

BUSBRIDGE VILLAGE HALL

Registered Charity No. 304983

Trustees' Report and Annual Accounts

Year ended 31st January 2024

BUSBRIDGE VILLAGE HALL

Registered Charity No. 304983

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JANUARY 2024

Address

Busbridge Village Hall
Heath Lane
Godalming
Surrey GU7 1XA

Trustees

Mrs Joan Heagin		Chair
Mr Mark Oliver	(resigned 29 March 2023)	Secretary
Mrs Carolyn Patrick	(appointed 29 March 2023)	Treasurer
Mr Ian Macholl		
Mrs Helen Sturney	(appointed 29 March 2023)	
Miss Sarah Ings	(resigned 30 October 2023)	
Mr Alan Betts		

Governance

Busbridge Village Hall was established as a charity by a Trust Deed dated 9th July 1948, when the land on which the hall stands was donated to the parish by a well-known local family of the day – the Pleydell-Bouveries. The hall itself was donated to the parish by Mrs Earle, the owner of Busbridge Hall, in memory of her son; it had previously been the cricket pavilion. The original Deeds conveyed title to the land to the Trustees of Busbridge Village Hall and a further small strip of glebe land was acquired from Busbridge Parish Church on 20th April 1949. The title to the land was transferred by the Trustees to the Official Custodian for Charities in trust for Busbridge Village Hall on 21st February 1950.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. Busbridge Village Hall is run by a management committee, the members of which are the nominated representatives of the organisations that use the hall along with five people elected by residents of Busbridge at the annual meeting. For some years the Charity has struggled to meet these criteria, and trustees are appointed on the basis of willingness to support the running of the Hall.

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

The hall has a Premises Licence (not including alcohol) registered with the local authority.

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Risk Management

The Management Committee has reviewed potential risks and continues to do so on a regular basis. It is satisfied that adequate insurances are in place and that all steps are taken to ensure exposure to risk of any sort is kept to a minimum.

Objectives and Activities

The Trust Deed states that the land was given to the charity on the premise that it “shall be held upon trust for the purposes of physical and mental training and recreation and social and moral and intellectual development for the benefit of the inhabitants of the Parish of Busbridge in the County of Surrey and its immediate vicinity without distinction of sex or of political, religious or other opinions”.

The village hall is used for meetings, lectures, classes or other forms of recreation or leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the local inhabitants. The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

Principal Activities in Pursuit of Objectives

The hall is in use most days of the week and provides premises for a variety of local groups including the following for at least part of the year:

- Various groups belonging to the Scout and Guide movements
- Busbridge Women’s Institute
- Godalming School of Dance
- NHS Health Visitor Baby Clinic
- Pilates and Yoga Classes
- French for Fun Language Classes
- Sunday School for Busbridge Parish Church
- Various groups providing organised activities for children
- Little Bears
- Parkinsong Voices / MbM Contemporary Gospel Choir

The hall is also available for hire for private functions including children’s parties, wedding receptions and other social functions.

Funding Strategy and Reserves Policy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set at a level to achieve this. Any surplus made is held in the deposit account and used towards repairs and renewals of the hall fabric and to mitigate costs arising from unforeseen risks. The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works requiring the use of cash reserves.

The Charity had unrestricted reserves of £137,508 at the year end. The reserves policy is as follows:

- Stage 1: £35,000 - first trigger point to review Village Hall viability
- Stage 2: £20,000 - final trigger point to review Village Hall viability and consider closure

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Financial Summary

The accounts have been prepared on a receipts and payments basis giving a summary of income and expenditure for the year and a statement of assets and liabilities at the year end. No accruals or prepayments have been accounted for. All income and expenditure items are unrestricted.

A key concern during the year was the likely impact of an increase in electricity costs when a 3 year fixed price deal expired in September 2023. A decision was taken to have a single smart meter installed, resulting in the consolidation of 2 separate accounts into a single account, which was expected to save c£400pa when the decision was taken. As events have transpired the saving was less than £100 and the smart meter does not work.

A new 12 month electricity contract was agreed from 1st October, and the underlying annualised electricity cost has increased from c£1,800pa to almost £4,000pa. However a combination of reclaiming past overpayments, compensation for poor service during the process of account consolidation, a reduction in usage and an increase in charges made via our meter system has resulted in a modest credit on electricity costs for the year.

It was decided to increase hire charges in anticipation of the higher electricity costs and these were introduced gradually over the second half of the year. These have not resulted in any drop in usage, which is now close to capacity during school term time. Many of our regular users do not operate during school holidays, but we are pleased to have a regular user for part of the school holidays to compensate for this.

Overall income from regular lettings was £17,771.65 (2023: £11,391.40) and from ad-hoc lettings was £10,080.50 (2023: £8,733.90). This increase in income has required a considerable increase in the extent of administrative support provided by our wonderful bookings secretary. The service she provides has been transformative and administrative costs have increased as a result to £3,479.47 (2023: £1,982.86). The bookings secretary has also taken over responsibility for invoicing.

