

BROOKWOOD WAR MEMORIAL HALL

England & Wales · Charity number 304981

Details

Other names	BROOKWOOD MEMORIAL HALL, BROOKWOOD MEMORIAL HALLS
Status	Registered
Legal form	Trust
Registered	1964-03-19
Register	View on the Charity Commission register

Contact

Address	Brookwood Memorial Halls Brookwood Woking Woking Surrey GU24 0AL
Phone	01483829926
Email	management@bmhalls.org.uk
Website	www.bmhalls.org.uk

Activities

Objects: THE PURPOSES OF A VILLAGE HALL

Activities: Brookwood Memorial Halls are the Village Halls for the village of Brookwood. The Charity provides facilities for local groups and charities, (such as Womens Institute, Scouts Association and Guides Association).

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** THE VILLAGE OF BROOKWOOD AND THE IMMEDIATE VICINITY
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£52,966	£63,207	-	-
2024-12-31	£71,356	£50,209	-	-
2023-12-31	£49,842	£33,387	-	-
2022-12-31	£48,011	£29,820	-	-
2021-12-31	£19,688	£15,343	-	-
2020-12-31	£30,072	£41,707	-	-

Trustees

Name	Role	Appointed
Louise Andrea Norris	Chair	2014-04-28
Joseph Thorneywork		2023-04-24
Lauren Emily Purdy		2023-04-24
MAUREEN GRAY		2022-04-25
Maria Louise Nixon		2022-04-25
Mark James Liney		2022-04-25
Natalie Proud		2023-04-24
Stephanie Lauren Jennifer Rusted		2025-04-28
Trevor Davies		2025-04-28

BROOKWOOD WAR MEMORIAL HALL

England & Wales - Charity number 304981

Accounts



Brookwood Memorial Halls Annual Report

Year ending 31st December 2025

The Halls are managed by a Committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all Brookwood residents, elected at the Annual General Meeting open to residents. The Committee comprises 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee. The Management Committee comprised:

Louise Norris (Chair)

Maria Nixon (Treasurer)

Mark Liney (Village Representative)

Lauren Brooks (Co-Opted Member)

Maureen Grey (WI Representative)

Joe Thorneywork (GSL -Scouts Association representative)

Natalie Proud (Playgroup representative)

Steph Rusted (appointed 28th April 2025)

Trevor Davies (appointed 28th April 2025)

The Hall's banker is the Charities Aid Foundation, West Malling, Kent. We maintained financial reserves throughout the year adequate to remain solvent in case the Halls become unlettable should major insured damage need repair. We review this policy annually. In 2023 in the interest of effective financial stewardship of the Halls reserves we opened a higher interest savings account to deposit our reserves and take advantage of improved interest rates.

It has been fantastic to have a stable and committed Board of Trustees for the last couple of years providing us with real consistency. After 18 months as Hall Manager and having moved us forward in a whole host of ways, Steph Rusted stepped down from the role but joined us as Trustee. Following her resignation we appointed Jen Neale as our Lettings Officer. At the end of 2024 we commenced a recruitment campaign for a Health and Safety Trustee to ensure our compliance and duty of care to our Hirers and so were pleased to welcome Trevor Davis to the team this year as well.

As per the objects of our Trust, we continue to maintain and improve the facilities of the Halls for the benefit of the residents of Brookwood and its immediate vicinity without discrimination. Late in 2024 we received a grant from Your Fund Surrey, of £18,185 which allowed us to start the year by replacing two of our decades old storage sheds. Replacement of these sheds removes one significant asbestos risk and provides improved storage facilities for our resident 1st Brookwood Scout Group and Art Group.

In 2024 we secured the wooded area of the garden, in 2025 we were able to add an additional fence that secures the immediate back garden of the hall meaning that children can now explore the whole garden without being able to access the carpark, the playgroup made great use of the facility throughout the summer.

Following the replacement of all the fire doors in both halls in the previous year we also replaced the last of our old, draughty, ill fitting doors on the stage and engaged a local decorating firm to commence redecoration of the whole small hall in the New Year.

On the August Bank Holiday weekend we welcomed around 30 people to the Halls to join our summer clean up, including some of the Scout Group and our local Councillor Leslie Rice joined us briefly, wielding a broom to sweep out our chair cupboard. We appreciate the support of all our hirers, big and small at these events.

We also ran our second Autumn Event during Half Term was, once again, very well attended with a least 60 parents and young people, we provided autumn crafts and refreshments and the children helped us plant our spring bulbs.



Autumn Event - Half Term 2025

We closed out the year with our fourth Christmas Trail, it is brilliant to have some villagers join us to organise the event and our thanks are extended to Brenda, Sue and Susanna. We were grateful to the residents who agreed to have a poster up in their window for the village to complete the trail, including the school and barbers. We had a Santa's Grotto set up in the Committee Room and we welcomed 50 small people to visit, thanks to Santa for making the journey at such a busy time of the year. We also extend our thanks to the fantastic Octavian Choir who sang two sets of Christmas songs and really made the event. We welcomed a record 100 villagers to the halls for sweet treats generously made and donated by 1st Brookwood Beavers and Cubs, and a glass of mulled wine.



