

*Claysgate
Village Hall Association*

ANNUAL REVIEW

AND

ACCOUNTS

for the period

1st January – 31st December 2023

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

TRUSTEES' ANNUAL REVIEW & ACCOUNTS FOR 2023

The Board of Trustees presents its Annual Review and Accounts for the year ending **31st December 2023**.

1. GOVERNING DOCUMENT

A Declaration of Trust dated 20th July 1959 and incorporated into the Charity Commissioners' Scheme dated the 21st February 1997 and amended on 27 May 2010 and again on 12 October 2021. This is a Scheme of Arrangement approved by the Charities Commission.

2. REGISTERED ADDRESS

Claygate Village Hall
Church Road
Claygate,
Surrey KT10 0JP

3. CHARITABLE OBJECT

The main object of the Claygate Village Hall Association charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Claygate and the neighbouring area.

4. TRUSTEES

The Charity is an unincorporated association, governed by a Scheme of Arrangement approved by the Charities Commissioners and managed by a Board of Trustees who are all unpaid volunteers. They are elected as follows:

Community Trustees

7 Community Trustees and up to a further 3 co-opted Community Trustees.

These are elected at the AGM by any inhabitants of the Parish of Claygate and the neighbouring area who are at least 18 years of age who attend the meeting.

The Community Trustees at the 31st December 2023 were as follows with one position being vacant:

1. Brian Howells
2. John Bamford (Vice Chair)
3. Clive Thompson
4. Sally Williams (Chair)
5. George Marcall
6. Rosy Treasure (Secretary)

Representative Trustees

Representative Trustees are appointed by affiliated organisations who use the hall.

The Representative Trustees at the 31st December 2023 were:

- | | |
|-----------------------|--|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower & Village Show Society |
| 3. Juliet Bagnall | Claygate Dramatic Society |
| 4. Gillian Hall | Claygate Village WI |

Trustees' meetings in 2023 were held on Tuesdays **21st March** and **10th October** with the AGM taking place on **9th May**.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2023 this Management Committee met on 6 occasions: **24th January, 9th March, 13th April, 10th July, 26th September & 21st November**.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but offers a payment to its officers for services rendered. At a special meeting of Trustees in May 2023 it was agreed that the remuneration offered to officers should be increased from September 2023 and reviewed annually thereafter. Thus, officers' payments at the end of the year were as follows:

- | | |
|--------------------|--------|
| • Hall Manager | £5,100 |
| • Lettings Manager | £5,100 |
| • Treasurer | £2,784 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
Holmwood
13 Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

Once again there has been a notable and useful element of teamwork by the Trustee Board members and Officers of the Association. Everyone has played his or her part and made active contributions to the smooth running of the Hall.

2023 was a year of consolidation after the disruption of the pandemic and the extensive planning done on the heating project resulting in putting insulation in place. Tony Woolhead, our Hall Manager, applied to the Parish Council for a grant to help with the insulation costs and was successful in receiving a Climate Grant. He also dealt with maintenance and upgrades to some of our equipment. Katie Ernest, our Lettings Manager, continued to work on the Hallmaster diary and reported on our many bookings and satisfactorily nearly full diary. Michael Elliott, our Treasurer, continued to monitor energy costs and was often found helping at the hall. Rosy Treasure, our secretary, continued her work on a new website and rationalising the document storage and retention. All made valuable and essential contributions and the Board thanks them for their hard work.

During 2023 a Reserves Policy was approved by the Board and Steve Fleming drafted an Asset Management Plan to complement it, both of which have improved the running of the Hall and our ability to think and plan for the future.

In October we took up the offer of the Guildford Shakespeare Company (“GSC”) to perform in the Hall and as a consequence were able to raise some money towards the desired new stage flooring and pursue a goal of bringing more arts events into the Hall. The GSC performed “Macbeth” to an appreciative audience. This could not have happened without the management of the event by volunteers from the Claygate Dramatic Society (“CDS”) to whom we are grateful and in particular by the input by Juliet Bagnall, one of our Trustees who represents CDS.

Sue Obhrai, the Trustee representing the Claygate WI stood down in October and was replaced by Gillian Hall. We thanked Sue for her valuable contributions to the Board and welcomed Gillian.

I would also like to thank Barry Fitzpatrick, our Independent Examiner, for continuing to oversee and approve our annual accounts.

I thank all the Trustees for their support and help throughout the year.

8. HALL MANAGER’S REVIEW (Tony Woolhead)

This year was more settled than last and as such fairly quiet in terms of Building Management.

