

CLAYGATE VILLAGE HALL ASSOCIATION

England & Wales · Charity number 305007

Details

Other names	CLAYGATE VILLAGE HALL
Status	Registered
Legal form	Other
Registered	1961-09-20
Register	View on the Charity Commission register

Contact

Address	Claygate Village Hall Church Road Claygate Esher Surrey KT10 0JP
Phone	01372469221
Email	enquiries@claygatevillagehall.co.uk
Website	www.claygatevillagehall.co.uk

Activities

Objects: A COMMUNITY CENTRE FOR THE USE OF THE INHABITANTS OF CLAYGATE AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF SEX OR OF POLITICAL RELIGIOUS OR OTHER OPINIONS AND IN PARTICULAR FOR USE FOR MEETINGS LECTURES AND CLASSES AND FOR THE PURPOSES OF PHYSICAL EXERCISE AND TRAINING AND OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

Activities: HIRING OUT HALLS FOR THE BENEFIT OF THE LOCAL COMMUNITY

Classification

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

Geography

- **Area of benefit:** CLAYGATE
- Surrey

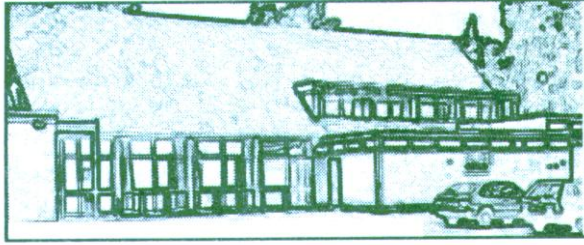
Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£117,087	£93,646	-	-
2023-12-31	£72,805	£70,637	-	-
2022-12-31	£59,928	£50,305	-	-
2021-12-31	£55,469	£40,832	-	-
2020-12-31	£54,021	£93,579	-	-

Trustees

Name	Role	Appointed
Sally Lynn Williams	Chair	2019-10-22
BRIAN HOWELLS		2013-05-16
Clive Spencer Thompson		2019-06-25
FRANK JOHN BAMFORD		2016-03-15
Gillian Hazel Hall		2023-07-03
Juliet Bagnall		2022-11-02
Raymond George Marcall		2019-10-22
Rosemary Treasure		2020-10-13
Stephen Arthur Fleming		2019-06-25
Susanne Tunnicliff		2016-01-01

Accounts



*Claysgate
Village Hall Association*

ANNUAL REVIEW AND ACCOUNTS

for the period

1st January – 31st December 2024

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

TRUSTEES' ANNUAL REVIEW & ACCOUNTS FOR 2024

The Board of Trustees presents its Annual Review and Accounts for the year ending **31st December 2024**.

1. GOVERNING DOCUMENT

A Declaration of Trust dated 20th July 1959 and incorporated into the Charity Commissioners' Scheme dated the 21st February 1997 and amended on 27 May 2010 and again on 12 October 2021. This is a Scheme of Arrangement approved by the Charities Commission.

2. REGISTERED ADDRESS

Claygate Village Hall
Church Road
Claygate,
Surrey KT10 0JP

3. CHARITABLE OBJECT

The main object of the Claygate Village Hall Association charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Claygate and the neighbouring area.

4. TRUSTEES

The Charity is an unincorporated association, governed by a Scheme of Arrangement approved by the Charities Commissioners and managed by a Board of Trustees who are all unpaid volunteers. They are elected as follows:

Community Trustees

7 Community Trustees and up to a further 3 co-opted Community Trustees.

These are elected at the AGM by any inhabitants of the Parish of Claygate and the neighbouring area who are at least 18 years of age who attend the meeting.

The Community Trustees at the 31st December 2024 were as follows with one position being vacant:

1. Brian Howells
2. John Bamford (Vice Chair)
3. Clive Thompson
4. Sally Williams (Chair)
5. George Marcall
6. Rosy Treasure (Secretary)

Representative Trustees

Representative Trustees are appointed by affiliated organisations who use the hall.

The Representative Trustees at the 31st December 2024 were:

- | | |
|-----------------------|--|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower & Village Show Society |
| 3. Juliet Bagnall | Claygate Dramatic Society |
| 4. Gillian Hall | Claygate Village WI |

Trustees' meetings in 2024 were held on Tuesdays **26th March** and **15th October** with the AGM taking place on **7th May**.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2024 this Management Committee met on 5 occasions: **1st February**, **9th April**, **6th June**, **13th September** and **28th November**.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but offers a payment to its officers for services rendered. At the meeting of Trustees on 26th March, in keeping with last year's decision to review figures annually, it was agreed that the remuneration offered to officers should be increased from September 2024. Thus, officers' payments at the end of the year were as follows:

- | | |
|--------------------|--------|
| • Hall Manager | £5,200 |
| • Lettings Manager | £5,200 |
| • Treasurer | £2,840 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
Holmwood
13 Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

2024 was a year which saw the completion of several projects to improve and renew the hall's facilities. The hall is looking refreshed and welcoming to a high standard. In particular, we had new chairs in the main hall and small hall. There were many complimentary remarks made by our hirers about the main hall chairs, which are easier to move and store and a real improvement in the look of the hall. Additionally, we had new curtains in the main and small halls, which are fire retardant, updated CCTV, a hearing loop added in the main hall, a new surface for the stage floor and an updated PA system with Bluetooth available.

I acknowledge with thanks that a great deal of hard work went into the projects from obtaining the funds to sourcing materials and installing the new items and thanks are due to all our officers and to Tony Woolhead, the Hall Manager and Katie Ernest, the Lettings Manager in particular. The funds came partly from our own reserves and from grants from

the Surrey County Council Your Fund Surrey, the Parish Council's CIL fund allocation and from monies raised with the help of Claygate Dramatic Society from a Guildford Shakespeare Company performance in the hall in 2023 and a contribution from Elmbridge U3A. Katie managed to dispose of all the old chairs for modest sums.

I also wish to mention with thanks the contributions of Michael Elliot, our Treasurer for keeping our accounts and advising on financial matters and Rosy Treasure, our secretary and also a Trustee, who keeps all our paperwork in order, which is no mean feat. Rosy also monitors governance issues and with a great deal of hard work and thought, oversaw the review and launch of our new website in May 2024.

I also thank Barry Fitzpatrick, our Independent Examiner, for continuing to oversee and approve our annual accounts.

I thank all the Trustees for their support and help throughout the year with their suggestions and assistance on many fronts. It is right to say that the CVHA could not function without the help of all the Trustee and Officer volunteers.

The Claygate Village Hall Association continues to provide the service to the local community in accordance with its charitable objects and to a high standard at competitive and affordable rates. This is by a team effort with everyone pulling their weight.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

This year was again a fairly quiet one Building Management wise.

We were however successful in obtaining substantial funding as Sally has set out above.

New chairs, curtains, a hearing loop, upgrades to the PA system, upgrades to the CCTV system and a new Stage floor were all completed.

These have all contributed to making both Halls look and feel much more modern and comfortable.

I have continued to try and bring down our energy costs by using smart devices wherever possible to control our heating / hot water systems. There are now smart fused spurs on all of the water heaters and also the wall heaters in the Committee Room, these enable us to program when they are on/off thereby saving a lot of electricity as before they were on 24hrs.

Also, the two Nest systems for the main heaters continue to produce substantial cost savings.

We have installed a Bluetooth system for the Gallery Sound system making it easier for hirers to connect etc.

I attended the May meeting of the Parish Council to present our CIL application and successfully obtained circa £10k.

In addition, I prepared and submitted an application for Your Fund Surrey Small Community Projects funding and successfully obtained a grant of £25k.

Other work completed was as follows –

- Leaks in the flat roofs over the chair store repaired by Gary Tuffen
- Fences at rear of Hall were reinforced due to them leaning badly
- Joined forces with Derek Huff from CVA to put in improved Christmas Lights

All annual hall maintenance was completed for 2024 and the Committee Room & Small Hall were re-painted.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

The Hall continues to be used by a wide variety of local groups in addition to our regular hirers – in 2024 we had bookings from Hinchley Manor Operatic Society, Milbourne Lodge Parents Association, Friends of Capelfield, Claygate Primary School Parents Association, Esher Residents Association, The Grace Dear Trust, and concerts by local musicians. We may have picked up some one-off bookings that would usually have gone to the Day Centre as Elmbridge stopped offering single bookings. There was a little bit of increased use of the Committee Room, with CVWI deciding to hold monthly committee meetings there, and a chair-based exercise group booking one afternoon per week. We also hosted both national and local elections. We continue to host a good number of children's parties, although not as many as we hosted in the immediate aftermath of COVID. Roshe School of Dance, who have been at the Hall since it opened in the 1950's ceased operating in mid-2024 due to the ill health of the owner – the daughter of the original hirer.

We took a price rise of between 2 and 4% in September 2024. We moved to generating invoices out of Hallmaster in 2024, which has reduced the time needed for invoicing each month. The availability of the diary on our website has reduced the number of enquiries for slots already booked.

Hirers appreciate the improvements we have made, the general state of the hall, and the facilities provided. The simplicity of the Bluetooth connection to the PA system is much appreciated, as is the easier handling of the new chairs, which also store more compactly. The new stage floor is an improvement for dance and the new curtains have been largely well received.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I commend the Cash accounts for your approval. They have been examined by our Independent Examiner Mr Barry Fitzpatrick. The headline profit of £24,508 was assisted by considerable grants of £35,700 from multiple sources.

We have been advised that we should use an accounting package to manage the Hall accounts.

Lettings income

Our lettings have boomed, an increase of £8,200 over 2023, this significant gain in excess of 10% despite a far more modest price hike. A brilliant performance and we should be grateful to Katie.

Expenditure

Project expenditure of £34,200 to year end as set out above.

There are a couple of budget overspends I should highlight. In 2024 as a result of billing dates from our cleaner we paid for two November bills both 2023 & 2024, a drawback of cash accounting, approximately £1,000. Additionally, we underestimated the cost of the annual high clean.

PPL PRS Ltd (who manage music licences) omitted to send the 2023 bill & as a consequence we were double-billed in 2024.

We usually set the forthcoming year's budget in October, and after that this year there was a UK budget (end of October) that increased employer National Insurance & the minimum wage and consequently our cleaning costs per hour increased by 7%. The budget is already looking a little tight.

We have benefited from the reduction of energy prices over the last couple of years although this has now come to an end hopefully temporarily. We continue with Yu Energy for both electricity & gas having found them both competitive & professional.

Banking

CAF Bank continues as our main bank. We closed Virgin Money during the year & transferred the funds to a CAF deposit account, which provides secure easy transfer but not the best interest rate.

Reserves Policy

Our policy for Restricted Reserves changed at the Trustees meeting in early 2023 after much debate. Restricted Reserves were to be split in three parts, Business Continuity being 50% of our annual budgeted operational costs currently £38,775, an Earmarked Reserve to pay for long term maintenance plans of £60,000 and Restricted Reserves for grants, gifts or endowments where funds can only be used for a specified purpose currently remains of the existing grants. We carried over £1,390 into the current year to assist in the new curtains.

General Reserves at year end were general building society funds currently £16,382.

Looking forward to 2025; post Year End events

We continued the remainder of the authorised upgrades by purchasing replacement curtains at a cost of £13,847. I was asked to advise on available funds for 2025 development & I was happy to suggest £15,000.

In summary

We have a significantly upgraded Hall that should attract a good share of the local society's organisations' bookings. The management team in place are responsive to issues and provide good service.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves Policy means we can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

2024 was another good year for the Association. We made improvements through our projects and continued to ensure we offer competitive facilities and rates and fulfilled our charitable objects.