Christmas Trail 2025

In early 2025 the trustees resolved to transfer the freehold of the Halls over to current trustees and one of the team Mark, has been working hard to do this and it should be completed in early 2026. As a Board we are exploring a change of structure from a charitable trust to a Charitable Incorporated Organisation. We are also hoping to give the Memorial Hall a lick of paint following the decoration of the small hall.

I would like to take the opportunity to thank the small but mighty team of volunteers who make up our Trustee Board for keeping the Halls well maintained and governed for the benefit of the Community. I would like to extend particular thanks to Maria Nixon for the support and partnership over the last twelve months

L. Norris.

Louise Norris, Chair - on behalf of the Trustees and Management Committee, Brookwood Memorial Halls



<https://www.brookwoodmemorialhalls.org.uk/>

Financial Report

Year ending 31st December 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the
accounts

Section A

Independent Examiner's Report

Report to the trustees

Brookwood Memorial Hall

On accounts for the year
ended

31st December 2025

Charity no
(if any)

304981

Set out on pages

1 of 1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2025.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 11th March 2026

Name:

John Crook, FCA

Relevant professional
qualification(s) or body
(if any):

CHARTERED ACCOUNTANT

Address:

Pencoed, Sheets Heath Lane,
Brookwood, Woking, Surrey GU24 0EL

BROOKWOOD MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/12/25

RECEIPTS AND PAYMENTS FOR YEAR		
	2025	2024
RECEIPTS		
Hire of Halls	51,172.00	50,689.13
Bank interest	994.27	1,222.35
Charge for hut hire	550.00	60.00
Donations	250.00	199.73
Grant Surrey County Council - see ** below		19,185.00
	52,966.27	71,356.21
PAYMENTS		
Removal / replacement of two old sheds	15,755.95	1,014.00
Cleaning	10,850.80	5,937.40
Gardening / tree maintenance / new fencing	7,470.00	3,270.39
Hall Manager Wages	6,649.50	6,395.93
Redecoration of Small Hall	3,360.00	
Replacement of doors	2,880.00	10,800.00
Gas	2,545.81	3,966.54
Electricity	2,349.15	2,110.21
Caretaker Wages	1,884.20	1,588.80
Cleaning products / extras	1,814.52	4,302.48
Insurance	1,668.13	1,025.30
Land Registry Transfer	1,080.00	
Licence fees	920.69	910.90
Repairs and replacements	846.61	3,888.56
Water rates	807.64	676.49
Boiler service / repairs	648.00	420.00
Web Host / Wi-fi costs	509.79	514.52
SCA Payroll fees	486.00	624.00
Office costs - mobile phone / bank charges / PayPal fees	283.76	244.57
Event costs & leaving / Christmas gifts / branded hoodies	183.39	515.49
Christmas Trail / Autumn Event costs	144.21	235.70
Redecoration of committee room	44.00	1,353.33
Sponsorship of Brookwood Newsletter / Poppy Wreath	24.49	150.00
Asbestos survey		264.00
	63,206.64	50,208.61
NET OF RECEIPTS AND PAYMENTS	-10,240.37	21,147.60
CASH FUNDS LAST YEAR END	78,963.57	57,815.97
CASH FUNDS THIS YEAR END	68,723.20	78,963.57

ASSETS AND LIABILITIES AS AT YEAR END		
	2025	2024
ASSETS		
Cash at bank less deposits held	68,723.20	78,963.57
LIABILITIES		
** Balance of Grant from SCC unspent at 2024 year end, paid out in 2025		15,044.00
NET ASSETS	68,723.20	63,919.57

Notes

1 The Hall land, buildings, equipment and furniture (values not specified) are owned freehold without encumbrances. Title to the land is registered to the Trustees.

Signed on behalf of the Management Committee



.....
Maria Nixon, Treasurer

25/02/2026

Date

BROOKWOOD WAR MEMORIAL HALL

England & Wales - Charity number 304981

Accounts



Brookwood Memorial Halls Annual Report

Year ending 31st December 2024

The Halls are managed by a Committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all Brookwood residents, elected at the Annual General Meeting open to residents. The Committee comprises 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee. The Management Committee comprised:

Louise Norris (Chair)

Maria Nixon (Treasurer)

Colin Greenwood (Lettings Administrator) - resigned 8th January 2024

Jadwiga Grimshaw (Art Groups representative) - resigned 26th August 2024

Mark Liney (Village Representative)

Lauren Brooks (Co-Opted Member)

Maureen Grey (WI Representative)

Joe Thorneywork (GSL -Scouts Association representative)

Natalie Proud (Playgroup representative)

The Hall's banker is the Charities Aid Foundation, West Malling, Kent. We maintained financial reserves throughout the year adequate to remain solvent in case the Halls become unlettable should major insured damage need repair. We review this policy annually. In 2023 in the interest of effective financial stewardship of the Halls reserves we opened a higher interest savings account to deposit our reserves and take advantage of improved interest rates.

