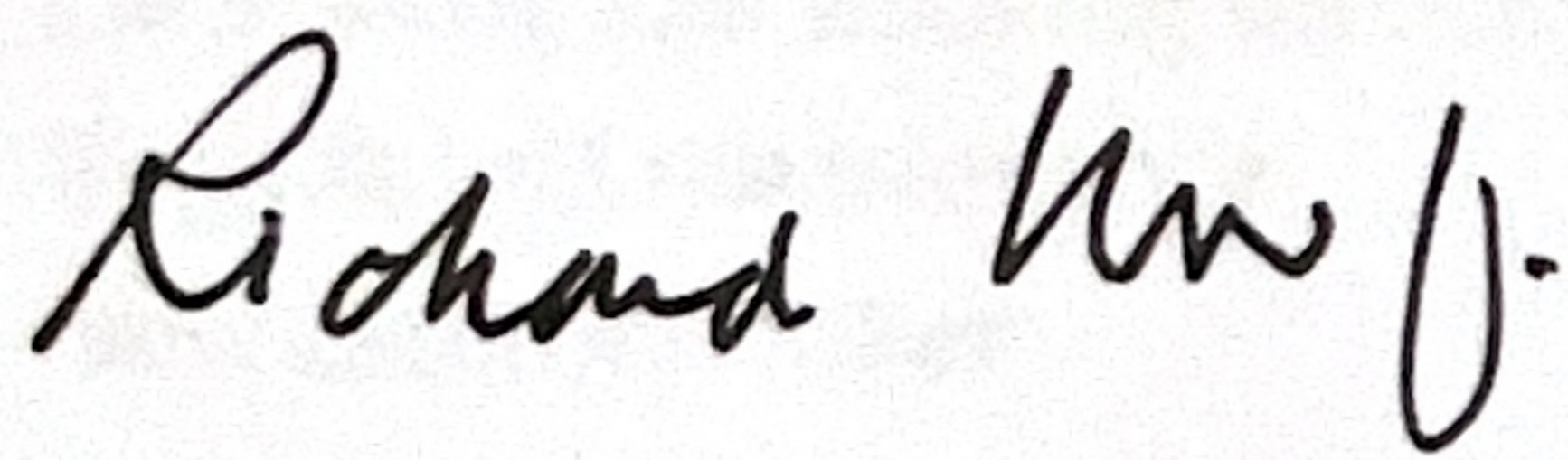
The main matters to report are:

- The number of hirings has continued at a similar level to the previous year, although one regular hirer was unable to continue due to illness. The Hall was also used for one election during the year.
- There were again several significant repairs required during the year. These included a major repair to the heating system, a water leak, and a couple of electrical faults. The wi-fi and telephone connections were also repaired. Members of the Management Committee carried out some redecoration and a number of minor repairs, including replacing a blocked down pipe, clearing the car park drain and replacing the lock of the Nugent Room front door.
- Inspections of the emergency lighting and of fire safety equipment were undertaken as usual, with some new fire extinguishers being installed, and an annual PATS test on all electrical appliances was also done. All tests are done by qualified external contractors. The emergency lighting test certificate is on display in the Hall, other certificates are held on file. The Chairman and a member of the Management Committee undertook an annual fire and general risk assessment and updated the documents accordingly, and the first aid boxes were inspected and items replaced as necessary.
- The caretaker continued to undertake various checks and activities to help avoid the risk of legionella, and to generally provide excellent support throughout the year.

- A working party of Management Committee members met on two occasions to clear the grounds and to clean the Hall and Nugent Room.
- One of the Committee members undertakes care of the garden in front of the Hall.
- The data protection policy was reviewed, and no changes were recommended. A Data Protection Privacy Statement is available on the website.

7. Public benefit

The Trustees are satisfied that the Charity's purpose meets the public benefit requirement and confirm that they have kept in mind the Charity Commission's guidance on public benefit at Trustee meetings and in managing the activities of the Charity.



