



Trustees' Annual Report for the period

From **ELSTEAD VILLAGE HALLS**

Period start date **01.04.2021** To **Period end date 31.03.2022**

Charity name: **ELSTEAD VILLAGE HALLS**

Charity registration number: **305024**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our objects under our constitution are to use the village hall and adjoining youth centre as village halls 'for the purposes of physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, classes, recreations and entertainments or otherwise' for the benefit of the local community without distinction of sex or political, religious or other opinions
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We fulfil these requirements and achieve significant public benefit by enabling a wide range of organisations and individuals to use our halls, making them a vital part of the village community. These activities include a community cinema, amateur dramatic productions and classes for pilates, yoga, dance, dog training etc. Scouting groups use the youth centre as well as other groups. The halls are also available for wedding receptions and private parties.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees work tirelessly to maintain and improve the facilities on offer, having regard to the guidance issued by the Charity Commission on public benefit, and this work is warmly supported by the village community

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>apart from hiring out the halls for many private functions during the year, in addition to the regular hirings, we have held fund raising events which have enabled us to continue refurbishment of both halls. We have applied for and received some grants which have enabled us to improve many of the facilities.</p> <p>We provide an essential support for the community of the village and a focal point for our many and varied organisations.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite the effects of the Covid pandemic, we continue to maintain a healthy financial position
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our aim is to hold general reserves of around one year's hire income in addition to funds we are building up for specific refurbishment and improvement projects. We have funds on deposit and unit trusts with CCLA to cover any unexpected expenses
Amount of reserves held	Para 1.22	£36350
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected at Annual General Meeting

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We maintain a strong relationship with our local Parish Council and a representative Councillor attends our committee meetings. They give invaluable advice and support as well as financial help with our fund raising. We liaise regularly with them over various issues affecting the village as a whole
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	ELSTEAD VILLAGE HALLS
Other name the charity uses	
Registered charity number	305024
Charity's principal address	Thursley Road, Elstead, Surrey GU8 6DG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Else	Chairman of management committee		
2	Linda Muir	Vice Chairman		
3	Laurence Oakden	Treasurer		
4	Gill Loveluck	Secretary		
5	Tim Davies	committee		
6	Hilary Andrews	committee		
7	Alison Clements	committee		
8	John Manches			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Keith Else	
Position (eg Secretary, Chair, etc)	Chairman of management committee	
Date	11.01.2023	

ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Income and Expenditure Account
Year ended 31st March 2022

	<u>2021/22</u>	<u>2020/21</u>
<u>INCOME</u>		
<u>Lettings and Hirings</u>		
Village Hall Lettings and Hirings	£15,592	£11,641
Youth Centre Lettings and Hirings	£10,581	£1,651
TOTAL INCOME (Lets & Hires)	£26,172	£13,293
<u>Additional income</u>		
Grants from Waverley re Covid	£10,667	£10,000
Non Gift Aid Donations		£0
Gift Aid Donations + tax rebate on donations	£4,356	£0
Donation Hammelis Trust	£4,000	£0
Parish Council Grant re Ceiling Renewal	£1,500	£0
Erica Leonard Trust	£750	£0
Pancake Race Donation	£500	£0
Insurance Payout for Break in	£2,150	£0
Elstead Cinema Income	£1,673	£0
COIF Interest & Dividends	£443	£452
TOTAL ADDITIONAL INCOME	£26,039	£10,452
	£52,211	£23,745
<u>EXPENDITURE</u>		
Electricity	£1,335	£1,191
Gas	£2,241	£2,915
Water Usage	£1,211	£1,257
General Rates	£149	£0
Maintenance & Repairs incl window cleaning	£4,359	£3,024
Cleaning Materials	£821	£0
Refuse Collection (Chambers)	£1,151	£744
Fire Extinguishers and maintenance	£431	£619
Insurance	£2,207	£1,913
Payments for Booking Clerk, Cleaner and Maintenance	£6,733	£6,380
Administration incl website	£504	£421
Sundry Expenses	£349	£763
Deposit Returns	£415	£0
Elstead Cinemas Expenses	£1,716	£0
Depreciation - Village Hall Equipment	£4,396	£1,623
Depreciation - Cinema Equipment	£180	£80
Total Expenditure - regular items	£28,198	£20,931
<u>Additional Items</u>		
Land Registry valuation	£0	£3,145
Break in Costs	£1,869	£0
New Curtain rails in Village Hall	£650	£0
Replacement Ceiling, lights and Extract Fan	£13,817	£0
Deposit replacement Front Door YC	£0	£3,450
New lighting to Youth Centre	£459	£0
Total Expenditure - additional items	£16,795	£6,595
TOTAL EXPENDITURE	£44,992	£27,526
TOTAL OPERATING SURPLUS/DEFICIT	£7,219	-£3,781

ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Income and Expenditure Account
Year ended 31st March 2022

Page 2

NET MOVEMENT IN FUNDS

Total operating surplus/deficit - as above	£7,219	-£3,781
Unrealised gain(loss) on investments in year	£1,223	£2,504
	<hr/>	<hr/>
Total surplus/deficit	£8,442	-£1,277
	<hr/>	<hr/>
Funds brought forward (start of year)	£81,223	£82,500
Funds carried forward (end of year)	<u>£89,665</u>	<u>£81,223</u>

NET MOVEMENT IN CASH AND INVESTMENTS

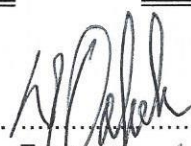
Village Hall	£3,302	-£256
Cinema	-£58	-£75
Fundraising account	-£16,771	-£3,450
Transfer to COIF deposit	£10,000	£0
COIF interest and dividends	£443	£0
Cinema bar stock	£15	£0
Unrealised gain(loss) on investments in year	£1,223	£2,504
	<hr/>	<hr/>
	<u>-£1,846</u>	<u>-£1,277</u>

CASH AND INVESTMENTS at 31st MARCH 2022

Village Hall Account	17,528	£14,225
Cinema Account	3,772	£3,815
Friends of Elstead Village Hall	5,925	£22,696
COIF Deposit	36,350	£25,907
COIF Investment	15,689	£14,466
	<hr/>	<hr/>
	<u>£79,263</u>	<u>£81,109</u>

07/07/2022
Date


.....
Chairman


.....
Treasurer
27/6/22

ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Balance Sheet at 31st March 2022

	31/03/2022	31/03/2021
FIXED ASSETS		
Hall Furniture and Equipment		
At cost (start of year)	£63,582	£62,888
New acquisitions in year	£14,060	£694
Less: - Depreciation	£65,942	£61,367
	£11,700	£2,215
Investment		
COIF Investment Units (cost £5,500)	15,715	£14,492
	£27,415	£16,707
CURRENT ASSETS		
Debtors		
Prepayments		
Lettings	£597	£605
Others		
	£597	£605
Balances at bank		
Lloyds Bank Cinema Account		
Cinema Funds	£3,772	£3,815
FILMBANK (Deposit held by Filmbank)	£150	£150
Cinema Petty Cash	£150	£150
Cinema Bar stock held	£152	£147
	£4,224	£4,262
Lloyds Bank Current account (VH)	£17,528	£14,225
Monies held for Fundraising Account	£5,925	£22,696
COIF Deposit Account	£36,350	£25,907
	£64,027	£67,090
	£64,624	£67,695
CREDITORS		
Lettings		
Other	£1,639	£2,479
Deposits held for Societies	£400	£400
Key Deposits held	£335	£300
	£2,374	£3,179
NET CURRENT ASSETS	£62,250	£64,516
TOTAL NET ASSETS	£89,665	£81,223
<u>Change in Total Net Assets during year</u>		
Total Net Assets at start of year	£81,223	£82,500
Surplus (deficit) from Village Hall	£3,302	-£256
Surplus (deficit) from Cinema	-£38	-£75
Surplus (deficit) from Fundraising Account	£3,955	-£3,450
Increase (decrease) in value of Unit Trust holding	£1,223	£2,504
TOTAL NET ASSETS AT END OF YEAR	£89,665	£81,223

04/07/2022
Date


Chairman


Treasurer
27/6/22

ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Independent Examiner's Report
On the accounts for the year to 31 March 2022

Respective Responsibilities of Trustees and Examiner	<p>As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of Section 43(2) of the Charities Act 1993 ('the Act') does not apply.</p> <p>It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.</p>
Basis of Independent Examiner's Report	<p>My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with these records. It includes the consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.</p>
Independent Examiner's Statement	<p>In connection with my examination, no matters has come to my attention:</p> <p>(1) which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none">(a) to keep accounting records in accordance with Section 41 of the Act;and(b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>
Signed	Keith Olding
Date	6 June 2022
Name	Keith Olding
Address	16 Silver Birches Way Elstead GU8 6JA