

# Woodcote Village Hall

England & Wales · Charity number 304393

## Details

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Other names	VILLAGE HALL, WOODCOTE VILLAGE HALL MANAGEMENT COMMITTEE
Status	Registered
Legal form	Other
Registered	1963-02-19
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Woodcote Village Hall Village Hall Reading Road Woodcote Reading RG8 0QY
Phone	07974 714439
Email	<a href="mailto:malcolm@mjsmith.plus.com">malcolm@mjsmith.plus.com</a>
Website	<a href="http://www.woodcotevillagehall.com">www.woodcotevillagehall.com</a>

## Activities

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**Objects:** VILLAGE HALL.

**Activities:** Provision and maintenance of a Village Hall for the use of inhabitants of the Parish of Woodcote and surrounding District

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** PARISH OF WOODCOTE AND SURROUNDING DISTRICT.
- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-02-28	£71,637	£68,830	-	-
2024-02-29	£45,270	£52,178	-	-
2023-02-28	£35,875	£36,146	-	-
2022-02-28	£37,274	£27,010	-	-
2021-02-28	£33,034	£16,112	-	-

## Trustees

Name	Role	Appointed
<b>Geoff Botting</b>	Chair	2017-03-01
JOHN WORSFOLD		
MR Ken Isson		2015-03-01
Malcolm James Smith		2018-01-01
Mr Sam Peats		2014-03-01

**Woodcote Village Hall**

England & Wales - Charity number 304393

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# Accounts

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# WOODCOTE VILLAGE HALL

Registered Charity Number 304393  
(England and Wales)

Unaudited Financial Statements  
for the Period ended 28 February 2025

# WOODCOTE VILLAGE HALL

## Contents of the Financial Statements for the Period ended 28<sup>th</sup> February 2025

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# WOODCOTE VILLAGE HALL

## Report of the Trustees for the Period ended 28th February 2025

The trustees present their report with the financial statements of the charity for the Period ended 28th February 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### Objectives and activities Constitution and objects

The Woodcote Village Hall charity is constituted by a Department Of Education Scheme dated 9th October 1962 as amended on 14 Oct 2019 as amended on 12 Jul 2021 and is a registered charity number 304393.

The objects of the charity are to provision and maintain Woodcote Village Hall for the use of inhabitants of the Parish of Woodcote and surrounding District.

### Public benefit

In meeting the objectives the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and judge that the objectives of the charity meet this guidance.

### Financial review Investment policy and objectives

The Financial Statements show gross income of £71,637 (2024: £45,271) in the year. The charity made a surplus of £2,806 (2024: deficit of £6,908) in the period.

The Trustees are satisfied with the state of the Trust's affairs.

The Trustees follow a conservative investment policy by keeping its monies on deposit, which ensures sufficient liquidity for the Trust's foreseeable needs and donations.

### Reserves policy

The Trustees aim to maintain unrestricted reserves in order to meet any exceptional calls for immediate charitable funding. The unrestricted reserves at 28<sup>th</sup> February 2025 were £23,254 (2024: £8,267).

### Structure, governance and management Governing document

The charity is controlled by its governing document and is constituted as an unincorporated charity.

### Organisation

The Trustees who have served during the year and since the year end are set out on the following page. The power to appoint additional Trustees is vested in the current Trustees and is exercisable in writing. Where there is a requirement for new Trustees, these would be identified by the remaining Trustees.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### Trustees

Geoff Botting  
Malcolm Smith  
Ken Ison  
Sam Peates  
David Booth  
John Worsfold

#### Address

Woodcote Village Hall  
Village Hall  
Reading Road  
Woodcote

# WOODCOTE VILLAGE HALL

Reading  
RG8 0QY

**Charity Number** 304393 (England and Wales)

Approved by order of the board of trustees on 1<sup>st</sup> September 2025 and signed on its behalf by:



Trustee

# WOODCOTE VILLAGE HALL

## **Independent Examiner's Report to the Trustees of Woodcote Village Hall**

### **Independent examiner's report to the trustees of Woodcote Village Hall Charity**

I report to the charity trustees on my examination of the accounts of Woodcote Village Hall Charity (the Charity) for the period ended 28<sup>th</sup> February 2025.

### **Responsibilities and basis of report**

As the trustees of the Charity 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 charity's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Philip Owen FCA

# WOODCOTE VILLAGE HALL

## Statement of Financial Activities for the period from 29 February 2024 to 28 February 2025

	2025	2024
	£	£
Turnover	69,881	44,277
Other income	1,757	994
Staff costs	(11,426)	(9,674)
Other Charges	(57,404)	(42,505)
Profit/(loss) for the year	<u>2,806</u>	<u>(6,908)</u>

# WOODCOTE VILLAGE HALL

## Statement of Financial Position as at 28 February 2025

	2025 £	2024 £
<b>Assets</b>		
Current Assets		
Cash	58,455	41,392
CCLA Fixed Interest Fund	6,000	6,000
Accounts receivable	-	70
Other current assets	312	(3,065)
Total Current Assets	<u>64,767</u>	<u>44,397</u>
<b>Creditors amounts falling due within one year</b>		
Accruals and deferred income	5,391	6,411
Other Current liabilities	13,583	4,661
Total Creditors	<u>18,974</u>	<u>11,072</u>
Total Net Assets	<u>45,792</u>	<u>37,986</u>
<b>Capital and Reserves (see note 4)</b>		
General Reserves	23,254	8,266
Restricted Reserves	22,538	29,719
<b>Total Capital and Reserves</b>	<u>45,792</u>	<u>37,985</u>

The financial statements were approved and authorised for issue by the Trustees on [ ] August 2025, and are signed on their behalf by:



Trustee

# WOODCOTE VILLAGE HALL

## Notes to the Financial Statements for the Year Ended 5th April 2024

### 1. Accounting policies

#### Basis of preparing the financial statements

The financial statements of the charity have been prepared under the historical cost convention.

