



## North Holmwood Village Hall

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

web: [www.north-holmwood-village-hall.org.uk](http://www.north-holmwood-village-hall.org.uk)

### Trustees' Annual Report for the period

Period Start Date:	Period End Date:
01/09/2021	31/08/2022

### 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"> <li>• The Sculptor's Hall (and kitchen) – used mainly for sports, fitness and dance</li> <li>• The Old School Hall (including Committee Room, Kitchen &amp; WC) – used as a pre-School weekday daytime and for general activities evenings and weekends</li> <li>• The Studio (including kitchenette and WC) – used for meetings, and small group sessions including fitness</li> <li>• Staging</li> <li>• Crockery, cutlery etc.</li> <li>• Tables &amp; chairs</li> <li>• Private car parking</li> </ul>

## Year aims

Year	2021/2022 period
Aims	<p>The charity's aims for 2021/2022 were:</p> <ul style="list-style-type: none"> <li>• Ensure that the village hall offers <ul style="list-style-type: none"> <li>○ facilities required by hall users and the local community,</li> </ul> </li> </ul>

- 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	2021/2022 period
Key Objectives	<p>The aim for 2021/2022 was to have a strong focus on the following elements:</p> <ul style="list-style-type: none"> <li>● Promoting the new venue 'The Studio'</li> <li>● Operating with the new business processes</li> <li>● Pushing ahead with the rolling programme of maintenance and refurbishment</li> <li>● Building up of funds to support our works programmes.</li> </ul> <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 and the anticipated resulting economic downturn.</p> <p>This resulted in overriding aims to:</p> <ul style="list-style-type: none"> <li>● Continue to keep operating costs to a minimum</li> <li>● Providing venues which were as Covid-19 safe as possible</li> <li>● Assisting existing and new regular hirers to promote their offerings and help their return to pre-Covid levels of attendance.</li> </ul>
Achievements	<p><b>Premises Management</b></p> <p>Key achievements and changes in this area since August 2021:</p> <ul style="list-style-type: none"> <li>● The Studio is now in use with weekly and twice-monthly regular hires and an increasing number of one-of hires.</li> <li>● Minor maintenance took place and there was minimal use of external contractors.</li> <li>● SAGE became fully active from 1<sup>st</sup> September 2021.</li> </ul> <p><b>Maintenance and Refurbishment</b></p> <p>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.</p> <p><b>Building up of funds to support works programmes</b></p>

The amount of capital available has slowly increased during the year which will mean that some essential external works on the premises were able to be considered.

A grant application with Mole Valley District Council was applied for to the value of £5,000 to supplement existing funds for the external works. The result of this application won't be known until the end of 2022 with money not made available if successful until late April 2023.

### **Hall Venues' Utilisation**

Venues' utilisation improved with most regular hirers reinstating some or all of their pre-Covid hires. We also had some new hirers make a successful start-up.

The hire situation was:

- Pre-School – Ran a full schedule adding Monday afternoons from January 2022
- Surrey Hills Dance Centre – Ran a full schedule
- Yoga – Ran a full schedule
- Sam's Fitness – Ran a revised full schedule
- Montessori Toddlers & Parents – ran Tuesday mornings until the summer, then ceased to run. They are considering re-starting at the end of 2022
- Dorking Bridge Club – Running only on a Tuesday but with very low numbers. Long term viability is questionable.
- Craft workshops – Restarted and increased frequency to twice monthly using The Studio, but numbers attending are low.
- Beavers / Cubs / Scouts – Restarted but on a reduced schedule due to lack of helpers.
- Scouts shooting sessions – This has been running successfully.
- Move It or Lose It – new fitness and rehabilitation exercise class started on a Monday. Numbers were initially low but are picking up.
- Sound Bath - mindfulness sessions and workshops – new and successful.
- One-off hires (including children's parties) – We had a healthy schedule of parties, cycling and other events at a weekend.

