



# **Long Ditton Village Hall Trust**

**Charity Registration Number: 242801**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022**

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**Long Ditton Village Hall Trust**  
**Year ended 31st December 2022**  
**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 neighbourhood 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**                      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.

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.

**Board of Trustees**                      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. Nick Darby  
    Aileen Widdowson (Donations Committee)  
    Heather Whythe (Designated safety officer)  
    Rev. Dr Kuhan Satkunanayagam (Ex-officio First Trustee)

**Donations Committee co-opte Cllr. Liz Laino**

**Bankers**                                      National Westminster Bank Plc.  
    Victoria Road  
    Surbiton KT6 4JY

**Bookings Manager**                      Michele Aveson

**Cleaning Agent/Caretaker**              M & S Partnership

**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 2022

### Report of the Board of Trustees



#### Trust Objectives

In line with the overall objectives of the Trust, in 2022 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 neighbours.

The Trustees also made small grants to local organisations that support community activities in the Long Ditton area and provide benefits to the community in line with the Charity's trust deed.

#### Revenues

Total revenue of £101,368 for the year was £57,018 more than in 2021 (£44,350).

The halls are close to being used as frequently as before Covid - 19. Hire income of £44,663 compares with the pre-pandemic year of £50,916 in 2019.

The Pandemic forced the closure of The Ditton's Football & Social Club and the Trustees explored various options for the use of the area that was always referred to as "The Annex". The Trustees decided to use the area in the same way as the other 3 halls. Take-up by users has been slow due to the area needing considerable improvement. Revenues from use of the area, now referred to as The Club Room, was £4,607 in the year. Once the room is upgraded to the level of the other three halls, it should generate the same level of usage and fee income as the others ( between £10,000 and £ 15,000 a year).

The Trust obtained two grants to replace the main hall roof;  
£13,945 from the Village Hall Improvement Grant Fund via ACRE  
£40,000 from the Community Infrastructure Levy Fund via Elmbridge County Council  
The Government supported the Trust with a grant totalling £2,667 to compensate it for the loss in revenue due to Government imposed restrictions on use of the Trust facilities during the Pandemic.

Investment income of £29 ( 2021 : £375 ) decreased due to using our reserves on deposit to fund the new roof to the main hall.

#### Expenditure

Total expenditure of £128,213 during the year was £94,270 more than in 2021 (£3,943).

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.

The program of major improvements in the year cost £93,824 ( 2021 : £0 ).  
The major items were replacing the main hall roof ( £77,466 ) and installing a new fire alarm system ( £ 16,358 ).  
The program of general repairs in the year cost £2,615 ( 2021 : £2,720 )

Cleaning and gardening costs in 2022 of £11,645 (2021: £ 7,869) increased significantly due to the replacement of the mail hall roof creating extra dirt and to the employment of a professional gardening firm.

Annual service contracts (Fire protection equipment, boilers, piano tuning etc.) cost £1,020 (2021: £1,344).

Utility costs, of which gas (heating) is the major part, were £10,169 ( 2021 : £4,800).  
The Club Room ( Annex) utilities cost £2,350 which contributed to the increase.  
Two long term gas and electricity contracts were renewed during the year at rates in excess of 200% of historical rates explain the rest of the increase.  
Utility costs are expected to be in the vicinity of £15,000 in 2023.

**Long Ditton Village Hall Trust**  
**Year ended 31st December 2022**  
**Report of the Board of Trustees (continued)**



**Expenditure (continued)**

In 2022 two requests were received from local bodies to support community activities. Applications are approved at Trustee meetings based on submissions made to the Donations Committee by these bodies.  
In 2021, eight grants were made totalling £ 7,000.

Administration costs of £5,790 (2021 : £5,400) represent mainly the Booking Manager's costs.

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.L Laino (co-opted) A Widdowson (trustee) and Rav'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 2022 the Trust spent £26,845 more than its income (2021 : £ 10,407 less) resulting in a reduction in reserves to £37,756 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 to secure grants to help fund the upgrade of The Club Room in the near future. Grant applications will be made in 2023 to begin the process of improving The Club Room

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 2022

Following two turbulent years dominated by frequent opening and closing and strict movement and sanitisation controls to safeguard against COVID, 2022 was year of returning to normality. Not that activities in the Hall are in any way standard or static –quite the reverse. But in a broad sense we were able to concentrate on the overall objective in our 1996 Constitution:

*“Improving the conditions of life for the inhabitants of Long Ditton and the neighbourhood ... including use for meetings, lectures and classes and for other forms of recreation and leisure –time occupation.”*

Numbers of groups and courses are rising steadily again, and are nearly back to pre -Covid levels. There is also a small but growing number of new bookings. One constraint is space even though we actually have four halls: Upper Hall and Lower Hall, Wallis Room and Club Room.

