MAYFORD VILLAGE HALL TRUSTEES

ANNUAL GENERAL MEETING

THURSDAY 16TH APRIL 2026 @ 8PM



PRESIDENT: MR L. J. CAFFREY

AGENDA:

1. CHAIR'S ADDRESS
2. MINUTES OF THE AGM 2025
3. MATTERS ARISING
4. ADOPTION OF MINUTES
5. ANNUAL REPORT
6. ADOPTION OF THE ANNUAL REPORT
7. TREASURER'S REPORT
8. ADOPTION OF TREASURER'S REPORT
9. ELECTION OF THE MANAGEMENT COMMITTEE
10. ADOPTION OF MANAGEMENT COMMITTEE ELECTION
11. MAYFORD VILLAGE TRUST REPORT
12. ANY OTHER BUSINESS

PRESENT COMMITTEE:

MRS FISHER, MRS HALL, MRS MOORE,
MRS PUNCH & MRS RAYNER
MESSRS: ASHLEY, ATKINS, BAJNATH, BRIGGS,
MYALL, ORRIN & WOOD

MEMBERS WITH ANOTHER YEAR TO SERVE:

MRS FISHER, MR ASHLEY & MR BRIGGS

MEMBERS DUE TO RETIRE BUT PREPARED TO SERVE AGAIN:

MRS HALL, MRS MOORE, MRS PUNCH & MR ATKINS

CO-OPTED & CLUB MEMBERS:

MRS RAYNER, MR BAJNATH, MR MYALL, MR ORRIN & MR WOOD

ANNUAL REPORT FOR THE YEAR TO 31st DECEMBER 2025

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 S Moore

Secretary - Mr A Briggs

Treasurer - Mr A Ashley

Other Members - Mrs J Fisher, Mrs L Hall, Mrs S Punch, Mrs C Rayner, Mr D Bajnath, Mr J Myall, Mr P Orrin & Mr K Wood

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.

The report starts on a sombre note due to the passing of our long-serving Trustee Jean Cheeseman in May 2025.
Jean was an active member of the Mayford Community for many years and served in, or was involved with, organisations such as Mayford Nursery School (as it was then), Mayford Guides, Emmanuel Church and, of course, Mayford Village Hall, as Chair, Vice Chair and committee member during a period of over 40 years.
Jean will be greatly missed, not just as a Trustee but as a valued friend to many people in Mayford.

To ensure the long-term sustainability and community engagement of the village hall, we need new volunteers to join the committee and bring their skills and ideas to the fore.
We are a relatively small team, meeting once a month, so serving on the committee would be a great way to support the community and keep our village hub thriving.

As far as our finances through bookings are concerned, there was a combined 8% increase with our regular organisations and private lettings in 2025 despite losing the Susan Robinson School of Ballet and Performing Arts in July, which had been a long-standing hirer of the village hall.

There were14 regular and 4 occasional hirers using the village hall, most of whom are long-term, and we still have a few mid-week openings available if required.

Several grants were applied for during the year but proved unsuccessful.
If other grants become available, applications will be made to improve the facilities at the village hall.

Improvements and Additions:

- Redecoration of the ladies', gents' and disabled toilets.
- Smoke detectors were replaced throughout the building where necessary.
- The large floor scrubber was serviced.
- Kitchen water boiler replaced in March.
- Damaged fence temporarily repaired on the rear garden boundary.
- Tables and chairs were thoroughly cleaned.
- A new container for the Guide's equipment was installed in the rear garden.
- Foul sewer outside the toilet area was sleeved due to a backup caused by open joints, roots and debris.

Planned improvements and events for next year:

- Summer party to be arranged.
- Christmas party in November or December planned.
- Renovation of the perimeter fence in the rear garden.
- Construction of a new pathway from the main hall rear access to the Preschool shed.
- Possible update of the CCTV system.

Village hall events during the last year:

- A successful summer party took place in June
- A combined MVH/NW Christmas party was held in November.

The trustees wish to extend their thanks to Lucy Butters and the volunteers who helped make the summer party so successful, and also to the anonymous donors for their generosity.

We invite all present to partake in the refreshments provided after the AGM.

