

# **West Horsley Village Hall**

## **Trustees' Annual Report for the year ended 31<sup>st</sup> 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.

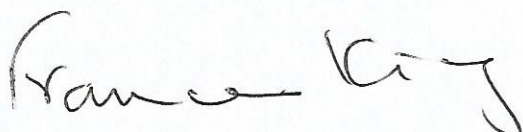
We are also losing Charles Hope who has served as a member of the public for 50 years. Charles has been Committee member, Vice-Chairman, Chairman, electrician, general odd-job man and everything else. We shall indeed miss him greatly although he has promised to be available in emergencies if required,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

Miss F.H. King  
*Chairman*  
12<sup>th</sup> 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                       | 2,900.00            |           |            |
| 20,193.00           |           | Playground                                      | 3,550.00            |           |            |
| 5,852.00            |           | COVID-19 Government Grants                      | 11,267.00           |           |            |
| 0.00                |           | Section 106 contributions                       | 896.00              |           |            |
| 0.00                |           | Business Interruption Insurance                 | 20,455.00           |           |            |
| 3,908.44            |           | Deposits held at the end of the year            | 45.00               |           |            |
|                     | 36,273.44 | Other   | 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<br>2022<br>£ | 2021<br>£        |
|---|-------|---------------------|------------------|
| <b>Monetary assets</b>                                      |       |                     |                  |
| 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        |
|   |       | <b>65,870.23</b>    | <b>35,630.07</b> |
| <b>Debtors &amp; prepayments</b>                            |       |                     |                  |
| Lettings unpaid at 31st March                               |       | 3,313.69            | 0.00             |
| Insurance paid in advance                                   | 15    | 2,240.93            | 2,332.99         |
|   |       | <b>5,554.62</b>     | <b>2,332.99</b>  |
| <b>Liabilities</b>  |       |                     |                  |
| 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   |       | <b>1,083.49</b>     | <b>261.30</b>    |
| <b>Non-monetary assets</b>                                  |       |                     |                  |
| 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**

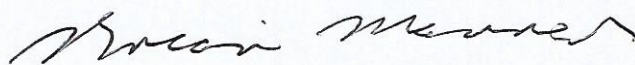
My examination was carried out in accordance with the general directions given by The Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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*