

# **HEADLEY VILLAGE HALL**

**VILLAGE HALL TRUST**  
**Charity No. 305061**

## **TRUSTEES' ANNUAL REPORT AND ANNUAL ACCOUNTS**

For the period 1 January, 2023 – 31 December, 2023

Headley Village Hall  
Church Lane  
Headley  
Surrey KT18 6LD

## **REPORT OF THE CHAIRMAN OF TRUSTEES**

**Accompanying the annual accounts for the Headley Village Hall Trust (the "Trust") for the financial year ending 31 December 2023  
Registered Charity No. 305061**

This report was first delivered orally at the AGM of Headley Village Hall held at 8.15 pm on Monday 20 May 2023 in Headley Village Hall, Church Lane, Headley.

### **1. Financial**

The Treasurer has made a detailed Treasurer's Report. After accruing for the cost of a new fire alarm and replacement fire lighting, the Trust's total retained reserves as at 31 December 2023 remained broadly unchanged from a year before.

The Trust's main source of income remains booking charges for the use of the hall and total charges for 2023 were 50% higher than those for 2022.

We are grateful to Mole Valley District Council ("MVDC") for £6,921 of grant income which has enabled us to bring our toilet refurbishment project to a conclusion.

We held one fund raising event in 2023, a curry supper, which raised £1,115 and received a donation of £1,454.

### **2. Lease of shop and flat**

The terms of the lease of the shop and flat were renegotiated in the course of the year and a new lease and related documents were signed. The new lease is not a protected tenancy within the Landlord & Tenant Act 1954 and expires on 28 September, 2029. There are provisions for the current arrangements in relation to the rent to be reviewed with effect from 29 September, 2026.

### **3. Health & Safety**

A fire safety report was commissioned at the end of the year and the Committee are moving ahead with the first stage of implementing its recommendations (the installation of a new fire alarm system for the hall, the shop and the flat) and replacing all fire exit lighting in the hall.

The hall is used by MVDC as a polling station during elections and a complaint was received about disabled access to the hall at the time of the 2023 local elections. The Trust thanked the complainant for bringing the particular issue to their attention and purchased a wheelchair ramp immediately afterwards. A solicitor's letter was received in relation to the complaint sometime later (on 6 March, 2024) but the complainant has been directed to MVDC's Electoral Services Department.

#### **4. Organisation**

The Trustees and Committee welcomed Gillian French as the Trust's new Treasurer following the AGM in 2023. Michael Moth has tendered his resignation as a trustee and committee member and Gillian French has volunteered to take his place as a trustee. We all thank Michael for his many years of service.

The approval of the annual accounts for the year ending 31 December 2023 was proposed at the AGM by Berl Steiner, seconded by Pip Burley and approved by all those present.

Signed:

A handwritten signature in blue ink, appearing to read 'G Vinter', with a long horizontal flourish extending to the right.

**Graham Vinter**

Chair of the Trustees of the Headley Village Hall Trust

# **Annual Accounts for the Headley Village Hall Trust**

Headley Village Hall Trust  
For the year ended 31 December 2023

# Contents

- 3 Treasurer's Report
- 4 Independent Examiner's Report to the Trustees of the Headley Village Hall Trust
- 5 Balance Sheet
- 6 Income and Expenditure Account
- 7 Notes to the Financial Statements

# Treasurer's Report

## Headley Village Hall Trust

### For the year ended 31 December 2023

#### 1. Overall results

The Income and Expenditure Account shows that there was a deficit of expenses over income of £183 in the year (2022 - surplus of income over expenses of £2,644). The Balance Sheet shows total reserves of £31,417 as at 31/12/23 (2022 - £31,599).

#### 2. Bookings Income

Bookings Income increased from £12,182 in 2022 to £17,936 in 2023. The increase was due to a combination of fee increases for Bookings as agreed at the 2023 AGM as well as an increase in Bookings of the Hall.

#### 3. Grant Income

The Trust received Grants in 2023 from Mole Valley Council totalling £6,921 (2022 - £5,218) as a contribution to the Toilet refurbishment project undertaken in 2023.

#### 4. Rental Income

The lease for the shop and flat was renewed in 2023 resulting in an increase in rent to £7,000 net per annum effective from September 2023.

#### 5. Fundraising Event

A curry night was organised in the year resulting in net income of £1,115 (2022 - £1,059).

#### 6. Repairs and Maintenance

The largest expense in 2023 was for Repairs and Maintenance totalling £25,530 of which £11,521 related to the Toilet Refurbishment Project. There are additional costs expended in 2024 relating to this project of £2,680 covered by a Grant from Mole Valley Council received in March 2024.

Towards the end of 2023 it became apparent that the Trust needed to install a new Wireless Fire System and Emergency Lights to comply with regulations. An accrual has been made in the 2023 accounts of £9,876 for this cost as well as a further £1,800 for replacing the Boiler Cupboard in the Flat.

#### 7. Banking facilities

The Trust has moved banking facilities in the year from HSBC to Metrobank which means online payments can now be made.

#### 8. Independent Examiner

I would like to thank Rob Caulkin of Smart Accountants (Surrey) Limited for agreeing to undertake the Independent Accountant's Examination of the Accounts without charge.