It has been fantastic to have a stable and committed Board of Trustees for the last couple of years providing us with real consistency. Following the resignation of our Lettings Manager Colin Greenwood in January 2024 we created a paid Hall Manager role and were thrilled to welcome Steph Rusted to the role in early January, Steph lives in the village and is familiar with our Halls, she hit the ground running and has made a massive impact on the Halls in terms of our agility in improving the facilities and also what we have been able to offer to the community. The Trustees offer their sincere thanks for all her diligent work throughout the year which often times can be described as above and beyond.

Steph has worked hard to increase bookings and diversify hirers, to that end we have welcomed a variety of new regular and ad hoc hirers including Surrey Savate, Splat Messy Play and Action for Carers and You Sanctuary respectively and increased bookings by 37% and income 11% YOY.

As per the objects of our Trust, we continue to maintain and improve the facilities of the Halls for the benefit of the residents of Brookwood and its immediate vicinity without discrimination. We have made an number of these improvements with thanks to Cllr Ayesha Azad, the first grant for £1,000 from the Your Cllr Community Fund Woking allowed us to complete the much needed replacement of all the Halls fire doors to bring them up to the recommended standard. The second grant from Your Fund Surrey, of £18,185 came later in the year and will allow us to replace two of our decade old storage sheds in early 2025. Replacement of these shed removes one significant asbestos risk and provides improved storage facilities for our resident 1st Brookwood Scout Group.

The grant also provided the funds to upgrade our garden facilities, putting in a fence that secures the garden from the car park, provides a sitting circle for our youth groups and a fantastic bug hotel build by our talented caretaker Chris, we have also cleared some flower beds and planted spring flowers. Another kind donation from Woking Borough Council of logs has allowed us to lie a path around the space and build a raised flower bed in a space where the soil is poor quality.



Fenced garden & sitting circle



Bug Hotel

Our final improvement of 2024 improved the security of the Halls as we implemented a PIN locking system in the Halls. Each regular user has a PIN to allow them to lock and unlock the Halls during their regular hire periods and ad hoc party bookings have a "burner code" which is only valid for the duration of their hire. We also installed a video doorbell in the large hall where the glass is frosted to allow hirers who see who they are admitting. Following the sad incident in Stockport in the summer we have advised our youth groups in particular to lock themselves in for the duration of the hire and the locking system allows them to do that safely.

After thorough consideration and following a number of instances resulting in the volunteer management committee of the Halls being required to restore the halls to a clean and tidy state due to hirers breaking the terms of their hire, we took the decision to charge a damage deposit for all parties and ad hoc bookings and we are monitoring the impact that this has on bookings.

On the August Bank Holiday weekend we welcomed around 30 people to the Halls to join our summer clean up, it was wonderful to see regular hirers turn out to help us get the Halls ship shape for the winter and to hear their stories of appreciation for the Halls and the memories that they hold.

We closed out the year with our third Christmas Trail, it is brilliant to have some villagers join us to organise the event and our thanks are extended to Brenda, Sue and Susanna. We were grateful to the residents who agreed to have a poster up in their window for the village to complete the trail, including the school, village shop and post office. This year we had the addition of a Santa's Grotto set up in the Committee Room and we welcomed 21 small people to visit, thanks to Santa for making the journey at such a busy time of the year. We also extend our thanks to the fantastic Vox Choir who sang two sets of Christmas songs and really made the event. We welcomed a record 100 villagers to the hall for mince pies and mulled wine.



Christmas Event 2024

In addition to these now annual event we were thrilled to add a Table Top Sale, Dad's and Carers event and an Autumn Event to our community offering. Our Dad's and Carer's event have been run on a Sunday morning for Dad's and Carer's with children under 5 and have been set up with thanks to the Playgroup for lending us their equipment and to villager, Steve for hosting. The Autumn Event during Half Term was particularly well attended with a least 60 parents and young people, we provided crafts and refreshments and the children helped us plant our spring bulbs.



Autumn Event - Half Term 2024

As we head into 2025 we commenced a recruitment campaign for a Health and Safety Trustee to ensure our compliance and duty of care to our Hirers and so we are pleased to welcome Trevor Davis to the team this year. Our cleaner also resigned after 15 years at the Halls and we extend our thanks to Eniko for her significant period of service. We are using Complete Cleaning and Maintenance, the cleaning company in Brookwood to maintain our Halls standards.

We are also looking at refreshing the Halls with a lick of paint, so we are getting quotes.

