



Trustees' Annual Report for the period

From **ELSTEAD VILLAGE HALLS**

Period start date **01.04.2022** To Period end date **31.03.2023**

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	£37438
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

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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	Tim Davies	Vice Chairman		
3	Laurence Oakden	Treasurer		
4	Gill Loveluck	Secretary		
5	Alison Clements	committee		
6	Hilary Andrews	committee		
7	John Manches			
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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
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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	20.05.2024	

ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Income and Expenditure Account
Year ended 31st March 2023

<u>INCOME</u>	<u>2022/23</u>	<u>2021/22</u>
<u>Lettings and Hirings</u>		
Village Hall Lettings and Hirings	£17,160	£15,592
Youth Centre Lettings and Hirings	£12,248	£10,581
TOTAL INCOME (Lets & Hires)	£29,409	£26,172
<u>Additional income</u>		
Grants from Waverley re Covid		£10,667
Non Gift Aid Donations	£570	
Gift Aid Donations + tax rebate on donations	£0	£4,356
Donation HammelisTrust	£0	£4,000
Parish Council Grant re Ceiling Renewal	£0	£1,500
Erica Leonard Trust	£0	£750
Pancake Race Donation	£0	£500
Insurance Payout for Break in	£0	£2,150
Elstead Cinema Income	£3,547	£1,673
COIF Interest & Dividends	£1,088	£443
Barn Dance Fundraising	£2,111	
Anita Evening	£1,196	
TOTAL ADDITIONAL INCOME	£8,513	£26,039
	£37,922	£52,211
<u>EXPENDITURE</u>		
Electricity	£2,292	£1,335
Gas	£4,753	£2,241
Water Usage	£397	£1,211
General Rates	£292	£149
Maintenance & Repairs incl window cleaning	£11,741	£4,359
Cleaning and electrical works	£417	£821
Refuse Collection (Chambers)	£1,533	£1,151
Fire Extinguishers and maintenance	£619	£431
Insurance	£2,386	£2,207
Payments for Booking Clerk, Cleaner and Maintenance	£7,425	£6,733
Administration incl website	£1,650	£504
Sundry Expenses	£176	£349
Fundraising expenses re functions	£1,110	£415
Elstead Cinemas Expenses	£1,576	£1,716
Depreciation - Village Hall Equipment	£4,316	£4,396
Depreciation - Cinema Equipment	£265	£180
Total Expenditure - regular items	£40,948	£28,198
<u>Additional Items</u>		
Land Registry valuation	£240	£0
Break in Costs	£0	£1,869
New Curtain rails in Village Hall	£0	£650
Replacement Ceiling, lights and Extract Fan	£0	£13,817
Deposit replacement Front Door YC	£0	£0
New lighting to Youth Centre	£0	£459
	£0	
	£0	
TOTAL Total Expenditure - additional items	£240	£16,795
	£41,188	£44,992
TOTAL OPERATING SURPLUS/DEFICIT	-£3,266	£7,219

NET MOVEMENT IN FUNDS

Total operating surplus/deficit - as above	-£3,266	£7,219
Unrealised gain(loss) on investments in year	-£597	£1,223
Total surplus/deficit	<u>-£3,863</u>	<u>£8,442</u>
Funds brought forward (start of year)	£89,665	£81,223
Funds carried forward (end of year)	<u>£85,801</u>	<u>£89,665</u>

NET MOVEMENT IN CASH AND INVESTMENTS

Village Hall	-£5,068	£3,302
Cinema	£4,168	-£58
Fundraising account	£520	-£16,771
Transfer to COIF deposit	£0	£10,000
COIF interest and dividends	£1,088	£443
Cinema bar stock	£77	£15
	<u>£785</u>	<u>-£1,846</u>

CASH AND INVESTMENTS at 31st MARCH 2023

Village Hall Account	£12,460	£17,528
Cinema Account	£7,940	£3,772
Friends of Elstead Village Hall	£6,445	£5,925
COIF Deposit	£37,438	£36,350
COIF Investment	£15,101	£15,689
	<u>£79,383</u>	<u>£79,263</u>


ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Balance Sheet at 31st March 2023

	31/03/2023	31/03/2022
FIXED ASSETS		
Hall Furniture and Equipment		
At cost (start of year)	£77,642	£63,582
New acquisitions in year	£338	£14,060
Less: - Depreciation	£70,523	£65,942
	£7,457	£11,700
Investment		
COIF Investment Units (cost £5,500)	15,101	15,715
	£22,558	£27,415
CURRENT ASSETS		
Debtors		
Prepayments		
Lettings	£500	£597
Others		
	£500	£597
Balances at bank		
Lloyds Bank Cinema Account		
Cinema Funds	£7,940	£3,772
FILMBANK (Deposit held by Filmbank)	£150	£150
Cinema Petty Cash	£150	£150
Cinema Bar stock held	£229	£152
	£8,469	£4,224
Lloyds Bank Current account (VH)	£12,460	£17,528
Monies held for Fundraising Account	£6,445	£5,925
COIF Deposit Account	£37,438	£36,350
	£64,812	£64,027
	£65,312	£64,624
CREDITORS		
Lettings		
Other	£1,339	£1,639
Deposits held for Societies	£400	£400
Key Deposits held	£330	£335
	£2,069	£2,374
NET CURRENT ASSETS	£63,243	£62,250
TOTAL NET ASSETS	£85,801	£89,665
<u>Change in Total Net Assets during year</u>		
Total Net Assets at start of year	£89,665	£81,223
Surplus (deficit) from Village Hall	-£8,258	£3,302
Surplus (deficit) from Cinema	£1,706	-£38
Surplus(deficit) from Fundraising Account	£2,197	£3,955
Increase (decrease) in value of Unit Trust holding	£491	£1,223
TOTAL NET ASSETS AT END OF YEAR	£85,801	£89,665

02/08/2023
Date


Chairman

2/8/23
Date


Treasurer

ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Independent Examiner's Report
On the accounts for the year to 31 March 2023

Respective Responsibilities of Trustees and Examiner 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.

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.

Basis of Independent Examiner's Report

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.

Independent Examiner's Statement

In connection with my examination, no matters has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

(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

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed	Keith Olding
Date	16 June 2023
Name	Keith Olding
Address	16 Silver Birches Way Elstead GU8 6JA

ELSTEAD VILLAGE HALLS
(Registered Charity No. 305024)
Income and Expenditure Account
Year ended 31st March 2023

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Independent Examiner's Statement

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Signed	Keith Olding
Date	16 June 2023
Name	Keith Olding
Address	16 Silver Birches Way Elstead GU8 6JA