#### Donations, legacies and similar income

Donations, legacies and similar income are shown in the accounts when receivable and the value of the incoming resources can be measured with sufficient reliability.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Governance costs

Governance costs comprise of costs relating to the general running of the charity as opposed to those associated with generating funds or charitable activity.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year nor for the previous period.

### 3. Trustees' expenses

There were no trustees' expenses paid for the year nor for the prior period.

# WOODCOTE VILLAGE HALL

## WOODCOTE VILLAGE HALL

### 4. Movement in Funds

	At 28 <sup>th</sup> February 2024 £	Movement  £	At 28 <sup>th</sup> February 2025 £
<b>Unrestricted funds</b>			
Current year earnings	(6,908)	2,806	(4,102)
General fund	15,175	12,181	27,356
	8,266	14,987	23,254
<b>Restricted Reserves</b>			
Grants/donation	14,175	(7,180)	6,995
Grants	8,544	-	8,544
Disruption re building works	1,000	-	1,000
Charity Regulations	6,000	-	6,000
Total restricted reserves	29,719	(7,180)	22,538

The Trustees have designated certain costs incurred in the year as having been appropriately covered by restricted grants and donations and have accordingly redesignated £7,180 of restricted reserves to the general fund. In addition costs accrued historically have been released into the general fund.

**Woodcote Village Hall**

England & Wales - Charity number 304393

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# Accounts

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## Woodcote Village Hall Charity

Chairman's Report to the Annual General Meeting  
Woodcote Village Hall  
7<sup>th</sup> May 2024

The Woodcote Village Hall Charity is registered with the Charity Commission (number 304393) with the charitable aim of '*providing and maintaining a village hall for the use of the inhabitants of the parish of Woodcote and surrounding District.*'

The Trustees are:

- |                    |               |
|--------------------|---------------|
| ▪ Geoffrey Botting | Chairman      |
| ▪ John Worsfold    | Vice-chairman |
| ▪ David Booth      | Treasurer     |
| ▪ Ken Ison         |               |
| ▪ Sam Peates       |               |
| ▪ Malcolm Smith    |               |

### Introduction

Last year I reported on the Parish Council's decision to withdraw the services of the Parish Clerk as Hall Manager and the financial and operational strains this imposed upon the Charity. We have, as I note later in this report, recovered from that but are now struggling with a new challenge following the Parish Council's decision to change the ownership structure of the Hall.

### Trusteeship Changes

Currently the Parish Council are registered with the Land Registry as the owner of the Hall. However, in November 2023 the Council, based on advice of their solicitors, approved recommendations from their councillors Helen Booker and Bryan Urbick that:

- the current arrangement whereby the Charity lease the Hall from the Parish Council be replaced by one in which the Charity become the owner of the Hall and the 'Management Trustee' with the Woodcote Parish Council as the 'Custodian Trustee' (whose only role is to hold the deeds);
- that a revised constitution of the Charity will be required;
- the Charity become financially self-sufficient; and
- the Parish Council become a user of the hall paying a rent for the use of the parish office.

The impact of this on the continuing operation of the Hall was such that the Charity accepted these proposals on the understanding that:

- a mutually acceptable constitution for the charity could be agreed with the Charity Commission;
- the Parish Council fund the costs associated with implementing the changes;
- that the Parish Council pay for, or provide grants to cover the cost of, the structural changes required to remove some of the obstacles to growing the use of the Hall;
- that the Parish Council Pay for, or supply grants to cover, the estimated £400,000 of repairs identified in the survey commissioned by the Parish Council February 2021; and
- A Joint Working Group of members from the Charity and Parish Council be established to make recommendations of the future of the Village Hall, the Charity's constitution, the ownership, and the operational and financial structure of the Hall.

A condition for the continuing support by the Parish Council was that councillor Kevin Davies become a Trustee of the Charity. This will happen once the Charity's Constitution has been amended to permit this. In the meantime, councillor Davies attends all meetings of the Trustees.

### Operating Income and Expenditure

The Treasurer has presented the Charity's accounts for the year 2023-24 which showed that despite investment in the facilities and inflationary pressures performance was on budget with a small operating surplus of £1040. This is the result of significant efforts from the Trustees and, in particular David Booth, our Treasurer, and Louisa DeVismes, our new Hall Manager. I would like to thank everyone for this outcome is what has been, and continues to be, a challenging environment.

The Charity would also like to record its thanks to the organisers of the Summer Fete and the Woodcote Rally; the proceeds of which continue to contribute to improving the Hall's facilities.

### Hall Management

The withdrawal of the Parish Clerk as the Hall Manager required the Charity to hire a replacement. This is a critical role combining marketing, user support and administration, and maintaining the facility. The Charity was fortunate to persuade Louisa DeVismes to help in this respect with significant benefit to occupancy rates, the facility improvements and, in particular, user support.

The withdrawal of the Parish Clerk also necessitated the purchase, configuration and installation of our own accounting system as the system. This was completed, and is now running, successfully.

In addition, the automation of the Hall booking, invoicing, bookkeeping and banking has proceeded such that a new Hall booking system, HallWizard is now fully operational as is the first of several remotely controlled, via HallWizard, electronic locks.

