

ASHTEAD PEACE MEMORIAL HALL



Annual Report and Accounts 2024

**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 Tanya McArthur	Representing	Woodfield Entertainers (from March 2024)
Mrs Jennie Beck	Representing	Ashtead Choral Society
Mrs Rachel Pearson	Representing	Ashtead Players
Cllr Gerry Sevenoaks	Representing	Mole Valley District Council
Mrs Gill Northcott	Representing	Ashtead Flower Arrangement Group (Resigned November 24)
Mrs Fiona Porter	Representing	Ashtead Women's Institute (from March 2024)
Mrs Diane Stirling	Representing	Ashtead Residents' Association
Mrs Pam Ventham-Smith	Representing	Friends of Ashtead Village Hall
Mr Nigel Arch	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	
Mrs Pauline Score	Co-opted	From November 2024

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
Booking Manager	Mrs Ginny Leary
Relief Caretaker	Mr Mark Evans

Independent Financial Examiner

Mrs Elisabeth Storey FCA

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. It will be revisited in 2025.

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 (Executive 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 5 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.



Chairman's Report for the year 2024

2024 was a very special year – our centenary – and we celebrated in style during the year, in particular at two weekends 21st – 22nd June and 21st – 22nd September, marking the laying of the foundation stone and the opening of the hall to the public.

The June weekend began with a wonderful Schools Festival where six local schools took part and brought much fun and laughter to the hall. They maypole danced, sang and read poetry, made music and told their stories and brought many people to the hall who might not otherwise have been visitors.

Local regular entertainers put on events and the Friends Dinner was also a special celebration. Displays were available to show the activities of users of the hall and some groups reported getting new members as a consequence. The wide variety of arts and crafts displayed at the September weekend was a testimony to the creativity of so many people in Ashtead. The weekends culminated in a centenary tea for invited guests to thank them for their wonderful support over the years. This was mainly for Trustees and former Trustees and staff and former staff alongside invited guests who play a significant role locally in supporting the community.

The key part of the celebration was the target to raise awareness of our “Go Green” policy and to raise £1,000 for every year that the hall has been in use i.e. £100,000. I am delighted to report that through the generosity of many individuals and organisations we have already reached over halfway to the goal. We will continue towards the target as we have many things to do to achieve our aim to be carbon neutral by 2030.

Following a generous grant from Mole Valley District Council we were also able to achieve one of our special visions for the “Go Green” agenda and put solar panels on the roof as well as two batteries in the hall store. This means that we are able to reduce energy costs as well as improving our carbon footprint. Solar panels had been a long-held item on our wish list and we are very grateful to those who made this possible.

Other activities continued as usual during the year and our fundraising efforts and special events made a big contribution to the normal running of the hall and the maintenance of the building. We are very grateful to all those who contributed to these efforts especially the Trustees and their families and friends.

During the year we also chose to replace the bench outside the hall which had been dedicated to Mary Whipp MBE. That bench had become unsafe for people to use and so, to celebrate and mark our centenary, it was replaced by a bench made by members of the Royal British Legion.

Ashtead Peace Memorial Hall

The British legion played a big part during our 100 years and the new bench with its silhouettes and sign – Lest we forget – was deemed very appropriate to value those who served their country.

As we now look forward to 2025 we will be continuing with our aim to “Go Green” intending to become carbon neutral if possible. This involves further insulation of the hall and replacing the lighting in sections with LED lights and there will be a need to replace the gas boiler and cooking appliances over the next few years.

Some new Trustees have been welcomed to the hall and this adds to the variety of ideas and projects which go on our wish list. However, we have yet to find the right person to become our secretary. This is a vital role and we are actively seeking someone with the skills and vision for the future of the hall to join our Executive Committee. We hope that 2025 will be the year when this person comes forward.

Meanwhile we express our thanks to all who have supported us over the past year, in particular the Friends of the Village Hall, and we hope that this encouragement and support will continue for many years to come.

Jane Hiley
Chairman Ashtead Peace Memorial Hall
5 March 2025

Financial Review

Income from lettings, deposits and storage (LDS) during the year was significantly higher than in 2023 at £92,350 (2023 - £85,000), continuing the strong recovery from the covid years. Income from the bar, however, was only modestly greater than the previous year, the total from payments from both the franchisee and hirers being around £4,300 (2023 - £4,100).

Fundraising was a key aim during our 100th anniversary year to raise money for our “green” projects. A total of £18,851 was received in donations, including some generous donations from supporters. Included in this total was £6,751 from the Friends of Ashtead Village Hall towards the cost of a number of projects - a replacement fridge/freezer for the kitchen, replacement of the lights in the Ralli Room with more efficient LED lights, and the replacement bench outside the Hall. Three fundraising events were held, raising a total of £3,737 after expenses. Special mugs celebrating the 100th anniversary were sold.

Bank interest rates remained higher than they have been in recent years, bringing in £4,994 (2023 – 3,401).

On the expenditure side, we have seen our electricity costs begin to reduce as a result of the installation of solar panels and batteries. Other utility costs remained at a similar level. However,

Ashtead Peace Memorial Hall

we can expect to see an increase in our gas costs going forward as a result of our previous long-term fixed price contract moving onto a higher rate.

Planned maintenance was significantly lower than previously. This was the result of us being let down by the contractor who cleans and polishes the Hall floors. We were unable to find another contractor to carry out this work in the time available, so that expenditure was not incurred last year. Expenditure on furniture and equipment was higher than normal as a number of items needed to be replaced during the year.