Alan J Briggs
HON SECRETARY MVHT

16th April 2026 FOR AND ON BEHALF OF THE MANAGEMENT COMMITTEE

Charity registration number: 305075

MAYFORD VILLAGE HALL
TRUSTEES' REPORT AND
NON STATUTORY UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025

ORCHARDS

Mayford Village Hall
Independent Examiner's Report to the Trustees of Mayford Village Hall
For The Year Ended 31 December 2025

I report to the trustees on my examination of the accounts of Mayford Village Hall (the Trust) for the year ended 31 December 2025.

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 - matter of concern identified
I have completed my examination.

During my examination, I have not received sufficient independent information to confirm whether the balance on the Trust's savings held in an NS & I account totalling £38,030 is correct and complete. This is because no statements were available for the financial year at the time of this report.

Other than the matters referred to above and any adjustments that may be necessary, I confirm that no other matters have come to my attention giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

A G Orchard FCCA
13 April 2026
Orchards
Chartered Certified Accountants
199 Saunders Lane
Mayford
Woking
Surrey
GU22 0NT

Mayford Village Hall
Statement of Financial Position
As At 31 December 2025

	2025 Unrestricted funds £	2024 Total funds £
CURRENT ASSETS		
Cash at bank and in hand	58,072	57,359
	58,072	57,359
Creditors: Amounts Falling Due Within One Year	**(1,742)**	**(4,100)**
NET CURRENT ASSETS (LIABILITIES)	**56,330**	**53,259**
TOTAL ASSETS LESS CURRENT LIABILITIES	**56,330**	**53,259**
NET ASSETS	**56,330**	**53,259**
FUNDS OF THE CHARITY		
Unrestricted Funds	56,330	53,259
TOTAL FUNDS	56,330	53,259

On behalf of the board

Mr Alan Briggs
Trustee

Mr Paul Atkins
Trustee

16 April 2026

Mayford Village Hall
Detailed Statement of Financial Activities
For The Year Ended 31 December 2025

	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM:		
Donations and legacies		
Donations and gifts	690	15
Donations from organisations	-	1,250
Government Grants	-	5,174
	690	6,439
Charitable Activities:		
Maintenance and Operation of Village Hall		
Private Lettings	19,989	12,417
Income from Organisations & Clubs	23,444	27,940
	43,433	40,357
Investments		
Bank interest receivable	12	584
	12	584
Other		
Summer & Christmas parties	-	776
	-	776
	44,135	48,156
EXPENDITURE ON:		
Charitable Activities:		
Maintenance and Operation of Village Hall		
Summer Party	-	(318)
Christmas Party	(438)	(436)
Property decorating costs	(450)	(3,200)
Light & Heat	(5,699)	(5,294)
Water Rates	(579)	(534)
Cleaning costs	(1,005)	(1,103)
Royalties & licence fees	(408)	(582)
Repairs, renewals and maintenance	(8,932)	(6,879)
Insurance	(2,399)	(2,340)
Wages and salaries	(18,525)	(17,280)
Alarm maintenance	(952)	(360)
Printing, postage and stationery	(510)	(431)
Telecommunications and data costs	(671)	(661)
Bank charges	(55)	(15)
Sundry expenses	(441)	(198)
Separate material item of expenditure		
New rear doors	-	(5,250)
	-	(5,250)
	(41,064)	(44,881)
NET INCOME	**£3,071**	**£3,275**

Charity registration number: 305075

MAYFORD VILLAGE HALL
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025

ORCHARDS

Mayford Village Hall
Contents

	Page
Trustees' Report	1—3
Independent Examiner's Report	4
Statement of Financial Activities	5
Statement of Financial Position	6
Notes to the Financial Statements	7—10
The following pages do not form part of the statutory accounts:	
Detailed Statement of Financial Activities	11—12

Mayford Village Hall
Trustees' Report For The Year Ended 31 December 2025

The trustees present their report and the financial statements for the year ended 31 December 2025.

Objectives and Activities

Aims and Objectives

The charity's aims and objectives are the running and maintenance of Mayford Village Hall.

Public Benefit

The Charity provides a village hall and open space and is of benefit to children, young people, elderly/old people, other charities or voluntary bodies and the general public and mankind generally.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Financial Review

Financial Position

The Trustees are satisfied with the Charity's financial position at the year end with overall reserves increasing.

Reserves Policy

The Trustees consider that the level of reserves is sufficient for the ongoing maintenance and operation of the hall for the foreseeable future.

