

ASHTEAD PEACE MEMORIAL HALL

England & Wales - Charity number 304968

Details

Status Registered

Legal form Trust

Registered 1964-12-22

Register [View on the Charity Commission register](#)

Contact

Address Ashtead Peace Memorial Hall
Woodfield Lane
Ashtead
KT21 2BE

Phone 01372272921

Email enquiries@apmh.org.uk

Website www.apmh.org.uk

Activities

Objects: THE BENEFIT OF THE INHABITANTS OF THE BENEFICIAL AREA.

Activities: Three rooms plus kitchen, servery, stage; and bar, providing facilities for: Meetings; Dinners; Dancing; Theatre; Exhibitions; etc.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF ASHTEAD
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£122,164	£116,502	-	-
2024-12-31	£161,299	£121,403	-	-
2023-12-31	£104,797	£85,048	-	-
2022-12-31	£91,293	£106,318	-	-
2021-12-31	£74,809	£85,800	-	-

Trustees

Name	Role	Appointed
JANE HILEY	Chair	2011-03-19
Derek Henry George Harwood		2018-03-15
Gerard Charles Sevenoaks		2023-06-15
Harriet Dorothy Steel		2026-03-19
Margaret Ryan		2026-03-19
Nigel Joseph Arch		2023-06-15
Oliver Charles Edward Thornton		2026-03-19
Pamela Eileen Ventham-Smith		2018-03-15
Patricia Sylvia Reynolds		2015-12-10
Pauline Score		2024-11-14
Philip Geoffrey Davies		2026-01-15
RAY CANE		
Rachel Pearson		2022-03-17
Scott Christopher McPherson		2026-01-15
Sheila Ann Hatcher		2026-03-19
Tanya Jane Agnes Maria McArthur		2024-03-21

ASHTEAD PEACE MEMORIAL HALL

England & Wales - Charity number 304968

Accounts

ASHTEAD PEACE MEMORIAL HALL



Annual Report and Accounts 2025

**Ashtead Peace Memorial Hall
Registered Charity number 304968**

**Woodfield Lane,
Ashtead, Surrey, KT21 2BE**



Report of the Trustees

Reference and administrative information

The Trustees

Mr Ray Cane	Representing	Ashtead U3A
Mrs Tanya McArthur	Representing	Woodfield Entertainers
Mrs Jennie Beck	Representing	Ashtead Choral Society
Mrs Rachel Pearson	Representing	Ashtead Players
Cllr Gerry Sevenoaks	Representing	Mole Valley District Council
Mrs Fiona Porter	Representing	Ashtead Women's Institute
Mrs Diane Stirling	Representing	Ashtead Residents' Association (resigned December 2025)
Mrs Pam Venham-Smith	Representing	Friends of Ashtead Village Hall
Mr Nigel Arch	Representing	The Arts Society Ashtead
Mrs Pauline Score	Representing	Ashtead Flower Arrangement Group
Mr Scott McPherson	Representing	Ashtead Horticultural Society (from January 2026)
Mrs Jane Hiley	Elected	
Mr Tony Williams	Elected	
Mr Derek Harwood	Elected	
Mrs Pat Reynolds	Co-opted	
Mrs Jean Law	Co-opted	
Mr Philip Davies	Co-opted	From January 2026

The Executive Committee (Officers)

Chairman	Mrs Jane Hiley
Secretary	Vacant
Treasurer	Mr Tony Williams
Maintenance Co-ordinator	Mr Derek Harwood

Staff

Facilities Manager	Mr Cliff Kemp
Booking Manager	Mrs Ginny Leary
Relief Caretaker	Mr James Sudbury

Independent Financial Examiner

Mrs Elisabeth Storey FCA

Structure, Governance and Management

The Hall is governed in accordance with The Charities Act 2011; a Trust Deed of 1926 (as amended by a Scheme of 1937; a Scheme of 1962; a Supplemental Order of 1974 and a Memorandum of Amendments of 2009). The Governing Document, first published in 2007, is not a legal document but it incorporates all the intentions of the above and functions as the governing document of the charity. During 2015 this Governing Document was reviewed, updated and approved by the Trustees. It was revisited in 2020 and approved again. It was again revisited in 2025 and approved.

The Hall is managed by a Committee of Management consisting of up to 12 (Representative) Trustees nominated by user organisations, up to 4 (Elected) Trustees elected by Ashtead residents at the AGM and up to 4 (Co-opted) Trustees co-opted by the Committee. The names of the Trustees serving in the year are noted on page 2. The Committee of Management annually elects their officers - Chairman, Secretary, Treasurer and Maintenance Co-ordinator, and delegates to them day-to-day responsibility for running the Hall (Executive Committee). The names of the Officers serving in the year are noted on page 2. Permanent staff of the Hall are the Facilities Manager, Bookings Manager, and one or two Relief Caretakers. The Bar is managed independently by a Franchisee, currently Mr George Gregory.

Object of the Trust and Public Benefit

The original Trust Deed of 1926 states that the Hall shall be “used in perpetuity for the benefit of the inhabitants of the said Parish of Ashtead”. In practice this means that the Trustees “own” the Hall but only for maintaining it for the benefit of residents. It is a legal requirement under the Charities Act 2011 that this report demonstrates that there is a significant public benefit deriving from the Trustees’ activities. The benefit in this case is that the Hall is well maintained, and the facilities are used by many different organisations, each of which satisfies its own public benefit requirements. The objects of these user organisations cover a variety of the charitable purposes described in the Charities Act including, but not limited to, the advancement of education and training, the advancement of health or of saving lives, sport & recreation and the advancement of the arts, culture, heritage, or science. This results in a public benefit to a wide cross-section of the local Community. The Charity Trustees have therefore complied with their duty to have due regard to the guidance on public benefit.

Trustees’ Remuneration

All Trustees give of their time voluntarily and receive no remuneration or other benefits.

Financial Review

The Treasurer’s Report and the Accounts of the Trust are set out on pages 8 to 12.

Policy on Reserves

The Trustees have decided to maintain a general contingency reserve of approximately six months expenditure to cover the risk that the Hall must close for a period; for the present they have decided on £50,000. In addition, funds have been set aside to prepare for ongoing costs.

Chairman's Report for the year 2025

During 2025 we built on the success of our centenary year and the work being done towards our "Go Green" target of net zero by 2030. We were very grateful for all the financial support being given by individuals and groups as well as the grants received. Our Treasurer gives more details of these things in his report.

The Executive group – Chairman, Treasurer and Maintenance Co-ordinator, have met with two of the staff weekly throughout the year to ensure the smooth running of the hall. The Trustees have met monthly to give and receive feedback and to make suggestions on the future plans for the hall, as well as considering the needs of all staff, the regular user groups and other hirers.

One main activity focus has been on our "Go Green" project, replacing the lights in a planned programme with LED lighting and in insulating the flat above the hall - which also has some effect on the sound passing up from the hall to the flat - and also other necessary maintenance work to keep the hall in the splendid condition which can be seen today.

Summer of 2025 was the time when we employed Surrey Wood Flooring to do a major resurface of all the wooden floors. This had been missed during the previous year due to the absence of our usual contractor. In the end this has proved very satisfactory as it is now expected that the floors will not need such a major overhaul for a few years.

Another major item was the introduction of the new fire alarm system. The previous system was outdated and did not include the flat and was therefore considered no longer fit for purpose. The new system is maintained by the Facilities Manager and regularly monitored, alongside the solar panel productivity.



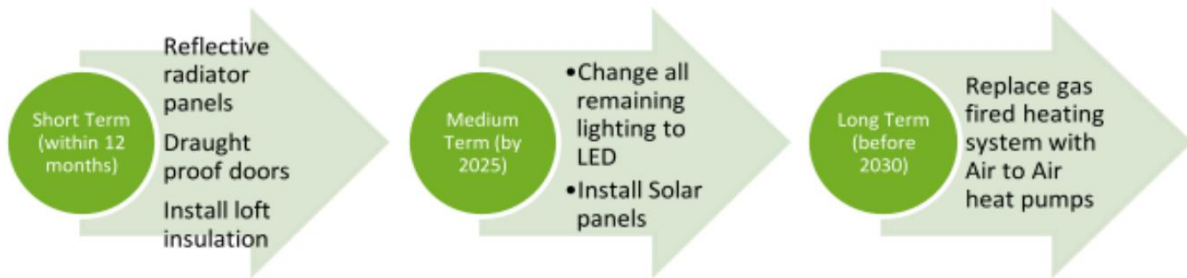
The Trustees followed up the initial steps of the energy project through the work of the energy group and through continuing to focus on all aspects of carbon reduction. The recycling of waste, including food waste and glass, have been important as well as insulation and draught proofing etc. This work will continue in the summer of 2026 with the replacement of the suspended ceiling in the main hall and new insulation and LED lighting being installed.

Ashtead Peace Memorial Hall



Our aim to become net zero was also acknowledged by Mole Valley as we won the Sustainability Award for Energy for which we are very grateful. It has given us new incentive to keep on following the path suggested from our ESOS Energy report of 2023. We have also received some generous grants to help us reach our goals.

This building has a clear route to become net zero by 2030 by undertaking the following steps:



The final decisions regarding how to replace the gas fired heating are yet to be made but the Trustees are committed to sustainability in all practical ways for the hall.

In addition to this planned work towards net zero we have continued with general maintenance, including upgrading of the sound system in the Ralli room. We also refurbished the office and front foyer and toilets in our ongoing programme. We are very grateful to the Friends of the Village Hall for their invaluable assistance in funding this project.

During the Autumn term of 2025 our Treasurer of many years made his choice that this would be the last year he serves APMH as Treasurer and we therefore looked for a replacement. Two new Trustees were found: one to replace the missing Horticultural Society representative and the other as deputy Treasurer to work alongside Tony until March 2026 when he retires.

We are so grateful to all those who serve the community of Ashtead by being Trustees at the hall. Their contributions are much appreciated and it is acknowledged that without them we would not be able to keep this wonderful facility going for the village and its people.

Thank you so much to everyone who has taken part in the multitude of activities and events at the hall and we wish everyone a successful 2026.