Richard Woof
Chairman of the Trustees of The Winn Memorial Parish Hall CIO

Date: 9 January 2026

**THE WINN MEMORIAL PARISH HALL CIO
CHARITY No. 1173517
STATEMENT OF RECEIPTS and PAYMENTS**

	Year to <u>30/09/2025</u>	Year to <u>30/09/2024</u>
	£	£
<u>RECEIPTS</u>		
Lettings, hirings and other income	10,295.19	10,759.00
Donations and grants	125.00	625.00
Dividends from investments	4,308.85	3,690.47
TOTAL RECEIPTS	14,729.04	15,074.47
<u>PAYMENTS</u>		
Caretaking and Booking services	6,480.00	6,740.00
Repairs and maintenance	4,318.70	2,379.70
New electric cooker	-	4,092.67
Insurance	1,685.44	1,778.83
Utilities	3,160.03	2,692.70
Other running costs	955.17	3,551.83
TOTAL PAYMENTS	16,599.34	21,235.73
Deficit for the year before investments	(1,870.30)	(6,161.26)
Proceeds from sale of BlackRock units	111,678.55	-
Purchase of M&G units	(105,000.00)	-
Surplus/(Deficit) after investments	4,808.25	(6,161.26)
Funds at 1 October	4,810.90	10,972.16
Surplus/(Deficit) for the year	4,808.25	(6,161.26)
Total Funds at 30 September	9,619.15	4,810.90
Represented by:		
Lloyds Current and Deposit A/Cs	9,619.15	4,810.90
Total Funds	9,619.15	4,810.90
Investments - see note below	108,908.57	112,525.39
TOTAL ASSETS	118,527.72	117,336.29

The investments are 6,713.427 units at market value in the M&G Equities Investment Fund for Charities. During the year the BlackRock Fund units were sold and the M&G Fund units were purchased, for the amounts shown above.

Chairman: *Richard Woof* Richard Woof

Treasurer: *T. R. Bailey* Tim Bailey ACA

Date: *9 January 2026*

INDEPENDENT EXAMINER'S REPORT

I have completed my examination of the receipts and payments for the year to 30 September 2025 and confirm that no material matters have come to my attention which give me cause to believe that proper accounting records have not been kept in accordance with section 130 of the Charities Act 2011, or that the receipts and payments are not in accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding to be reached.

Independent Examiner: *Anna Perei*

Anna Perei

Date: *6th February 2026*

THE WINN MEMORIAL PARISH HALL CIO

England & Wales - Charity number 1173517

Accounts

THE WINN MEMORIAL PARISH HALL CIO ("the CIO")

CHARITY NUMBER 1173517

REPORT OF THE TRUSTEES FOR THE YEAR TO 30 SEPTEMBER 2024

The Trustees of the CIO are pleased to present their report and the accounts for the year to 30 September 2024. The activity of the Charity is the running of The Winn Hall in Dunsfold for the benefit of local residents and others wishing to hire the property for events, meetings or other purposes.

1. Objects of the CIO

The objects of the CIO set out in the Constitution dated 14 June 2017 are –

“...to run a village hall and to promote for the benefit of the inhabitants of the Parish of Dunsfold without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social facilities and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants”.

2. Names of the Charity Trustees

Mr Richard Austin Woof, Chairman
Mr Robert Martin Gourlay
Mr David William Airey
Mr Timothy Robert Bailey ACA, Treasurer
Mrs Lynne Rosemary Enticknap, Secretary

All the Trustees served throughout the year unless otherwise indicated. None of the Trustees have received any remuneration or other benefits from the Charity.

3. Management

The day-to-day management of The Winn Hall, including arranging hirings, maintenance, repair, decoration and cleaning, has been delegated to the Management Committee, which operates under formal written Terms of Reference dated 15 August 2018 which give details of the delegation.

The current members and officers of the Management Committee are –

David Airey (Charity Trustee)	Chairman
Vicky Barley	Secretary
Paul Goudie	Treasurer
Ali Allison	Bookings Secretary
Jo Burt	
Peter Rayner	
Chris Skinner	
Sue Peake	
Sue Pope	
Shaun Devoto	

4. Accounts

The accounts are prepared on a receipts and payments basis and are included in this report.

Total receipts for the year were £15,074.47, of which lettings and other income accounted for £10,759.00 with £625 of grants and donations, including £600 from Dunsfold Parish Council. Payments were £21,235.73, including £4,092.67 on a new cooker. There was a deficit for the year of £6,161.26, with the funds in the bank reducing from £10,972.16 to £4,810.90.

The BlackRock Charities UK Equity Fund shares provided dividend income of £3,690.47, an increase of 4.6% over the previous year. The shares also increased in value by £7,235.71 to £112,525.39, giving the Charity total reserves at 30 September 2024 of £117,336.29.

The Charity owns the land on which The Winn Hall is situated, as well as the land surrounding it and the car park. It also owns the building and all the plant, equipment, fixtures and fittings in the building.

5. Investment and reserves policies

The Trustees, having regard to the possibility of occasional unexpected significant payments as well as planned capital and other expenditure, operate a policy of aiming to keep a minimum of about £10,000 of the Charity's reserves in immediately accessible funds at the bank. The balance of the reserves are treated as available for longer term investment, and are invested with a view to giving the Charity both income and long term capital growth.

The Trustees are satisfied that the overall level of reserves is sufficient to allow The Winn Hall to continue to operate safely and effectively for the foreseeable future. However, given the reduction this year in the funds at the bank the Trustees are considering making an adjustment in the amount of funds held as longer term investments, and at the same time reviewing the investment options available.

