



Long Ditton Village Hall Trust

Charity Registration Number: 242801

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

INDEX

Charity Information	1
Report of the Board of Trustees	2 - 3
Chariman's Report	4 - 5
Report of the Donations Committee	6
Report of the Works Committee	7
Report of the Bookings Manager	8
Statement of Revenues and Expenditure and Assets and Reserves	9
Independent Examiner's Report	10

Long Ditton Village Hall Trust
Year ended 31st December 2021
Charity Information



Long Ditton Village Hall Trust is a registered charity that provides and maintains the buildings entrusted to it under conveyances dated 15th February 1888 (Parish Room & Workman's Club) and 28th December 1906 (Parish Hall).

The stated objective in the Trust Deed is "...the provision and maintenance of a village hall for the use of the inhabitants of Long Ditton and the neighborhood thereof (the area of benefit) 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."

Registered Office	2 Ewell Road Long Ditton Surrey KT6 5LE
Governing Body	<p>The Trust is governed by the Deed of Trust (amended July 1996) which is administered by a Board of 8 Trustees who are appointed for a term of five years but may be re-appointed for a further term, plus an Ex-Officio Trustee being the incumbent priest-in-charge of St Mary Long Ditton Church of England.</p> <p>The Trust contracts the services of a professional cleaning company and a bookings manager to supplement the administrative activities of the Trustees. A Works Committee and a Donations Committee, consisting of a mix of trustees and co-opted residents of the community, exist to assist the Charity in meeting its objectives.</p>
Board of Trustees	<p>Dr Garth Glentworth OBE (Chairman) Deirdre Cole (Secretary + Donations Committee+Works Committee) Barry Hitchens (Treasurer + Works Committee) Lorraine Black (Works Committee) Terry Bourton (Works Committee) Cllr. Barry Fairbank (Donations Committee)-Resigned 20th January 2022) Heather Whyte (appointed 11th January 2021) Aileen Widdowson (Donations Committee) Judy Wilson (Donations Committee - resigned 1st July 2021) Rev. Dr Kuhan Satkunanayagam (Ex-officio First Trustee - Donations Committee)</p>
Bankers	National Westminster Bank Plc. Victoria Road Surbiton KT6 4JY
Bookings Manager	Michele Aveson
Cleaning Agent/Caretaker	M & S Partnership
Long Term Tenant	<p>The Ditton Football & Social Club has a rolling 10 year lease of the Workman's Club building (referred to in the Trust Deed as "the Annex"). The renewal date was 16th February 2015.</p> <p>As at 31st December 2021, the Club closed and the Annex reverted back to the control of the Trust.</p>
Trust Deed Commitment	St Mary Church of England has rent free use of the buildings for ecclesiastical and other charitable purposes on a limited basis.
Independent Examiner	Peter Drysdale F.C.C.A. 57 Effingham Road Long Ditton

Long Ditton Village Hall Trust

Year ended 31st December 2021

Report of the Board of Trustees



Trust Objectives

In line with the overall objectives of the Trust, in 2021 the Trustees continued to explore ways of making the halls available to the community while maintaining the fabric of the halls and not causing disruption to the near neighbors.

The Trustees made the halls available to the community during the year in accordance with the government directives relating to indoor community facilities by implementing recommended rules and providing equipment to reduce the spread of Covid - 19 at the facility.

The Ditton Football & Social Club was unable to survive the restrictions placed on its activities due to Covid -19. It closed as at 31/12/2020. The Trust had not charged the Club rent since the start of restrictions in April 2020.

Revenues

Total revenue of £44,350 for the year was £13,621 more than in 2020 (£30,729).

The halls were only able to be used as normal intermittently during the year as government rules changed. Facilities were adapted to meet these directives as they changed.

Hire fees consequently only generated £23,468 for the year (2020 : £17,361).

In normal times the Trust expects to generate fees in excess of £40,000 per year.

The Dittons Football & Social Club was granted a 7 months rent holiday due to the pandemic.

Several long term users and interested local residents generously donated, in total, £3,600 towards the replacement of the Main Hall Roof work on which began late in the year.

The Government supported the Trust with three grants totaling £16,907 to compensate it for the loss in revenue due to Government imposed restrictions on use of the Trust facilities.

In 2020 , two grants totaling £11,334 were received from the government

Investment income of £375 (2020 : £534) decreased as market interest rates dropped.

Expenditure

Total expenditure of £33,943 during the year was £4,360 less than in 2020 (£38,303).