Jane Hiley
Chairman Ashtead Peace Memorial Hall

4 February 2026

Financial Review

2025 was a very active year from a financial point of view.

Income from lettings, deposits and storage (LDS) during the year was very similar to that for 2024 at £92,010 (2024 - £92,350). There was a slight reduction in the income from commercial hirers and private bookings, but an increase in income from clubs and societies which made up the difference. However, the differences are not sufficient to draw any conclusions about longer-term trends and the overall level of bookings remains at a very healthy level. Income from the bar, however, was down on 2024, the total from payments from both the franchisee and hirers being around £3,480 (2024 - £4,300).

For various reasons fundraising activity was significantly lower in 2025 than previously, with only one event being organised raising a net total of £792, compared with £4,677 in 2024. The level of donations was also lower than in 2024 at £7,092 compared with £18,851. However, this was to be expected as 2024 was our 100th anniversary year when there was a particular focus on fundraising. The largest donation was from the Friends of Ashtead Village Hall who contributed £5,691 towards the costs of installing LED lights in the front part of the building, together with the refurbishment of the office and replacement equipment. The trustees are very grateful to the Friends for their continued support.

We were fortunate to receive a grant of £14,140 from Surrey County Council's Your Fund Surrey Small Community Fund. We are grateful to Councillor Chris Townsend for supporting this grant, which was used towards the installation of LED lights, insulation, and a new fire detection system.

Bank interest rates remained at a relatively high level, bringing in £5,588 (2024 – 4,994). We may expect rates to decline over the next year and this, together with a reduction in our forecast funds which are planned to be spent on our major project this year, are likely to result in a lower level of return in 2026.

Expenditure on utilities was slightly lower than in 2024. This year was the first full year of seeing the benefits from having solar panels installed. Our electricity costs have reduced significantly as a result, being only £2,350 in 2025. In the last full year without panels – 2023 – our expenditure on electricity was £6,009, which illustrates the significant effect. However, expenditure on electricity will increase later in 2026 as our previous fixed-rate contract comes to an end and we move on to a higher rate. As noted in last year's report, gas costs also increased in 2025 as a result of moving on to a higher rate. Other utility costs remained at a similar level to previously.

Planned maintenance costs were significantly greater than normal. As noted last year, we were let down by our previous contractor who cleans and polishes the Hall floors. The work required this year was therefore more significant than in the past, and the decision was made to do a major refurbishment of the floors. It is expected, however, that similar work will not need to be carried out for a few years.

Unplanned maintenance was also much higher than in previous years. Apart from normal ongoing routine maintenance costs such as clearing blocked drains, minor painting etc, there were a

Ashtead Peace Memorial Hall

number of more significant items of expenditure. The water boiler in the kitchen failed and needed to be replaced at a cost of £1,099. A problem was identified with the ventilation system in the kitchen which was not extracting air at a sufficiently high rate. This necessitated a full cleaning and refurbishment of the system at a cost of £798. Following the installation of LED lighting it was realised that the front of the building (office, porch, lobby and toilets) were badly in need of redecoration and this was carried out at a cost of £4,080.

Expenditure on furniture and equipment was also higher than previously. As well as normal routine items as a result of wear and tear, some new tables and chairs suitable for use by children were purchased at a cost of £2,054. These have been well received by the various children's parties that have taken place through the year. We also replaced a ladder which had become defective at a cost of £432, replaced some of the office furniture and equipment at a cost of £639 and installed a new hand drier in the ladies toilets at the rear of the building at a cost of £213.

A number of significant improvements were made to the Hall's infrastructure, including an upgrade to the sound equipment in the Ralli Room, a new fire alarm system, the completion of the installation of LED lighting throughout the building (apart from in the main Hall), and some insulation work at the rear of the building. These, and the associated costs, are detailed in the notes to the accounts.

The Hall aims to budget so that income from day-to-day activities makes a small surplus over operating costs, which enables us to set aside funds towards occasional major items of expenditure. In the event, we did not quite manage to achieve this in 2025, there being a small operating deficit (i.e. the difference between receipts from LDS and the bar and operating expenditure) of £145. However, given the unusually high levels of expenditure on maintenance, this is not a cause for concern.

Looking forward, the major item of expenditure in 2026 will be the replacement of the suspended ceiling in the main Hall, with installation of improved insulation and LED lighting. The total cost of this is expected to be of the order of £79,000. We have been awarded grants towards this work totalling £35,000. The remaining £44,000 has been earmarked within our overall funds, as detailed in note 9 of the accounts. This project is therefore fully affordable.

Overall, therefore, the finances of the Hall remain very strong and we are in a good position going forward to continue to invest in its future.

Tony Williams
Hon Treasurer

4 February 2026

Ashtead Peace Memorial Hall

Receipts and Payments Accounts for the year to 31 December 2025

	Notes	2025	2024
		£	£
Income and receipts			
Lettings, deposits and storage		92,010	92,350
Bar	1	1,780	2,240
Sub-total		93,790	94,590
Fundraising and other income			
Fund raising activities (gross)	2	969	6,454
Interest on bank and deposit accounts		5,588	4,994
Donations	3	7,092	18,851
Grants	4	14,140	36,304
Other Income		585	106
Sub-total		28,374	66,709
Total Income		122,164	161,299
Payments: Operating expenditure			
Salaries and payroll costs		40,729	38,429
Utilities	5	14,386	14,692
Hall maintenance	6	29,275	12,783
Administration		352	840
Local authority charges		3,055	2,449
Insurance		4,783	4,778
Performing rights fees		1,185	1,972
100 th Anniversary Expenses		-	1,891
Sundries		170	95
Total operating expenditure		93,935	77,929
Payments: Improvements and fundraising			
Hall improvements	7	22,390	41,697
Fundraising costs	2	177	1,777
Total improvements and fundraising expenditure		22,567	43,474
Total payments		116,502	121,403
Net increase (decrease) in funds		5,662	39,896
Add: Bank balances at 1 January		142,804	102,908
Total Bank balances at 31 December		148,466	142,804

Ashtead Peace Memorial Hall

Statement of Assets at 31 December 2025			
	Notes	2025	2024
		£	£
Fixed assets			
Permanent endowment:			
Freehold property and buildings of the APMH	8	3,154,000	2,626,000
Current assets			
COIF deposit account		139,775	134,188
Barclays account		8,691	8,616
Total bank balances	9,10	148,466	142,804
Total net assets		3,302,466	2,768,804

The notes on pages 10 to 12 form part of these accounts.

For and on behalf of the Committee of Management

Anthony J Williams
Hon. Treasurer

4 February 2026

Notes to the Accounts for the year ended 31 December 2025

Accounting policies

Basis of Preparation

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission's Guides CC15 (Charity Reporting) and CC16 (Receipts and Payments Accounts Pack).

1. Bar Income

The figure for bar income represents payments received from the licensee. Total income from the bar, including both these payments and bar hire charges paid by hirers as part of their booking fees, came to approximately £3,480.

2. Fund raising activities

Event	£ Gross	£ Costs	£ Net	Costs/Gross %
Afternoon Tea (May)	969	177	792	18

3. Donations

The following donations were received:

- The Friends of Ashtead Village Hall, totaling £5,691
- Other miscellaneous donations, totaling £1,401

4. Grants

A grant of £14,140 was received from Surrey County Council from the Your Fund Surrey Small Community Fund towards the cost of installing a new fire alarm system, the installation of LED lighting and insulation.

5. Utilities

	2025	2024
Utility	£	£
Gas	6,768	4,787
Electricity	2,350	5,135
Water	1,259	1,187
Telephone and communications	1,076	1,017
Waste	2,933	2,566
Totals	14,386	14,692

Ashtead Peace Memorial Hall

6. Hall maintenance

	2025	2024
Item	£	£
Planned maintenance	14,041	3,473
Unplanned maintenance	8,899	3,023
Consumables	2,702	2,556
Furniture and equipment	3,633	3,731
Totals	29,275	12,783

7. Hall Improvements

The following major improvements were carried out during the year:

	£
Upgrade to Ralli Room sound equipment	2,990
New fire alarm system	7,680
Installation of LED lighting to the back corridor, kitchen, Marshall Room, store room, office, porch, lobby and toilets	9,620
Insulation at rear of building	2,100
TOTAL	22,390

These costs were met from the grant received from Surrey County Council (£14,140), a donation from the Friends of Ashtead Village Hall (£4,752), the Hall's "Go Green" fund (£507), and general funds.

8. Freehold property

As recommended by the Charity Commissioners, the freehold property of the Ashtead Peace Memorial Hall, being an asset of the charity, is included in these accounts. The value shown is the cost of rebuilding, exclusive of VAT and fees, as estimated for insurance purposes by valuers J P N Lowe Insurance Surveys Ltd in March 2025. The next valuation for insurance purposes is due in or around March 2028.

9. Reserves and Funds

As at 31 December 2025, these balances included the following reserves and funds:

	£
General contingency reserve	50,000
Caretaker's flat refurbishment	8,000
Roof renewal fund	10,000
Boiler replacement	30,000
Hall ceiling project	44,000
Total reserves and funds	142,000

The reserves and funds listed above are provisions towards significant areas of expenditure that are likely to arise in the future. They are, however, undesignated and funds may be allocated to meet the expenditure of the Hall as necessary.

Ashtead Peace Memorial Hall

10. Restricted Income Funds

The charity has one restricted income fund – the “Go Green” fund. As at 31 December 2025 the balance remaining in this fund amounted to £9,723, which will be used for future green initiatives. This fund is included in the overall bank balances recorded in the accounts.

Independent examiner's report on the accounts


CHARITY COMMISSION
 FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/ members of	Ashtead Peace Memorial Hall		
On accounts for the year ended	31 December 2025	Charity no	304968
Set out on pages	8 to 12		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2025.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:	E A Storey	Date:	10 February 2026
Name:	Mrs Elisabeth Storey		
Relevant professional qualification:	FCA		
Address:	29 Barrett Road, Fetcham, Leatherhead, Surrey, KT22 9HL		

ASHTEAD PEACE MEMORIAL HALL

England & Wales - Charity number 304968

Accounts

ASHTEAD PEACE MEMORIAL HALL



Annual Report and Accounts 2024

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Mr Simon Ling	Co-opted	
Mrs Jean Law	Co-opted	
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The Trustees have decided to maintain a general contingency reserve of approximately six months expenditure to cover the risk that the Hall must close for a period; for the present they have decided on £50,000. In addition, funds have been set aside to prepare for ongoing costs.



