

# Burgh Heath War Memorial Hall

Brighton Road (A217) Burgh Heath, Tadworth, Surrey, KT20 6BU

Founded 1921

Registered Charity no: 200272

**Treasurer/Secretary**

**\* Mrs B Harrison**

**Shamrock Cottage**

**The Green**

**Burgh Heath**

**Surrey  
KT20 5NW**

## **The Trustees of the Burgh Heath War Memorial Hall** **Annual Report for the year ended 31<sup>st</sup> May 2022**

The Burgh Heath War Memorial Hall is registered with the Charity Commissioners, (Registered Charity Number 200272), and constituted by Deed of Trust dated 23<sup>rd</sup> November, 1921, as a Public Charitable Trust, for the purpose of a Village Hall for the use of the inhabitants of Burgh Heath and the neighbouring areas of benefit including parts of Banstead, Kingswood, Tadworth, Tattenhams and Nork.

The Charity is administered by a management committee, (who are in law the Trustees), comprising:-

Mrs Brenda Harrison (Treasurer/Secretary)  
Mr Robert Harrison, Mrs Veronica Stevens, Mr Victor Stevens,  
Mr Alan Sherren, Mrs Ruth Eardley

New members are elected at the Annual General Meeting, and the constitution allows for up to two other members to be co-opted onto the Committee within each constitutional year.

Community and Business Premium Accounts are held with Barclays Bank, PLC.

The accounts for the year ended 31<sup>st</sup> May, 2022 were examined by FLB Accountants LLP, Chartered Accountants and Registered Auditors, of Global House, 1 Ashley Avenue, Epsom, KT18 5FL.

The Hall is insured with Allied Westminster (Insurance Services) Ltd, under a 'Villageguard' insurance policy. Policy number VH 88/0047440/BS71817

The object of the Charity is to maintain the Burgh Heath War Memorial Hall for the communal benefit of the inhabitants of the village and its surrounding area. The Management Committees' aim is to provide first class hall facilities at an affordable cost to organisations serving the community.

The Management Committee also seek to maintain cash reserves to pay for twelve months operating expenditure. Funds are kept available to pay for necessary major repairs or alterations and regular maintenance bills.

General maintenance and repairs are carried out by self employed or professional persons. All other positions are voluntary.

Following lengthy investigations, Reigate and Banstead Borough Council confirmed the Hall does not require any form of licence as it does not serve food or alcohol. Reigate and Banstead Borough Council can inspect the premises at any time to ensure compliance with any necessary regulations.

Routine maintenance, inspection and testing of the fire alarm system is carried out twice a year by Fire Alarm Fabrication Services, Ltd., of Chessington. A new central heating boiler was installed by Gas Link, Epsom, and annual servicing will be carried out by them. A full electrical survey and necessary remedial work to obtain a five year 'pass' certificate was carried out by PSC Electrical.

A Performing Right Society licence is required for Halls using music in any form. The charges are based on defined annual income.

During the year seven groups or organisations and several private individuals hired the Hall for various leisure and recreational activities on a regular basis. The Hall is used as a polling station when required, and is also a popular venue for children's birthday parties, bookings for which are accepted up to the age of ten years. Several successful community events were also held, organised by Burgh Heath Residents Association. Consideration is given to any group wishing to hire the Hall, other than for private adult parties or events serving alcohol.

Despite reduced hire fees being the only source of income, the Hall continues to be financially secure. Hire rates are reviewed annually. The increase, which comes into operation on the 1<sup>st</sup> September each year, is kept to a minimum and generally reflects the current rate of inflation. Hirers are informed in writing during April or May to allow them to adjust their class fees or subscriptions accordingly.

Interior and exterior redecoration and remedial work is carried out as deemed necessary. During this financial year the main item of expenditure was the retiling of the roof. 50% of the cost was received from a Reigate

& Banstead County Council 'Community Infrastructure Levy' grant.  
Routine maintenance was carried out as necessary.

Brenda Harrison (Secretary/Treasurer)  
For and on behalf of  
The Management Committee of Trustee  
The Burgh Heath War Memorial Hall