This brings up one of the Trustees' central responsibilities: maintenance and up- grading of the Hall buildings- the original having been built in the late nineteenth century. The main task this year was to replace the roof over the Lower Hall- completed successfully, though with a major delay due to COVID among the roofers. Preparations were begun for the next priority: upgrading the Club Room which had reverted to the Hall, having been let out to the Long Ditton Football and Social Club for many years. Obtaining funds for the costs will be a major challenge.

There were two changes among the Trustees during the year. We were very fortunate to have Councillor Nick Darby from



Surrey Council join the Board replacing Councillor Barry Fairbank from Elmbridge who has retired.

Aileen Widdowson has taken a sabbatical from her Trustee role, due to a range of family responsibilities. She has not been replaced and we are managing without her for the time being. Though this has created more work for the other Trustees, they have responded very willingly and effectively.

Like every institution, during the year, we began to experience the impact of much higher utility costs. As mentioned earlier, the Hall has four separate rooms to heat which creates a very large bill. Fortunately our Treasurer has managed our finances to avoid any crises over costs. This is helped by having volunteer Trustees and only cleaners and the Bookings Manager to pay on a part time basis.

Two other issues became important during the year:

- To comply with Government statutory requirements, a sub-committee of Trustees developed a draft Safeguarding Policy and Risk Analysis for the Hall which will be finalised in 2023.
- Following an informal review, The Trustees decided the Hall needed a (low cost) publicity drive. This was only partly because of the need for new activities and participants—they are coming back gradually and new contacts are approaching our Bookings Manager. It was equally the feeling that LDVH and what it provides is not well enough known in the local community. A lot of people do not know anything about the large building on the Ewell Road!
- Adverts were placed in three issues of the area's free Newspaper "The Good Life" and the Editor persuaded to write an article about the Hall and its activities. In 2023 we intend to upgrade our entries on the internet and Facebook as sources of information. These are limited measures which may need to be followed -up in 2023

Dr Garth Glentworth OBE, Chair of Trustees



## **DONATIONS COMMITTEE REPORT FOR 2022**

Donations were suspended for a year at the start of 2022 so that the budget of £10,000 was available to be spent on the Club Room if necessary.

By November the Club Room had been made safe to use while waiting for grants for a complete restoration.

Grant giving was therefore reinstated in order to make the following donations:

### **£1,000 The Long Ditton Youth Club**

This went towards the training of volunteers and the activities programme. The Youth Club keeps parental contributions to a minimum in order to keep activities accessible to all.

### **£149.26 The Long Ditton Lights Up evening**

This was re-imbursement of expenses incurred in setting up the mince pie/mulled wine stall run this year by two LDVH trustees with all profits donated to the Youth Club.

### **£1,149.26 Total**

#### **Members of the donations committee**

The Rev'd Dr Kuhan Satkunanayagam

Mrs Aileen Widdowson

Mrs Deirdre Cole

Ex officio trustee

Trustee

Trustee





## Works Committee Report 2022

### THE CLUB ROOM (formally known as the 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 £150,000. Grants will be 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. However, £7,070 was spent on redecorating the area, removing the old bar and repairing the back entrance to the area.

### ROOF REPLACEMENT

Government grants totalling approximately £54,000 were received to help us cover the cost of almost £80,000 to replace the main hall roof. Work commenced after long delays in December 2021. 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. The work was completed in August, 9 months after commencement!

### FIRE ALARM SYSTEM

The old system began being triggered for no apparent reason in the early months of the year. The fault could not be identified so a new system was installed at a cost of £9,288.

### GENERAL REPAIRS

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. £360 was spent in the year.

The Defibulator's battery was replaced costing £204.

An asbestos test of the Club Room was undertaken before remedial work began costing £270.

The issue of keys to new users of the halls was a major cost (£346) compared to earlier years.

Numerous minor repairs were completed thought the year by a trustee and a handyman who is proving reliable.

### GARDEN

It was agreed to employ a professional firm, GCB Gardens, to service the small space facing Ewell Road and the hedge bordering Thorkhill Road after several years of unsuccessfully looking for a reliable local gardener. This has cost £1,740 in 2022.

### Members of the works committee (all LDVHT Trustees)

Lorraine Black

Terry Bourton

Deirdre Cole

Barry Hitchens



## **Administration Report 2022**

### **Jan-Mar**

The year has started where 2021 finished with the cementing of the Pandemic closures coming to an end. Most regular users returning. Requests for kitchens to be opened have been increasing. Cleanliness would be an issue between bookings. It was agreed all cups/cutlery to be removed to help eliminate cross-infections between groups as much as we can. All rubbish must still be taken home by the group leaders.