Key tasks for the year ahead are:

Continuing to monitor the situation for our key hirers as part of our risk management

Applying for grants to assist us to maintain and improve the quality of the facilities and in particular, refurbish the main hall floor and replace the small hall floor.

Monitoring the financial position carefully to avoid any significant losses and retain levels of Restricted Reserves to help meet future expenditure on items identified in the Asset Management Plan

Aiming to become even more environmentally friendly

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply".

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result were taken and, where necessary, documented in the Association's Operations Manual and policies which are reviewed regularly. Compliance with the code will be scheduled for review in the coming year.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Claygate Village Hall Association

No. (if any)
305007

Receipts and payments accounts

CC16a

For the period
from

01/01/2024

To

31/12/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Letting Income	77,619	500		78,119	69,631
Grants		35,212		35,212	1,300
Building Society & Bank Interest	3,141			3,141	1,874
Sale of chairs	487			487	-
					-
					-
Revisions to 2023 letting income	128			128	-
Sub total (Gross income for AR)	81,375	35,712		117,087	72,805
A2 Asset and investment sales, (see table).					
					-
Sub total					-
Total receipts	81,375	35,712		117,087	72,805
A3 Payments					
Maintenance & renewals	18,874			18,874	17,642
Projects		34,322		34,322	19,313
Gas	4,527			4,527	4,213
Electricity	6,824			6,824	10,407
Water	679			679	611
Insurance	2,202			2,202	2,029
Lettings Expenses	7,890			7,890	7,137
Cleaning	13,882			13,882	9,375
Administration	673			673	853
Performing Rights	2,473			2,473	-
Advertising	-			-	-
Prior year adjustment	1,300			1,300	279
Sub total	59,324	34,322		93,646	70,637
A4 Asset and investment purchases. (see table)					
					-
Sub total					-
Total payments	59,324	34,322		93,646	70,637
Net of receipts/(payments)	22,050	1,390		23,440	2,168
A5 Transfers between funds					-
A6 Cash funds last year end	116,702			116,702	114,534
Cash funds this year end	138,752	1,390		140,142	116,702

Appendix B - Statement of Assets & Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories				Endowment funds to nearest £
B1 Cash funds	CAF Bank	24,800		-
	Cashplus Prepaid	185		-
	Building Society & reserve accounts	16,382		-
		41,367		-

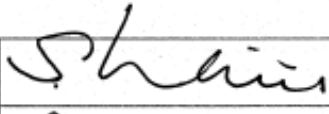
				OK Endowment funds to nearest £
B2 Other monetary assets	Business Continuity Reserve in Building Society being 50% of approved 2025 budget		38,775	-
				-
	Building Society & Deposit account funds earmarked for long term plans		60,000	-
			98,775	-

B3 Investment assets				Current value (optional)
				-
				-
				-

B4 Assets retained for the charity's own use				Current value (optional)
				-
				-
				-
				-
				-
				-
				-
				-

B5 Liabilities				When due (optional)

Signed by one or two trustees on behalf of all the trustees

	SALLY WILLIAMS	28/10/25
RINEASURE	ROSEMARY TREASURE	28/10/25

Appendix C - Independent Examiners Report



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

Charity Name
Claygate Village Hall Association

On accounts for the year
ended

31st December 2024

Charity no
(if any)

305007

Set out on pages

1 - 4

(remember to include the page numbers of additional sheets)

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 (~~other than that disclosed below~~) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30-10-25

Name:

BARRY FITZPATRICK

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

CHARTERED ACCOUNTANT

Address:

HOLMWOOD

OAKEN DRIVE

CLAY GATE CUREY KT10 0DL

Section B Statement of assets and liabilities at the end of the period

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OK

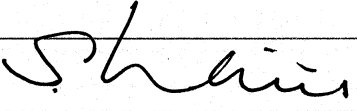
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			98,775	-

				Current value (optional)
B3 Investment assets				-
				-
				-

				Current value (optional)
B4 Assets retained for the charity's own use				-
				-
				-
				-
				-
				-
				-
				-
				-

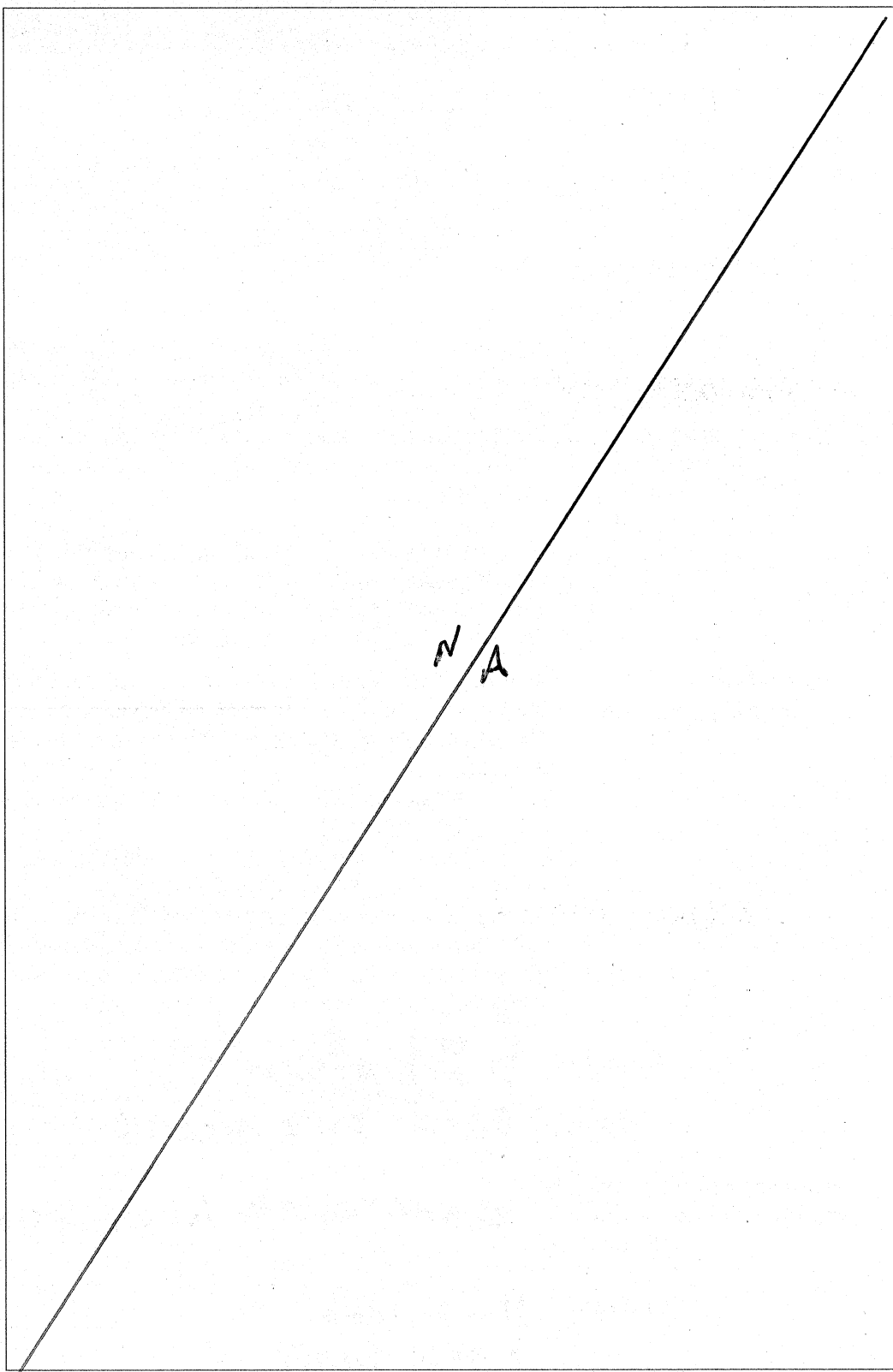
				When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

	SARAH WILLIAMS	28/10/25
ROSEMARY TREASURE	ROSEMARY TREASURE	28/10/25

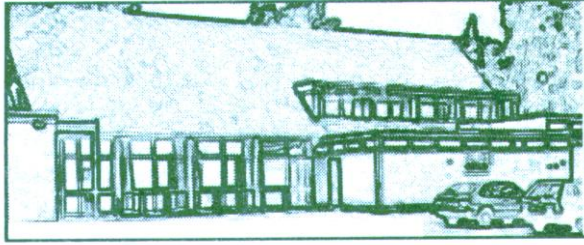
Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



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Accounts



*Claysgate
Village Hall Association*

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for the period

1st January – 31st December 2023

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

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| 2. Susanne Tunnicliff | Claygate Flower & Village Show Society |
| 3. Juliet Bagnall | Claygate Dramatic Society |
| 4. Gillian Hall | Claygate Village WI |

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5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but offers a payment to its officers for services rendered. At a special meeting of Trustees in May 2023 it was agreed that the remuneration offered to officers should be increased from September 2023 and reviewed annually thereafter. Thus, officers' payments at the end of the year were as follows:

- | | |
|--------------------|--------|
| • Hall Manager | £5,100 |
| • Lettings Manager | £5,100 |
| • Treasurer | £2,784 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
Holmwood
13 Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

Once again there has been a notable and useful element of teamwork by the Trustee Board members and Officers of the Association. Everyone has played his or her part and made active contributions to the smooth running of the Hall.

2023 was a year of consolidation after the disruption of the pandemic and the extensive planning done on the heating project resulting in putting insulation in place. Tony Woolhead, our Hall Manager, applied to the Parish Council for a grant to help with the insulation costs and was successful in receiving a Climate Grant. He also dealt with maintenance and upgrades to some of our equipment. Katie Ernest, our Lettings Manager, continued to work on the Hallmaster diary and reported on our many bookings and satisfactorily nearly full diary. Michael Elliott, our Treasurer, continued to monitor energy costs and was often found helping at the hall. Rosy Treasure, our secretary, continued her work on a new website and rationalising the document storage and retention. All made valuable and essential contributions and the Board thanks them for their hard work.

During 2023 a Reserves Policy was approved by the Board and Steve Fleming drafted an Asset Management Plan to complement it, both of which have improved the running of the Hall and our ability to think and plan for the future.

In October we took up the offer of the Guildford Shakespeare Company ("GSC") to perform in the Hall and as a consequence were able to raise some money towards the desired new stage flooring and pursue a goal of bringing more arts events into the Hall. The GSC performed "Macbeth" to an appreciative audience. This could not have happened without the management of the event by volunteers from the Claygate Dramatic Society ("CDS") to whom we are grateful and in particular by the input by Juliet Bagnall, one of our Trustees who represents CDS.

Sue Obhrai, the Trustee representing the Claygate WI stood down in October and was replaced by Gillian Hall. We thanked Sue for her valuable contributions to the Board and welcomed Gillian.

I would also like to thank Barry Fitzpatrick, our Independent Examiner, for continuing to oversee and approve our annual accounts.

I thank all the Trustees for their support and help throughout the year.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

This year was more settled than last and as such fairly quiet in terms of Building Management.

The work identified during 2022 to find the best ways of future-proofing the Hall against energy fluctuations, was implemented. This was the installation of insulation in both the Main and Small Hall's along with the upgrading of the two Main Hall gas boiler's control systems to incorporate Google Nest functionality.

As part of exploring funding for this work an unsuccessful application for CIL funding resulted in the production of a Hall Asset Management Plan (for which my thanks go to Steve Fleming) and this in turn has fed into the creation of a Hall Reserves Policy. Both of these documents should stand us in good stead in any future funding applications.

Attendance at a Parish Council meeting on **9th March 2023** resulted in the Association successfully obtaining a climate grant of £1300.