Chairman's Report for the year 2024

2024 was a very special year – our centenary – and we celebrated in style during the year, in particular at two weekends 21st – 22nd June and 21st – 22nd September, marking the laying of the foundation stone and the opening of the hall to the public.

The June weekend began with a wonderful Schools Festival where six local schools took part and brought much fun and laughter to the hall. They maypole danced, sang and read poetry, made music and told their stories and brought many people to the hall who might not otherwise have been visitors.

Local regular entertainers put on events and the Friends Dinner was also a special celebration. Displays were available to show the activities of users of the hall and some groups reported getting new members as a consequence. The wide variety of arts and crafts displayed at the September weekend was a testimony to the creativity of so many people in Ashtead. The weekends culminated in a centenary tea for invited guests to thank them for their wonderful support over the years. This was mainly for Trustees and former Trustees and staff and former staff alongside invited guests who play a significant role locally in supporting the community.

The key part of the celebration was the target to raise awareness of our “Go Green” policy and to raise £1,000 for every year that the hall has been in use i.e. £100,000. I am delighted to report that through the generosity of many individuals and organisations we have already reached over halfway to the goal. We will continue towards the target as we have many things to do to achieve our aim to be carbon neutral by 2030.

Following a generous grant from Mole Valley District Council we were also able to achieve one of our special visions for the “Go Green” agenda and put solar panels on the roof as well as two batteries in the hall store. This means that we are able to reduce energy costs as well as improving our carbon footprint. Solar panels had been a long-held item on our wish list and we are very grateful to those who made this possible.

Other activities continued as usual during the year and our fundraising efforts and special events made a big contribution to the normal running of the hall and the maintenance of the building. We are very grateful to all those who contributed to these efforts especially the Trustees and their families and friends.

During the year we also chose to replace the bench outside the hall which had been dedicated to Mary Whipp MBE. That bench had become unsafe for people to use and so, to celebrate and mark our centenary, it was replaced by a bench made by members of the Royal British Legion.

Ashtead Peace Memorial Hall

The British legion played a big part during our 100 years and the new bench with its silhouettes and sign – Lest we forget – was deemed very appropriate to value those who served their country.

As we now look forward to 2025 we will be continuing with our aim to “Go Green” intending to become carbon neutral if possible. This involves further insulation of the hall and replacing the lighting in sections with LED lights and there will be a need to replace the gas boiler and cooking appliances over the next few years.

Some new Trustees have been welcomed to the hall and this adds to the variety of ideas and projects which go on our wish list. However, we have yet to find the right person to become our secretary. This is a vital role and we are actively seeking someone with the skills and vision for the future of the hall to join our Executive Committee. We hope that 2025 will be the year when this person comes forward.

Meanwhile we express our thanks to all who have supported us over the past year, in particular the Friends of the Village Hall, and we hope that this encouragement and support will continue for many years to come.

Jane Hiley
Chairman Ashtead Peace Memorial Hall
5 March 2025

Financial Review

Income from lettings, deposits and storage (LDS) during the year was significantly higher than in 2023 at £92,350 (2023 - £85,000), continuing the strong recovery from the covid years. Income from the bar, however, was only modestly greater than the previous year, the total from payments from both the franchisee and hirers being around £4,300 (2023 - £4,100).

Fundraising was a key aim during our 100th anniversary year to raise money for our “green” projects. A total of £18,851 was received in donations, including some generous donations from supporters. Included in this total was £6,751 from the Friends of Ashtead Village Hall towards the cost of a number of projects - a replacement fridge/freezer for the kitchen, replacement of the lights in the Ralli Room with more efficient LED lights, and the replacement bench outside the Hall. Three fundraising events were held, raising a total of £3,737 after expenses. Special mugs celebrating the 100th anniversary were sold.

Bank interest rates remained higher than they have been in recent years, bringing in £4,994 (2023 – 3,401).

On the expenditure side, we have seen our electricity costs begin to reduce as a result of the installation of solar panels and batteries. Other utility costs remained at a similar level. However,

Ashtead Peace Memorial Hall

we can expect to see an increase in our gas costs going forward as a result of our previous long-term fixed price contract moving onto a higher rate.

Planned maintenance was significantly lower than previously. This was the result of us being let down by the contractor who cleans and polishes the Hall floors. We were unable to find another contractor to carry out this work in the time available, so that expenditure was not incurred last year. Expenditure on furniture and equipment was higher than normal as a number of items needed to be replaced during the year.

There was a one-off expenditure on the celebrations for the 100th Anniversary of the Hall, comprising publicity materials and the special events held over two weekends, as referred to in the Chairman's report.

The Hall aims to budget so that income from day-to-day activities makes a small surplus over operating costs, which enables us to set aside funds towards occasional major items of expenditure. In the event, there was an operating profit (i.e. the difference between receipts from LDS and the bar and operating expenditure) of £16,661 in 2024. This was larger than in previous years and was the result of higher LDS income but also the reduction in planned maintenance costs referred to above.

Overall throughout the year the Hall's funds have increased by £39,896. This is a very strong result and reflects the generous support of the community. It puts us in a good position to invest in the future of the Hall and to set aside funds for the various projects that the Trustees would like to pursue (eg improving insulation), as well as having sufficient available for major expenses that may occur (eg replacement of the gas boiler).

Tony Williams
Hon Treasurer
5 March 2025

Ashtead Peace Memorial Hall

Receipts and Payments Accounts for the year to 31 December 2024

	Notes	2024	2023
		£	£
Income and receipts			
Lettings, deposits and storage		92,350	85,000
Bar	1	2,240	2,115
Sub-total		94,590	87,115
Fundraising and other income			
Fund raising activities (gross)	2	6,454	4,632
Interest on bank and deposit accounts		4,994	3,401
Donations	3	18,851	9,603
Grants	4	36,304	-
Other Income		106	46
Sub-total		66,709	17,682
Total Income		161,299	104,797
Payments: Operating expenditure			
Salaries and payroll costs		38,429	36,378
Utilities	5	14,692	15,170
Hall maintenance	6	12,783	12,736
Administration		840	1,682
Local authority charges		2,449	2,435
Insurances		4,778	4,540
Performing rights fees		1,972	1,943
100 th Anniversary Expenses		1,891	-
Sundries		95	551
Total operating expenditure		77,929	75,435
Payments: Improvements and fundraising			
Hall improvements	7	41,697	8,093
Fundraising costs	2	1,777	1,520
Total improvements and fundraising expenditure		43,474	9,613
Total payments		121,403	85,048
Net increase (decrease) in funds		39,896	19,749
Add: Bank balances at 1 January		102,908	83,159
Total Bank balances at 31 December		142,804	102,908

Ashtead Peace Memorial Hall

Statement of Assets at 31 December 2024			
	Notes	2024	2023
		£	£
Fixed assets			
Permanent endowment:			
Freehold property and buildings of the APMH	8	2,626,000	2,626,000
Current assets			
COIF deposit account		134,188	84,194
Barclays account		8,616	18,714
Total bank balances	9,10	142,804	102,908
Total net assets		2,768,804	2,728,908

The notes on pages 9 to 11 form part of these accounts.

For and on behalf of the Committee of Management

Anthony J Williams
Hon. Treasurer

5 March 2025

Ashtead Peace Memorial Hall

Notes to the Accounts for the year ended 31 December 2024

1. The figure for bar income represents payments received from the licensee. Total income from the bar, including both these payments and bar hire charges paid by hirers as part of their booking fees, came to approximately £4,300.

2. Fund raising activities

Event	£ Gross	£ Costs	£ Net	Costs/Gross %
Afternoon Tea (February)	1,401	123	1,278	9
Evening with Chris Luscombe (October)	1,536	527	1,009	34
Quiz (November)	1,750	300	1,450	17
Sale of Anniversary Mugs	1,767	827	940	47
Totals	6,454	1,777	4,677	28

3. The following donations were received:

- The Friends of Ashtead Village Hall, totaling £6,751
- Donations from individuals and groups towards the “Go Green” fund (including Gift Aid where appropriate), totaling £11,235
- Other miscellaneous donations, totaling £865

4. Grants

A grant of £36,304 was received from the UK Shared Prosperity Fund Community Hall Energy Efficiency Grant Scheme via Mole Valley District Council for the installation of solar panels and battery storage.

5. Utilities

	2024	2023
Utility	£	£
Gas	4,787	4,616
Electricity	5,135	6,009
Water	1,187	1,089
Telephone and communications	1,017	1,054
Waste	2,566	2,402
Totals	14,692	15,170

Ashtead Peace Memorial Hall

6. Hall maintenance

	2024	2023
Item	£	£
Planned maintenance	3,473	5,497
Unplanned maintenance	3,023	4,353
Consumables	2,556	1,586
Furniture and equipment	3,731	1,300
Totals	12,783	12,736

7. Hall Improvements

The major improvement carried out during the year was the installation of solar panels and battery storage at a total cost of £37,309. This was funded from the grant of £36,304 received from the UKSPF Community Hall Energy Efficiency Grant Scheme, with the balance from “Go Green” fundraising. The lighting in the Ralli Room was upgraded to LED, at a cost of £3,487. A memorial bench was purchased for outside the Hall (£900). Both these latter items were funded by donations from the Friends of Ashtead Village Hall.

8. Freehold property. As recommended by the Charity Commissioners, the freehold property of the Ashtead Peace Memorial Hall, being an asset of the charity, is included in these accounts. The value shown is the cost of rebuilding, exclusive of VAT and fees, as estimated for insurance purposes by valuers J P N Lowe Insurance Surveys Ltd in March 2022. The next valuation for insurance purposes is due in or around March 2025.