This was no small challenge, and our thanks go to Malcolm Smith, David Booth, and Louisa DeVismes.

### Hall Development

#### i. Facilities Improvements (financed from donations and grants)

During the year the Charity has:

- replaced all the main appliances in the kitchen which now has an electric range cooker with 2 ovens, a separate grill and 5 plate-hob, an extractor hood, refrigerator, microwave, hot water unit for tea and coffee making, dishwasher, hand-wash basin and stainless-steel food preparation surfaces;
- purchased new serving equipment, and a selection of basic crockery, cutlery and tea/coffee pots;
- removed all non-food and non-charity materials from the kitchen and provided new lockers for regular users to store their supplies;
- replaced the old refrigerator in the bar area of the Function Room with a new bottle cooler, added a microwave, urn, new glasses, and some new crockery, and an ice bucket/
- added surround sound speakers to the audio system in the Main Hall; and
- replaced many the broken tables in the main Hall with new one.

Work has also begun to identify the cause of the flooding and drainage problems in both the main and the Function Room tools

#### ii. Building Upgrade

As reported last year most the building is in a poor, deteriorating state of repair. A major concern this year has been the flat roofs over the pavilion and changing rooms. The parish council has engaged architects, agreed a design and is seeking planning permission for the work. The next stage will be to agree the internal restructuring essential to increasing rental space.

### Marketing and Events

I reported on the benefits accruing from the new focus on marketing the Hall in May 2023. Since then, led by Louisa DeVismes, progress has been very encouraging: increased promotion has led to an increase in bookings and a widespread awareness of the Hall as a significant Gypsy Jazz venue and sites of an entertaining Spring Fair and packed-out Autumn Food Fare. Audiences for the Village Hall Film Nights continue to grow with audiences enjoying drinks from the bar as they watch, films such as Ticket to Paradise, Barbie, Elvis, and Mission: Impossible - Dead Reckoning Part One on the Hall's big screen.

### Next Year

The Charity will aim to produce a modest operating surplus to support a continuing programme of improvements to the facilities available to the community. During the previous year the Charity has absorbed the costs of new accounting systems required following the withdrawal of the Parish Clerk from the Hall Manager role and attention is now focussing on new sources of income to cover the substantial labour costs incurred by the withdrawal.

Should the Charity assume the ownership of the Hall then the Trustees will register as a Charitable Incorporated Organisation (CIO) which, generally, means the Trustees are not personally liable for what the Charity does and reduces the personal risk placed upon the Trustees by the Parish Council's proposed Trusteeship changes.

The Charity will continue to work on improving the financial position of the Hall. Operating expenses cannot be significantly or productively reduced further thus attention must focus on income generation which, avoiding undue rent rises, requires internal changes to enable an increased occupancy. The Charity will work with the Parish Council to agree these for implementation after the completion of the re-roofing. The Charity will also continue to work with the Parish Council to reach an agreement on the respective responsibilities and contribution of the Charity and Parish Council in the joint effort to maintain and improve an essential community asset. To date progress has been slow and agreement on the respective responsibilities for repair and maintenance of the building and grant aid to cover some of the additional costs imposed by the Parish Council's withdrawal of the Parish Clerk as Hall Manager must be rapidly concluded to allow the Charity to focus on its charitable purpose.

Currently we have no date for the start of the work to replace the flat roofs but scheduling this to reduce the inevitable disruption will require the Charity to work closely with the Parish Council and their architects and builders and the user community.

### Finally

As chair during some interesting times, I'd like to record my thanks to the Trustees for their support and efforts on behalf of the Community, to Louisa for her enthusiasm and contribution, to the Village Fete team, the many others who have helped us, and to those who have weathered the various plumbing and heating crises during the last year

Geoffrey Botting  
Chairman, Woodcote Village Hall Trustees  
May 2024

## Woodcote Village Hall

Registered Charity No 304393

### Financial Report and Accounts March 2023-February 2024

The Charity's accounts are now maintained on a Xero accounting system (data from the Alpha system, as used by the Parish Council, was transferred over on 1 March 2023). The Hall's booking system was processed previously through "Hallmaster" and was transferred to HallWizard booking system on 1 March 2023; both systems are managed by the Village Hall Manager. In my opinion, the set of accounts prepared represents a true and fair financial position of the Woodcote Village Hall Charity for the financial period 1 March 2023 to 29 February 2024.

Below are the comments referred to in the accounts:

1. Total income for the 12 months is £45,270 (2022/3 £35,875) generating a loss of £(6,908). The loss for improvements to facilities of the hall was £(7,948), and the operating profit from hire of the hall and fund raising was £1,140.
2. The operating income for the financial year was £40,703 (2022/3 £29,502). The operating costs were £39,963 (2022/3 £28,103) generating an operating profit of £1,040 (2022/3 £1,399.)
3. Donations and Fund raising received in the year were £6,820. Fund raising £4,589, Woodcote Rally £2,000 and others £231.
4. A Grant of £8,000 was received from the Parish Council to cover extra cost incurred resulting from the Parish Clerk resigning from the roll of Hall Manager from 1 April 2023. £7,000 was offset in this year's accounts and £1,000 held in reserves to cover March 2024 costs.
5. Accrued expenses of £6,411 are all current creditors.
6. Prepayments £4,661 are hire receipts for bookings made for the year 2024/5. The Charity now demands payment when reservations are made.
7. Marketing costs of £6,127, includes £2,118 for Sales and bookings.
8. Reserves have decreased by £6,908 being the loss of £7,948 from the net costs of the improvements to the Hall's facilities, and the £1,040 from the operating profit.