In addition to the regular annual hall maintenance the following work was completed:

- Old tungsten lights were replaced with LED units with motion sensors where applicable.
- Broadband/Mobile provision was moved to Virgin/O2
- Elmbridge Welding repaired 30 broken chairs
- Several failed 3 hr tests of the Emergency Lighting were resolved by repair or replacement
- To enable external stage lights and the like to be temporarily installed for shows and other events using the stage, 4 13A double sockets were installed above the stage rigging
- A Bluetooth device allowing mobile phones to connect to the gallery sound system was installed

Several areas of the both the Main & Small halls were repainted as little or none was done in 2022 as a cost-saving exercise.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

In 2023 we saw a continued return to normal plus catch-up after the COVID pandemic with increasing confidence from hirers to book large events, larger attendances at meetings of regular groups, (e.g. U3A) and lots of bookings for children's parties and family events. We hosted a number of charity fundraisers, a 3-day Dance Competition in each of the half terms, shows for children's performing arts groups, a concert and a performance of Macbeth by the Guildford Shakespeare Company which was managed by CDS, the profits of which will be put towards the cost of a new surface for the stage. CDS had both their Spring show and panto in November, and were busy in the run up to Christmas. New bookings included a twice monthly tea dance on a Wednesday afternoon and Tumbletots, who took our empty Tuesday morning slot. By the end of 2023 we had very little available space in the Main Hall, although the evening bookings lost post-COVID in the Small Hall have not been replaced, and the Committee Room remains underused.

We managed to fit in the insulation work being done in the Main Hall in February with some disruption to half-term bookings, although most were accommodated in the Small Hall, and the Small Hall was insulated over the summer. Following a complaint from a hirer we replaced the amp in the gallery sound system, and we have been looking at options to re-floor the stage to reduce reflection from the stage lights and stop the possibility of splinters from the current floor.

The diary was run in the Hallmaster application from January 2023, although not in public view until 2024. We stopped sending out the special COVID terms and conditions and supplementary information in the middle of the year. Using the January CPI inflation figure as a guide we increased prices by 10.5% on September 1st.

From time to time over the year we have had positive feedback about the Hall – one hirer commenting on the good facilities, availability of parking and economical pricing.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I commend the Cash accounts for your approval, they have been examined by our Independent Examiner Mr Barry Fitzpatrick.

The headline profit of £2,168 was assisted by a £1,300 grant from the Parish Council to insulate the main Hall. The overall profit is deceptive as a number of invoices properly payable in 2023 were delivered later in 2024. Included in these is a November cleaning bill for £1,061; Performing Rights for £1,096, note they ignored my return claiming exemptions & attempted to charge based on 2019 turnover not 2022, then took three months to sort it out; Castle Water refunded £1,158 to us in April after a long period of overcharging us and I have shown it as a rebate against the expense, giving a negative charge of £611. Also obvious is that the higher interest rates have boosted our income by some £1,300. The net effect of these variations is therefore circa £4,000.

Lettings income

This showed a significant gain, Covid recovery with a significant price rise in line with inflation and a good number of parties all contributing to income.

Expenditure

Project expenditure was £19,313, which was mostly the Main Hall insulation but also the Small Hall and a £1,000 contribution to our new website. That we almost managed to fund this from our turnover was remarkable.

The vast rise in energy costs threatened to drain our budget so, in November we agreed a new contract for electricity with EDF at 27.4 pence per unit, down from 62.61 pence for day consumption. I have found EDF customer service to be abysmal. For gas supply, we had a new contract with Yu Energy at 7.03 pence per kilowatt from March 2023, a sharp rise on our historic contract but significantly lower than some mid 2022 contracts. Changing supplier was very smooth.

The remaining classes of expenditure hold no surprises, save the water where I have shown the rebate against expenditure giving a net refund of £611 for the year.

Banking

CAF Bank continues as our main Bank. I have mentioned before that Virgin Money was paying a very poor interest rate. It is difficult to find a Treasurer's Charity account that covers dual control and also meets the rigorous demands of the Charity Commission.

Reserves Policy

Our policy for Restricted Reserves was decided at the Trustees' meeting in early 2023. Restricted Reserves are to be divided in three parts:

1. Business Continuation, being 50% of our annual budgeted operational costs, currently £31,190,
2. An Earmarked Reserve to pay for long term maintenance plans of £60,000 and
3. Restricted Reserves for grants, gifts or endowments, where funds can only be used for a specified purpose, currently nil.

General Reserves at year end were £25,512.

Looking forward to 2024

During 2024 the Management Committee will address the need to find a new savings account and continue to seek the best deal for energy rates.

In addition, there are a number of projects on our "Wish List" which we expect to be able to address.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves Policy means we can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

Overall 2023 was a good year for the Association despite the increase in energy costs. We still attracted new hirers but must continue to ensure we offer competitive facilities and rates.

Key tasks for the year ahead are:

- Monitoring the situation regarding our key hirers as part of our risk management
- Applying for grants from various sources to enable us to maintain and improve the quality of the facilities
- Monitoring and controlling energy usage without adversely impacting hirers' needs

- Monitoring the financial position carefully to avoid any significant losses and retain levels of Restricted Reserves to help meet future expenditure on items identified in the Asset Management Plan
- Aiming to become even more environmentally friendly

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply”.

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result were taken and, where necessary, documented in the Association's Operations Manual and policies which are reviewed regularly.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Claygate Village Hall Association

No (if any)
305007

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2023

To

Period end date
31/12/2023

Section A Receipts and payments

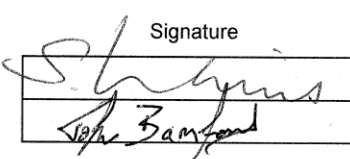
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Letting Income	69,631	0	0	69,631	55,705
Grants		1,300	0	1,300	3,606
Building Society Interest	1,874	0	0	1,874	547
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total (Gross income for AR)	71,505	1,300	0	72,805	59,858
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	71,505	1,300	0	72,805	59,858
A3 Payments					
Maintenance & renewals	17,642	0	0	17,642	17,740
Projects	18,013	1,300	0	19,313	0
Gas	4,213	0	0	4,213	2,679
Electricity	10,407	0	0	10,407	4,017
Water	-(611)	0	0	-(611)	1,953
Insurance	2,029	0	0	2,029	2,216
Lettings Ex.penses	7,137			7,137	7,648
Cleaning	9,375			9,375	11,566
Administration	853			853	566
Performing Rights	0	0	0	0	1,570
Advertising	0	0	0	0	
Other	279	0	0	279	350
Sub total	69,337	1,300	0	70,637	50,305
	0	0	0	0	
	0	0	0	0	
Sub total	0	0	0	0	0
Total payments	69,337	1,300	0	70,637	50,305
Net of receipts/(payments)	2,168	0	0	2,168	9,553
A5 Transfers between funds	-(91,190)	91,190	0	0	0
A6 Cash funds last year end	114,534	0	0	114,534	104,911
Cash funds this year end	25,512	91,190	0	116,702	114,464

Appendix B - Statement of Assets & Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank	13,349	0	0
	Cashplus prepaid	670	0	0
	Building Society accounts	11,493	0	0
	Total cash funds	25,512	0	0
	(agree balances with receipts and payments account(s))	OK	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Business Continuity Reserve in Building Society being 50% of approved 2024 budget	0	31,190	0
	Building Society funds earmarked reserves for long term plans	0	60,000	0
		0	91,190	0
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			0	0
			0	0
			0	0
			0	0
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			0	
			0	
			0	
			0	
			0	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SAWS WILLIAMS	9/4/24
	JOHN BAMFORD	9/4/24

Appendix C - Independent Examiners Report



**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**

Charity Name

Claygate Village Hall Association

**On accounts for the year
ended**

31st December 2023

**Charity no
(if any)**

305007

¹Set out on pages

1 – 4

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 (~~other than that disclosed below~~) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

Apr 9 2024

Name:

BARRY FITZPATRICK

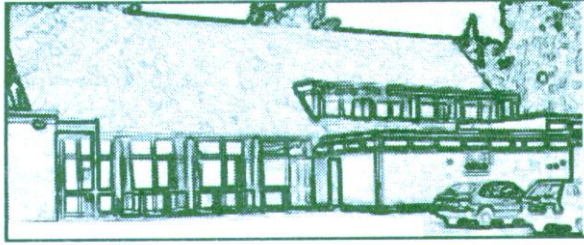
**Relevant professional
qualification(s) or body
(if any):**

CHARTERED ACCOUNTANT

Address:

HOLKWOOD
ORKEN DRIVE CLAYGATE
SURREY KT10 0DL

Accounts



*Claysgate
Village Hall Association*

ANNUAL REVIEW AND ACCOUNTS

for the period

1st January – 31st December 2022

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

TRUSTEES' ANNUAL REVIEW & ACCOUNTS FOR 2022

The Board of Trustees presents its Annual Review and Accounts for the year ending **31st December 2022**.

1. GOVERNING DOCUMENT

A Declaration of Trust dated 20th July 1959 and incorporated into the Charity Commissioners' Scheme dated the 21st February 1997 and amended on 27 May 2010 and again on 12 October 2021. This is a Scheme of Arrangement approved by the Charities Commission.

2. REGISTERED ADDRESS

Claygate Village Hall
Church Road
Claygate,
Surrey KT10 0JP

3. CHARITABLE OBJECT

The main object of the Claygate Village Hall Association charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Claygate and the neighbouring area.

4. TRUSTEES

The Charity is an unincorporated association, governed by a Scheme of Arrangement approved by the Charities Commissioners and managed by a Board of Trustees who are all unpaid volunteers. They are elected as follows:

Community Trustees

7 Community Trustees and up to a further 3 co-opted Community Trustees.

These are elected at the AGM by any inhabitants of the Parish of Claygate and the neighbouring area who are at least 18 years of age who attend the meeting.

The Community Trustees at the 31st December 2022 were as follows with one position being vacant:

1. Brian Howells
2. John Bamford (Vice Chair)
3. Clive Thompson
4. Sally Williams (Chair)
5. George Marcall
6. Rosy Treasure (Secretary)

Representative Trustees

Representative Trustees are appointed by affiliated organisations who use the hall.

The Representative Trustees at the 31st December 2022 were:

- | | |
|-----------------------|--|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower & Village Show Society |
| 3. Juliet Bagnall | Claygate Dramatic Society |
| 4. Susan Obhrai | Claygate Village WI |

The first Trustees' meeting of the year was held using Zoom on **Tuesday 29th March** as members had Covid. A special meeting of Trustees was held on **Tuesday 10th May** immediately before the AGM which was the first held face to face for some time. This meeting addressed 3 specific issues. Other Trustees meetings were held on **Tuesday 1st November** and **Monday 5th December**, the latter being a special meeting called to address concerns about energy price increases.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2022 this Management Committee met on 7 occasions: **27th January, 10th March, 22nd April, 27th June, 22nd September, 21st October & 22nd November**. All but the first were held in person.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but offers a payment to its officers for services rendered. At a special meeting of Trustees in May 2022 it was agreed that the remuneration offered to officers should be increased from September 2022 and reviewed annually thereafter. Thus, officers' payments at the end of the year were as follows:

- | | |
|--------------------|--------|
| • Hall Manager | £4,632 |
| • Lettings Manager | £4,632 |
| • Treasurer | £2,532 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
13 Holmwood
Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

2022 proved to be a busy year with the hall fully open again and everything getting back to normal after the pandemic disruption.

The Association's Officers worked hard to run the hall efficiently. The overriding problem faced during the year was the cost of gas and electricity. We had fixed term contracts for both and had to look for a new contract for electricity before the end of the year. This severely affected the budgeting.

