

Claygate
Village Hall Association

ANNUAL REVIEW

AND

ACCOUNTS

for the period

1st January – 31st December 2025

Registered Charity No. 305007

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

TRUSTEES' ANNUAL REVIEW & ACCOUNTS FOR 2025

The Board of Trustees presents its Annual Review and Accounts for the year ending **31st December 2025.**

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 and who attend the meeting.

The Community Trustees at the 31st December 2025 were as follows with one position being vacant:

1. Brian Howells
2. John Bamford (Vice-Chair up until May 2025)
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 2025 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 2025 were held on Tuesdays **18h March** and **14th October** with the AGM taking place on **6th 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 initially by 3 Trustees as Chair, Vice-Chair & Secretary and by 2 since the AGM held in May 2025 when the Vice Chair role could not be filled. During 2025 this Management Committee met on 5 occasions: **25th January, 24th April, 24th June, 11th September** and **25th November**.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but offers a payment to its officers for services rendered. At the meeting of Trustees on 18th March, in keeping with last year's decision to review figures annually, it was agreed that the remuneration offered to officers should be increased from September 2025.Thus, officers' payments at the end of the year were as follows:

- Hall Manager £5,340
- Lettings Manager £5,340
- Treasurer £2,910

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)

2025 proved another successful year for Claygate Village Hall in terms of letting revenue, obtaining grants to improve the hall and contents and seeing an almost full diary. The Village Hall has once again been well used by a whole variety of local organisations and individuals, proving a valuable asset to the community.

You will read below about the specific improvements made. It was a particular pleasure to see the difference that a completely new floor made in the small hall and a refurbished floor made in the main hall.

I was particularly pleased with the improved conditions of hire, the new website and the general improvement in the running of the hall by the introduction of helpful and new administration behind the scenes.

As always, I would like to thank our Officers for the incredible amount of voluntary work they do to ensure the smooth running of the hall and to ensure it is safe to use. I would also like to thank Michael Elliott for his many years as Treasurer and Andy Gilchrist for volunteering to replace Michael, starting in 2026. Our Secretary and Trustee, Rosy Treasure has done an enormous amount of work on the administration front, for which we are all grateful.

I leave you to read below the Officers' respective reports, which set out those matters which have made 2025 a successful year.

Finally, I thank my fellow Trustees for their interest in and help with managing the hall throughout the year.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

This was a good year mostly maintenance-wise, although the heating systems problems later on in the year were substantial in cost and effort, but thankfully didn't cause too much disruption to our day-to-day business.

We worked with CDS to sort through all the stage flats that were being stored in the back stage area. Many were no longer up to spec or were just not suitable anymore. These were cleared out and the remaining flats were rearranged and stored so that they occupy the centre and church yard end of the rear stage corridor which then enabled the Hall's tall ladders to be stored at the car park end. This whole exercise has resulted in this area being safer for all who use it.

The Hall's Emergency Exits existing hardware was found to be insufficient to meet current regulations. They were replaced with UpToDate 5 door sets with bar systems bringing our doors up to code and thereby making the hall both more secure and safer.

Following an inspection of the Hall's flooring the Small Hall floor was found to be in need of replacement with the Main Hall floor being capable of one last stripping.

Therefore, during August, we contracted Hampton Wood Floors to

- replace the Small Hall floor with reclaimed beech flooring (and also in the process remove the hump in the floor at the front end) and,
- strip and reseal the Main Hall flooring.

The end result is amazing and has made both halls look much brighter and modern.

Major problems were experienced with the Hall's heating systems during the Autumn period. Hirers were reporting the smell of gas when entering the Hall. This resulted in Gas Safety engineers attending several times in an effort to identify the leak. During this process the Main Hall Foyer end Heating system was condemned and had to be urgently replaced. The actual cause of the gas smells was eventually traced to the Small Hall Heating system not burning gas efficiently and subsequently emitting the unburnt gas via its flue. This heating system, along with the second stage end Main Hall heating system were replaced in early 2026.

Other work was completed as follows:

- We joined forces with Derek Huff from CVA to put up improved Christmas Lights
- Minor electrical works completed
- All Annual Hall maintenance was completed for 2025
- The Small Hall was re-painted.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

Claygate Village Hall was used by a wide variety of groups during 2025 catering to all sections of the community. A few bookings came to the Village Hall because of the Community Centre, run by Elmbridge Borough Council, not accepting one-off bookings under a new policy.

Many local organisations including; Claygate Dramatic Society, Claygate Village WI, Claygate Gardening Society, Claygate Flower and Village Show Society, Claygate Floral Club, Claygate Village Association, Friends of Capelfield Surgery, Claygate Conservative Association, Elmbridge U3A, KT TENuto Opera, Hinchley Manor Operatic Society, Kingston Beekeepers and Claygate Parish Council used the hall for committee meetings, public meetings, rehearsals, shows, fundraisers and a Get Involved Day.

The Hall was also used for meetings by groups from the Christian and Muslim faith traditions, and an Anglo-Bosnian Community group. There were Comedy Nights, a couple of jazz evenings, several band nights, and a good number of children's and adult parties, along with antiques valuation events and a garden furniture sale.

On the fitness front the hall hosted chair-based exercise sessions, pilates, yoga, dance fitness and dance evenings (Sequence dancing, tea dances, and jazz dancing,) along with performing arts classes for school age children and pre-school groups including Little Kickers, Tumbletots, Monkey Music, pre-school ballet and a Montessori pre-school – although some pre-school groups struggled for numbers.

