



## 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:
01/09/2023	31/08/2024

### 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	Until 11/11/23
3	Thomas Nimmo		
4	Deborah Steenhuis	Treasurer	
5	Jane Vicens	Secretary	
6	Christopher Leach		
7	Samantha Edwards		
8	Jennie Lambert		
9	Suzanne Somerville		
10	Michael Foskett		
11	Karen Ruddy		Until 11/11/23

### 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
Amanda Longhurst 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
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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 areas 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</li> <li>• Staging</li> <li>• Crockery, cutlery etc.</li> <li>• Tables &amp; chairs</li> <li>• Private car parking</li> </ul>

## Year aims

Year	2023/2024 period
Aims	<p>The charity's aims for 2023/2024 were:</p> <ul style="list-style-type: none"> <li>• Ensure that the village hall offers</li> </ul>

- 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	2023/2024 period
Key Objectives	<p>The aim for 2023/2024 was to have a strong focus on the following elements:</p> <ul style="list-style-type: none"> <li>● Promoting the three venues and the regular activities running in them through as many avenues as possible</li> <li>● Minimising energy usage and eliminating waste</li> <li>● Pushing ahead with the rolling programme of maintenance and refurbishment – in particular works using grant from Mole Valley District Council in conjunction with NHVH savings in support of key maintenance and improvement works</li> <li>● Building up of funds to support works programmes.</li> </ul> <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><b>Premises Promotion</b></p> <p>Key achievements and changes in this area since August 2023:</p> <ul style="list-style-type: none"> <li>● ‘What’s On posters were created on a periodic basis and placed around the premises and village notice boards</li> <li>● Active maintenance of the website continued</li> </ul> <p><b>Maintenance and Refurbishment</b></p> <p>Fortunately, there were no major unplanned maintenance requirements, and capital held in the bank accounts was able to be used for the refurbishment works including:</p> <ul style="list-style-type: none"> <li>● Repainting of the Sculptor’s Hall Corridor and Sculptor’s Hall (materials only at cost, painting undertaken by volunteers)</li> <li>● Curtain cleaning in the Sculptor’s Hall</li> <li>● Replacement of rotten wood skirting in the Old School Hall and Committee Room</li> </ul>

- Repainting of all white gloss skirting, doors and doorframes in the Old School Hall and Committee Room
- Wall renovations to deal with the damp in the Old School Hall WC area
- Redecoration of the Old School Hall kitchen and WC
- Repair and stabilisation work on the hung tiles fronting Spook Hill
- Installation of new LED lighting to all areas of the premises with the temporary exception of the Committee Room and Old School Hall kitchen & WC (this work was planned for this financial year but has been delayed due to contractor availability problems).
- Removal of dilapidated fencing and excess tree growth from the south side of the car park to make this area safe for parking.

#### **MVDC grant in support of major items works programmes**

The following key works were completed with the £5,000 grant (50% funding) from the MVDC grant and just over 50% funding from NHVH capital reserves:

- Completion of roofline work.
- Completion of drainage work for the car park – this now needs to be maintained to prevent debris blocking the drainage channel.

#### **Hall Venues' Utilisation**

We again saw a very good level of utilisation of the two established venues, the Sculptor's Hall and Old School Hall / Committee Room with a few enquiries for regular slots resulting in some new hirers and a healthy number of one-off hires, particularly for children's parties and cycling events.

The Studio continued to be popular for one-off and a few regular hires and was used regularly by North Holmwood Village Events; 1:1 counselling; martial arts practice and photography.

#### **Old School Hall / Committee Room:**

- Pre-School – Running a full weekday schedule –increasing usage to all weekday afternoons in addition to the mornings.
- Beavers / Cubs / Scouts – nominally running weekly during termtime, but with a reduced schedule due to staffing issues
- Dorking Bridge Club – terminated their Tuesday evening hires as numbers have continued to be very low.
- Sound Bath – monthly hire with additional one-off sessions –added a second monthly session for 'drumming'
- Guy Orden (Ballet) –new startup which is proving very popular. Guy is increasing the number of hours hire and has a waitlist for places.
- Dorking Young Textiles – continues to run monthly.
- £2,814.00 income came from Children's (and a small number of other) parties – this was a 50% increase from 2022/2023.
- There was a range of other one-off hires booked in. This includes Surrey County Council summer community classes for the 2<sup>nd</sup> year.

#### **Sculptor's Hall**

- Surrey Hills Dance Centre – Running a full schedule with hires up to 6 days a week fitted around other regular hirers.

- Yoga – running weekly.
- Sam’s Fitness – running a new enhanced schedule which includes an additional 2 very early morning sessions.
- Move it or Lose it – Movement & rehabilitation exercise for anyone needing general flexibility.