D Booth

J Wilson

3 May 2024

## Profit and Loss

Woodcote Village Hall (Charity 304393)  
For the year ended 29 February 2024

Account	2024	Budget
<b>Turnover</b>		
<b>Operating TO</b>		
Bank Interest	856.23	264.00
Events income less expenses	2,159.42	800.00
Income - Other	302.25	0.00
Income - Hall hire	28,600.66	27,900.00
Grant - WPC re VHMngr	7,000.00	7,000.00
Recovery costs from Partners	1,575.00	1,575.00
SODC Lottery Income	231.00	360.00
Reverse of Drs and Prepays from previous year	(22.00)	0.00
	<b>40,702.56</b>	<b>37,899.00</b>
Summer Fete sales	2,430.23	2,000.00
Dividends Received	137.88	176.00
Gift/Donations	2,000.00	
<b>Total Non operational - Improvements to facilities</b>	<b>4,568.11</b>	<b>2,176.00</b>
<b>Total Turnover</b>	<b>45,270.67</b>	<b>40,075.00</b>
<b>Total Turnover</b>		
	<b>45,270.67</b>	<b>40,075.00</b>
<b>Expenditure</b>		
<b>Expenditure Costs</b>		
<b>Administration</b>		
Admin other costs/expenses	3,620.22	3,000.00
Staff Costs wages	9,674.13	9,725.00
Hall management	6,695.00	5,250.00
<b>Total Administration</b>	<b>19,989.35</b>	<b>17,975.00</b>
<b>Total Utilities</b>	<b>12,136.90</b>	<b>13,614.00</b>
<b>Total Maintenance</b>	<b>1,408.89</b>	<b>1,408.00</b>
<b>Total Marketing and Events</b>	<b>6,127.61</b>	<b>4,750.00</b>
<b>Improvements to Facilities</b>		
account now closed 29 Feb Cost of Project "Change"	1,800.00	0.00
Replacement F&F, equipment	5,658.95	400.00
Refurbishments and upgrade facilities	4,957.25	2,000.00
Closed - Marketing - Re Start the Business	100.00	0.00
<b>Total Improvements to Facilities</b>	<b>12,516.20</b>	<b>2,400.00</b>
<b>Total Expenditure Costs</b>	<b>52,178.95</b>	<b>42,147.00</b>
<b>Total Expenditure</b>	<b>52,178.95</b>	<b>42,147.00</b>
<b>Profit/(Loss) on All Activities</b>		
	<b>(6,908.28)</b>	<b>(72.00)</b>
<b>Profit/(Loss) Operating Hall</b>		
	<b>1,039.81</b>	<b>152.00</b>
<b>Profit/(Loss) on improvement to facilities</b>		
	<b>(7,948.09)</b>	<b>(224.00)</b>

## Balance Sheet

Woodcote Village Hall (Charity 304393)  
As at 29 February 2024

Account	Feb 2024	Feb-23
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Current account Lloyds	2,639.12	3,191.33
32day Deposit account	10,136.26	
Deposit Account - Business	7,980.23	21,556.68
Fixed term 18Mths deposit	20,546.42	20,000.00
WVH website Stripe Feeder account	89.92	
<b>Total Cash at bank and in hand</b>	<b>41,391.95</b>	<b>44,748.01</b>
<b>Prepayments and accrued income</b>		
Prepayments	(4,661.18)	(735.00)
<b>Total Prepayments and accrued incom</b>	<b>(4,661.18)</b>	<b>(735.00)</b>
Accounts Receivable	70.00	
CCLA Fixed Interest Fund	6,000.00	6,000.00
Debtors	1,788.00	746
Wizhall Stripe clearing account	36.76	
WVH Website Stripe clearing account	(228.80)	
<b>Total Current Assets</b>	<b>44,396.73</b>	<b>50,759.01</b>
<b>Creditors: amounts falling due within one year</b>		
Accruals	6,411.00	5,865.00
<b>Total Creditors: amounts falling due within one y</b>	<b>6,411.00</b>	<b>5,865.00</b>
<b>Net Current Assets (Liabilities)</b>		
	<b>37,985.73</b>	<b>44,894.01</b>
<b>Total Assets less Current Liabilities</b>		
	<b>37,985.73</b>	<b>44,894.01</b>
<b>Net Assets</b>		
	<b>37,985.73</b>	<b>44,894.01</b>
<b>Capital and Reserves</b>		
Current Year Earnings	(6,908.28)	(272.21)
General Reserves	15,447.22	6,884.22
Retained Earnings	(272.21)	
Reserves Restricted by grants/donations	14,175.00	20,838.00
Reserves restricted Grants	8,544.00	9,444.00
Reserves Disruption re building works	1,000.00	2,000.00
Reserves Restricted Charity Regulations	6,000.00	6,000.00
<b>Total Capital and Reserves</b>	<b>37,985.73</b>	<b>44,894.01</b>

## Woodcote Village Hall

Registered Charity No 304393

### Financial Report and Accounts March 2023-February 2024

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D Booth

J Wilson

3 May 2024

## Profit and Loss

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For the year ended 29 February 2024

