

**MILLAND VALLEY MEMORIAL HALL - Registered Charity 305385**

---

Chairman: Mr Andy Haslam  
Administrator: Mrs Louise Knight  
8 Pennels Close, Milland, Liphook, West Sussex  
GU30 7NL – Telephone 01428 741433  
Email: [milland.hall@gmail.com](mailto:milland.hall@gmail.com)

**Minutes of the ANNUAL GENERAL MEETING of  
MILLAND VALLEY WAR MEMORIAL HALL  
Wednesday 29<sup>th</sup> November 2023**

---

Attendees: Trustees - Mr A Haslam (Chairman), Mrs A Parker, Mrs L Grocott, Mr T Fairhurst, Mrs C Collins, A Carruthers  
Administrator - Mrs L Knight  
Representative- Mrs J Mealey

1. The Chairman, Mr Andy Haslam, welcomed all those present to the meeting.  
Apologies: M Pike, F Platt, C Beattie
2. Minutes of the Annual General Meeting 2 November 2022 - Agreed and signed
3. Report on 2022/23 - Mr A Haslam, Chairman

Highlights of the year were outlined as:

- ❖ New Committee Room Chairs
- ❖ New Hedging around Oil Tank
- ❖ New Oven for Kitchen
- ❖ New Trustees
- ❖ New Ownership of Milland Valley Nursery School
- ❖ Successful Nursery School Quiz

2022/23 Management Committee comprised:

Trustees: - Andy Haslam- Chairman, Alison Parker-Deputy Chair, Lorraine Grocott, Trevor Fairhurst, Fiona Platt, Matthew Pike, Sir John Wigram (PC representative), Claire Collins, Andrew Carruthers, Claire Beattie

Representatives: - Jo Mealey (Nursery School), Lorraine Grocott, (Yoga), Nick Harling (L&DMRC)

Administrator: - Louise Knight

Trustees Objectives were confirmed as:

- ❖ To maintain a well-presented hall for all of the village.
- ❖ To meet the needs of our regular and ad hoc users.
- ❖ To use donations and fundraising monies for hall improvements.
- ❖ To use hire charges to cover the day to day running of the hall.
- ❖ To set hire charges that fairly balance the costs between regular and ad hoc users and those within the village and those from outside the village.

2022/23 Regular users:

Monday: Nursery School Monday Night: Yoga  
Tuesday: Nursery School Tuesday Night: Ballet  
Wednesday: Nursery School Wednesday Night: Pilates  
Thursday: Nursery School Thursday Night: Tap, Milland Cinema (monthly)  
Friday: Our Song (am) Friday Night: LDMRC- Model Railway Club  
Saturday: Ballet

Events Held at the Hall 22/23:

Milland Bonfire, Yoga Workshops, Craft Fair, Soundbath, Ballet Exams,  
Parish Council Meetings  
Parties and Meetings

Behind the Scenes 22/23

- ❖ 66 bookings taken (95 last year)
- ❖ 117 invoices raised (121 last year)
- ❖ Accounts balanced with Nat West and Lloyds monthly
- ❖ AGM + 4 committee meetings
- ❖ H&S surveys and regular testing and checking of alarms and emergency lights
- ❖ Routine upkeep, cleaning, and servicing.

Special Projects and Initiatives 22/23

- ❖ New Oil Tank Enclosure
- ❖ New Committee Room Chairs
- ❖ Roof Survey
- ❖ New Oven

Financial Statement Highlights 22/23:

- ❖ Hall hire levels remaining positive -no grants offered to the village hall this year.
- ❖ Expenses increasing even before energy cost rises across the board
- ❖ Fundraising mainly due to Nursery quiz. 200 Club remains stable membership numbers
- ❖ Overall, the halls finances are still quite healthy.

