

## **ANNUAL REPORT FOR THE YEAR TO 31st DECEMBER 2020**

**The Mayford Village Hall, Saunders Lane, Mayford, Woking, Surrey, GU22 0NN is registered with the Charity Commissioners (no. 305075) and constituted by deed of trust.**

**The Mayford Village Hall is administered by a Management Committee comprising:**

President - Mr L. J. Caffrey  
Chairperson - Mr P. Atkins  
Vice Chairperson - Mrs J. Cheeseman  
Secretary - Mr A. Briggs  
Treasurer - Mr A. Ashley  
Other Members - Mrs J. Ashley, Mrs J. Fisher, Mrs L. Hall, Mrs S. Moore  
Mrs S. Punch, Mrs C. Rayner, Mr J. Myall & Mr P. Orrin

The object of the Mayford Village Hall Trustees Committee is to maintain the Village Hall for the communal benefit of the residents of the village and its surrounds. The Management Committee aims to provide first class hall facilities at an affordable cost to voluntary organisations serving the community, private functions and commercial businesses.

The start of the year began well with the western area car park resurfaced in February, two new regular organisations about to commence and the usual busy return to the hall after the Christmas and New Year holiday periods.

Any optimism felt was soon dashed when the Covid -19 pandemic and subsequent lockdown forced the closure of the hall on 23rd March.

All regular organisation and party bookings were cancelled and hire fees fully refunded with the exception of Mayford Preschool which was allowed to recommence on 1<sup>st</sup> June.

The village hall remained closed to all other regular hirers until mid September and through to the end of October when a few managed to return under strict governmental and hall management guidance.

This obviously had a damaging effect on the village hall's financial situation.

With no regular guaranteed income the village hall ran at a loss from March onwards as insurances, utilities and our employees wages continued to be paid each month.

We received a £10k Retail, Hospitality and Leisure Grant in April from Woking BC which helped repair some of the damage and further grants will be applied for if and when they become available.

Any hope of an AGM in April was quickly forgotten but monthly committee meetings were held electronically by Zoom and will continue until the indoor social gathering dictate is relaxed.

Prior to last year's cancelled AGM Claudia O'Neill, who dealt with fund raising and grant applications, decided to stand down as a co-opted committee member. Her mantle has been taken up by Sue Moore who was co-opted onto the committee in December.

After many years as a valued Trustee Joan Ashley has made the decision to retire from the committee. The Trustees thank Joan for her work on various sub-committees during the past two decades.

### **Improvements and Additions:**

- Completion of Tarmacadam construction works to west elevation car park area.
- Existing fluorescent batten units over main hall stage area replaced by 4 new LED fittings.
- Old transformers to LED light panels in main hall replaced.

### **Planned improvements for next year:**

- All non-emergency improvements to be put on hold until next year.

### **Village hall events during the last year:**

- Due to Covid -19 no events took place during 2020

The trustees wish to extend their thanks to the volunteers who gave their time during what has been a very difficult nine months since the lockdown.

Alan J Briggs  
HON SECRETARY MVHT

15th April 2021 FOR AND ON BEHALF OF THE MANAGEMENT COMMITTEE

## STATEMENT OF FINANCIAL ACTIVITIES

Page 1

FOR THE YEAR ENDED 31st DECEMBER 2020

|   | 2020               | 2019               |
|---|--------------------|--------------------|
|   | £                  | £                  |
| <b>INCOMING RESOURCES</b>                                   |                    |                    |
| Private lettings  | 3,264.72           | 12,423.45          |
| Organisations/clubs   | 9,988.66           | 21,685.74          |
| Deposits waived   | 4,147.30           | -                  |
| Donations   | -                  | 131.00             |
| Interest received   | 10.05              | 257.69             |
| Kinch fund  | -                  | 325.00             |
| Other income <span style="float: right;">Note 3</span>      | 10,917.00          | 2,402.00           |
| <b>Total incoming resources</b>                             | <u>28,327.73</u>   | <u>37,224.88</u>   |
| <b>RESOURCES EXPENDED</b>                                   |                    |                    |
| Letting officer & expenses                                  | 5,433.08           | 5,281.58           |
| Cleaner's wages   | 6,802.56           | 7,140.27           |
| Cleaning expenses & window cleaning                         | 469.05             | 1,109.53           |
| General repairs   | 805.97             | 864.43             |
| Decorating  | -                  | 1,600.00           |
| Exceptional items <span style="float: right;">Note 4</span> | 11,095.80          | 3,918.67           |
| Gas and electricity   | 1,944.66           | 3,697.04           |
| Water   | 667.87             | 466.59             |
| Insurance   | 1,926.97           | 2,144.28           |
| Ground Maintenance  | 3,396.00           | 4,237.00           |
|   | <u>32,541.96</u>   | <u>30,459.39</u>   |
| <b>OTHER RESOURCES EXPENDED</b>                             |                    |                    |
| PRS royalty   | -                  | 710.60             |
| Sundries <span style="float: right;">Note 5</span>          | 913.61             | 1,482.37           |
| Fire alarm maintenance                                      | 138.54             | 138.54             |
| Gas boiler maintenance                                      | 144.00             | 144.00             |
|   | <u>1,196.15</u>    | <u>2,475.51</u>    |
| <b>TOTAL RESOURCES EXPENDED</b>                             | <u>33,738.11</u>   | <u>32,934.90</u>   |
| Net incoming resources                                      | - 5,410.38         | 4,289.98           |
| Total funds brought forward                                 | 58,758.74          | 54,468.76          |
| Total funds carried forward                                 | <u>£ 53,348.36</u> | <u>£ 58,758.74</u> |