The Annex, now known as The Club room, is getting more enquiries for use. But the space needs attention.

The Roof on the Lower Hall continues to disrupt the users. Resulting in moving people from the Lower Hall and resulting in cancellations where suitable alternatives could not be found.

### **Apr-Jun**

The new starter in the Club room is very happy with their space, taking on several times slots.

2 more events that went well. The events attract large numbers of people, so we had included an extra charge for cleaning, but will now corporate furniture be moved. Our chairs and tables are distributed through the building and to have numerous people carrying chairs around is a safety liability. So, we now ask for confirmation prior to events for the number of chairs required so the correct equipment will be in the hall. The cleaning company will then return the correct chairs and tables to each hall after the event.

More interest in children's parties and enquiries for longer term hire.

### **July-Sep**

Everything slows down with term time bookings stopping for the summer break in July. No annual closure as we have had to so much disruption with the roof replacement.

September showed a good return with no one delaying.

Enquiries for hiring for long-term increasing but not producing many bookings.

### **Oct-Dec**

As Covid is now part of our lives without restrictions, the old occurrence of lights being left on, doors left open, chairs not being put away properly have resurfaced.

The removal of the bar area has gone down well with the users and did not interfere with bookings.

We are getting a good rate of enquiries for new business unfortunately; they are not resulting in a huge number of new bookings. The current financial climate and fuel austerity people are being very cautious with their expenditure. All prospective clients that have seen our halls have loved the spaces, and have commented that our fees are very reasonable.

WiFi is again being requested; with the cold weather some businesses would like the option of have members join online if they are unable to attend on person. I do not think we can keep ignoring the lack of this service.

It was discovered we had some young boys getting onto our flat roof, and they broken into the small storage room attached to the Upper Hall. They caused mischief, taking items from the judo club. The police are involved.



# Long Ditton Village Hall Trust

Charity Registration Number: 242801

## Statement of Revenues and Expenditure for the year ended 31st December 2022



	2022		2021	
	£	£	£	£
<b>Revenues</b>				
Hire of Hall fees		44,663		23,468
Donations		65		3,600
Grants Covid 19 support		56,612		16,907
Investment Income		29		375
<b>Total Revenues</b>		<b>101,368</b>		<b>44,350</b>
<b>Expenditure</b>				
Direct Charitable Expenditure				
Hall Major Refurbishments	93,824		0	
Cleaning and Gardening	11,645		7,869	
Hall Repairs and Maintenance	2,615		2,720	
Service Contracts (Boiler, Fire Alarm, Fire Protection)	1,020		1,344	
Utilities (Electricity, Gas, Water & Waste)	10,169		4,800	
Insurance	1,952		2,543	
Grants to others	1,149	122,373	7,000	26,276
Other Expenditure				
Administration	5,790		5,400	
Covid - 19 related costs	0		2,217	
Independent Examiner's Fee	50	5,840	50	7,667
<b>Total Expenditure</b>		<b>128,213</b>		<b>33,943</b>
<b>Net / Surplus of Revenues to Expenditure in the Year</b>		<b>-26,845</b>		<b>10,407</b>

## Statement of Assets and Reserves as at 31st December 2022

	2022		2021	
	£	£	£	£
<b>Liquid Assets</b>				
Bank and Cash Balances				
NatWest Current Account		39,376		30,151
NatWest Liquidity 30 day Account		0		0
Cambridge & Counties Bank 95 day notice Bond (1.5% p.a.)		0		35,800
<b>Total Liquid Assets</b>		<b>39,376</b>		<b>65,951</b>
Less Deposits for keys ( refundable)		-1,620		-1,350
<b>Net Assets</b>		<b>37,756</b>		<b>64,601</b>
<b>Represented by Reserves</b>				
Balance at beginning of year	64,601		54,194	
Net Surplus/(Deficit) of Revenues over Expenditure in the Year	-26,845		10,407	
Balance at end of year		<b>37,756</b>		<b>64,601</b>
<b>Permanent Endowment</b>				
Land and Buildings Insured Value		1,777,088		1,725,251
<b>Other Fixed Assets</b>				
Tables, Chairs, Equipment, Piano etc Insured Value		20,764		20,159

**Long Ditton Village Hall Trust**  
Charity Registration Number: 242801



**Independent Examiner's Report to the Board of Trustees of the Long Ditton Village Hall Trust**

I report to the charity trustees on my examination of the accounts of the above charity for the year to 31st December 2022 which are set out on page 9 attached.

**Responsibilities and basis of the 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 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 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 Act; or
- the accounts did not comply with the accounting records, or
- the accounts did not comply with the applicable requirement 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.

**Name:** Peter Drysdale

**Address:** 37 Effingham Road  
Long Ditton

  
**Qualification:** F.C.C.A.

**Date:**