Total Funds 30 September 2023

- ❖ Hall Account with NatWest - £1,252.44 (£3,389- Last Year)
- ❖ Social Club Account with Lloyds - £5,520.92 (£391- Last Year)
- ❖ Savings Account with Virgin Money - £41,700.11 (£41,534-Last Year)
  
- ❖ Total Funds - £48,473.47 (£45,314- Last Year)

Receipts 2022/23: Total of £26,227

- ❖ Hire of Hall- £16,060.13 Regular Users & Ad Hoc Hire (£14,289 year before)
- ❖ Fundraising- £9,144.00 (200 Club Easy fundraising, Bonfire Raffle & Soup, Nursery School Quiz Night (£10,682 last year)
- ❖ Grants and Donations- (Last year £2,744)
- ❖ Other- £857 feed in Tariff, Interest £166.00 (last year £957).

Payments 2022/23: Total of £23,252

- ❖ Hall Running Costs: £19,054.00 (Rates & Water, Energy, Insurance, Administrator, Cleaning, Building Maintenance, Trade Waste, Admin and Sundries) (last year £17,872)
- ❖ Special Projects: £1,320 (last year £17,394)
- ❖ Cost of fundraising: £2,878 for 200 Club Prizes (last year £3,229)

5. Fundraising 2022/23:

- ❖ 200 Club Subs £5,720.00 - (Last Year-£6,125)
- ❖ Easy fundraising - £66.20 (£121 last year)
- ❖ Bonfire Night Raffle and Soup- £1012.14 (969.00)
- ❖ Nursery School Quiz - £2,345.00 (£3,468 last year)

An Independent Examination of the 2022/23 accounts had been undertaken by Mrs Anne Alderman. The accounts were approved. (See Attached)

Mrs Anne Alderman reappointed as the Independent Examiner for 2023/24.

6. Future Projects and Initiatives planned for 2023/24:

- ❖ Battery Units to utilise Solar Panel Feed In.
- ❖ Flooring Resurface
- ❖ Roof Works
- ❖ Painting and Internal Decoration

Mr Haslam thanked all those who use the hall, the fund raisers, the users, the volunteers, Parish Council, Administrator/Booking Secretary, Trustees, Contractors, Supporters who help maintain the hall.

7. Election of Trustees for 2023/24

The (10) nominations were:

Andy Haslam, Alison Parker, Trevor Fairhurst, Fiona Platt, Andrew Carruthers, Matthew Pike, Lorraine Grocott, Claire Collins, Claire Beattie, Sir John Wigram  
They were unanimously elected as Trustees for 2023/24.

8. Any Other Business

Thanks, were expressed to the hall committee for all their work behind the scenes to provide the community with a well-managed and attractive facility.

Minutes of the Annual General Meeting of Milland Valley Memorial Hall, 29<sup>th</sup> November 2023 Page 4.

-----  
-----

9. The First Meeting for Trustees will be held on 21<sup>st</sup> February 2024.

Chairman: ..... Date: .....

These Minutes are unconfirmed until signed by the Chairman

Milland Valley Memorial hall						
Registered Charity No. 305385						
Receipts and Payments Account						
01 October 2022 - 30 September 2023						
	Unrestricted	Restricted	Total			Prior
	Funds	Funds	Funds			Year
	£	£	£			£
<b>Receipts</b>						
Grants and Donations	-		-			2,744
Hire of Hall & equipment	16,060		16,060			14,289
Fundraising	9,144		9,144			10,682
Feed in Tariff	857		857			843
Interest income	166		166			114
<b>Total Receipts</b>	<b>26,227</b>	<b>-</b>	<b>26,227</b>			<b>28,672</b>
<b>Payments</b>						
Rates and water	508		508			513
Energy	1,511		1,511			1,626
Insurance	768		768			713
Consultant administration	6,720		6,720			4,240
Cleaning	4,381		4,381			4,157
Cleaning supplies	460		460			675
Building maintenance	2,578		2,578			3,353
Trade waste	871		871			794
Administration and sundries	1,257		1,257			1,801
Special projects	1,320		1,320			17,394
Cost of fundraising	2,878		2,878			3,229
<b>Total Payments</b>	<b>23,252</b>	<b>-</b>	<b>23,252</b>			<b>38,495</b>
Excess of income over expenditure	2,975	-	2,975			- 9,823
Cash funds brought forward at 01 October 2022	45,314		45,314			55,137
Cash funds carried forward at 30 September 2023	48,289	-	48,289			45,314



