

# Ashtead Peace Memorial Hall 2023



## Annual Report and Accounts 2023

**Ashtead Peace Memorial Hall  
Registered Charity number 304968**

**Woodfield Lane,  
Ashtead, Surrey, KT21 2BE**

## Report of the Trustees

### Reference and administrative information

### The Trustees

Mr Ray Cane	Representing	Ashtead U3A
Mrs Eileen Close	Representing	Woodfield Entertainers
Mrs Jennie Beck (from March 2023)	Representing	Ashtead Choral Society
Mrs Rachel Pearson	Representing	Ashtead Players
Cllr Gerry Sevenoaks (from June 2023)	Representing	Mole Valley District Council
Mrs Gill Northcott	Representing	Ashtead Flower Arrangement Group
Mrs Rosemary Stark	Representing	Ashtead Women's Institute
Mrs Diane Stirling	Representing	Ashtead Residents' Association
Mrs Pam Ventham-Smith	Representing	Friends of Ashtead Village Hall
Mr Nigel Arch (from March 2023)	Representing	The Arts Society Ashtead
Mrs Jane Hiley	Elected	
Mr Tony Williams	Elected	
Mr Derek Harwood	Elected	
Mrs Pat Reynolds	Co-opted	
Mr Simon Ling	Co-opted	
Mrs Jean Law	Co-opted	

#### Other Trustees who served in 2023

Mr Alan Reilly (resigned May 2023)	Representing	Mole Valley District Council
Mrs Judi Whitmarsh (resigned March 2023)	Representing	The Arts Society Ashtead

#### The Executive Committee (Officers)

Chairman	Mrs Jane Hiley
Secretary	Vacant
Treasurer	Mr Tony Williams
Maintenance Co-ordinator	Mr Derek Harwood

#### Staff

Facilities Manager	Mr Cliff Kemp
Bookings Manager	Mrs Ginny Leary
Relief Caretaker	Mr Mark Evans

#### Independent Financial Examiner

Mrs Elisabeth Storey FCA
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## **Structure, Governance and Management**

The Hall is governed in accordance with The Charities Act 2011; a Trust Deed of 1926 (as amended by a Scheme of 1937; a Scheme of 1962; a Supplemental Order of 1974 and a Memorandum of Amendments of 2009). The Governing Document, first published in 2007, is not a legal document but it incorporates all the intentions of the above and functions as the governing document of the charity. During 2015 this Governing Document was reviewed, updated, and approved by the Trustees. It was revisited in 2020 and approved again.

The Hall is managed by a Committee of Management consisting of up to 12 (Representative) Trustees nominated by user organisations, up to 4 (Elected) Trustees elected by Ashtead residents at the AGM and up to 4 (Co-opted) Trustees co-opted by the Committee. The names of the Trustees serving in the year are noted on page 2. The Committee of Management annually elects their officers - Chairman, Secretary, Treasurer and Maintenance Co-ordinator, and delegates to them day-to-day responsibility for running the Hall (Operations Committee). The names of the Officers serving in the year are noted on page 2. Permanent staff of the Hall are the Facilities Manager, Bookings Manager, and one or two Relief Caretakers. The Bar is managed independently by a Franchisee, currently Mr George Gregory.

## **Object of the Trust and Public Benefit**

The original Trust Deed of 1926 states that the Hall shall be "used in perpetuity for the benefit of the inhabitants of the said Parish of Ashtead". In practice this means that the Trustees "own" the Hall but only for maintaining it for the benefit of residents. It is a legal requirement under the Charities Act 2011 that this report demonstrates that there is a significant public benefit deriving from the Trustees' activities. The benefit in this case is that the Hall is maintained, and the facilities are used by many different organisations, each of which satisfies its own public benefit requirements. The objects of these user organisations cover a variety of the charitable purposes described in the Charities Act including, but not limited to, the advancement of education and training, the advancement of health or of saving lives, sport & recreation and the advancement of the arts, culture, heritage, or science. This results in a public benefit to a wide cross-section of the local Community. The Charity Trustees have therefore complied with their duty to have due regard to the guidance on public benefit.

## **Trustees' Remuneration**

All Trustees give of their time voluntarily and receive no remuneration or other benefits.

## **Financial Review**

The Treasurer's Report and the Accounts of the Trust are set out on pages 7 to 11.