### **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. Despite full lifting of restrictions by the government, the Council of Management decided to continue to operate North Holmwood Village Hall with the following procedures, rules and restrictions remaining 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

Future plans	<p><b>People</b> 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.</p> <p>2022/2023 posed to be a further difficult year economically with the high level of inflation and huge fuel bills. Key plans include:</p> <ul style="list-style-type: none"> <li>• Marketing and getting good usage of all 3 venues</li> <li>• Continuing to support regular hirers and occasional hirers</li> <li>• Continued financial expediency</li> <li>• Continuation of the rolling programme of maintenance of the fabric of the premises.</li> </ul>
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## Financial Review

Year	2021/2022 period
Summary	<p><b>Financial Overview</b> The table below shows a financial comparison with previous years. IT shows a good start at returning to normal income following Covid.</p> <p>Some key points from this are:</p> <ul style="list-style-type: none"> <li>• Anticipated return to pre-Covid income during 2022/2023.</li> <li>• External works as previously stated in 2022/2023 subject to successful grant application</li> <li>• Keeping costs back to a minimum but allowing for a 25% increase in fuel bills</li> <li>• Planned work on the Sculptor’s Hall floor in 2024/2025 (needed to repair the warping from previous water damage which is getting worse slowly)</li> <li>• Retention of a minimum of £12,000 in budgeting for emergency works (up from the previous stable value of £10,000 in anticipation of inflation)</li> <li>• A steady rebuilding of the capital over the next 2 years to enable the Sculptor’s Hall floor works in 2024/2025 (for which we may be once again eligible for help from a capital grant).</li> </ul>

North Holmwood Village Hall Finances				
<b>Income</b>				
Category	2019/2020	2020/2021	2021/2022	Comment
<b>Regular Hires</b>				
PreSchool	£3,310.00	£5,544.00	£6,743.25	Open + extra hours
SHDC	£5,882.50	£6,991.00	£9,502.39	Open + extra hours
Scouts	£1,072.00	£80.00	£550.00	Cutback
Fitness	£2,257.00	£1,093.50	£2,977.00	Open (less hires)
Bridge	£3,178.50	£0.00	£1,172.50	Open 1/4 of usual
Yoga	£502.50	£492.50	£900.00	Open
Montessori	£0.00	£338.00	£567.50	Open
Other	£3,307.84	£320.00	£1,272.64	Limited return
<b>One-Off Hires</b>	<b>£1,481.00</b>	<b>£870.50</b>	<b>£3,579.00</b>	Catchup parties
<b>Storage</b>	<b>£116.00</b>	<b>£174.50</b>	<b>£260.00</b>	
<b>Grants</b>				
MVDC Works	£4,790.00	£0.00	£0.00	
Covid	£10,000.00	£18,289.00	£0.00	
<b>Other</b>				
BG refund	£0.00	£4,584.50		
Other inc lottery	£0.00	£37.50	£58.50	
<b>OVERALL TOTALS</b>	<b>£35,897.34</b>	<b>£38,815.00</b>	<b>£27,582.78</b>	
<b>OPERATING INCOME</b>	<b>£21,107.34</b>	<b>£15,904.00</b>	<b>£27,524.28</b>	
<b>Expenditure</b>				
Category	2019/2020	2020/2021	2021/2022	Comment
<b>Utilities</b>				
Fuel ( Gas )	£2,018.27	£4,274.35	£2,545.05	
Fuel (Electricity)	£3,262.28	£1,139.26	£1,584.32	Correct bills
Telecomms & IT	£992.72	£1,136.00	£1,060.45	
Water & Sewage	£448.48	£258.04	£275.14	
Security	£808.34	£865.20	£1,709.17	New CCTV installed
Waste Disposal	£414.41	£375.16	£397.52	
<b>Legal &amp; Licences</b>				
Insurance	£2,510.74	£4,208.52	£2,505.49	
PPL/ PRS Lic	£417.84	£261.70	£203.47	
National Trust Lic	£90.00	£90.00	£90.00	
Accountancy	£316.80	£316.80	£340.80	
MVDC Rates	£0.00	£0.00	£174.21	
<b>Maintenance</b>				
Caretaking	£2,260.00	£0.00	£0.00	
Materials & Labour	£2,529.68	£2,572.73	£2,853.68	
Cleaning	£3,625.00	£3,418.00	£4,108.00	
<b>Major Works</b>				
The Studio	£7,284.00	£12,652.00	£18,187.80	Dev'pt completed
External works				
Floor works (SH)				
<b>Management</b>				
Halls Manager	£2,700.00	£2,100.00	£3,600.00	
<b>OVERALL TOTALS</b>	<b>£29,678.56</b>	<b>£33,667.76</b>	<b>£39,635.10</b>	
<b>OPERATING EXPENSES</b>	<b>£22,394.56</b>	<b>£21,015.76</b>	<b>£21,447.30</b>	
<b>OPERATING P/L</b>	<b>-1,287.22</b>	<b>-5,111.76</b>	<b>6,076.98</b>	
Total P/L inc works	£6,218.78	£5,147.24	-£12,052.32	
<b>Venues Available for Use (Covid + The Studio Build)</b>				
Category	2019/2020	2020/2021	2021/2022	Comment
Sculptors Hall	50%	60%	90%	Most users back
Old School Hall	75%	80%	90%	
The Studio	NO	NO	70%	New venue
Financial Year is 1st September to 31st August				