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Milland Valley War Memorial Hall**

No (if any)  
305385

**CC16a**

**Receipts and payments accounts**

For the period from	Period start date 01/10/2022	To	Period end date 30/09/2023
---------------------	---------------------------------	----	-------------------------------

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants & donations	-	-	-	-	2,744
Fundraising receipts	9,144	-	-	9,144	10,682
Hire of facilities	16,060	-	-	16,060	14,289
Feed in tariff	857	-	-	857	843
Interest	166	-	-	166	114
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>26,227</b>	<b>-</b>	<b>-</b>	<b>26,227</b>	<b>28,672</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,227</b>	<b>-</b>	<b>-</b>	<b>26,227</b>	<b>28,672</b>
<b>A3 Payments</b>					
Fundraising costs	2,878	-	-	2,878	3,229
Costs of charitable activities	20,074	-	-	20,074	34,971
Governance costs	300	-	-	300	295
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>23,252</b>	<b>-</b>	<b>-</b>	<b>23,252</b>	<b>38,495</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>23,252</b>	<b>-</b>	<b>-</b>	<b>23,252</b>	<b>38,495</b>
<b>Net of receipts/(payments)</b>	<b>2,975</b>	<b>-</b>	<b>-</b>	<b>2,975</b>	<b>- 9,823</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	45,314	-	-	45,314	55,137
<b>Cash funds this year end</b>	<b>48,289</b>	<b>-</b>	<b>-</b>	<b>48,289</b>	<b>45,314</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank - current	1,252	-	-
	Bank - deposit	41,700	-	-
	Social fund account	5,337	-	-
	<b>Total cash funds</b>	<b>48,289</b>	<b>-</b>	<b>-</b>
<small>(agree balances with receipts and payments account(s))</small>				

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	The hall freehold is held by Milland Parish Council as custodian trustee		-	-
			-	-
			-	-
	Hall equipment	Unrestricted	-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Booking deposits	Unrestricted	-	
	Accrued expenses	Unrestricted	-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	A. D. HAZLAM	11.11.23
	L. M. GOOCH	11.11.23

Milland Valley Memorial hall						
Registered Charity No. 305385						
Receipts and Payments Account						
01 October 2022 - 30 September 2023						
		Unrestricted Funds	Restricted Funds	Total Funds		Prior Year
		£	£	£		£
<b>Receipts</b>						
Grants and Donations		-		-		2,744
Hire of Hall & equipment		16,060		16,060		14,289
Fundraising		9,144		9,144		10,682
Feed in Tariff		857		857		843
Interest income		166		166		114
<b>Total Receipts</b>		<b>26,227</b>	<b>-</b>	<b>26,227</b>		<b>28,672</b>
<b>Payments</b>						
Rates and water		508		508		513
Energy		1,511		1,511		1,626
Insurance		768		768		713
Consultant administration		6,720		6,720		4,240
Cleaning		4,381		4,381		4,157
Cleaning supplies		460		460		675
Building maintenance		2,578		2,578		3,353
Trade waste		871		871		794
Administration and sundries		1,257		1,257		1,801
Special projects		1,320		1,320		17,394
Cost of fundraising		2,878		2,878		3,229
<b>Total Payments</b>		<b>23,252</b>	<b>-</b>	<b>23,252</b>		<b>38,495</b>
Excess of income over expenditure		2,975	-	2,975	-	9,823
Cash funds brought forward at 01 October 2022		45,314		45,314		55,137
Cash funds carried forward at 30 September 2023		48,289	-	48,289		45,314