I would like to take the opportunity to thank the small but mighty team of volunteers who make up our Trustee Board for keeping the Halls well maintained and governed for the benefit of the Community. I would like to extend particular thanks to Maria Nixon and Steph Rusted for the support and partnership over the last twelve months

L. Norris.

Louise Norris, Chair - on behalf of the Trustees and Management Committee, Brookwood Memorial Halls



<https://www.brookwoodmemorialhalls.org.uk/>

Financial Report

Year ending 31st December 2024

BROOKWOOD MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/12/24

RECEIPTS AND PAYMENTS FOR YEAR		
	2024	2023
RECEIPTS		
Hire of Halls	50,689.13	49,430.81
Grant Surrey County Council - see ** below	19,185.00	
Bank interest	1,222.35	202.62
Christmas trail / grotto donations	125.50	134.71
Charge for hut hire	60.00	60.00
Table top sale donations	58.77	
General / Dad's club donations	15.46	13.41
	71,356.21	49,841.55
PAYMENTS		
Replacement of fire doors	10,800.00	
Hall Manager Wages	6,395.93	
Cleaner Wages	5,937.40	4,704.92
Cleaning	4,302.48	2,173.16
Gas	3,966.54	3,565.86
Repairs and replacements	3,888.56	5,994.23
Gardening / tree maintenance / new fencing	3,270.39	5,340.00
Electricity	2,110.21	2,751.14
Caretaker Wages	1,588.80	2,704.00
Redecoration of committee room	1,353.33	789.65
Insurance	1,025.30	975.49
Deposit for removal of two old sheds	1,014.00	
Licence fees	910.90	810.17
Water rates	676.49	624.66
SCA Payroll fees	624.00	192.00
Event costs & leaving / Christmas gifts / branded hoodies	515.49	162.79
Website Host / Wi-fi costs	514.52	434.11
Boiler service / repairs	420.00	1,224.00
Asbestos survey	264.00	
Office costs - mobile phone / bank charges / PayPal fees	244.57	206.20
Christmas Trail costs	235.70	188.97
Sponsorship of Brookwood Newsletter	150.00	
New signage		543.19
	50,208.61	33,386.54
NET OF RECEIPTS AND PAYMENTS	21,147.60	16,455.01
CASH FUNDS LAST YEAR END	57,815.97	41,350.96
CASH FUNDS THIS YEAR END	78,963.57	57,815.97

ASSETS AND LIABILITIES AS AT YEAR END		
	2024	2023
ASSETS		
Cash at bank less deposits temporarily held	78,963.57	57,815.97
LIABILITIES		
** Balance of Grant from SCC unspent at year end but paid out in 2025	15,044.00	0.00
NET ASSETS	63,919.57	57,815.97

Notes

1 The Hall (and, buildings, equipment and furniture (values not specified) are owned freehold without encumbrances.
Title to the land is registered to the Trustees

Signed on behalf of the Management Committee


.....
Maria Nixon, Treasurer

24/02/2025
Date

Brookwood War Memorial Hall - registered charity number 304981



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Brookwood Memorial Hall

**On accounts for the year
ended**

31st December 2024

**Charity no
(if any)**

304981

Set out on pages

1 of 1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

**Responsibilities and
basis of report**

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").

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.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.

Signed:

[Handwritten Signature]

Date:

10/3/2025

Name:

John Crook, FCA

**Relevant professional
qualification(s) or body
(if any):**

CHARTERED ACCOUNTANT.

Address:

Pencoed, Sheets Heath Lane,

Brookwood

Woking GU24 0EL

BROOKWOOD WAR MEMORIAL HALL

England & Wales - Charity number 304981

Accounts



Brookwood Memorial Halls Annual Report

Year ending 31st December 2023

The Halls are managed by a Committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all Brookwood residents, elected at the Annual General Meeting open to residents. The Committee comprises 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee. The Management Committee comprised:

Louise Norris (Chair)

Maria Nixon (Treasurer)

Colin Greenwood (Lettings Administrator),

Jadwiga Grimshaw (Art Groups representative)

Mark Liney (Village Representative)

Lauren Brooks (Co-Opted Member)

Maureen Grey (WI Representative)

Robert Fleck (Co-Opted Member - Resigned 21st May 2023)

Joe Thorneywork (GSL -Scouts Association representative - appointed 24th April 2023)

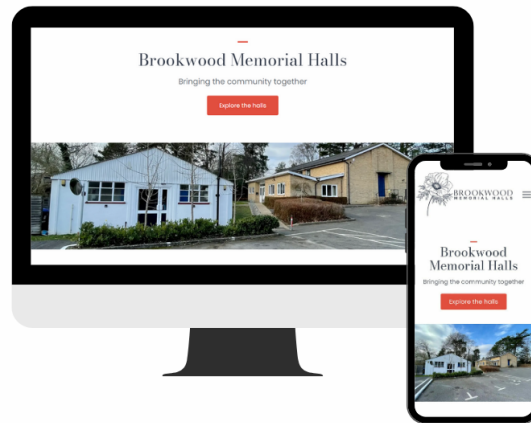
Natalie Proud (Playgroup representative) - appointed 24th April 2023)

The Hall's banker is the Charities Aid Foundation, West Malling, Kent. We maintained financial reserves throughout the year adequate to remain solvent in case the Halls become unlettable should major insured damage need repair. We review this policy annually. In 2023 in the interest of effective financial stewardship of the Halls reserves we opened a higher interest savings account to deposit our reserves and take advantage of improved interest rates.

