

WEST HORSLEY VILLAGE HALL

England & Wales · Charity number 305137

Details

Other names	WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE, WESTHORSLEY VILLAGE HALL
Status	Registered
Legal form	Other
Registered	1962-08-30
Register	View on the Charity Commission register

Contact

Address	99 The Street West Horsley Leatherhead Surrey KT24 6DD
Phone	01483 285454
Email	whvhbooking@gmail.com
Website	www.westhorsleyvillagehall.org

Activities

Objects: PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF WEST HORSLEY (THE AREA OF BENEFIT) WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS

Activities: West Horsley Village Hall is available for hire and comprises (a) the Main Hall, suitable for up to 130 with its own kitchen and toilets; (b) the Cedar Room, suitable for up to 65 with its own kitchen and toilets; and (c) the Rubin Room, suitable for up to 16 for meetings, with shared kitchen and toilets. Adjacent to the hall is a car park and attractive children's playground.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** WEST HORSLEY AND THE NEIGHBOURHOOD
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£48,871	£52,179	-	-
2024-03-31	£51,692	£58,748	-	-
2023-03-31	£43,742	£43,442	-	-
2022-03-31	£66,913	£36,673	-	-
2021-03-31	£44,167	£36,597	-	-

Trustees

Name	Role	Appointed
FRANCES HELEN KING	Chair	2023-07-25
ANN MASSET		2003-07-25
JUDITH ANNE BREWSTER		2023-07-25
Jonathon Rumbelow		2025-07-28
RHYS GEORGE WATKIN BEYNON		2023-07-25
ROBERT ANDREW SPACKMAN		2023-07-25
ROGER LINDSAY		2023-07-25
SARAH ELIZABETH CHRISTIANSEN		2023-07-25
Sylvia Giddings		2025-07-28

Linked charities

- LUCY THEODORA ROSCOE BEQUEST (305137-1)

Accounts

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Receipts and payments for the year ended 31st March 2025

Last year 2023/2024				This year 2024/2025	
£	£		Notes	£	£
500.00		At the beginning of the year funds amounted to:			
<u>65,670.73</u>		on current account		1,915.40	
		on deposit accounts		<u>57,198.77</u>	
	66,170.73	making a total of			59,114.17
		Income for the year came from:			
17,806.87		Letting fees: The Main Hall	20,808.01		
12,977.70		The Cedar Room	10,114.88		
2,125.44		The Rubin Room	2,246.23		
<u>2,517.00</u>		Storage & use of car park	<u>2,673.15</u>		
	35,427.01			35,842.27	
		Donations/Grants:			
3,600.00		Parish Council: Buildings	1 8,500.00		
4,400.00		Playground	0.00		
25.00		Deposits held at the financial year end	2 25.00		
<u>5,462.65</u>		Other	3 <u>1,816.48</u>		
	13,487.65			10,341.48	
	2,777.08	Bank interest		<u>2,687.45</u>	
<u>51,691.74</u>					48,871.20
	117,862.47	totalling			<u>107,985.37</u>
		Expenses were:			
19,857.92		Staff wages	4 24,428.80		
370.65		Employer pension contribution	0.00		
174.00		Payroll services	204.00		
9,360.00		Contract Cleaners	11,808.00		
1,677.53		Telephone, internet & website	1,204.45		
4,730.44		Electricity, Gas & Water	5 5,134.82		
0.00		Business rates	6 0.00		
2,677.81		Insurance	3,133.79		
825.50		Equipment purchases	7 329.07		
		Repairs & Maintenance	8		
10,024.34		Buildings	609.52		
0.00		Exterior redecoration	0.00		
1,980.00		Floor refurbishment	0.00		
1,028.25		Outdoor	878.00		
1,789.86		Playground	966.00		
1,776.38		Equipment	1,770.86		
355.57		Performing Rights Licence	9 273.49		
1,237.24		Household & cleaning	10 916.46		
506.57		Printing, stationery & postage	70.82		
<u>376.24</u>		Sundry	11 <u>451.37</u>		
	58,748.30	totalling			52,179.45
	59,114.17	which left funds at the end of the year			55,805.92
1,915.40		on current account		354.30	
<u>57,198.77</u>		on deposit accounts		<u>55,451.62</u>	
	<u>59,114.17</u>	making a total of			<u>55,805.92</u>
	-7,056.56	{Deficit} / Surplus for the year			-3,308.25

Signed:

Frances King

Miss F H King
Chairman of the West Horsley Village
Hall Management Committee

Date: 24th June 2025

Signed:

Kelene Henderson

Mrs K Henderson
Responsible Financial Officer
for West Horsley Village Hall

Date: 24th June 2025

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

Notes to the accounts for the year ended 31st March 2025

- 1 West Horsley Parish Council made a grant of £8,500 towards the upkeep of the Hall and to assist with the upkeep, safety inspections, repair and renewal of the playground.
- 2 A refundable cleaning deposit was introduced for parties on 1st January 2022. £900 was received during the financial year under review of which £637.50 was refunded, £75.00 was retained against cleaning costs, £212.50 was donated to West Horsley Village Hall and £25 was held at the financial year end in respect of parties held after 31st March 2025.
- 3 Includes a donation of £1,500 from The Frazer Trust, refundable deposits of £237.50 either retained against cleaning costs or donated to West Horsley Village Hall, £78.98 from TheGivingMachine.
- 4 Includes Employee Tax and National Insurance Contributions, paid quarterly to HMRC.
- 5 The cost of utilities remained high during during the financial year under review due to continued higher rates paid for electricity and gas.
- 6 Discretionary relief from Business Rates payable by West Horsley Village Hall during the financial year under review was granted by Guildford Borough Council.
- 7 Includes £167.09 CCTV replacement of malfunctioning part and £161.98 expenses
- 8 Repairs & Maintenance
Buildings: £543.52 on decorating supplies, £66 pest control issue.
Outdoor: Grass cutting £878,
Playground: Daily locking/unlocking £840, safety inspections £126
Equipment: Annual boiler service, £215. Boiler emergency call out £500, annual fire safety inspection £246.58, CCTV annual maintenance contract £150, various electrical repairs including bulbs £659.28
- 9 The cost of the annual music licence for the financial year under review is based on income earned during the financial year.
- 10 Includes the purchase of cleaning products and consumables not provided by the contract cleaners for use by hirers £17.99, the provision of a commercial waste bin and collection therefrom £636.56, £21.91 the annual charge for hand sanitiser and exterior window cleaning
- 11 Gifts for voluntary help with the financial accounts, the outside planters and the playground £137.88, refreshments for meeting £2.50, annual fee payable to The Information Commissioner £35. Charity Finance Training £65. NCVO 3 yearly membership £151. Microsoft 365 annual cost £59.99.
- 12 The renewal date of the insurance is 25th March, as a result of which 98.0769% of the total cost of £2,922.30 is included.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Statement of assets and liabilities as at 31st March 2025

