



PYRFORD VILLAGE WAR MEMORIAL HALL
Coldharbour Road, Pyrford, Surrey, GU22 8SP

Registered Charity No. 305095

CHAIR AND TRUSTEE'S AGM REPORT 2024/2025

Welcome to the 2024/25 Annual General Meeting of the Pyrford Village War Memorial Hall.

I would like to take this opportunity to thank each of you for joining us this evening.

Overview

The purpose of this report is to provide assurance to Pyrford Village and others with an interest in the Hall that through the activities of the Management Committee this building will continue to serve Pyrford for many years to come.

Bookings remained excellent, with regular bookings almost every day, and a good occasional use which is contributing to our healthy financial situation. I will detail some of our major project expenditure this year, later in the report, but our financial health continues to remain positive.

The positive situation extends to composition of the Management Committee, and the sterling work that they put in to support the Pyrford Village Hall's operations. Thank you to everyone who gives so generously of their time.

The Fabric and Contents of the Building:

We have undertaken two major capital projects this year, replacement of the heater and installation of an AV system.

The 50 year old hot air heater was replaced in August. The old heater was inefficient and had become progressively unreliable and had to be controlled manually from the Hall. The new heater is modern, operates far more efficiently and can be operated by any one of three mobile phones via Google Nest. This has been a great relief to our volunteers who no longer have to spend their Friday afternoon programming the controller in the Hall for the following week's bookings.

Over many years, users of the Hall have regularly asked the Committee for an AV system. The AV system was installed in our maintenance window in August and has brought us up to date with a modern presentation and sound system. It comprises a screen, projector, microphone and audio system plus an induction loop system for the hard of hearing. Inputs include laptop via HDMI and mobile phones/music centres via Bluetooth. The system is simple and easy to use and we are thrilled to say our users who frequently have visiting speakers (i.e. the Women's Institute and

Daisy Tuffen Flower Club) have given us their seal of approval. Occasional users are thrilled at the ease at which they can connect the music on their phones to the speakers via Bluetooth.

The Woking Council NCIL contribution came through this year which completed the original 'three-way-split' to fund the insulation and rendering project completed last year (between WBC, SCC and PVWMH). We were able to repay Surrey County Council a proportion of funds, because until the point of NCIL payment, they had paid 50% of the total expenditure.

Maintenance and improvements have continued apace. Darren Collins continues to regularly attend the Hall to undertake general maintenance tasks as our Contractor. We thank Darren for his time and good work in helping us look after this building and land. This year has seen plugging of leaks and deeper maintenance on our wood sprung floor.

Our permanent memorial to Tony Pratt, a brass plaque, was installed in the Committee Room in December. Tony's family were invited to an 'unveiling' ceremony and the Liaison and Management Committees gave the family a warm welcome and enjoyed celebrating Tony's life, memory and legacy with them.

Trustees spent time updating the PVWMH Procedures and an updated set will be part of our annual submission to the Charity Commission.

Ian and Liz Mills continue to spend time maintaining the flower beds and the exterior of the Hall continues to look much tidier.

Meetings:

We agreed last year to amend the schedule of meetings from 2 or 3 Trustees Meetings and 11 Liaison Meetings a year, to 4 Trustees Meetings and 4 Liaison Meetings a year. This was done to recognise the main operational decisions for the Hall were the responsibility and remit of the Trustees. This new schedule of meetings has worked well so far.

The Future:

With the delivery of the two capital projects this year, we are now without any major projects. Discussions will commence on what potential candidates for new capital projects we can progress, and these will be agreed and scoped as necessary.

The 'maintenance project list' excel spreadsheet will continue to have maintenance items added and completed.

The Trustees will continue to work to update policies and procedures, and these will be reviewed annually.

Members of the Committee:

This report is my chance to pay public appreciation and regard to the members of the Management Committee and Liaison Committee, those of long standing and those who have more recently joined. Each brings their own expertise, enthusiasm,

and experience. It needs to be remembered that all members give their time voluntarily.