6. Activities and other operational matters

The main activities to report are:

- The number of hirings has continued at a similar level to the previous year. The small increase in hiring charges during the year appears to have had no adverse effect on the number of bookings, and the Hall was also used for two elections during the year.
- There were a number of repairs required during the year. These included repairs of water leaks, a blocked down pipe that was causing water to get into the Hall, and several electrical faults. Members of the Management Committee carried out some redecoration and a number of minor repairs, and one of our regular users repaired the loop system for no charge.
- A new cooker was installed at a total cost of £4,092.67, with a grant from Surrey County Council of £2,000 towards the cost having been received in the previous financial year.
- A new BT router was installed.
- The five yearly inspection of all electrical systems and circuits was carried out by an external contractor. Inspections of the emergency lighting and of fire safety equipment were undertaken as usual, and an annual PATS test on all electrical appliances was also done, again all by external contractors. The emergency lighting test certificate is on display in the Hall, other certificates are held on file. The Chairman and a member of the Management Committee undertook an annual fire and general risk assessment and

updated the documents accordingly, and the first aid boxes were inspected and items replaced as necessary.

- The caretaker undertook various checks and activities to help avoid the risk of legionella.
- A working party of Management Committee members met on two occasions to clear the grounds, including unblocking the drain in the car park, and to clean the Hall and Nugent Room.
- One of the Committee members undertakes care of the garden in front of the Hall.
- The data protection policy was reviewed, and no changes were recommended. A Data Protection Privacy Statement is available on the website.

7. Public benefit

The Trustees are satisfied that the Charity's purpose meets the public benefit requirement and confirm that they have kept in mind the Charity Commission's guidance on public benefit at Trustee meetings and in managing the activities of the Charity.



Richard Woof

Chairman of the Trustees of The Winn Memorial Parish Hall CIO

Date: 20 January 2025

THE WINN MEMORIAL PARISH HALL CIO
 CHARITY No. 1173517
 STATEMENT OF RECEIPTS and PAYMENTS

	Year to <u>30/09/2024</u>	Year to <u>30/09/2023</u>
	£	£
<u>RECEIPTS</u>		
Lettings, hirings and other income	10,759.00	10,160.60
Donations and grants	625.00	6,511.34
Dividends from investments	3,690.47	3,528.73
TOTAL RECEIPTS	15,074.47	20,200.67
<u>PAYMENTS</u>		
Caretaking and Booking services	6,740.00	5,500.00
Repairs and maintenance	2,379.70	2,315.44
LED lights and secondary glazing	-	10,090.85
New electric cooker	4,092.67	-
Insurance	1,778.83	1,603.64
Utilities	2,692.70	2,858.32
General running costs	3,551.83	2,754.89
TOTAL PAYMENTS	21,235.73	25,123.14
Deficit for the year	(6,161.26)	(4,922.47)
Funds at 1 October	10,972.16	15,894.63
Deficit for the year	(6,161.26)	(4,922.47)
Total Funds at 30 September	4,810.90	10,972.16
Represented by:		
Lloyds Current A/C	4,810.90	10,972.16
Total Funds	4,810.90	10,972.16
Investments - see note below	112,525.39	105,289.68
TOTAL ASSETS	117,336.29	116,261.84

The investments are 14,703.026 shares at market value in the Charities UK Equity Fund managed by BlackRock. No shares were bought or sold in the year.

The freehold land and village hall building are not included in these accounts.


Chairman: *Richard Woof* Richard Woof
 Treasurer: *Tim Bailey* Tim Bailey ACA

Date: *20 January 2025*

INDEPENDENT EXAMINER'S REPORT

I have completed my examination of the receipts and payments for the year to 30 September 2024 and confirm that no material matters have come to my attention which give me cause to believe that proper accounting records have not been kept in accordance with section 130 of the Charities Act 2011, or that the receipts and payments are not in accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding to be reached.

Independent Examiner: 

Anna Perei

Date: 31st January 2025

THE WINN MEMORIAL PARISH HALL CIO

England & Wales - Charity number 1173517

Accounts

THE WINN MEMORIAL PARISH HALL CIO ("the CIO")

CHARITY NUMBER 1173517

REPORT OF THE TRUSTEES FOR THE YEAR TO 30 SEPTEMBER 2023

The Trustees of the CIO are pleased to present their report and the accounts for the year to 30 September 2023. The activity of the Charity is the running of The Winn Hall In Dunsfold for the benefit of local residents and others wishing to hire the property for events, meetings or other purposes.

1. Objects of the CIO

The objects of the CIO set out in the Constitution dated 14 June 2017 are –

“...to run a village hall and to promote for the benefit of the inhabitants of the Parish of Dunsfold without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social facilities and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants”.