	Notes	Totals	
		2024/2025	2023/2024
		£	£
Monetary assets			
Bank current account		354.30	1,915.40
Bank deposit account		1,453.03	3,828.51
COIF deposit account		53,998.59	53,370.26
		55,805.92	59,114.17
Debtors & prepayments			
Lettings unpaid at 31st March		1,974.15	3,285.41
Insurance paid in advance	12	2,866.10	2,552.76
		4,840.25	5,838.17
Liabilities			
Letting fees received for bookings after 31st March		0.00	147.40
Return of deposits (received before 31st March)		0.00	25.00
Playground		70.00	70.00
Electricity & gas		443.73	482.61
Gardener		144.00	94.00
HMRC		875.00	778.80
Everflow		0.00	44.01
Chambers Waste Management & Contract Cleaners		53.30	1,063.54
Website		0.00	16.74
Surrey Community Action payroll services		108.00	96.00
Total liabilities		1,694.03	2,818.10
Non-monetary assets			
Furnishings and playground equipment			

Note regarding the ownership of West Horsley Village Hall

The land and buildings at West Horsley Village Hall are owned by West Horsley Parish Council but are administered on a day-to-day basis by West Horsley Village Hall Management Committee under a Declaration of Trust dated 12th March 1962 in which West Horsley Parish Council is referred to as "Custodian Trustee". As a result of these arrangements, the Trustees of West Horsley Village Hall have legal responsibility for the management of the charity. The land and buildings at West Horsley Village Hall are included in West Horsley Parish Council's financial accounts and are listed on West Horsley Parish Council's asset register. West Horsley Parish Council makes an annual grant to West Horsley Village Hall towards the upkeep of the Hall and the upkeep, safety inspections, repair and renewal of the playground.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Independent Examiner's Report for the year ended 31st March 2025

Report to the Management Committee of West Horsley Village Hall

Basis of the Independent Examiner's Report

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

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements have not been met.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Brian Manners
Chartered Accountant

Date: 25.06.25

Accounts

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

CHAIRMAN'S REPORT 2024

This has been a year of change. We said goodbye to Julia Reardon Smith after 9 successful years as administrator, and hello to Kelane Henderson and Bruce Pink, who took over in January this year, having had December to work with Julia, learning something of the roles and what was entailed. Kelane looking after the admin and Bruce the facilities.

We still have some working out to do as to exact responsibilities but are getting there.

On the financial front you will see from the Receipts and Payments statement for the year that income from hirings has crept up, which is not wholly due to the increase in charges.

Included in 'Other' under income is a very generous donation from The Joseph Strong Frazer Trust of £2,500 which was put towards the cost of changing most of the lighting to LED, the whole cost being part of £10,024.34 included under Buildings in the Repairs and Maintenance heading. The final part of this work will be the lights in the Main Hall, however, this will wait until all the spare bulbs we have in stock for those lights, have been used. They are rather expensive to throw away!

We shall shortly see the replacement of the playground fencing, this is thanks to a grant from Surrey County Council and a further donation from the Frazer Trust, received in April this year.

We are in the process of arranging an Independent Energy Assessment, a grant had been applied for, but unfortunately the Hall was not high enough up the priority list to qualify.

The Hall interiors have been repainted and we are gradually going through other maintenance matters.

I would like to thank Julia, Kelane and Bruce for their work and all the Committee for their support, with a special word for Pam, Bob and Elaine who helped with the work in connection with the replacing of Julia and other employment matters which I could not have done without their support.

Finally, thanks to Brian Manners for the Independent Examination of the accounts and I, and I am sure the rest of the Committee, are very grateful that he is prepared to continue for at least another year.