9. As at 31 December 2024, these balances included the following reserves and funds:

	£
General contingency reserve	50,000
Caretaker’s flat refurbishment	6,000
Roof renewal fund	10,000
Fire security system	10,000
Boiler replacement	30,000
Insulation	20,000
Other “green” projects	14,000
Total reserves and funds	140,000

The reserves and funds listed above are provisions towards significant areas of expenditure that are likely to arise in the future. They are, however, undesignated and funds may be allocated to meet the expenditure of the Hall as necessary.

10. The charity has one restricted income fund – the “Go Green” fund. As at 31 December 2024 the balance remaining in this fund amounted to £10,230, which will be used for future green initiatives. This fund is included in the overall bank balances recorded in the accounts.

Ashtead Peace Memorial Hall

Accounting policies

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission's Guides CC15 (Charity Reporting) and CC16 (Receipts and Payments Accounts Pack).

Independent examiner's report on the accounts


CHARITY COMMISSION
 FOR ENGLAND AND WALES

Section A **Independent Examiner's Report**

Report to the trustees/ members of	Ashtead Peace Memorial Hall		
On accounts for the year ended	31 December 2024	Charity no	304968
Set out on pages	7 to 11		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:	E A Storey	Date:	6 March 2025
Name:	Mrs Elisabeth Storey		
Relevant professional qualification:	FCA		
Address:	29 Barrett Road, Fetcham, Leatherhead, Surrey, KT22 9HL		

ASHTEAD PEACE MEMORIAL HALL

England & Wales - Charity number 304968

Accounts

Ashtead Peace Memorial Hall 2023



Annual Report and Accounts 2023

**Ashtead Peace Memorial Hall
Registered Charity number 304968**

**Woodfield Lane,
Ashtead, Surrey, KT21 2BE**

Report of the Trustees

Reference and administrative information

The Trustees

Mr Ray Cane	Representing	Ashtead U3A
Mrs Eileen Close	Representing	Woodfield Entertainers
Mrs Jennie Beck (from March 2023)	Representing	Ashtead Choral Society
Mrs Rachel Pearson	Representing	Ashtead Players
Cllr Gerry Sevenoaks (from June 2023)	Representing	Mole Valley District Council
Mrs Gill Northcott	Representing	Ashtead Flower Arrangement Group
Mrs Rosemary Stark	Representing	Ashtead Women's Institute
Mrs Diane Stirling	Representing	Ashtead Residents' Association
Mrs Pam Ventham-Smith	Representing	Friends of Ashtead Village Hall
Mr Nigel Arch (from March 2023)	Representing	The Arts Society Ashtead
Mrs Jane Hiley	Elected	
Mr Tony Williams	Elected	
Mr Derek Harwood	Elected	
Mrs Pat Reynolds	Co-opted	
Mr Simon Ling	Co-opted	
Mrs Jean Law	Co-opted	

Other Trustees who served in 2023

Mr Alan Reilly (resigned May 2023)	Representing	Mole Valley District Council
Mrs Judi Whitmarsh (resigned March 2023)	Representing	The Arts Society Ashtead

The Executive Committee (Officers)

Chairman	Mrs Jane Hiley
Secretary	Vacant
Treasurer	Mr Tony Williams
Maintenance Co-ordinator	Mr Derek Harwood

Staff

Facilities Manager	Mr Cliff Kemp
Bookings Manager	Mrs Ginny Leary
Relief Caretaker	Mr Mark Evans

Independent Financial Examiner

Mrs Elisabeth Storey FCA

Structure, Governance and Management

The Hall is governed in accordance with The Charities Act 2011; a Trust Deed of 1926 (as amended by a Scheme of 1937; a Scheme of 1962; a Supplemental Order of 1974 and a Memorandum of Amendments of 2009). The Governing Document, first published in 2007, is not a legal document but it incorporates all the intentions of the above and functions as the governing document of the charity. During 2015 this Governing Document was reviewed, updated, and approved by the Trustees. It was revisited in 2020 and approved again.

The Hall is managed by a Committee of Management consisting of up to 12 (Representative) Trustees nominated by user organisations, up to 4 (Elected) Trustees elected by Ashtead residents at the AGM and up to 4 (Co-opted) Trustees co-opted by the Committee. The names of the Trustees serving in the year are noted on page 2. The Committee of Management annually elects their officers - Chairman, Secretary, Treasurer and Maintenance Co-ordinator, and delegates to them day-to-day responsibility for running the Hall (Operations Committee). The names of the Officers serving in the year are noted on page 2. Permanent staff of the Hall are the Facilities Manager, Bookings Manager, and one or two Relief Caretakers. The Bar is managed independently by a Franchisee, currently Mr George Gregory.

Object of the Trust and Public Benefit

The original Trust Deed of 1926 states that the Hall shall be "used in perpetuity for the benefit of the inhabitants of the said Parish of Ashtead". In practice this means that the Trustees "own" the Hall but only for maintaining it for the benefit of residents. It is a legal requirement under the Charities Act 2011 that this report demonstrates that there is a significant public benefit deriving from the Trustees' activities. The benefit in this case is that the Hall is maintained, and the facilities are used by many different organisations, each of which satisfies its own public benefit requirements. The objects of these user organisations cover a variety of the charitable purposes described in the Charities Act including, but not limited to, the advancement of education and training, the advancement of health or of saving lives, sport & recreation and the advancement of the arts, culture, heritage, or science. This results in a public benefit to a wide cross-section of the local Community. The Charity Trustees have therefore complied with their duty to have due regard to the guidance on public benefit.

Trustees' Remuneration

All Trustees give of their time voluntarily and receive no remuneration or other benefits.

Financial Review

The Treasurer's Report and the Accounts of the Trust are set out on pages 7 to 11.

Policy on Reserves

The Trustees have decided to maintain a general contingency reserve of approximately six months expenditure to cover the risk that the Hall must close for a period, for the present they have decided on £50,000. In addition, funds have been set aside to prepare for ongoing costs particularly in relation to "Wish List" planned maintenance items. Information on these is to be found in the accounts.

Logo and Website



ASHTEAD PEACE MEMORIAL HALL

The Trustees have developed a new logo and upgraded the APMH website. www.apmh.org.uk The logo was designed by Katie Alexander at Gladstone Design studio. She took the theme of the dove of peace holding an olive branch and linked it with the old logo which is embroidered on the curtains above the stage in the main hall.

The Website – managed by Rachael Hide, Ray Cane and Jane Hiley - is updated regularly and reflects the events and work done at the hall. It shows an invitation to all to come and join in with other members of the community to celebrate friendship and fun. It is hoped that our new links through social media and other methods of communication will help to raise awareness of the hall and its uses.

Defibrillator

A Defibrillator has been placed on the outside of the hall by the Bar entrance to provide a facility for the public. Members of staff have been trained in its use.

Chairman's Annual Report 2023

2023 turned out to be the year of anticipation. We were preparing for the future by ensuring that all our equipment and facilities are suitable for the next generation of hall users. We were also getting ready for 2024 – our hundredth anniversary - which we will be celebrating in style over the course of the year.

We began by completing the work on the speakers in the main hall and ensuring that all our audio-visual equipment was up to standard. Later in the year we were also able to give some training to hall users to ensure that they were familiar with the

Ashtead Peace Memorial Hall

microphones and how to use them to the best advantage. This was also linked to some work which was done on Wi-Fi connections so that everyone can obtain the use of free Wi-Fi throughout the hall and other rooms. A new projector and screen remain on the wish list awaiting suitable funds.

Some of the costs of this work were paid for by the Friends of the Village Hall to whom we are very grateful for all the fund-raising work which they do on our behalf. The Trustees themselves also put on much appreciated events to raise further funds to cover expenses during the year, as well as giving opportunities to members of the community to get together and have fun.

The Trustees have been looking into the matter of "Green Energy" and "reducing our Carbon Footprint" which led to the formation of a sub-committee which has met on several occasions to explore the matter further. This resulted in the Trustees paying for a complete Energy Survey by ESOS Energy which is going to be the backbone of our strategy going forward during 2024.

One of the first items to be dealt with was the double fire exit doors by the disabled toilet which had become draughty and inefficient over the years. They are now fully functioning and will reduce heat loss considerably. Another was to replace the old poor energy efficient dishwasher in the servery with a high rated "greener" model. Other steps will be taken over time depending on how well the public gets behind our fund-raising efforts to build up the money to pay for solar panels, LED lighting etc. Ultimately, we will need to replace our old gas boiler, and this will be a major effort which will require everyone to get involved.

But the hall is not mainly about equipment and providing facilities of the highest quality possible - it is mostly about people. We love to welcome everyone to the hall to take part in a wide variety of activities and to enjoy good company and a chance to make new friends. From our youngest regular customers at the Busy Bees playgroup to the oldest at the lunch clubs and other events we all want to go home knowing that we have had a good and safe time together.

This has meant that on occasions there have had to be compromises where different customers want different and perhaps conflicting things. This is especially so regarding the heating where a very active group want to open all the windows and doors and put on the fans because they are too hot, then the next group feel cold as the room takes a long time to heat up again.

The management of the customer groups and their needs has been very ably handled by the executive group who have met almost every Wednesday morning over the last year. Cliff Kemp our Facilities Manager - who with his wife Hayley lives in the flat above the hall - has made a huge difference to the way we operate as a hall. He has gone the extra mile on many occasions and put up very gracefully with the foibles of customers.

Ashtead Peace Memorial Hall

Similarly, Ginny Leary – our new Bookings Manager, who joined us during the year, and following a steep learning curve - has proved to be very business savvy and extremely helpful to all our customers and friends. They have met with Tony Williams our Treasurer, and Derek Harwood, Trustee responsible for Maintenance and me on a weekly basis. Those attending the meeting have made an outstanding contribution to the smooth running of the hall and the maintenance of the building.

In addition, the Trustees themselves have met monthly and planned the progress of the hall through discussion and agreement on the wish list items and the way forward in terms of policy. They have put on fund raising and community events and ensured that the policies of the hall are properly implemented, and funds raised used wisely.