### The Studio

- Live Love Perform – terminated their Saturday morning weekly hire moving to larger premises elsewhere.
- Community Events – run approximately monthly with coffee morning and other events. Whilst mostly in The Studio, occasionally ran in the Old School Hall.
- The private hire for martial arts practice has continued.
- One-to-one meetings for social needs running Wednesdays and / or Thursdays.
- A new regular booking as a photography studio.

We have a number of potential new hirers in the pipeline and continue to get very good feedback from hirers about the bright, clean premises compared to most other village halls.

### People

North Holmwood Village Hall operates through the support and diligence of its Trustees (Members of the Council of Management) and its excellent contractors. In this respect our thanks go to:

- Members of the Council of Management who manage the unlocking and relocking of the premises as needed and turn their hand to minor maintenance such as painting and small repairs as required
- Linda Foskett (Halls Manager) for the excellent work in managing the bookings, being helpful and friendly for hirers and managing invoicing and payments allocation including chasing for late payments.
- Amanda & Peter Longhurst (Cleaning) for providing daily cleaning of the premises, working around the hire times of the 3 venues and unlocking / relocking the premises when they are first or last in.
- Patrick Monczak (Window Cleaner) for timing cleaning around hires to avoid disruptions
- Tom Rome (Property Maintenance) for attending to urgent maintenance issues with speed and effectiveness and being our ‘go to’ person for larger works
- Simon Nynan (Electrics) for supporting our electrics needs and being our ‘go to’ person for larger electrics works
- Scott Naylor (Builder) for support and advice regarding issues with the fabric of the premises and being our ‘go to’ person for larger works
- Josh McIntyre (roofer) for his timely support and advice as well as works regarding our roofs and hung tiles.

Future plans

2024/2025 is considered to be a difficult year economically. There is likely to be continued financial pressures from higher costs of fuel and insurance in particular. We are conscious of many people cutting back on leisure spend in the light of the escalating cost of living.

The intense rain we regularly seem to get now is exposing areas of the premises which need work – the latest being the need to replace the small area of flat roof felting between the Old School Hall and The Old School House which our roofer (Josh McIntyre) had identified as the most likely cause of water ingress into the Old School venue.

The problems with the rising damp which affect the Sculptor’s Hall floor and walls in the communal areas need to be dealt with this year through remedial works or mitigating actions.

We need to continue the redecoration work with the communal areas next on the list.

Key plans include:

- Continuation of the rolling programme of maintenance of the fabric of the premises – in particular completing the works commenced in 2023/2024
- Implementation of the new constitution objects (replacing the 1933 constitution with that approved by the Charity Commission which is both virtually illegible and no longer fit for purpose).
- Continued active promotion of the premises.

## Financial Review

Year	2023/2024 period
Summary	<p><b>Financial Overview</b></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"> <li>• A full return to pre-Covid income during 2023/2024.</li> <li>• Capital works completed using the successful £5,000 MVDC grant (delivered incrementally against agreed invoices) and totalling £10,525,54, just 1.05% over budget!</li> </ul> <p>Future plans and budgetary considerations:</p> <ul style="list-style-type: none"> <li>• Attempt during 2024/2025 to address the high humidity in the Sculptor’s Hall which is causing the floor to bulge.</li> <li>• If this is successful, to plan work needed to repair the warping from previous water damage which is getting worse slowly</li> <li>• Further review of operating costs, in particular fuel contracts which are currently on fixed rate tariff and improved central heating usage management</li> <li>• Retention of a minimum of £12,000 capital for emergency works.</li> <li>• A steady building of the capital over the next year to enable the Sculptor’s Hall floor works in 2024/2025 or 2025/2026 (for which we may be once again eligible for help from a capital grant).</li> </ul>

