



## **PYRFORD VILLAGE WAR MEMORIAL HALL**

**Coldharbour Road, Pyrford, Surrey, GU22 8SP**

**Registered Charity No. 305095**

### **CHAIRMAN'S AND TRUSTEES REPORT 2021/2022**

Welcome to the 2022 Annual General Meeting of the Pyrford Village War Memorial Hall.

I would like to take this opportunity to thank all of you for joining us this evening. It is good to see you here.

The financial year April 2021 to March 2022 was a mixed year in terms of bookings with limited bookings between April and July due to the on-going effect of the pandemic, with a steady upturn in bookings for regular and occasional users from August onwards. As the accounts show, we finish the year only 15% down on 2019-2020.

The increase in bookings was managed with changes to the PVWMH Covid-19 Risk Assessment as necessary to comply with changes to policy. Penny managed all these changes to ensure the continued safety of our users. Tony managed the Hall air flow back to pre-covid times, and some windows in the Hall remain open to aid the circulation of fresh air. Users are still encouraged to leave doors and windows open if possible.

During the year, the Management Committee were able to hold monthly meetings in the Hall, and a Trustee's meeting was also held.

Maintaining the Hall remained a priority. Items of note completed or undertaken this year include:

- Wi-fi now available in the Hall
- The Hallmaster booking and invoicing system up and running
- Landscaping of the outside of the Hall, notably helping with the replacement of a section of the Cricket Club fence on the Coldharbour Road/Car Park corner
- Landscaping and levelling of the area near the replacement fencing
- Re-soiling the planters made last year
- Addition of 3 new planters, now filled and planted
- Re-fresh painting of the main Hall
- Appointment of new cleaners with the Hall now being cleaned everyday
- Generous donation of a projection screen, now fixed to the proscenium arch

The improved landscaping items – fencing and planters were undertaken with receipts from the Co-Op CIF scheme.

The Hall supported the Social Club during the pandemic by waiving lease payments, and these resumed in October.

The Management Committee and Trustees have also continued looking into a couple of key items of potential significant expenditure, namely:

- Replacement of the air-heating in the Hall. An estimate has been requested for a 'like-for-like replacement', with a list of a few additional requirements, including a modern control system.
- Further investigation has been done on an external rendering system for the Hall. A remedial solution was considered but now discounted, and two quotes have been received to date (out of eight suppliers contacted) for Sto and PermaRock solutions. This project will be a considerable expense for the Hall and solutions to help fund will be investigated in the coming year.

In the next year, we hope to have completed:

- The replacement heating
- Purchase of a projector to use with the new screen
- Continues investigation into the external rendering solution

As last year, the Hall finances remain in good shape considering the hit to our income and the decision made by Trustees to continue supporting our neighbours and to maintain the Hall to previously high standards.

The Hall has a fantastic team of volunteers who continue to support the Hall 'above and beyond'

Huge thanks must go to Penny for the liaison and service she provides to our regular users, and the time and service she gives to occasional clients, with visits to the Hall and then seeing clients in and out of the Hall. The Committee are looking at ways to reduce the burden on Penny going forward and hope to relieve her of many of the weekend occasional in/outs to the Hall by spreading the load between a few of us.

Many thanks to Tony for all the regular and 'fix it' maintenance work he undertakes on the Hall, his regular visits to ensure all is ship-shape. We appreciate your knowledge and experience Tony, and all that you do.

Thank you must also go to Geoff and Ian for all the project work, managing Darren and providing great leadership, as well as their Treasury and Secretary positions respectively, plus being Trustees.

Thank you to the Management Committee for representing your organisations at the monthly meetings and to the Trustees who always keep the best interests of the Hall at the forefront of decisions required.

In closing, I would like to thank all Hall users for their support. Please continue communicating with the Management Committee so that we can collectively continue to support the Hall.

The Team is small and hours that are given can be onerous on the few. If any of you would like to help in any capacity we would love to welcome you onto the Committee or as a Trustee. If you would like to explore what is involved and how you can help, please get in touch with myself, Katharine, Geoff or Ian.