Two sub-committees of Trustees – the Centenary group and the Energy group - have been focusing on different aspects of the work to achieve the same goal – the benefit of the hall and its users.

We have also been working to ensure that all our customers get the same support and encouragement which has resulted in our having to be sharper on those who pay for the use of one room and then use two. We have also, sadly, had to decide that we will no longer be able to welcome wedding parties to the hall as the resulting damage has been greater than the £500 deposit on more than one occasion. It is so sad because most of our customers are wonderful and go the extra mile to support the hall but just a few proved to be untrustworthy. We hope that the message is received in the community that everyone is welcome at the hall, and they are expected to treat it with respect so that it is in the same condition, or better, when they leave than when they arrive. Then we can all continue to work together in harmony.

As we look towards the future during 2024 we hope to maintain the excellent work being done by Trustees and staff and to encourage new volunteers to step up and take their turn in the running of the hall. We need a Secretary and are also aware of the need for succession planning to replace those of us who have served so faithfully for many years. We hope to recruit new Trustees during our year of 100th anniversary celebrations.

Meanwhile we can be aware that 2023 has proved to be another successful year in the life of the hall and we can express our gratitude to all involved.

Jane Hiley
Chairman of Trustees
6 March 2024

Financial Review

The Hall recovered strongly in 2023. Income from lettings, deposits, and storage (LDS) over the year was significantly higher than in 2022 at £85,000 (2022 - £73,923). Income from the bar also returned to more normal levels.

Four fund-raising events were run during the year, raising a net amount of around £3,100.

The Friends of Ashtead Village Hall donated £8,573 during the year. This was for specific projects – upgrading the sound system in the main Hall (as noted in last year's report, this work was carried out in 2022), upgrading the wi-fi in the Ralli Room, replacing the fire door by the disabled toilet and replacing the dishwasher in the servery. In addition, several donations were received from individuals and groups.

After many years of low interest rates, increases in rates over the year meant that some £3,400 was received from our deposits.

On the expenditure side, costs continued at a more or less normal level. The biggest items of exceptional expenditure were the development of a new logo and the commissioning of an energy review from specialist contractors. This expenditure is included under the Administration heading in the accounts.

The Hall aims to budget so that income from day-to-day activities makes a small surplus over operating costs, which enables us to set aside funds towards occasional major items of expenditure. In the event, there was an operating profit (i.e. the difference between receipts from LDS and the bar and operating expenditure) of around £11,700 in 2023. This was a better result than forecast and reflects both the return to more normal levels of bookings and close control over expenditure.

Costs continue to increase. Although we are fortunate to have long-term fixed price energy contracts in place, which means we are insulated at present from energy price increases, we need to be aware that we may face significant increases when those contracts fall to be renegotiated and prepare for that eventuality. As the Chairman has described, we are committed to improving our "green" profile, but this will inevitably require us to commit expenditure to that end. The good result in 2023 has enabled us to increase substantially the amount we have set aside for energy projects (e.g. the eventual replacement of the gas boiler, installation of solar panels, improvements to insulation).

Tony Williams
Hon Treasurer
6 March 2024

Ashtead Peace Memorial Hall

Receipts and Payments Accounts for the year to 31 December 2023

	Notes	2023	2022
		£	£
Income and receipts			
Lettings, deposits and storage		85,000	73,923
Bar	1	2,115	910
Sub-total		87,115	74,833
Fundraising and other income			
Fund raising activities (gross)	2	4,632	6,116
Interest on bank and deposit accounts		3,401	704
Donations	3	9,603	3,051
Grants		-	6,509
Other Income		46	80
Sub-total		17,682	16,460
Total Income		104,797	91,293
Payments: Operating expenditure			
Salaries and payroll costs		36,378	34,073
Utilities	4	15,170	13,626
Hall maintenance	5	12,736	23,211
Administration		1,682	998
Local authority charges		2,435	2,219
Insurances		4,540	4,061
Performing rights fees		1,943	1,826
Sundries		551	477
Total operating expenditure		75,435	80,491
Payments: Improvements and fundraising			
Hall improvements		8,093	24,192
Fundraising costs	2	1,520	1,635
Total improvements and fundraising expenditure		9,613	25,827
Total payments		85,048	106,318
Net increase (decrease) in funds		19,749	(15,025)
Add: Bank balances at 1 January		83,159	98,184
Total Bank balances at 31 December		102,908	83,159

Ashtead Peace Memorial Hall

Statement of Assets at 31 December 2023			
	Notes	2023	2022
		£	£
Fixed assets			
Permanent endowment:			
Freehold property and buildings of the APMH	6	2,626,000	2,626,000
Current assets			
COIF deposit account		84,194	70,794
Barclays account		18,714	12,365
Total bank balances	7, 8	102,908	83,159
Total net assets		2,728,908	2,709,159

The notes on pages 10 and 11 form part of these accounts.

For and on behalf of the Committee of Management

Anthony J Williams
Hon. Treasurer

6 March 2024

Ashtead Peace Memorial Hall

Notes to the Accounts for the year ended 31 December 2023

1. The figure for bar income represents payments received from the licensee. Total income from the bar, including both these payments and bar hire charges paid by hirers as part of their booking fees, came to approximately £4,100.

2. Fund raising activities

Event	£ Gross	£ Costs	£ Net	Costs/Gross %
Afternoon Tea (February)	1,088	77	1,011	7
Film Night (April)	1,150	621	529	54
Film Night (October)	924	504	420	55
Quiz (November)	1,470	318	1,152	22
Totals	4,632	1,520	3,112	33

3. The following donations were received:

- The Friends of Ashtead Village Hall (totaling £8,573)
- Miscellaneous donations from individuals and groups (including Gift Aid where appropriate)

4. Utilities

	2023	2022
Utility	£	£
Gas	4,616	3,616
Electricity	6,009	6,434
Water	1,089	475
Telephone and communications	1,054	829
Waste	2,402	2,272
Totals	15,170	13,626

5. Hall maintenance

	2023	2022
Item	£	£
Planned maintenance	5,497	6,830
Unplanned maintenance	4,353	5,516
Consumables	1,586	2,336
Furniture and equipment	1,300	8,529
Totals	12,736	23,211

Ashtead Peace Memorial Hall

6. Freehold property. As recommended by the Charity Commissioners, the freehold property of the Ashtead Peace Memorial Hall, being an asset of the charity, is included in these accounts. The value shown is the cost of rebuilding, exclusive of VAT and fees, as estimated for insurance purposes by valuers J P N Lowe Insurance Surveys Ltd in March 2022. The next valuation for insurance purposes is due in or around March 2025.

7. As of 31 December 2023, these balances included the following reserves and funds:

	£
General contingency reserve	50,000
Caretaker's flat refurbishment	4,000
Roof renewal fund	10,000
Hall Energy Projects	36,000
Total reserves and funds	100,000

The reserves and funds listed above are provisions towards significant areas of expenditure that are likely to arise in the future. They are, however, undesignated and funds may be allocated to meet the expenditure of the Hall as necessary.

8. As of 31 December 2023, the charity had no restricted funds.

Accounting policies

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission's Guides CC15 (Charity Reporting) and CC16 (Receipts and Payments Accounts Pack).

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/ members of	Ashtead Peace Memorial Hall		
On accounts for the year ended	31 December 2023	Charity no	304968
Set out on pages	8 to 11		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:	E A Storey	Date:	10 March 2024
Name:	Mrs Elisabeth Storey		
Relevant professional qualification:	FCA		
Address:	29 Barrett Road, Fetcham, Leatherhead, Surrey, KT22 9HL		

ASHTEAD PEACE MEMORIAL HALL

England & Wales - Charity number 304968

Accounts

Ashtead Peace Memorial Hall



Annual Report and Accounts 2022

**Ashtead Peace Memorial Hall
Registered Charity number 304968**

**Woodfield Lane,
Ashtead, Surrey, KT21 2BE**

Report of the Trustees

Reference and administrative information

The Trustees

Mr Ray Cane	Representing	Ashtead U3A
Mrs Eileen Close	Representing	Woodfield Entertainers
Mrs Jean Law	Representing	Ashtead Choral Society
Mrs Rachel Pearson	Representing	Ashtead Players
Mr Alan Reilly	Representing	Mole Valley District Council
Mrs Gill Northcott	Representing	Ashtead Flower Arrangement Group
Mrs Rosemary Stark	Representing	Ashtead Women's Institute
Mrs Diane Stirling	Representing	Ashtead Residents' Association
Mrs Pam Ventham-Smith	Representing	Friends of Ashtead Village Hall
Mrs Judi Whitmarsh	Representing	The Arts Society Ashtead
Mrs Jane Hiley	Elected	
Mr Tony Williams	Elected	
Mr Derek Harwood	Elected	
Mrs Pat Reynolds	Co-opted	
Mr Simon Ling	Co-opted	

The Executive Committee (Officers)

Chairman	Mrs Jane Hiley
Secretary	Vacant
Treasurer	Mr Tony Williams
Maintenance Co-ordinator	Mr Derek Harwood

Staff

Caretaker	Mr J P Fensham / Mr Cliff Kemp
Booking Manager	Mrs Sue Hawksfield
Relief Caretaker	Mr Russell MacFarlane / Mr Mark Evans

Independent Financial Examiner

Mrs Elisabeth Storey FCA

Ashtead Peace Memorial Hall

Structure, Governance and Management

The Hall is governed in accordance with The Charities Act 2011; a Trust Deed of 1926 (as amended by a Scheme of 1937; a Scheme of 1962; a Supplemental Order of 1974 and a Memorandum of Amendments of 2009). The Governing Document, first published in 2007, is not a legal document but it incorporates all the intentions of the above and functions as the governing document of the charity. During 2015 this Governing Document was reviewed, updated and approved by the Trustees. It was revisited in 2020 and approved again.