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<b>Total Turnover</b>		
	<b>45,270.67</b>	<b>40,075.00</b>
<b>Expenditure</b>		
<b>Expenditure Costs</b>		
<b>Administration</b>		
Admin other costs/expenses	3,620.22	3,000.00
Staff Costs wages	9,674.13	9,725.00
Hall management	6,695.00	5,250.00
<b>Total Administration</b>	<b>19,989.35</b>	<b>17,975.00</b>
<b>Total Utilities</b>	<b>12,136.90</b>	<b>13,614.00</b>
<b>Total Maintenance</b>	<b>1,408.89</b>	<b>1,408.00</b>
<b>Total Marketing and Events</b>	<b>6,127.61</b>	<b>4,750.00</b>
<b>Improvements to Facilities</b>		
account now closed 29 Feb Cost of Project "Change"	1,800.00	0.00
Replacement F&F, equipment	5,658.95	400.00
Refurbishments and upgrade facilities	4,957.25	2,000.00
Closed - Marketing - Re Start the Business	100.00	0.00
<b>Total Improvements to Facilities</b>	<b>12,516.20</b>	<b>2,400.00</b>
<b>Total Expenditure Costs</b>	<b>52,178.95</b>	<b>42,147.00</b>
<b>Total Expenditure</b>	<b>52,178.95</b>	<b>42,147.00</b>
<b>Profit/(Loss) on All Activities</b>		
	<b>(6,908.28)</b>	<b>(72.00)</b>
<b>Profit/(Loss) Operating Hall</b>		
	<b>1,039.81</b>	<b>152.00</b>
<b>Profit/(Loss) on improvement to facilities</b>		
	<b>(7,948.09)</b>	<b>(224.00)</b>

## Balance Sheet

Woodcote Village Hall (Charity 304393)  
As at 29 February 2024

Account	Feb 2024	Feb-23
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Current account Lloyds	2,639.12	3,191.33
32day Deposit account	10,136.26	
Deposit Account - Business	7,980.23	21,556.68
Fixed term 18Mths deposit	20,546.42	20,000.00
WVH website Stripe Feeder account	89.92	
<b>Total Cash at bank and in hand</b>	<b>41,391.95</b>	<b>44,748.01</b>
<b>Prepayments and accrued income</b>		
Prepayments	(4,661.18)	(735.00)
<b>Total Prepayments and accrued incom</b>	<b>(4,661.18)</b>	<b>(735.00)</b>
Accounts Receivable	70.00	
CCLA Fixed Interest Fund	6,000.00	6,000.00
Debtors	1,788.00	746
Wizhall Stripe clearing account	36.76	
WVH Website Stripe clearing account	(228.80)	
<b>Total Current Assets</b>	<b>44,396.73</b>	<b>50,759.01</b>
<b>Creditors: amounts falling due within one year</b>		
Accruals	6,411.00	5,865.00
<b>Total Creditors: amounts falling due within one y</b>	<b>6,411.00</b>	<b>5,865.00</b>
<b>Net Current Assets (Liabilities)</b>		
	<b>37,985.73</b>	<b>44,894.01</b>
<b>Total Assets less Current Liabilities</b>		
	<b>37,985.73</b>	<b>44,894.01</b>
<b>Net Assets</b>		
	<b>37,985.73</b>	<b>44,894.01</b>
<b>Capital and Reserves</b>		
Current Year Earnings	(6,908.28)	(272.21)
General Reserves	15,447.22	6,884.22
Retained Earnings	(272.21)	
Reserves Restricted by grants/donations	14,175.00	20,838.00
Reserves restricted Grants	8,544.00	9,444.00
Reserves Disruption re building works	1,000.00	2,000.00
Reserves Restricted Charity Regulations	6,000.00	6,000.00
<b>Total Capital and Reserves</b>	<b>37,985.73</b>	<b>44,894.01</b>

**Woodcote Village Hall**

England & Wales - Charity number 304393

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# Accounts

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## Woodcote Village Hall

### Report to the Annual General Meeting

#### Woodcote Village Hall

9 May 2022

The Woodcote Village Hall operates as a registered charity (number 304393) with the charitable aim of *'providing and maintaining a village hall for the use of the inhabitants of the parish of Woodcote and surrounding District.'*

The Trustees are:

- |                    |               |
|--------------------|---------------|
| ▪ Geoffrey Botting | Chairman      |
| ▪ John Worsfold    | Vice-chairman |
| ▪ David Booth      | Treasurer     |
| ▪ Ken Ison         |               |
| ▪ Sam Peates       |               |
| ▪ Malcolm Smith    |               |

The Village Hall is owned by the Parish Council.

#### Introduction

I concluded my report last year by noting that for the upcoming year 2021-22 the Trustees intended to focus on four main objectives:

- i. To restart the rental operation and rebuild the income from hiring;
- ii. To extend the user base with an enhanced marketing effort;
- iii. To agree with the Parish Council the immediate maintenance requirement; and
- iv. To work with the Parish Council on an on-going programme of improvements to the Hall.

#### Moving Towards Normal, Non-Pandemic, Operation

The 2020-21 financial year saw an almost complete shutdown of the commercial and social activities of the Hall and the suspension of work to further improve the facilities. As COVID regulations permitted the Trustees were able to make the Hall available, subject to the infection controls applicable at the time, and at the close of the financial year 2021-22 the Hall was in regular use approaching pre-pandemic levels.

#### Operating Income and Expenditure

With the Hall partially closed for business, rental income for the financial year 2021-22 began to recover such that, with a substantial grant to aid the restart of commercial operations and a donation from the Summer Fete, the income exceeded expenditure. This has boosted the Hall's reserves and the charity's ability to improve its marketing and the attractiveness of the Hall to potential renters.