## **Policy on Reserves**

The Trustees have decided to maintain a general contingency reserve of approximately six months expenditure to cover the risk that the Hall must close for a period, for the present they have decided on £50,000. In addition, funds have been set aside to prepare for ongoing costs particularly in relation to "Wish List" planned maintenance items. Information on these is to be found in the accounts.

## **Logo and Website**



## **ASHTEAD PEACE MEMORIAL HALL**

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The Trustees have developed a new logo and upgraded the APMH website. [www.apmh.org.uk](http://www.apmh.org.uk) The logo was designed by Katie Alexander at Gladstone Design studio. She took the theme of the dove of peace holding an olive branch and linked it with the old logo which is embroidered on the curtains above the stage in the main hall.

The Website – managed by Rachael Hide, Ray Cane and Jane Hiley - is updated regularly and reflects the events and work done at the hall. It shows an invitation to all to come and join in with other members of the community to celebrate friendship and fun. It is hoped that our new links through social media and other methods of communication will help to raise awareness of the hall and its uses.

## **Defibrillator**

A Defibrillator has been placed on the outside of the hall by the Bar entrance to provide a facility for the public. Members of staff have been trained in its use.

## **Chairman's Annual Report 2023**

2023 turned out to be the year of anticipation. We were preparing for the future by ensuring that all our equipment and facilities are suitable for the next generation of hall users. We were also getting ready for 2024 – our hundredth anniversary - which we will be celebrating in style over the course of the year.

We began by completing the work on the speakers in the main hall and ensuring that all our audio-visual equipment was up to standard. Later in the year we were also able to give some training to hall users to ensure that they were familiar with the

## **Ashtead Peace Memorial Hall**

microphones and how to use them to the best advantage. This was also linked to some work which was done on Wi-Fi connections so that everyone can obtain the use of free Wi-Fi throughout the hall and other rooms. A new projector and screen remain on the wish list awaiting suitable funds.

Some of the costs of this work were paid for by the Friends of the Village Hall to whom we are very grateful for all the fund-raising work which they do on our behalf. The Trustees themselves also put on much appreciated events to raise further funds to cover expenses during the year, as well as giving opportunities to members of the community to get together and have fun.

The Trustees have been looking into the matter of "Green Energy" and "reducing our Carbon Footprint" which led to the formation of a sub-committee which has met on several occasions to explore the matter further. This resulted in the Trustees paying for a complete Energy Survey by ESOS Energy which is going to be the backbone of our strategy going forward during 2024.

One of the first items to be dealt with was the double fire exit doors by the disabled toilet which had become draughty and inefficient over the years. They are now fully functioning and will reduce heat loss considerably. Another was to replace the old poor energy efficient dishwasher in the servery with a high rated "greener" model. Other steps will be taken over time depending on how well the public gets behind our fund-raising efforts to build up the money to pay for solar panels, LED lighting etc. Ultimately, we will need to replace our old gas boiler, and this will be a major effort which will require everyone to get involved.

But the hall is not mainly about equipment and providing facilities of the highest quality possible - it is mostly about people. We love to welcome everyone to the hall to take part in a wide variety of activities and to enjoy good company and a chance to make new friends. From our youngest regular customers at the Busy Bees playgroup to the oldest at the lunch clubs and other events we all want to go home knowing that we have had a good and safe time together.

This has meant that on occasions there have had to be compromises where different customers want different and perhaps conflicting things. This is especially so regarding the heating where a very active group want to open all the windows and doors and put on the fans because they are too hot, then the next group feel cold as the room takes a long time to heat up again.

The management of the customer groups and their needs has been very ably handled by the executive group who have met almost every Wednesday morning over the last year. Cliff Kemp our Facilities Manager - who with his wife Hayley lives in the flat above the hall - has made a huge difference to the way we operate as a hall. He has gone the extra mile on many occasions and put up very gracefully with the foibles of customers.

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Similarly, Ginny Leary – our new Bookings Manager, who joined us during the year, and following a steep learning curve - has proved to be very business savvy and extremely helpful to all our customers and friends. They have met with Tony Williams our Treasurer, and Derek Harwood, Trustee responsible for Maintenance and me on a weekly basis. Those attending the meeting have made an outstanding contribution to the smooth running of the hall and the maintenance of the building.

In addition, the Trustees themselves have met monthly and planned the progress of the hall through discussion and agreement on the wish list items and the way forward in terms of policy. They have put on fund raising and community events and ensured that the policies of the hall are properly implemented, and funds raised used wisely.

Two sub-committees of Trustees – the Centenary group and the Energy group - have been focusing on different aspects of the work to achieve the same goal – the benefit of the hall and its users.