The Trustees are thrilled to report that hall hires are now fully returned to their pre-pandemic levels in terms of hirers and thrilled to welcome some new regular hirers to the Halls too.

As per the objects of our Trust, we continue to maintain and improve the facilities of the Halls for the benefit of the residents of Brookwood and its immediate vicinity without discrimination. In September we embarked on a refurbishment of our Committee Room, to turn it into a warmer more welcome space for hirers, work is still underway. We have replaced all our Hall lights with LED, to keep us compliant and more energy efficient. We maintained our licences for entertainment and sporting activities, reproduction of music, provision of catering facilities (to 100 table seated guests) and stage shows (to 240 seated audience). The Halls continue to be a popular venue for dance and exercise, music and social activities.

Thanks to Trustee Lauren, for all her work to create a new website for the Halls, it looks fresh, modern and easy to navigate and provides our users with the answers they need and a quick and efficient booking system. We were also pleased not to have to increase our hiring rates in 2023, maintaining an affordable venue for community activities.



We also conducted a survey throughout the village to get the community's thoughts and feedback on the hall and were pleased with the number and sentiment of the responses in respect of the cleanliness and facilities that the Hall offers. We are acting on a number of areas of feedback regarding signage and awareness of the Halls in the village.

It has been fantastic to have a stable and committed Board of Trustees for the last twelve months, providing us with real consistency. In October our Lettings Manager Colin Greenwood informed us of his intention to step down at the end of January 2024 following a decade in the position. He has been our regular hirers consistent face of Brookwood Memorial Halls and I would like to personally thank him for his support, advice, partnership and calm thinking particularly since I stepped into the role of Chair. The Trustees decided after a short search for a new volunteer to create a paid Hall Manager role to fill Colin's shoes and to that end we are thrilled to be welcoming Steph Rusted to the role in early January, Steph lives in the village and is familiar with our Halls, once she gets to grips with the role she will be looking at how we maximise our income more effectively.

On the August Bank Holiday weekend we welcomed around 30 people to the Halls to join our summer clean up, it was wonderful to see regular hirers turn out to help us get the Halls ship shape for the winter and to hear their stories of appreciation for the Halls and the memories that they hold.

We closed out the year with our Christmas Trail, which are trying to turn into an annual event and I was so grateful to have some villagers who participated in the trail last year join the organising team in 2023. We were grateful to the residents who agreed to have a poster up in their window for the village to complete the trail, including the school, village shop and post office. We then welcomed around 60 villagers to the hall for mince pies and mulled wine.



BMH Christmas Trail



Brookwood Knotters

I would like to take the opportunity to thank the small but mighty team of volunteers who make up our Trustee Board for keeping the Halls well maintained and governed for the benefit of the Community. I would like to extend particular thanks to Colin Greenwood and Maria Nixon for the support and partnership over the last twelve months

L. Norris.

Louise Norris, Chair - on behalf of the Trustees and Management Committee, Brookwood Memorial Halls



<https://www.brookwoodmemorialhalls.org.uk/>

Financial Report

Year ending 31st December 2023

BROOKWOOD MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/12/23

RECEIPTS AND PAYMENTS FOR YEAR		
	2023	2022
RECEIPTS		
Hire of Halls	49,430.81	43,011.54
Bank interest	202.62	34.09
Christmas trail donations	134.71	64.97
Charge for hut hire	60.00	
Donations	13.41	20.00
Grant Surrey County Council / Woking BC		2,867.00
Platinum Jubilee Party		1,307.07
WI donation for crockery & cupboards		906.00
	49,841.55	48,010.67
PAYMENTS		
Repairs and replacements	5,994.23	1,714.66
Gardening / tree maintenance	5,340.00	1,943.97
Cleaner Wages	4,704.92	3,710.17
Gas	3,565.86	3,425.26
Electricity	2,751.14	3,821.07
Caretaker Wages	2,704.00	440.00
Cleaning	2,173.16	1,838.85
Boiler service / repairs	1,224.00	
Insurance	975.49	959.46
Licence fees	810.17	2,012.58
Redecoration of committee room	789.65	
Water rates	624.66	387.99
New signage	543.19	
Web Host/Wi-fi costs	434.11	365.61
Office costs - mobile phone / bank charges / payroll fees	400.20	233.41
Christmas Trail costs	188.97	
AGM costs & leaving/Christmas gifts	162.79	240.60
Drainage improvements		5,080.00
Electrical Certification		1,563.00
Platinum Jubilee Party		1,149.99
Crockery		674.00
Donation to Brookwood Newsletter		175.00
Royal British Legion donation		83.99
	33,386.54	29,819.61
NET OF RECEIPTS AND PAYMENTS	16,455.01	18,191.06
CASH FUNDS LAST YEAR END	41,360.96	23,169.90
CASH FUNDS THIS YEAR END	57,815.97	41,360.96