Two Trustees (Clive Thompson and Steve Fleming) and the Hall Manager (Tony Woolhead) looked at the cost of heating the hall and came up with a Heating Project in 3 stages. The first was insulation and a plan was made to insulate the main hall and start on the small hall. In fact, the insulation of the main hall was carried out in February 2023. The second phase

is to consider solar panels and the third is how best to heat the hall from the energy then available. The last two phases are now on hold pending information how much the insulation will reduce our use of energy and what grants can be applied for to meet all or some of the further cost.

This project was necessary because of the likely lifespan of our two boilers and one needing repair. They are over 25 years old. The urgency was exacerbated by the energy crisis. The fitting of Nest thermostats that include timers has helped. The second Nest was not fitted until 2023. They are controlled on mobile phones held by Tony and Katie and are proving very successful to reducing energy usage.

We held an emergency Trustees' Meeting in December 2022 to look at the costs involved in the Heating Project and the budget, and we approved the capital cost of the new insulation. We also considered a new Reserves Policy to rationalise our spending on capital projects. A comprehensive Asset Management Plan that will support the new Reserves Policy was provided in 2023. This will assist us in future planning and in apply for grants for major projects. Our Vice Chairman, John Bamford, assisted with the development of our new Reserves Policy.

The major part of the work on the Heating Project and Asset Management Plan has been done by Clive, Steve and Tony and I thank them for their hard work.

In other areas we have also been busy. The Treasurer (Michael Elliott) has kept a watch on energy costs with Tony assisting and Michael has produced running budget information.

Tony has managed the building with all its maintenance and larger project needs, ably and efficiently as always. In particular the CCTV system has been replaced and registered as required.

Katie Ernest (our Lettings manager) started to populate and use the new Hallmaster diary system and spent time on rationalising the hiring policy and pricing in addition to all her usual time spent on the lettings management. Her work has been invaluable once again.

Rosy ably kept all the necessary committee paperwork up to date and also worked on a survey of hall users to see where we can improve and offer more facilities. She negotiated and helped to plan a new website for the hall and continued to work on document retention and storage. Rosy's attention to detail is excellent.

As always there was a great deal of work done in the Management Committee on all these matters and with Trustees from time to time, as mentioned above, taking part in the work. I also want to mention George Marcall who reviewed the Wish List for us and Juliet Bagnall who re-joined the Board representing Claygate Dramatic Society during the year in place of Belita Charrington, who we thank for her service. I also thank the Trustees not mentioned by name for their work in reading papers and contributing to the discussions and Board decision making. It has been a year with a very good team effort all round.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

This year was dominated by the Energy Crisis and its implications for the Village Hall.

The Hall being built in the late 1950's was not in any way energy efficient (there was no insulation for example). When energy was relatively cheap this was something that could be "lived with" but when the cost tripled it became untenable.

Therefore, my focus was on how to make the Hall as energy-efficient as possible and to help me in this task I recruited Steve Fleming and Clive Thompson.

Several options were investigated and applications for grants made (most unsuccessfully) and finally towards the end of the year we settled on installing insulation in the Main Hall

along with an upgrade of the control systems to Nest functionality for the two Main Hall gas boilers.

These two pieces of work have since been completed and we are now monitoring the results. Other work completed was as follows:

- Replacement of the two Tab stage curtains
- Replaced Low lighting wall units in Main Hall and continued to replace old tungsten lights with LED units with motion sensors where applicable.
- CCTV – Acestech Installed a new 16 channel 8TB DVR recorder
- Broadband was moved to PlusNet Business (note they are now ceasing this service so we will have to move again in 2023)
- Our 5 yearly Electrical Installation Condition report was completed successfully

The rear courtyard garden area really suffered during the drought and we have lost several larger plants (an automated watering system will be required at some point)

Alan, from Elmbridge Welding came and repaired broken chairs (this is now becoming an annual requirement).

All annual Hall maintenance was completed for 2022

In 2023 several areas of the both the Main & Small halls are scheduled to be repainted as little or none was done in 2022 as a cost-saving exercise.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

2022 marked a return to normality after the COVID pandemic with all COVID restrictions finally removed on April 1st. The early part of the year was overshadowed by the rise of the omicron variant at the end of 2021 and a consequent caution with bookings with the expectation of a further lockdown. In early 2022 it was confirmed that two further hirers in the small hall on weekday evenings who had not re-started after the COVID lockdown had permanently ceased, however by Easter, bookings were running at a rate comparable to the pre-COVID level, and many regular annual bookings re-started again in the course of the year. Unfortunately, Claygate Dramatic Society had to cancel their Autumn show, but covered the cost of their regular rehearsals with alternative bookings mitigating the loss during the show week, and a Muslim Association started hiring the Main and Small Hall for a Sunday morning twice a month. The Tuesday morning slot which was left vacant when Playmates ceased, was not re-let in the year, and the Flower and Village Show Society took on the storage area vacated by Playmates.

During 2022 the 2023 bookings diary was set up in Hallmaster as a first step to implementation of this cloud-based computer package recommended by Surrey Community Action for managing bookings and invoicing in Village Halls.

A new format price list was devised and implemented in September 2022, alongside a price increase, partly in order to facilitate Hallmaster implementation. A weekend rate was introduced alongside a standard weekday rate with the affiliation discount being incorporated into affiliate rates.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I commend the Cash Accounts for your approval, these have been examined by Barry Fitzpatrick & he has agreed that after acceptance by the Trustees, he will sign them & I will submit them to the Charity Commission. The headline profit of £9,623 was assisted by the

receipt of £3,606 in grants. These were a specific grant of £939 to purchase a new computer for our CCTV system & £2,667 general grants to cover the remainder of Covid restart expenditure. Project expenditure was nil. There was a double hit from PRS for the music licence to counter the nil in 2021.

Reserves Policy

Our stated reserves policy of 1.5 years turnover previously indicated a reserve figure of around £90,000. This has been reviewed in 2023.

Banking

Our main account remained with the CAF Bank, with reserves split between Virgin Money & Skipton Building Society. The interest rate received has improved with Skipton now paying 2.72%. Virgin Money has failed to increase its interest rate significantly & I have now recommended to the Management Committee that we actively seek a replacement. We continue to use Cashplus prepaid debit cards for itemised casual expenditure, the increase in nominal balance from £400 to £750 enabling smoother management.

Lettings Income

Net income from lettings was £57,775. We agreed a new pricing matrix and a significant increase of around 7% from September 2022.

Expenditure

Maintenance was kept within budget and covered the usual tasks. We contracted for main hall roof insulation to be carried out in 2023.

Performing Rights Society, had some billing difficulties with the introduction of new business processes and computer systems resulting in late or inaccurate billing. No acceptable invoice was received in 2021 & it took until 30th March 2022 to resolve the issue for 2021. The regular invoice for 2022 onwards was discharged in November leading to a double charge.

Most other categories indicate reasonable caution in usage with the exception of the water cost which has been subject to extreme variation with Direct Debits being changed from £5 to £215.89. We ended 2022 with a vast credit balance & it took months to resolve. Castle Water did not accept readings from the Hall Manager and cleared down our complaints regarding the size of the direct debit without taking any action. We had to threaten them with involving the Ombudsman.

With regard to Utilities, we benefitted from a fixed price energy contract throughout 2022, it expired at the year-end for electricity and in mid-March 2023 for gas. At the end of November we decided to agree a new electricity contract at 62.61 pence/kwh, as ongoing out-of-contract usage was not realistic.

Looking forward to 2023

While this is a report on 2022 I believe a few words are necessary looking forward.

1. We should remain alert that two of our regular hirers represent 37.5% of annual income and that party & casual bookings remain firm.
2. Our electric energy costs are likely to exceed our budgeted figure of £9,900 so we will continue to examine our usage with a view to economies.
3. We signed a new gas contract at 7.033 pence/kwh with effect from mid-March and the first invoice is encouraging. Despite this, the increased total energy cost incurred by the Hall is likely to eliminate any annual surplus that we have become accustomed to.

In summary

We have a fully refurbished Hall that should attract a good share of bookings from local societies & organisations. The management team in place are responsive to issues and provide good service.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

2022 has continued to see a return to a more normal environment for bookings. The biggest challenge was assessing the best way of dealing with the energy crisis. We were protected by fixed price contracts for both Electricity and Gas in 2022 but conscious that rates would increase substantially in 2023 as these contracts expired. At the same time, we were aware that existing boilers will need to be replaced in the not-too-distant future. A Heating and Energy Strategy Programme was developed during the year as mentioned in both the Chair's Review and the Hall Manager's Review. Energy costs remain a major challenge for 2023.

The Management Committee and Trustees continue to work well together as evidenced by the joint effort on the Heating and Energy Strategy Programme and plans and procedures are regularly reviewed in order to prepare for the future.

Key tasks for the year ahead are

- Monitoring the situation regarding our key hirers (as mentioned in the Financial Review)
- Making best use of the Hall's facilities (including storage) with a view to ensuring that we maintain maximum usage and therefore income.
- Continuing to develop a Heating and Energy Strategy Programme that efficiently meets the needs of the building
- Monitoring and controlling energy usage without adversely impacting hirers needs
- Monitoring the financial position carefully to avoid significant losses and retain levels of Restricted Reserves to help meet future expenditure on items identified in the Asset Management Plan
- Aim to become even more environmentally-friendly
- Monitoring potential car parking difficulties for hirers

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply”.

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result have been taken and, where necessary, documented in the Association's Hall Management Plan and policies. Plans to review this using the Diagnostic Tool were delayed in 2022 but will be re-scheduled for 2023.

Appendix A - Receipts & Payments

	CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name Claygate Village Hall Association	No (if any) 305007	CC16a
		Receipts and payments accounts		
For the period from		01/01/2022	To	31/12/2022

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Letting Income	55,775	-	-	55,775	38,344
Rents	2,667	939	-	3,606	16,907
Interest	547	-	-	547	210
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	58,989	939	-	59,928	55,461
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	58,989	939	-	59,928	55,461
A3 Payments					
Maintenance & renewals	16,801	939	-	17,740	18,130
Projects	-	-	-	-	-
Cess	2,679	-	-	2,679	3,057
Electricity	4,017	-	-	4,017	3,827
Water	1,953	-	-	1,953	323
Insurance	2,216	-	-	2,216	2,400
Lettings Expenses	7,648	-	-	7,648	6,676
Cleaning	11,566	-	-	11,566	6,085
Administration	965	-	-	965	387
Performing Rights	1,570	-	-	1,570	-
Advertising	-	-	-	-	68
Other	350	-	-	350	52
Sub total	48,366	939	-	49,305	40,832
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	48,366	939	-	49,305	40,832
Net of receipts/(payments)	9,623	-	-	9,623	14,629
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	104,911	-	-	104,911	90,274
Cash funds this year end	114,534	-	-	114,534	104,911

Appendix B - Statement of Assets & Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash Bank	14,317	-	-
	Building Societies	98,666	-	-
	Cashplus prepaid	552	-	-
	Total cash funds	114,534	-	-
	(agree for entries with receipts and payments accounted)	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>John Bamford</i>	JOHN BAMFORD	9/5/2023
<i>Rosy Treasure</i>	ROSY TREASURE	9/5/2023

Appendix C - Independent Examiners Report



**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	Trust name Claygate Village Hall Association		
On accounts for the year ended	December 31 2022	Charity no (if any)	305007
Set out on pages	9 and 10		

Set out on pages 9 and 10

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").

Independent examiner's statement

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.