Sonia Hanington  
Chair, Pyrford Village War Memorial Hall



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A summary of the annual accounts for 2021-22 are attached and are submitted on a receipts and payments cash basis. The year end is taken as 31 March 2022 and March 2022 invoices were sent out in April. Thus, March 2022 invoice revenue will be recorded in 2022-23 accounts.

2020-21 financial year bore the brunt of Covid restrictions, and the last normal year was 2019-20. 2021-22 has been a recovery year after the Covid pandemic. Bookings were limited in the period April to July but bounced back in August onwards for us to finish the year only 15% down on revenue in the last normal year – 2019-2020. Throughout the pandemic work to maintain the hall continued as normal and so expenses were only up. All-in-all we have come through the pandemic in good economic shape with only a 13% drop in working balance. The Statement of Affairs, overleaf, shows each of the last three years for comparison purposes.

Receipts for the year show a grant from the Co-op CIF scheme for improved landscaping around the Hall. The Social Club were given a holiday from paying the lease or sharing water utility costs throughout the period of Covid. Lease payments were restarted in July for the remaining 3 quarters of the financial year. Water cost continued to be problematic and sharing this cost has not yet restarted.

Expenses in 2021-22 have been approximately normal but show the confusion that seems to exist in the water utility companies. The year saw us start as customers of Affinity but end the year as customers of Castle Water with very little customer communication about the process and a great deal of confusion. It appears Affinity sold its business accounts to Castle Water but charging status was not addressed until December and may still not be properly stabilised. Comparison with last year is not appropriate as no charges were received in 2020-21. Although gas costs have risen, we have benefitted from fixing gas prices until 2023.

Cleaning labour charges are up in 2021-22 to support our cleaning and sanitising policy when Covid is so prevalent. Increases come from more cleaning and regular specialist cleaning of the hall floor.

Insurances/Licences expenses were incurred for Fisher and Norris insurance and for Microsoft and Hallmaster software licences. However, music royalties have not been charged this year because they were levied on 2020-21 revenue and this was below the payment threshold because of the Covid pandemic.

Projects for 2021-22 included repairing fencing as part of the landscaping initiative and redecorating the higher levels of the main hall.

Finally last year saw the introduction of new calendar and invoicing software that has simplified the production of invoices and saved a considerable amount of time.

