

ANNUAL REPORT FOR THE YEAR TO 31st DECEMBER 2023

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

Chair - Mr P Atkins

Vice Chair - Mrs J Cheeseman

Secretary - Mr A Briggs

Treasurer - Mr A Ashley

Other Members- Mrs J Fisher, Mrs L Hall, Mrs S Moore, Mrs S Punch,
Mrs C Rayner, Mr D Bajnath, 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 for voluntary organisations serving the community, private functions and commercial businesses.

As can be seen on the distributed Statement of Financial Activities the resources from private parties are down approximately 7% compared to last year.

This could be due to a number of reasons such as the current general cost of living, rising party entertainment costs and the total ban on the use of inflatables at the village hall.

Unfortunately we lost two regular hirers during the year, one a long term dance class, but we did recruit a new men's yoga class in October.

Nonetheless we still have 16 regular and 4 occasional organisations using the village hall, most of them being long term hirers, and there was a small increase financially compared to 2022.

It was brought to our attention by our insurance provider that the supervision of inflatables was not covered by our policy.. The committee therefore decided that all prospective party hirers would no longer be allowed their use at the village hall. No doubt this will have a detrimental affect on future finances but not as disastrous for the trustees as a possible injury lawsuit resulting from a bouncy castle accident.

We should have a clearer idea mid 2024, after a year has passed without inflatables, of the financial affect on our private booking resources.

A successful Surrey Tree Planting Scheme application resulted in the free contribution from Woodland Trust of sixty saplings and six young trees.

These were planted by the Trustees and volunteers on the garden bank and around the perimeter respectively.

We were awarded a £5000 grant from SUEZ Landfill Communities Fund on condition that the money was used to improve disabled access at the hall. This resulted in the construction of a new concrete ramp adjacent the main hall rear access to the garden.

Improvements and Additions:

- Middle Hall redecorated.
- New concrete ramp constructed adjacent rear garden access from main hall.
- New BT Broadband Hub installed.
- Flexible tap connector hoses replaced in both toilets.
- 60 saplings and 6 trees planted in the garden.
- New fence posts and chain link fencing to perimeter of garden.

Planned improvements for next year:

- Main Hall to be decorated.
- Emergency exit doors in main hall to be replaced.

Village hall events during the last year:

- A successful Coronation lunch party in May.
- Quiz night in aid of Prostate Cancer Testing South held in October.
- Combined MVH/NW Christmas party held in December.

The trustees wish to extend their thanks to the volunteers who helped make the Coronation lunch party so successful and those who attended the quiz night and invite all present to partake in the refreshments provided.

Alan J Briggs
HON SECRETARY MVHT

18th April 2024 FOR AND ON BEHALF OF THE MANAGEMENT COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES

Page 1

FOR THE YEAR ENDED 31st DECEMBER 2023

| | 2023 | 2022 |
|---|--------------------|--------------------|
| | £ | £ |
| INCOMING RESOURCES | | |
| Private lettings | 13,968.58 | 14,987.38 |
| Organisations/clubs | 23,401.46 | 22,739.26 |
| Deposits waived | - | - |
| Donations | - | 395.00 |
| Interest received | 51.33 | 6.70 |
| Other income Note 3 | 6,768.00 | 4,473.00 |
| Total incoming resources | <u>44,189.37</u> | <u>42,601.34</u> |
| RESOURCES EXPENDED | | |
| Letting officer salary | 7,438.68 | 7,059.64 |
| Letting officer expenses for stationery and postage | 213.34 | 262.57 |
| Cleaner's salary | 8,519.52 | 8,426.56 |
| Cleaning expenses & window cleaning | 1,231.12 | 1,271.92 |
| General repairs | 1,668.15 | 1,353.13 |
| Decorating | - | - |
| Exceptional items Note 4 | 12,903.11 | 40,281.71 |
| Gas and electricity | 3,313.24 | 3,470.53 |
| Water | 776.72 | 351.12 |
| Insurance | 2,279.08 | 2,107.19 |
| Ground Maintenance | 5,350.00 | 3,825.00 |
| | <u>43,692.96</u> | <u>68,409.37</u> |
| OTHER RESOURCES EXPENDED | | |
| PRS royalty | 355.30 | 1,210.60 |
| Sundries Note 5 | 1,471.46 | 1,404.54 |
| Fire extinguisher maintenance | 351.48 | 463.50 |
| Gas boiler maintenance | 202.37 | 168.00 |
| | <u>2,380.61</u> | <u>3,246.64</u> |
| TOTAL RESOURCES EXPENDED | <u>46,073.57</u> | <u>71,656.01</u> |
| Net incoming resources | - 1,884.20 | - 29,054.67 |
| Total funds brought forward | 51,619.32 | 80,673.99 |
| Total funds carried forward | <u>£ 49,735.12</u> | <u>£ 51,619.32</u> |

