



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2024 to 31 March 2025

Charity name: Lancaster Hall

Charity registration number: 230889

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision of a village hall for the benefit of the inhabitants of the Parish of Send and surrounding area without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure in the interests of social welfare. The hall is in use most days of the week for a variety of activities including Girl Guides, dog training, yoga, zumba, body fitness, freemasons, singing & dancing groups and adult & junior amateur dramatics.</p> <p>The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund raising fayres.</p> <p>The hall also has office space to rent which is currently used by the local parish council and a self contained flat that is let on a residential basis</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees consider these activities to be consistent with Charity Commission guidance on providing for the public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The hall does not provide grants
		N/A

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The hall is managed by volunteers from the local community who meet once per month (except August and December) to discuss hall matters as well as being available as required to attend to various matters at the hall.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The hall has continued to have a series of improvements to further benefit the community – examples being the improvements to heating and cooling in the upper hall, applying for and receiving a grant from Surrey County Council to replace the stair lift and repainting of the hall interior.</p> <p>The committee has continued to be run by a dedicated group of volunteers.</p> <p>Hall bookings for the use of the halls remains strong and the hall is in demand by the local community. We have increased our hourly rates to keep up with rising costs, but not so much that it makes the hall a less attractive option to hire.</p> <p>All achievements noted above benefit the hall and the wider community to ensure the hall is a pleasant place to hire and ensured its continued financial viability.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A

Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The hall has a strong pipeline of bookings and with increase applied to rates and the reduction in bills the hall continues to viable, although gas and electricity rates have increased, these are under continual review. A deficit was recorded for the year and this comes as a result of capital investment in the hall. Reserves of funds have been achieved through the receipt of grants from Guildford Borough Council during the Covid crisis which have been carefully spent on much needed improvements and continues to be the case. We have also been able to gradual increase reserves from periodic moves of money from the current account to the savings account largely helped by the rental income received from the flat that has increased from £850pcm to £1500pcm.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The receipt of grants from Guildford Borough Council during the Covid crisis have enabled us to hold funds in the event the hall was to remain closed for a prolonged period and should lockdowns / closures occur at a later point. Funds were also held to cover ongoing repairs and maintenance that are required.
Amount of reserves held	Para 1.22	£14863
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Funding is from the renting of the halls and office space to the community and parish council as well as from the rental of a self-contained flat.
Investment policy and objectives including any		None

social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The increasing costs of lighting, heating and water. The hall is over 100 years old and requires constant maintenance. This puts pressure on the finances and there is a risk major works will be required in the future. Furthermore, should these be a loss of rental income from the residential flat or office space this would put pressure on the finances, however, we would expect there to be new tenants found relatively quickly – which was proven this year with a change of the tenants in the flat.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trust Deed governs the appointment of trustees and other members from the community

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	

Other		

Reference and Administrative details

Charity name	Lancaster Hall
Other name the charity uses	
Registered charity number	230889
Charity's principal address	28 Send Road Send Surrey GU23 7ET

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Amanda Vaughan	Secretary		
2	Justin Addison-Smith	Treasurer		
3	Frederick Hookins			
4	Wendy Hulme			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

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Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	The Land and Property that comprises 28 Send Road, Send, GU23 7ET – otherwise known as the Lancaster Hall.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Lancaster Hall, the land and its contents and all bank accounts associated with the running of the Lancaster Hall.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	The Lancaster Hall has its own banking arrangements with CAF Bank which is managed and overseen by the Treasurer. Any payments require secondary approval by the Chairperson or Secretary.

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Nicole Connell - Chairperson

Exemptions from disclosure


Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Justin Addison-Smith	
Position (eg Secretary, Chair, etc)	Trustee & Treasurer	
Date	16 October 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

LANCASTER HALL

**On accounts for the year
ended**

31-7-2025

**Charity no
(if any)**

230889

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

9/9/25

Name:

CHRISTOPHER WME

**Relevant professional
qualification(s) or body
(if any):**

ACMA

Address: Chestnut, Sandy Lane
Seng 5423 7AP.

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

Lancaster Hall

Receipts and Payments Account
For the year ended 31 March 2025

	<u>2024/25</u>	<u>2023/24</u>
	£	£
Balances at 1 April 2024		
Bank current account	3,773.58	4,007.45
Bank savings account	14,863.10	19,127.49
Rental Deposit Repayable	- 800.00	- 800.00
	<u>17,836.68</u>	<u>22,334.94</u>
Revenue Receipts		
Hire of halls	25,611.52	22,319.50
Rental income from flat	13,865.00	10,260.00
Charitable Donations	-	23.31
Bank Interest	319.66	447.32
Grants	4,000.00	-
	<u>43,796.18</u>	<u>33,050.13</u>
Revenue Payments		
Bank charges	60.00	60.00
Caretaker cleaning materials	668.98	709.75
Caretaker & Expenses	5,286.00	5,710.00
Charitable Donation	-	-
Cleaning (Window Cleaner)	150.00	180.00
Council tax on vacant flat (28A)	424.43	-
Equipment hire	-	40.00
Equipment purchases	444.14	837.78
Flat Appliances	-	2,043.05
Hall Booking Administrator	2,410.00	2,150.00
Insurance	2,581.30	2,503.81
Leaders Management Charges (for 28A)	2,252.40	-
Lighting, Heating & Water	14,643.30	7,012.97
Marketing, Advertising & Website	244.80	774.82
Licenses and Certificates	1,028.07	339.17
Rates	144.09	137.49
Repairs and Renovations	7,427.79	14,464.93
Stairlift Installation	5,320.00	-
Sundries	103.62	83.65
Telephone & WIFI	505.90	500.97
	<u>43,694.82</u>	<u>37,548.39</u>
Excess of receipts over payments	101.36	- 4,498.26
Balances at 31 March 2025		
Bank current account	4,765.97	3,773.58
Savings account	13,172.07	14,863.10
Rental Deposit Repayable	-	- 800.00
	<u>17,938.04</u>	<u>17,836.68</u>

17,938.04

Signed:



Justin Addison-Smith (Treasurer)

Dated: 9 September 2025