ASSETS AND LIABILITIES AS AT YEAR END		
	2023	2022
ASSETS		
Cash at bank and in hand	57,815.97	41,360.96
LIABILITIES		
Current liabilities to suppliers	0.00	0.00

Notes

- 1 The Hall land, buildings, equipment and furniture (values not specified) are owned freehold without encumbrances.
Title to the land is registered to the Trustees.

Signed on behalf of the Management Committee


.....
Maria Nixon, Treasurer

23 | 2 | 2024
.....
Date



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Brookwood Memorial Hall

**On accounts for the year
ended**

31st December 2023

**Charity no
(if any)**

304981

Set out on pages

1 of 1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**Responsibilities and
basis of report**

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").

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.

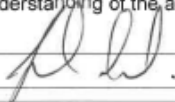
**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.

Signed:



Date:

14 MAR 2024

Name:

John Crook, FCA

**Relevant professional
qualification(s) or body
(if any):**

Address:

Pencoed, Sheets Heath Lane,

Brookwood

Woking GU24 0EL

BROOKWOOD WAR MEMORIAL HALL

England & Wales - Charity number 304981

Accounts



Brookwood Memorial Halls Annual Report

Year ending 31st December 2022

The Halls are managed by a Committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all Brookwood residents, elected at the Annual General Meeting open to residents. The Committee comprises 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee. The Management Committee comprised:

John Thornton (Chair resigned 30th June 2022)

Louise Norris (Chair appointed 1st July),

Andrew Male (Treasurer resigned 25th April 2022)

Maria Nixon (Treasurer appointed 26th April)

Colin Greenwood (Lettings Administrator),

Peter Goold (Scouts Association representative)

Jadwiga Grimshaw (Art Groups representative)

Am Conway (Village Representative)

Mark Liney (Village Representative)

Lauren Brooks - nee Purdy (Co-Opted Member)

Maureen Grey (WI Representative)

The Hall's banker is the Charities Aid Foundation, West Malling, Kent. We maintained financial reserves throughout the year adequate to remain solvent in case the Halls become unlettable should major insured damage need repair. We review this policy annually.

By January 2022 we were back in full swing, having emerged from the Coronavirus pandemic. We were pleased to welcome back all our regular hirers and have the Halls full of activity once again. With the addition of another Council Covid recovery grant, we were pleased to see our income return to pre-pandemic levels.

As per the objects of our Trust, we continue to maintain and improve the facilities of the Halls for the benefit of the residents of Brookwood and its immediate vicinity without discrimination; including resolving the flooding in the car park through effective drainage and replacing the kitchen cupboards and crockery in the small hall courtesy of our long time supporters the Women's Institute. In order to maintain the Halls we have been pleased to welcome a Caretaker onto the team in a paid role, Chris joined us in November. We were also pleased to support the local election in May as always. We maintained our licences for entertainment and sporting activities, reproduction of music, provision of catering facilities (to 100 table seated guests) and stage shows (to 220 seated audience). The Halls continue to be a popular venue for dance and exercise, music and social activities.

Early in 2022 we made a concerted effort to recruit new members to the Committee as we ran close to requiring a contingency plan as we did not have enough dedicated members. I am pleased to say that we have been able to turn that around. We are thrilled to welcome Maria Nixon as our new Treasurer from Brookwood Assisting Neighbours which was recently wound up. Lauren Brooks (nee Purdy), Mark Liney and Robert Fleck who have all recently moved into the village. In July we said goodbye to our long standing Chair John Thornton who gave 32 years of dedicated service to the Halls both as a member and as Chair. John left the Halls in a fantastic situation, well set for the future and while his shoes are big ones to fill, the current Committee are more than up to the challenge.

The newly made up Committee are keen for the Halls to be a focal point of the village, a real community facility and as such a number of events took place throughout the year. On 5th June we held a Village Jubilee Party to commemorate the Queen's 70th Jubilee and it was lovely to see the village come together for a BBQ, picnic and community sing song.

On the August Bank Holiday weekend we welcomed around 40 people to the Halls to join our summer clean up, it was wonderful to see so many regular hirers turn out (especially the younger contingent - our resident Scouts) to help us get the Halls ship shape for the winter and to hear their stories of appreciation for the Halls and the memories that they hold.