There was a one-off expenditure on the celebrations for the 100th Anniversary of the Hall, comprising publicity materials and the special events held over two weekends, as referred to in the Chairman's report.

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 £16,661 in 2024. This was larger than in previous years and was the result of higher LDS income but also the reduction in planned maintenance costs referred to above.

Overall throughout the year the Hall's funds have increased by £39,896. This is a very strong result and reflects the generous support of the community. It puts us in a good position to invest in the future of the Hall and to set aside funds for the various projects that the Trustees would like to pursue (eg improving insulation), as well as having sufficient available for major expenses that may occur (eg replacement of the gas boiler).

Tony Williams
Hon Treasurer
5 March 2025

Ashtead Peace Memorial Hall

Receipts and Payments Accounts for the year to 31 December 2024

	Notes	2024	2023
		£	£
Income and receipts			
Lettings, deposits and storage		92,350	85,000
Bar	1	2,240	2,115
Sub-total		94,590	87,115
Fundraising and other income			
Fund raising activities (gross)	2	6,454	4,632
Interest on bank and deposit accounts		4,994	3,401
Donations	3	18,851	9,603
Grants	4	36,304	-
Other Income		106	46
Sub-total		66,709	17,682
Total Income		161,299	104,797
Payments: Operating expenditure			
Salaries and payroll costs		38,429	36,378
Utilities	5	14,692	15,170
Hall maintenance	6	12,783	12,736
Administration		840	1,682
Local authority charges		2,449	2,435
Insurances		4,778	4,540
Performing rights fees		1,972	1,943
100 th Anniversary Expenses		1,891	-
Sundries		95	551
Total operating expenditure		77,929	75,435
Payments: Improvements and fundraising			
Hall improvements	7	41,697	8,093
Fundraising costs	2	1,777	1,520
Total improvements and fundraising expenditure		43,474	9,613
Total payments		121,403	85,048
Net increase (decrease) in funds		39,896	19,749
Add: Bank balances at 1 January		102,908	83,159
Total Bank balances at 31 December		142,804	102,908

Ashtead Peace Memorial Hall

Statement of Assets at 31 December 2024			
	Notes	2024	2023
		£	£
Fixed assets			
Permanent endowment:			
Freehold property and buildings of the APMH	8	2,626,000	2,626,000
Current assets			
COIF deposit account		134,188	84,194
Barclays account		8,616	18,714
Total bank balances	9,10	142,804	102,908
Total net assets		2,768,804	2,728,908

The notes on pages 9 to 11 form part of these accounts.

For and on behalf of the Committee of Management

Anthony J Williams
Hon. Treasurer

5 March 2025

Ashtead Peace Memorial Hall

Notes to the Accounts for the year ended 31 December 2024

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 £4,300.

2. Fund raising activities

Event	£ Gross	£ Costs	£ Net	Costs/Gross %
Afternoon Tea (February)	1,401	123	1,278	9
Evening with Chris Luscombe (October)	1,536	527	1,009	34
Quiz (November)	1,750	300	1,450	17
Sale of Anniversary Mugs	1,767	827	940	47
Totals	6,454	1,777	4,677	28

3. The following donations were received:

- The Friends of Ashtead Village Hall, totaling £6,751
- Donations from individuals and groups towards the “Go Green” fund (including Gift Aid where appropriate), totaling £11,235
- Other miscellaneous donations, totaling £865

4. Grants

A grant of £36,304 was received from the UK Shared Prosperity Fund Community Hall Energy Efficiency Grant Scheme via Mole Valley District Council for the installation of solar panels and battery storage.

5. Utilities

	2024	2023
Utility	£	£
Gas	4,787	4,616
Electricity	5,135	6,009
Water	1,187	1,089
Telephone and communications	1,017	1,054
Waste	2,566	2,402
Totals	14,692	15,170

Ashtead Peace Memorial Hall

6. Hall maintenance

	2024	2023
Item	£	£
Planned maintenance	3,473	5,497
Unplanned maintenance	3,023	4,353
Consumables	2,556	1,586
Furniture and equipment	3,731	1,300
Totals	12,783	12,736

7. Hall Improvements

The major improvement carried out during the year was the installation of solar panels and battery storage at a total cost of £37,309. This was funded from the grant of £36,304 received from the UKSPF Community Hall Energy Efficiency Grant Scheme, with the balance from “Go Green” fundraising. The lighting in the Ralli Room was upgraded to LED, at a cost of £3,487. A memorial bench was purchased for outside the Hall (£900). Both these latter items were funded by donations from the Friends of Ashtead Village Hall.

8. 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.

9. As at 31 December 2024, these balances included the following reserves and funds:

	£
General contingency reserve	50,000
Caretaker’s flat refurbishment	6,000
Roof renewal fund	10,000
Fire security system	10,000
Boiler replacement	30,000
Insulation	20,000
Other “green” projects	14,000
Total reserves and funds	140,000

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.

10. The charity has one restricted income fund – the “Go Green” fund. As at 31 December 2024 the balance remaining in this fund amounted to £10,230, which will be used for future green initiatives. This fund is included in the overall bank balances recorded in the accounts.

Ashtead Peace Memorial Hall

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

Report to the trustees/ members of	Ashtead Peace Memorial Hall		
On accounts for the year ended	31 December 2024	Charity no	304968
Set out on pages	7 to 11		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.</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>		
Independent examiner's statement	<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"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <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>		
Signed:	E A Storey	Date:	6 March 2025
Name:	Mrs Elisabeth Storey		
Relevant professional qualification:	FCA		
Address:	29 Barrett Road, Fetcham, Leatherhead, Surrey, KT22 9HL		