Frances King
Chairman
West Horsley Village Hall Management Committee

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

Receipts and payments for the year ended 31st March 2024

Last year 2022/2023				This year 2023/2024	
£	£	Notes	£	£	£
500.00		At the beginning of the year funds amounted to:		500.00	
65,370.23		on current account		65,670.73	
	65,870.23	on deposit accounts			66,170.73
		making a total of			
17,754.18		Income for the year came from:			
9,952.65		Letting fees: The Main Hall	17,806.87		
1,879.25		The Cedar Room	12,977.70		
2,374.30		The Rubin Room	2,125.44		
	31,960.38	Storage & use of car park	2,517.00	35,427.01	
		Donations/Grants:			
3,350.00		Parish Council: Buildings	1 3,600.00		
4,150.00		Playground	4,400.00		
150.00		Deposits held at the financial year end	2 25.00		
3,142.85		Other	3 5,462.65		
	10,792.85			13,487.65	
	988.83	Bank interest		2,777.08	
	43,742.06				51,691.74
	109,612.29	totalling			117,862.47
		Expenses were:			
16,322.10		Staff wages	4 19,857.92		
495.43		Employer pension contribution	370.65		
102.00		Payroll services	174.00		
8,184.00		Contract cleaners	9,360.00		
1,295.39		Telephone, internet & website	1,677.53		
3,665.66		Electricity, gas & water	5 4,730.44		
0.00		Business rates	6 0.00		
2,517.47		Insurance	2,677.81		
93.31		Equipment purchases	7 721.90		
		Repairs & Maintenance	8		
743.03		Buildings	10,024.34		
3,100.00		Exterior redecoration	0.00		
0.00		Floor refurbishment	1,980.00		
1,792.50		Outdoor	1,028.25		
1,773.58		Playground	1,789.86		
1,406.58		Equipment	1,879.98		
273.49		Performing Rights Licence	9 355.57		
1,025.48		Household & cleaning	10 1,237.24		
355.92		Printing, stationery & postage	506.57		
295.62		Sundry	11 376.24		
	43,441.56	totalling			58,748.30
	66,170.73	which left funds at the end of the year			59,114.17
500.00		on current account		1,915.40	
65,670.73		on deposit accounts		57,198.77	
	66,170.73	making a total of			59,114.17
	300.50	Surplus / (Deficit) for the year			-7,056.56

Signed:

Francis King

Miss F H King
Chairman of the West Horsley Village
Hall Management Committee

Date: 13.06.2024

Signed:

K Henderson

Mrs K Henderson
Responsible Financial Officer
for West Horsley Village Hall

Date: 13.06.24.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Statement of assets and liabilities as at 31st March 2024

	Notes	Totals	
		2023/2024	2022/2023
		£	£
Monetary assets			
Bank current account		1,915.40	500.00
Bank deposit account		3,828.51	10,006.55
COIF deposit account		53,370.26	55,664.18
		59,114.17	66,170.73
Debtors & prepayments			
Lettings unpaid at 31st March		3,285.41	3,717.33
Insurance paid in advance	12	2,552.76	2,469.06
		5,838.17	6,186.39
Liabilities			
Letting fees received for bookings after 31st March		147.40	463.20
Return of deposits (received before 31st March)		25.00	150.00
Playground		70.00	105.00
Electricity & gas		482.61	388.30
Gardener		94.00	45.00
HMRC		778.80	481.72
Everflow		44.01	198.02
Website		16.74	0.00
Surrey Community Action payroll services		96.00	0.00
Contract cleaners & Chambers Waste Management		1,063.54	438.56
Total liabilities		2,818.10	2,269.80
Non-monetary assets			
Furnishings and playground equipment			

Note regarding the ownership of West Horsley Village Hall

The land and buildings at West Horsley Village Hall are owned by West Horsley Parish Council but are administered on a day-to-day basis by West Horsley Village Hall Management Committee under a Declaration of Trust dated 12th March 1962 in which West Horsley Parish Council is referred to as "Custodian Trustee". As a result of these arrangements, the Trustees of West Horsley Village Hall have legal responsibility for the management of the charity. The land and buildings at West Horsley Village Hall are included in West Horsley Parish Council's financial accounts and are listed on West Horsley Parish Council's asset register. West Horsley Parish Council makes an annual grant to West Horsley Village Hall towards the upkeep of the Hall and the upkeep, safety inspections, repair and renewal of the playground.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

Notes to the accounts for the year ended 31st March 2024

- 1 West Horsley Parish Council made a grant of £3,600 towards the upkeep of the Hall and £4,400 to assist with the upkeep, safety inspections, repair and renewal of the playground.
- 2 A refundable cleaning deposit was introduced for parties on 1st January 2022. £1,025 was received during the financial year under review of which £850 was refunded, £100 was retained against cleaning costs, £50 was donated to West Horsley Village Hall and £25 was held at the financial year end in respect of parties held after 31st March 2024.
- 3 Includes a donation of £2,500 from The Frazer Trust, a grant of £1,581.60 from LoCASE, a donation of £1,000 from Taylor Wimpey, refundable deposits of £150 either retained against cleaning costs or donated to West Horsley Village Hall, £124.41 from TheGivingMachine, other donations totalling £55.64 and a contribution of £51 towards breakages.
- 4 Includes Employee Tax and National Insurance Contributions, paid quarterly to HMRC. Staff wages were higher due to two members of staff being employed from 1st December 2023 to replace the Manager who left on 31st December 2023.
- 5 The cost of utilities increased because new contracts for the supply of electricity and gas came into effect during the financial year under review, as a result of which the rates were higher.
- 6 Discretionary relief from Business Rates payable by West Horsley Village Hall during the financial year under review was granted by Guildford Borough Council.
- 7 Includes £676.97 for the purchase of a laptop, printer and shredder for the West Horsley Village Hall Administrator and £44.93 for a WiFi extender for the Cedar Room.
- 8 Repairs & Maintenance
Buildings: 5-year electrical report £990, electrical remedials following the report £4,452, greening/electrical upgrades £3,954, decorating the Rubin Room and backstage toilet ceilings £400, replacement outside light and time switch £144, paint £54 and other minor repairs £30.34.
Floor refurbishment: The cost of refurbishing the wooden floor in the Main Hall.
Outdoor: Grass cutting £720, signs for the car park £187.03, wheelie bin liners for green waste £88.22 and compost for the planters £33.
Playground: Daily locking/unlocking £840, safety inspections £260, equipment repairs/spare parts £547.44, signage £93.60 and paint £48.82.
Equipment: Annual boiler service contract £350, annual fire safety inspection £282, annual gas safety certificates £198, CCTV annual maintenance contract £132, CCTV repair £108, piano tuning £138, key cutting £199.60, various electrical repairs including bulbs £156.74, repair of the Main Hall kitchen cupboard locks £101.54, water heater service £72, repair of the Main Hall projector cable £117 and sundry smaller items £25.10.
- 9 The cost of the annual music licence for the financial year under review is based on earnings which accounts for the increase from the previous year.
- 10 Includes the purchase of cleaning products and consumables not provided by the contract cleaners for use by hirers £185.51, the provision of a commercial waste bin and collection therefrom £592.37, exterior window cleaning £360 and oven cleaning £99.36.
- 11 Gifts for voluntary help with the financial accounts, the outside planters, the playground and with some electrical work in the Main Hall £159.23, drinks at the AGM £24, fee payable for membership of National Council of Voluntary Organisations £141 (every 3 years), annual fee payable to The Information Commissioner £35 and mileage expenses £17.01.
- 12 The renewal date of the insurance is 25th March, as a result of which 98.0769% of the total cost of £2,602.82 is included.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Independent Examiner's Report for the year ended 31st March 2024