As we moved into the winter and the Country was hit by a cost of living crisis we endeavoured to open the Committee Room weekly as a Warm Bank, called Welcoming Space, we ran this for a couple of months but sadly it was not with great success. Finally as we closed out the year we ran our inaugural Christmas Trail and were grateful to the residents who agreed to have a poster up in their window for the village to complete the trail. We then welcomed around 60 villagers to the hall for mince pies and mulled wine.

We are pleased to honour our legacy as a Memorial Hall and to lay a wreath at Brookwood Cemetery on Remembrance Sunday and make our usual donation to the Royal British Legion. We also made a donation to Brookwood News in recognition of their ongoing support publicising Hall events.



I would like to take the opportunity to thank the small but mighty team of volunteers who make up our Trustee Board for keeping the Halls well maintained and governed for the benefit of the Community. I would like to extend particular thanks to Colin Greenwood and Maria Nixon for the support and partnership over the last six months as I have onboarded into the role of Chair.

Louise Norris, Chair - on behalf of the Trustees and Management Committee, Brookwood Memorial Halls



Financial Report

Year ending 31st December 2022



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

Report to the trustees/
members of

Brookwood Memorial Hall

On accounts for the year
ended

31st December 2022

Charity no
(if any)

304981

Set out on pages

1 of 1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**Responsibilities and
basis of report**

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").

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.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.

Signed:

Date:

1/3/2023

Name:

John Crook, FCA

Relevant professional
qualification(s) or body
(if any):

Address:

Pencoed, Sheets Heath Lane,

Brookwood

Woking GU24 0EL

RECEIPTS AND PAYMENTS FOR YEAR

	2022	2021
RECEIPTS		
Hire of Halls	43,011.54	18,987.45
Grant Surrey County Council / Woking BC	2,667.00	700.50
Platinum Jubilee Party	1,307.07	
WI donation for crockery & cupboards	906.00	
Christmas trail donations	64.97	
Bank interest	34.09	
Car park use donations	20.00	
	48,010.67	19,687.95
PAYMENTS		
Drainage improvements	5,080.00	
Electricity	3,821.07	817.73
Cleaner Wages	3,710.17	4,113.08
Gas	3,425.26	1,921.80
Licence fees	2,012.58	
Gardening	1,943.97	2,280.00
Cleaning	1,838.85	1,715.16
Repairs and replacements	1,714.66	1,424.70
Electrical Certification	1,563.00	
Platinum Jubilee Party	1,149.99	
Insurance	959.46	915.26
Crockery	674.00	
Caretaker Wages	440.00	
Water rates	387.99	493.73
Web Host/Wi-fi costs	365.61	297.00
AGM costs & leaving gifts	240.60	
Office costs including mobile phone and bank charges	233.41	466.01
Donation to Brookwood Newsletter	175.00	
Royal British Legion donation	83.99	60.00
Boiler service		666.88
Wi-fi mast improvement		171.54
	29,819.61	15,342.89
NET OF RECEIPTS AND PAYMENTS	18,191.06	4,345.06
CASH FUNDS LAST YEAR END	23,169.90	18,824.84
CASH FUNDS THIS YEAR END	41,360.96	23,169.90

ASSETS AND LIABILITIES AS AT YEAR END

	2022	2021
ASSETS		
Cash at bank and in hand	41,360.96	23,169.90
LIABILITIES		
Current liabilities to suppliers	0.00	0.00

Notes

- 1 The Hall land, buildings, equipment and furniture (values not specified) are owned freehold without encumbrances. Title to the land is registered to the Trustees.

Signed on behalf of the Management Committee



Maria Nixon, Treasurer

1/3/2023

Date

BROOKWOOD WAR MEMORIAL HALL

England & Wales - Charity number 304981

Accounts

Brookwood Memorial Halls

Registered charity number 304981

Report for the year ending 31st December 2020

The Halls are managed by a Committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all Brookwood residents, elected at the Annual General Meeting open to residents. The Committee comprises 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee. The Management Committee comprised Mr J. Thornton (Chair), Ms L. Norris (Secretary), Mr A. Male (Treasurer), Mr C. Greenwood (Lettings Officer), Mr P. Goold (Scouts Association representative), Mrs J. Grimshaw (Art Groups representative) and Mr A. Gray. Mrs M. Cook (WI representative) resigned with effect from 7 December 2020 after over 20 years' service. Thanks Mary! The Hall's banker is the Charities Aid Foundation, West Malling, Kent. We maintained financial reserves throughout the year adequate to remain solvent in case the Halls become unlettable should major insured damage need repair. We review this policy annually.