We have also been working to ensure that all our customers get the same support and encouragement which has resulted in our having to be sharper on those who pay for the use of one room and then use two. We have also, sadly, had to decide that we will no longer be able to welcome wedding parties to the hall as the resulting damage has been greater than the £500 deposit on more than one occasion. It is so sad because most of our customers are wonderful and go the extra mile to support the hall but just a few proved to be untrustworthy. We hope that the message is received in the community that everyone is welcome at the hall, and they are expected to treat it with respect so that it is in the same condition, or better, when they leave than when they arrive. Then we can all continue to work together in harmony.

As we look towards the future during 2024 we hope to maintain the excellent work being done by Trustees and staff and to encourage new volunteers to step up and take their turn in the running of the hall. We need a Secretary and are also aware of the need for succession planning to replace those of us who have served so faithfully for many years. We hope to recruit new Trustees during our year of 100<sup>th</sup> anniversary celebrations.

Meanwhile we can be aware that 2023 has proved to be another successful year in the life of the hall and we can express our gratitude to all involved.

Jane Hiley  
Chairman of Trustees  
6 March 2024

**Financial Review**

The Hall recovered strongly in 2023. Income from lettings, deposits, and storage (LDS) over the year was significantly higher than in 2022 at £85,000 (2022 - £73,923). Income from the bar also returned to more normal levels.

Four fund-raising events were run during the year, raising a net amount of around £3,100.

The Friends of Ashtead Village Hall donated £8,573 during the year. This was for specific projects – upgrading the sound system in the main Hall (as noted in last year's report, this work was carried out in 2022), upgrading the wi-fi in the Ralli Room, replacing the fire door by the disabled toilet and replacing the dishwasher in the servery. In addition, several donations were received from individuals and groups.

After many years of low interest rates, increases in rates over the year meant that some £3,400 was received from our deposits.

On the expenditure side, costs continued at a more or less normal level. The biggest items of exceptional expenditure were the development of a new logo and the commissioning of an energy review from specialist contractors. This expenditure is included under the Administration heading in the accounts.

The Hall aims to budget so that income from day-to-day activities makes a small surplus over operating costs, which enables us to set aside funds towards occasional major items of expenditure. In the event, there was an operating profit (i.e. the difference between receipts from LDS and the bar and operating expenditure) of around £11,700 in 2023. This was a better result than forecast and reflects both the return to more normal levels of bookings and close control over expenditure.

Costs continue to increase. Although we are fortunate to have long-term fixed price energy contracts in place, which means we are insulated at present from energy price increases, we need to be aware that we may face significant increases when those contracts fall to be renegotiated and prepare for that eventuality. As the Chairman has described, we are committed to improving our "green" profile, but this will inevitably require us to commit expenditure to that end. The good result in 2023 has enabled us to increase substantially the amount we have set aside for energy projects (e.g. the eventual replacement of the gas boiler, installation of solar panels, improvements to insulation).

Tony Williams  
Hon Treasurer  
6 March 2024

**Ashtead Peace Memorial Hall**

**Receipts and Payments Accounts for the year to 31 December 2023**

	Notes	2023	2022
		£	£
<b>Income and receipts</b>			
Lettings, deposits and storage		85,000	73,923
Bar	1	2,115	910
<b>Sub-total</b>		<b>87,115</b>	<b>74,833</b>
<b>Fundraising and other income</b>			
Fund raising activities (gross)	2	4,632	6,116
Interest on bank and deposit accounts		3,401	704
Donations	3	9,603	3,051
Grants		-	6,509
Other Income		46	80
<b>Sub-total</b>		<b>17,682</b>	<b>16,460</b>
<b>Total Income</b>		<b>104,797</b>	<b>91,293</b>
<b>Payments: Operating expenditure</b>			
Salaries and payroll costs		36,378	34,073
Utilities	4	15,170	13,626
Hall maintenance	5	12,736	23,211
Administration		1,682	998
Local authority charges		2,435	2,219
Insurances		4,540	4,061
Performing rights fees		1,943	1,826
Sundries		551	477
<b>Total operating expenditure</b>		<b>75,435</b>	<b>80,491</b>
<b>Payments: Improvements and fundraising</b>			
Hall improvements		8,093	24,192
Fundraising costs	2	1,520	1,635
<b>Total improvements and fundraising expenditure</b>		<b>9,613</b>	<b>25,827</b>
<b>Total payments</b>		<b>85,048</b>	<b>106,318</b>
<b>Net increase (decrease) in funds</b>		<b>19,749</b>	<b>(15,025)</b>
Add: Bank balances at 1 January		83,159	98,184
<b>Total Bank balances at 31 December</b>		<b>102,908</b>	<b>83,159</b>

