



Brookwood Memorial Halls Annual Report

Year ending 31st December 2024

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) - resigned 8th January 2024

Jadwiga Grimshaw (Art Groups representative) - resigned 26th August 2024

Mark Liney (Village Representative)

Lauren Brooks (Co-Opted Member)

Maureen Grey (WI Representative)

Joe Thorneywork (GSL -Scouts Association representative)

Natalie Proud (Playgroup representative)

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.

It has been fantastic to have a stable and committed Board of Trustees for the last couple of years providing us with real consistency. Following the resignation of our Lettings Manager Colin Greenwood in January 2024 we created a paid Hall Manager role and were thrilled to welcome Steph Rusted to the role in early January, Steph lives in the village and is familiar with our Halls, she hit the ground running and has made a massive impact on the Halls in terms of our agility in improving the facilities and also what we have been able to offer to the community. The Trustees offer their sincere thanks for all her diligent work throughout the year which often times can be described as above and beyond.

Steph has worked hard to increase bookings and diversify hirers, to that end we have welcomed a variety of new regular and ad hoc hirers including Surrey Savate, Splat Messy Play and Action for Carers and You Sanctuary respectively and increased bookings by 37% and income 11% YOY.

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. We have made an number of these improvements with thanks to Cllr Ayesha Azad, the first grant for £1,000 from the Your Cllr Community Fund Woking allowed us to complete the much needed replacement of all the Halls fire doors to bring them up to the recommended standard. The second grant from Your Fund Surrey, of £18,185 came later in the year and will allow us to replace two of our decade old storage sheds in early 2025. Replacement of these shed removes one significant asbestos risk and provides improved storage facilities for our resident 1st Brookwood Scout Group.

The grant also provided the funds to upgrade our garden facilities, putting in a fence that secures the garden from the car park, provides a sitting circle for our youth groups and a fantastic bug hotel build by our talented caretaker Chris, we have also cleared some flower beds and planted spring flowers. Another kind donation from Woking Borough Council of logs has allowed us to lie a path around the space and build a raised flower bed in a space where the soil is poor quality.



Fenced garden & sitting circle



Bug Hotel

Our final improvement of 2024 improved the security of the Halls as we implemented a PIN locking system in the Halls. Each regular user has a PIN to allow them to lock and unlock the Halls during their regular hire periods and ad hoc party bookings have a "burner code" which is only valid for the duration of their hire. We also installed a video doorbell in the large hall where the glass is frosted to allow hirers who see who they are admitting. Following the sad incident in Stockport in the summer we have advised our youth groups in particular to lock themselves in for the duration of the hire and the locking system allows them to do that safely.

After thorough consideration and following a number of instances resulting in the volunteer management committee of the Halls being required to restore the halls to a clean and tidy state due to hirers breaking the terms of their hire, we took the decision to charge a damage deposit for all parties and ad hoc bookings and we are monitoring the impact that this has on bookings.

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 third Christmas Trail, it is brilliant to have some villagers join us to organise the event and our thanks are extended to Brenda, Sue and Susanna. 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. This year we had the addition of a Santa's Grotto set up in the Committee Room and we welcomed 21 small people to visit, thanks to Santa for making the journey at such a busy time of the year. We also extend our thanks to the fantastic Vox Choir who sang two sets of Christmas songs and really made the event. We welcomed a record 100 villagers to the hall for mince pies and mulled wine.



Christmas Event 2024

In addition to these now annual event we were thrilled to add a Table Top Sale, Dad's and Carers event and an Autumn Event to our community offering. Our Dad's and Carer's event have been run on a Sunday morning for Dad's and Carer's with children under 5 and have been set up with thanks to the Playgroup for lending us their equipment and to villager, Steve for hosting. The Autumn Event during Half Term was particularly well attended with a least 60 parents and young people, we provided crafts and refreshments and the children helped us plant our spring bulbs.



Autumn Event - Half Term 2024

As we head into 2025 we commenced a recruitment campaign for a Health and Safety Trustee to ensure our compliance and duty of care to our Hirers and so we are pleased to welcome Trevor Davis to the team this year. Our cleaner also resigned after 15 years at the Halls and we extend our thanks to Eniko for her significant period of service. We are using Complete Cleaning and Maintenance, the cleaning company in Brookwood to maintain our Halls standards.

We are also looking at refreshing the Halls with a lick of paint, so we are getting quotes.

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 Maria Nixon and Steph Rusted 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 2024

BROOKWOOD MEMORIAL HALL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31/12/24

RECEIPTS AND PAYMENTS FOR YEAR		
	2024	2023
RECEIPTS		
Hire of Halls	50,689.13	49,430.81
Grant Surrey County Council - see ** below	19,185.00	
Bank interest	1,222.35	202.62
Christmas trail / grotto donations	125.50	134.71
Charge for hut hire	60.00	60.00
Table top sale donations	58.77	
General / Dad's club donations	15.46	13.41
	71,356.21	49,841.55
PAYMENTS		
Replacement of fire doors	10,800.00	
Hall Manager Wages	6,395.93	
Cleaner Wages	5,937.40	4,704.92
Cleaning	4,302.48	2,173.16
Gas	3,966.54	3,565.86
Repairs and replacements	3,888.56	5,994.23
Gardening / tree maintenance / new fencing	3,270.39	5,340.00
Electricity	2,110.21	2,751.14
Caretaker Wages	1,588.80	2,704.00
Redecoration of committee room	1,353.33	789.65
Insurance	1,025.30	975.49
Deposit for removal of two old sheds	1,014.00	
Licence fees	910.90	810.17
Water rates	676.49	624.66
SCA Payroll fees	624.00	192.00
Event costs & leaving / Christmas gifts / branded hoodies	515.49	162.79
Website Host / Wi-fi costs	514.52	434.11
Boiler service / repairs	420.00	1,224.00
Asbestos survey	264.00	
Office costs - mobile phone / bank charges / PayPal fees	244.57	206.20
Christmas Trail costs	235.70	188.97
Sponsorship of Brookwood Newsletter	150.00	
New signage		543.19
	50,208.61	33,386.54
NET OF RECEIPTS AND PAYMENTS	21,147.60	16,455.01
CASH FUNDS LAST YEAR END	57,815.97	41,350.96
CASH FUNDS THIS YEAR END	78,963.57	57,815.97

ASSETS AND LIABILITIES AS AT YEAR END		
	2024	2023
ASSETS		
Cash at bank less deposits temporarily held	78,963.57	57,815.97
LIABILITIES		
** Balance of Grant from SCC unspent at year end but paid out in 2025	15,044.00	0.00
NET ASSETS	63,919.57	57,815.97

Notes

1 The Hall (and, 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

24/02/2025
Date

Brookwood War Memorial Hall - registered charity number 304981



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Brookwood Memorial Hall

**On accounts for the year
ended**

31st December 2024

**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 31/12/2024.

**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:

[Handwritten signature]

Date:

10/3/2025

Name:

John Crook, FCA

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

Chartered Accountant

Address:

Pencoed, Sheets Heath Lane,

Brookwood

Woking GU24 0EL