The Trustees inspect the property annually to identify major improvements and repairs needed to be undertaken, schedule a time for their completion and entrust the Works Committee with the responsibility for obtaining quotes (at least 3 for major works) and for commissioning the work. The annual budget of income and expenditure is approved after this inspection by incorporating the estimated cost of the agreed major works into the budgeted expenditure.

As the Trustees decided to replace the main hall roof at a projected cost of £80,000, all other potential major improvements were put on hold to preserve reserves to cover this cost.

The program of general repairs in the year cost £2,720 (2020 : £2,526).

Cleaning and gardening costs in 2021 were £7,869 (2020 : £6,448) because the halls were significantly under used for much of the year. Historically these items around cost £10,000 per annum.

Service contracts (Fire protection equipment, boilers, piano tuning etc.) cost £1,344 (2020 : £1,288)

Utility costs, of which gas (heating) is the major part, were £4,800 (2020 : £6,760).

Although the halls were not fully used during the period it was not practical to change the timing of heating halls to accurately identify when the halls were not in use and to turn the heating off accordingly. The Trust changes its utility suppliers regularly in an attempt to keep such costs to a minimum.

Long Ditton Village Hall Trust
Year ended 31st December 2021
Report of the Board of Trustees (continued)



Expenditure (continued)

In 2021 eight grants totaling £7,000 were made to local bodies to support community activities. Applications are approved at Trustee meetings based on submissions made to the Donations Committee by these bodies.
In 2020, no grants were made.

Administration costs of £5,400 (2020 : £5,361) represent mainly the Booking Manager's costs.

The Trustees took responsibility for the Annex, the area leased to The Dittons Football & Social Club. Costs relating to checking the electrics, heating and cleaning of the Annex totaled £2,217.

To ensure tight control over cash reserves, a second set of bank statements are sent by the bank to the Ex-officio Trustee and all expenditure in excess of £1,000 requires two signatories.

Committees

The Board of Trustees meets 4 to 6 times a year to oversee the running of the Trust and set policies and guidelines for decision making by the Bookings Manager and the two committees that were established in 2007 to better run the activities of the Trust.

The Donations Committee consists of D Cole (trustee), Clir.B Fairbank (trustee), A Widdowson (trustee) and Rev'd Dr K Sakunanayagam (Ex-officio First Trustee)

The Committee is directed by the Board of Trustees to identify worthy recipients of the Trust's annually budgeted "donations fund" in line with the parameters set by the Board and the objectives of the Trust.

The Maintenance Committee consists of D Cole (trustee), T Bourton (trustee), B Hitchens (trustee) and L Black (trustee).

The Committee is directed by the Board of Trustees to take responsibility for completing the schedule of work identified by the Trust each year within the budget set by the Board for such work and to identify and respond to minor ad-hoc repair requirements of the halls during the year.

Reserves Policy

Overall, in 2021, the Trust spent £10,407 less than its income (2020 : £7,574 more) resulting in an increase in reserves to £64,601 at the year end.

The trustees believe that, to maintain a reserve of approximately £50,000 is prudent given the age of the building.

Risk Assessment

The Trustees maintain an ongoing assessment of the major risks confronting the Trust that might restrict its ability to meet its objectives.

An imminent risk facing the Trust is that the replacement of the main hall roof will identify more serious structural problems with the building. Also that the work will upset long term users to a degree that they lose confidence in the halls being safe and useful for their purposes.

For and on behalf of the Trustees.

Barry Hitchens
Hon. Treasurer

Date :



The Board of Trustees

(Registered Charity No. 242801)

2 Ewell Road, Long Ditton, Surrey. KT6 5LE

Chairman's Report 2021

In my Report for 2020 I wrote that the year had been extremely challenging and hoped the it would not be repeated. Unfortunately, I have to report that it has been more than matched by 2021.

Last year I reported on 2020 as follows.

“Activities were dominated by the closures and openings during the lockdowns decided upon by Government. These involved a variety of tasks: keeping up with the lengthy and sometimes repetitive and uncoordinated guidance circulars issued by different ministries, and the commentaries supplied by ACRE; informing group leaders of developments and particularly establishing their intentions on stopping and re-starting activities; ensuring sign-up to our Pandemic Conflict Annex, setting out the Code of Conduct during Covid; and in some cases enforcing the rules.”

This was the pattern of activity that had to be repeated in 2021. It took up a great deal of the time and energy of the Hall Trustees who are all volunteers, and of the part-time, paid Bookings Manager. Fortunately, perhaps because of prior experience, activities ran smoothly. I would like to pay tribute to all my colleagues on the Board for making this possible.

