



North Holmwood Village Hall

Spook Hill, North Holmwood,
Dorking, Surrey, RH5 4JP
Registered Charity No. 305157

web: www.north-holmwood-village-hall.org.uk

Trustees' Annual Report for the period

Period Start Date:	Period End Date:
01/09/2020	31/08/2021

Reference and administration details

Charity name	North Holmwood Village Hall
Other names charity is known by	NHVV
Registered Charity No.	305157
Charity's principal address	North Holmwood Village Hall Spook Hill North Holmwood Dorking Surrey RH5 4JP

Names of the charity trustees who manage the charity

	Trustee Name	Office	Dates acted (if not for whole year)
1	John Foskett	Chairman	
2	Jacqueline Johnston	Deputy Chairman	
3	Thomas Nimmo		
4	Deborah Steenhuis	Treasurer	
5	Jane Vicens	Secretary	
6	Christopher Leach		
7	Samantha Edwards		
8	Josephine Bulloch		
9	Jennie Lambert		
10	Nika Vlasenko		
11	Rebecca Kershaw		
12	Suzanne Somerville		

Staff and advisors

Name	Address	Capacity
Mrs Linda Foskett	Silvaplane, Spook Hill, North Holmwood, Dorking, Surrey, RH5 4EG	Halls Manager
Barclays	99 High St., Dorking, Surrey, RH4 1AN	Bank
Ideal Touch Cleaning	4 The Smithers, Brockham, Betchworth, Surrey, RH3 7LF	Cleaners

Patrick Monczak	4 Felland Way, Reigate, Surrey, RH2 7QB	Window cleaner
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Structure, governance and management

Type of governing document	Constitution
How the charity is constituted	Association
Trustee selection methods	Trustees are appointed at the meeting immediately following the AGM held every November or at one of the other two meetings usually held in February and May approximately mid-academic term time.

Additional governance issues

Trustee remuneration	All trustees give their time voluntarily and receive no remuneration or other benefits
Hire policies	North Holmwood Village Hall will endeavour to protect the business interests of companies and individuals who have a regular hire of the charity's premises in accordance with the published Business Ethics document

Objectives & Activities

Charity's main activities for public benefit	North Holmwood Village Hall provides the local community of North Holmwood and the surrounding area with facilities for their personal use, and the widest possible range of recreational and educational opportunities through the letting of the facilities to appropriate enterprises who provide them.
Charity's main source of income	Hire fees
Charity's main offerings	<p>North Holmwood Village Hall has the following facilities:</p> <ul style="list-style-type: none"> • The Sculptor's Hall (and kitchen) – used mainly for sports, fitness and dance • The Old School Hall (including Committee Room, Kitchen & WC) – used as a pre-School weekday daytime and for general activities evenings and weekends • The Studio (including kitchenette and WC) – used for meetings, and small group sessions including fitness • Staging • Crockery, cutlery etc. • Tables & chairs • Private car parking

Year aims

Year	2020/2021 period
Aims	<p>The charity's aims for 2020/2021 were:</p> <ul style="list-style-type: none"> • Ensure that the village hall offers <ul style="list-style-type: none"> ○ facilities required by hall users and the local community,

- which are well maintained, clean and tidy
- up to date and
- at an affordable and locally competitive price
- Make the village hall an asset to the community which
 - complements and where possible enhances the 'look' of the village, and
 - is not a nuisance to any of its neighbours, specifically local residents and the Emergency Services
 - offers a wide range of sporting, recreational and learning opportunities through services provided by hall hirers
- That the village hall officers, trustees and employees
 - satisfy the requirements of the Charity Commissioners,
 - meet all legal obligations and
 - that the village hall operates within local by-laws
- Ensure that the village hall is run on a sound financial footing which
 - covers day to day operating costs with contingency for future planned and unplanned maintenance
 - enables on-going development and enhancement of the facilities on offer though a programme of building works