Report to the Management Committee of West Horsley Village Hall

Basis of the Independent Examiner's Report

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

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements have not been met.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Brian Manners
Chartered Accountant

Date: 13 June 2024

Accounts

West Horsley Village Hall

Trustees' Annual Report for the year ended 31st March 2023

Welcome to the 61st Annual General Meeting of West Horsley Village Hall.

COVID has continued to impact the activities at the hall with some former regular hirers still not having returned and unlikely to do so now. Even so, there had been a welcome increase in hire income from £24,750 to just under £32,000. The hire charges had increased on 1st January 2023 so the improvement in hire income was not wholly due to this. Costs had increased with a one-off payment having been made to the Manager in respect of overtime built up during COVID. Additional costs had been incurred for cleaning, gas, electricity and insurance and the exterior of the building had also been repainted during the year.

Last year, I referred to the windows in the Main Hall and Rubin Room needing attention and it had been thought that the work may have been done in the next 12 months. However, due to the substantial cost involved and rather than using the Village Hall's reserves, it had been included in the S106 levy from the developer of Manor Farm. The funds would not be available until a certain number of houses in this development were occupied.

Recently, apart from the Main Hall lights, all the internal lighting had been converted to LED. In addition, the three electricity meters had been consolidated into one, thus saving on 2 standing charges. It was hoped both these measures would restrict increases in the cost of electricity. Considerable electrical work had been needed to bring the cabling up-to-date to comply with current regulations, the cost for which had been incurred in the next financial year.

I should like to extend thanks to Julia Reardon Smith, the Hall's Manager, for all her hard work in keeping the Hall running as well as it did, especially for covering the cleaning. The new contract seems to be working smoothly so it is hoped that she will not be called upon except in an emergency. I would also like to extend thanks to (a) David Ebdon for the weekly inspections of the playground to ensure the equipment is safe, (b) Diana Brighton who used to help with general pruning of the hedges and brambles in the playground but who has retired and her help will be much missed, (c) Harry Walker for the daily opening/locking of the playground, (d) Brian Manners, the Independent Examiner, who had indicated he was willing to continue for another year and (e) the Scarletts who look after the planters at the front of the Hall so magnificently. They did not enter the planters in West Horsley in Bloom this year because the flowers were 2-3 weeks behind. Finally, I would like to thank my co-Trustees for their help and support over the past year.

Miss F.H. King
Chairman
25th July 2023

Receipts and payments for the year ended 31st March 2023

Date: 24th May 2023

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Statement of assets and liabilities as at 31st March 2023

	Notes	Totals	
		2022/2023	2021/2022
		£	£
Monetary assets			
Bank current account		500.00	500.00
Bank deposit account		10,006.55	10,675.75
COIF deposit account		55,664.18	54,694.48
		66,170.73	65,870.23
Debtors & prepayments			
Lettings unpaid at 31st March		3,717.33	3,313.69
Insurance paid in advance	15	2,469.06	2,240.93
		6,186.39	5,554.62
Liabilities			
Letting fees received for bookings after 31st March		463.20	135.00
Return of deposits (received before 31st March)		150.00	45.00
Playground		105.00	105.00
Electricity & Gas		388.30	338.74
Gardener		45.00	86.00
HMRC		481.72	290.48
Castle Water		198.02	165.21
Contract Cleaners & Chambers Waste Management		438.56	23.06
Total liabilities		2,269.80	1,188.49
Non-monetary assets			
Furnishings and playground equipment			

Note regarding the ownership of West Horsley Village Hall

The land and buildings at West Horsley Village Hall are owned by West Horsley Parish Council but are administered on a day-to-day basis by West Horsley Village Hall Management Committee under a Declaration of Trust dated 12th March 1962 in which West Horsley Parish Council is referred to as "Custodian Trustee". As a result of these arrangements, the Trustees of West Horsley Village Hall have legal responsibility for the management of the charity. The land and buildings at West Horsley Village Hall are included in West Horsley Parish Council's financial accounts and are listed on West Horsley Parish Council's asset register. West Horsley Parish Council make an annual grant to West Horsley Village Hall towards the upkeep of the Hall and the upkeep, safety inspections, repair and renewal of the playground.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