Another major stream of activity followed on from the closure of our tenants, the Long Ditton Football and Social Club, in December 2020. Their premises, which are an integral part of our building, reverted to the Hall once they had been emptied. We have rechristened their space as the “Annex”. It is a large suite with separate entrances, several rooms and a medium sized central hall. Our initial intention was to sublet it again as a self- contained unit, but in the event this did not prove successful. We have decided now to add it to the Hall range of facilities. (the Lower and Upper Halls and the Wallis Room). We have a range of inquirers who cannot be accommodated at present and the Annex would be suitable for a number of them.

However though it is just beginning to be booked, it is in need of major refurbishment before it will be entirely suitable for many of our users,

especially the disabled and the elderly. Our cost estimate for the improvements required is just over £100000.

Raising this money has to be considered along with one other major task which began in late 2021: replacing the Lower Hall roof. This has not been replaced for decades or maybe since the Hall was built in the early 20th century, and has been leaking and generally showing signs of wear and tear.

We do have enough funds for the roof unless it totally exceeds the estimate. But we do not want to begin on the Annex upgrading until we have fully met the roofing cost. Another consideration is the increase in normal running costs especially gas and electricity (the Hall is big space to heat!). Fortunately, bookings are steadily increasing and becoming more diverse and may exceed pre-pandemic levels, especially when the Annex becomes fully available.

In this context, we are partially dependant for the large projects on successful grant applications. We have secured funds from the Village Halls Improvement Fund and The Community Infrastructure Levy and are awaiting the result of our application to "Your Fund Surrey".

All in all, a successful year in the prevailing circumstances.

Dr Garth Glentworth OBE,
Chair of Trustees



DONATIONS COMMITTEE REPORT FOR 2021

Long Ditton Infant and Nursery School

£500 A contribution to the hardship fund. The school has ten families on the Free School Meals Register plus other families who do not qualify but who are nevertheless struggling to feed their children during lockdown and have appealed to the head for help.

£1000 A contribution towards music workshops for the benefit of the whole school.

Long Ditton St Mary's Junior School

£500 A contribution to the hardship fund, in particular to buy a Chromebook for £300 which will be used by the children of a refugee family who are working hard to adapt to the British curriculum during lockdown when remote learning is necessary.

£1000 Towards the purchase of iPads for the use of children taking part in the catch-up programme when the school re-opened after lockdown.

Hinchley Wood School

£1000 A contribution to the hardship fund to spend as the head sees fit.

Long Ditton Residents' Association

£1500 Towards purchasing a permanent Christmas lighting system for the village tree. The lighting-up evening is a community event open to all.

The Friends of Long Ditton Infant and Nursery School

£500 To sponsor the refreshments at the Christmas lighting-up evening.

Long Ditton PCC

£1000 Towards the purchase of a defibrillator which will benefit the whole community, not just the Church congregation. Both the Church and the Community Hall are used by a diverse number of groups. It will be mounted on the outside wall of the Community Hall.

£7000 Total

Members of the donations committee (all LDVH Trustees)
The Rev'd Dr Kuhan Satkunanayagam
Councillor Barry Fairbank
Mrs Aileen Widdowson
Mrs Deirdre Cole



Works Committee Report 2021

ANNEX

Options to lease the Annex to potential long term users were explored and rejected.

Options to upgrade the space to attract users similar to those using the other halls were costed. A total upgrade will cost approximately £100,000. Grants have been applied for to achieve this. In the interim, it was decided to delay any commitment to major upgrades until the replacement of main hall roof has been successfully completed.

To make the space safe for use in the interim, electrical, heating, fire and alarm systems were serviced and a full cleaning was completed. The space remains fairly unattractive to potential users when compared to the other halls so is not in great demand.

ROOF REPLACEMENT

Government grants totalling £54,000 have been approved to help us cover the cost of £80,000 to replace the main hall roof. Work commenced after long delays in December. Despite assurance that the work will not inhibit the use of the hall, removing the old material on the roof has dislodged large amounts of dirt that has fallen intermittently onto the floor of the hall causing considerable complaint from users. This will need to be addressed as work continues throughout early 2022.

GENERAL REPAIRS

Various notice boards around the halls were upgraded.

LED tube lighting was tested in the upper and lower halls and was accepted as appropriate. As the florescent tube lights fail, they are being replaced with LED ones.

Mares' tail was successfully eradicated from the car park pavement.

Fencing along the boarder with the Ewell road neighbour was replaced.

Numerous minor repairs were eventually completed in October and November after several potential handymen agreed to but then failed to provide their services.