	NW	Lloyds	Virgin	Reallocate cheque pay in duplication	Reallocate outstanding cheques	Reallocate cleaning supplies	Reallocate admin exps	Combine	Total
Grants/Donations									-
Hall hire	16,060.13								16,060.13
Fundraising		3,423.84						5,720.00	9,143.84
200 club		5,720.00						- 5,720.00	-
Interest			166.14						166.14
Other		60.00		- 60.00					-
Feed in tariff	857.38								857.38
	16,917.51	9,203.84	166.14	- 60.00	-	-	-	-	26,227.49
Rates/water	508.24								508.24
Oil/electric	1,511.20								1,511.20
Insurance	768.25								768.25
Admin fees	6,570.00						150.00		6,720.00
Cleaning	4,381.19								4,381.19
Cleaning supplies	304.07					156.22			460.29
Maintenance	2,577.98								2,577.98
Admin etc	1,562.78					- 156.22	- 150.00		1,256.56
Projects		1,320.46							1,320.46
Fundraising		20.00						2,857.50	2,877.50
Other		60.00		- 60.00					-
200 club		2,850.25			7.25			- 2,857.50	-
chqs 857 & 859		- 176.75			176.75				-
chqs 893 & 894		184.00			- 184.00				-
Waste	870.50								870.50
	19,054.21	4,257.96	-	- 60.00	-	-	-	-	23,252.17
Net	- 2,136.70	4,945.88	166.14	-					2,975.32
Balance b/f	3,389.14	391.04	41,533.97						45,314.15
Balance c/f	1,252.44	5,336.92	41,700.11						48,289.47
bank reconciliation									
per bank	1,252.44	5,520.92	41,700.11						
o/s chqs	-	184.00	-						
	1,252.44	5,336.92	41,700.11						
Projects									
Committee room chairs			1,320.46			Fundraising			
						200 club		5,720.00	
						Easyfundraising		66.20	
						Bonfire night		1,012.14	
						Quiz night		2,345.00	
			1,320.46					9,143.34	

**Independent Examiner's Report to the Trustees of Milland Valley War Memorial  
Hall**

(Registered charity number 305385)

I report to the trustees on my examination of the accounts of Milland Valley War Memorial Hall (the Charity) for the year ended 30 September 2023.

**Responsibilities and basis of report**

As the charity trustees of the Charity 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 Charity's accounts carried out under section 145 of the 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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.

Signed: 

Anne Alderman ACA

13 Millvale Meadows  
Milland  
Liphook  
GU30 7LZ

Dated: 16/11/23.....

## Milland Memorial Hall



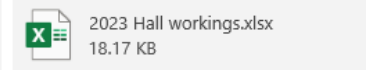
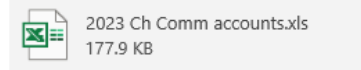
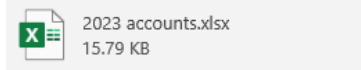
anne alderman <anne.alderman03@gmail.com>

03/11/2023 16:10



To: Louise Knight

[Save all attachments](#)



Dear Louise,

Thank you for your responses and attachments.

In respect of the split of the payment to you, I think that the allocation of £30 to expenses was something that Lorraine instigated. As your role is somewhat different I don't think it needs to be split so in the working schedule I've attached, I have moved it all to 'consultant administration'. You might just need to tell the committee.

I queried the credit with Certas because the last oil delivery didn't appear to have come from them. It doesn't affect the accounts.

I attach a working schedule of how I've reallocated the base figures from your accounts for the final figures. The changes are:

- cheques 857 and 859 had been included in the 2022 accounts so I have taken them out
- uncleared cheques 893 and 894 have been included. By the way these should be £69 and £115 and not £71.25 and £118.75 as shown on your year end figures.
- I have netted out the £60 that was 'banked' twice.
- I have reallocated £156.22 of paper towels that had got into the wrong column, and
- I have reallocated part of you fee in the first part of the year as mentioned above.

Please come back to me if you have any queries about any of these.

I also attach the final accounts and those for the Charity Commission. Once the Committee have approved the accounts I am happy to issue my report.

Best wishes,

Anne