<b>North Holmwood Village Hall Bank Transactions</b>					
These figures have been created from the actual transactions in the bank accounts during the financial year					
	2020/2021	2021/2022	2022/2023	2023 / 2024	2023/2024 Comments
<b>INCOME</b>					
<b>Regular Hirers</b>					
SHDC	£6,991.00	£9,502.39	£11,409.14	£10,950.63	
Sam's Fitness	£1,093.50	£2,977.00	£3,318.00	£3,812.50	
Pre-School	£5,544.00	£6,743.25	£6,534.00	£5,502.75	
Bridge		£1,172.50	£2,692.00	£2,731.50	Closed this year
Yoga	£492.50	£900.00	£980.00	£800.00	
Live Love Perform			£750.00	£865.00	left NHHVH this year
Sound Bath			£620.00	£760.00	
Move it or Lose It			£784.00	£660.00	
Beavers/Cubs/Scouts	£80.00	£550.00	£250.00	£420.00	
Adult Ballet				£1,295.00	New this year
Other	£832.50	£2,100.14	£2,439.00	£4,168.00	incl Community Events
<b>One - Off Hires</b>					
Parties	£870.50	£3,579.00	£1,880.00	£2,614.50	
Other			£2,020.00	£764.00	
<b>Non-Hire</b>					
Grants (inc Covid)	£18,289.00		£1,977.14	£3,022.86	Capital Grant MVDC
Donations			£120.00	£780.00	
Lottery	£37.50	£58.50	£123.00	£78.00	
Other	£4,584.50		£230.00		
<b>OVERALL TOTALS</b>	<b>£38,815.00</b>	<b>£27,582.78</b>	<b>£36,126.28</b>	<b>£39,224.74</b>	
<b>EXPENDITURE</b>					
<b>Utilities</b>					
Gas / Elec	£5,413.61	£4,129.37	£4,559.00	£4,647.02	
Telecom	£1,136.00	£1,060.45	£1,004.72	£1,117.68	
Waste	£375.16	£397.52	£442.76	£470.16	
Water & Sewage	£258.04	£275.14	£514.96	£488.25	
Alarms & Security	£865.20	£1,709.17	£1,005.26	£514.05	
Accountancy	£316.80	£340.80	£379.20	£409.20	
TV Licence			£159.00	£169.50	
Insurance	£4,208.52	£2,505.49	£934.87	£1,214.74	
MVDC Rates		£174.21	£179.39	£124.58	
NT & ICO Licences	£90.00	£90.00	£56.85	£136.85	
PPL / PRS	£261.70	£203.47	£197.95	£0.00	Timing of invoice
<b>Contractors</b>					
Halls Mgr	£2,100.00	£3,600.00	£3,600.00	£3,600.00	
Cleaning	£3,418.00	£4,108.00	£4,491.00	£4,291.00	
Maintenance	£2,572.73	£2,853.68	£4,839.15	£3,568.27	
Development	£12,652.00	£18,187.80	£5,710.64	£7,468.40	Capital expenditure
<b>OVERALL TOTALS</b>	<b>£33,667.76</b>	<b>£39,635.10</b>	<b>£28,074.75</b>	<b>£28,219.70</b>	
<b>NET CHANGE IN FINANCES</b>	<b>£5,147.24</b>	<b>-£12,052.32</b>	<b>£8,051.53</b>	<b>£11,005.04</b>	
<b>Financial Reserve</b>					
As at 12 <sup>th</sup> September 2024					
<ul style="list-style-type: none"> <li>Community (Current) Account - £12,657.67</li> <li>Business Premium - £20,289.90</li> <li>Deposits - £500 – Note this A/C was repurposed from 'The Studio' to hold the regular hirer £100 deposits.</li> </ul>					
TOTAL = £33,347.57					
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 required works on the floor of the Sculptor's Hall, and other maintenance and improvement works.				
Details of any funds	Not applicable				

materially in deficit

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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 weekdays; sales and other one-off events and hire by local residents for children's parties and other events.

## 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

18<sup>th</sup> May 2025

# North Holmwood Village Hall

## Profit and Loss Report

01 September, 2023 - 31 August, 2024

Analysis Type: All, Analysis Category: All

### Sales

4000 - Sales - Premises Hire Regular	30,761.38	
4001 - Sales - Premises Hire Irregular	4,139.00	
4002 - Sales - Equipment Hire	124.00	
4003 - Sales - Storage	192.50	
4900 - Other income	375.32	
4901 - Donation	750.00	
4970 - External Grant Income	3,022.86	
	<b>Total Sales</b>	<b>£39,365.06</b>

### Direct Expenses

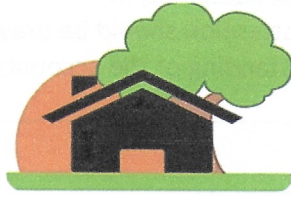
6002 - Contracted Booking	3,600.00	
	<b>Total Direct Expenses</b>	<b>£3,600.00</b>

**GROSS PROFIT / LOSS** **£35,765.06**

### Overheads

7102 - Water Rates	488.25
7103 - General Rates	124.68
7104 - Premises Insurance	1,214.74
7105 - Licence fixtures	271.35
7106 - Security	799.52
7107 - Fire Prevention	104.55
7200 - Electricity	1,702.73
7201 - Gas & Oil	2,944.29
7500 - Printing	32.38

7520 - Office Stationery	7.99	
7530 - Telephone	1,117.68	
7550 - Computer & Software	355.06	
7610 - Accountancy Fees	409.20	
7800 - Repairs and Renewals	11,993.25	
7801 - Cleaning	4,308.88	
7803 - Premises Expenses	1,100.00	
7804 - Waste Disposal	470.16	
7806 - Cleaning - Windows	160.00	
8200 - General Expenses	25.19	
	<b>Total Overheads</b>	<b>£27,629.90</b>
	<b>NET PROFIT / LOSS</b>	<b>£8,135.16</b>



## North Holmwood Village Hall

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### Independent Examiner's Report on the Accounts

#### Report to the trustees for the period

Period Start Date:	Period End Date:
01/09/2023	31/08/2024

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 NORTH HOLMWOOD, RH5 4EG
Date	15.05.2025