I have completed my examination. I confirm that no material matters have come to my attention (xxx*) 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.

* Please delete the words in the brackets if they do not apply.

Signed:		Date:	May 10 2023
Name:	Barry Fitzpatrick		
Relevant professional qualification(s) or body (if any):	Chartered Accountant		
Address:	Holmwood Oaken Drive Claygate Surrey KT10 3DL		

Section B

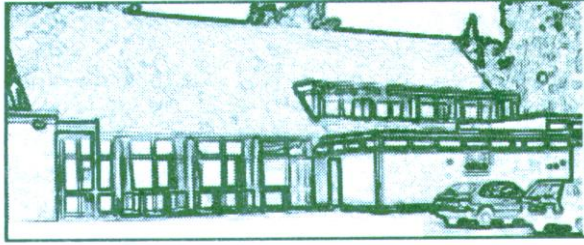
Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32 Independent examination of charity accounts: directions and guidance for examiners)

IER

October 2018

Accounts



*Claysgate
Village Hall Association*

ANNUAL REVIEW AND ACCOUNTS

for the period

1st January – 31st December 2021

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

TRUSTEES' ANNUAL REVIEW & ACCOUNTS FOR 2021

The Board of Trustees presents its Annual Review and Accounts for the year ending **31st December 2021**.

1. GOVERNING DOCUMENT

A Declaration of Trust dated 20th July 1959 and incorporated into the Charity Commissioners' Scheme dated the 21st February 1997 and amended on 27 May 2010 and again on 12 October 2021. This is a Scheme of Arrangement approved by the Charities Commission.

2. REGISTERED ADDRESS

Michael Elliott
c/o Claygate Village Hall
Church Road
Claygate,
Surrey KT10 0JP

3. CHARITABLE OBJECT

The main object of the Claygate Village Hall Association charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Claygate and the neighbouring area.

4. TRUSTEES

The Charity is an unincorporated association, governed by a Scheme of Arrangement approved by the Charities Commissioners and managed by a Board of Trustees who are all unpaid volunteers. They are elected as follows:

Community Trustees

7 Community Trustees and up to a further 3 co-opted Community Trustees.

These are elected at the AGM by any inhabitants of the Parish of Claygate and the neighbouring area who are at least 18 years of age who attend the meeting.

The Community Trustees at the 31st December 2021 were as follows with one position being vacant:

1. Brian Howells
2. John Bamford (Vice Chair)
3. Clive Thompson
4. Sally Williams (Chair)
5. George Marcall
6. Rosy Treasure (Secretary)

Representative Trustees

Representative Trustees are appointed by affiliated organisations who use the hall.

The Representative Trustees at the 31st December 2021 were:

- | | |
|-----------------------|--|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower & Village Show Society |
| 3. Belita Charrington | Claygate Dramatic Society |
| 4. Susan Obhrai | Claygate Village WI |

The first Trustees' meeting of the year was held using Zoom on 23rd March and the AGM on 9th June also using Zoom. The final meeting of the year was able to be held on 12th October in person at the Hall, as Covid restrictions had eased.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2021 this Management Committee met on 7 occasions: **22nd January, 4th February, 4th March, 16th April, 15th July, 16th September & 26th November**. These were held on Zoom until September which was the first time since early 2020 the meeting had been held face to face.

Michael Park stepped down at the AGM after 18 years service as Accountant and 5 years as a Community Trustee. He was presented with a gift as soon as restrictions were lifted.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but offers a payment to its officers for services rendered. At the meeting of Trustees in March 2021 it was agreed that the remuneration offered to officers should be increased from September 2021 and reviewed annually. Thus officers' payments at the end of the year were as follows:

- | | |
|--------------------|--------|
| • Hall Manager | £4,320 |
| • Lettings Manager | £4,320 |
| • Treasurer | £2,364 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
13 Holmwood
Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

The situation changed again for the Village Hall in 2021. We all got more used to the Covid-19 restrictions and many were lifted over the year, one by one. The Officers were equal to their respective tasks in 2021, taking into account the opportunities as they presented. The Hall Manager carried out repainting and refurbishment in the quiet times to good effect and I heard many compliments on the look of the hall. The Lettings Manager kept abreast of the

regulation changes for Covid-19 and worked hard to make sense of the plethora of information available and apply it to our enterprise. This was a Herculean task carried out always with good humour by Katie. The Treasurer continued to manage our finances with his commendable calm and expertise. He also gave more voluntary time to assisting in practical matters in the hall. The Secretary ably wore her two hats as Secretary and Trustee and kept us all up to scratch with the paperwork. Rosy's contribution was again invaluable. My thanks and of those of the Board of Trustees to all our Officers, Tony, Katie, Michael and Rosy.

George Marcall stood down as Vice Chair (because of temporary pressures on his time) and was replaced by John Bamford, to whom I am grateful for his support and input. Thank you, George, for your contribution as Vice Chair over the last years and I know you wish to continue to help in your Trustee role. Sue Obhrai took over from Gail Bradford as Representative Trustee for Claygate Village WI. We thank Gail for her valuable time on the Board and welcome Sue. Michael Park stood down as a Trustee after many years of service, for which we thanked him, as set out above in paragraph 4.

During 2021, we redrafted the Scheme of Arrangement, our governing instrument, with the approval of the Charities Commission on 12 October 2021. John Bamford did a great deal of the work with me, as did Brian Bagnall initially in 2020. I thank them both for the changes which were needed to reflect and improve the current Governance of CVHA and provide consistency.

We are now well into 2022 and the challenges continue. Please see what is said in the Conclusion to this Annual Report, as to the way ahead. We now have a fully refurbished Hall that continues to attract a good share of the local societies' and organisations' bookings. The management team in place have proved responsive to issues as they arise and provide good service. I believe we will prove together equal to those challenges.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

The year began with the hall closed for all but Montessori due to Government Covid-19 Lockdown 3 restrictions. However, this did allow painting and decorating and refurbishment of the kitchen to be completed before the reopening in April. In addition some of the other maintenance activities normally carried out in August were brought forward.

Phase 2 of the lighting upgrades were completed in back-office areas such as the chair store so LED lamps with movement sensors put in place. These have been fitted with off switches for use during performances.

A review of storage requirements was initiated as a result of a request from the Claygate Flower and Village Show Society for storage space, the closure of Playmates, and the loss of storage in the Small Hall due to the installation of a toilet there. This progressed into 2022.

Annual testing of Fire Alarms & Emergency Lighting was carried out as was the Annual Fire Risk Assessment.

The need for additional cleaning in recognition of the pandemic continued with the resumption of near normal activities in September.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

2021 was another year where Lettings activity was determined by government restrictions aimed at controlling the coronavirus pandemic.

The Hall was effectively closed from 20th December 2020 to 12th April 2021 with only the Montessori Nursery able to operate in this period. On the 12th April 2021 children's indoor activities were allowed to resume and on 17th May adult indoor exercise classes were

allowed to re-start. All activities had to comply with restricted capacities and social distancing rules, with operating and cleaning procedures in place to limit COVID transmission. From 17th May we began to ease some of the restrictions on accessing smaller areas of the Hall and our capacity limits in the light of government guidance, supported by guidance provided by ACRE and Surrey Community Action. We re-opened the small hall to hirers other than the Montessori from September.

The Parish Council was required to meet in person from mid-May and larger groups such as U3A and the WI started to meet in person in August and September although at reduced capacity, and a Wedding booked for early September took place. We resumed taking bookings for children's parties in the Autumn and some larger social events took place, and Claygate Dramatic Society was able to go ahead with their Panto in November. However with the arrival of the omicron variant some bookings were cancelled or postponed at the end of the year.

We had some changes in hirers during the year. Holy Trinity Church did not resume their use of the Hall for Sunday School on Sunday mornings, moving this to their own Emmanuel Hall. There were no volunteers to take on the running of Playmates, (mother and toddler group which had been at the hall for c. 30 years,) and this also did not return post the COVID lockdown, and the Conservative Association decided that they would no longer use the Committee Room for meetings and ceased to be an affiliated member as a result. The Parish Council have also not returned to their regular use of the committee room for a half day a week. We also have a couple of evening hirers in the small hall who have not yet returned. The Little Kickers franchise changed hands in January and seems to be running successfully in a new time slot, and a music / drama group aimed at pre-schoolers (Tiny Tunes,) took on the morning slot vacated by Hartbeeps at the beginning of the 1st lockdown. We now have more casual hire for parties at the weekend.

We chose not to implement a price increase again in September 2021 in light of the COVID situation – the CPI that this would have been based on was 0.6%. With both the Treetops Room at the Pavilion opening, and the Youth Hub operating, we have only seen a very minimal shift in hirers to these venues, although it is to be noted that we do have hirers using all three venues. Following the renovation and refurbishment that has taken place over the last two years, positive comments are often received by hirers, and we do benefit from word-of-mouth recommendations and repeat bookings.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I will commend the Cash Accounts for your approval, these have been examined by Mr. Barry Fitzpatrick & he has agreed that after acceptance by the Trustees they will be signed by Barry & submitted by me to the Charity Commission. A headline profit of £14,637 is shown. Project expenditure was nil in 2021 and we were able to apply successfully for grants, received in the sum of £16,907

I note that in early 2022 over £3,000 of invoices substantially related to 2021 were presented. There was no expenditure on PRS.

Reserves Policy

Our stated reserves policy of 1.5 years turnover previously indicated a reserve figure of around £90,000. I am still therefore not able to recommend any projects should be commenced until such time as the situation has stabilised.

Banking

Our main account remains with the CAF Bank, with reserves split between Virgin Money & Skipton Building Society. The interest rate received is still very low, Skipton 0.6% & even lower Virgin Money, but both have started to increase. We continue to use Cashplus prepaid debit cards for itemised casual expenditure. All regular payments are now by direct debit or BACS transfer.

Lettings Income

Net income from lettings was £38,343, to this was added £16,907 in National Lockdown grants. Income was particularly affected during the first half by lockdowns, restrictions on group attendance & capacity limits. (£10,732 against £27,611)

No increase in the annual inflation price increase was applied during 2021. However, we have agreed and are going ahead with a substantial increase of around 7% from September 2022.

Expenditure

Maintenance was kept within budget and covered the usual maintenance plus both main hall internal repainting & a substantial refurbishment of the kitchen.

The Performing Rights Society again had some billing difficulties, with the introduction of new business processes and computer systems resulting in late or inaccurate billing. No acceptable invoice was received in 2021 & it took until 30th March to resolve the issue.

All other categories indicate reasonable caution in usage, particularly the cleaning bills, where our cleaner was very fair in his treatment of the Hall.

Utilities :- We have benefitted from a fixed price energy contract throughout 2021, it expires at the year end for electricity & mid March 2023 for gas. The water cost has been underestimated for a couple of years & that is now being corrected.

Looking forward to 2022

While this is a report on 2021 I believe a few words are necessary looking forward. A year ago I warned about the uncertain dangers from the competition against our early years offering, the revamped Pavilion & the strength of the post covid-19 restart. The Pavilion opening has not affected us so far.

1. Our hirers' early years offering, are now facing increased competition from Claygate Primary School Acorns, a new all-day nursery service by Pippa's House near the Parade & station with an unknown starting date. These may challenge our major Hirer by value.
2. The Post Covid-19 restart has continued to evolve and we have a high percentage of 2019 bookings, many parties replacing a number of previous hirers that have ceased. The forward risk is now much lower but remains unquantified.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

2021 has been a year of recovery ending with good prospects but still some potential challenges moving into 2022. It has been good to get back to face to face meetings and discussions and the Management Committee and Trustees continue to work well together reviewing their practices and preparing for the future.