Notes to the accounts for the year ended 31st March 2023

- 1 West Horsley Parish Council made a grant of £3,350 towards the upkeep of the Hall and £4,150 to assist with the upkeep, safety inspections, repair and renewal of the playground.
- 2 No COVID-19 grants were received during the financial year under review.
- 3 No payments under section 106 of the Town and Country Planning Act 1990 were received during the financial year under review.
- 4 No payment from Covea Insurance was received during the financial year under review.
- 5 A refundable cleaning deposit was introduced for parties on 1st January 2022. £1,157.50 was received during the financial year under review, of which £782.50 was refunded, £137.50 was retained against cleaning costs, £87.50 was donated to West Horsley Village Hall and £150 was held at the financial year end in respect of parties after 31st March 2023.
- 6 Includes a donation of £2,500 from The Joseph Strong Frazer Trust, refundable deposits either retained against cleaning costs or donated to West Horsley Village Hall £225, a donation from a resident £146.50, £126.12 from TheGivingMachine, other donations totalling £85, loss of keys £40, £12.23 from AmazonSmile and payment for a breakage £8.
- 7 Includes Employee Tax and National Insurance Contributions, paid quarterly to HMRC.
- 8 The cost of utilities was higher because new contracts for the supply of electricity and gas were agreed, as a result of which the rates were higher. In addition, £209 was paid to ScottishPower for the removal of 3 x electricity meters and the consolidation into one smart meter.
- 9 Discretionary relief from Business Rates payable by West Horsley Village Hall during the financial year under review was granted by Guildford Borough Council.
- 10 Includes replacement stepladder £93.31 and new mugs and jugs in the Main Hall kitchen £101.96.
- 11 Repairs & Maintenance
Buildings: Decorating the Main Hall lobby ceiling £340, various electrical repairs including a new timeswitch for the outside clock £172.89, repair to a roof skylight £96, service of the chair racks and repairs to the understage cupboard £75 and a new matwell in the Main Hall £59.14.
Exterior redecoration: The cost of repainting the exterior brickwork at West Horsley Village Hall.
Outdoor: Grass cutting £817, tree/hedge work £720, wheelie bins and liners for green waste £179.51 and sundry smaller items £75.99.
Playground: Daily locking/unlocking £840, safety inspections £540, equipment repairs £262.55, equipment spare parts £76.03 and paint £55.
Equipment: Boiler service contract £350, annual fire safety inspection £250.33, annual gas safety certificates £186, CCTV repair £142.80, various electrical repairs including bulbs £132.09, CCTV annual maintenance contract £126, water heater service £66 and sundry smaller items £51.40.
- 12 The cost of the annual music licence for the financial year under review is based on earnings which accounts for the increase from the previous year.
- 13 Includes the purchase of cleaning products and consumables not provided by the contract cleaners for use by hirers £383.17, the provision of a commercial waste bin and collection therefrom £375.02, exterior window cleaning £240 and sundry smaller items £27.29.
- 14 Gifts for voluntary help with the financial accounts and tending the outside planters and playground hedges £202.08, Christmas gift from the Trustees to the Manager £54.49, annual fee payable to The Information Commissioner £35 and mileage expenses £4.05.
- 15 The renewal date of the insurance is 25th March, as a result of which 98.0769% of the total cost of £2,517.47 is included.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Independent Examiner's Report for the year ended 31st March 2023

Report to the Management Committee of West Horsley Village Hall

Basis of the Independent Examiner's Report

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

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements have not been met.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Brian Manners

Chartered Accountant

Date: 25th May 2022

Accounts

West Horsley Village Hall

Trustees' Annual Report for the year ended 31st March 2022

It has been another challenging year with COVID still controlling our lives, especially earlier in the year under review.

The Village Hall, thank goodness, is in a relatively strong financial position so has been able to weather the difficulties better than some.

Bookings were running at about 65% of pre-COVID levels in the year with some former regular hirers not yet returning or using the opportunity to retire and just one or two new regulars. Costs are, as with all of us, increasing, particularly cleaning and heating. This is something that will need to be kept under review.

The introduction of the weekly Mamma Lourdes pizza van on a Sunday afternoon/evening has worked well. This required some electrical work to avoid having a generator running all the time but it seems to be a popular enterprise with up to 80 pizzas being sold in a session.

During the year, the Main Hall kitchen was upgraded, including the installation of a commercial dishwasher, and the Cedar Room doors were replaced, the Parish Council kindly bearing the cost of both projects. The stage curtains, apart from the main front tabs, were replaced using the very generous grant of £2,500 from The Joseph Strong Frazer Trust.

The Management Committee is aware that the windows in the Main Hall and Rubin Room need attention. Enquiries as to approximate cost of replacement have been made and it is hoped that this work will take place within the next 12 months. The exterior of the Hall is being repainted at the end of July 2022.

Now for a few thanks:

Primarily to Julia Reardon Smith for all her hard work in keeping the Hall running as smoothly as it does, especially in these difficult times. Then to David Ebdon who does the weekly inspections of the playground to ensure the equipment is safe. Alice Moodie, followed by Harry Walker, who in turn have taken over opening/locking the playground from the Millington family. Then there are the Scarletts who look after the planters at the front of the Hall so magnificently. We were delighted to hear that they obtained a Silver-Gilt certificate in the non-residential section of West Horsley in Bloom. Also, I must not forget to thank my co-Trustees for their help and support over the past year.

Finally, I need to mention the retirement of two of our Committee members at this AGM. Tim Bennett has been serving for about 12 years as representative of the Horsley Countryside Preservation Society. His sound advice and help has been invaluable. He has also stood in for Julia when she has taken her rare times off.

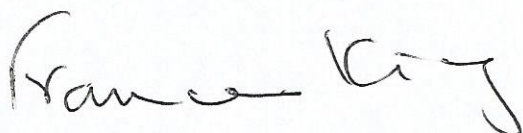
We are also losing Charles Hope who has served as a member of the public for 50 years. Charles has been Committee member, Vice-Chairman, Chairman, electrician, general odd-job man and everything else. We shall indeed miss him greatly although he has promised to be available in emergencies if required, but we shall try and let him have a peaceful retirement.

