

## **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.

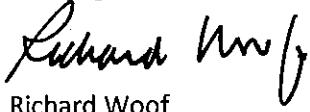
### **Issues for 2021/2022**

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.

A handwritten signature in black ink, appearing to read 'Richard Woof', written in a cursive style.

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 30/09/2021	Year to 30/09/2020
	£	£
<b><u>RECEIPTS</u></b>		
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
<b>TOTAL RECEIPTS</b>	<b>16,902.00</b>	<b>19,631.65</b>
<b><u>PAYMENTS</u></b>		
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
<b>TOTAL PAYMENTS</b>	<b>15,342.14</b>	<b>12,246.65</b>
<b>Surplus for the year</b>	<b>1,559.86</b>	<b>7,385.00</b>
Funds B/f at 1 October	14,477.90	7,092.90
Surplus for the year	1,559.86	7,385.00
<b>Total Funds at 30 September</b>	<b>16,037.76</b>	<b>14,477.90</b>
<b>Represented by:</b>		
Lloyds Current A/C	16,037.76	14,477.90
<b>Total Funds</b>	<b>16,037.76</b>	<b>14,477.90</b>
Investments - see note below	103,259.35	85,233.44
<b>TOTAL ASSETS</b>	<b>119,297.11</b>	<b>99,711.34</b>

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*