



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:
01/09/2022	31/08/2023

Reference and administration details

Charity name	North Holmwood Village Hall
Other names charity is known by	NHVVH
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		To 22/07/22
9	Jennie Lambert		
10	Nika Vlasenko		To 29/10/22
11	Rebecca Kershaw		To 29/10/22
12	Suzanne Somerville		
13	Michael Foskett		From 29/10/22 replaced Nika Vlasenko
14	Karen Ruty		From 22/07/23 replaced Josephine Bulloch

Staff and advisors

Name	Address	Capacity
Mrs Linda Foskett	Silvaplana, 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
Thomas Rome	30 Lake View, North Holmwood, Dorking, Surrey RH5 4TH	Property Maintenance

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	2022/2023 period
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Aims	<p>The charity's aims for 2022/2023 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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
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Achievements and performance

Year	2022/2023 period
Key Objectives	<p>The aim for 2022/2023 was to have a strong focus on the following elements:</p> <ul style="list-style-type: none"> • Promoting the three venues and the regular activities running in them through as many avenues as possible • Minimising energy usage and eliminating waste • Pushing ahead with the rolling programme of maintenance and refurbishment – in particular applying for a £5,000 grant from Mole Valley District Council in support of key maintenance and improvement works • Building up of funds to support our works programmes. <p>It was again expected to be a challenging year with an economic downturn and the need to recover from the global pandemic.</p>
Achievements	<p>Premises Promotion</p> <p>Key achievements and changes in this area since August 2022:</p> <ul style="list-style-type: none"> • Marketing via Instagram was initiated and actively pursued. • New 'What's On' posters were created and placed around the premises and village notice boards • Active maintenance of the website continued <p>Maintenance and Refurbishment</p> <p>Fortunately, there were no major unplanned maintenance requirements, and the £5,000 grant applied for from MVDC was approved – this permitted some of the capital to commence on necessary refurbishment works including:</p>

- Replacement of fluorescent tube lighting with LEDs in the communal areas – as well as being brighter, this should reduce fuel costs
- Repainting of the Sculptor’s Hall, and corridor leading to it

MVDC grant in support of major items works programmes

The following key works were commenced with a planned 50% funding from the MVDC grant and 50% funding from NHVH capital reserves:

- Drainage works in the rear car park to address the flooding following heavy rain which has led to nearly 50% of the car park being under water
- Replacement of large parts of the roofline area woodwork which was rotten and repainting of all roofline wooden areas and the front area wooden doors
- Installation of cycle racks to facilitate use of bicycles for hall attendees
- Replacement of rotten decking with a quality soft-play surface at the front of the premises.

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 an increased schedule – all weekday mornings plus Monday, Wednesday and Friday afternoons
- Surrey Hills Dance Centre – Ran a full schedule
- Yoga – Ran a full schedule
- Sam’s Fitness – Ran an increased schedule adding 2 new slots
- Dorking Bridge Club – Continued running only on a Tuesday but with very low numbers. Long term viability remains questionable.
- Craft workshops – ceased running due to low numbers
- A new Community Events group commenced running various events in the premises on a monthly basis.
- Beavers / Cubs / Scouts – continued on a reduced schedule.
- Scouts continued on a reduced schedule and withdrew the shooting due to NHVH’s stringent rules on cartridge management.
- Move It or Lose It – new fitness and rehabilitation exercise ran a full schedule.
- Sound Bath - mindfulness sessions and workshops – ran a full schedule.
- One -off hires (including children’s parties) – We had a healthy schedule of parties, cycling and other events at a weekend.
- One-to-one meetings for social needs commenced twice weekly.

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 our excellent key contractors in the works programmes, in particular Tom Rome who we now consider to be our primary contractor for premises maintenance.

Future plans

2023/2024 was considered to be a difficult year economically particularly with massive increases anticipated in fuel bills.
Key plans include:

- Continuation of the rolling programme of maintenance of the fabric of the premises – in particular completing the works commenced in the 2022/2023
- Creation of a new constitution (to replace the 1933 constitution which is both virtually illegible and no longer fit for purpose) with one which is fitting for the role of NHVH in the 21st century.
- Continued active promotion of the premises.

Financial Review

Year	2022/2023 period
Summary	<p>Financial Overview</p> <p>The table below shows a financial comparison with previous years.</p> <p>Some key points from this are:</p> <ul style="list-style-type: none"> • A return to pre-Covid income during 2022/2023. • Capital works commenced based on the successful £5,000 MVDC grant (delivered incrementally against agreed invoices). • Changes to insurers and other service providers to reduce costs. <p>Future plans and budgetary considerations:</p> <ul style="list-style-type: none"> • 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) • Further review of operating costs, in particular fuel contracts which are currently on fixed rate tariffs. • Retention of a minimum of £12,000 capital for emergency works. • A steady building of the capital over the next year 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).