Structure, Governance and Management

Governing Document

The charity is governed by a DeclarationOf Trust dated 28 August 1947.

Trustee Selection Methods

The Trustees are selected from volunteers in the local community.

Reference and Administrative Details

Trustees

Mr Alec Ashley
Ms Susan Moore
Ms Joanne Fisher
Mr Alan Briggs
Ms Susie Punch
Ms Linda Hall
Mr Paul Atkins - Chairman

Charity Number

305075

Principal Address

201 Saunders Lane
Mayford
Woking
Surrey
GU22 0NT

Independent Examiner

A G Orchard FCCA
Orchards
Chartered Certified Accountants
199 Saunders Lane
Mayford
Woking
Surrey
GU22 0NT

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

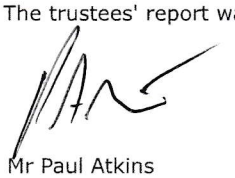
The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at anytime the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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 trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' report was approved by the board of trustees and signed on its behalf by:



Mr Paul Atkins

Trustee
16 April 2026

Mayford Village Hall
Independent Examiner's Report to the Trustees of Mayford Village Hall
For The Year Ended 31 December 2025

I report to the trustees on my examination of the accounts of Mayford Village Hall (the Trust) for the year ended 31 December 2025.

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 - matter of concern identified

I have completed my examination.

During my examination, I have not received sufficient independent information to confirm whether the balance on the Trust's savings held in an NS & I account totalling £38,030 is correct and complete. This is because no statements were available for the financial year at the time of this report.

Other than the matters referred to above and any adjustments that may be necessary, I confirm that no other matters have come to my attention giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

A G Orchard FCCA

13 April 2026
Orchards
Chartered Certified Accountants
199 Saunders Lane
Mayford
Woking
Surrey
GU22 0NT

Mayford Village Hall
Statement of Financial Activities
For The Year Ended 31 December 2025

	Notes	2025 Unrestricted funds £	2024 Unrestricted funds £
INCOME AND ENDOWMENTS FROM:			
Donations and legacies	**4**	690	6,439
Charitable activities	**5**	43,433	40,357
Investments	**6**	12	584
Other	**7**	-	776
		44,135	48,156
EXPENDITURE ON:			
Charitable activities	**8**	(41,064)	(39,631)
Separate material item of expenditure		-	(5,250)
		(41,064)	(44,881)
NET INCOME		3,071	3,275
NET MOVEMENT IN FUNDS		3,071	3,275
RECONCILIATION OF FUNDS:			
Total funds brought forward		53,259	49,735
TOTAL FUNDS CARRIED FORWARD	**15**	56,330	53,259

The notes on pages 7 to 10 form part of these financial statements.

Mayford Village Hall
Statement of Financial Position
As At 31 December 2025

	Notes	2025 Unrestricted funds £	2024 Total funds £
CURRENT ASSETS			
Cash at bank and in hand		58,072	57,359
		58,072	57,359
Creditors: Amounts Falling Due Within One Year	**13**	(1,742)	(4,100)
NET CURRENT ASSETS (LIABILITIES)		56,330	53,259
TOTAL ASSETS LESS CURRENT LIABILITIES		56,330	53,259
NET ASSETS		56,330	53,259
FUNDS OF THE CHARITY			
Unrestricted Funds		56,330	53,259
TOTAL FUNDS	**15**	56,330	53,259

On behalf of the board

Mr Alan Briggs

Trustee
16 April 2026

Mr Paul Atkins

Trustee

The notes on pages 7 to 10 form part of these financial statements.

1. General Information

Mayford Village Hall is an unincorporated charity registered with the Charity Commission, registered charity number 305075. The principal address is 201 Saunders Lane, Mayford, Woking, Surrey, GU22 0NT.

2. Statement of Compliance

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

3. Accounting Policies

3.1. Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention.

The charity is a Public Benefit Entity as defined by FRS 102.

3.2. Incoming Resources

During the financial period the majority of the charity's income is derived from hire income to private individuals and clubs and organisations. The charity also received investment income on monies held in its' deposit account. These details are shown on the attached Statement of Financial Activities.

3.3. Resources Expended

Resources expended comprise of the operating and maintenance costs of Mayford Village Hall. A detailed breakdown of these expenses in included within the detailed Statement of Financial Activities.

3.4. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3.5. Creditors

Creditors are recognised at their expected sterling value whyen payment becomes due.