Key tasks for the year ahead are

- Monitoring the situation regarding continuing provision of an Early Years nursery needs watching (as mentioned in the Treasurer's report above)
- Implementation of software to manage Bookings and streamline policy on hire rates
- Ensure we are making best use of the Hall's facilities (especially storage) with a view to ensuring that we maintain maximum usage and therefore income.
- Renewal of heating whilst addressing energy usage and becoming more environmentally friendly
- Recruiting a new Community Trustee, preferably with some IT and website design experience.
- Keeping abreast of local changes which may affect our income such as early years' provision
- Monitoring potential car parking difficulties for hirers as we have a policy of allowing local people to use the car park when it is not needed and managing this by the provision of new portable car park signs

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply".

.....

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result have been taken and, where necessary, documented in the Association's Hall Management Plan and policies. Plans to review this using the Diagnostic Tool provided in 2020 are to be pursued in 2022.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Claygate Village Hall Association

305007

Receipts and payments accounts

CC16a

For the period
from

01/01/2021

To

31/12/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Letting income	38,344	-	-	38,344	27,048
Grants	16,907	-	-	16,907	26,384
Interest	218	-	-	218	589
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	55,469	-	-	55,469	54,021
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	55,469	-	-	55,469	54,021
A3 Payments					
Maintenance and renewals	18,130	-	-	18,130	17,809
Projects	-	-	-	-	49,659
Gas	3,067	-	-	3,067	2,899
Electricity	3,627	-	-	3,627	3,362
Water	323	-	-	323	92
Insurance	2,400	-	-	2,400	2,413
Letting expenses	6,676	-	-	6,676	5,186
Cleaning	6,095	-	-	6,095	8,593
Administration	387	-	-	387	707
Performing rights	-	-	-	-	2,859
Audit fee	-	-	-	-	-
Advertising	65	-	-	65	-
Other	62	-	-	62	-
Sub total	40,832	-	-	40,832	93,579
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	40,832	-	-	40,832	93,579
Net of receipts/(payments)	14,637	-	-	14,637	- 39,558
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	90,274	-	-	90,274	129,832
Cash funds this year end	104,911	-	-	104,911	90,274

Appendix B - Statement of Assets & Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank	20,415	-	-
	Building societies	84,118	-	-
	Cashplus prepaid	378	-	-
	Total cash funds	104,911	-	-

(agree balances with receipts and payments account(s))

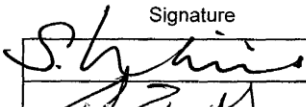
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SALLY WILLIAMS	10/5/22
	JOHN BAMFORD	10/5/22

Appendix C - Independent Examiners Report



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**

Claygate Village Hall Association

**On accounts for the year
ended**

December 31 2021

**Charity no
(if any)**

305007

Set out on pages

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

August 8 2022

Name:

Barry John Fitzpatrick

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

Chartered Accountant

Address:

Holmwood

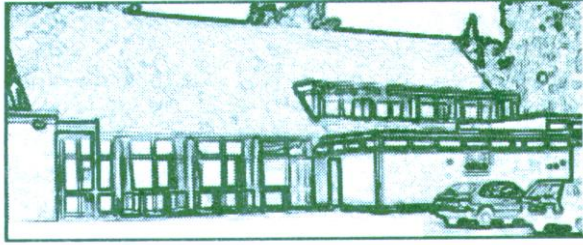
Oaken Drive

Claygate Surrey KT10 0DL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Accounts



*Claygate
Village Hall Association*

ANNUAL REVIEW AND ACCOUNTS

for the period

1st January – 31st December 2020

Registered Charity No. 305007

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

TRUSTEES' ANNUAL REVIEW & ACCOUNTS FOR 2020

The Board of Trustees presents its Annual Review and Accounts for the year ending **31st December 2020.**

1. GOVERNING DOCUMENT

A Declaration of Trust dated 20th July 1959 and incorporated into the Charity Commissioners' Scheme dated the 21st February 1997 and amended on 27 May 2010. This is a Scheme of Arrangement approved by the Charities Commission.

2. REGISTERED ADDRESS

Michael Elliott
c/o Claygate Village Hall
Church Road
Claygate,
Surrey KT10 0JP

3. CHARITABLE OBJECT

The main object of the Claygate Village Hall Association charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Claygate and the neighbouring area.

4. TRUSTEES

The Charity is an unincorporated association, governed by a Scheme of Arrangement approved by the Charities Commissioners and managed by a Board of Trustees who are all unpaid volunteers. They are elected as follows:

Community Trustees

6 Community Trustees and up to a further 3 co-opted Community Trustees.

These are elected at the AGM by inhabitants of the Parish of Claygate and the neighbouring area who are at least 18 years of age.

The Community Trustees at the 31st December 2020 were:

1. Brian Howells
2. John Bamford
3. Michael Park
4. Clive Thompson (
5. Sally Williams (Chair)*
6. George Marcall (Vice Chair)
7. Rosy Treasure (co-opted Nov 2020)**

Representative Trustees

Representative Trustees are appointed by affiliated organisations who use the hall.

The Representative Trustees at the 31st December 2020 were:

- | | |
|-----------------------|----------------------------|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower Show |
| 3. Belita Charrington | Claygate Dramatic Society |
| 4. Gail Bradford | Claygate Village WI |

* In March 2020 following Brian Bagnall's resignation as Chair an on-line consultation was held and consequently Sally Williams was elected as Chair with George remaining as Vice Chair

** The Secretary, Rosy Treasure had joined as Secretary in 2016 but had declined any payment and was therefore eligible to be a trustee.

Mark Sugden stood down as a Trustee at the request of the Parish Council

During 2020 the Trustees were unable to meet in person due to the onset of the COVID-19 pandemic. The March meeting was postponed until after the AGM which was held on 9th June, however 3 important decisions were addressed by an on-line consultation at that time and minuted accordingly. These were the election of a chair to replace Brian Bagnall, consideration of an increase in hire rates and an agreement to refund bookings cancelled due to the pandemic.

The AGM and first Trustees' meeting of the year were held using Zoom on 9th June and the final meeting on 13th October.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2020 this Management Committee met on 12 occasions: 7th February, 19th March, 2nd & 23rd April, 21st May, 25th June, 24th July, 21st August, 4th* & 24th September, 5th* & 25th November. Those marked with an asterisk were special meetings called to address specific items in response to the changing circumstances due to the pandemic.

In addition to using Zoom to enable the continuation of meetings, the Management Committee set up a WhatsApp group to exchange any urgent messages and share photos where needed.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but pays for the following services:

- | | |
|--------------------|--------|
| • Hall Manager | £4,200 |
| • Lettings Manager | £4,200 |
| • Treasurer | £2,292 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
13 Holmwood
Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

2020 proved to be an unusual year with the Hall not fully open for much of the time from the first lockdown in March 2020. Katie Ernest, our Lettings Manager, sets out the relevant dates and use of the facilities, in her report. The CVHA has suffered a loss of income but remains financially stable with the help of grants and a slight decrease in running costs.

The pandemic rules meant that the Trustees and the Management Committee met virtually from March 2020, but successfully transacted the charity's business by this method. There were decisions to be made and actions to be taken. Our Lettings Manager worked hard on interpreting the ever-changing pandemic rules and ensuring that we complied with them. Tony Woolhead, our Hall Manager, took the opportunity to refurbish the toilets, build a new small hall toilet and generally got ahead with maintenance and general refurbishment whilst the hall was closed. This included putting in place measures to guard against the transmission of the virus and to comply with new hygiene rules.

Our Treasurer, Michael Elliott, kept a sharp eye on our evolving financial situation and applied for the COVID-19 grants available to mitigate losses.

Our Secretary, Rosy Treasure, was always efficient in her duties and in reminding us of matters we need to address and in updating compliance documents and policies.

I thank all our officers on behalf of myself and the Trustees for their hard work and commitment throughout 2020 in often difficult and unusual circumstances.

The Board of Trustees remained relatively constant from March 2020 when Brian Bagnall retired as chairman and as a Trustee, until the end of the year. As you know, Brian sadly died in May 2020. The CVHA owes a huge debt to Brian for his years of service as Hall Manager and later as a Trustee and Chairman. We were able to place an article in the Claygate Courier celebrating Brian's contribution.

We had another change when we welcomed Rosy Treasure as a co-opted Trustee. She has already proved invaluable in supporting and influencing the Board's decision making.

Among the Representative Trustees, Juliet Bagnall stood down for Claygate Dramatic Society and was replaced by Belita Charrington, whom we welcomed to the Board.

We were also sorry to lose the service of Mark Sugden who had been a Trustee since 2015, because of the Parish Council's decision no longer to appoint a Representative Trustee to CVHA.

We look forward to reopening the hall and getting back to some semblance of "normal" in 2021.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

The year started normally and several items were being progressed such as the installation of the new induction cooker over the February half term, a proposal for interior redecoration was being considered, general maintenance of the doors and windows completed, and ongoing problems with the PA system had been investigated and partially resolved.

Then COVID-19 struck and I was forced to take 3 months off due to being in the high risk age category.

On my return in July the focus had changed from normal BAU to ensuring the Hall was, as far as possible, COVID-secure so that it could re-open. Working closely with the Lettings Manager, we installed all the associated paraphernalia recommended by both the Government and ACRE.

In June we had been successful in a bid for Community Infrastructure Levy (CIL) funding from the Parish Council and obtained £15k towards the CVHA Toilets Replacement and Refurbishment project.

In an effort to update the Hall's "kerb appeal" and modernise, we repainted the exterior frontage of the Hall in a combination of White and Green.

In addition, the old cast iron guttering (which had been leaking for some time) was also replaced.

The annual maintenance week in August was completed but in a somewhat reduced form as this time was used mainly for the CVHA Toilets Replacement and Refurbishment project.

Repainting of the Main Hall and continued replacement of the lighting, were undertaken during the last months of the year whilst the Hall was again forced to close.

All of the closure periods in 2020 were judiciously used to refurbish and update the Hall and reduce the need to close for maintenance and refurbishment work during 2021.

We go into 2021 with updated and improved toilet facilities, an up-to-date accessible toilet with automatic door, and a toilet in the small hall. The latter makes the small hall a more appealing let for children's activities, reduces risk of cross infection, and removes safeguarding concerns around the use of the main foyer toilets when both halls are in use.

In 2021 the small hall and the foyer will be repainted, various doors in the foyer will be replaced to match the new toilet doors, and the kitchen will be refurbished which will all contribute to make the Hall more modern and appealing.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

The first 2½ months of 2020 were very much as normal and the Claygate Arts Festival in March was in full swing when the COVID-19 pandemic was declared which has severely reduced our lettings income, and the hall closed on 22nd March as the cancellation of bookings made it uneconomic to remain open. This was quickly followed by the imposition of the first lockdown under which the Hall was required to close. Although the Hall was allowed to re-open in early July, hirers were not allowed to operate and thus the Hall did not actually re-open until 12th September. The Hall was then closed for the second lockdown from 5th November until 2nd December, and then closed again on 20th December when Elmbridge was put into Tier 4. It remained closed through the third lockdown until 12th April 2021.

The re-opening on September 12th was only to those hirers allowed to operate – fundamentally children's dance and adult exercise classes - and we had to re-open as a COVID-secure venue. This required us to complete a COVID risk assessment and take actions resulting from this, (e.g. installing hand sanitisers and organising systems for quarantining chairs,) generate additional terms and conditions of hire, and set limits on numbers attending in line with social distancing rules and recommendations which were linked to reducing virus transmission and dependent on the activity being undertaken. As we were already planning to renew and refurbish our toilet facilities, we took the opportunity to reduce the risk of transmission in the toilets by installing no touch taps and flushes. It was necessary through this period to keep abreast of the continuing changes in regulations issued by the Government across a wide variety of sectors reflecting the multiple users of the Hall. We were assisted in this via updates issued by ACRE, (Action with Communities in Rural England) which were circulated by the Community Halls Adviser at Surrey Community Action. It was also necessary to liaise with each hirer as they returned to ensure that they, and the Hall, remained COVID-secure.

