

COBHAM VILLAGE HALL  
Registered Charity Number 293556

Accounts for the year ended  
31<sup>st</sup> August 2023

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Trustees**

Mr G Caddick – Chair  
Mr P Banks – Treasurer  
Mr M Dharamsi  
Mrs Jackie Gair

### **Address**

Cobham Village Hall  
Lushington Drive  
Cobham, Surrey  
KT11 2LU

### **Independent Examiner**

Roger Jones FMART, DipSM

### **Bankers**

Barclays Bank plc  
Cobham, Surrey

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**ANNUAL REPORT FOR COBHAM VILLAGE HALL**  
**Year ended 31<sup>st</sup> August 2023**

**Statutory Information**

Charity number 293556. The charity was established by trust deed.

**Principal Office**

Lushington Drive, Cobham, Surrey, KT11 2LU.

**Trustees**

Mr G Caddick – Chair  
Mr P Banks – Treasurer  
Mr M Dharamsi  
Mrs Jackie Gair

**Chairman's Report**

After thirteen years, Mary stepped down as Chair from Cobham Village Hall at the last AGM. When she arrived, the Hall was tired and losing money, in her own words. She left with the Hall in a much-improved condition, making it a lot easier to slot into the role after her.

As you know, I became the next Chairman, with Jackie Gair and myself being the new trustees. We have been ably assisted by Paul Banks and Mehboob Dharamsi, both trustees for quite some time, in continuing to update and maintain the Hall to a standard befitting Cobham.

In the last financial year, we have with both larger and smaller projects, achieved the following:

The last old hall doors have been replaced with new ones, the emergency lighting and fire alarm have been upgraded, the boiler room and electricity cupboard doors outside have been replaced with steel ones, and the top windows in the main hall have been replaced. Smaller projects have included new mugs with our logo, a new floor cleaner purchased, a microphone stand, a commemorative bench, new hand driers and an additional CCTV camera installed over and above the regular maintenance routine issues.

We have also recently had the outside paving around the Main Hall and Taylor Hall replaced with tarmac, and the Club Room was redecorated with a kitchenette installed. Ongoing projects are a stage lighting health and safety survey and proceeding with their recommendations on the way forward. Sheds 3 and 5 have been replaced, with Shed 4 about to be erected. The changing rooms and backstage corridor are being redecorated and nearing completion. These works have been substantial, with only a £12.5k overspend on the year.

Other plans are the possibility of laying rubber crumb and play equipment subject to grants that may be available. Other general maintenance issues that need addressing are the drains and cisterns to rectify the ongoing issues that we have had.

We still want to address and improve several things, but everything takes time, and we have a new year ahead.

After many years, Anita Snell will be leaving us for other pastures, and we thank her for contributing to Cobham Village Hall for her services and contribution. The trustees would also like to thank Kate Hylands and Jenny Burgess for their competent running of CVH on a daily, weekly, and monthly basis and their support to the trustees, along with Joel's unwavering and tireless support to them and us.

The Trustees have complied with the duty in s.4 Charities Act 2011 to have due regard to the guidance issued

### Review of Financial Activities

2023 is another strong year for the hall financially with revenues up and showing continued strength post COVID. We are seeing circa 15% the last 2 years compared with pre COVID levels.

Overheads are increasing in line with inflation but we have been able to absorb much of this, given the strong financial performance.

In 2023 we made a number of key investment decisions based on us having a strong capital situation with savings. In 2023 we have tripled the investment year on year from 22 to 23 to deliver on a number of key projects.

- Emergency lighting upgrade
- Boiler service
- Fire alarm upgrade incl tower hire/6mth services
- Replaced cutlery/signs/microphone stand/window cleaner
- New doors
- Floor cleaner & Training
- Add CCTV camera
- Tarmac Hall Perimeter
- Kitchenette/water heater
- Replace windows in main hall
- Ext doors

Overall we remain in a strong financial position for a village hall to ensure we can maintain and improve the standard of the hall for the future

### Objects of the Charity

The objects of the foundation shall be the provision and maintenance of a village hall for the use of the inhabitants of Cobham and the neighbourhood (hereinafter called "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.

### Statement of the Responsibilities of the Committee

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

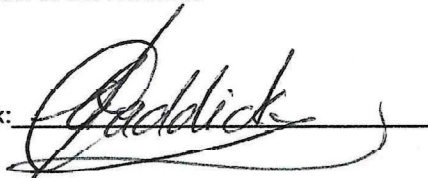
- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable regulations.

