



PYRFORD VILLAGE WAR MEMORIAL HALL

Coldharbour Road, Pyrford, Surrey, GU22 8SP

Registered Charity No. 305095

CHAIRPERSON AND TRUSTEE'S AGM REPORT 2022/2023

Welcome to the 2023 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 2022 to March 2023 was very positive. As the accounts show, we finish the year strongly with receipts up 32% from last year. This is a return to pre-pandemic usage and our ability to do this is a reflection on the quality of our facility, the excellent manner in which it is maintained and improved, plus and the affection the Hall is held by those in the Community.

Monthly Liaison Meetings were held during the year with regular participation from users. The Liaison Meeting is the forum where maintenance needs and maintenance updates are given and we thank our regular attendees in WI, Daisy Tuffen, PLT (plus Pyrford Playgroup via Katharine) who share issues or observations.

Maintaining the Hall is always a priority and the items of note completed or undertaken this year include:

- Replacement of the external lighting to motion activated security lighting. This will also enable us to reduce our energy usage overnight.
- Improving all the planters built and installed last year (strengthening and adding a waterproof membrane) with additional top soil and plants added.
- Car park pot holes filled in (on-going activity)
- Cleaning of drains and cistern improvements
- Repair/maintenance on the hot water dispenser and the boiler

The Liaison Committee and Trustees have also continued looking into the key items of expenditure this year, namely:

- Replacement of the air-heating in the Hall with an estimate received for a 'like-for-like replacement', including a modern control system.
- Progressing the insulation and re-rendering project with the preferred installer confirmed and the finish and colour selected. Trustees also agreed to pursue CIL and SCC funding to help finance the project.
- Further investigation into the purchase of PA/Audio equipment with request for quotes.
- Agreement to raise the hire rates from 1st April 2023.

In the next year, we hope to have completed:

- Planning permission for the installation and re-rendering project with the work to be undertaken during our two week 'maintenance' window in August 2023. Completion of successful applications on funding from CIL and SCC to help fund the project.
- For the replacement heating, further work will be undertaken to agree which air-heater and contractor to install, and establish whether we can use Hallmaster software to link to the heating controls on the calendar booking.
- Agree the Audio/Visual equipment and purchase it.
- Replacement of the back door and replacement/fixes to three windows.
- Tidy and refresh paint of the Committee Room.
- Improve the surface of car park to eradicate the pot holes.

The Hall has a fantastic team of volunteers who continue to support the Hall 'above and beyond'. In terms of Trustees, our special thanks go to Tony Paice who has supported the Hall for over 25 years in various roles, most recently returning as a Trustee to fill our ranks, and is now stepping down. Our thanks also go to Carla Hollingsbee who is also stepping down this year.

Huge thanks go to Penny as Booking Secretary, 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. Thank you to Katharine, Geoff and Ian for helping with the weekend occasional bookings. The introduction of this help has eased some of the load on Penny this year.

Many thanks to Tony Pratt for all the regular and 'fix it' maintenance work he undertakes on the Hall, his regular visits to ensure all is ship-shape. Tony has so much knowledge and insight and we are fortunate he gives his time so freely to the Hall.

Thanks also to Geoff and Ian for all the project work, managing Darren and providing great leadership, on top of their Treasury and Secretary positions respectively on the Committee. The hours they have put into our three main projects this year has been substantial.

Thank you to the Liaison Committee for representing their organisations at the monthly meetings and to our Trustees for the time they give the Hall. We are delighted to welcome Jill Brine and Gary Elson as Trustees and we look forward to working with them to keep the financial and material well-being of the Hall foremost.

In closing, I would like to thank all Hall users for their support.

Sonia Hanington
Chair, Pyrford Village War Memorial Hall



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TREASURER'S REPORT 2022/23

A summary of the annual accounts for 2022-23 are attached and are submitted on a receipts and payments cash basis. The year end is taken as 31 March 2023 and March 2023 invoices were sent out in April. Thus, March 2023 invoice revenue will be recorded in 2023-24 accounts.

After emerging from Covid relatively well, financially the past financial year has been one of picking up on old plans and determining priorities for refurbishment going forward.

Having benefited from the Coop CIF Scheme for several years the decision was taken not to participate in 2022-23 but bookings returned to normal and have, in fact, increased significantly. This was possibly due to the standardisation of daytime and evening time charges introduced during Covid to help regular users. Since hire charges have not increased for over 5 years a review was conducted and a rise of 20% is scheduled from 1 April 2023 onwards to address the rising costs and the need for significant refurbishment in the next 12-24 months.

With regard to expenses, we are coping with the energy crisis reasonably well and benefitting from the fixed price contract negotiated at the last review point. Water costs are low as a consequence of overcharges paid whilst the water companies reorganised their involvement in our area. Cost sharing with the Social Club will be re-established with the next 6 monthly charge. Having installed WiFi at the Hall these service costs are now shown as a utility cost for the first time.

