

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 2025

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 Calum Wood, ACA. Acquis Ltd. The Atrium, Curtis Road, 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 nine (9) 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 2025 (and, unless otherwise stated, served throughout the year and remain as Trustees as at the commencement of the 2025 Annual General Meeting) were as follows:-

Mr. Ian Trevor Allen : (1/9)	Elected. Resigned due to ill health 17 March 25
Mr. James Collin: (7/9)	Elected
Mr. Robin Gregson (7/9)	Elected.
Mr. Sean Griffin: (4/9)	Elected. Resigned due to moving out of area 25 March 25
Mr. Robert Hay: (7/9)	Elected. Resigned due to project managing extension 23 July 25.
Mr. Edward Horton. (6/9)	Elected.
Miss. Geraldine Reffo: (7/9)	Elected
Mr. Anthony Robinson : (8/9)	Elected -- Treasurer
Mr. Kevin Stevens. (4/9)	Elected.
Mrs. Marion Patricia Taylor-Cotter (5/9):	Elected.
Mr. Michael Urban: (9/9)	Elected – chairman
Mrs. Katie Whitfeld. (5/9)	Elected--Secretary.

Mrs Alice Williams took over the responsibilities for bookings in September 2021 but elected not to become a Trustee. (5/9)

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 2021 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:

As the Hall is now celebrating 102 years of service to the community we look to the next decade with the community hub and extra changing rooms.

A big thank you to our treasurer who over the last few years has kept our finances in a professional manner, along with a keen eye on overhead costs, especially utility bills.

Utility bills have stabilised this year and are a little lower than last year, £4568.00 (against £4854.00 last year) and the treasurer is constantly reviewing the situation.

Letting, have increased to: £14497.00 (£11126.00) mainly due to the diligent work of Alice Williams.

We start 2025 with healthy finances.

With planning consent obtained for the extension before covid Robert Hay has done a marvellous service for the Hall by obtaining various grants which allowed work to commence in December 24 on the extension and it is planned to complete in June 25. Robert resigned as a trustee to avoid any conflict of interest but has continued as "project manager."

The trustees would like to thank Your Fund Surrey, Bernard Sunley Foundation, Peaslake Players and Shere Parish Council for their kind grants, along with all the private donors who have made this work possible.

At the November 24 meeting, Geraldine Reffo kindly volunteered to head up a subcommittee to consider funding the improvements to the ladies' toilets, being a part of YFS conditions.

Jim Collin continues to take on extra responsibilities to ensure the Halls every day running continues without a hitch.

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.

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 28th May 2024 the Committee renewed its Health and Safety, Child Protection, Fire, Hall Hire and Internet policies, together with a re-vised booking form, which can be viewed on the Halls website. The Committee acknowledges the work by Robin Gregson on revising all the policies and simplifying them at the same time. The Committee has also adopted the requirement of taking references for potential Trustees in line with the Charity Commission guide lines.

A valuation of the building was undertaken in 2016 and the building insurance increased yearly in line with this. A further valuation will be done after the extension and other work is finished.

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: 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 102 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.

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

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 Trustee

DATED 21 May 2025

Approved by the Trustees:

THE SPOTTISWOODE MEMORIAL HALL

(Charity No. 200618)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 MARCH 2025

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THE SPOTTISWOODE MEMORIAL HALL

(Charity No. 200618)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

1. RECEIPTS AND PAYMENTS	YEAR TO 31 MARCH 2025 £	YEAR TO 31 MARCH 2024 £
RECEIPTS		
Unrestricted:		
Lettings of Hall and equipment	14,497	11,126
Donations	1,093	1,348
Donation from Peaslake Fair Committee	2,100	2,000
Income Tax Recovered	263	275
Activities	801	791
Interest	1,071	585
Contributions to cost of curtains	461	
Total Unrestricted Receipts	20,286	16,125
PAYMENTS		
Unrestricted:		
Cleaning	1,783	2,092
Business Rates	122	117
Utilities (note 2)	4,586	4,854
Administration expenses	522	108
Replacement curtains		1,846
Insurance	1,722	1,397
Repairs & Maintenance (note 3)	2,779	5,211
Planning costs	863	298
Sundry Payments (note 4)	133	508
Total Unrestricted Payments	12,510	16,431
NET UNRESTRICTED RECEIPTS/(PAYMENTS)	7,776	-306
Restricted Donations and Gift Aid for Hub	99,450	2,651
Interest on Hub Funds	3,058	229
Grants received for Hub	40,000	
Payments for Hub works	-87,519	
NET RESTRICTED INCOME	54,989	2,880
NET INCOME	62,765	2,574
Cash Balances at 1st April	36,710	34,136
Cash Balances at 31st March	£99,475	£36,710
HELD AT		
Lloyds Bank, Current Account	1,893	189
Lloyds Bank, Deposit Account	7,949	2,896
CCLA Deposit Account	21,262	20,243
Total Unrestricted Funds	31,104	23,328
Lloyds Bank Account	700	500
Lloyds Bank, Peaslake Community Fund	2,565	2,725
CCLA Peaslake Community Hub	65,106	10,157
Total Restricted Funds	68,371	13,382
TOTAL FUNDS	£99,475	£36,710

