

BUSBRIDGE VILLAGE HALL

Registered Charity No. 304983

Trustees' Report and Annual Accounts

Year ended 31st January 2025

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
Mrs Carolyn Patrick	(resigned 21.07.24)	Treasurer
Mr Hamish Robertson	(appointed 14.10.2024)	Treasurer
Mrs Rebecca Stow	(appointed 24.4.24/resigned 9.1.2025)	Secretary
Mr Alan Betts		
Mr Ian Macholl		
Mrs Helen Sturney		

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.

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

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.

During the year we said goodbye to Carolyn Patrick who served as our Treasurer for two years, but we have been pleased to welcome Hamish Robertson as her replacement. We also briefly welcomed Becca Stow who stepped forward to be our Secretary, but then found the role conflicted with her newly established business. We thank both Carolyn and Becca for their contributions.

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".

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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 residents. 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
- Little Bears
- Parkinsong Voices / MbM Contemporary Gospel Choir
- Various groups providing organised activities for children

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

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.

We sold our COIF Charities Investment Fund shares, realising a capital gain of £1,934.37. All other investments are short term deposit accounts with interest rates ranging from nil to 4.37%. The largest of these is £85,000 held in a Charities Aid Foundation account with Shawbrook at a fixed rate of 4.3%.

Our new treasurer conducted a thorough review of our financial situation and introduced some changes to our income classifications and categorisation of expenses to give greater transparency and improved internal reporting. This has resulted in some changes in the presentation of our accounts.

- We now separately report income generated from use of the car park without use of the hall. Previously this income was split between ad-hoc lettings and regular hirers. Overall income from letting of the hall and car park combined has increased from £27,852 to £29,972 (7.6%).
- We also now separately identify cash taken via our electricity meters. Previously we only reported the net cost of the electricity used after deducting cash from the meters from the bills received.

Electricity costs have been erratic in recent years due to problems with the change from two to one meter, and the EDF's initial insistence that we should be subject to 20% VAT rather than 5%. We believe these issues have been resolved as part of our move from EDF to Octopus in October 2024. VAT is being charged at 5% and we now have an operational smart meter. We believe that the reported electricity cost of £3,132 is now an accurate reflection of the cost of our electricity usage.

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Our treasurer also identified that the amount of refundable deposits held at the end of the previous financial year had been overstated, with the result that profit for the year was higher than reported at the time; £11,620 instead of £10,870.

Prior to our treasurer joining us we had employed additional paid support for the finance function, and Toby de Chazel now deals with all aspects of payments and book-keeping.

Expenditure of £27,110 (2024: £18,471.71) is significantly higher than previously for a number of reasons, with the most significant being:

- Electricity costs £3,132.82 (2024: £16.66 credit) for reasons explained above
- Administrative support £4,518.47 (2024: £3,479.47). This is for booking and finance support combined, and is felt to be essential as the use of the hall continues to expand. Use of paid support will increase again during the coming year as we will also be paying for post-hire inspections to relieve pressure on our trustees and small band of volunteers
- Combined maintenance costs £10,587.55 (2024: £5,825.91). Much of this expenditure was planned, including installation of soakaways (£3,937.70) and internal redecoration (£1,850). However radical tree surgery was unplanned; but essential on safety grounds (£1,296).

A new Financial Management policy has been adopted, **incorporating our reserves policy**, which, briefly stated is that we will maintain reserves prudently until needed to maintain or upgrade our building. We will initiate emergency measures if reserves fall below £50,000 and seek advice from Charities Commission if they fall below £25,000, with no viable strategy for replenishment.

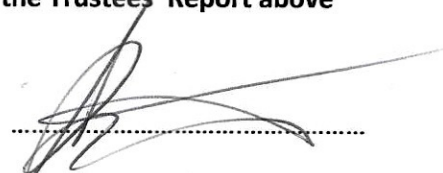
Future Plans

We have recognised the need to initiate a major upgrade to our electrical installation and heating system. This will enhance our user experience and reduce future running costs, as well as minimising the risk of fire in our wooden building. This will probably lead to a reported loss for the 2025-26 but we have very healthy reserves to cover the expenditure. We will also be refurbishing the floor over the summer. Other capital expenditure will come under close scrutiny as a result, and some projects may need to be deferred.

We will be commissioning an asbestos survey, preparatory to the electrical project, and introducing a more rigorous programme of tree inspections, even though we do not believe that inspection would have identified the potential for the failure that did occur in the October 2024.