The nursery has been allowed to operate during the majority of the year, either partially for the children of key workers, or fully as an Early Years provider. A lack of demand resulted in the nursery not operating between March and early June, and then operating with reduced numbers through to mid-Autumn, with a concomitant reduction in income. We have restricted the use of the small hall to the nursery only in the week as an infection-control measure.

In March when the first lockdown was imposed, we indicated that we would retain hirers' slots until such time as they were allowed to re-open, and we refunded or carried forward any payments relating to bookings which were not permitted under government regulations. Three of our regular hirers did cease, although this was in part due to the owners of franchises moving on to new pastures and not entirely due to the pandemic. One subsequently returned and the franchise was sold to new owners at the beginning of 2021. We have yet to see whether all those hirers who have not operated since March 2020 will return, although the majority are expected to, and Spring 2021 has seen several enquiries for slots.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I will commend the Cash Accounts for your approval, these have been examined by Mr. Barry Fitzpatrick & after acceptance by the Trustees submitted by me to the Charity Commission. The headline loss of £39,558 being largely attributed to the project expenditure of £34,659 net after the £15,000 CPC grant is taken into account.

Reserves Policy

Our stated reserves policy of 1.5 years turnover previously indicated a reserve figure of £92,500. We have dipped slightly below that figure in the unusual circumstances we have found ourselves, I was therefore not able to recommend any projects should be commenced until such time as the situation has stabilised.

Banking

Our main account remains with the CAF Bank, with reserves split between Virgin Money & Skipton Building Society. The interest rate received is now very low, maximum 0.35%.

We continue to use Cashplus prepaid debit cards for itemised casual expenditure. All regular payments are now by direct debit or BACS transfer.

Lettings Income

Net income from lettings was £27,048 a drop from £61k, to this was added £11,348 in National Lockdown grants.

A COVID-19 drop of over 50% - this a net figure after many refunds totalling £3,800 issued to pre-booked / prepaid events subsequently cancelled. We have foregone the annual inflation price increase – in both cases we feel it more important that we are seen to be doing the right thing.

Expenditure

Maintenance was kept within budget and covered both main hall and external frontage repainting. The latter necessitated some external woodwork and gutter replacement.

Project expenditure on the main foyer toilets & the stage end toilets was undertaken during the late Summer & a completely new facility for the small hall added in the Autumn. A further application for funding was made to Claygate Parish Council and £15,000 awarded mostly from CIL funding for the restricted purpose of toilet refurbishment.

Performing Rights Society, they had some billing difficulties with the introduction of new business processes and computer systems resulting in late billing in previous years. This finally caught up with us two payments were made during 2020 being a delayed 2019 and current year.

The Management Committee officers took a sabbatical on the Officers remuneration for a few months.

All other categories indicate reasonable caution in usage as the Hall was largely shut during some of the lockdown months.

Looking forward to 2021

While this is a report on 2020 I believe a few words are necessary looking forward. A year ago I warned about the uncertain dangers from three factors.

1. Our hirers early years offering, are now facing increased competition from Claygate Primary School Acorns project starting in September. This challenges our major Hirer by value.
2. The replaced Recreation Ground Pavilion has belatedly opened for business and the Treetops room is in competition for our business. We have updated our building and the Pavilion has yet to achieve volume lettings. Still however a concern, hopefully we can capitalise on our asset of having a car park.
3. Post Covid-19 restart and the perceived risks among an aging population reluctant to engage in group activities. We eagerly await the Adult restart to lettings, there is a significant pent-up demand with a virtually full booking diary, the permitted school age activity restart has been good. However, the forward risk remains.

In Summary

Last year's decent profit has been eliminated, we are in the hands of the recovery process. I have in the past stated that I have grabbed the low hanging fruit and while some further savings have been made little further can be achieved.

Our Hall Management Plan has an estimate of annual expenditure. We review this document from time to time.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

2020 has been a testing year but overall, thanks to our hard-working officers we believe the Hall stands a good chance of moving back into profit provided we take the following actions:

- Closely monitor the situation regarding continuing provision of an Early Years nursery, which provides an important regular income for us, and to begin work on a Contingency Plan in case we lose that business;
- Ensure our Hiring Policy offers competitive rates
- Look at ways of marketing the Hall with a view to ensuring that we maintain maximum usage and therefore income.

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply".

.....

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result have been taken and, where necessary, documented in the Association's Hall Management Plan and policies. Plans to review this using the Diagnostic Tool provided in 2020 are in place.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Claygate Village Hall Association

305807

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2020

To

Period end date
31/12/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Telling income	27,048	-	-	27,048	81,632
Donation	11,384	15,000	-	26,384	1,500
Interest	589	-	-	589	1,026
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	39,021	15,000	-	54,021	84,157
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,021	15,000	-	54,021	84,157
A3 Payments					
Maintenance and renewals	17,809	-	-	17,809	18,803
Projects	34,659	15,000	-	49,659	6,082
Gas	2,899	-	-	2,899	3,412
Electricity	3,362	-	-	3,362	4,001
Water	92	-	-	92	697
Insurance	2,413	-	-	2,413	2,353
Telling expenses	5,188	-	-	5,188	6,563
Cleaning	8,593	-	-	8,593	10,360
Administration	707	-	-	707	1,048
Performing rights	2,859	-	-	2,859	1,332
Audit fees	-	-	-	-	-
Advertising	-	-	-	-	56
Other	-	-	-	-	1,226
	-	-	-	-	-
Sub total	78,579	15,000	-	93,579	56,032
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,579	15,000	-	93,579	56,032
Net of receipts/(payments)	- 39,558	-	-	- 39,558	8,125
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year and Cash funds this year end	129,832	-	-	129,832	121,707
	90,274	-	-	90,274	129,832

Appendix B - Statement of Assets & Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank	6,974	-	-
	Building societies	83,909	-	-
	Cashplus prepaid	400	-	-
	Total cash funds	90,274	-	-

(agrees balances with receipts and payments account(s))

OK

OK

OK

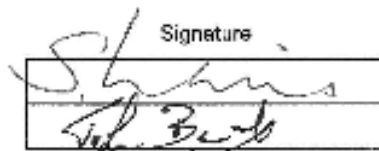
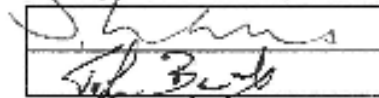
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SALLY WILLIAMS	28/3/21
	JOHN BAMFORD	28/3/21

Appendix C - Independent Examiners Report



**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**

Charity Name
Claygate Village Hall Association

**On accounts for the year
ended**

December 31 2020

Charity no 305007
(if any)

Set out on pages

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020 DD / MM / YYYY.

**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 (other than that disclosed below [-*]) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

B. John Fitzpatrick

Date: 23-03-2021

Name:

Berry John Fitzpatrick

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

Chartered Accountant

Address:

Holmwood, Oaken Drive, Claygate, Surrey KT10 0DL

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A



CHARITY COMMISSION
FOR ENGLAND AND WALES

Claygate Village Hall Association

305007

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2020

To

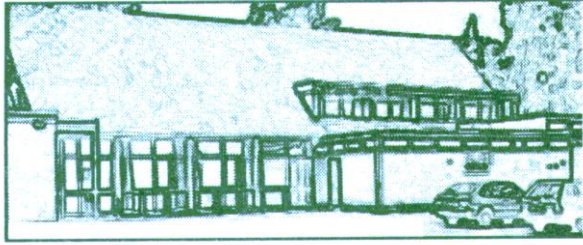
Period end date
31/12/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Letting income	27,048	-	-	27,048	61,632
Donation	11,384	15,000	-	26,384	1,500
Interest	589	-	-	589	1,025
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	39,021	15,000	-	54,021	64,157
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,021	15,000	-	54,021	64,157
A3 Payments					
Maintenance and renewals	17,809	-	-	17,809	18,803
Projects	34,659	15,000	-	49,659	6,082
Gas	2,899	-	-	2,899	3,412
Electricity	3,362	-	-	3,362	4,001
Water	92	-	-	92	697
Insurance	2,413	-	-	2,413	2,353
Letting expenses	5,186	-	-	5,186	6,653
Cleaning	8,593	-	-	8,593	10,360
Administration	707	-	-	707	1,048
Performing rights	2,859	-	-	2,859	1,332
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Other	-	-	-	-	1,226
	-	-	-	-	-
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	-	-	-	-	-
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Cash funds this year end	90,274	-	-	90,274	129,832

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	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



*Claygate
Village Hall Association*

ANNUAL REVIEW AND ACCOUNTS

for the period

1st January – 31st December 2020

Registered Charity No. 305007

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

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5. Sally Williams (Chair)*
6. George Marcall (Vice Chair)
7. Rosy Treasure (co-opted Nov 2020)**

Representative Trustees

Representative Trustees are appointed by affiliated organisations who use the hall.

The Representative Trustees at the 31st December 2020 were:

- | | |
|-----------------------|----------------------------|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower Show |
| 3. Belita Charrington | Claygate Dramatic Society |
| 4. Gail Bradford | Claygate Village WI |

* In March 2020 following Brian Bagnall's resignation as Chair an on-line consultation was held and consequently Sally Williams was elected as Chair with George remaining as Vice Chair

** The Secretary, Rosy Treasure had joined as Secretary in 2016 but had declined any payment and was therefore eligible to be a trustee.

Mark Sugden stood down as a Trustee at the request of the Parish Council

During 2020 the Trustees were unable to meet in person due to the onset of the COVID-19 pandemic. The March meeting was postponed until after the AGM which was held on 9th June, however 3 important decisions were addressed by an on-line consultation at that time and minuted accordingly. These were the election of a chair to replace Brian Bagnall, consideration of an increase in hire rates and an agreement to refund bookings cancelled due to the pandemic.

The AGM and first Trustees' meeting of the year were held using Zoom on 9th June and the final meeting on 13th October.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2020 this Management Committee met on 12 occasions: 7th February, 19th March, 2nd & 23rd April, 21st May, 25th June, 24th July, 21st August, 4th* & 24th September, 5th* & 25th November. Those marked with an asterisk were special meetings called to address specific items in response to the changing circumstances due to the pandemic.

In addition to using Zoom to enable the continuation of meetings, the Management Committee set up a WhatsApp group to exchange any urgent messages and share photos where needed.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but pays for the following services:

- | | |
|--------------------|--------|
| • Hall Manager | £4,200 |
| • Lettings Manager | £4,200 |
| • Treasurer | £2,292 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
13 Holmwood
Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

2020 proved to be an unusual year with the Hall not fully open for much of the time from the first lockdown in March 2020. Katie Ernest, our Lettings Manager, sets out the relevant dates and use of the facilities, in her report. The CVHA has suffered a loss of income but remains financially stable with the help of grants and a slight decrease in running costs.

The pandemic rules meant that the Trustees and the Management Committee met virtually from March 2020, but successfully transacted the charity's business by this method. There were decisions to be made and actions to be taken. Our Lettings Manager worked hard on interpreting the ever-changing pandemic rules and ensuring that we complied with them. Tony Woolhead, our Hall Manager, took the opportunity to refurbish the toilets, build a new small hall toilet and generally got ahead with maintenance and general refurbishment whilst the hall was closed. This included putting in place measures to guard against the transmission of the virus and to comply with new hygiene rules.