North Holmwood Village Hall Bank Transactions						
These figures have been created from the actual transactions in the bank accounts during the financial year						
		2019/2020	2020/2021	2021/2022	2022/2023	2022/2023 Comments
INCOME						
Regular Hirers						
	SHDC	£5,882.50	£6,991.00	£9,502.39	£11,409.14	
	Sam's Fitness	£2,257.00	£1,093.50	£2,977.00	£3,318.00	
	Pre-School	£3,310.00	£5,544.00	£6,743.25	£6,534.00	
	Bridge	£3,178.50		£1,172.50	£2,692.00	
	Yoga	£502.50	£492.50	£900.00	£980.00	
	Live Love Perform				£750.00	
	Sound Bath				£620.00	
	Move it or Lose It				£784.00	
	Beavers/Cubs/Scouts	£1,072.00	£80.00	£550.00	£250.00	
	Other	£3,423.84	£832.50	£2,100.14	£2,439.00	incl Community Events
One - Off Hires						
	Parties	£1,481.00	£870.50	£3,579.00	£1,880.00	
	Other				£2,020.00	
Non-Hire						
	Grants (inc Covid)	£14,790.00	£18,289.00		£1,977.14	Capital Grant MVDC
	Donations				£120.00	
	Lottery		£37.50	£58.50	£123.00	
	Other		£4,584.50		£230.00	
OVERALL TOTALS		£35,897.34	£38,815.00	£27,582.78	£36,126.28	
EXPENDITURE						
Utilities						
	Gas / Elec	£5,280.55	£5,413.61	£4,129.37	£4,559.00	
	Telecom	£992.72	£1,136.00	£1,060.45	£1,004.72	
	Waste	£414.41	£375.16	£397.52	£442.76	
	Water & Sewage	£448.48	£258.04	£275.14	£514.96	
	Alarms & Security	£808.34	£865.20	£1,709.17	£1,005.26	
	Accountancy	£316.80	£316.80	£340.80	£379.20	
	TV Licence				£159.00	
	Insurance	£2,510.74	£4,208.52	£2,505.49	£934.87	
	MVDC Rates			£174.21	£179.39	
	NT Licences	£90.00	£90.00	£90.00	£56.85	
	PPL / PRS	£417.84	£261.70	£203.47	£197.95	
Contractors						
	Halls Mgr	£2,700.00	£2,100.00	£3,600.00	£3,600.00	
	Cleaning	£3,625.00	£3,418.00	£4,108.00	£4,491.00	
	Maintenance	£4,789.68	£2,572.73	£2,853.68	£4,839.15	
	Development	£7,284.00	£12,652.00	£18,187.80	£5,710.64	Capital expenditure
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NET CHANGE IN FINANCES		£6,218.78	£5,147.24	-£12,052.32	£8,051.53	
Financial Reserve						
As at 11 th November 2023 North Holmwood had £26,203.07 across the 3 accounts. Overall North Holmwood Village Hall finances are in good shape.						
Charity's policy on reserves	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.					
	The excess at this time is in part reserved for NHVH's 50% contribution to agreed capital works in conjunction with the MVDC grant and building up of reserves for required works on the floor of the Sculptor's Hall.					
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

23rd March 2024



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Details of any funds materially in deficit	Not applicable					

Funding sources

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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

23rd March 2024

North Holmwood Village Hall

Profit and Loss Report

01 September, 2022 - 31 August, 2023

Analysis Type: All, Analysis Category: All

Sales

4000 - Sales - Premises Hire Regular	29,268.14	
4001 - Sales - Premises Hire Irregular	3,590.50	
4002 - Sales - Equipment Hire	223.00	
4003 - Sales - Storage	313.50	
4900 - Other income	630.00	
4970 - External Grant Income	1,977.14	
	Total Sales	£36,002.28

Direct Expenses

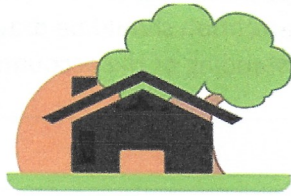
6002 - Contracted Booking	3,600.00	
	Total Direct Expenses	£3,600.00

GROSS PROFIT / LOSS **£32,402.28**

Overheads

7102 - Water Rates	514.96
7103 - General Rates	179.39
7104 - Premises Insurance	934.87
7105 - Licence fixtures	260.85
7106 - Security	531.46
7107 - Fire Prevention	543.22
7108 - Licence Music	197.95
7200 - Electricity	1,715.41
7201 - Gas & Oil	2,843.59
7520 - Office Stationery	16.99

7530 - Telephone	1,004.72	
7540 - Internet Charges	14.39	
7600 - Legal Fees	29.90	
7610 - Accountancy Fees	379.20	
7800 - Repairs and Renewals	8,297.12	
7801 - Cleaning	4,242.99	
7804 - Waste Disposal	772.76	
7805 - Caretaking	322.00	
7806 - Cleaning - Windows	270.00	
8200 - General Expenses	272.98	
	Total Overheads	£23,344.75
NET PROFIT / LOSS		£9,057.53



North Holmwood Village Hall

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

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

Independent Examiner's Report on the Accounts

Report to the trustees for the period

Period Start Date:	Period End Date:
01/09/2022	31/08/2023

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)	ACCA
Address	TWISTED WILLOW SPOOK HILL DORKING, RH5 4EG
Date	19/4/2024