



Brookwood Memorial Halls Annual Report

Year ending 31st December 2023

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:

Louise Norris (Chair)

Maria Nixon (Treasurer)

Colin Greenwood (Lettings Administrator),

Jadwiga Grimshaw (Art Groups representative)

Mark Liney (Village Representative)

Lauren Brooks (Co-Opted Member)

Maureen Grey (WI Representative)

Robert Fleck (Co-Opted Member - Resigned 21st May 2023)

Joe Thorneywork (GSL -Scouts Association representative - appointed 24th April 2023)

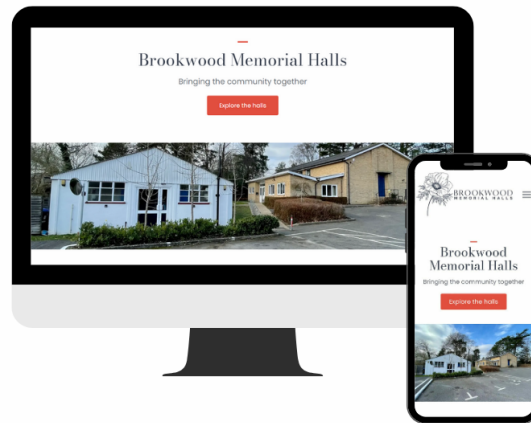
Natalie Proud (Playgroup representative) - appointed 24th April 2023)

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. In 2023 in the interest of effective financial stewardship of the Halls reserves we opened a higher interest savings account to deposit our reserves and take advantage of improved interest rates.

The Trustees are thrilled to report that hall hires are now fully returned to their pre-pandemic levels in terms of hirers and thrilled to welcome some new regular hirers to the Halls too.

As per the objects of our Trust, we continue to maintain and improve the facilities of the Halls for the benefit of the residents of Brookwood and its immediate vicinity without discrimination. In September we embarked on a refurbishment of our Committee Room, to turn it into a warmer more welcome space for hirers, work is still underway. We have replaced all our Hall lights with LED, to keep us compliant and more energy efficient. We maintained our licences for entertainment and sporting activities, reproduction of music, provision of catering facilities (to 100 table seated guests) and stage shows (to 240 seated audience). The Halls continue to be a popular venue for dance and exercise, music and social activities.

Thanks to Trustee Lauren, for all her work to create a new website for the Halls, it looks fresh, modern and easy to navigate and provides our users with the answers they need and a quick and efficient booking system. We were also pleased not to have to increase our hiring rates in 2023, maintaining an affordable venue for community activities.



We also conducted a survey throughout the village to get the community's thoughts and feedback on the hall and were pleased with the number and sentiment of the responses in respect of the cleanliness and facilities that the Hall offers. We are acting on a number of areas of feedback regarding signage and awareness of the Halls in the village.

It has been fantastic to have a stable and committed Board of Trustees for the last twelve months, providing us with real consistency. In October our Lettings Manager Colin Greenwood informed us of his intention to step down at the end of January 2024 following a decade in the position. He has been our regular hirers consistent face of Brookwood Memorial Halls and I would like to personally thank him for his support, advice, partnership and calm thinking particularly since I stepped into the role of Chair. The Trustees decided after a short search for a new volunteer to create a paid Hall Manager role to fill Colin's shoes and to that end we are thrilled to be welcoming Steph Rusted to the role in early January, Steph lives in the village and is familiar with our Halls, once she gets to grips with the role she will be looking at how we maximise our income more effectively.

On the August Bank Holiday weekend we welcomed around 30 people to the Halls to join our summer clean up, it was wonderful to see regular hirers turn out to help us get the Halls ship shape for the winter and to hear their stories of appreciation for the Halls and the memories that they hold.

We closed out the year with our Christmas Trail, which are trying to turn into an annual event and I was so grateful to have some villagers who participated in the trail last year join the organising team in 2023. We were grateful to the residents who agreed to have a poster up in their window for the village to complete the trail, including the school, village shop and post office. We then welcomed around 60 villagers to the hall for mince pies and mulled wine.



BMH Christmas Trail



Brookwood Knotters

I would like to take the opportunity to thank the small but mighty team of volunteers who make up our Trustee Board for keeping the Halls well maintained and governed for the benefit of the Community. I would like to extend particular thanks to Colin Greenwood and Maria Nixon for the support and partnership over the last twelve months

L. Norris.

Louise Norris, Chair - on behalf of the Trustees and Management Committee, Brookwood Memorial Halls



<https://www.brookwoodmemorialhalls.org.uk/>

Financial Report

Year ending 31st December 2023

BROOKWOOD MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/12/23

RECEIPTS AND PAYMENTS FOR YEAR		
	2023	2022
RECEIPTS		
Hire of Halls	49,430.81	43,011.54
Bank interest	202.62	34.09
Christmas trail donations	134.71	64.97
Charge for hut hire	60.00	
Donations	13.41	20.00
Grant Surrey County Council / Woking BC		2,867.00
Platinum Jubilee Party		1,307.07
WI donation for crockery & cupboards		906.00
	49,841.55	48,010.67
PAYMENTS		
Repairs and replacements	5,994.23	1,714.66
Gardening / tree maintenance	5,340.00	1,943.97
Cleaner Wages	4,704.92	3,710.17
Gas	3,565.86	3,425.26
Electricity	2,751.14	3,821.07
Caretaker Wages	2,704.00	440.00
Cleaning	2,173.16	1,838.85
Boiler service / repairs	1,224.00	
Insurance	975.49	959.46
Licence fees	810.17	2,012.58
Redecoration of committee room	789.65	
Water rates	624.66	387.99
New signage	543.19	
Web Host/Wi-fi costs	434.11	365.61
Office costs - mobile phone / bank charges / payroll fees	400.20	233.41
Christmas Trail costs	188.97	
AGM costs & leaving/Christmas gifts	162.79	240.60
Drainage improvements		5,080.00
Electrical Certification		1,563.00
Platinum Jubilee Party		1,149.99
Crockery		674.00
Donation to Brookwood Newsletter		175.00
Royal British Legion donation		83.99
	33,386.54	29,819.61
NET OF RECEIPTS AND PAYMENTS	16,455.01	18,191.06
CASH FUNDS LAST YEAR END	41,360.96	23,169.90
CASH FUNDS THIS YEAR END	57,815.97	41,360.96

ASSETS AND LIABILITIES AS AT YEAR END		
	2023	2022
ASSETS		
Cash at bank and in hand	57,815.97	41,360.96
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


.....
Maria Nixon, Treasurer

23 | 2 | 2024
.....
Date



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Brookwood Memorial Hall

**On accounts for the year
ended**

31st December 2023

**Charity no
(if any)**

304981

Set out on pages

1 of 1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**Responsibilities and
basis of report**

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").

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.

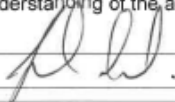
**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.

Signed:



Date:

14 MAR 2024

Name:

John Crook, FCA

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

Address:

Pencoed, Sheets Heath Lane,

Brookwood

Woking GU24 0EL