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Gillian French

Treasurer

20th May 2024

# Independent Examiner's Report to the Trustees of the Headley Village Hall Trust

Headley Village Hall Trust

For the year ended 31 December 2023

## Independent Examiner's Report to the Trustees of the Headley Village Hall Trust

I report to the Trustees on my examination of the accounts of the Headley Village Hall Trust (the "Trust") for the year ended 31st December 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 2022 (the "Act").

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

### Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material aspect:

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

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

Signed ..... 

Robert Caulkin ACCA

Smart Accountants Sussex and Surrey

Coastwise House, 17 Liverpool Road, Worthing BN11 1SU

Date ..... 22.5.24

# Balance Sheet

## Headley Village Hall Trust As at 31 December 2023

	NOTES	31 DEC 2023	31 DEC 2022
<b>Current assets</b>			
<b>Bank account balance</b>			
<b>Assets</b>			
HSBC Current account		-	13,598
HSBC Deposit account		-	12,120
Metrobank Current account		35,629	-
<b>Total Assets</b>		<b>35,629</b>	<b>25,718</b>
<b>Total Bank account balance</b>		<b>35,629</b>	<b>25,718</b>
<b>Monies owed to the Trust at the year end</b>			
Trade debtors		6,009	5,881
Other debtors		1,454	-
<b>Total Monies owed to the Trust at the year end</b>		<b>7,463</b>	<b>5,881</b>
<b>Total Current assets</b>		<b>43,093</b>	<b>31,599</b>
<b>Liabilities</b>			
Accrued Expenses		11,676	-
<b>Total Liabilities</b>		<b>11,676</b>	<b>-</b>
<b>Net current assets (liabilities)</b>		<b>31,417</b>	<b>31,599</b>
<b>Retained Reserves</b>			
Retained Reserves		31,417	31,599
<b>Total Retained Reserves</b>		<b>31,417</b>	<b>31,599</b>

# Income and Expenditure Account

Headley Village Hall Trust

For the year ended 31 December 2023

	2023	2022
<b>Income</b>		
Bookings income	17,936	12,182
Rent receivable	6,500	6,000
Insurance rent	1,193	1,164
Grant Income	6,921	5,218
Fund raising events	1,115	1,059
Gifts and Donations	1,454	3,512
Deposit account interest	112	1
<b>Total Income</b>	<b>35,230</b>	<b>29,135</b>
<b>Expenditure</b>		
Repairs & Maintenance	25,530	19,548
Insurance	3,174	2,198
Oil	1,770	3,180
Legal fees	1,454	-
Cleaning	898	-
Hall Supplies	813	579
Light, Power, Heating	625	630
Telephone & Internet	520	-
Rates	317	218
Bank Fees	312	138
<b>Total Expenditure</b>	<b>35,413</b>	<b>26,491</b>
<b>Excess of Income over Expenditure</b>	<b>(183)</b>	<b>2,644</b>

# Notes to the Financial Statements

## Headley Village Hall Trust

For the year ended 31 December 2023

	2023	2022
<b>1. Debtors</b>		
Debtors: amounts falling due within one year		
Trade debtors	6,009	5,881
Other debtors	1,454	-
<b>Total Debtors: amounts falling due within one year</b>	<b>7,463</b>	<b>5,881</b>
<b>Total Debtors</b>	<b>7,463</b>	<b>5,881</b>

Debtors as at 31/12/23 were:

- Headley Village Stores Ltd
- Contribution to Oil Tank - £2,370
- Insurance rent - £1,193
- Rent for quarter 25/12/23 - £1,750
- Bookings Income for 2023 - £146
  
- Bookings Invoiced at 31/12/23 not paid until January 2024 - £550

As at the date of this report, all of the above had been paid apart from the Contribution to the Oil Tank for £2,370.  
Other debtors - £1,454 - Donation towards the legal fees for the lease renewal received in January 2024.

	2023	2022
<b>2. Bank accounts</b>		
Metrobank Current account	35,629	-
HSBC Current account	-	13,598
HSBC Deposit account	-	12,120
<b>Total Bank accounts</b>	<b>35,629</b>	<b>25,718</b>

During 2023, the HSBC accounts were closed and funds transferred to the new Metrobank account.

	2023	2022
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### 3. Accrued Expenses

Accrued expenses as at 31/12/23:

- Boiler cupboard in flat - £1,800
- Wireless Fire System and Emergency Lights - £9,876

A payment of half of the Wireless Fire System and Emergency Lights costs was paid in April 2024.

### 4. Bookings Income - £17,936

Bookings income in the year took account of the increases in the Hall Fees rates made after the AGM in 2023.

### 5. Rent Receivable - £6,500

The rent was increased in 2023 to £7,000 net per year. The Rent Receivable comprises 2 quarters at £1,500 and 2 at £1,750.

#### **6. Repairs and Maintenance - £25,530**

Repairs in the year can be broken down into the following categories:

- Toilet Refurbishment project - £11,521
- Wireless Fire System and Emergency Lights - £9,876
- Boiler Cupboard in Flat - £1,800
- Boiler refurbishment - £1,416
- Garden Maintenance - £526
- Fire Safety Maintenance - £391

SCANNED