

THE SPOTTISWOODE MEMORIAL HALL, otherwise THE WAR AND SPOTTISWOODE MEMORIAL HALL

Report of the Chairman on behalf of the Trustees for year ended 31st March 2022

ADMINISTRATIVE DETAILS

Registered Charity Number:	200618
Principal Address:	Peaslake Memorial Hall, Walking Bottom, Peaslake, Guildford, Surrey GU5 9RR (but all correspondence is addressed to the home addresses of individual trustee-officers)
Working Names:	The registered name of the charity is not used, save in official, formal documents, and the charity uses the following working names – “Peaslake Memorial Hall”, “Peaslake War Memorial Hall” and “Peaslake Village Hall”
Independent Examiner:	Mr Michael Harlow, FCA. Acquis Ltd. West Street Dorking, Surrey.
Trustees:	See below
Area of Benefit:	“Peaslake and the neighbourhood thereof”

STRUCTURE, GOVERNANCE AND MANAGEMENT:

Governing Document:

The charity is governed by a Scheme (“the Scheme”) sealed by the Charity Commissioners on 9th April 1974. With later amendments in 2019. The charity had previously been governed by the provisions of the conveyance dated 31st December 1915 referred to in the Scheme.

Trustees:

In November 2019 the Charity Commission agreed to our request to change part of the Halls Scheme, It was resolved to change part of The Scheme, 4. Constitution to now read:

4. Constitution. Subject as hereinafter provided for co-optative Members, the Committee of Management shall consist of up to 12 persons appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meetings at which they are appointed.

Delete 5 and 6 of original Scheme.

This was done due to various Village institutions failing therefore unable to nominate and to maintain a variety of trustees.

The members of the Committee constitute the trustees of the charity. The elected members of the Committee are elected at the AGM at which all inhabitants aged 18 and upwards of the “Area of Benefit” are entitled to attend and vote.

There were seven (7) Trustee meetings including the AGM held during the year. Trustees attendance is shown after there names.

The Trustees who served during the year ended 31st March 2022 (and, unless otherwise stated, served throughout the year and remain as Trustees as at the commencement of the 2021 Annual General Meeting) were as follows:-

Mrs. Katie Whitfeld. (3/7)	Secretary.
Mrs. Marion Patricia Taylor-Cotter (1/7):	Elected.
Mrs. Margaret Sherlock : (2/4)	Booking Secretary Elected. Retired 1 September 2022
Miss. Geraldine Reffo: (1/7)	Elected.
Mr. Ian Trevor Allen : (6/7)	Elected.
Mr. Robin Gregson (5/7)	Elected.
Mr. Kevin Stevens. (3/7)	Elected.
Mr. Edward Horton. (4/7)	Elected.
Mr. James Collin: (6/7)	Elected.
Mr. Sean Griffin: (5/7)	Elected.
Mr. Anthony Robinson : (5/7)	Elected -- Treasurer
Mr. Michael Urban: (7/7)	Elected – chairman

Mrs Alice Williams took over the responsibilities for bookings in September 2021 but elected not to become a Trustee. (4/5)

Risk Management:

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. Further risks which the trustees have identified are (1) loss or damage to the building (2) loss of funds and (3) loss of income.

The trustees have taken appropriate steps against all three; in respect of (1) by maintaining adequate buildings insurance with reputable insurers and undertaking periodic inspection of the fabric of the building with a view to maintaining it in good repair; in respect of (2), by depositing the charity's funds with sound financial institutions; and in respect of (3), by adopting a suitable reserves policy. In the report for the year ended 31st March 2011 the trustees indicated that they would obtain a professional survey of the building to ascertain any wants of repair. That survey was duly obtained in 2012 and the trustees begun the programme of the necessary repairs identified by that survey, the most urgent having already been carried out. A further survey was commissioned in July 2018 and again repairs identified are being carried out. It is intended that the programme will continue in the coming years.

OBJECT OF THE CHARITY:

Under paragraph 3(1) of the Scheme the object is "...the provision and maintenance of a village hall for the use of the inhabitants of Peaslake and the neighbourhood thereof, without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants."

The trustees have complied with their duties in respect of public benefit.