	<p><b>Financial Reserve</b> As at 14<sup>th</sup> October 2021 North Holmwood had £16,954.33 across the 3 accounts. Overall North Holmwood Village Hall finances are in good shape.</p>
Charity's policy on reserves	<p>The charity usually aims to retain around £5,000 in the Current Account to cover everyday bills and expenditure, plus a reserve of £7,000 held in order to meet any unforeseen expenditure which may occur.</p> <p>This is an increase of £2,000 reflecting the increasing costs of operation and works due to inflation.</p>
Details of any funds materially in deficit	Not applicable
Funding sources	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.

## 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

5<sup>th</sup> December 2022

# North Holmwood Village Hall

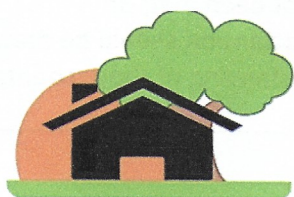
## Profit and Loss Report

01 September, 2021 - 31 August, 2022

Analysis Type: All, Analysis Category: All

<b>Sales</b>		
4000 - Sales - Premises Hire Regular	24,077.39	
4001 - Sales - Premises Hire Irregular	3,866.50	
4002 - Sales - Equipment Hire	120.00	
4003 - Sales - Storage	56.50	
4900 - Other income	58.50	
	<b>Total Sales</b>	<b>£28,178.89</b>
<b>Direct Expenses</b>		
6002 - Contracted Booking	3,600.00	
	<b>Total Direct Expenses</b>	<b>£3,600.00</b>
		<b>GROSS PROFIT / LOSS</b>
		<b>£24,578.89</b>
<b>Overheads</b>		
7102 - Water Rates	275.14	
7103 - General Rates	174.21	
7104 - Premises Insurance	2,505.49	
7105 - Licence fixtures	40.00	
7106 - Security	1,164.78	
7107 - Fire Prevention	523.69	
7108 - Licence Music	203.47	
7200 - Electricity	1,676.70	
7201 - Gas & Oil	2,545.05	
7520 - Office Stationery	6.99	
7530 - Telephone	1,110.73	
7540 - Internet Charges	355.40	
7560 - Mobile Charges	77.98	

7610 - Accountancy Fees	340.80	
7800 - Repairs and Renewals	1,768.24	
7801 - Cleaning	3,870.35	
7803 - Premises Expenses	72.97	
7804 - Waste Disposal	631.62	
7806 - Cleaning - Windows	255.00	
8200 - General Expenses	14.49	
8210 - Subscriptions	162.59	
	<b>Total Overheads</b>	<b>£17,775.69</b>
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	<b>NET PROFIT / LOSS</b>	<b>£6,803.20</b>
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Registered Charity No. 305157

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### Independent Examiner's Report on the Accounts

#### Report to the trustees for the period

Period Start Date:	Period End Date:
01/09/2021	31/08/2022

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	<i>SJ Hart</i>
Full name	SARAH-JANE ANNE HART
Relevant professional qualification(s) or body (if any)	FCCA
Address	TWISTED WILLOW SPOOK HILL DORKING, RH5 4EG
Date	6 DECEMBER 2022