MAYFORD VILLAGE HALL

BALANCE SHEET AT 31st DECEMBER 2023

| | 2023 | 2022 |
|---------------------------------------|--------------------|--------------------|
| | £ | £ |
| MONETARY ASSETS | | |
| Lloyds Bank Plc call account | 52,092.88 | 52,041.55 |
| Lloyds Bank Plc current account | 2,893.00 | 5,896.63 |
| National savings investment account | 29.83 | 29.83 |
| Total assets | <u>55,015.71</u> | <u>57,968.01</u> |
| Less Liabilities Note 6 | 5,280.59 | 6,348.69 |
| Balance being general fund | <u>£ 49,735.12</u> | <u>£ 51,619.32</u> |

Mr P Atkins (Chair)



Note 1 These accounts have been prepared on a receipts and payments basis.

Note 2 The land and buildings of the Village hall are held in trust and are valued for insurance purposes at £1,613,109.

| Note 3 | Other income | 2023 | 2022 |
|---------------|------------------------|-----------------|-----------------|
| | | £ | £ |
| | Mayford Bowls Club | 390.00 | 491.00 |
| | Revive Community | 5,000.00 | - |
| | Coronation party | 544.00 | - |
| | Quiz | 834.00 | 781.00 |
| | Woking Borough Council | - | 2,667.00 |
| | Wine Tasting | - | 330.00 |
| | Jubilee party | - | 204.00 |
| | | <u>6,768.00</u> | <u>4,473.00</u> |

| Note 4 | Exceptional items | 2023 | 2022 |
|---------------|---------------------------|------------------|------------------|
| | | £ | £ |
| | Ramp | 9,000.00 | - |
| | New Fencing | 2,736.00 | - |
| | Tree work | 600.00 | 1,020.00 |
| | Coronation party expenses | 411.19 | - |
| | Quiz expenses | 155.92 | - |
| | New roof | - | 36,122.24 |
| | Kitchen shutter repair | - | 1,020.00 |
| | Fire alarm system | - | 1,151.66 |
| | Difibrillator | - | 150.00 |
| | Jubilee expenses | - | 817.81 |
| | | <u>12,903.11</u> | <u>39,261.71</u> |

| Note 5 | Sundries | 2023 | 2022 |
|---------------|------------------------|-----------------|-----------------|
| | | £ | £ |
| | Lloyds TSB Plc charges | 15.00 | 15.00 |
| | Postage & stationery | 411.31 | 249.08 |
| | Catering | 117.85 | 48.50 |
| | Miscellaneous | 232.66 | 548.87 |
| | Telephones & WIFI | 694.64 | 543.09 |
| | | <u>1,471.46</u> | <u>1,404.54</u> |

| Note 6 | | 2023 | 2022 |
|---------------|-----------------------|-----------------|-----------------|
| | | £ | £ |
| | Deposits provision | 1,400.00 | 1,600.00 |
| | Mayford Village Trust | 1,623.77 | 2,001.59 |
| | Uncleared cheques | 893.30 | 600.00 |
| | Deferred income | 1,363.52 | 2,147.10 |
| | | <u>5,280.59</u> | <u>6,348.69</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 2023 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

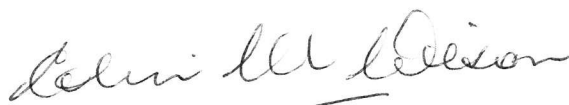
I have completed my examination .I confirm that no material matters have come to my attention other than those disclosed below in connection with the examination which gives me cause to believe that in any material respect:

- * that accounting records were not kept in accordance with section 130 of the 2011 Act or
- * the accounts do not accord with the accounting records

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

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.