## MAYFORD VILLAGE HALL

## BALANCE SHEET AT 31st DECEMBER 2020

|   | 2020               | 2019               |
|---|--------------------|--------------------|
|   | £                  | £                  |
| <b>MONETARY ASSETS</b>  |                    |                    |
| Lloyds Bank Plc call account                                      | 684.09             | 881.82             |
| Lloyds Bank Plc current account                                   | 59,024.44          | 64,444.58          |
| National savings investment account                               | 29.83              | 29.64              |
| <b>Total assets</b>   | <u>59,738.36</u>   | <u>65,356.04</u>   |
| <b>Less Liabilities</b> <span style="float: right;">Note 6</span> | 6,390.00           | 6,597.30           |
| <b>Balance being general fund</b>                                 | <u>£ 53,348.36</u> | <u>£ 58,758.74</u> |

Mr P Atkins (Chair)



31/3/21

**Note 1** These accounts have been prepared on a receipts and payments basis. Refunds in respect of Covid 19 have been deducted from the income of private lettings and organisations/clubs.

**Note 2** The land and buildings of the Village hall are held in trust and are valued for insurance purposes at £977,913

| <b>Note 3</b> | <b>Other income</b>    | <b>2020</b>      | <b>2019</b>     |
|---------------|------------------------|------------------|-----------------|
|               |                        | £                | £               |
|               | Mayford Bowls Club     | 302.00           | 302.00          |
|               | Woking Borough Council | 10,000.00        | -               |
|               | Grant from Surrey CC   | 615.00           | 2,000.00        |
|               | WH Smith Trust         | -                | 100.00          |
|               |                        | <u>10,917.00</u> | <u>2,402.00</u> |

| <b>Note 4</b> | <b>Exceptional items</b>               | <b>2020</b>      | <b>2019</b>     |
|---------------|--|------------------|-----------------|
|               |  | £                | £               |
|               | Refurbishment of car park              | 26,991.60        | -               |
|               | Less Grant from Woking Borough Council | - 13,495.80      | -               |
|               | Donations                              | - 2,400.00       | - 700.00        |
|               | Castle Carpenters -roof repair         | -                | 300.00          |
|               | SC Fencing -repair to fences           | -                | 192.00          |
|               | Safe IS -EICR test                     | -                | 444.60          |
|               | SC Fencing -stepping slabs             | -                | 660.00          |
|               | Insta Group Limited -roof insulation   | -                | 1,143.45        |
|               | Sheerwater Glass -window repair        | -                | 197.58          |
|               | CCP -new floor cleaning machine        | -                | 1,681.04        |
|               |  | <u>11,095.80</u> | <u>3,918.67</u> |

| <b>Note 5</b> | <b>Sundries</b>                | <b>2020</b>   | <b>2019</b>     |
|---------------|--------------------------------|---------------|-----------------|
|               |                                | £             | £               |
|               | Lloyds TSB Plc charges         | 15.00         | 30.00           |
|               | Kinch tea party                | -             | 164.66          |
|               | Telephone postage & stationery | 101.05        | 136.21          |
|               | Miscellaneous                  | 66.99         | 204.66          |
|               | Christmas party                | -             | 159.82          |
|               | BT internet WIFI               | 730.57        | 754.82          |
|               | AGM expenses                   | -             | 32.20           |
|               |                                | <u>913.61</u> | <u>1,482.37</u> |

| <b>Note 6</b> |                                 | <b>2020</b>     | <b>2019</b>     |
|---------------|---------------------------------|-----------------|-----------------|
|               |                                 | £               | £               |
|               | Deposits provision              | 1,500.00        | 6,597.30        |
|               | Loan from Mayford Bowls Club    | 3,750.00        | -               |
|               | Advance from Woking Cinema Club | 1,000.00        | -               |
|               | Unpaid bills                    | 140.00          | -               |
|               |                                 | <u>6,390.00</u> | <u>6,597.30</u> |

**Independent examiner's report to the Trustees of Mayford Village Hall**

I report on the accounts of the Mayford Village Hall for the year ended 31st December 2020 which are set out on pages 1 and 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- \* examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- \* to state 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 commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters stated in the report below.

**Independent examiner's statement**

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


which gives me reasonable cause to believe that, in any material respect, the requirements:

- \* to keep accounting records in accordance with section 130 of the 2011 Act; and
- \* to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met.

I was unable to verify accurately the value of deposits repayable, the income and expenditure in cash and how much was overpaid or underpaid in respect of gas and electricity supplies.

Colin M Wilson  
Chartered Accountant  
Mayford  
Woking

  
31<sup>st</sup> March 2021

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