Geoff Geaves  
Treasurer  
25 May 2022

## Pyrford Village War Memorial Hall – Income and Expenditure Accounts 1 April 2021 to 31 March 2022

		2021-22 to 31-Mar-22	2020-21 to 31-Mar-21	2019-20 to 31-Mar-20	Change 2020-21	Change 2019-20	Comment
<b>RECEIPTS</b>							
	Lettings	24,486.57	9,236.08	28,726.52	165.12%	-14.76%	
	Donations/Grant	2,004.84	2,072.24	2,986.56			Last Co-op grant
	Interest	7.47	24.17	71.93	-69.09%	-89.61%	
	Social Club Lease	1,756.51	0.04	2,273.63			Restarted 01/10/2021
	<b>Total Receipts</b>	<b>28,255.39</b>	<b>11,332.53</b>	<b>34,058.64</b>	<b>149.33%</b>	<b>-17.04%</b>	
<b>EXPENDITURE</b>							
Utilities	Water (Nett)	1,644.53	76.04	522.47			Affinity- Castle xfr
	Gas	2,701.84	1,495.21	1,078.01	80.70%	150.63%	
	Electricity	1,385.22	1,134.10	1,638.25	22.14%	-15.45%	
	WiFi	384.94	0.00				Started 1 April 2021
Hall	Cleaning Labour	7,672.00	5,632.00	8,942.00	36.22%	-14.20%	
	Cleaning	1,588.93	1,192.67	1,403.42	33.22%	13.22%	
	Maintenance	1,461.06	1,846.62	2,511.80	-20.88%	-41.83%	
Capital	New Windows	0.00	3,168.95	2,075.00			
	Landscaping	960.25	1,348.07	2,424.00	-28.77%	-60.39%	Fence Maintenance
	Hall Refurb	2,958.08	3,198.00	0.00			Redecorating main hall
Other	Insurance/Lics	1,636.11	2,062.91	2,755.93	-20.69%	-40.63%	No music royalties
	Inspns/Legal	1,236.67	637.18	705.72	94.08%	75.24%	
	Bank AC Fees	96.00	69.00	60.00	39.13%	60.00%	
	Admin Exps	303.40	130.00	184.00	133.38%	64.89%	
	Misc	414.63	1,000.00	211.50	-58.54%	96.04%	
	<b>Total Expenditure</b>	<b>24,443.66</b>	<b>22,990.75</b>	<b>24,512.10</b>	<b>6.32%</b>	<b>-0.28%</b>	
	Cash Movement	3,811.73	-11,658.22	9,546.54			
	<b>Bank Balance</b>	<b>50,634.01</b>	<b>46,822.28</b>	<b>58,480.50</b>	<b>8.14%</b>	<b>-13.42%</b>	
Held By	Current Account	2,770.30	1,009.14	4,761.57			
	Savings Account	47,863.71	45,813.14	53,718.93			
	<i>Check Total</i>	<i>50,634.01</i>	<i>46,822.28</i>				
Pending	Debtors	2,336.25	352.00	1,125.50			
	Creditors - Clients	-1,915.00	-370.00	-1,138.00			
	Loan Repayment	Cleared					
	Outstanding	0.00	0.00				
	Committed	-1,044.59	0.00				
	<b>Working Balance</b>	<b>50,010.67</b>	<b>46,804.28</b>	<b>58,468.00</b>	<b>6.85%</b>	<b>-19.95%</b>	
	Recurring Income	28,255.39	11,332.53		149.33%		
	Recurring Expe	23,483.41	18,473.73		27.12%		
	Recurring Surplus	4,771.98	-7,141.20		-		
	Refurbishment	-960.25	-4,517.02				
	Total Surplus	3,811.73	-11,658.22		-		
	Hours let - Year	2590.0	1,070.75	2610.9	141.89%		Down 1% on 2020

**Pyrford Village War Memorial Hall – Income and Expenditure Accounts  
Auditors Report – 1 April 2021 to 31 March 2022**

Signed

**Geoff Geaves  
Treasurer**

*G Geaves 25/5/2022*

**Independent Examiners' Report**

The above accounts are certified in accordance with the Charity Commissioner's Independent Examiners' Report (IER)

Signed

**A Grimshaw**

Dated:

*A Grimshaw  
25/5/2022*



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
PYRFORD VILLAGE MEMORIAL HALL

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

305095

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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**

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

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

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

24 May 2022

**Name:**

Andrew Nigel Grimshaw

**Relevant professional  
qualification(s) or body  
(if any):**

Member of Chartered Management Accountants (Retired)

**Address:**

66 Lincoln Drive, Pyrford Woking Surrey

GU22 8RR

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

The income in 2021/2022 is below that of 2019, but above 2020/2021 as bookings have recovered to close to a pre-2019 level.

The cash reserves, plus a fixed term gas contract to 2024<sup>SAB</sup>, means the Village Hall is well placed to survive the likely impacts of inflation

Signature: [Signature]  
Name: [Name]  
Relevant professional qualification(s) or body: [Qualification]  
Date: 24 May 2022



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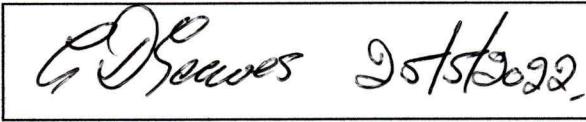
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Treasurer**



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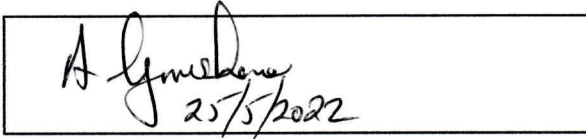
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**A Grimshaw**

Dated:



A Grimshaw 25/5/2022



**Section A**

**Independent Examiner's Report**

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members of**

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**On accounts for the year  
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24 May 2022

**Name:**

Andrew Nigel Grimshaw

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*SAB*

Date: 24 May 2023	Signature: <i>[Signature]</i>	Examiner's name: <i>[Name]</i>
		Relevant professional qualification(s) or body (if any):
		Address: <i>[Address]</i>
		Postcode: <i>[Postcode]</i>