The Hall is managed by a Committee of Management consisting of up to 12 (Representative) Trustees nominated by user organisations, up to 4 (Elected) Trustees elected by Ashtead residents at the AGM and up to 4 (Co-opted) Trustees co-opted by the Committee. The names of the Trustees serving in the year are noted on page 2. The Committee of Management annually elects their officers - Chairman, Secretary, Treasurer and Maintenance Co-ordinator, and delegates to them day-to-day responsibility for running the Hall (Operations Committee). The names of the Officers serving in the year are noted on page 2. Permanent staff of the Hall are the Caretaker, Bookings Manager, and one or two Relief Caretakers. The Bar is managed independently by a Franchisee, currently Mr George Gregory.

Object of the Trust and Public Benefit

The original Trust Deed of 1926 states that the Hall shall be “used in perpetuity for the benefit of the inhabitants of the said Parish of Ashtead”. In practice this means that the Trustees “own” the Hall but only for maintaining it for the benefit of residents. It is a legal requirement under the Charities Act 2011 that this report demonstrates that there is a significant public benefit deriving from the Trustees’ activities. The benefit in this case is that the Hall is maintained, and the facilities are used by many different organisations, each of which satisfies its own public benefit requirements. The objects of these user organisations cover a variety of the charitable purposes described in the Charities Act including, but not limited to, **the advancement of education and training, the advancement of health or of saving lives, sport & recreation and the advancement of the arts, culture, heritage, or science**. This results in a public benefit to a wide cross-section of the local Community. The Charity Trustees have therefore complied with their duty to have due regard to the guidance on public benefit.

Trustees’ Remuneration

All Trustees give of their time voluntarily and receive no remuneration or other benefits.

Financial Review

The Treasurer’s Report and the Accounts of the Trust are set out on pages 6 to 10.

Policy on Reserves

The Trustees have decided to maintain a general contingency reserve of approximately six months expenditure to cover the risk that the Hall must close for a period, for the present they have decided on £50,000. In addition, funds have been set aside to prepare for ongoing costs particularly in relation to “Wish List” planned maintenance items. Information on these is to be found in the accounts.

Chairman's Annual Report

We began 2022 with a list of maintenance items including continuing work on the caretaker's flat and a deep clean in the kitchen. Planned maintenance is one of the major roles of the executive who meet weekly with the Bookings Manager and Caretaker. We are able to discuss all the regular jobs and avoid crisis management by planning ahead. Our summer break is the main time when maintenance is carried out and those things which can be deferred are put into that time to avoid disruption for our customers. Some things, of course, happen in an unplanned way – such as when items of equipment suddenly cease to function and then we work together to get things fixed as soon as practical. Derek Harwood seems to be unflappable as he takes on these tasks and makes contact with suitable tradespeople. Alongside JP and now Cliff he is now fully up to date with everything in the hall and the flat and we are all very grateful for this selfless hard work – Thank you Derek.

Another key item for discussion has been staffing issues – in particular the roles of caretaker and relief caretaker. JP Fensham sadly had to leave us due to family circumstances and this put us once again searching for a new resident caretaker, and our relief caretaker, having stepped up so marvellously during the year has found promotion to a new full-time position. However, I am relieved to say that now, at the end of 2022 we have managed to find people for both positions, and we are very pleased to welcome Cliff to live in the flat with his wife Hayley and serve the hall as resident caretaker. Then just recently Mark Evans has joined the team as relief caretaker, so we look forward to 2023 with a full team once again. Sue Hawksfield meanwhile has been our total stalwart managing the bookings and so much more as she is the face of the hall meeting and greeting customers and visitors. We are extremely grateful to all our staff for their loyal and consistent support through what has been a hard year for many. Thank you, Sue, JP, Russell, Cliff, and Mark.

During 2022 we were delighted to have the support of Rachael Hide who took over the website. A decision was made to build a completely new website from scratch using IONOS web builder software and we are delighted with the results. Anyone who is holding an event at the hall and who wishes us to publicise this can send in their poster and it will be put on the website. A list of regular users is already in place so that readers can contact them directly to ask about their events.

Fundraising is another task taken on by Trustees and we are particularly grateful for the work of Jean Law and Di Stirling among others who not only raised money but also built up such a happy atmosphere at their events. We continue to need these funds as we are always conscious of the rising costs of maintaining this facility.

A Highlight of the year was celebrating the Queen's Platinum Jubilee in June, our former secretary Rosemary Stark, worked very hard with her team to plan and provide suitable activities for all. This gave a showcase for all our regular users who chose to take a table and publicise their events. Tea and cake and happy conversation made a very enjoyable afternoon. The Friends of the Village Hall held a celebratory Dinner and other groups held their own events. Overall, we felt we had celebrated in style and appreciated the work being done by so many volunteers into the bargain.

Ashtead Peace Memorial Hall

During the year we also were able to provide the community with a defibrillator which is now on the wall outside the bar entrance so that it is available to the public for use. This is thanks to funding from Cllr Chris Townsend and the efforts of Judi Whitmarsh and Simon Ling from the Trustees. It is a facility which we hope will not need to be used!

The Trustees themselves meet every month on a Thursday evening except during August when the hall is closed. I am very grateful for the wonderful commitment and support which we have received from all of them. They join in the trustee activities and many of them represent individual organisations which use the hall. This gives us a good perspective on the needs of hall users.

Our only concern is that as we do not currently have anyone in the role of Secretary, we have been sharing out the work and taking minutes of meeting etc. in rotation. Whilst this has worked well up to a point we are looking to the future, and feel it is now important to find a person willing to become a Trustee with a view to becoming a member of the executive group. This person will be able to offer time – Wednesday morning most weeks and Thursday evenings once a month – as well as their secretarial skills. We are also aware that some of us on the committee are coming to the time when we would like to pass the baton on to new people, so we are keen to welcome new members. You don't need to know much about the hall – just be interested enough to find out. We have loads of fun and enjoy our time together as well as providing a wonderful facility for the community. The APMH is often called the heart of Ashtead Community and centre of the village.

Sadly, we have had at the moment to say goodbye to our long-standing Friday Coffee morning which has been supported for many years by loyal friends and colleagues. However, this gives the opportunity for a new group to emerge to take their place in the Ralli room on a Friday morning. We love to welcome new groups and new ideas as they are the lifeblood of a successful enterprise.

Thinking of new groups – we have been looking into the matter of renewable energy and considering ways of insulating the hall and reducing energy loss and so on. A Sub-committee has been formed including other people from outside the Trustees to meet and investigate the whole subject. Our roof, for example, would be very suitable for solar panels if the funding can be found to provide them.

So now we look forward to what 2023 has to offer with the delight of knowing that in 2024 we will be celebrating our 100th Anniversary! A subcommittee will be forming very soon to investigate that celebration and to make plans for a magnificent event.

Meanwhile the hall would not be viable without all the wonderful hall users and friends who support and encourage us. Thank you all so much for what you do and the way you make the hall your own.

By welcoming new users and including everyone we can make this special place even better for years to come.

Jane Hiley
Chairman of Trustees
8 March 2023

Ashtead Peace Memorial Hall

Financial Review

After a fairly slow start at the beginning of the year coming out of the coronavirus pandemic restrictions, bookings increased significantly and, by the end of the year, were nearly back to the pre-pandemic level. The total income for the year from lettings, deposits and storage (LDS) was just short of £74,000. Use of the bar was much slower picking up so income from that source remained low.

It was possible once again to run fund-raising events and there were four such events during the year, raising a net amount of around £3,300, which was an excellent result. In addition, the Friday coffee mornings raised around £1,100.

A number of grants were received – one each from the government and Mole Valley District Council in support payments in respect of the coronavirus pandemic, and one from Surrey County Council’s Members’ Community Allocation for the installation of a defibrillator outside the Hall. The trustees are grateful to Councillor Chris Townsend for his support of this project.

Several donations were received during the year. Money was given in memory of the late Blanche Douglass, who had been a long-standing supporter of the Hall and a former trustee. We were also grateful to receive a donation from the Gordon Chilton Charitable Trust. Attendees at the Jubilee Open Afternoon made a number of small donations. LeRoc, one of the longstanding hirers of the Hall, put on a dance that evening and donated the proceeds to the Hall. The Trustees are extremely grateful to Colin Shaul for that generous gesture.

On the expenditure side, costs continued at a more or less normal level. The biggest exceptional item was on upgrades to the Hall’s sound system, including new microphones. At the end of the year the loudspeakers in the main Hall were replaced. Payment for this work will fall into the 2023 financial year and we are grateful to the Friends of Ashtead Village Hall for agreeing to meet this cost. As noted in last year’s report, the Public Performance and Performing Rights licence fees for both 2021 and 2022 were payable during 2022. These fees are based on turnover in the preceding year and so the fee payable was significantly reduced as it was based on a period of low activity because of the pandemic restrictions.

As reported last year, some work remained to be done on the refurbishment of the caretaker’s flat in 2022, and that amounted to £22,350. This is included in the accounts under the heading of “Hall improvements”. Also included in that category is the cost of the purchase and installation of the defibrillator, which amounted to £1,842. This was entirely covered by the grant received from Surrey County Council.

In normal circumstances the Hall tries to budget so that income from day-to-day activities makes a small surplus over operating costs, which enables us to set aside funds towards occasional major items of expenditure. In the event, there was an operating loss (ie the difference between receipts from LDS and the bar and operating expenditure) of around £5,700 in 2022. This is not an immediate cause for concern as the Hall retains sufficient reserves to cover it, but it will be necessary to keep a close eye on forecast income and expenditure to ensure that this situation is not prolonged.

Ashtead Peace Memorial Hall

In terms of reserves, the trustees have agreed to set aside a small amount each year to ensure that, when further refurbishment of the caretaker's flat is required, the funds will be available to undertake the work. £2,000 has been reserved for that purpose. We have also maintained the allocation for the eventual replacement of the north side of the roof of the main Hall at £10,000. We have also reserved £20,000 as a contribution towards the cost of energy projects being investigated by the sub-committee referred to in the Chairman's report. This may include a replacement of the boiler (which is now some 20 years old), and/or the installation of solar panels and insulation.

Overall, therefore, the Hall remains in good shape financially. We do, though, recognise that we will need to build up funds to enable us to meet the capital costs of various energy projects to ensure that the Hall can continue to provide the best service to the people of Ashtead for a long time to come.