Colin M Wilson
Chartered Accountant
Mayford
Woking


21st March 2024

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Charity Commission Annual Return 2023

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MAYFORD VILLAGE HALL

Charity registration number: 305075

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2023.

PART A - Charity information

Financial period

Financial period start date

01/01/2023

Financial period end date

31/12/2023

Income and spending

Income £

£ 44,189

Spending £

£ 46,073

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

Income breakdown

Donations and legacies (excluding Endowments Received)

£ 5,000

Charitable activities

£ 39,138

Other trading activities

£ 0

Investments

£ 51

Other

£ 0

Grantmaking**Is grant making the main way your charity carries out its purposes?**

No

Recipients of grants**Please round all figures to the nearest pound (do not enter decimal points or commas).****Individuals**

£ 0

Other charities

£ 0

Other organisations that are not charities

£ 0

Trustee payments**Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?** e. None of the trustees have been paid**Did any of the trustees resign and take up employment with your charity in the financial period of this return?**

No

Income from outside the UK**Did your charity receive income from outside of the United Kingdom in the financial period of this return?**

No

Delivering activities outside the United Kingdom**Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?**

No

Spending outside England & Wales**Did your charity spend funds outside of the United Kingdom in the financial period of this return?**

No

Total Spending outside England & Wales

£

Trading subsidiaries**Does the charity have any trading subsidiaries?**

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

Charity contact address

Address Line 1

Mayford Village Hall

Address Line 2

Saunders Lane

Address Line 3

Mayford

Address Line 4

WOKING

Address Line 5

Postcode

GU22 0NN

Country

Charity Headquarters address

Address Line 1

Mayford Village Hall

Address Line 2

Saunders Lane

Address Line 3

Mayford

Address Line 4

WOKING

Address Line 5

Postcode

GU22 0NN

Country

Property

Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return?

Membership type

Is the charity part of a wider group structure with a parent body and subsidiary bodies?

Employment contract types

People were permanently employed by your charity

People were on fixed-terms contracts with your charity

Self-employed people were working for your charity

Total overseas employees

How many of the people above work on behalf of your charity outside of the United Kingdom?

Total employee payroll

What was the total amount spent on employee payroll during the financial period relating to this return?

Employees' salaries

Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?

Governance policies

Internal charity financial controls policy and procedures

Safeguarding policy and procedures

Financial reserves policy and procedures

Complaints policy and procedures

Serious incident reporting policy and procedures

Internal risk management policy and procedures

Trustee expenses policy and procedures

Trustee conflicts of interest policy and procedures

No

Investing charity funds policy and procedures

No

Campaigns and political activity policy and procedures

No

Bullying and harassment policy and procedures

No

Social media policy and procedures

No

Engaging external speakers at charity events policy and procedures

No

Safeguarding**Has your charity provided services to children and/or adults at risk in the financial period of the return?**

No

Serious Incidents**Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?**

There were no incidents to report

External risk and impact**Donations**

Unknown/No Change/Not Applicable

Other income - grants

Unknown/No Change/Not Applicable

Other income - contracts

Unknown/No Change/Not Applicable

Other income - investment

Unknown/No Change/Not Applicable

Expenditure on charitable activities

Unknown/No Change/Not Applicable

Expenditure on overheads

Negative

Number of volunteers

Unknown/No Change/Not Applicable

Number of employees

Unknown/No Change/Not Applicable

Number of trustees

Unknown/No Change/Not Applicable

Fundraising activities

Unknown/No Change/Not Applicable

Capacity to deliver services

Unknown/No Change/Not Applicable

Total service demand

Unknown/No Change/Not Applicable

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

0

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**
- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

Information we collect about you**We will use this information:**

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

Information we receive from other sources.**Information we receive from other sources**

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made