To emerge from an extended enforced closure in such a financial position is the result of significant effort by Mr David Booth, our Treasurer, and on behalf of the Trustees and all who use our Hall I would like to record our appreciation of, and gratitude for, his work.

## Marketing

During the charity's 2021-22 year the Trustees:

- i. engaged the Osher Marketing Consultancy to advise on the promotion of the Village Hall facilities and improve lead generation; and
- ii. employed a marketing associate to

The Hall now has, and is monitoring the impact of, an increased social media presence, branded advertisements, and a new website to drive increased awareness and interest and get people to consider renting the Hall.

In October 2021 the charity engaged Louisa DeVismes as its marketing Associate to build on the work of the Osher Consultancy. In this role Louisa manages the electronic communications and website, the leads and is developing other means to bring the community and other potential users to the Hall.

## Survey

In May 2021 I reported that a building survey commissioned by the Parish Council identified a considerable, and in some cases urgent, need for maintenance. Subsequent work by the Parish Council suggested that the likely costs of the repairs would be some £400,000 over the next 10 years. Much of this relates to the repair of the flat roofs and, as such, the Parish Council is considering whether greater benefit would be obtained from different redevelopment approaches and will be consulting the community during 2022. The charity rents the Hall from the Parish Council and will, therefore, work closely with the Parish Council as it moves towards a decision.

## Hall Development

Noting the need for extensive maintenance and/or redevelopment work on the Hall the Trustees restricted its expenditure on improving the attractiveness of the Hall to the purchase of:

- i. 100 new chairs for the Main Hall to replace the aging blue set; and
- ii. 6 new light weight tables for the Function Room.

## Next Year

The Charity pays for the gas and electricity used by the Hall.

- i. **Gas.** Our current gas contract expires on 31-Dec-22 and initial investigation with "charity friendly" brokers suggest that, based on current usage and noting that the charity is classed as a small business and outside the energy cap offered to householders, the extra cost for gas will be £5000 – some 20% of our rental income. Such a significant increase cannot be absorbed by the charity and hire charges will need to rise from 2023. The Trustees understand the difficulty this will cause and will be investigating means of limiting or staggering price rises.
- ii. **Electricity.** The charity will see a similar increase in electricity costs, but our current supply contract doesn't expire until 04-Feb-25 and thus provides a temporary protection.

Future hiring costs will also need to reflect the current increase in the cost-of-living index and its impact on wages.

## The Parish Council

The Trustees have worked closely with the Parish Council during the year as it considers the future of the Hall and I'd like to record out thanks to the Council and the Clerk for their support.

## Finally

As chair during some interesting times, I'd like to record my thanks to the Trustees for their support and efforts on behalf of the Community and to Louisa for her enthusiasm and contribution

Geoffrey Botting  
Chairman, Woodcote Village Hall Trustees

## Woodcote Village Hall

Registered Charity No 304393

### Financial Report and Accounts March 2021-February 2022

The Charity's accounts are maintained on an Alpha accounting system (as used by the Parish Council) and the Hall's booking system is processed through "Hallmaster"; both systems are managed by the Village Hall Manager. In my opinion the set of accounts prepared do represent a true and fair financial position of the Woodcote Village Hall Charity for the financial period 1 March 2021 to 28 February 2022.

Below are the comments referred to in the accounts:

1. Total income for the 12 months of £37,274 (2020/1 £33,034) generating a profit of £10,264 (operating £543, Grants/donations £9,721)
2. Although the Hall was partially closed for business due to Covid, the operating income for the financial year was £21,298 (2020/1 £7,796). The operating costs were £20,755 (2020/1 £16,112) generating an operating profit of £543.
3. Donations received in the year were £3,472: Fund raising £2,306, others £1,666.
4. Grants from HMG & SODC £12,763 (Business support).
5. Impairment tests on the £7,000 COLA investment indicated a shortfall of £442 for the year. Since being invested the dividends received, less current loss in value due to the recession, have exceeded by £898 the possible interest from a bank deposit, based on current average interest rates.
6. Accrued expenses £2,754 are all current creditors.
7. Marketing costs of £10,005 were cover by a grant to assist "business restart" after the Covid restrictions.
8. Reserves increased by £10,264 resulting mainly from grants for business development and donations.

D Booth

J Wilson

3 May 2022

**Woodcote Village Hall**  
**Charity No 304393**  
**Balance Sheet**  
**As of 28 February 2022**

	28 February 2022	28 February 2021
<b>Current Assets</b>		
Debtors	488	-
Lloyds Bank Current account	3,825	6,662
COIF Deposit account	7,000	7,000
COIF Fixed interest Fund	-	-
Lloyds Bank Deposit account	<u>37,503</u>	<u>27,499</u>
	48,816	41,161
<b>Current Liabilities</b>		
Accruals	2,754	5,364
	<u>2,754</u> <i>note 6</i>	<u>5,364</u>
<b>Total Assets less Liabilities</b>	<u>46,062</u>	<u>35,797</u>
<b>Represented by</b>		
Reserves unrestricted	4,920	2,523
Reserves restricted	6,000	6,000
Reserves for replacing assets	22,000	15,100
Reserves Impairment	642	174
Reserves Grants	12,500	12,000
	<u>46,062</u>	<u>35,797</u>

The above statement represents fairly the financial position of the Charity as at 28 February 2022 and reflects its Income and Expenditure during the year.