Thank you to Penny as Booking Secretary, for the liaison and professional service she provides to our regular users, and occasional clients, with her many visits to the Hall and then seeing clients in and out of the Hall. We all know that our bank balance would not be as healthy as it is without her diligence and excellent service she provides to all users of the Hall, regular and occasional.

Thank you to Geoff and Ian for capital project oversight and all the other maintenance work, managing Darren and providing great leadership, on top of their Treasury and Secretary positions respectively on the Committee. Another big shout out to Ian for the hours he spent programming the timeclocks before the heater was replaced. The hours they have put into our capital projects and maintenance items this year continues to be substantial.

Tim has stood down as Trustee and became the PLT representative on the Liaison Committee and we welcome Penny as a Trustee.

Thank you to the Liaison Committee for representing your organisations at the monthly meetings and to our wonderful Trustees for the time and consideration they give the Hall.

We are acutely aware that this building is a hugely important asset to the village, bequeathed by former generations in honour of those who died in the Great War. It is our duty to hand onto generations to come, a Hall that is fit for purpose and still relevant as a social space. The Management Committee will continue in its aims to ensure that we do not fail in that duty.

Sonia Hanington
Chair, Pyrford Village War Memorial Hall



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Registered Charity No. 305095

TREASURER'S REPORT 2024/25

A summary of the annual accounts for 2024-25 is attached and are submitted on a receipts and payments cash basis. The year end is taken as 31 March 2025 and March 2025 invoices were sent out in April. Thus, March 2025 invoice revenues are recorded in the 2025-26 accounts.

It has been a busy year with sales up, significant projects completed, a good working capital position, a healthy list of forward bookings and a significantly reduced list of debtors. In May 2024 Woking BC paid out the CIL money promised for the external insulation and re-rendering work carried out in the previous year. This made it necessary to review the grant from SCC and refund over £7000, to SCC, in September 2024. In addition, the Trustees approved writing off damages of approximately £900 incurred by a party in 2022 and the Treasurer and Lettings Booking Secretary worked hard to recover a further £3100 of additional late invoice payments, during the year.

Letting fees were up by almost 15% due partly to the rise in hire fees during the latter part of 2023-24 and increased occupancy of nearly 4%. Donations and grants totalling approximately £20,000 were received whilst after the £7k refund to SCC referred to above. The Social Club lease was increased during the year in line with provisions of the lease. The rise was more than expected due to inflation and the impact of the rise was spread over 3 months to ease the financial burden, with the agreement of the Trustees,

Expenses and capital project costs have been similar in both 2023-24 and 2024-25 but nett out at a 3.5% drop in 2024-25. Utility charges in 2024-25 have reduced despite the 100% increase in water charges and these will reduce significantly once 50% of recent charges are invoiced to PDSC under the water supply sharing agreement that is still in operation.

The cost of maintaining standards in the Hall has risen by approximately £2.5k. Cleaning labour costs are as expected but there has been a jump in the cost of cleaning materials as a consequence of relying more on the supplier for consumables and the cost of special floor cleaner in the main hall. The rise in maintenance costs reflects the value of all the unpaid work Tony Pratt did for the Hall before he passed away last year.

General hall maintenance increased significantly with extractor fans needing to be cleaned of pigeon nesting materials and repairs to the controls. Key to this work has been forming a new relationship with a local electrical contractor.

Capital Projects in the last year have seen major works to replace the old heater and the installation of a new audio-visual equipment. The new heater gives more efficient and flexible heating that can be controlled from our phones at home and the AV equipment is proving popular with users. The Trustees are most grateful for local donations received for both these projects. In addition, the defibrillator received a new hard standing, emergency lighting provisions were overhauled, the old chimney stack was dismantled, and the outside areas were enhanced.

Insurances and Licences have decreased but do not reflect the music licence for 2025-26 yet.

Finally, the Trustees wrote off the cost of damage to the Hall (approximately £900) incurred by a party in 2022 and have reduced the total debtors at the close of the year to a very manageable level. Because of operations in the year we therefore close with an increased working balance of £47.5k – up by 50% on 2023-24. Thus, with thanks to all our users and volunteers/Trustees we can confidently start the new year. Thank you everyone for all your help.