## Ashtead Peace Memorial Hall

<b>Statement of Assets at 31 December 2023</b>			
	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		£	£
<b>Fixed assets</b>			
<b>Permanent endowment:</b>			
Freehold property and buildings of the APMH	6	<b>2,626,000</b>	<b>2,626,000</b>
<b>Current assets</b>			
COIF deposit account		84,194	70,794
Barclays account		18,714	12,365
<b>Total bank balances</b>	7, 8	<b>102,908</b>	<b>83,159</b>
<b>Total net assets</b>		<b>2,728,908</b>	<b>2,709,159</b>

The notes on pages 10 and 11 form part of these accounts.

For and on behalf of the Committee of Management

Anthony J Williams  
Hon. Treasurer

6 March 2024

## Ashtead Peace Memorial Hall

### Notes to the Accounts for the year ended 31 December 2023

1. The figure for bar income represents payments received from the licensee. Total income from the bar, including both these payments and bar hire charges paid by hirers as part of their booking fees, came to approximately £4,100.

#### 2. Fund raising activities

Event	£ Gross	£ Costs	£ Net	Costs/Gross %
Afternoon Tea (February)	1,088	77	1,011	7
Film Night (April)	1,150	621	529	54
Film Night (October)	924	504	420	55
Quiz (November)	1,470	318	1,152	22
<b>Totals</b>	<b>4,632</b>	<b>1,520</b>	<b>3,112</b>	<b>33</b>

3. The following donations were received:

- The Friends of Ashtead Village Hall (totaling £8,573)
- Miscellaneous donations from individuals and groups (including Gift Aid where appropriate)

#### 4. Utilities

	2023	2022
Utility	£	£
Gas	4,616	3,616
Electricity	6,009	6,434
Water	1,089	475
Telephone and communications	1,054	829
Waste	2,402	2,272
<b>Totals</b>	<b>15,170</b>	<b>13,626</b>

#### 5. Hall maintenance

	2023	2022
Item	£	£
Planned maintenance	5,497	6,830
Unplanned maintenance	4,353	5,516
Consumables	1,586	2,336
Furniture and equipment	1,300	8,529
<b>Totals</b>	<b>12,736</b>	<b>23,211</b>

## Ashtead Peace Memorial Hall

6. Freehold property. As recommended by the Charity Commissioners, the freehold property of the Ashtead Peace Memorial Hall, being an asset of the charity, is included in these accounts. The value shown is the cost of rebuilding, exclusive of VAT and fees, as estimated for insurance purposes by valuers J P N Lowe Insurance Surveys Ltd in March 2022. The next valuation for insurance purposes is due in or around March 2025.

7. As of 31 December 2023, these balances included the following reserves and funds:

	£
General contingency reserve	50,000
Caretaker's flat refurbishment	4,000
Roof renewal fund	10,000
Hall Energy Projects	36,000
<b>Total reserves and funds</b>	<b>100,000</b>

The reserves and funds listed above are provisions towards significant areas of expenditure that are likely to arise in the future. They are, however, undesignated and funds may be allocated to meet the expenditure of the Hall as necessary.

8. As of 31 December 2023, the charity had no restricted funds.

### Accounting policies

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission's Guides CC15 (Charity Reporting) and CC16 (Receipts and Payments Accounts Pack).

## Independent examiner's report on the accounts



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Section A		Independent Examiner's Report	
<b>Report to the trustees/ members of</b>	Ashtead Peace Memorial Hall		
<b>On accounts for the year ended</b>	31 December 2023	<b>Charity no</b>	304968
<b>Set out on pages</b>	8 to 11		
<b>Responsibilities and basis of report</b>	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
<b>Independent examiner's statement</b>	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:</p> <ul style="list-style-type: none"> <li>• accounting records were not kept in accordance with section 130 of the Act or</li> <li>• the accounts do not accord with the accounting records</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>		
<b>Signed:</b>	E A Storey	<b>Date:</b>	10 March 2024
<b>Name:</b>	Mrs Elisabeth Storey		
<b>Relevant professional qualification:</b>	FCA		
<b>Address:</b>	29 Barrett Road, Fetcham, Leatherhead, Surrey, KT22 9HL		