A new 7 day/week cleaning regime was introduced in the year and hence cleaning costs have increased. The hall floor also now gets a regular wet wood care treatment once every two weeks. However, there is a noticeable reduction in the cost of cleaning materials. Basic Hall maintenance now also includes IT Support since today the maintenance of software and the website is an important part of operations. In particular, new booking software has made a big difference to the production of monthly invoices.

Project work in the last 12 months has focused on landscaping and reduced whilst researching and getting quotes for a range of major projects that we will need to tackle in the next 12-24 months. Notable amongst these are a new hot air heater system and re-rendering the outside of the building. These are included in the financial statement overleaf under Pending Refurbishment Projects and will impact future working balances.

Insurances/Licences expenses do not include music royalties for the coming year as we were still in dispute about the charges made in the Covid year when revenue was seriously down. However, these have recently been settled and show in the accounts for next year.

Geoff Geaves
Treasurer
12 April 2023

Pyrford Village War Memorial Hall – Income and Expenditure Accounts

1 April 2022 to 31 March 2023

		2022-23 to	2021-22 to	%	
		31-Mar-23	31-Mar-22	Change	Comment
RECEIPTS					
	Lettings	34,589.23	24,486.57	41.26%	
	Donations/CIF Grant	0.00	2,004.84		No Coop grant requested in 22/23
	Interest	365.04	7.47	4786.75%	Banks reinstated interest
	Social Club Lease	2,342.00	1,756.51		PDSC lease back to normal
	Total Receipts	37,296.27	28,255.39	32.00%	
EXPENDITURE					
Utilities	Water (Nett)	27.88	1,644.53	-98.30%	Large credit in 22/23
	Gas	3,204.10	2,701.84	18.59%	
	Electricity	2,280.27	1,385.22	64.61%	
	WiFi	337.92	384.94		
Hall Upkeep	Cleaning Labour	13,159.78	7,672.00	71.53%	Additional cleaning requested
	Cleaning Materials	749.85	1,588.93	-52.81%	
	Maintenance	3,005.80	1,461.06	105.73%	
	IT Support	629.01	0.00		
Capital Spend	New Windows	0.00	0.00		
	Landscaping	1,712.68	960.25		
	Hall Refurb	0.00	2,958.08		
Other	Insurance/Licences	1,418.60	1,636.11		PPL/PRS music lic not included
	Inspections/Legal	836.15	1,236.67		
	Bank AC Fees	72.00	96.00	-25.00%	
	Admin Expenses	375.30	303.40	23.70%	
	Misc	496.32	414.63	19.70%	
	Total Expenditure	28,305.66	24,443.66	15.80%	
	Cash Movement	8,990.61	3,811.73		
	Bank Balance	59,624.62	50,634.01	17.76%	
Held By	Current Account	6,300.22	2,770.30		
	Savings Account	53,324.40	47,863.71		
	<i>Check Total</i>	59,624.62	50,634.01		
Pending	Debtors	3,187.28	2336..25		
	Creditors - Clients	-2,077.50	-1,915.00		
	O/S Maintenance	-3,000.00	0.00		Estimated
	Committed Refurbs:		-1,044.59		
	Heater Replace	-8,700.00			Based on quote rec'd
	Re-rendering	-9,008.67			After SCC and CIL Funding
	Projector	-4,320.00			Based on quote rec'd
	Audio System	-4,756.00			Based on quote rec'd
	PA System	-4,500.00			Estimated
	Back Door	-1,750.00			
	Working Balance	24,699.73	47,674.42	-48.19%	
	Total Occupied Hours	2,890.75	2,590.00	21.24%	
	Recurring Surplus	39,008.95	32,173.72		
	Refurbishment Net	-1,712.68	-3,918.33		
	Total Surplus	37,296.27	28,255.39	32.00%	

**Pyrford Village War Memorial Hall – Income and Expenditure Accounts
Auditors Report – 1 April 2021 to 31 March 2023**

Signed **Geoff Geaves**
 Treasurer

Geoff Geaves 5/5/2023

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 5/5/2023



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

PYRFORD VILLAGE WAR MEMORIAL HALL

**On accounts for the year
ended**

31st March 2023

**Charity no
(if any)**

305095

Set out on pages

1 & 2

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2020.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- ~~• the accounting records were not kept in accordance with section 130 of the Charities Act; or~~
- ~~• the accounts did not accord with the accounting records; or~~
- ~~• the accounts did not comply with the applicable requirements concerning the form and content 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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Andrew Grimshaw

Date:

05 May 2023

Name:

Andrew Nigel Grimshaw

**Relevant professional
qualification(s) or body**

Member of Chartered Management Accountants (retired)

(if any):

Address:

66 Lincoln Drive, Pyrford, Woking, Surrey. GU22 8RR

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

None.

Signed:

Name:

Andrew Neil Gifford

Relevant professional qualification(s) or body

Member of Chartered Management Accountants (retired)