

Horsell Village Hall

Chairmans Report 2018 – 2019

May I welcome every-body to the Horsell Village Hall 2018/2019 Annual General Meeting. This is the third full year of operation as a CIO (Charitable Incorporated Organisation) which was constituted in February 2016, and it marks the completion my first year as the Chairman of the Trustees. I was elected to replace Alan Bartlett at last year's AGM, but he has remained as a Trustee, and has been of great help in pointing me in the right direction. In addition to this position, I am also a member of the Horsell Residents Association committee, helping every quarter with the distribution of The Resident magazine and a member of the village show committee .

The last financial year has been one of steady progress, with income remaining steady, and only limited major financial expenditure on the key-less entry system.

In the last year, we have worked on a number of projects to improve the hall for our customers. The first was improved heating control, via the use of remote digital temperature control and programming. This has enabled optimised heating during the day, and lowering temperatures during the late evening and night. This will also, we hope, lead to lower utility costs. Our second project has been the introduction of a keyless entry system. The current arrangement involves hall users visiting the bookings secretary, Avril, to collect a key and then dropping it off. With the new system, a pin number can be allocated via telephone or letter, which will be valid only during the time the hirer has agreed to. The system has also been connected to an automated alarm, such that if a door is left open after a certain time, an alert will be generated at a control centre, and they will call one of the Trustees. This is a solution to a problem that was reported at the 2018 AGM, where a user left a door unlocked, allowing unauthorised entry. A total of three fire extinguishers were discharged on the walls and floor, but no further damage was done.

The system is in the final stages of commissioning, and should be fully functional in a few weeks.

It is not very often that the hall has a problem with vandalism, with last month the side gate post was ripped off the wall, which badly damaged two bricks. These have been repaired, but the gate has been removed, as it is felt it offers no real purpose. However, the gate has been kept, and can be re-installed if necessary. During the discussion with the keyless entry system vendor, they said that their system can incorporate CCTV security cameras. If these problems persist, then this might be considered.

Following on from the Hall refurbishment 4 years ago, it is expected that there would be a number of snagging faults, and this has proved to be the case. These have been mostly associated with the water supply, plumbing and drainage, especially with blockage in the lower hall disabled toilet. The cause of the blockages was finally identified as a poor alignment of the sewerage pipe, not allowing free flow of waste away from the toilet. As there is no longer access to this lower toilet for the disabled, the lower floor has been re-configured. The lower disabled toilet is now for general

use, and the second toilet has been converted into a table store. Six new tables have been purchased for the lower hall, and these are now store there, freeing up more space in the lower hall.

We are still hoping to recoup some of our costs in the investigation of blockages of the lower hall disabled toilet, but these costs are part of the final resolution of the building sign-off, which has still not been resolved. The problem is with the right of access for off-loading to the adjacent WBC parking space granted in the WBC 2013 Redevelopment Plan. A letter was written to Ray Morgan asking for a short discussion during the Future Planning for Woking meeting held in the village hall on 19th October 2018, but no discussion took place and there has been no correspondence received from the council. With no response from the council, it is difficult to pursue this, but it will be raised at every opportunity with them. Until it is resolved, we will not be able to formally sign off on the building works.

Following the hall refurbishment, the number of major projects requiring funding will decrease, and on-going operation of the hall will be on a 'care and maintenance', basis. The Garden Safari, which has been a contributor to the hall over many years, has indicated that they would like to allocate some of the money they raise be used for other good causes in the village, as traditionally, their donation to the hall has been used for the larger projects. However, money raised from the Christmas concert will still be used for hall.

Under the rules of the CIO, it is required that all the Trustees stand down at the AGM meeting, and indicate if they are willing to stand again for election. They have all agreed to do this. However, last year, the secretary stood down, and as yet, we have been unable to find a replacement. If there is any-one who would like to consider the position, please contact me, and we can discuss the role.

I would like to thank the other Trustees who run the hall on a voluntary basis, especially Dorothy Smith and Anna Doran for all the work they put in behind the scenes. Paul Edwards has also been of great help in the setting up and configuring of the keyless entry system,

In addition, Avril Clarke, the booking secretary, for handling the enquiries, terms and conditions, deposits, billings and showing customers round the hall.

Finally, below is a listing of the current Trustees:-

Paul Bowyer – Chairman of Trustees
Alan Bartlett
Bridie Dolman – WI Representative
Anna Doran – Treasurer
Paul Edwards
Adrian Harvey – Church and Institute Representative
Dorothy Smith – HRA Representative
Situation Vacant - Secretary

Paul Bowyer
Chairman Horsell Village Hall Trustees.

April 2019

HORSELL VILLAGE HALL

Registered Charity No 1160600

Receipts and Payments Account for the year ended 31/12/2018

	This year £	This year £	This year £	Last year £
	Main fund	Designated fund	Total	Total
Receipts				
Letting Income	28,424	0	28,424	29,549
Donations	81	5,316	5,396	5,024
Grant Income	0	0	0	0
Bank Interest	97	0	97	69
Total receipts	28,602	5,316	33,917	34,642
Payments				
Honorarium	500	0	500	500
Utilities	7,067	0	7,067	8,853
Telephone	321	0	321	395
Cleaning and Waste	10,419	0	10,419	9,422
Postage and Stationery	113	0	113	134
Repairs and Maintenance	2,443	0	2,443	6,736
Insurance	2,401	0	2,401	2,309
Sundry	2,170	0	2,170	1,320
Sub total	25,435	0	25,435	29,669
Asset Purchases	0	733	733	4,782
Total payments	25,435	733	26,168	34,451
Surplus/deficit	3,167	4,583	7,749	192

Note : All funds are unrestricted

Independent Examiner's Report

Report to the Trustees of the Horsell Village Hall CIO on the accounts for the year ended 31 December 2018

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 statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

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 trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Susan Trueman FCA

Date: 13/04/2019