



Grazeley Village Memorial Hall

Annual Report

Financial Year 2024-25



Chairman Report:

The past year has seen the hall continue to be a hub for the community although lettings were again down by 7% from last year. On a more positive note we achieved Hallmark 1 accreditation and have attended training for Hallmark 2 which is our target for early 2026.

Regular maintenance by Devon, Kevin and Harvey have ensured that the hall grounds have remained beautiful throughout the year. This year we also tackled the deadwood and crown lifts on the old oaks to ensure they remained safe – thanks to Arborfield Tree Care.

Our annual ROSPA inspection again came back with a largely clean bill of health for the play and field areas, although some timbers on the climbing frame require replacement.

This year we have again focussed on essential maintenance work only in light of reduced lettings.

- Repairs to the porch external double doors
- Removal of old field bins and installation of new bird/animal proof bin (Kevin)
- Pipe repair after big water leak in gents toilet (Kevin)
- New toilet seat for gents toilet (Kevin)
- Defibrillator supplied by Shinfield Parish Council – many thanks to them.

Special thanks again to Karen, for her continued management of our lettings and day-to-day hall operations and to Kevin, our volunteer handyman, who has again dealt with much of the maintenance that is required to keep the hall functioning smoothly and with the annual challenge of installing our Christmas tree and lights.

Thanks also go to our cleaner, Tracey Owen, who has again worked hard this year keeping the hall spotless for our hirers.

Finally, my thanks go to the whole management committee team for giving their time and support to the running of the hall.

Treasurer Report:

This has been a consistent year for Hall Lettings, although lets income was 10% lower than the previous financial year. In addition, our non-discretionary expenditure has further reduced and combined with lower levels of refurbishment work and a substantial electricity refund means that the hall finances are in a stronger position at the end of this financial year.

Balances @ 31st August 2025

Community account	£5,569.47	(£6,730.47 last year) (£6,897.03 @18 th November)
Business Premium account	£26,507.01	(£20,200.82 last year) (£26,594.99 @18 th November)
Petty Cash	£0.00	
Total	£32,076.48	(£26,931.29 last year)

Letting income was **£25,027.75** (£27,031.25 last year)

Donations of **£290** were received from Shinfield Parish Council.

Bank interest of **£306.19** was received (£210.86 last year)

Electricity refunds of **£5944** were received from ScottishPower.

Overall income therefore was £31,567.94 (£27,452.11 last year) which means we will again need to use an independent examiner for the accounts that will be submitted to the Charity Commission next year as we have exceeded the £25K threshold.

(Note: Following the government consultation on financial thresholds in charity law, the government's response indicates that this threshold is likely to be increased to £40,000 in the next 12 months).

Our overall expenditure was £25,078.26 (£21,968.13 last year).

Electricity costs were £6,478.00 but this is offset by the credit of £5944 from Scottish Power.

From October 2025 we have changed electricity supplier to Octopus business and are now paying a 12 month fixed rate of 59.9p/day standing charge and 23.17p/kWh. Compared with Scottish Power where we were paying 123.83/day standing charge and 28.09/kWh. Octopus are also due to install a smart meter on 21 November to remove the need for manual readings.

This year we invested **£1,474.75 into refurbishment** (£699.38 last year).
General maintenance costs were £5,158.44(£3,536.23 last year).

We now separately split out ground care maintenance (£3,560.83) from general maintenance (£1,597.61). Ground care this year was higher than usual due to Oak Tree maintenance (£2,700), it also reflect planter costs.

The continued approach to keep refurbishment/improvements low again this year has left us in a stronger financial position with an overall surplus this year of £6,489.68 (£5,483.98 last year).

Overall, our annual non-discretionary expenditure was £23,603.51 against lets income of £25,027.75 (noting that in reality our expenditure was lower given the refund that was necessary from ScottishPower).

We can therefore look to undertake further renovations in the next year if letting income continues to be strong.

A key risk is that 25% of our letting income last year came from a single user. If we lost the business from this user then we would be looking at a potential annual deficit of £1K. We should therefore look to try to find more regular groups to fill weekday slots.

We do however have a very strong surplus with sufficient to cover around 2 years of costs and as part of our Hallmark 2 accreditation we will need to formally put a reserves policy in place.

GRAZELEY VILLAGE HALL			
INCOME STATEMENT 01/09/24 - 31/08/25			
EXPENDITURE	2023/2024		2024/2025
Electricity	£8,028.00		£6,478.00
Water Rates	(£1,174.05)		£264.55
Waste Collection	£813.37		£952.78
Ground Care (Previously Gas)	£0.00		£3,560.83
Functions	£318.10		£708.19
Website (Previously Field Rent for Boot Sales)	£0.00		£293.99
Insurance	£1,064.88		£1,273.09
Maintenance	£3,536.23		£1,597.61
Miscellaneous & Consumables	£398.81		£394.76
Cleaner	£4,994.15		£4,245.00
Letting Secretary Expenses	£3,054.50		£3,232.50
Refurbishment & Improvements	£699.38		£1,474.75
Membership Fees	£226.80		£515.50
Business Rates	£7.96		£86.71
Total Expenditure	£21,968.13		£25,078.26
INCOME			
Lets		£27,031.25	£25,027.75
Car Boot Sales		£0.00	£0.00
Functions		£0.00	£0.00
Bank Interest		£210.86	£306.19
Refunds & Reimbursements		£0.00	£5,944.00
Donations Grants & Contributions		£210.00	£290.00
Total Income		£27,452.11	£31,567.94
Net Surplus/Deficit at end of year	£5,483.98		£6,489.68
Balance Totals	£27,452.11	£27,452.11	£31,567.94
Cash in Accounts at 31/08/2025			£32,076.48
			(last year) £26,931.29

Paul Earwaker (Chairman) 19th November 2025



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Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Grazeley Village Memorial Hall

On accounts for the year ended

31 August 2025

Charity no (if any)

300154

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 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 of the annual accounts, based on the information provided to me.

Signed:

Date:

17/04/2026

Name:

Ben Kemp

Relevant professional qualification(s) or body (if any):

ICAEW

Address:

22, 3 Riverlight Quay

London

SW11 8AY