The work identified during 2022 to find the best ways of future-proofing the Hall against energy fluctuations, was implemented. This was the installation of insulation in both the Main and Small Hall’s along with the upgrading of the two Main Hall gas boiler’s control systems to incorporate Google Nest functionality.

As part of exploring funding for this work an unsuccessful application for CIL funding resulted in the production of a Hall Asset Management Plan (for which my thanks go to Steve Fleming) and this in turn has fed into the creation of a Hall Reserves Policy. Both of these documents should stand us in good stead in any future funding applications.

Attendance at a Parish Council meeting on **9th March 2023** resulted in the Association successfully obtaining a climate grant of £1300.

In addition to the regular annual hall maintenance the following work was completed:

- Old tungsten lights were replaced with LED units with motion sensors where applicable.
- Broadband/Mobile provision was moved to Virgin/O2
- Elmbridge Welding repaired 30 broken chairs
- Several failed 3 hr tests of the Emergency Lighting were resolved by repair or replacement
- To enable external stage lights and the like to be temporarily installed for shows and other events using the stage, 4 13A double sockets were installed above the stage rigging
- A Bluetooth device allowing mobile phones to connect to the gallery sound system was installed

Several areas of the both the Main & Small halls were repainted as little or none was done in 2022 as a cost-saving exercise.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

In 2023 we saw a continued return to normal plus catch-up after the COVID pandemic with increasing confidence from hirers to book large events, larger attendances at meetings of regular groups, (e.g. U3A) and lots of bookings for children's parties and family events. We hosted a number of charity fundraisers, a 3-day Dance Competition in each of the half terms, shows for children's performing arts groups, a concert and a performance of Macbeth by the Guildford Shakespeare Company which was managed by CDS, the profits of which will be put towards the cost of a new surface for the stage. CDS had both their Spring show and panto in November, and were busy in the run up to Christmas. New bookings included a twice monthly tea dance on a Wednesday afternoon and Tumbletots, who took our empty Tuesday morning slot. By the end of 2023 we had very little available space in the Main Hall, although the evening bookings lost post-COVID in the Small Hall have not been replaced, and the Committee Room remains underused.

We managed to fit in the insulation work being done in the Main Hall in February with some disruption to half-term bookings, although most were accommodated in the Small Hall, and the Small Hall was insulated over the summer. Following a complaint from a hirer we replaced the amp in the gallery sound system, and we have been looking at options to re-floor the stage to reduce reflection from the stage lights and stop the possibility of splinters from the current floor.

The diary was run in the Hallmaster application from January 2023, although not in public view until 2024. We stopped sending out the special COVID terms and conditions and supplementary information in the middle of the year. Using the January CPI inflation figure as a guide we increased prices by 10.5% on September 1st.

From time to time over the year we have had positive feedback about the Hall – one hirer commenting on the good facilities, availability of parking and economical pricing.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I commend the Cash accounts for your approval, they have been examined by our Independent Examiner Mr Barry Fitzpatrick.

The headline profit of £2,168 was assisted by a £1,300 grant from the Parish Council to insulate the main Hall. The overall profit is deceptive as a number of invoices properly payable in 2023 were delivered later in 2024. Included in these is a November cleaning bill for £1,061; Performing Rights for £1,096, note they ignored my return claiming exemptions & attempted to charge based on 2019 turnover not 2022, then took three months to sort it out; Castle Water refunded £1,158 to us in April after a long period of overcharging us and I have shown it as a rebate against the expense, giving a negative charge of £611. Also obvious is that the higher interest rates have boosted our income by some £1,300. The net effect of these variations is therefore circa £4,000.

Lettings income

This showed a significant gain, Covid recovery with a significant price rise in line with inflation and a good number of parties all contributing to income.

Expenditure

Project expenditure was £19,313, which was mostly the Main Hall insulation but also the Small Hall and a £1,000 contribution to our new website. That we almost managed to fund this from our turnover was remarkable.

The vast rise in energy costs threatened to drain our budget so, in November we agreed a new contract for electricity with EDF at 27.4 pence per unit, down from 62.61 pence for day consumption. I have found EDF customer service to be abysmal. For gas supply, we had a new contract with Yu Energy at 7.03 pence per kilowatt from March 2023, a sharp rise on our historic contract but significantly lower than some mid 2022 contracts. Changing supplier was very smooth.

The remaining classes of expenditure hold no surprises, save the water where I have shown the rebate against expenditure giving a net refund of £611 for the year.