Achievements and performance

Year	2020/2021 period
Key Objectives	<p>The aim for 2020/2021 was to have a strong focus on the same 4 key elements as last year:</p> <ul style="list-style-type: none"> ● Works to get The Studio up and running (if possible) ● Business process simplification and restructure through integration with Sage Accounting ● Rolling programme of maintenance and refurbishment ● Building up of funds to support our works programmes. <p>It was again expected to be a challenging year, especially with the unknowns which may have spun off from the continuation of the global pandemic of Corona Virus Covid-19.</p> <p>This resulted in overriding aims to:</p> <ul style="list-style-type: none"> ● Keeping operating costs to a minimum ● Providing venues which were as Covid-19 safe as possible, compliant with all government regulations ● Working with regular hirers to help them recommence and operate their activities in as safe a way as possible when allowed
Achievements	<p>Premises Management</p> <p>Key achievements and changes in this area since August 2020:</p> <ul style="list-style-type: none"> ● The role of Hall Administrators (John Foskett for the Sculptor's Hall and Jennie Lambert for the Old School Hall) continued, and John Foskett took on, in addition, the role of Hall Administrator for The Studio. ● The use of the Hall Logs continued to be suspended during Covid-19 for reasons of hygiene. ● Minor maintenance took place and there was minimal use of external contractors. ● SAGE was integrated into the financial processes ready to become fully active from the start of the new financial year 1st September 2021.

Setting up of The Studio

Unexpectedly, the government provided unprecedented financial support for community halls which resulted in North Holmwood Village Hall being awarded 'operational' grants totalling £26,193.

Through a series of measures which made significant operating cost reductions, North Holmwood Village Hall was able to operate with a minimal loss during periods of lockdown and operation of only the permitted essential services such as Pre-School. Measures included:

- Suspension of the £300 per month payments to the Halls Manager
- Most maintenance being undertaken by John Foskett (Chairman) with only cost of materials
- Reprogramming the central heating systems to reduce the amount of time the heating was on
- Short term suspension of waste collection
- Changing insurance suppliers.

As a result, the full amount granted was able to be directed towards the works to create The Studio. In addition, a December 2020 refund from British Gas of £5,993.68 in respect of erroneous payments for electricity supplied to Mrs & Mrs Fisher of the Old School House was also able to be directed towards the works on The Studio. The total from both sources was therefore: £32,186.68. This effectively became the maximum available spend for The Studio.

A design and project plan was created by the charman in March 2021 and various local contractors were asked to quote for parts or all of the work. The eventual choice was Scott Naylor (M. J. Naylor Construction) to act as primary contractor with McTigues Ltd (Plumbing) subcontractor to M. J. Naylor Contruction and Simon Nynan (Affordable Surrey Electrics) for the electrical work.

The original plan was to create The Studio and Disabled WC in two phases with phase 1 creating a usable space without kitchenette and WC, phase 2 to put these into place as funds allowed. Not only were we lucky that, due to shortages of concrete over the summer 2021, Scott Naylor was able to progress the work almost immediately, but also that both phases 1 and 2 were able to be accomplished in the period at an overall cost of £30,200.69.

The Studio is now actively being marketed and bookings are now in progress.

Maintenance and Refurbishment

Fortunately, no major structural issues, or big-spend items occurred during this year, so spend in this area was limited to replacement of worn and broken items.

Building up of funds to support works programmes

As 2020/2021 was mainly about survival during covid-19 and construction of The Studio as a third venue, little action was taken to either market the premises or build up additional funds.

Alternative insurers were found resulting in about 25% reduction in costs.

Hall Venues' Utilisation

Venues' utilisation was intermittent and limited due to Covid-19. There were periods of imposed lockdown by the UK government during which only Pre-School was able to operate, periods of limited return which enabled some fitness and private lesson dance activities to return and an eventual lifting of restrictions.

Despite lifting of restrictions, a number of hirers were unable to regain the numbers of pre-Covid attendees and have consequently either not returned or are ran a reduced schedule.

The hire situation was:

- Pre-School – Ran a full schedule with the prospect of adding Monday afternoons from January 2022
- Surrey Hills Dance Centre – Ran a near full schedule
- Yoga – Ran a full schedule
- Sam's Fitness – Ran a slightly reduced schedule
- Becky's Fitness – Remained closed
- Montessori Toddlers & Parents – new this year operating Tuesday mornings only – planned Friday morning sessions were not sufficiently well attended to be viable
- Dorking Bridge Club – Tried to restart just on a Tuesday evening but numbers were very low and hires were suspended again
- Craft workshops – Didn't restart during the period
- Beavers / Cubs / Scouts – Didn't restart but are scheduled to do so from September 2021
- Scouts shooting sessions –Approval was given for this to start in the Old School Hall – whilst it's being setup for 18th Dorking under Josie, it may be offered to other Scouts groups as well
- One -off hires (including children's parties) – Took off again and we had a healthy schedule of parties, cycling and other events at a weekend.