Miss F.H. King
Chairman
12th July 2022

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Receipts and payments for the year ended 31st March 2022

Last year 2020/2021		Notes	This year 2021/2022		
£	£		£	£	£
1,000.00		At the beginning of the year funds amounted to:			
26,937.19		on current account		500.00	
	27,937.19	on deposit accounts		35,130.07	
		making a total of			35,630.07
4,415.92		Income for the year came from:			
2,979.63		Letting fees: The Main Hall	14,965.56		
317.78		The Cedar Room	6,928.25		
154.00		The Rubin Room	896.81		
	7,867.33	Storage & use of car park	1,969.05		
				24,759.67	
2,800.00		Donations/Grants:			
3,520.00		Parish Council: Buildings	1	2,900.00	
20,193.00		Playground		3,550.00	
5,852.00		COVID-19 Government Grants	2	11,267.00	
0.00		Section 106 contributions	3	896.00	
0.00		Business Interruption Insurance	4	20,455.00	
3,908.44		Deposits held at the end of the year	5	45.00	
	36,273.44	Other	6	3,016.87	
	25.85	Bank interest		42,129.87	
	44,166.62			23.58	
	72,103.81	totalling			66,913.12
					102,543.19
		Expenses were:			
12,326.46		Manager	7	13,220.48	
335.46		Employer pension contribution		327.90	
120.00		Payroll services		132.00	
2,775.15		Contract Cleaners		6,955.25	
1,183.63		Telephone, internet & website		1,194.38	
2,181.65		Electricity, Gas & Water	8	2,830.68	
0.00		Business rates	9	0.00	
2,378.74		Insurance		2,286.87	
1,370.42		Equipment purchases	10	3,446.70	
		Repairs & Maintenance	11		
1,752.50		Buildings		1,106.53	
7,905.93		Outdoor		866.32	
1,330.53		Playground		1,497.53	
785.11		Equipment		1,319.85	
613.13		Performing Rights Licence	12	92.56	
917.06		Household & cleaning	13	1,029.54	
301.17		Printing, stationery & postage		148.89	
196.80		Sundry	14	217.48	
	36,473.74	totalling			36,672.96
	35,630.07	which left funds at the end of the year			65,870.23
500.00		on current account		500.00	
35,130.07		on deposit accounts		65,370.23	
	35,630.07	making a total of			65,870.23
	7,692.88	Surplus for the year			30,240.16

Signed:



Miss F H King
Chairman of the WHVH Management Committee

Date: 1st June 2022

Signed:



Mrs J E M Reardon Smith
Manager of West Horsley Village Hall

Date: 1st June 2022

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Statement of assets and liabilities as at 31st March 2022

	Notes	Totals 2022 £	2021 £
Monetary assets			
Bank current account		500.00	500.00
Bank deposit account		10,675.75	15,458.02
COIF deposit account		54,694.48	19,672.05
		65,870.23	35,630.07
Debtors & prepayments			
Lettings unpaid at 31st March		3,313.69	0.00
Insurance paid in advance	15	2,240.93	2,332.99
		5,554.62	2,332.99
Liabilities			
Letting fees received for bookings after 31st March		135.00	0.00
Return of 2 x £22.50 party deposits, paid before 31st March		45.00	0.00
Electricity & Gas		338.74	80.00
Telephone & Internet		0.00	92.30
Gardener		86.00	41.00
HMRC		290.48	0.00
Castle Water		165.21	0.00
Chambers Waste Management		23.06	0.00
Surrey Community Action		0.00	48.00
Total liabilities		1,083.49	261.30
Non-monetary assets			
Furnishings and playground equipment			

Note regarding the ownership of West Horsley Village Hall

The land and buildings at West Horsley Village Hall are owned by West Horsley Parish Council but are administered on a day-to-day basis by West Horsley Village Hall Management Committee under a Declaration of Trust dated 12th March 1962 in which West Horsley Parish Council is referred to as "Custodian Trustee". As a result of these arrangements, the Trustees of West Horsley Village Hall have legal responsibility for the management of the charity. The land and buildings at West Horsley Village Hall are included in West Horsley Parish Council's financial accounts and are listed on West Horsley Parish Council's asset register. West Horsley Parish Council make an annual grant to West Horsley Village Hall towards the upkeep of the Hall and the upkeep, safety inspections, repair and renewal of the playground.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE

Notes to the accounts for the year ended 31st March 2022

- 1 West Horsley Parish Council made a grant of £2,900 towards the upkeep of the Hall and £3,550 to assist with the upkeep, safety inspections, repair and renewal of the playground.
- 2 Various COVID-19 grants received from the Government between April 2021-February 2022 but paid by Guildford Borough Council.
- 3 Payable under section 106 of the Town and Country Planning Act 1990, Guildford Borough Council's contribution towards the cost of the refurbishment of the planters outside West Horsley Village Hall.
- 4 Payment by Covea Insurance following a successful Business Interruption Insurance claim.
- 5 A refundable deposit was introduced for parties on 1st January 2022. £180 was received during the year under review, of which £101.25 was refunded, £11.25 was retained against cleaning costs, £22.50 was donated to West Horsley Village Hall and £45 was held at the year end in respect of parties after 31st March 2022.
- 6 Includes a donation of £2,500 from The Joseph Strong Frazer Trust, £246.92 from Scottish Power in respect of overpayment of the electricity account, payments of £219.82 from TheGivingMachine, a refundable deposit of £22.50 which was donated instead of being refunded, other donations totalling £16.51 and a payment from AmazonSmile of £11.12.
- 7 Includes Employee Tax and National Insurance Contributions, paid quarterly to HMRC.
- 8 The cost of utilities was higher because West Horsley Village Hall's previous gas supplier ceased trading in November 2021, as a result of which the contract was terminated and new, higher rates were agreed.
- 9 Discretionary relief from Business Rates payable by West Horsley Village Hall during the year under review was granted by Guildford Borough Council.
- 10 Replacement backstage curtains £1,800.59, 8 x padded armchairs £460.80, 2 x additional CCTV cameras £420, 2 x microwave ovens £316.76, various electrical equipment (including bulbs) £221.45, sundry smaller items £134.70 and COVID-19 supplies £92.40.
- 11 Repairs & Maintenance
Buildings: Locksmith services £514.80, boiler repair £300, window repair £120, replacement tap in the Cedar Room kitchen £92.99 and sundry smaller items £78.74.
Outdoor: Grass cutting £701, hedge work £120 and sundry smaller items £45.32.
Playground: Daily locking/unlocking £840, safety inspections £540, equipment repairs £75.29 and equipment spare parts £42.24.
Equipment: Boiler service contract £349.99, plumbing repairs £393.79, annual gas safety certificates £147.60, annual piano tuning £128, annual CCTV maintenance contract £120, annual fire safety inspection £95.52 and sundry smaller items £84.95.
- 12 The cost of the annual music licence for the year under review was much reduced because it was based on earnings for the previous year which were affected by COVID-19.
- 13 Includes the purchase of cleaning products and consumables not provided by the contract cleaners for use by hirers £436.28, exterior window cleaning £240, temporary cleaning assistance when West Horsley Village Hall was between cleaning contracts £216 and the provision of a commercial waste bin and collection therefrom £137.26.
- 14 Gifts for voluntary help with the financial accounts and tending the outside planters and playground hedges £117.03, Christmas gift from the Trustees to the Manager £56, annual fee payable to The Information Commissioner £35 and mileage expenses £9.45.
- 15 The renewal date of the insurance is 25th March so 98.0769% of the total cost of £2,286.87 is included.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Independent Examiner's Report for the year ended 31st March 2022