2. Names of the Charity Trustees

Mr Richard Austin Woof, Chairman
Mr Robert Martin Gourlay
Mr David William Airey
Mr Timothy Robert Bailey ACA, Treasurer
Mrs Debra Ann Wace – resigned 30 June 2023
Mrs Lynne Rosemary Enticknap, Secretary
Rev. Rutton Viccajee

All the Trustees served throughout the year unless otherwise indicated. None of the Trustees have received any remuneration or other benefits from the Charity.

3. Management

The day-to-day management of The Winn Hall, including arranging hirings, maintenance, repair, decoration and cleaning, has been delegated to the Management Committee, which operates under formal written Terms of Reference dated 15 August 2018 which give details of the delegation.

The current members and officers of the Management Committee are –

David Airey (Charity Trustee)	Chairman
Vicky Barley	Secretary
Paul Goudie	Treasurer
Ali Allison	Bookings Secretary
Jo Burt	
Peter Rayner	
Chris Skinner	
Sue Peake	
Sue Pope	
Shaun Devoto	

4. Accounts

The accounts are prepared on a receipts and payments basis and are included in this report.

Total receipts were £20,200.67 of which lettings and other income accounted for £10,160.60 and £6,511.34 were donations and grants, including a grant of £4,036.34 from the LoCase programme (Low Carbon across the South and East), £2,000 from Surrey County Council towards a new cooker (bought for £4,092.67 in the next financial year) and £300 from Dunsfold Parish Council. Payments in the year were £25,123.14, including £5,200.09 on new LED lighting and £4,890.76 on secondary window glazing, both with the aim of improving energy efficiency and reducing the cost of lighting and heating. Accordingly, there was a large deficit for the year of £4,922.47, with the funds in the bank accordingly reducing from £15,894.63 to £10,972.16.

The BlackRock Charities UK Equity Fund shares provided dividend income of £3,528.73, an increase of 7.6% over the previous year. The shares also increased in value by £12,344.41 to £105,289.68, giving the Charity total reserves at 30 September 2023 of £116,261.84.

The Charity owns the land on which The Winn Hall is situated, as well as the land surrounding it and the car park. It also owns the building and all the plant, equipment, fixtures and fittings in the building.

5. Investment and reserves policies

The Trustees, having regard to the possibility of occasional unexpected significant payments as well as planned capital expenditure, operate a policy of aiming to keep a minimum of about £10,000 of the Charity's reserves in immediately accessible funds at the bank. The balance of the reserves are considered available for longer term investment, and are invested with BlackRock in one of their funds, with a view to giving the Charity both extra income and long term capital growth.

The Trustees are satisfied that the overall level of reserves is sufficient to allow The Winn Hall to continue to operate safely and effectively for the foreseeable future.

6. Activities and other operational matters

The main activities to report are:

- The number of hirings has exceeded levels achieved before the pandemic. The small increase in hiring charges introduced last year appears to have had no effect on the number of bookings.
- There were a number of repairs required. These included water leaks, roof tiles and lead flashing replacements. In October the Hall was struck by lightning which meant that large parts of it, including the boiler, were without power for many weeks until the damaged electricity meter could be replaced. Some of the costs to subsequent electrical repairs were met by an insurance claim.
- There have been some very significant investments in replacement equipment and updating during the year. Secondary glazing was installed in the main hall area and the lighting throughout the building was replaced with LED lighting. Two separate grants were secured to support some of the costs of this work. A total of £4,036.34 was received from EU Funding (LoCASE) for the secondary glazing and LED lighting, and £2,000.00 from Surrey County Council towards a new cooker and associated installation costs.
- A Bluetooth communication point has been added by a local user at no cost.

- Arrangements for hiring were changed with the adoption of the Hallmaster booking system. This allows for hirers to make their bookings directly on the website with the Bookings Secretary providing confirmation. The same system allows for invoicing online. The annual fee for Hallmaster is £240.00.
- To support the change to the Hallmaster system, and to improve the web presence of the Hall, the website was significantly redesigned using the services of a local company at a cost of £690.00.
- Inspections of the emergency lighting and of fire safety equipment were undertaken and an annual PATS test on all electrical appliances was carried out, all by external contractors. The emergency lighting test certificate is on display in the Hall, other certificates are held on file. The first aid boxes were inspected with items replaced as necessary.
- Inspections of energy use and of legionella were carried out by external agencies. Neither revealed significant weaknesses but both provided useful reports that are guiding current practice.
- A working party of Management Committee members met on one occasion to clear the grounds and on another occasion to clean the Hall and Nugent Room.
- One of the Committee members undertakes care of the garden in front of the Hall.
- The data protection policy was reviewed, and no changes were recommended. A Data Protection Privacy Statement is available on the website.

7. Public benefit

The Trustees are satisfied that the Charity's purpose meets the public benefit requirement and confirm that they have kept in mind the Charity Commission's guidance on public benefit at Trustee meetings and in managing the activities of the Charity.