Geoff Geaves - Treasurer
28 April 2025

Pyrford Village War Memorial Hall — Income and Expenditure Accounts - 1 April 2024 to 31 March 2025

		2024-25 to 31-Mar-25	2023-24 to 31-Mar-24	% Change	Comment
RECEIPTS					
	Lettings	45,330.82	39,469.00	14.85%	
	Donations/CIF Grant	13,047.12	16,637.99		CIL, AV/heater don lee SCC refund
	Interest	1,064.60	1,043.08	2.06%	
	Social Club Lease	2,534.00	2,342.00		Rent increase nov 2024
	Total Income	£61,976.54	£59,492.07	4.18%	
EXPENDITURE					
Utilities	Water (Nett)	1,458.98	729.36		
	Gas & Electricity	5,963.38	6,556.79		
	WiFi	512.40	495.21	3.47%	
Hall Upkeep	Cleaning Labour	14,316.47	14,874.06	-3.75%	
	Cleaning Materials	2,129.25	929.70	129.03%	
	Maintenance	6,511.87	4,834.72	34.69%	
	IT Support	216.00	282.24		
Cap. Projs	AV System	15,147.14	0.00		New Audio Visual equipment
	Replace Heater	9,967.00	0.00		New Udara + Google Nest system
	Re-rendering		25,241.82		
	Landscaping	687.40	2,062.11		Carpark line painting
	Hall Refurb	3,248.87	2,174.88		Fire detection refurb
	Security	607.39	3,341.46		Car Park wheel stops
	Defibrillator	203.74	912.00		Defib hard standing access
Other	Insurance/Licences	1,961.71	3,081.09	-36.33%	No PPL/PRS yet
	Inspections/Legal	253.60	366.07		
	Bank AC Fees	60.75	60.00	1.25%	
	Admin Expenses	278.98	313.10	-10.90%	
	Misc	668.39	326.17	104.92%	
	Total Expenditure	£64,193.32	£66,580.78	-3.59%	
	Cash Movement	-2,216.78	-7,088.71		
	Bank Balance	50,319.13	52,535.91		
Held By	Current Account	11,802.86	6,735.36		
	Savings Account	38,516.27	45,800.91		
	<i>Check Total</i>	<i>50,319.13</i>			
Pending	Debtors	652.00	4,765.19		
	Creditors - Clients	-3,424.50	-2,491.25		
	O/S Maintenance:				
	Promised Sp'ship	0.00			
	Committed Refurbs:	0.00	-23,200.00		
	Working Balance	£47,546.63	£31,609.85	50.42%	
	Total Occupied Hours	3,033.00	2,918.30	3.93%	
	Operating Surplus	14,597.64	10,005.57	45.90%	
	Cap Project Costs	-29,861.54	-33,732.27	-11.47%	
	Nett Surplus/Loss	-2,216.78	-7,088.71	-68.73%	

**Pyrford Village War Memorial Hall — Income and Expenditure
Accounts – Auditors Report – 1 April 2024 to 31 March 2025**

Signed Geoff Geaves
 Treasurer
 Dated

Geoff Geaves
21/05/2025

Independent Examiners' Report

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

Signed A Grimshaw
 Dated:

A Grimshaw
18/5/2025



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 2025

Charity no
(if any)

305095

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024

Responsibilities and
basis of report

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:

A Grimshaw

Date:

14 May 2025

Name:

Andrew Nigel Grimshaw

Relevant professional
qualification(s) or body

Member of Chartered Management Accountants (retired)

(if any):

Address:

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.



Section A

Independent Examiner's Report

Report to the trustees/
members of

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ended

31st March 2025

Charity no
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Signed:

Date:

14 May 2025

Name:

Andrew Nigel Grimshaw

Relevant professional
qualification(s) or body

Member of Chartered Management Accountants (retired)

(if any):

Address:

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

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