4. Income from Donations and Legacies

	2025 Unrestricted funds £	2024 Total funds £
Donations and gifts	690	1,265
Grants	-	5,174
	690	6,439

5. Income from Charitable Activities

	2025 Unrestricted funds £	2024 Total funds £
Maintenance and Operation of Village Hall	43,433	40,357

6. Investment Income

	2025 Unrestricted funds	2024 Total funds
	£	£
Bank interest receivable	12	584

7. **Other Income**

	2025 Unrestricted funds	2024 Total funds
	£	£
Summer & Christmas parties	-	776

8. **Analysis of Expenditure**

	Activities undertaken directly	Support costs (see note 9)	2025 Total
	£	£	£
Maintenance and Operation of Village Hall	19,910	21,154	41,064

	Activities undertaken directly	Support costs (see note 9)	2024 Total
	£	£	£
Maintenance and Operation of Village Hall	20,686	18,945	39,631

9. **Support Costs**

	2025 Maintenance and Operation of Village Hall
	£
Employee costs	18,525
General administration	2,629
	21,154

	2024
	Maintenance and Operation of Village Hall
	£
Employee costs	17,280
General administration	1,665
	18,945

10. **Staff Costs**

Staff costs were as follows:

	2025	2024
	£	**£**
Wages and salaries	18,525	17,280

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

11. **Average Number of Employees**

Average number of employees during the year was: 3 (2024: 2)

12. **Prior Period Adjustment**

The prior year adjustment relates to an opening bank balance adjustment necessary for this year's financial statements.

13. **Creditors: Amounts Falling Due Within One Year**

	2025	2024
	£	**£**
Trade creditors	(1)	(1)
Other creditors	800	2,250
Taxation and social security	714	-
Accruals and deferred income	229	1,851
	1,742	4,100

14. **Deferred Income**

Deferred income movements in the year were as follows:

	2025	2024
	£	**£**
Balance at the start of the period	1,851	1,363
Income deferred in the current period	229	488
Amounts released in income from previous periods	(1,851)	-
Balance at the end of the period	229	1,851

15. **Movement in Funds**

	As at 1 January 2025	Income	Expenditure	As at 31 December 2025
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	53,259	44,135	(41,064)	56,330
Total funds	53,259	44,135	(41,064)	56,330

	As at 1 January 2024	Prior year adjustment	Income	Expenditure	As at 31 December 2024
	£	£	£	£	£
Unrestricted funds					
General:					
General unrestricted fund	49,735	249	48,156	(44,881)	53,259
Total funds	49,735	249	48,156	(44,881)	53,259

16. **Transactions with Trustees**

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

No trustee expenses have been incurred.

17. **Related Party Disclosures**

There have been no related party transactions during the accounting period.

Mayford Village Hall
Detailed Statement of Financial Activities
For The Year Ended 31 December 2025

	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM:		
Donations and legacies		
Donations and gifts	690	15
Donations from organisations	-	1,250
Government Grants	-	5,174
	690	6,439
Charitable Activities:		
Maintenance and Operation of Village Hall		
Private Lettings	19,989	12,417
Income from Organisations & Clubs	23,444	27,940
	43,433	40,357
Investments		
Bank interest receivable	12	584
	12	584
Other		
Summer & Christmas parties	-	776
	-	776
	44,135	48,156
EXPENDITURE ON:		
Charitable Activities:		
Maintenance and Operation of Village Hall		
Summer Party	-	(318)
Christmas Party	(438)	(436)
Property decorating costs	(450)	(3,200)
Light & Heat	(5,699)	(5,294)
Water Rates	(579)	(534)
Cleaning costs	(1,005)	(1,103)
Royalties & licence fees	(408)	(582)
Repairs, renewals and maintenance	(8,932)	(6,879)
Insurance	(2,399)	(2,340)
Wages and salaries	(18,525)	(17,280)
Fire alarm maintenance	(952)	(360)
Printing, postage and stationery	(510)	(431)
Telecommunications and data costs	(671)	(661)
Bank charges	(55)	(15)
Sundry expenses	(441)	(198)
	(41,064)	(39,631)

...CONTINUED

Separate material item of expenditure		
New rear doors	-	(5,250)
	-	(5,250)
	(41,064)	(44,881)
NET INCOME	3,071	3,275