Richard Woof

Chairman of the Trustees of The Winn Memorial Parish Hall CIO

Date: 11 January 2024

**THE WINN MEMORIAL PARISH HALL CIO
CHARITY No. 1173517
STATEMENT OF RECEIPTS and PAYMENTS**

	Year to <u>30/09/2023</u>	Year to <u>30/09/2022</u>
	£	£
<u>RECEIPTS</u>		
Lettings, hirings and other income	10,160.60	7,762.88
Donations and grants	6,511.34	2,992.00
Dividends from investments	3,528.73	3,280.25
TOTAL RECEIPTS	20,200.67	14,035.13
<u>PAYMENTS</u>		
Caretaking and Booking services	5,500.00	6,010.00
Repairs and maintenance	2,315.44	921.69
LED lights and secondary glazing	10,090.85	-
Insurance	1,603.64	1,482.50
Utilities	2,858.32	2,865.69
General running costs	2,754.89	2,898.38
TOTAL PAYMENTS	25,123.14	14,178.26
Deficit for the year	(4,922.47)	(143.13)
Funds at 1 October	15,894.63	16,037.76
Deficit for the year	(4,922.47)	(143.13)
Total Funds at 30 September	10,972.16	15,894.63
Represented by:		
Lloyds Current A/C	10,972.16	15,894.63
Total Funds	10,972.16	15,894.63
Investments - see note below	105,289.68	92,945.27
TOTAL ASSETS	116,261.84	108,839.90

The investments are 14,703.026 shares at market value in the Charities UK Equity Fund managed by BlackRock. No shares were bought or sold in the year.

The freehold land and village hall building are not included in these accounts.

Chairman: *Richard Woof* Richard Woof

Treasurer: *T. R. Basley* Tim Balley ACA

Date: *11 January 2024*

INDEPENDENT EXAMINER'S REPORT

I have completed my examination of the receipts and payments for the year to 30 September 2023 and confirm that no material matters have come to my attention which give me cause to believe that proper accounting records have not been kept in accordance with section 130 of the Charities Act 2011, or that the receipts and payments are not in accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding to be reached.

Independent Examiner:



Anna Perei ACA

Date: 16th February 2024

THE WINN MEMORIAL PARISH HALL CIO

England & Wales - Charity number 1173517

Accounts

THE WINN MEMORIAL PARISH HALL CIO ("the CIO")

CHARITY NUMBER 1173517

REPORT OF THE TRUSTEES FOR THE YEAR TO 30 SEPTEMBER 2022

The Trustees of the CIO are pleased to present their report and the accounts for the year to 30 September 2022. The activity of the Charity is the running of The Winn Hall, Dunsfold for the benefit of local residents and others wishing to hire the property for events, meetings or other purposes.

1. Objects of the CIO

The objects of the CIO set out in the Constitution dated 14 June 2017 are –

“...to run a village hall and to promote for the benefit of the inhabitants of the Parish of Dunsfold without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social facilities and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants”.

2. Names of the Charity Trustees

Mr Richard Austin Woof, Chairman
Mr Robert Martin Gourlay
Mr David William Airey
Mr Timothy Robert Bailey ACA, Treasurer
Mrs Debra Ann Wace
Mrs Lynne Rosemary Enticknap, Secretary
Rev. Rutton Viccajee

All the Trustees served throughout the year except for Rev. Rutton Viccajee who accepted the office of an ex officio trustee on 5 August 2022. None of the Trustees have received any remuneration or other benefits from the Charity.

3. Management

The day-to-day management of The Winn Hall, including arranging hirings, maintenance, repair, decoration and cleaning, has been delegated to a management committee. The Management Committee operates under formal written Terms of Reference dated 15 August 2018 which cover the delegation.

The current members and officers of the Management Committee are –

David Airey (a Charity Trustee)	(Chairman)
Vicky Barley	(Secretary)
Paul Goudie	(Treasurer)
Ali Allison	(Bookings Secretary)
Jo Burt	
Peter Rayner	
Chris Skinner	
Sue Peake	
Sue Pope	

4. Accounts

The accounts are prepared on a receipts and payments basis and are attached to this report.

Total receipts were £14,035.13 of which lettings accounted for £7,762.88 and £2,992.00 were grants of £2,667.00 from Waverley Borough Council for Covid-19 support and £300 from Dunsfold Parish Council. Payments in the year were £14,178.26. There was a small deficit for the year of £143.13, with the funds in the bank accordingly reducing from £16,037.76 to £15,894.63.

The BlackRock Charishare Common Fund shares reduced in value, in line with the general reduction in the equity markets in 2022, by £10,314.08 to £92,945.27, giving the Charity total reserves at 30 September 2022 of £108,839.90.

The Charity owns the land on which The Winn Hall is situated, as well as the land surrounding it and the car park. It also owns the building and all the plant, equipment, fixtures and fittings in the building. The sums insured for the building and its contents as at 30 September 2022 were £1,008,000 and £87,117 respectively.