Report to the Management Committee of West Horsley Village Hall

Basis of the Independent Examiner's Report

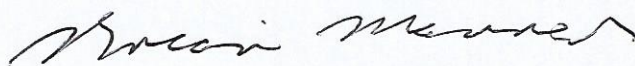
My examination was carried out in accordance with the general directions given by The Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or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

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements have not been met.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Brian Manners
Chartered Accountant

Date: *6th June 2022*

Accounts

West Horsley Village Hall

Trustees' Annual Report for the year ended 31st March 2021

This has been another unusual year and one which we hope will not be repeated. Coronavirus has continued to disrupt the normal operations of the village hall but limited opening has been viable at various times in the year.

In the playground, more soft "wet pour" material has been replaced around items due to shrinkage of the original areas over the years. However the major work was the replacement of the train by a similar piece of equipment which has proved popular and was readily accepted by the younger users. Our thanks to David Ebdon for keeping an eye on the equipment and doing excellent work replacing some worn-out nuts and bolts which has extended the life of the units affected.

For the second time in as many years our excellent cleaner left, but our cleaning contract company, Glencross Cleaning, has found a reliable replacement and cleanliness of the halls at this time is to a good standard.

Throughout the year financial support has continued to be received from the Government support scheme which Guildford BC has efficiently managed on their behalf. Our end of year accounts showed our finances to be in a stable situation and enables the committee to move forward with confidence. Julia has monitored and reported to the committee on a regular basis the status of the hall bookings using a traffic light table which has been easy to understand. It is always disappointing when we lose clients, but that was inevitable over the extended lockdown. Some hirers are back and the layout of hexagons on the floors of the Main Hall and Cedar Room has given several groups confidence to return and exercise whilst maintaining social distancing. It has meant a considerable investment in Julia's time to maintain the hexagons and it is appreciated. A significant grant of £2,500 from The Joseph Strong Frazer Trust was again received in the Spring, a particularly generous and thoughtful gift.

The grounds continue to be well looked after, hedges and grass tended to regularly and weeding a constant battle. Volunteer Diana Brighton has done sterling work keeping the brambles, hedges and nettles under control in the playground. Judith and Chris Scarlett have kept the planters in the front of the hall in good condition and their voluntary contribution is particularly appreciated. We thank Roger for organising the replacement of the planters wooden sides with a more durable wood structure. The new planters are more substantial and should last many years.

Lastly I thank everyone who gives their time up to be on this committee; this is my last report as Chairman of the Trustees and I sincerely thank you all for your support and positive contributions throughout the past eight years.

R. A. Spackman
Chairman
29th June 2021

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Receipts and payments for the year to 31st March 2021

Last year 2019/2020				This year 2020/2021	
£	£		Notes	£	£
1,500.00		At the beginning of the year funds amounted to:			
<u>29,047.95</u>		on current account		1,000.00	
		on deposit accounts		<u>26,937.19</u>	
	30,547.95	making a total of			27,937.19
Income for the year came from:					
20,451.24		Letting fees: The Main Hall		4,415.92	
16,505.86		The Cedar Room		2,979.63	
1,874.05		The Rubin Room		317.78	
<u>720.30</u>		Storage etc		<u>154.00</u>	
	39,551.45				7,867.33
2,750.00		Donations/Grants:			
3,450.00		Parish Council: Buildings	1	2,800.00	
1,000.00		Playground		3,520.00	
0.00		Horsleys Community Fund		0.00	
0.00		COVID-19 Government Grants	2	20,193.00	
<u>2,624.00</u>		Section 106 contributions	3	5,852.00	
		Other	4	<u>3,908.44</u>	
	9,824.00				36,273.44
	<u>110.05</u>	Bank interest		<u>25.85</u>	
	49,485.50				44,166.62
	<u>80,033.45</u>				<u>72,103.81</u>
Expenses were:					
13,954.28		Manager	5	12,326.46	
382.56		Employer pension contribution		335.46	
72.00		Payroll services		120.00	
8,133.21		Contract Cleaners	6	2,775.15	
1,196.77		Telephone, internet & website		1,183.63	
2,884.44		Electricity, Gas & Water	7	2,181.65	
0.00		Business rates	8	0.00	
2,370.04		Insurance		2,378.74	
1,817.71		Equipment purchases	9	1,370.42	
		Repairs & Maintenance	10		
		Buildings		1,752.50	
1,320.19		Roof Refurbishment		0.00	
12,307.07		Outdoor		8,028.93	
1,987.05		Playground		1,330.53	
2,478.68		Equipment		785.11	
827.30		Performing Rights Licence	11	613.13	
813.82		Household & cleaning	12	917.06	
1,247.11		Printing, stationery & postage		301.17	
69.01		Sundry	13	<u>196.80</u>	
<u>235.02</u>					
	52,096.26				36,596.74
27,937.19		which left funds at the end of the year			35,507.07
1,000.00		on current account		500.00	
<u>26,937.19</u>		on deposit accounts		<u>35,130.07</u>	
	<u>27,937.19</u>	making a total of			<u>35,630.07</u>
-2,610.76		(Deficit)/Surplus for the year			7,569.88