Our Treasurer, Michael Elliott, kept a sharp eye on our evolving financial situation and applied for the COVID-19 grants available to mitigate losses.

Our Secretary, Rosy Treasure, was always efficient in her duties and in reminding us of matters we need to address and in updating compliance documents and policies.

I thank all our officers on behalf of myself and the Trustees for their hard work and commitment throughout 2020 in often difficult and unusual circumstances.

The Board of Trustees remained relatively constant from March 2020 when Brian Bagnall retired as chairman and as a Trustee, until the end of the year. As you know, Brian sadly died in May 2020. The CVHA owes a huge debt to Brian for his years of service as Hall Manager and later as a Trustee and Chairman. We were able to place an article in the Claygate Courier celebrating Brian's contribution.

We had another change when we welcomed Rosy Treasure as a co-opted Trustee. She has already proved invaluable in supporting and influencing the Board's decision making.

Among the Representative Trustees, Juliet Bagnall stood down for Claygate Dramatic Society and was replaced by Belita Charrington, whom we welcomed to the Board.

We were also sorry to lose the service of Mark Sugden who had been a Trustee since 2015, because of the Parish Council's decision no longer to appoint a Representative Trustee to CVHA.

We look forward to reopening the hall and getting back to some semblance of "normal" in 2021.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

The year started normally and several items were being progressed such as the installation of the new induction cooker over the February half term, a proposal for interior redecoration was being considered, general maintenance of the doors and windows completed, and ongoing problems with the PA system had been investigated and partially resolved.

Then COVID-19 struck and I was forced to take 3 months off due to being in the high risk age category.

On my return in July the focus had changed from normal BAU to ensuring the Hall was, as far as possible, COVID-secure so that it could re-open. Working closely with the Lettings Manager, we installed all the associated paraphernalia recommended by both the Government and ACRE.

In June we had been successful in a bid for Community Infrastructure Levy (CIL) funding from the Parish Council and obtained £15k towards the CVHA Toilets Replacement and Refurbishment project.

In an effort to update the Hall's "kerb appeal" and modernise, we repainted the exterior frontage of the Hall in a combination of White and Green.

In addition, the old cast iron guttering (which had been leaking for some time) was also replaced.

The annual maintenance week in August was completed but in a somewhat reduced form as this time was used mainly for the CVHA Toilets Replacement and Refurbishment project.

Repainting of the Main Hall and continued replacement of the lighting, were undertaken during the last months of the year whilst the Hall was again forced to close.

All of the closure periods in 2020 were judiciously used to refurbish and update the Hall and reduce the need to close for maintenance and refurbishment work during 2021.

We go into 2021 with updated and improved toilet facilities, an up-to-date accessible toilet with automatic door, and a toilet in the small hall. The latter makes the small hall a more appealing let for children's activities, reduces risk of cross infection, and removes safeguarding concerns around the use of the main foyer toilets when both halls are in use.

In 2021 the small hall and the foyer will be repainted, various doors in the foyer will be replaced to match the new toilet doors, and the kitchen will be refurbished which will all contribute to make the Hall more modern and appealing.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

The first 2½ months of 2020 were very much as normal and the Claygate Arts Festival in March was in full swing when the COVID-19 pandemic was declared which has severely reduced our lettings income, and the hall closed on 22nd March as the cancellation of bookings made it uneconomic to remain open. This was quickly followed by the imposition of the first lockdown under which the Hall was required to close. Although the Hall was allowed to re-open in early July, hirers were not allowed to operate and thus the Hall did not actually re-open until 12th September. The Hall was then closed for the second lockdown from 5th November until 2nd December, and then closed again on 20th December when Elmbridge was put into Tier 4. It remained closed through the third lockdown until 12th April 2021.

The re-opening on September 12th was only to those hirers allowed to operate – fundamentally children's dance and adult exercise classes - and we had to re-open as a COVID-secure venue. This required us to complete a COVID risk assessment and take actions resulting from this, (e.g. installing hand sanitisers and organising systems for quarantining chairs,) generate additional terms and conditions of hire, and set limits on numbers attending in line with social distancing rules and recommendations which were linked to reducing virus transmission and dependent on the activity being undertaken. As we were already planning to renew and refurbish our toilet facilities, we took the opportunity to reduce the risk of transmission in the toilets by installing no touch taps and flushes. It was necessary through this period to keep abreast of the continuing changes in regulations issued by the Government across a wide variety of sectors reflecting the multiple users of the Hall. We were assisted in this via updates issued by ACRE, (Action with Communities in Rural England) which were circulated by the Community Halls Adviser at Surrey Community Action. It was also necessary to liaise with each hirer as they returned to ensure that they, and the Hall, remained COVID-secure.

The nursery has been allowed to operate during the majority of the year, either partially for the children of key workers, or fully as an Early Years provider. A lack of demand resulted in the nursery not operating between March and early June, and then operating with reduced numbers through to mid-Autumn, with a concomitant reduction in income. We have restricted the use of the small hall to the nursery only in the week as an infection-control measure.

In March when the first lockdown was imposed, we indicated that we would retain hirers' slots until such time as they were allowed to re-open, and we refunded or carried forward any payments relating to bookings which were not permitted under government regulations. Three of our regular hirers did cease, although this was in part due to the owners of franchises moving on to new pastures and not entirely due to the pandemic. One subsequently returned and the franchise was sold to new owners at the beginning of 2021. We have yet to see whether all those hirers who have not operated since March 2020 will return, although the majority are expected to, and Spring 2021 has seen several enquiries for slots.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I will commend the Cash Accounts for your approval, these have been examined by Mr. Barry Fitzpatrick & after acceptance by the Trustees submitted by me to the Charity Commission. The headline loss of £39,558 being largely attributed to the project expenditure of £34,659 net after the £15,000 CPC grant is taken into account.

Reserves Policy

Our stated reserves policy of 1.5 years turnover previously indicated a reserve figure of £92,500. We have dipped slightly below that figure in the unusual circumstances we have found ourselves, I was therefore not able to recommend any projects should be commenced until such time as the situation has stabilised.

Banking

Our main account remains with the CAF Bank, with reserves split between Virgin Money & Skipton Building Society. The interest rate received is now very low, maximum 0.35%.

We continue to use Cashplus prepaid debit cards for itemised casual expenditure. All regular payments are now by direct debit or BACS transfer.

Lettings Income

Net income from lettings was £27,048 a drop from £61k, to this was added £11,348 in National Lockdown grants.

A COVID-19 drop of over 50% - this a net figure after many refunds totalling £3,800 issued to pre-booked / prepaid events subsequently cancelled. We have foregone the annual inflation price increase – in both cases we feel it more important that we are seen to be doing the right thing.

Expenditure

Maintenance was kept within budget and covered both main hall and external frontage repainting. The latter necessitated some external woodwork and gutter replacement.

Project expenditure on the main foyer toilets & the stage end toilets was undertaken during the late Summer & a completely new facility for the small hall added in the Autumn. A further application for funding was made to Claygate Parish Council and £15,000 awarded mostly from CIL funding for the restricted purpose of toilet refurbishment.

Performing Rights Society, they had some billing difficulties with the introduction of new business processes and computer systems resulting in late billing in previous years. This finally caught up with us two payments were made during 2020 being a delayed 2019 and current year.

The Management Committee officers took a sabbatical on the Officers remuneration for a few months.

All other categories indicate reasonable caution in usage as the Hall was largely shut during some of the lockdown months.

Looking forward to 2021

While this is a report on 2020 I believe a few words are necessary looking forward. A year ago I warned about the uncertain dangers from three factors.

1. Our hirers early years offering, are now facing increased competition from Claygate Primary School Acorns project starting in September. This challenges our major Hirer by value.
2. The replaced Recreation Ground Pavilion has belatedly opened for business and the Treetops room is in competition for our business. We have updated our building and the Pavilion has yet to achieve volume lettings. Still however a concern, hopefully we can capitalise on our asset of having a car park.
3. Post Covid-19 restart and the perceived risks among an aging population reluctant to engage in group activities. We eagerly await the Adult restart to lettings, there is a significant pent-up demand with a virtually full booking diary, the permitted school age activity restart has been good. However, the forward risk remains.

In Summary

Last year's decent profit has been eliminated, we are in the hands of the recovery process. I have in the past stated that I have grabbed the low hanging fruit and while some further savings have been made little further can be achieved.

Our Hall Management Plan has an estimate of annual expenditure. We review this document from time to time.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

2020 has been a testing year but overall, thanks to our hard-working officers we believe the Hall stands a good chance of moving back into profit provided we take the following actions:

- Closely monitor the situation regarding continuing provision of an Early Years nursery, which provides an important regular income for us, and to begin work on a Contingency Plan in case we lose that business;
- Ensure our Hiring Policy offers competitive rates
- Look at ways of marketing the Hall with a view to ensuring that we maintain maximum usage and therefore income.

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply".

.....

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result have been taken and, where necessary, documented in the Association's Hall Management Plan and policies. Plans to review this using the Diagnostic Tool provided in 2020 are in place.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Claygate Village Hall Association

305807

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2020

To

Period end date
31/12/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Telling income	27,048	-	-	27,048	81,632
Donation	11,384	15,000	-	26,384	1,500
Interest	589	-	-	589	1,026
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	39,021	15,000	-	54,021	84,157
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,021	15,000	-	54,021	84,157
A3 Payments					
Maintenance and renewals	17,809	-	-	17,809	18,803
Projects	34,659	15,000	-	49,659	6,082
Gas	2,899	-	-	2,899	3,412
Electricity	3,362	-	-	3,362	4,001
Water	92	-	-	92	697
Insurance	2,413	-	-	2,413	2,353
Telling expenses	3,188	-	-	3,188	6,563
Cleaning	8,593	-	-	8,593	10,360
Administration	707	-	-	707	1,048
Performing rights	2,859	-	-	2,859	1,332
Audit fees	-	-	-	-	-
Advertising	-	-	-	-	56
Other	-	-	-	-	1,226
	-	-	-	-	-
Sub total	78,579	15,000	-	93,579	56,032
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,579	15,000	-	93,579	56,032
Net of receipts/(payments)	- 39,558	-	-	- 39,558	8,125
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year and	129,832	-	-	129,832	121,707
Cash funds this year end	90,274	-	-	90,274	129,832

Appendix B - Statement of Assets & Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank	6,974	-	-
	Building societies	83,909	-	-
	Cashplus prepaid	400	-	-
	Total cash funds	90,274	-	-

(agrees balances with receipts and payments account(s))

OK

OK

OK

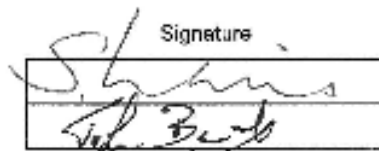
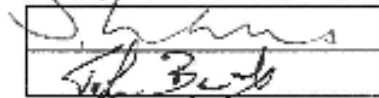
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SALLY WILLIAMS	28/3/21
	JOHN BAMFORD	28/3/21

Appendix C - Independent Examiners Report



**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**

Charity Name
Claygate Village Hall Association

**On accounts for the year
ended**

December 31 2020

Charity no 305007
(if any)

Set out on pages

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020 DD / MM / YYYY.

**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 (other than that disclosed below [-*]) 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

* Please delete the words in the brackets if they do not apply.

Signed:

B. John Fitzpatrick

Date: 23-03-2021

Name:

Berry John Fitzpatrick

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

Chartered Accountant

Address:

Holmwood, Oaken Drive, Claygate, Surrey KT10 0DL

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