Tony Williams
Hon Treasurer
8 March 2023

Ashtead Peace Memorial Hall
Receipts and Payments Accounts for the year to 31 December 2022

	Notes	2022	2021
		£	£
Income and receipts			
Lettings, deposits and storage		73,923	38,320
Bar	1	910	770
Sub-total		74,833	39,090
Fundraising and other income			
Fund raising activities (gross)	2	6,116	1,244
Interest on bank and deposit accounts		704	9
Donations	3	3,051	4,814
Grants	4	6,509	29,652
Other Income		80	-
Sub-total		16,460	35,719
Total Income		91,293	74,809
Payments: Operating expenditure			
Salaries and payroll costs		34,073	35,454
Utilities	5	13,626	15,332
Hall maintenance	6	23,211	12,316
Local authority charges		2,219	1,874
Administration		998	262
Insurances		4,061	3,245
Performing rights fees		1,826	-
Sundries		477	100
Total operating expenditure		80,491	68,583
Payments: Improvements and fundraising			
Hall improvements		24,192	17,187
Fundraising costs	2	1,635	30
Total improvements and fundraising expenditure		25,827	17,217
Total payments		106,318	85,800
Net increase (decrease) in funds		(15,025)	(10,991)
Add: Bank balances at 1 January		98,184	109,175
Total Bank balances at 31 December		83,159	98,184

Ashtead Peace Memorial Hall

Statement of Assets at 31 December 2022			
	Notes	2022	2021
			£
Fixed assets			
Permanent endowment:			
Freehold property and buildings of the APMH	7	2,626,000	1,829,000
Current assets			
COIF deposit account		70,794	76,089
Barclays account		12,365	22,095
Total bank balances	8, 9	83,159	98,184
Total net assets		2,709,159	1,927,184

The notes on pages 10 and 11 form part of these accounts.

For and on behalf of the Committee of Management

Anthony J Williams
Hon. Treasurer

8 March 2023

Ashtead Peace Memorial Hall

Notes to the Accounts for the year ended 31 December 2022

1. The figure for bar income represents payments received from the licensee. Total income from the bar, including both these payments and bar hire charges paid by hirers as part of their booking fees, came to approximately £1,800.

2. Fund raising activities

Event	£ Gross	£ Costs	£ Net	Costs/Gross %
Coffee Mornings	1,315	174	1,141	13
Gardeners Question Time (February)	1,087	72	1,015	7
Film Night (May)	1,127	573	554	51
Film Night (October)	1,245	583	662	47
Quiz (November)	1,342	233	1,109	17
Totals	6,116	1,634	4,482	27

3. The following donations were received:

- The Gordon Chilton Charitable Trust
- Donations in memory of Blanche Douglass
- LeRoc
- Small donations collected at the Jubilee Open Afternoon

4. Grants were received from central government and Mole Valley District Council in connection with the coronavirus pandemic. These were made up as follows:

	£
Omicron Hospitality and Leisure Grant	2,667
Mole Valley District Council Omicron Grant	2,000
Surrey County Council Members' Community Allocation	1,842
Total	6,509

5. Utilities

	2022	2021
Utility	£	£
Gas	3,616	6,804
Electricity	6,434	4,488
Water	475	959
Telephone and communications	829	1,016
Waste	2,272	2,065
Totals	13,626	15,332

Ashtead Peace Memorial Hall

6. Hall maintenance

	2022	2021
Item	£	£
Planned maintenance	6,830	6,892
Unplanned maintenance	5,516	2,781
Consumables	2,336	1,540
Furniture and equipment	8,529	1,103
Totals	23,211	12,316

7. Freehold property. As recommended by the Charity Commissioners, the freehold property of the Ashtead Peace Memorial Hall, being an asset of the charity, is included in these accounts. The value shown is the cost of rebuilding, exclusive of VAT and fees, as estimated for insurance purposes by valuers J P N Lowe Insurance Surveys Ltd in March 2022. The next valuation for insurance purposes is due in or around March 2025.

8. As at 31 December 2022, these balances included the following reserves and funds:

	£
General contingency reserve	50,000
Caretaker's flat refurbishment	2,000
Roof renewal fund	10,000
Hall Energy Projects	20,000
Total reserves and funds	82,000

The reserves and funds listed above are provisions towards significant areas of expenditure that are likely to arise in the future. They are, however, undesignated and funds may be allocated to meet the expenditure of the Hall as necessary.

9. As at 31 December 2022, the charity had no restricted funds.

Accounting policies

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission's Guides CC15 (Charity Reporting) and CC16 (Receipts and Payments Accounts Pack).

Independent examiner's report on the accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Section A	Independent Examiner's Report		
Report to the trustees/ members of	Ashtead Peace Memorial Hall		
On accounts for the year ended	31 December 2022	Charity no	304968
Set out on pages	8 to 11		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:	E A Storey	Date:	9 March 2023
Name:	Mrs Elisabeth Storey		
Relevant professional qualification:	FCA		
Address:	29 Barrett Road, Fetcham, Leatherhead, Surrey, KT22 9HL		

ASHTEAD PEACE MEMORIAL HALL

England & Wales - Charity number 304968

Accounts

Ashtead Peace Memorial Hall



Annual Report and Accounts 2021

Ashtead Peace Memorial Hall
Registered Charity number 304968

Woodfield Lane,
Ashtead, Surrey, KT21 2BE

Report of the Trustees

Reference and administrative information

The Trustees

Mr Ray Cane	Representing	Ashtead U3A
Mrs Eileen Close	Representing	Woodfield Entertainers
Mrs Jean Law	Representing	Ashtead Choral Society
Mr Lew Lievesley	Representing	Ashtead Players
Mr Simon Ling	Representing	Mole Valley District Council
Mrs Gill Northcott	Representing	Ashtead Flower Arrangement Group
Mrs Rosemary Stark	Representing	Ashtead Women's Institute
Mrs Diane Stirling	Representing	Ashtead Residents' Association
Mrs Pam Ventham-Smith	Representing	Friends of Ashtead Village Hall
Mrs Judi Whitmarsh	Representing	The Arts Society Ashtead
Mrs Jane Hiley	Elected	
Mr Tony Williams	Elected	
Mr Derek Harwood	Elected	
Mrs Pat Reynolds	Co-opted	
Mr Alan Reilly	Co-opted	Changed role with Simon Ling in 2021

The Executive Committee (Officers)

Chairman	Mrs Jane Hiley
Secretary	Mrs Rosemary Stark
Treasurer	Mr Tony Williams
Maintenance Co-ordinator	Mr Derek Harwood

Staff

Caretaker	Mr Johannes (Hanno) Dreyer / Mr. J.P Fensham from Sept.21
Booking Manager	Mrs Sue Hawksfield
Relief Caretaker	Mr Adrian Dreyer / Mr Russell MacFarlane

Independent Financial Examiner

Mrs Elisabeth Storey FCA

Ashtead Peace Memorial Hall

Structure, Governance and Management

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Financial Review

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The Trustees have decided to maintain a general contingency reserve of approximately six months expenditure to cover the risk that the Hall must close for a period, for the present they have decided on £40,000. In addition, funds have been set aside to prepare for ongoing costs particularly in relation to “Wish List” planned maintenance items. Information on these is to be found in the accounts.

Chairman's Annual Report

When 2021 began we continued to be in the grips of the pandemic an outcome which few had predicted when the pandemic started. Users of the hall were making many adjustments both at home and in their opportunities to meet socially. The Hall was being used by those still permitted under government guidance but many of our regulars had to rethink their plans.

2021 proved to be very challenging for us as a management committee in consequence. It is in my view only through the amazing resilience and generosity of the Trustees that we have been able to find a way through and remain viable as a hall.

To add to our concerns, we heard in January of the Death of Blanche Douglass whose support for the hall had been legendary. Also during the year there were other notable friends who passed away and each of them were missed.

The hall was mostly closed in the early part of 2021, and the staff furloughed. Meetings were being held on zoom, a technology with which people have become all too familiar during the last two years.

Meanwhile routine maintenance such as the kitchen deep clean were continued and work done on IT equipment and the bar holding the lights on the stage. This time was seen as an opportunity to check out the hall and tidy up areas which needed overhauling but since we were also subject to lockdowns and restrictions the pace of action was quite slow.

A highlight in February was the arrival of the Flower Club Bench outside the hall, small victories seemed to be so important when there were so many challenges to endure. The other bench remains in reasonable condition and will be reviewed regularly so that it is replaced before it becomes unsafe.

At this time, we were planning for a second AGM on zoom and concerned about the financial implications of prolonged closures. We became very grateful for the grant funding which the treasurer will confirm in his part of our report.

We were also grateful during this time for the work being done by Ray Cane on the office software and also for the work of our Bookings Manager Sue Hawksfield, who was dealing with the day-to-day requests and cancellations of bookings. Everything seemed so uncertain it was hard to find the right way forward, but the Trustees were amazing – they kept positive and focused using the zoom meetings to continue meeting but keeping safe.

During May we were able to complete the work on the stage lighting bar which had to be made compliant with the latest safety regulations. We were extremely grateful to the Friends of the Village Hall for providing funds to cover this large, but essential, expense.

Our fund-raising team, undaunted, were thinking of ways of making up for lost funds and came up with the idea of an Ashtead Trail. It was a very successful event and lifted our spirits as many people took part – socially distanced and suitably refreshed. It helped to keep us focused on the hall and how we can support one another during challenging times.

Ashtead Peace Memorial Hall

In June we were dealt another blow when our much-loved secretary became very unwell and spent a long time in hospital. She has been the backbone of the hall for many years and was sorely missed. Fortunately for us all a good friend Anne Bailey stepped up to help as not only was Rosemary unwell, but we could not easily access her or her expertise. No visiting allowed!

And then, just when you might think we had had our fair share of challenges, our Caretaker of many years decided that this was the time to leave the hall for pastures new. Hanno, Lyndal and Adrian had lived in the Flat above the hall for 17 years and so we were left with not only the task of finding a replacement caretaker but also of refurbishing the Flat.

