

Brookwood Memorial Halls

Registered charity number 304981

Report for the year ending 31st December 2020

The Halls are managed by a Committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all Brookwood residents, elected at the Annual General Meeting open to residents. The Committee comprises 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee. The Management Committee comprised Mr J. Thornton (Chair), Ms L. Norris (Secretary), Mr A. Male (Treasurer), Mr C. Greenwood (Lettings Officer), Mr P. Goold (Scouts Association representative), Mrs J. Grimshaw (Art Groups representative) and Mr A. Gray. Mrs M. Cook (WI representative) resigned with effect from 7 December 2020 after over 20 years' service. Thanks Mary! The Hall's banker is the Charities Aid Foundation, West Malling, Kent. We maintained financial reserves throughout the year adequate to remain solvent in case the Halls become unlettable should major insured damage need repair. We review this policy annually.

The Coronavirus epidemic overshadowed our activities during the year, with our regular hire income falling by over a third, protected by our prudent reserves and in part by a single Governmental grant. Our insurance failed to cover lost income for non-specified diseases, in common with most other Halls. We responded well to late, incomplete and changing Government guidance and directives, which curtailed activities between March – July, November-December and from 20 December on. We ensured the Halls were Covid-safe for permitted small-group activities between then, and provided guidance, signage and assisted facilities to our hirers. We kept on our part-time Cleaner without furlough relief. We welcomed some new, small-group bookers displaced from other venues. Improvements committed during the first quarter included replacing the main entrance door, new stage curtains, main floor renovation and drainage improvements. Necessary repairs and replacements were completed during closure periods, to ensure the Halls were ready, safe and in good order for reopening. We enabled holding of regular Committee meetings by video conferencing. We introduced a new Internet-based booking system, and have recently improved our Website. We expect a good level of hires to return as restrictions hopefully relax from the second quarter of 2021.

We met all the challenges of the past year well, and present the Halls still in good, attractive order, safe for our staff, hirers and their guests. We adhere diligently to all relevant guidance and requirements for our activities and facilities, and maintain licenses for entertainment and sporting activities, reproduction of music, provision of catering facilities (to 100 table seated guests) and stage shows (to 220 seated audience). The Halls are a popular venue for dance and exercise, music and social activities. The Halls provide WiFi, Bluetooth music speakers in both Halls, and voice distribution through wireless microphones and an induction loop system. The Memorial Hall provides wide press-button access to wheelchairs and buggies, with a toilet for disabled guests.

The objects of our Trust, to maintain and improve the facilities of the Halls for the benefit of the residents of Brookwood and its immediate vicinity without discrimination, have again been well fulfilled under challenging conditions. On behalf of the village residents, I thank them all for their efforts. The Management Committee seeks new, younger volunteers with appropriate skills and interests to join us as Trustees and to assist in the development of the Halls. We invite interested parties to contact us for further information.

John Thornton, Chair - on behalf of the Trustees and Management Committee, Brookwood Memorial Halls

*Correspondence address: The Secretary, Management Committee, Brookwood Memorial Halls,
C/o 207 Connaught Road, Brookwood, Woking, Surrey GU24 0AA*

www.bmhalls.org.uk

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BROOKWOOD MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/12/20

RECEIPTS AND PAYMENTS FOR YEAR		
	<u>2020</u>	<u>2019</u>
RECEIPTS		
Hire of Halls	20,071.78	37,749.43
Hire of huts	0.00	0.00
Grant Woking Borough Council (Covid relief)	10,000.00	
	30,071.78	37,749.43
PAYMENTS		
Repairs and replacements	4,062.26	3,867.44
Gas	4,059.86	3,774.16
Wages	3,638.52	3,799.43
Tree work	2,670.00	432.00
Drainage improvements	2,612.50	3,712.00
Electricity	1,729.86	1,919.00
Gardening	1,080.00	1,440.00
Cleaning	960.34	309.73
Insurance	890.39	850.92
Boiler service	758.00	1,350.00
Office costs including wifi and bank charges	635.39	601.90
Rates and water rates	475.95	478.21
Web hosting	100.32	933.08
Royal British Legion donation	50.00	60.00
Memorial Hall new door	7,368.00	
Memorial Hall stage curtains	3,900.24	
Memorial Hall Floor treatment	1,412.00	
Community Hall entrance improvements	1,318.00	
Covid protection & cleaning equipment	1,150.45	
Community Hall Redecoration	1,119.00	
New scaffold tower	624.99	
Window vents	624.00	
CCTV	467.00	
Memorial Hall Redecoration		5,595.00
Community Hall entrance door		3,864.00
Performing Rights Licence fee		836.38
Asbestos survey		322.80
Bike racks		171.40
	41,707.07	34,317.45
NET OF RECEIPTS AND PAYMENTS	-11,635.29	3,431.98
CASH FUNDS LAST YEAR END	30,460.13	27,028.15
CASH FUNDS THIS YEAR END	18,824.84	30,460.13

ASSETS AND LIABILITIES AS AT YEAR END		
	<u>2020</u>	<u>2019</u>
ASSETS		
Cash at bank and in hand	18,824.84	30,460.13
LIABILITIES		
Current liabilities to suppliers	0.00	0.00

Notes

- 1 The Hall land, buildings, equipment and furniture (values not specified) are owned freehold without encumbrances. Title to the land is registered to the Trustees.

Signed on behalf of the Management Committee

.....
John Thornton, Honorary Chairman

6/3/21
.....
Date

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Brookwood Memorial Hall

On accounts for the year
ended

31st December, 2020

Charity no
(if any)

304981

Set out on pages

1 of 1

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

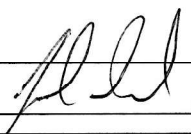
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the 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 statement 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:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

29/05/2021

Name:

John Crook, FCA

Address:

Pencoed, Sheets Heath Lane, Brookwood, Woking, GU24 0EL