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THE SPOTTISWOODE MEMORIAL HALL

(Charity No. 200618)

BALANCE SHEET AS AT 31 MARCH 2025

	31 MARCH 2025	31 MARCH 2024
Lloyds Bank, Current account	2,593	689
Lloyds Bank, Deposit account	10,514	5,621
CCLA Deposit Account	86,368	30,400
Total Cash Balances	99,475	36,710
Creditors	0	0
NET ASSETS	£99,475	£36,710

of which:

General Reserve	31,104	23,328
Restricted Reserve for Peaslake Community Fund	67,871	12,882
Restricted fund for new shed	500	500
	£99,475	£36,710

In accordance with The Charities Act 2011 the Trustees are not required to obtain an audit of the Financial Statements for this year.

Approved by the Trustees as of 21 May 2025 and signed on their behalf by

Michael Urban
Chairman

R Anthony Robinson
Treasurer

THE SPOTTISWOODE MEMORIAL HALL

(Charity No. 200618)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting Policies

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

2. Utilities

	2024/25	2023/24
This item comprises:		
Gas	2,325	2,444
Electricity	1,986	2,168
Water	275	242
Total	£4,586	£4,854

3. Repairs and Maintenance

	2024/25	2023/24
This item comprises:		
Electrical projects	293	782
Floor Repair after water leak		1,114
Drive and drain repairs	890	1,278
Plumbing and heating repair	508	834
Fire protection equipment	370	155
Maintenance of grounds	670	747
Other	48	301
Total	£2,779	£5,211

4. Sundry Payments

	2024/25	2023/24
This item comprises:		
Fundraising costs		377
Performing Rights Society	133	131
Total	£133	£508

5. Debtors and Creditors

There were no debtors or creditors at 31 March 2025 and 31 March 2024

6. Reserves

The General Reserve is unrestricted. The Committee set aside £10,000 last year for the Peaslake Community Hub project.

TREASURER'S REPORT
YEAR TO 31 MARCH 2025
THE SPOTTISWOODE MEMORIAL HALL
(Charity No. 200618)

COMMENTARY ON ACCOUNTS FOR THE YEAR TO 31 MARCH 2025

- 1** WE HAVE HAD A SUCCESSFUL FUNDRAISING YEAR FOR THE NEW COMMUNITY HUB EXTENTION WITH ALMOST £100,000 RECEIVED FROM LOCAL RESIDENTS AND SUPPORTERS . WE HAVE ALSO SIGNED A FUNDING AGREEMENT WITH SURREY COUNTY COUNCIL FOR £114,500. BUILDING WORKS STARTED IN DECEMBER 2024 WITH AN ESTIMATED COMPLETION FOR JUNE 2025.

- 2** WE ARE VERY PLEASED THAT THE LEVEL OF ACTIVITIES IN THE HALL HAVE CONTINUED THROUGHOUT THE YEAR AT HIGHER LEVELS THAN THE PREVIOUS YEAR WITH TOTAL LETTING INCOME UP BY £ 3,371 TO £ 14,497.

- 3** THE ATTACHED RECEIPTS AND PAYMENTS ACCOUNT SHOWS THAT FOR THE YEAR TO 31 MARCH 2025 OUR NET UNRESTRICTED CASH INCOME WAS £ 7,776 (2024 DEFICIT £306).

- 4** OUR UNRESTRICTED CASH BALANCES AT 31 MARCH 2025 WERE £31,104 AN INCREASE OF £ 7,776. OUR RESTRICTED CASH BALANCES ARE £68,371 MAINLY HELD FOR THE COMMUNITY HUB EXTENTION.

TONY ROBINSON
TREASURER

Independent Examiner's Report to the Trustees of the Spottiswoode Memorial Hall
Registered Charity No. 200618
For the year ended 31 March 2025

I report on the financial statements of The Spottiswoode Memorial Hall for the period from 1 April 2024 to 31 March 2025 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 4.

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

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.



Calum Wood ACA
16th June 2025

Acquis Limited
Chartered Accountants
The Atrium
Curtis Road
Dorking Surrey
RH4 1XA

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16th June 2025

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