The trustees do not consider it their duty to run activities for the hall but rather to make a hall available for others to do so. That said, the trustees have run fund raising events and are always prepared to assist in organising suitable activities for the benefit of the inhabitants.

REVIEW OF ACTIVITIES DURING THE YEAR:

The year due to the Covid-19 Pandemic and Government instructions the Hall has been closed for part of this time. There was no Village Fair in 2020 therefore no income was derived from important source.

The Hall received £19526 in grants from GBC which has helped our finances.

There was no Village fair again in 2021 our main fund raising event.

We start 2022 with healthy finances.

At the beginning of 2016 the Committee started an appeal to help with maintenance and renewals, which so far has raised £14181. including gift aid, with six people becoming Friends of the Hall.

We are very grateful to our donors and our regular donors.

I would like to thank members of the Committee both for their work and also for their support during the year. All have given of their time and talents throughout the year; the charity could not operate without them. The fact that the elected membership of the committee has been so stable has been of immense benefit

Mrs. Marg Sherlock has, as always, worked tirelessly as Bookings Secretary until she resigned in September 2021, she deserves the thanks of the community for over 25 years service to the Hall.

Mrs Alice Williams replaces her with a task so vital to the Hall which is very time-consuming.

We have also benefited from the continued willing support and work of Mrs. Sue Bone as cleaner. As mentioned in last year's report we have not appointed a replacement caretaker, but have tried to share out the duties between the committee. This seems to have worked well but I am sure that this is to a large extent due to the extra effort Sue has put in. We all value and appreciate what she does for the Hall.

At the meeting held on the 15th March 2022 the Committee renewed its Health and Safety, Child Protection, Fire, Hall Hire and Internet policy's, together with a re-vised booking form, which can be viewed on the Halls website. The Committee has adopted the requirement of taking references for potential Trustees in line with the Charity Commission guidelines.

A valuation of the building was undertaken in 2016 and the building insurance increased in line with this.

We talk to potential new regular community users and those from outside the Village to assist with increasing the hiring.

The Hall cannot sustain itself purely out of lettings income and we are therefore very grateful to our donors who give so generously to us to include: , Shere Parish Council for a grant towards a shed and all the kind residents who answered our appeal. The results of those acts of generosity are shown in the accounts for the year but I would again stress that all the members of the committee expend a lot of time and effort in ensuring the success of the Hall; my thanks, as ever, go to them.

This financial support is all the more important in the light of the repairs identified in the October 2012 survey obtained from Hutton and Rostron (EI) and the previous and present Robert Hay report, (2021) remembering the building is now 99 years old.

Maintenance continues, with priority on heating, lighting, general maintenance and guttering on the outside of the building, cleaning the drive-way, the roof of moss and keeping the hedges under control.

As reported last year: December 2019 highlighted a serious drainage problem caused by excessive water flowing down the hill from "The Box" off the fields of "The Chalet" and the drainage from The Hurtwood. The result of a blocked storm drain caused the Hall's car park to flood and the basement of Jasmine Cottage. No damage was noted in the Hall.

Whilst we have had the report from GBC the work agreed by them to rectify matters has not been done despite being chased by our Parish Council members.

Important post Year End matters. There will be a Village Fair this year (2022) but much subdued.

Though it is, perhaps, more of the Treasurer's prerogative, I would like to thank Michael Harlow for acting as Independent Examiner again this year.

I would like to thank Tony Robinson for his diligent work in obtaining Government closure grants and Jim Collin for weekly inspecting the Hall in line with insurance requirements. They both also do so much behind the scenes to ensure the hall runs in a most professional way.

Robin Gregson as done sterling work on Covid and other policies keeping us all up to date with current Government guidelines.

HEALTH AND SAFETY:

I have included this as a separate heading as the Trustees attach considerable weight to this issue. Thorough inspections of the Hall are carried out during the year and any matters requiring attention are attended to as soon as possible. Our Health and Safety representative James Collin has done sterling work inspecting and reporting on various matters.

As last year, I think it is fair to say that no major issues have arisen during the year that have not been reported.

On behalf of the Trustees

Michael Urban

Chairman, Committee of Management, and Trust.