The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees:

Gavin Caddick:



Date:

29/11/2023

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF COBHAM VILLAGE HALL

I report on the accounts of the charity for year ended 31<sup>st</sup> August 2023, which are set out on pages 7-14.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

Examine the accounts under Section 145 of the 2011 Act

To follow the procedures laid down in the General Directions given by the Charity Commission under Section 145 (5) b of the 2011 Act and

To state whether particular matters have come to my attention.

### Basis of the Independent Examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present "a true and fair view" and the report is limited to those matters set out in the statement below.

### Independent Examiners statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a. to keep accounting records in accordance with Section 130 of the 2011 Act and
  - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

### Independent Examiner Name & Address



ROGER JD JONES  
29, CHALFORD CLOSE  
WEST MOLESEY, KT8 2QL

Income and Expenditure for year ended 31<sup>st</sup> August 2023

	Unrestricted funds £	Restricted funds £	Total funds £	2022 £
<b>Incoming resources from generated funds</b>				
Hall letting	100,625		100,625	101,853
Miscellaneous income	12,679		12,679	9,487
Furlough Grant	0		0	2,667
Donations and fund raising	0		0	0
<b>Investment income</b>				
Interest received	3,051		3,051	160
<b>Resources expended</b>	<b>116,354</b>		<b>116,354</b>	<b>114,167</b>
Charitable activities				
Wages (note 10)	45,904		45,904	40,711
Pension contributions	663		663	588
Rent	2,200		2,200	10,625
Water rates	848		848	467
Insurance	2,457		2,457	2,851
Electricity	4,655		4,655	4,897
Gas	2428		2,428	2,607
Gardening	4290		4,290	3,627
Performing rights	802		802	1,836
Mobile Telephone	130		130	120
Post/stationery, comp equip, training	856		856	995
Web site maintenance	432		432	432
Wi-Fi & Broadband	835		835	845
Refuse disposal	2,416		2,416	2,053
Equipment hire	1,137		1,137	702
Repairs and renewals	56,419		56,419	9,317
Cleaning & Hall supplies	1,305		1,305	1,716
Bank charges	20		20	20
Bad debts	0		0	0
Depreciation of fixed assets	0		0	0
Miscellaneous	361		361	20
<b>Governance costs</b>				
Accountancy (note 13)	0		0	0
<b>Total expenditure all items</b>	<b>128,158</b>		<b>128,158</b>	<b>84,426</b>
<b>Net incoming/(outgoing) resources before revaluations</b>	<b>-11,804</b>		<b>-11,804</b>	<b>29,741</b>
Other recognised gains and losses				
Gains/ (losses) arising on revaluation				
<b>Net movement in funds</b>	<b>-11,804</b>		<b>-11,804</b>	<b>29,741</b>
<b>Fund balances brought forward</b>	<b>157,622</b>		<b>157,622</b>	<b>127,881</b>
<b>Fund balance carried forward</b>	<b>145,818</b>		<b>145,818</b>	<b>157,622</b>

Statement of Financial Activities for year ended 31<sup>st</sup> August 2023

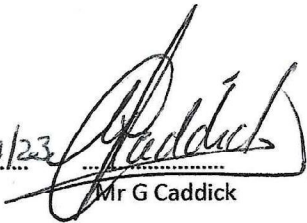
	Unrestricted funds £	Restricted funds £	Total funds £	2022 £
<b>Incoming resources ( Note 2 )</b>				
Donations & legacies				0
Charitable activities	113,303		113,303	111,340
Other trading activities investments	3,051		3,051	160
Separate material item of income				
Other (Business support grant)	0		0	2,667
<b>Total</b>	<b>116,354</b>		<b>116,354</b>	<b>114,167</b>
 <b>Resources expended ( Note 4 )</b>				
Raising funds				
Charitable activities	128,158		128,158	84,426
Separate material item of expense				
Other				
<b>Total</b>	<b>128,158</b>		<b>128,158</b>	<b>84,426</b>
 <b>Net Income/ ( Expenditure ) before Investment gains/ ( losses )</b>	<b>-11,804</b>		<b>-11,804</b>	<b>29,741</b>
Net gains / ( losses ) on investments				
Extraordinary items				
<b>Net Income / ( Expenditure )</b>	<b>-11,804</b>		<b>-11,804</b>	<b>29,741</b>
Transfer between funds				
Other recognised gains . ( losses )				
 Gains and losses on revaluation of fixed assets for the Charity's own use				
Other gains / ( losses )				
 <b>Net movement in funds</b>	<b>-11,804</b>		<b>-11,804</b>	<b>29,741</b>
 <b>Reconciliation of funds</b>				
<b>Total funds brought forward</b>	<b>157,622</b>		<b>157,622</b>	<b>127,881</b>
 <b>Total funds carried forward</b>	<b>145,818</b>		<b>145,818</b>	<b>157,622</b>