Banking

CAF Bank continues as our main Bank. I have mentioned before that Virgin Money was paying a very poor interest rate. It is difficult to find a Treasurer's Charity account that covers dual control and also meets the rigorous demands of the Charity Commission.

Reserves Policy

Our policy for Restricted Reserves was decided at the Trustees' meeting in early 2023. Restricted Reserves are to be divided in three parts:

1. Business Continuation, being 50% of our annual budgeted operational costs, currently £31,190,
2. An Earmarked Reserve to pay for long term maintenance plans of £60,000 and
3. Restricted Reserves for grants, gifts or endowments, where funds can only be used for a specified purpose, currently nil.

General Reserves at year end were £25,512.

Looking forward to 2024

During 2024 the Management Committee will address the need to find a new savings account and continue to seek the best deal for energy rates.

In addition, there are a number of projects on our "Wish List" which we expect to be able to address.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves Policy means we can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

Overall 2023 was a good year for the Association despite the increase in energy costs. We still attracted new hirers but must continue to ensure we offer competitive facilities and rates.

Key tasks for the year ahead are:

- Monitoring the situation regarding our key hirers as part of our risk management
- Applying for grants from various sources to enable us to maintain and improve the quality of the facilities
- Monitoring and controlling energy usage without adversely impacting hirers' needs

- Monitoring the financial position carefully to avoid any significant losses and retain levels of Restricted Reserves to help meet future expenditure on items identified in the Asset Management Plan
- Aiming to become even more environmentally friendly

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply”.

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result were taken and, where necessary, documented in the Association's Operations Manual and policies which are reviewed regularly.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Claygate Village Hall Association

No (if any)
305007

CC16a

Receipts and payments accounts

For the period from **01/01/2023** to **31/12/2023**

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Letting Income	69,631	0	0	69,631	55,705
Grants		1,300	0	1,300	3,606
Building Society Interest	1,874	0	0	1,874	547
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total (Gross income for AR)	71,505	1,300	0	72,805	59,858
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	71,505	1,300	0	72,805	59,858
A3 Payments					
Maintenance & renewals	17,642	0	0	17,642	17,740
Projects	18,013	1,300	0	19,313	0
Gas	4,213	0	0	4,213	2,679
Electricity	10,407	0	0	10,407	4,017
Water	-(611)	0	0	-(611)	1,953
Insurance	2,029	0	0	2,029	2,216
Lettings Ex.penses	7,137			7,137	7,648
Cleaning	9,375			9,375	11,566
Administration	853			853	566
Performing Rights	0	0	0	0	1,570
Advertising	0	0	0	0	
Other	279	0	0	279	350
Sub total	69,337	1,300	0	70,637	50,305
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	69,337	1,300	0	70,637	50,305
Net of receipts/(payments)	2,168	0	0	2,168	9,553
A5 Transfers between funds	-(91,190)	91,190	0	0	0
A6 Cash funds last year end	114,534	0	0	114,534	104,911
Cash funds this year end	25,512	91,190	0	116,702	114,464

Appendix B - Statement of Assets & Liabilities

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank	13,349	0	0
	Cashplus prepaid	670	0	0
	Building Society accounts	11,493	0	0
	Total cash funds	25,512	0	0
	(agree balances with receipts and payments account(s))	OK	Agreement Error	OK

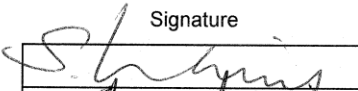
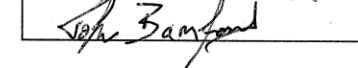
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0
	Business Continuity Reserve in Building Society being 50% of approved 2024 budget		31,190	0
		0	0	0
	Building Society funds earmarked reserves for long term plans		60,000	0
		0	91,190	0

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
			0	0
			0	0
			0	0

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0	0
			0	0
			0	0
			0	0
			0	0
			0	0

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			0	
			0	
			0	
			0	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SAM WILLIAMS	9/4/24
	JOHN BAMFORD	9/4/24

Appendix C - Independent Examiners Report



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Claygate Village Hall Association		
On accounts for the year ended	31 st December 2023	Charity no (if any)	305007
¹Set out on pages	1 – 4		

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.

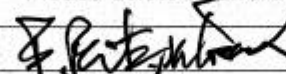
**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) 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.

* Please delete the words in the brackets if they do not apply.

Signed:  Date: **April 2024**

Name: **BARRY FITZPATRICK**

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

CHARTERED ACCOUNTANT

Address:

**HOLKWOOD
ORKEN DRIVE CLAYGATE
SURREY KT10 0DL**