**Woodcote Village Hall**  
**Charity No 304393**  
**Income and Expenditure Statement**  
**Year ending**  
**28 February 2022**

	<b>28-Feb-22</b>	<b>28-Feb-21</b>
<b>Income</b>		
Bank Interest	7	4
Dividends	177	223
Recovery costs of Partners	1,500	1,500
Fund Raising Events	2,306	
Gift and Donations	1,166	7,100
Grants	12,763	17,811
Hall Hire	6,143	1,157
Non Regular	12,942	4,867
Regular users	270	372
Others	<u>37,274</u>	<u>33,034</u>
<b>Total</b>		
<b>Expenditure</b>		
<b>Administration</b>		
Annual Service Costs	0	73
Computer and Internet	224	224
Dues & Subscriptions	751	231
Payroll	8,359	8,052
Furlough	(492)	(3,936)
Professional Fees	(3,750)	4,780
Miscellaneous	0	588
Marketing	10,005	
<b>Total</b>	<u>15,097</u>	<u>10,012</u>
<b>Maintenance</b>		
Building	576	0
Electrical	275	0
Gas		0
Water & Drainage	96	102
Furniture and Fittings	271	156
Miscellaneous		0
Cleaning	481	455
<b>Total</b>	<u>1,699</u>	<u>713</u>
<b>Refurbishment</b>		
Replacement chairs/tables	4,765	
Main Hall committed 2019/20		0
<b>Total</b>	<u>4,765</u>	<u>0</u>
<b>Utilities</b>		
<b>Main Building</b>		
Electricity	1,919	1,560
Gas	2,157	2,119
Water	294	587
<b>Total</b>	<u>4,370</u>	<u>4,266</u>
<b>YC and Function Rooms</b>		
Electrical	285	465
Gas	644	512
Water and Drainage	150	144
<b>Total</b>	<u>1,079</u>	<u>1,121</u>
<b>Total Expenditure</b>	<u>27,010</u>	<u>16,112</u>
<b>Profit /(Loss)</b>	<u>10,264</u>	<u>16,922</u>

*notes*

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**Woodcote Village Hall**

England & Wales - Charity number 304393

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# Accounts

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## Woodcote Village Hall Management Committee

### Report to the Annual General Meeting

Woodcote Village Hall

10 May 2021

#### Introduction

The Woodcote Village Hall Management Committee operates as a registered charity (number 304393) with the charitable aim of *'providing and maintaining a village hall for the use of the inhabitants of the parish of Woodcote and surrounding District.'*

The Trustees are:

- |                    |                                      |
|--------------------|--------------------------------------|
| ▪ Geoffrey Botting | Chairman                             |
| ▪ John Worsfold    | Vice-chairman                        |
| ▪ David Booth      | Treasurer and Parish Council nominee |
| ▪ Ken Ison         |                                      |
| ▪ Sam Peates       |                                      |
| ▪ Malcolm Smith    | Parish Council nominee               |

The Village Hall is owned by the Parish Council.

#### Covid-19

I ended my report last year with the observation that *'the recent changes in the relationship with the Hall owner enable the Trustees to apply more time to improving the facilities of the Hall in discharge of its charitable aims'*. However, towards the end of the financial year 2019-2020 the first government lockdown came into effect. This, subsequent infection control measures and a second lockdown, effectively closed the Hall for the financial year 2020-2021 and delayed work on improving the facilities.

#### Hall Development

During the year 2020-21:

- i. The work to redecorate and improve the facilities of the main hall was completed. Among the improvements are:
  - the replacement of the old lighting with energy efficient system that can be set to illuminate sports events or create a more intimate atmosphere;
  - the replacement and improved ducting of mains and communications wiring;
  - new audio-visual facilities that included a 3m wide screen, a projector, an amplifier and new speakers; and
  - repaired and repainted woodwork and walls.

Unfortunately, COVID regulations denied the Trustees the opportunity to launch, and the community to use, the improved facility.

- ii. The Trustees discussed and agreed with the Parish Council a design for upgrading the sports changing area and Pavilion toilets. An architect was employed to produce the upgrade plans but following a building survey the project was suspended.

## Survey

In November 2020 damp was noted on the recently redecorated wall of the entrance adjacent to the Parish Office. Further inspection showed rotten woodwork around the nearby window. As a result, the Parish Council agreed to full building survey and instructed Ashridge Surveyors who inspected the Hall in February 2021. The survey identified a considerable, and in some cases urgent, need for maintenance which is currently being planned with the Parish Council. One immediate impact of the report was to suspend discussions on, and work to, improve the Hall.

## Operating Income and Expenditure

With the Hall largely closed for business, rental income for the financial year 2020-21 was reduced by some 75% from that of 2019-20. Expenditure was also reduced – largely through reductions in salary costs through furlough grants from HMG although not enough to prevent a significant operating deficit. Despite this, and as a result of donations and significant and valued work by the Treasurer in obtaining Business Support Grants the final result was a surplus of nearly £17,00. This has boosted the Hall's reserves and ability to improve the facility for the community and cover the budgeted loss for 2021/22.

On behalf of the Trustees and all who use our Hall I would like to record our appreciation of, and gratitude to, the Treasurer for his efforts in rescuing what could have been a financial disaster.

## Donations and Grants

The Hall received £7,100 in donations during the year with £17,811 from HMG and SODC COVID grants.

## Marketing

In my report for the year 2019-20 I noted that additional reductions in expenditure cannot be made without a significant impact on the safety, availability, and attractiveness of the Hall. As such the Trustees agreed to investigate the value of hiring a marketing specialist to promote the Hall once normal operations recommence.