Balance Sheet as at 31<sup>st</sup> August 2023

	Unrestricted funds £	Restricted funds £	Total funds £	2022 £
<b>Fixed Assets</b>				
Intangible assets				
Tangible fixed assets ( Note 5 )	0		0	0
Heritage assets				
Investments				
<b>Total Fixed Assets</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Current Assets</b>				
Stocks				
Debtors ( Note 6 )	15		15	8,162
Investments				
Cash at bank	166,062		166,062	165,107
<b>Total Current Assets</b>	<b>166,077</b>		<b>166,077</b>	<b>173,269</b>
<b>Creditors falling due within one year ( Note 7 )</b>	<b>20,259</b>		<b>20,259</b>	<b>15,647</b>
<b>Net current assets / (liabilities)</b>	<b>145,818</b>		<b>145,818</b>	<b>157,622</b>
<b>Total assets less current liabilities</b>	<b>145,818</b>		<b>145,818</b>	<b>157,622</b>
<b>Creditors falling due after one year ( Note 8 )</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Net current assets or liabilities</b>	<b>145,818</b>		<b>145,818</b>	<b>157,622</b>
<b>Funds of the Charity</b>				
Endowment funds				
Restricted funds				
Unrestricted funds	145,818		145,818	157,622
Revaluation reserve				
<b>Total funds</b>	<b>145,818</b>		<b>145,818</b>	<b>157,622</b>

These accounts were approved on 29/11/23

  
 Mr G Caddick

  
 Mr P Banks

**Notes to the accounts for the year ended 31<sup>st</sup> August 2023**

**1. Accounting Policies**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ( FRS102 ) and with the Charities Act 2011.

**Income**

All incoming resources are recognised when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Donated goods for use by the charity are included where a third party is bearing the cost.

No amounts are included in the financial statements for services donated by volunteers.

**Expenses**

All expenses are accounted for on an accruals basis.

**Investments**

Fixed asset investments are stated at cost less provision for diminution in value.

**2. Analysis of Income**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Donations &amp; Legacies</b>				
Donations & gifts				
Gift Aid				
General grants by Gov/other charities ( Note 3 )	0		0	2,667
Donated goods, facilities & services				
Other				
<b>Total</b>	<b>0</b>		<b>0</b>	<b>2,667</b>
<b>Charitable activities</b>				
Hire of halls	100,625		100,625	101,854
Hire of service	12,679		12,679	9,487
Fundraising				
Other	0		0	0
<b>Total</b>	<b>113,303</b>		<b>113,303</b>	<b>111,341</b>
<b>Other trading activities</b>				
Other				
<b>Total</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Income from investments</b>				
Interest income	3,051		3,051	160
Dividend income				
Rental & leasing income				
Other				
<b>Total</b>	<b>3,051</b>		<b>3,051</b>	<b>160</b>
<b>Separate material item of income</b>				
<b>Total</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Total Income</b>	<b>116,354</b>		<b>116,354</b>	<b>114,168</b>

**3. Analysis of grants**

	<b>This year</b>		<b>2022</b>
	£		£
Elmbridge BC Covid grant	0		2,667
<b>Total</b>	<b>0</b>		<b>2,667</b>

**4. Analysis of expenditure**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>2022</b>
	£	£	£	£
<b>Expenditure on raising funds</b>				
Incurred seeking donations				
Incurred seeking legacies				
Incurred seeking grants				
Operating membership schemes/lotteries				
Staging fundraising events				
Fundraising agents				
Operating charity shops				
Advertising, marketing, publicity				
Start up costs incurred generating income				
Database development costs				
Other trading activities	71,739		71,739	75,109
Investment management costs				
Portfolio management costs				
Cost of obtaining investment advice				
Investment administration costs				
Intellectual property licencing costs				
Repairs & maint charges	56,419		56,419	9,317
<b>Total expenditure on raising funds</b>	<b>128,158</b>		<b>128,158</b>	<b>84,426</b>
<b>Expenditure on charitable activities</b>				
<b>Total expenditure on charitable activities</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Other</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>128,158</b>		<b>128,158</b>	<b>84,426</b>



**9. Transactions with trustees and related parties**

None of the Trustees have been paid any remuneration or received any other benefits from an employ with their charity or a related party.

No Trustee expenses have been incurred.

There have been no related party transactions in the reporting year.

**10. Paid Employees Staff costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Salaries and wages	45,904	40,711
No employees recived banefits for the reporting period more than £60k		
The average number of employees during the year was	4	4

**11. Fixed Asset investments**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Investment held primarily to provide an investment return for the charity	0	0

**12. Ultimate controlling party**

The ultimate controlling party of the charity is the Committee.

**13. Fees for examination of accounts**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Independent examiner's fee	0	0