Less Regular Hires

We lost one more regular hirer this year:

- Dorking Freestyle Karate moved to a local secondary school where the hall space was larger allowing better social distancing.

As stated last year, we need to continue to widen the appeal and market our premises and will need to return to this strategy as soon as sensible to do so.

Covid-19

The chairman continued to keep in close touch with all Government, Insurers and leisure sectors rules and guidelines for operating community halls in as safe a way as possible the following procedures, rules and restrictions remained in place:

- Separation of the premises into discrete venues – Sculptor's Hall; Old School Hall / Committee Room and The Studio by locking the corridor door between the Sculptor's Hall and the front entrance and turning the North Entrance into the only entrance for the Studio
- Use of sanitisation stations in all venues
- Conditions of Hire for all regular hirers which included:

- Cleaning requirements
- Timing requirements
- Other Covid-19 related safety requirements.

People

My thanks went to the continued support of the members of the Council of Management; our cleaners Ideal Touch Cleaning and Patrick Monczak, Halls Manager Linda Foskett and the contractors who turned out to do necessary work around the premises in these unprecedented times.

In particular, my thanks went to Scott Naylor for his help in improving the design of The Studio and in the process reduce the cost of its creation and, of course, the excellent work which has transformed the near derelict space into a desirable ready to use third venue. My thanks also went to him for coming in on budget for all major aspects of the works. A minor over-spend of approx. 6% occurred but this was mainly around phase 2 which had not originally been fully costed as it was not expected to be accomplished by this time.

Future plans

2021/2022 will hopefully be a year of opportunity as pandemic restrictions ease.

Key plans include:

- Marketing and getting good usage of The Studio
- Supporting the return of the remaining regular hirers and occasional hirers
- Continued financial expediency
- Continuation of the rolling programme of maintenance of the fabric of the premises.

Financial Review

Year

2020/2021 period

Summary

Financial Implications of Covid-1

At the end of the financial year we were 17 months into the Covid-19 crisis. The table below compares 2018/2019, 2019/2020 and 2020/2021 figures extracted from the accounts to the end of August each year.

Some key points from this are:

- Loss of nearly 1/2 of regular hirers income due to the continuing Covid-19 situation, although Autumn 2021 is seeing the start of a return of hirers unable to operate during the peak of the pandemic
- Loss of almost all the occasional hirers income, although now that parties and events are able to restart their has been a resurgence in bookings and prospects for 2021 / 2022 look much better
- The MVDC Covid-19 grants are now over, so we now need to stand on our own feet for the future.
- Caretaking and maintenance costs are much lower and should be able to stay like this whilst members of the council of management undertake this at just cost of materials
- Business rates were zeroised by MVDC due to Covid-19 but they have now been reinstated.
- We will need to seek out opportunities for additional grants in support of repairs which are becoming more urgent in 2022 when we are able to reapply to MVDC.

Category	2018 / 2019	2019 / 2020	2020/2021	Comment
Income				
Regular Hires	£28,251.00	£18,521.00	£15,803.00	
Occasional Hires	£4,543.00	£2,479.00	£693.00	
Donation		£20.00	£100.00	
MVDC Grant		£4,790.00		Asbestos removal
MVDC Grant		£10,000.00	£18,739.00	Covid Support
BG refund elec.			£5,993.68	
Total Income	£32,794.00	£35,810.00	£41,328.68	
Expenditure				
Halls Manager	£3,600.00	£2,400.00	£2,100.00	Not paid in lockdown
Utilities	£6,702.00	£6,210.00	£6,822.79	NB. BG refund above
Licences	£558.00	£508.00	£351.70	Reduced music licence
Business Rates	£227.00	£0.00	£0.00	Bus Rates cancelled
Insurance	£2,423.00	£2,510.00	£4,208.52	Note – refund due from Ecclesiastical rec'd in September
Security & Fire	£827.00	£880.00	£865.20	
Telephone / Wifi	£910.00	£993.00	£1040.12	
IT Systems	£441.00	£317.00	£412.68	SAGE & other
Cleaning	£4,393.00	£3,625.00	£3,453.00	NB. Lockdown closures
Caretaking + Maint	£6,417.00	£7,038.00	£1,468.23	JF doing work during 20/21 -cost of materials only
Asbestos Removal		£4,790.00		Asbestos Removal
Waste Disposal	£1,116.00	£414.00	£340.16	
Sundries	£676.00	£910.00	£256.65	
The Studio			£1,582.00	The Studio
Total Expenditure	£28,290.00	£30,595.00	£22,901.05	
Net funds change	£4,504.00	£5,215.00	£18,427.63	

Financial Reserve

The year-end accounts did not include payment for all the work in constructing The Studio. Here I have stated the 'true' financial situation assuming all payments had been made. Planning for the future is being made on this basis.