The growth in income to a total in excess of £25,000 has resulted in the need for external examination of the accounts, which has been carried out by Ms Ruth Thomson. Whilst she has not raised any concerns about the accuracy of the accounts, she has recommended that consideration be given to:

- a formal expenses policy
- use of a proprietary accounting package (although she was also complementary about the suite of spreadsheets devised by the previous treasurer)

Routine maintenance during the year included further replacement of external weatherboards and a new back door, which it is hoped will improve energy efficiency as well as improve appearance. The £1,516.98 cost of the door was the majority of the increase in an overall expenditure on repairs, renewals and maintenance expenditure of £5,825.91 (2023: £3,626.35). This total also includes a second fridge costing £467.32 to increase our offering for our party market.

Refundable deposits are collected from all ad-hoc hirers and new regular hirers. These amounted to £1,350 at the year end (2023: £1,800). ~~All but £150 has since been returned, which relates to a booking for May 2024.~~

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Results for the year show a profit of £10,870.37 (2023: £4,530.05), but this is flattered by the absence of any electricity costs during the year as explained above.

Future Plans

It is intended to continue to invest appropriately in development of the hall as a destination of choice for the local community, with modest investment in new facilities as well as continuing maintenance of our heritage building.

The trustees recognise that work is needed on updating the Trust deed and introduction of greater formality to governance arrangements.

The Trustees declare that they have approved the Trustees' Report above

Signed on behalf of the Charity's trustees


.....
Mrs Joan Heagin

Chair

Date..... 24/4/24


.....
Mrs Carolyn Patrick

Treasurer

Date..... 24-4-24

BUSBRIDGE VILLAGE HALL

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INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31 JANUARY 2024

		2022/23	
	£	£	£
INCOME			
Operational Income			
Regular Lettings	17,771.65		11,391.40
Ad Hoc Lettings	10,080.50		8,733.90
		27,852.15	20,125.30
Other Income			
COIF dividends received	60.72		60.49
Lloyds Deposit Account interest	278.60		36.66
Lloyds Notice Account interest	363.81		-
Deposit interest on CAF account	892.50		605.95
Other income – sale of piano	-		173.60
		1,595.63	876.70
Total Income		29,447.78	21,002.00
LESS: EXPENSES			
Operational Expenses			
Insurance	997.60		988.63
Electricity (net of meter monies)	(16.66)		1,985.36
Telephone and Broadband	402.25		503.00
Water Rates	353.47		210.32
Sundries	104.50		80.79
Gardening and Tree Surgery	2,316.00		2,340.00
Repairs, Renewals and Maintenance	5,825.91		3,626.35
Council Rates	59.33		74.20
Waste Collection	658.05		1,433.51
Cleaning	3,898.99		3,119.41
Printing, postage and stationery	179.90		
Administrative Support	3,479.47		1,982.86
Website costs	95.88		46.76
Fire certificate	222.72		80.76
Total Expenses		(18,577.41)	(16,471.95)
Net Profit		10,870.37	4,530.05

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**STATEMENT OF ASSETS AND LIABILITIES
AT 31 JANUARY 2024**

	£	£	2022/23 £
Fixed Assets			
Village Hall (Book Value)	9,835.41		9,835.41
COIF Income Shares	<u>301.06</u>		<u>301.06</u>
		10,136.47	<u>10,136.47</u>
Current Assets			
Bank Current Account	2,235.39		4,457.43
Bank Deposit Account	26,993.08		39,714.48
Bank 32 Day Notice Account	25,363.81		-
CAF Deposit Account	<u>85,000.00</u>		<u>85,000.00</u>
	139,592.28		<u>129,171.91</u>
Current Liabilities			
Refundable Damage Deposits	<u>(1,350.00)</u>		<u>(1,800.00)</u>
Net Current Assets		138,092.28	127,371.91
		<u>148,378.75</u>	<u>137,508.38</u>
Financed By:			
Unrestricted Funds			
BVH - Accumulated Surplus b/f		137,508.38	132,978.33
Net Profit/(Loss) for year		<u>10,870.37</u>	<u>4,530.05</u>
		<u>148,378.75</u>	<u>137,508.38</u>

Signed.....

Mrs Carolyn Patrick

Treasurer

Date.....24-4-24

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NOTES TO THE ACCOUNTS YEAR ENDED 31 JANUARY 2024

1. Accounting policy

1.1. The accounts have been prepared on a receipts and payments basis giving a summary of income and expenditure for the year and a statement of assets and liabilities at the year end. No accruals or prepayments have been accounted for.

1.2. Fixed assets are stated at historical cost.

2. Unrestricted Reserves

All income and expenditure for the year was unrestricted. All reserves held at the year-end are unrestricted.

3. Refundable Damage Deposits

The village hall asks for a refundable security and cleaning deposit from all ad hoc hirers and from new regular hirers. For ad hoc lettings, deposits are returned as soon as possible after the hire. For regular lettings, the deposits are typically returned after three to six months. The balance sheet includes an amount of £1,500 (2023 – £1,800) in respect of refundable damage deposits.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Busbridge Village Hall

**On accounts for the year
ended**

31 January 2024	Charity no (if any)	304983
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Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/01/2024.

**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:

Date:

Name:

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

ICAEW ACA

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide details of items for disclosure as requested in the text to the left.