

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