

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
	<u>27,937.19</u>				
		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.