31<sup>st</sup> May 2022

## **BURGH HEATH WAR MEMORIAL HALL**

### **RECEIPTS AND PAYMENTS ACCOUNT** **FOR THE YEAR ENDED 31<sup>st</sup> MAY 2022**

	<u>2022</u>		<u>2021</u>	
	£	£	£	£
<b><u>Income</u></b>				
Hire charges for use of Hall	13,364.60		1,735.02	
Bank Interest	5.12		18.37	
PRS Refund	----		38.44	
RBBC CIL Grant for roof	40,000.00		10,241.00	
<b>Total Receipts</b>	<b>53,369.72</b>		<b>12,032.83</b>	
<b><u>Expenditure</u></b>				
Repairs and Maintenance		49,185.60		1,766.31
Cleaning		247.50		90.00
Lighting and Heating		1,731.26		1,055.26
Insurance and Rates		975.78		1,755.62
Sundries		1,673.19		1,076.65
CIL Refund (unused portion of grant)		17,404.00		
<b>Total Expenditure</b>		<b>71,217.33</b>		<b>5,743.84</b>
<b>Net Receipts for year</b>		<b>-17,847.61</b>		<b>6,288.99</b>
Cash & Bank Balances 1.6.2021		83,691.32		77,402.33
Cash & Bank Balances 31.5.2022		<b><u>65,843.71</u></b>		<b><u>83,691.32</u></b>

## BURGH HEATH WAR MEMORIAL HALL

## STATEMENT OF ASSETS AND LIABILITIES

**AT 31<sup>ST</sup> MAY 2022**

	<u>2022</u>	<u>2021</u>
	£	£
<b>Cash Funds</b>		
Current Account	25,283.64	43,252.33
Deposit Account	40,240.14	40,235.02
Cash Float	319.93	203.97
<b><u>Total</u></b>	<b><u>65,843.71</u></b>	<b><u>83,691.32</u></b>

## Liabilities

Accountancy Fee to be advised

### Non Monetary Assets

The title of the Hall land and buildings is vested in the Official Custodian for Charities.

## Reimbursed Expenses

£310.00 telephone and internet expenses were reimbursed to one Trustee during the year.  
(2021- £300.00)

Brenda Harrison (Mrs)  
Treasurer  
For and on behalf of the Management Committee

Date:- .....30<sup>th</sup> June 2022.....

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**BURGH HEATH WAR MEMORIAL HALL**

**ACCOUNTS**

**AT**

**31 MAY 2022**

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**BURGH HEATH WAR MEMORIAL HALL**

I report to the Trustees on my examination of the accounts of the Burgh Heath War Memorial Hall ('the Trust') for the year ended 31 May 2022, which are set out on pages 2 and 3.

**Responsibilities and basis of report**

As the charity Trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the 2011 Act').

I report in respect of my examination of the Trustees' accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the 2011 Act; or
- (2) the accounts do not accord with those records.

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

Daniel Faust  
FLB Accountants LLP  
Chartered Accountants & Registered Auditors  
Global House  
1 Ashley Avenue  
Epsom  
Surrey  
KT18 5FL

**BURGH HEATH WAR MEMORIAL HALL****RECEIPTS AND PAYMENTS ACCOUNT****FOR THE YEAR ENDED 31 MAY 2022**

	<u>2022</u>		<u>2021</u>	
	£	£	£	£
<b>Income</b>				
Hire charges for use of the hall		13,364.60		1,735.02
Bank interest		5.12		18.37
Donations		-		38.44
RBBC Small Business Grant		40,000.00		10,241.00
CIL Refund (Unused portion of grant)		<u>-17,404.00</u>		<u>0.00</u>
<b>Total receipts</b>		35,965.72		12,032.83
<b>Expenditure</b>				
Repairs and maintenance of the hall	49,185.60		1,766.31	
Cleaning	340.56		129.28	
Lighting and heating costs	1,731.26		1,055.26	
Insurance and rates	975.78		1,755.62	
Telephone and internet	310.00		300.00	
Car park rent	250.00		250.00	
Printing, postage and stationery	55.00		24.00	
Accountancy fees	402.00		402.00	
Sundries	<u>563.13</u>		<u>61.37</u>	
<b>Total payments</b>		<u>53,813.33</u>		<u>5,743.84</u>
<b>Net receipts for the year</b>		(17,847.61)		6,288.99
<b>Cash and bank balances at 1 June 2021</b>		<u>83,691.32</u>		<u>77,402.33</u>
<b>Cash and bank balances at 31 May 2022</b>		65,843.71		83,691.32
		=====		=====



**BURGH HEATH WAR MEMORIAL HALL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 31 MAY 2022**

	<u>2022</u> £	<u>2021</u> £
<b>Cash funds</b>		
Current account	25,283.64	43,252.33
Deposit account	40,240.14	40,235.02
Cash float	<u>319.93</u>	<u>203.97</u>
	65,843.71	83,691.32
	=====	=====
 <b>Liabilities</b>		
Accountancy fee 2021/2022	402.00	402.00
	=====	=====

**Non-monetary assets**

The title of the Hall land and buildings is vested in the Official Custodian for Charities.

**Reimbursed expenses**

£310.00 (2021 - £300.00) telephone and internet expenses were reimbursed to one Trustee during the year.

Brenda Harrison (Mrs),  
Treasurer  
For and on behalf of the Management Committee

Date: 5 September 2022