5. Investment and reserves policies

The Trustees, having regard to the possibility of occasional unexpected significant payments as well as planned capital expenditure, operate a policy of aiming to keep a minimum of about £10,000 of the Charity's reserves in immediately accessible funds at the bank. The balance of the reserves are considered available for longer term investment, and are invested with BlackRock in one of their funds, with a view to giving the Charity both extra income and long term capital growth.

The Trustees are satisfied that the overall level of reserves is sufficient to allow The Winn Hall to continue to operate safely and effectively for the foreseeable future.

6. Activities and other operational matters

The main activities to report are:

- Hirings for The Winn Hall generally recovered from the enforced closure during the pandemic and most of the regular hirers returned. By the end of the year the levels of activity had nearly returned to those before the pandemic.
- In view of the significant increase in fuel and other costs all hiring charges were increased from 1 September 2022 by £1 per hour with updates provided on the hiring documents and the website. In the light of continuing cost increases the Management Committee agreed that the charges would be reviewed again in April 2023.
- The various restrictions imposed as a result of the pandemic were relaxed, notices were removed, and the hiring conditions were revised appropriately.
- There were a number of repairs required during the year. These included repairs to water leaks, and roof tile replacements. One significant repair to the floor in the Main Hall has meant that the long-standing problem with the floor lifting has been resolved. Mr Roy Enticknap made no charge for this but was rewarded with a gift of thanks at Christmas.
- No major replacement items of equipment have been required during the year.
- Three separate pages from the Album of Signatories to the Illuminated Address displayed in the Main Hall commemorating Underwoods, the builders of The Winn Hall, have been mounted and framed and also displayed in the Main Hall.

- The Management Committee considered the poor state of the windows in the Main Hall which are a significant source of heat loss. A successful bid was made for a grant to cover 40% of the costs to install secondary glazing. The same bid also included the replacement of all lights to LED lighting throughout The Winn Hall, thereby significantly reducing the energy usage.
- The grant from Dunsfold Parish Council has continued.
- The website continues to be developed with the bookings schedule available to view on-line and applications for hiring can be made on-line.
- A working party of Management Committee members met on one occasion to clear the grounds and on another occasion to clean the Main Hall and the Nugent Room.
- One of the Management Committee members undertakes care of the garden in front of the Main Hall.
- Two inspections of the emergency lighting and an inspection of fire safety equipment were undertaken and an annual PATS test on all electrical appliances was carried out, all by external contractors. The emergency lighting test certificate is on display in the Main Hall, other certificates are held on file. The Chair of the Management Committee undertook an annual fire risk and general risk assessment and updated the documents accordingly and the first aid boxes were inspected with items replaced as necessary.
- An inventory was carried out of all the contents of The Winn Hall. No significant shortfalls were noted.
- The data protection policy was reviewed, and no changes were recommended. The Data Protection Privacy Statement is published on the Charity's website.
- The Trustees have agreed a Safeguarding Policy, a copy of which has been published on the Charity's website.
- A social event planned for December, to mark the retirement of the caretaker and one long standing committee member had to be cancelled due to fears about COVID. The gifts to the retirees were presented separately. A subsequent social event was held during the Summer.

7. Public benefit

The Trustees are satisfied that the Charity's purpose meets the public benefit requirement and confirm that they have kept in mind the Charity Commission's guidance on public benefit at Trustee meetings and in managing the activities of the Charity.



Richard Woof
Chairman of the Trustees of The Winn Memorial Parish Hall CIO

Date: 15 December 2022

**THE WINN MEMORIAL PARISH HALL CIO
CHARITY No. 1173517
STATEMENT OF RECEIPTS and PAYMENTS**

	Year to <u>30/09/2022</u>	Year to <u>30/09/2021</u>
	£	£
<u>RECEIPTS</u>		
Lettings, hirings and other income	7,762.88	2,868.10
Donations and grants	2,992.00	11,033.00
Dividends from investments	3,280.25	3,000.90
TOTAL RECEIPTS	14,035.13	16,902.00
<u>PAYMENTS</u>		
Caretaking and Booking services	6,010.00	4,402.00
Repairs	921.69	1,498.76
New Equipment	-	2,758.80
Insurance	1,482.50	1,906.79
Utilities	2,865.69	2,266.62
General running costs	2,898.38	2,509.17
TOTAL PAYMENTS	14,178.26	15,342.14
(Deficit)/Surplus for the year	(143.13)	1,559.86
Funds B/f at 1 October	16,037.76	14,477.90
(Deficit)/Surplus for the year	(143.13)	1,559.86
Total Funds at 30 September	15,894.63	16,037.76
Represented by:		
Lloyds Current A/C	15,894.63	16,037.76
Total Funds	15,894.63	16,037.76
Investments - see note below	92,945.27	103,259.35
TOTAL ASSETS	108,839.90	119,297.11

The investments are 14,703.026 shares at market value in the Charishare Common Investment Fund managed by BlackRock. No shares were bought or sold in the year.