20 JUNE 2022

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THE SPOTTISWOODE MEMORIAL HALL

(Charity No. 200618)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

1. RECEIPTS AND PAYMENTS	YEAR TO 31 MARCH 2022 £	YEAR TO 31 MARCH 2021 £
RECEIPTS		
Unrestricted:		
Lettings of Hall and equipment	5,729	404
Donations	1,377	1,207
Income Tax Recovered	319	325
Activities (note 1)	350	1,098
Interest	2	7
Grants received for COVID Lockdowns	19,526	11,434
Total Unrestricted	27,303	14,475
Restricted:		
Grants received -Restricted		500
Appeal donations -unrestricted		300
Total Receipts	£27,303	£15,275
PAYMENTS		
Unrestricted:		
Cleaning	1,395	293
Business Rates	111	0
Utilities (note 3)	2,041	888
Administration expenses	577	625
Insurance (note 4)	1,448	1,477
Repairs & Maintenance (note 5)	3,795	1,146
Building Survey	600	0
Sundry Payments (note 6)	688	140
Total Payments	£10,655	£4,569
NET RECEIPTS/(PAYMENTS)		
Unrestricted	16,648	10,106
Restricted	-	500
	16,648	10,606
Cash Balances at 1st April		4,667
Cash Balances at 31st March		£ 15,273
HELD AT		
Lloyds Bank, Current Account	3,919	1,485
Lloyds Bank, Deposit Account	28,002	13,000
Virgin Money, Dorking		788
	£31,921	£15,273

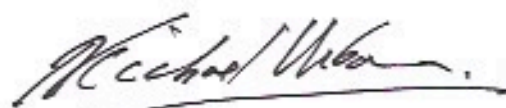
THE SPOTTISWOODE MEMORIAL HALL

(Charity No. 200618)

BALANCE SHEET AS AT 31 MARCH 2022

	31 MARCH 2022 £	31 MARCH 2021 £
Lloyds Bank, Current account	3,919	1,485
Lloyds Bank, Deposit account	28,002	13,000
Virgin Money	<u>0</u>	<u>788</u>
Total Cash Balances	31,921	15,273
Creditors	0	0
NET ASSETS	<u>£31,921</u>	<u>£15,273</u>
<i>of which:</i>		
General reserve	31,421	14,773
Restricted fund	<u>500</u>	<u>500</u>
	<u>£31,921</u>	<u>£15,273</u>

Approved by the Trustees as of 9 June 2022 and signed on their behalf by



Michael J Urban
Chairman



R Anthony Robinson
Treasurer

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting Policies

The accounts have been prepared on a Receipts and Payments basis consistent with that used in the preceding year.

2. Activities

Income from Activities includes £ 0 (2019 £2,539) raised from the Village Fair. The Village Fair was cancelled in 2020.

3. Utilities

	2021/22	2020/21
This item comprises:	£	£
Gas	1,453	551
Electricity	552	307
Water	36	30
Total	<u>£2,041</u>	<u>£888</u>

4. Insurance

In 2018 we started to pay the insurance premium over 12 monthly payments. In prior years the premium was paid in one annual instalment.

5. Repairs and Maintenance

	2021/22	2020/21
This item comprises:	£	£
Noticeboard replacement	0	37
Plumbing and heating repair	372	150
Fire protection equipment	419	214
Maintenance of grounds	840	440
Painting and replacements	1,186	
Disused cesspit fill	540	
Electrical projects		
Other	438	305
Total	<u>£3,795</u>	<u>£1,146</u>

6. Sundry Payments

	2021/22	2020/21
This item comprises:	£	£
Retirement event	272	
Performing Rights Society	251	-
Parish Magazine adverts	165	140
Total	<u>£688</u>	<u>£140</u>

7. Debtors and Creditors

There were no debtors or creditors at 31 March 2022 and 31 March 2021

8. Reserves

The General Reserve is unrestricted.

Independent Examiner's Report to the Trustees of the Spottiswoode Memorial Hall
Registered Charity No. 200618
For the year ended 31 March 2022

I report on the financial statements of The Spottiswoode Memorial Hall for the period from 1 April 2021 to 31 March 2022 which comprises the Income and Expenditure Account and the balance of funds held in bank accounts and cash in hand. Set out on pages 1 to 3.

Respective responsibilities basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



Michael Harlow FCA
9 June 2022

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