Signed:



R A Spackman
Chairman of the WHVH Management Committee

Date: 15.5.21

Signed:



J E M Reardon Smith
Manager of West Horsley Village Hall

Date: 14th May 2021

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Statement of assets and liabilities as at 31st March 2021

	Notes	Totals	
		2021	2020
		£	£
Monetary assets			
Bank current account		500.00	1,000.00
Bank deposit account		15,458.02	7,288.49
COIF deposit account		19,672.05	19,648.70
		<u>35,630.07</u>	<u>27,937.19</u>
Debtors & prepayments			
Lettings unpaid at 31st March		0.00	2,205.90
Insurance paid in advance	14	2,332.99	2,324.46
		<u>2,332.99</u>	<u>4,530.36</u>
Liabilities			
Letting fees received for bookings after 31st March		0.00	0.00
Electricity, Gas & Water		80.00	568.90
Telephone & Internet		92.30	81.19
Gardener		41.00	46.00
HMRC		0.00	205.68
Contract Cleaners & Chambers Waste Management		0.00	515.38
Surrey Community Action		48.00	48.00
Total liabilities		<u>261.30</u>	<u>1,465.15</u>
Non-monetary assets			
Furnishings and playground equipment			

Note regarding the ownership of West Horsley Village Hall

The land and buildings at West Horsley Village Hall are owned by West Horsley Parish Council but are administered on a day-to-day basis by West Horsley Village Hall Management Committee under a Declaration of Trust dated 12th March 1962 in which West Horsley Parish Council is referred to as "Custodian Trustee". As a result of these arrangements, the Trustees of West Horsley Village Hall have legal responsibility for the management of the charity. The land and buildings at West Horsley Village Hall are included in West Horsley Parish Council's financial accounts and are listed on West Horsley Parish Council's asset register. West Horsley Parish Council make an annual grant to West Horsley Village Hall towards the upkeep of the Hall and the upkeep, safety inspections, repair and renewal of the playground.

WEST HORSLEY VILLAGE HALL MANAGEMENT COMMITTEE
Notes to the accounts for the year ended 31st March 2021

- 1 West Horsley Parish Council made a grant of £2,800 towards the upkeep of the Hall and £3,520 to assist with the upkeep, safety inspections, repair and renewal of the playground.
- 2 Various COVID-19 grants received from the Government between July 2020-March 2021 but paid by Guildford Borough Council.
- 3 Payable under section 106 of the Town and Country Planning Act 1990, Guildford Borough Council's contribution towards the cost (£6,748) of the refurbishment of the planters outside West Horsley Village Hall.
- 4 Includes a donation of £2,500 from The Joseph Strong Frazer Trust, £885.05 from PPL PRS Ltd in respect of a refund of music licence fees overpaid since 2018 (following a change in the rates applicable to community buildings), other donations totalling £265, a Gift Aid payment from HMRC of £50 following a donation of £200, payments from TheGivingMachine of £197.33 and a payment from AmazonSmile of £11.06.
- 5 Includes Employee Tax and National Insurance Contributions, paid quarterly to HMRC.
- 6 The contract cleaning service was suspended while West Horsley Village Hall was closed due to COVID-19.
- 7 The cost of utilities was lower because of reduced usage when West Horsley Village Hall was closed due to COVID-19. In addition, following a re-rating of the Gas account, a refund of £315.74 was made in February 2021 but the amount was retained on the account to cover future gas charges.
- 8 GBC granted discretionary relief from Business Rates payable by West Horsley Village Hall during the year under review.
- 9 COVID-19 signage, hand sanitiser dispensers and supplies to ensure West Horsley Village Hall was "COVID-19 Secure" £1,338.80 and sundry smaller items £31.92.
- 10 Repairs & Maintenance
Buildings: Refurbishment of the Cedar Room floor £1,176, locksmith services £266, replacement perspex cover for the outside clock £150.96 and sundry smaller items £159.54.
Outdoor: Refurbishment of the planters £6,748, grass cutting £660, cost of Guildford Borough Council garden recycling bins for 2019-2020 £123, cost of Guildford Borough Council garden recycling bins for 2020-2021 £123, hedge work £120 and sundry smaller items £131.93.
Playground: Daily locking/unlocking £715.32, safety inspections £386.45, equipment repairs £182, equipment spare parts £26.79 and sundry smaller items £19.97.
Equipment: Boiler service contract £290, annual fire safety inspection £194.31, annual gas safety certificates £144, annual CCTV maintenance contract £114 and £42.80 on sundry smaller items.
- 11 The cost of the annual music licence for the year under review was £465.97. In addition, PPL PRS Music Ltd required the dates of the licence to be adjusted to align more closely in future with the date of the financial year end, resulting in an additional cost of £147.16.
- 12 Includes the purchase of cleaning products and consumables not provided by the contract cleaners for use by hirers £731.18, exterior window cleaning £120 and the provision of a commercial waste bin and collection therefrom £65.88.
- 13 Annual fee payable to The Information Commissioner £35 (required due to having CCTV), Christmas gift from the Trustees to the Manager £53.94 and gifts for voluntary help with the WHVH accounts and tending the outside planters and playground hedges £107.86.
- 14 The renewal date of the insurance is 25th March, as a result of which 98.0769% of the total cost of £2,378.74 is included.