The Coronavirus epidemic overshadowed our activities during the year, with our regular hire income falling by over a third, protected by our prudent reserves and in part by a single Governmental grant. Our insurance failed to cover lost income for non-specified diseases, in common with most other Halls. We responded well to late, incomplete and changing Government guidance and directives, which curtailed activities between March – July, November-December and from 20 December on. We ensured the Halls were Covid-safe for permitted small-group activities between then, and provided guidance, signage and assisted facilities to our hirers. We kept on our part-time Cleaner without furlough relief. We welcomed some new, small-group bookers displaced from other venues. Improvements committed during the first quarter included replacing the main entrance door, new stage curtains, main floor renovation and drainage improvements. Necessary repairs and replacements were completed during closure periods, to ensure the Halls were ready, safe and in good order for reopening. We enabled holding of regular Committee meetings by video conferencing. We introduced a new Internet-based booking system, and have recently improved our Website. We expect a good level of hires to return as restrictions hopefully relax from the second quarter of 2021.

We met all the challenges of the past year well, and present the Halls still in good, attractive order, safe for our staff, hirers and their guests. We adhere diligently to all relevant guidance and requirements for our activities and facilities, and maintain licenses for entertainment and sporting activities, reproduction of music, provision of catering facilities (to 100 table seated guests) and stage shows (to 220 seated audience). The Halls are a popular venue for dance and exercise, music and social activities. The Halls provide WiFi, Bluetooth music speakers in both Halls, and voice distribution through wireless microphones and an induction loop system. The Memorial Hall provides wide press-button access to wheelchairs and buggies, with a toilet for disabled guests.

The objects of our Trust, to maintain and improve the facilities of the Halls for the benefit of the residents of Brookwood and its immediate vicinity without discrimination, have again been well fulfilled under challenging conditions. On behalf of the village residents, I thank them all for their efforts. The Management Committee seeks new, younger volunteers with appropriate skills and interests to join us as Trustees and to assist in the development of the Halls. We invite interested parties to contact us for further information.

John Thornton, Chair - on behalf of the Trustees and Management Committee, Brookwood Memorial Halls

*Correspondence address: The Secretary, Management Committee, Brookwood Memorial Halls,
C/o 207 Connaught Road, Brookwood, Woking, Surrey GU24 0AA*

www.bmhalls.org.uk

Befriend us on Facebook to keep abreast of our news

BROOKWOOD MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/12/20

RECEIPTS AND PAYMENTS FOR YEAR		
	<u>2020</u>	<u>2019</u>
RECEIPTS		
Hire of Halls	20,071.78	37,749.43
Hire of huts	0.00	0.00
Grant Woking Borough Council (Covid relief)	10,000.00	
	30,071.78	37,749.43
PAYMENTS		
Repairs and replacements	4,062.26	3,867.44
Gas	4,059.86	3,774.16
Wages	3,638.52	3,799.43
Tree work	2,670.00	432.00
Drainage improvements	2,612.50	3,712.00
Electricity	1,729.86	1,919.00
Gardening	1,080.00	1,440.00
Cleaning	960.34	309.73
Insurance	890.39	850.92
Boiler service	758.00	1,350.00
Office costs including wifi and bank charges	635.39	601.90
Rates and water rates	475.95	478.21
Web hosting	100.32	933.08
Royal British Legion donation	50.00	60.00
Memorial Hall new door	7,368.00	
Memorial Hall stage curtains	3,900.24	
Memorial Hall Floor treatment	1,412.00	
Community Hall entrance improvements	1,318.00	
Covid protection & cleaning equipment	1,150.45	
Community Hall Redecoration	1,119.00	
New scaffold tower	624.99	
Window vents	624.00	
CCTV	467.00	
Memorial Hall Redecoration		5,595.00
Community Hall entrance door		3,864.00
Performing Rights Licence fee		836.38
Asbestos survey		322.80
Bike racks		171.40
	41,707.07	34,317.45
NET OF RECEIPTS AND PAYMENTS	-11,635.29	3,431.98
CASH FUNDS LAST YEAR END	30,460.13	27,028.15
CASH FUNDS THIS YEAR END	18,824.84	30,460.13

ASSETS AND LIABILITIES AS AT YEAR END		
	<u>2020</u>	<u>2019</u>
ASSETS		
Cash at bank and in hand	18,824.84	30,460.13
LIABILITIES		
Current liabilities to suppliers	0.00	0.00

Notes

- 1 The Hall land, buildings, equipment and furniture (values not specified) are owned freehold without encumbrances. Title to the land is registered to the Trustees.

Signed on behalf of the Management Committee

.....
John Thornton, Honorary Chairman

6/3/21
.....
Date

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Brookwood Memorial Hall

On accounts for the year
ended

31st December, 2020

Charity no
(if any)

304981

Set out on pages

1 of 1

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.


**Basis of independent
examiner's statement**

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

**Independent
examiner's statement**

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

29/05/2021

Name:

John Crook, FCA

Address:

Pencoed, Sheets Heath Lane, Brookwood, Woking, GU24 0EL