This meant that we had to assist them to move out and help with temporary storage of personal belongings while preparing for an upgrade of the flat for which we had not budgeted but proved to be essential. The decision was made to do the job properly, rather than make do and mend, as we hope that the new caretaker and his family will be with us for some years to come. The Trustees see this work as an investment in the property of the hall and they will be continuing to keep a close eye on the flat from now on.

We were very fortunate that Hanno's leaving coincided with the arrival of JP Fensham who started as relief caretaker and has now taken on the full-time residential caretaker role. He also took on the work of supervising the relief caretakers in Rosemary's absence. This is something he is continuing to do under the supervision of the Management team as it is found to be the best way forward for the staff themselves.

When, thankfully, Rosemary recovered and returned to us in the Autumn, she considered her position and has decided to step down from the role of Secretary to the hall and remain on the Trustees as the representative of the WI for the next three years. This meant a search for a suitable replacement which is ongoing at this time. The new person will work alongside Rosemary as they settle into the role, and we will be delighted to welcome him/her when they join us.

Meanwhile the rest of the staff and Trustees were pleased to see that gradually things began to get back to a new normal in the latter part of 2021. Bookings opened up again and people consulted their group members and many groups started again following all the latest guidance.

We ended the year feeling a lot more optimistic than we had started it and we now look forward to 2022 being a more stable and encouraging year for all. We look back and mourn the loss of those who died during the year, both of Covid and for other reasons, but we are also very grateful for the legacy they have left their community in improvements to the hall and the strength of friendships made and retained. And we look forward to a much brighter future.

I am extremely grateful to all the Trustees and staff for their continued diligence and hard work on behalf of us all. We hope that 2022 will rebuild our bonds of friendship as well as our finances as we look with excitement towards our centenary year in the not too distant future.

Jane Hiley
Chairman of Trustees
23 February 2022

Financial Review

After the difficult year we had in 2020 we had hoped that 2021 would be an easier year financially. Unfortunately, that proved not to be the case.

The Hall started the year with another enforced closure. The only group permitted to use the Hall on a regular basis was the playgroup, with occasional bookings from the blood donation service. Thus income in the early part of the year was minimal. When restrictions eased in the spring bookings began to increase, but it was not until the final quarter of the year when more groups began to return. Lettings income recovered strongly in that final quarter - almost, but not quite, reaching pre-pandemic levels - although the arrival of the omicron variant led to some cancellations towards the end of the year. As a consequence, total income from lettings, deposits and storage (LDS) over the year was just £39,000, compared with £33,700 in 2020. Pre-pandemic, LDS income would more typically have been between £80,000 and £90,000. Bar income was again significantly reduced, as social distancing measures meant that groups that might otherwise have hired the bar decided against it.

Fundraising activities were again severely curtailed. There was one event, a Treasure Trail, which raised £700. The Friday coffee mornings resumed in October, albeit with fewer attendees, raising £500.

Once again, government grants were a very important element of the Hall's income, bringing in over £29,600 (compared with £17,500 in 2020). As well as various one-off grants, we were still eligible for grants under the Coronavirus Job Retention Scheme as the significantly reduced activity meant that all our staff were fully or partially furloughed for parts of the year, which helped towards our payroll costs.

The trustees were grateful to receive a number of small donations from individuals and groups connected with the Hall, including some given in memory of Blanche Douglass. The largest donation, of £4,140, was from the Friends of Ashtead Village Hall, which paid for the essential work on the lighting bars to ensure compliance with current safety regulations. The trustees are very grateful for the Friends' support for this work.

Expenditure commitments, of course, continued largely unchanged throughout the year. It was necessary, for example, to continue to ensure that the Hall was sufficiently heated during periods of closure to avoid problems arising. Despite the reduction in activity, expenditure on utilities increased significantly in 2021. This was largely the result of new gas and electricity contracts coming into effect once our previous fixed-price contracts, which had been in place for a number of years, came to an end. Most planned maintenance went ahead as scheduled, although the annual polishing of the Hall floor was postponed once again in view of the reduced wear and tear over the previous two years.

The accounts show no expenditure on Performing Rights/Public Performance Licence fees. This is because clarification of the calculation of these fees is still awaited from PRS/PPL. The 2021 licence fees will therefore be payable in 2022, along with the 2022 fees.

Ashtead Peace Memorial Hall

As indicated in the Chairman's report, it became necessary during the year to refurbish the caretaker's flat, expenditure which had not been anticipated. That expenditure in 2021 amounted to £17,200, comprising work on the bathroom and general redecoration. At the end of the year work on the kitchen and replacing the heating system remained to be done. A sum of £20,000 has therefore been reserved to complete this work in 2022 (see note 7 to the accounts).

In normal circumstances the Hall tries to budget so that income from day-to-day activities makes a small surplus over operating costs, which enables us to set aside funds towards occasional major items of expenditure. In the event, there was an operating loss (ie the difference between receipts from LDS and the bar and operating expenditure) of £29,500 in 2021 (compared with £27,800 in 2020). This was, however, almost exactly matched by the grants received. Thus, even with the unexpected expenditure on the caretaker's flat, we ended the year with an overall reduction in funds of just £11,000 – a much better result than had been feared at the start of the year.

We enter 2022 in a stable position financially, although it has been necessary to reduce the reserves we had been holding for the replacement of the north side of the roof and for replacing the heating system which is now some 20 years old. Fortunately, neither of those items is immediately urgent, which should allow time for our funds to recover before that expenditure needs to be incurred.

Tony Williams
Hon Treasurer
23 February 2022

Ashtead Peace Memorial Hall
Receipts and Payments Accounts for the year to 31 December 2021

	Notes	2021	2020
		£	£
Income and receipts			
Lettings, deposits and storage		38,320	32,584
Bar	1	770	1,130
Sub-total		39,090	33,714
Fundraising and other income			
Fund raising activities (gross)	2	1,244	2,046
Interest on bank and deposit accounts		9	251
Donations		4,814	824
Grants	3	29,652	17,659
Other Income		-	205
Sub-total		35,719	20,985
Total Income		74,809	54,699
Payments: Operating expenditure			
Salaries and payroll costs		35,454	31,589
Utilities	4	15,332	9,882
Hall maintenance	5	12,316	12,125
Local authority charges		1,874	1,965
Administration		262	443
Insurances		3,245	3,215
Performing rights fees		-	2,235
Sundries		100	104
Total operating expenditure		68,583	61,558
Payments: Improvements and fundraising			
Hall improvements		17,187	-
Fundraising costs	2	30	255
Total improvements and fundraising expenditure		17,217	255
Total payments		85,800	61,813
Net increase (decrease) in funds		(10,991)	(7,114)
Add: Bank balances at 1 January		109,175	116,289
Total Bank balances at 31 December		98,184	109,175

Ashtead Peace Memorial Hall

Statement of Assets at 31 December 2021			
	Notes	2021	2020
			£
Fixed assets			
Permanent endowment:			
Freehold property and buildings of the APMH	6	1,829,000	1,829,000
Current assets			
COIF deposit account		76,089	76,080
Barclays account		22,095	33,095
Total bank balances	7, 8	98,184	109,175
Total net assets		1,927,184	1,938,175

The notes on pages 10 and 11 form part of these accounts.

For and on behalf of the Committee of Management

Anthony J Williams
Hon. Treasurer

23 February 2022

Ashtead Peace Memorial Hall

Notes to the Accounts for the year ended 31 December 2021

1. The figure for bar income represents payments received from the licensee. Total income from the bar, including both these payments and bar hire charges paid by hirers as part of their booking fees, came to approximately £1,000.

2. Fund raising activities

Event	£ Gross	£ Costs	£ Net	Costs/Gross %
Coffee Mornings	511	30	481	6
Treasure Trail (June)	708	-	708	-
Totals	1,219	30	1,189	2

3. Grants were received from central government and Mole Valley District Council in connection with the coronavirus pandemic. These were made up as follows:

	2021	2020
	£	£
Coronavirus Job Retention Scheme Grant	12,697	6,325
Coronavirus Local Restrictions Support Grant	4,955	1,334
Coronavirus Restart Grant	8,000	-
Coronavirus Lockdown Grant	4,000	-
Coronavirus Retail Hospitality and Leisure Grant	-	10,000
Total	29,652	17,659

4. Utilities

	2021	2020
Utility	£	£
Gas	6,804	3,680
Electricity	4,488	2,636
Water	959	1,283
Telephone and communications	1,016	783
Waste	2,065	1,500
Totals	15,332	9,882

5. Hall maintenance

	2021	2020
Item	£	£
Planned maintenance	6,892	3,898
Unplanned maintenance	2,781	3,201
Consumables	1,540	1,147
Furniture and equipment	1,103	3,879
Totals	12,316	12,125

Ashtead Peace Memorial Hall

6. Freehold property. As recommended by the Charity Commissioners, the freehold property of the Ashtead Peace Memorial Hall, being an asset of the charity, is included in these accounts. The value shown is the cost of rebuilding, exclusive of VAT, as estimated for insurance purposes by valuers Internet Surveys Ltd in March 2017. The next valuation for insurance purposes is due in or around March 2022.

7. As at 31 December 2021, these balances included the following reserves and funds:

	£
General contingency reserve	40,000
Caretaker's flat refurbishment	20,000
Roof renewal fund	10,000
Hall heating fund	14,000
Total reserves and funds	84,000

The reserves and funds listed above are provisions towards significant areas of expenditure that are likely to arise in the future. They are, however, undesignated and funds may be allocated to meet the expenditure of the Hall as necessary.

8. As at 31 December 2021, the charity had no restricted funds.

Accounting policies

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission's Guides CC15 (Charity Reporting) and CC16 (Receipts and Payments Accounts Pack).

Independent examiner's report on the accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Section A	Independent Examiner's Report		
Report to the trustees/ members of	Ashtead Peace Memorial Hall		
On accounts for the year ended	31 December 2021	Charity no	304968
Set out on pages	8 to 11		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:	E A Storey	Date:	26 February 2022
Name:	Mrs Elisabeth Storey		
Relevant professional qualification:	FCA		
Address:	29 Barrett Road, Fetcham, Leatherhead, Surrey, KT22 9HL		