The stage was well used with at least one or two major bookings a month dependent on its existence, as well as it being regularly used for Dramatic Society rehearsals, and by other hirers.

In August the main hall was closed while the floor was sanded and resealed, and the small hall was closed while the floor was replaced. This work is a great improvement and has been well received by hirers -the small hall floor is now level and the bump has been removed, and the main hall floor looks almost good as new. Steps have been taken to protect these floors and to prevent damage, including splinters, such as the provision of tap dancing mats, replacement of castors on movable furniture, and ensuring chair legs etc have appropriate non-scratch footers.

The May election was cancelled due to Local Government re-organisation in Surrey, and the by-election for the County Council in August could not be accommodated at the Hall as it was scheduled for the period when the floor work had been planned.

Temperatures in the small hall were monitored during a period of hot weather, (the sun pitches in throughout most of the day), and work was scheduled for 2026 to try to address the situation. Issues with the heater units in both halls caused minor disruption with the gas supply terminated over a weekend – but not during a period of very cold weather, so cancellations were minimised.

A revised set of terms and conditions based on the ACRE model terms and conditions were developed and implemented. The Management Committee started watching the evolution of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law,) which will come into force in 2027. We expect to register as standard tier premises due to the capacity of the main hall.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

Following questions raised at the Trustee meeting in October 2025 an imbalance error of several thousand pounds was discovered. It seems that CAF Bank had been using Bankmaster, a platform from Finastra (formerly Misys), since 2005 then changed to use

Temenos Transact, a cloud-based system, in June 2025. The launch & changeover was chaotic and the advice was given to move the Association accounts from CAF Bank.

After several months of investigation and trying to reconcile the spreadsheets, a number of items were found to be missing from a transfer of data around the time of the database switch. Re-instating the same lost entries dropped the difference to a few hundred pounds.

In addition, we had a Zemplar account from a prior credit balance which provided a pre-paid debit card for Officers expenses and which we had been running down. We had decided to cease use of the account as Zemplar had been taken over & were demanding searching personal data from each and every Officer & Trustee to keep that account open.

The expenditure had not been included by re-instating the prior target balance monthly & as a result of not passing through CAF Bank. By including these small amounts, the accounts then balanced.

This was also the cause of the 2024 imbalance of £128.00.

The Cash accounts are commended for approval. They have been examined by our Independent Examiner, Mr Barry Fitzpatrick.

Income

Our income is mainly through lettings which this year amounted to £80,610, an increase of around £2,500 over 2024. We did also receive a £400 donation from the Claygate Dramatic Society restricted to use for floor coverings. We are grateful to them for this contribution

Income in the form of Building Society interest, was down from 2024 due to the reduction in capital sums held in deposit accounts.

Expenditure

Highlights were as follows:

- Projects Restricted funds £1,790 - an amount carried over from 2024 and spent on curtains.
- The curtains nearly £14,000 January carried over from 2024 to suit vacant dates.
- Flooring nearly £19,000, desperately needed for the Small Hall, less so for the Main Hall.
- Foyer-end Main Hall warm air heating furnace £8,800, failed a safety check end September.
- Utilities, marginally lower through a combination of nest thermostats & lower unit prices.
- There was a sharp percentage increase in Insurance.
- Cleaning costs were lower but we missed out an annual budgeted high clean to compensate.
- There was no Performing Rights Society (PRS) payment in 2025 so should be two in 2026.

Banking

CAF Bank continues as our main bank but has been one of the reasons for issues in the 2025 accounts as described above.

Reserves Policy

Our policy states that Restricted Reserves are to be split in three parts: Business Continuity being 50% of our annual budgeted operational costs which was £37,350 for 2025, an Earmarked Reserve to pay for long term maintenance plans of £60,000 and Restricted Reserves for grants, gifts or endowments where funds can only be used for a specified purpose currently remains of the existing grants.

General Reserves at year end were general building society funds currently £12,482.

Looking forward to 2026

Michael stepped down as Treasurer at the end of 2025 after almost 9 years in the role. He completed his tenure with a few months handover to successor Andy Gilchrist for which we are most grateful. The budget for 2026 was complete with the exception of that assigned to projects which was resolved later in the year.

In summary

2025 saw big improvements to several important aspects of the Hall and put us in a good position for the challenges facing us in 2026 and beyond.

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

As seen from Appendix A, Cash funds fell over the course of the year, albeit with £126,862 still available.

However, as referenced within 'Reserves Policy', even with the agreed £37,350 under Business Continuity and £60,000 required for Earmarked Reserve taken into consideration, a material balance of £12,482 - for immediately accessible funds - is held on the Building Society reserve account, in addition to the £17,017 balance on the current account.

As such, in summary, the financial position as at 31 December 2025 remains robust on both a short and longer term perspective.

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. Compliance with the code will be scheduled for review as soon as possible.

Appendix A - Receipts & Payments

Appendix B - Statement of Assets & Liabilities

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	December 31 2025	**Charity no (if any)**	305007
Set out on pages	1 to 2 (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 31/12/2025DD / MM / YYYY.

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:	B. Fitzpatrick	**Date:**	28-10-2026
Name:	Barry John Fitzpatrick		
Relevant professional qualification(s) or body (if any):	Chartered Accountant		
Address:	Holmwood,Oaken Drive,Claygate, Surrey KT10 0DL		

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.	N/A