As at 27th October 2021 North Holmwood had £10,048.13 in the bank.

The reserve required as registered with the Charities Commission is £10,000 for emergencies, so overall North Holmwood Village Hall finances are in good shape providing we can operate as a minimum at breakeven.

Various checks were made on the state of the premises with regards to urgent major work. The key items found were work on barge boards around the building and waterproofing of 2 front doors. Otherwise the premises were considered to be in reasonable shape.

Charity's policy on reserves	The charity usually aims to retain around £4,000 in the Current Account to cover everyday bills and expenditure, plus a reserve of £6,000 held in order to meet any unforeseen expenditure which may occur.
Details of any funds materially in deficit	Not applicable
Funding sources	<p>The main funding sources are a regular weekly hire of the premises for recreational activities such as dancing, bridge, martial arts, beavers/cubs/scouts, keep-fit; North Holmwood Pre-School is based in one of the halls weekday mornings; sales and other one-off events and hire by local residents for children's parties.</p> <p>Over the year the following grants and refunds were also received:</p> <ul style="list-style-type: none"> • Donations - £100.00 • Covid-19 grants (MVDC) - £18,739.00 • Refund from British Gas - £ 4,584.50

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature



Full name

John Steven Foskett

Position

Chairman

Date

30th January 2022

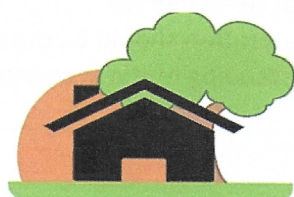
North Holmwood Village Hall

Profit and Loss Report

01 September, 2020 - 31 August, 2021

Sales		
4000 - Sales - Premises Hire Regular	15,803.00	
4001 - Sales - Premises Hire Irregular	510.00	
4002 - Sales - Equipment Hire	28.00	
4003 - Sales - Storage	155.00	
4901 - Donation	100.00	
4970 - External Grant Income	18,739.00	
	Total Sales	£35,335.00
Direct Expenses		
5000 - Cost of Sales - Goods	50.17	
5050 - Sub-Contractors	110.00	
6002 - Contracted Booking	2,100.00	
	Total Direct Expenses	£2,260.17
GROSS PROFIT / LOSS		£33,074.83
Overheads		
6003 - IT Services	95.88	
7102 - Water Rates	258.04	
7104 - Premises Insurance	4,208.52	
7105 - Licence fixtures	90.00	
7106 - Security	865.20	
7108 - Licence Music	261.70	
7200 - Electricity	-4,584.50	
7201 - Gas & Oil	5,413.61	
7530 - Telephone	1,040.12	

7610 - Accountancy Fees	316.80	
7801 - Cleaning	3,208.00	
7803 - Premises Expenses	1,582.00	
7804 - Waste Disposal	340.16	
7805 - Caretaking	450.00	
7806 - Cleaning - Windows	245.00	
7900 - Bank Charges and Interest	-1.39	
8200 - General Expenses	858.06	
	Total Overheads	£14,647.20
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	NET PROFIT / LOSS	£18,427.63
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Independent Examiner's Report on the Accounts

Report to the trustees for the period

Period Start Date:	Period End Date:
01/09/2020	31/08/2021

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts (under section 43 of the Act)
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 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 General Directions given by the Charities 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 items or disclosures in the accounts, and seeking explanations from you as trustees concerning 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 set out in the statement below.


Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. Which gives me reasonable cause to believe that in, any material respect, the requirements

- to keep accounting records in accordance with section 4.1 of the Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature	
Full name	SARAH-JANE ANNE HART
Relevant professional qualification(s) or body (if any)	FCCA
Address	TWISTED WILLOW SPOOK HILL NORTH HOLMWOOD, DORKING, RH5 4EG
Date	30 JANUARY 2022