## The Parish Council

The Trustees have worked closely with the Parish Council during the year. Now the Village Hall is owned by the Parish Council the day-to-day operation of the building was formally transferred to the Parish Clerk at the start the Parish Council's financial year., and I'd like to record our thanks to the Council and the Clerk for that support.

## Next Year

This financial year saw an almost complete shutdown of the commercial and social activities of the Hall and the suspension of work to further improve the facilities. As COVID regulations permit the Trustees will be focusing on:

- i. restarting the rental operation and rebuilding the income from hiring;
- ii. extending the user base with an enhanced marketing effort;
- iii. agreeing with the Parish Council the immediate maintenance requirement; and
- iv. determining with the Parish Council Hall improvements to the hall.

Geoffrey Botting  
Chairman, Woodcote Village Hall Trustees

**Woodcote Village Hall Management Committee**  
**Charity No 304393**  
**Income and Expenditure Statement**  
**Year ending**  
**28 February 2021**

	28-Feb-21	notes	29-Feb-20
<b>Income</b>			
Bank Interest	4		9
Dividends	223		223
Recovery costs of Partners	1,500		1,500
Fund Raising Events			2,488
Gift and Donations	7,100	2	1,700
Grants	17,811	3	6,200
Hall Hire			
Non Regular	1,157	1	6,082
Regular users	4,867		16,108
Others	372		-
<b>Total</b>	<b><u>33,034</u></b>		<b><u>34,310</u></b>
<b>Expenditure</b>			
<b>Administration</b>			
Annual Service Costs	73		
Computer and Internet	224		274
Dues & Subscriptions	231		818
Payroll	8,052		15,475
Furlough	(3,936)		
Professional Fees	4,780		126
Miscellaneous	588		123
Swap Shop			40
<b>Total</b>	<b><u>10,012</u></b>		<b><u>16,856</u></b>
<b>Maintenance</b>			
Building	0		50
Electrical	0		127
Gas	0		-
Water & Drainage	102		337
Furniture and Fittings	156		12
Miscellaneous	0		153
Cleaning	455		538
<b>Total</b>	<b><u>713</u></b>		<b><u>1,217</u></b>
<b>Refurbishment</b>			
Function /Pavilion rooms			-
Main Hall committed 2019/20	0		6,176
	<u>0</u>		<u>6,176</u>
<b>Utilities</b>			
<b>Main Building</b>			
Electricity	1,560		2,756
Gas	2,119		2,753
Water	587		353
<b>Total</b>	<b><u>4,266</u></b>		<b><u>5,862</u></b>
<b>YC and Function Rooms</b>			
Electrical	465		410
Gas	512		800
Water and Drainage	144		315
<b>Total</b>	<b><u>1,121</u></b>		<b><u>1,525</u></b>
<b>Total Expenditure</b>	<b><u>16,112</u></b>		<b><u>31,636</u></b>
<b>Profit /(Loss)</b>	<b><u>16,922</u></b>		<b><u>2,674</u></b>

**Woodcote Village Hall Management Committee**  
**Charity No 304393**  
**Balance Sheet**  
**As of 28 February 2021**

	28 February 2021		29 Feb 2020
<b>Current Assets</b>			
Debtors	-		538
Lloyds Bank Current account	6,662		3,866
COIF Deposit account	7,000		7,000
COIF Fixed interest Fund	-		1
Lloyds Bank Deposit account	27,499		9,495
	<u>41,161</u>		<u>20,900</u>
<b>Current Liabilities</b>			
Accruals	5,364		1,170
	<u>5,364</u>	<i>note 5</i>	<u>853</u>
			2,023
<b>Total Assets less Liabilities</b>	<u><b>35,797</b></u>		<u><b>18,877</b></u>
<b>Represented by</b>			
Reserves unrestricted	2,523		2,877
Reserves restricted	6,000		6,000
Reserves for replacing assets	15,100		10,000
Reserves Impairment	174	<i>note 4</i>	
Reserves Grants	12,000		
<b>Total Reserves</b>	<u><b>35,797</b></u>	<i>note 6</i>	<u><b>18,877</b></u>

The above statement represents fairly the financial position of the Charity as at 28 February 2021 and reflects its Income and Expenditure during the year.

## **Woodcote Village Hall Management Committee**

**Registered Charity No 304393**

### **Financial Report and Accounts March 2020-February 2021**

The Charity's accounts are maintained on the Alpha accounting system , as used by the Parish Council and the Hall's booking system is processed through "Hallmaster", both systems are managed by the Village Hall Manager. In my opinion the set of accounts prepared do represent a true and fair financial position of the Woodcote Village Hall Management Committee for the Financial period 1 March 2020 to 28 February 2021.

Below are the comments referred to in the accounts:

- 1 Operating income for the 12months of £6,396 (*£22,190 - 2019/20* ) This financial year the Charity experienced an almost complete shutdown of the commercial and social activities of the Hall due to Covid 19. The operating costs were £11,332, the loss was covered by a business Covid-19 grant.
- 2 Donations received in the year were £7,100: Gift aid £1,250, Others £5,850.
- 3 Grants from HMGA & SODC £17,811 (Business support and Covid-19 grants).
- 4 Impairment tests on the £7,000 COIF investment indicated a shortfall of £174.
- 5 Accrued expenses £5,364: current creditors £1,214, Audit £400, Architect & QS fees £3,750
- 6 Reserves have increased by £16,920 resulting from donations, £5,100, not utilised in the year on development projects, Business grants £12,000, Impairment on investments £174 and an Operating loss of (£354).

3 May 2021

D Booth

J Wilson