GARDEN

It was agreed to have a budget of £2,000 per annum to look after the small garden area facing Ewell Road. We have had difficulty retaining a gardener having had two start and then leave us.

FIRE RISK

Several requests for the main hall entailing large numbers of attendees necessitated us upgrading our Fire Risk Assessment for the hall. It identified limits to the numbers allowed in the main hall. The building fire alarm system has malfunctioned on several occasions through out the year . It is over 20 years old and will need replacing in 2022.

Members of the works committee (all LDVHT Trustees)

Lorraine Black

Terry Bourton

Deirdre Cole

Barry Hitchens



Administration Report 2021

Jan-Mar

Due to the Pandemic the halls were closed during this period. We received a number of enquiries by email and phone with a view starting once the lockdown was raised.

Apr-Jun

With the promise of lockdown lifting and in line with Government Guidance we opened our hall with children's groups, family groups and one to one classes invited to use the hall first, with adult groups invited back from 17th May.

The onus is once again for the users to understand their responsibility - they must protect themselves and others from spreading the virus while at our halls – we do not have an onsite manager. Some groups/businesses implemented more layers of safety features to help stop the spread within their groups.

Jul-Sep

We saw the beginnings of a relatively normal return of most of our long-term users. We have taken the decision not to start back with ad hoc parties and social gatherings until after the summer. So that we can formulate a cleaning plan around them.

Oct-Dec

September started well with many groups/business back and enjoying the halls. There is still some hesitancy from a couple of the less mobile groups, who we will work with to help them restart when they are ready.

We have now opened up the Annex building, formerly the Long Ditton Football Club's residence, for use. They had vacated at the beginning of the Pandemic. It will be a work in progress and it does need some attention to its décor and facilities. We have a Drama Club using this and hope to make it its permanent base.

November we had our first event – Barn Dance held by the Drama Club – it went very well. We now incorporate an extra cleaning fee to sure the halls to be clean sufficiently for the next users.

December saw another event – South London Wrestling – hold their first event. They hope you become a regular at our halls. We also had our first Children's party.

Many business users have requested Wi-Fi at our premises, which we currently do not have. Most have continued through Lockdown running their classes via the internet (Teams/Zoom/Houseparty). Many of the groups have elderly clients/clients shielding/at risk who were still not ready to return to a physical class. The installation of Wi-Fi would enable the yoga teachers to run their class from the hall for those wishing to return and at the same time include those at home wanting to attend, thus enticing them back to the halls quicker.

Long Ditton Village Hall Trust

Charity Registration Number: 242801

Statement of Revenues and Expenditure for the year ended 31st December 2021



	2021		2020	
	£	£	£	£
Revenues				
Hire of Hall fees		23,468		17,361
Donations (2020 -DF&SC rent)		3,600		1,500
Grants Covid 19 support		16,907		11,334
Investment Income		375		534
Total Revenues		44,350		30,729
Expenditure				
Direct Charitable Expenditure				
Hall Major Refurbishments	0		11,831	
Cleaning and Gardening	7,869		6,448	
Hall Repairs and Maintenance	2,720		2,526	
Service Contracts (Boiler, Fire Alarm, Fire Protection)	1,344		1,288	
Utilities (Electricity, Gas, Water & Waste)	4,800		6,760	
Insurance	2,543		2,480	
Grants to others	7,000	26,276	0	31,333
Other Expenditure				
Administration	5,400		5,361	
Annex take-over costs (2021-Covid - 19 related costs)	2,217		1,559	
Independent Examiner's Fee	50	7,667	50	6,970
Total Expenditure		33,943		38,303
Net / Surplus of Reveues to Expenditure in the Year		10,407		-7,574

Statement of Assets and Reserves as at 31st December 2020

	2021		2020	
	£	£	£	£
Liquid Assets				
Bank and Cash Balances				
NatWest Current Account		30,151		11,000
NatWest Liquidity 30 day Account		0		8,488
Cambridge & Counties Bank 95 day notice Bond (1.5% p.a.)		35,800		35,426
Total Liquid Assets		65,951		54,914
Less Deposits for keys (refundable)		-1,350		-720
Net Assets		64,601		54,194
Represented by Reserves				
Balance at beginning of year	54,194		61,769	
Net Surplus/(Deficit) of Reveues over Expenditure in the Year	10,407		-7,575	
Balance at end of year		64,601		54,194
Permanent Endowment				
Land and Buildings Insured Value		1,725,251		1,675,000
Other Fixed Assets				
Tables, Chairs, Equipment, Piano etc Insured Value		20,159		19,572