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

Signed on behalf of the Charity's trustees



.....
Mrs Joan Heagin

Chair of Trustees

Date... 31/10/25

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INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 JANUARY 2025

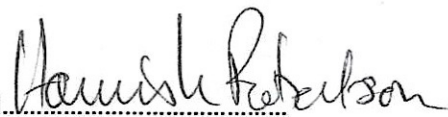
	2024/25		2023/24	
Operational Income				
Ad Hoc Lettings	£9,075.25		£10,080.50	
Regular Lettings	£19,909.20		£17,771.65	
Monies from electricity meters	£824.20		£0.00	
Parking charge income	£988.00		£0.00	
Other operational income	£100.00		£0.00	
Total Operational Income	£30,896.65	£30,896.65	£27,852.15	£27,852.15
Non Operational Income				
Bank and other interest	£658.01		£1,595.63	
Exceptional gain from COIF sale	£1,934.77		£0.00	
Other income	£0.00		£0.00	
Total Non Operational income	£2,592.78	£2,592.78	£1,595.63	£1,595.63
Total Income		£33,489.43		£29,447.78
Expenditure				
General Gardening	£2,390.00		£2,316.00	
IT / Comms / Broadband	£633.30		£498.13	
WBC Rates	£46.83		£59.33	
Waste disposal	£157.25		£658.05	
Water charges	£140.95		£353.47	
Electricity	£3,132.82		-£16.66	
Cleaning	£3,054.10		£3,898.99	
Booking manager	£3,584.88		£3,479.47	
Finance manager	£933.57		£0.00	
Insurance	£1,036.83		£997.60	
Other	£1,411.92		£507.12	
Minor maintenance	£1,255.38		£0.00	
Planned maintenance	£7,687.18		£5,825.91	
Grounds maintenance	£1,644.99		£0.00	
Other	£0.00		£0.00	
Total Expenditure		£27,110.00		£18,577.41
Overall surplus / deficit		£6,379.43		£10,870.37

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**STATEMENT OF ASSETS AND LIABILITIES
AT 31 JANUARY 2025**

	2024/25	Corrected 31/01/24	Stated 31/01/24
Fixed Assets			
Village Hall (Book Value)	£9,835.41	£9,835.41	£9,835.41
COIF Income Shares	£0.00	£301.06	£301.06
	£9,835.41	£10,136.47	£10,136.47
Current Assets			
Lloyds Current Account	£6,538.84	£2,235.39	£2,235.39
Lloyds Instant Access Deposit Account	£25,933.93	£26,993.08	£26,993.08
Lloyds Fixed Term Deposit Account (1)	£20,000.00	£25,363.81	£25,363.81
Lloyds Fixed Term Deposit Account (2)	£10,000.00		
Shawbrook Bank CAF Account	£85,000.00	£85,000.00	£85,000.00
	£147,472.77	£139,592.28	£139,592.28
Current Liabilities			
Refundable damage deposits	£1,800.00	£600.00	£1,350.00
Net Current Assets	£145,672.77	£138,992.28	£138,242.28
	<u>£155,508.18</u>	<u>£149,128.75</u>	<u>£148,378.75</u>
Financed By			
BVH - Accumulated Surplus	£149,128.75	£137,508.38	£137,508.38
Net Profit/(Loss) for year	£6,379.43	£11,620.37	£10,870.37
	<u>£155,508.18</u>	<u>£149,128.75</u>	<u>£148,378.75</u>

Signed.....

Hamish Robertson

Treasurer

Date.....31/01/25.....

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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 around six months. The balance sheet includes an amount of £1,800 (2024: £600 - amended from £1,350) in respect of refundable damage deposits.

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	CHARITY COMMISSION FOR ENGLAND AND WALES	Independent examiner's report on the accounts	
Section A		Independent Examiner's Report	
Report to the trustees	Busbridge Village Hall		
On accounts for the year ended	31 st January 2025	Charity no (if any)	304983
Set out on pages	4-6		
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 / 01 / 2025.</p> <p>As the charity's trustees, 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 all 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"> • the accounting records were not kept in accordance with section 130 of the Charities Act; or • the accounts did not accord with the accounting records; or • the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination. <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:	<i>Ruth Thomson</i>	Date:	28/3/25
Name:	<i>RUTH THOMSON</i>		
Relevant professional qualification(s) or body (if any):	<i>ICAEW</i>		
Address:	<i>97 KINGS ROAD AUBURNING GU7 3EU</i>		