

## **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 30/09/2022	Year to 30/09/2021
<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
<b>TOTAL RECEIPTS</b>	<b>14,035.13</b>	<b>16,902.00</b>
 <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
<b>TOTAL PAYMENTS</b>	<b>14,178.26</b>	<b>15,342.14</b>
 <b>(Deficit)/Surplus for the year</b>	<b>(143.13)</b>	<b>1,559.86</b>
 Funds B/f at 1 October	16,037.76	14,477.90
(Deficit)/Surplus for the year	(143.13)	1,559.86
<b>Total Funds at 30 September</b>	<b>15,894.63</b>	<b>16,037.76</b>
 <b>Represented by:</b>		
Lloyds Current A/C	15,894.63	16,037.76
<b>Total Funds</b>	<b>15,894.63</b>	<b>16,037.76</b>
Investments - see note below	92,945.27	103,259.35
<b>TOTAL ASSETS</b>	<b>108,839.90</b>	<b>119,297.11</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:

*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