The freehold land and village hall building are not included in these accounts.

Chairman:

Richard Woof

Richard Woof

Treasurer:

T. R. Bailey

Tim Bailey ACA

Date:

15 December 2022

INDEPENDENT EXAMINER'S REPORT

I have completed my examination of the receipts and payments for the year to 30 September 2022 and confirm that no material matters have come to my attention which give me cause to believe that proper accounting records have not been kept in accordance with section 130 of the Charities Act 2011, or that the receipts and payments are not in accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding to be reached.

Independent Examiner:



Anna Perei ACA

Date: 23.3.2023

THE WINN MEMORIAL PARISH HALL CIO

England & Wales - Charity number 1173517

Accounts

THE WINN MEMORIAL PARISH HALL CIO

CHARITY NUMBER 1173517

REPORT OF THE TRUSTEES FOR THE YEAR TO 30 SEPTEMBER 2021

The trustees are pleased to present their report and the accounts for the year to 30 September 2021. The activity of the charity is the running of the Dunsfold Village Hall for the benefit of local residents and others wishing to hire the Hall for events, meetings or other purposes.

1. Objects of the CIO

The objects of the CIO set out in the Constitution date 14 June 2017 are –

“...to run a village hall and to promote for the benefit of the inhabitants of the Parish of Dunsfold without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social facilities and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants”.

2. Names of the charity trustees

Mr Richard Austin Woof, Chairman
Mr Robert Martin Gourlay
Mr David William Airey
Mr Timothy Robert Bailey ACA, Treasurer
Mrs Debra Ann Wace
Mrs Lynne Rosemary Enticknap, Secretary
Rev. Ian Maslin

All the trustees served throughout the year except for Rev. Ian Maslin who became a trustee on 22 October 2020. None of the trustees have received any remuneration or other benefits from the charity.

3. Management

The day-to-day management of the Hall, including arranging hirings, maintenance, repair, decoration and cleaning, has been delegated to a management committee. The management committee operate under formal written Terms of Reference dated 15 August 2018 which cover the delegation.

The current members and officers of the Management Committee are –

David Airey (a charity trustee)	(Chairman)
Vicky Barley	(Secretary)
Paul Goudie	(Treasurer)
Jo Burt	
Peter Rayner	
Chris Skinner	
Sue Peake	
Sue Pope	

4. Accounts

The accounts are prepared on a receipts and payments basis and are attached to this report.

Total receipts were £16,902, of which lettings accounted for £2,868 and £10,733 was a grant from Waverley Borough Council for Covid-19 support. The Winn Hall was closed to hirers for most of the year as a result of the Covid-19 pandemic, but reopened in July 2021. Payments in the year were £15,342, including £2,160 for a new dishwasher.

The overall increase in funds for the year was accordingly £1,560, with the funds in the bank increasing to £16,038 at 30 September 2021.

The BlackRock Charishare Common Fund shares increased in value, in line with the general recovery of equity markets in 2021, by £18,026 to £103,259, giving the charity total reserves at 30 September 2021 of £119,297.

The charity owns the land on which The Winn Hall is situated, as well as the land surrounding it and the car park. It also owns the building, and all the plant, equipment, fixtures and fittings in the building. The sums insured for the building and its contents as at 30 September 2021 were £895,539 and £82,969 respectively.

5. Investment and reserves policies

The trustees, having regard to the possibility of occasional unexpected significant payments as well as planned capital expenditure, operate a policy of aiming to keep about 15 to 20% of the charity's reserves in immediately accessible funds at the bank. The balance of the reserves are considered available for longer term investment, and are invested with BlackRock in one of their funds, with a view to giving the charity both extra income and long term capital growth.

The amount of funds at the bank and therefore available for immediate use is currently about 13.4% of the total funds. This is a little below the desired level. It is the intention of the trustees over the next couple of years to return to the 20% level, either solely from the generation of cash operating surpluses or by other means, such as the sale of investments.

The trustees are satisfied that the overall level of reserves is sufficient to allow the Hall to continue to operate safely and effectively for the foreseeable future.

6. Activities and other operational matters

The main activities to report are:

- Activities from the end of December until May 2021 were affected by the forced closure of the Hall. Before December there were a few hirings and after May hirers began to return with almost complete hirings by the start of September.
- Many activities for the year have been related to COVID-19. These have included:
 - Regularly inspecting the Hall while it was closed. Some 30 or so inspection visits were carried out and the caretaker continued to keep the building clean and the grounds maintained;
 - During the year the Committee has followed the guidance from ACRE in relation to the COVID safety of the Hall and its users. This has included making preparation for the return of business including setting up the access and operational management arrangements and preparing posters and various instructions in line with legislation and government guidance;

- Preparing, distributing and regularly updating the Special Hiring Conditions ready for the opening of the Hall.
- There were a number of repairs required during the year. These included repairs to the hearing aid loop system and the stage curtain tracking. To enhance safety, a member of the committee installed a new handrail for the rear entrance to the Nugent Room.
- A few items have been replaced, including a new commercial dishwasher, data projector, floor polisher, and expenditure has been needed for items related to the safe reopening of the Hall.
- The annual grant from the Parish Council has been reinstated.
- An additional device was added to the Wifi system to enable better scrutiny and possible exclusion of suspicious users.
- The web site continues to be developed with the bookings schedule available to view on-line and applications for hiring can now be made on-line.
- Following the decision in early 2019 to postpone the planned repairs to the Hall floor, the floor has been regularly inspected. So far, the problem of the floor rising has not occurred again to any significant extent. It will need to be watched closely during the winter and plans are in place to keep the heating on a low setting during very cold periods.
- A working party of Committee members met on one occasion to clear the grounds and on another occasion to clean the Hall and Nugent Room.
- One of the Committee members undertakes care of the garden in front of the Hall.
- Two inspections of the emergency lighting and an inspection of fire safety equipment were undertaken and an annual PATS test on all electrical appliances was carried out, all by external contractors. The emergency lighting test certificate is on display in the Hall, other certificates are held on file. The Chair undertook an annual fire risk and general risk assessment and updated the documents accordingly and the first aid boxes were inspected with items replaced as necessary. Also, this year a COVID risk assessment was carried out with the results incorporated into the Special Conditions of Hire.
- The data protection policy was reviewed, and no changes were recommended. A Data Protection Privacy Statement is available on the website.
- The Chair of the Management Committee is also currently setting the heating for the Hall.
- The Nugent Room loft was substantially cleared of items no longer needed. The items not required were passed to the bonfire committee for disposal on the annual bonfire.
- Until his retirement at the end of August the Caretaker continued to provide good and reliable support for the operation of the Hall. His replacement took up his post in September and has fitted into the role very well.

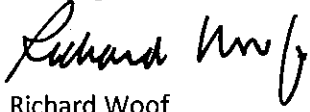
Issues for 2021/2022

The main items for 2021/2022 are:

- A decision may need to be taken about proceeding with the repair of the floor in the light of the experience during Winter 2021/2022
- The need to appoint a heating officer and vice chair of the management committee.
- Need for inspection of roof.

7. Public benefit

The trustees are satisfied that the charity's purpose meets the public benefit requirement and confirm that they have kept in mind the Charity Commission's guidance on public benefit at trustee meetings and in managing the activities of the Hall.



Richard Woof
Chairman of the trustees

Date: 23 May 2022

THE WINN MEMORIAL PARISH HALL CIO
CHARITY No. 1173517
STATEMENT OF RECEIPTS and PAYMENTS

	Year to <u>30/09/2021</u>	Year to <u>30/09/2020</u>
	£	£
<u>RECEIPTS</u>		
Lettings, hirings and other income	2,868.10	6,506.25
Donations and grants	11,033.00	10,876.50
Dividends from investments	3,000.90	2,248.90
TOTAL RECEIPTS	16,902.00	19,631.65
<u>PAYMENTS</u>		
Caretaker	4,402.00	4,062.00
Repairs	1,498.76	1,500.04
New Equipment	2,758.80	-
Insurance	1,906.79	1,864.33
Utilities	2,266.62	3,161.58
General running costs	2,509.17	1,658.70
TOTAL PAYMENTS	15,342.14	12,246.65
Surplus for the year	1,559.86	7,385.00
Funds B/f at 1 October	14,477.90	7,092.90
Surplus for the year	1,559.86	7,385.00
Total Funds at 30 September	16,037.76	14,477.90
Represented by:		
Lloyds Current A/C	16,037.76	14,477.90
Total Funds	16,037.76	14,477.90
Investments - see note below	103,259.35	85,233.44
TOTAL ASSETS	119,297.11	99,711.34

The investments are 14,703.026 shares at market value in the Charishare Common Investment Fund managed by BlackRock. No shares were bought or sold in the year.

The freehold land and village hall building are not included in these accounts.

Chairman: *Richard Woof* Richard Woof

Treasurer: *T. R. Bailey* Tim Bailey ACA

Date: *23 May 2022*

INDEPENDENT EXAMINER'S REPORT

I have completed my examination of the receipts and payments for the year to 30 September 2021 and confirm that no material matters have come to my attention which give me cause to believe that proper accounting records have not been kept in accordance with section 130 of the Charities Act 2011, or that the receipts and payments are not in accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding to be reached.

Independent Examiner: *Anna R.*

Anna Perei ACA

Date: *22.6.2022*