

## **THE WINN MEMORIAL PARISH HALL CIO ("the CIO")**

**CHARITY NUMBER 1173517**

### **REPORT OF THE TRUSTEES FOR THE YEAR TO 30 SEPTEMBER 2023**

The Trustees of the CIO are pleased to present their report and the accounts for the year to 30 September 2023. The activity of the Charity is the running of The Winn Hall in Dunsfold for the benefit of local residents and others wishing to hire the property for events, meetings or other purposes.

#### **1. Objects of the CIO**

The objects of the CIO set out in the Constitution dated 14 June 2017 are –

“...to run a village hall and to promote for the benefit of the inhabitants of the Parish of Dunsfold without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social facilities and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants”.

#### **2. Names of the Charity Trustees**

Mr Richard Austin Woof, Chairman  
Mr Robert Martin Gourlay  
Mr David William Airey  
Mr Timothy Robert Bailey ACA, Treasurer  
Mrs Debra Ann Wace – resigned 30 June 2023  
Mrs Lynne Rosemary Enticknap, Secretary  
Rev. Rutton Viccajee

All the Trustees served throughout the year unless otherwise indicated. None of the Trustees have received any remuneration or other benefits from the Charity.

#### **3. Management**

The day-to-day management of The Winn Hall, including arranging hirings, maintenance, repair, decoration and cleaning, has been delegated to the Management Committee, which operates under formal written Terms of Reference dated 15 August 2018 which give details of the delegation.

The current members and officers of the Management Committee are –

David Airey (Charity Trustee)	Chairman
Vicky Barley	Secretary
Paul Goudie	Treasurer
Ali Allison	Bookings Secretary
Jo Burt	
Peter Rayner	
Chris Skinner	
Sue Peake	
Sue Pope	
Shaun Devoto	

#### **4. Accounts**

The accounts are prepared on a receipts and payments basis and are included in this report.

Total receipts were £20,200.67 of which lettings and other income accounted for £10,160.60 and £6,511.34 were donations and grants, including a grant of £4,036.34 from the LoCase programme (Low Carbon across the South and East), £2,000 from Surrey County Council towards a new cooker (bought for £4,092.67 in the next financial year) and £300 from Dunsfold Parish Council. Payments in the year were £25,123.14, including £5,200.09 on new LED lighting and £4,890.76 on secondary window glazing, both with the aim of improving energy efficiency and reducing the cost of lighting and heating. Accordingly, there was a large deficit for the year of £4,922.47, with the funds in the bank accordingly reducing from £15,894.63 to £10,972.16.

The BlackRock Charities UK Equity Fund shares provided dividend income of £3,528.73, an increase of 7.6% over the previous year. The shares also increased in value by £12,344.41 to £105,289.68, giving the Charity total reserves at 30 September 2023 of £116,261.84.

The Charity owns the land on which The Winn Hall is situated, as well as the land surrounding it and the car park. It also owns the building and all the plant, equipment, fixtures and fittings in the building.

#### **5. Investment and reserves policies**

The Trustees, having regard to the possibility of occasional unexpected significant payments as well as planned capital expenditure, operate a policy of aiming to keep a minimum of about £10,000 of the Charity's reserves in immediately accessible funds at the bank. The balance of the reserves are considered available for longer term investment, and are invested with BlackRock in one of their funds, with a view to giving the Charity both extra income and long term capital growth.

The Trustees are satisfied that the overall level of reserves is sufficient to allow The Winn Hall to continue to operate safely and effectively for the foreseeable future.

#### **6. Activities and other operational matters**

The main activities to report are:

- The number of hirings has exceeded levels achieved before the pandemic. The small increase in hiring charges introduced last year appears to have had no effect on the number of bookings.
- There were a number of repairs required. These included water leaks, roof tiles and lead flashing replacements. In October the Hall was struck by lightning which meant that large parts of it, including the boiler, were without power for many weeks until the damaged electricity meter could be replaced. Some of the costs to subsequent electrical repairs were met by an insurance claim.
- There have been some very significant investments in replacement equipment and updating during the year. Secondary glazing was installed in the main hall area and the lighting throughout the building was replaced with LED lighting. Two separate grants were secured to support some of the costs of this work. A total of £4,036.34 was received from EU Funding (LoCASE) for the secondary glazing and LED lighting, and £2,000.00 from Surrey County Council towards a new cooker and associated installation costs.
- A Bluetooth communication point has been added by a local user at no cost.

- Arrangements for hiring were changed with the adoption of the Hallmaster booking system. This allows for hirers to make their bookings directly on the website with the Bookings Secretary providing confirmation. The same system allows for invoicing online. The annual fee for Hallmaster is £240.00.
- To support the change to the Hallmaster system, and to improve the web presence of the Hall, the website was significantly redesigned using the services of a local company at a cost of £690.00.
- Inspections of the emergency lighting and of fire safety equipment were undertaken and an annual PATS test on all electrical appliances was carried out, all by external contractors. The emergency lighting test certificate is on display in the Hall, other certificates are held on file. The first aid boxes were inspected with items replaced as necessary.
- Inspections of energy use and of legionella were carried out by external agencies. Neither revealed significant weaknesses but both provided useful reports that are guiding current practice.
- A working party of Management Committee members met on one occasion to clear the grounds and on another occasion to clean the Hall and Nugent Room.
- One of the Committee members undertakes care of the garden in front of the Hall.
- The data protection policy was reviewed, and no changes were recommended. A Data Protection Privacy Statement is available on the website.

## 7. Public benefit

The Trustees are satisfied that the Charity's purpose meets the public benefit requirement and confirm that they have kept in mind the Charity Commission's guidance on public benefit at Trustee meetings and in managing the activities of the Charity.



Richard Woof

Chairman of the Trustees of The Winn Memorial Parish Hall CIO

Date: 11 January 2024

**THE WINN MEMORIAL PARISH HALL CIO**  
**CHARITY No. 1173517**  
**STATEMENT OF RECEIPTS and PAYMENTS**

	Year to <u>30/09/2023</u>	Year to <u>30/09/2022</u>
	£	£
<b><u>RECEIPTS</u></b>		
Lettings, hirings and other income	10,160.60	7,762.88
Donations and grants	6,511.34	2,992.00
Dividends from investments	3,528.73	3,280.25
<b>TOTAL RECEIPTS</b>	<b>20,200.67</b>	<b>14,035.13</b>
<b><u>PAYMENTS</u></b>		
Caretaking and Booking services	5,500.00	6,010.00
Repairs and maintenance	2,315.44	921.69
LED lights and secondary glazing	10,090.85	-
Insurance	1,603.64	1,482.50
Utilities	2,858.32	2,865.69
General running costs	2,754.89	2,898.38
<b>TOTAL PAYMENTS</b>	<b>25,123.14</b>	<b>14,178.26</b>
<b>Deficit for the year</b>	<b>(4,922.47)</b>	<b>(143.13)</b>
Funds at 1 October	15,894.63	16,037.76
Deficit for the year	(4,922.47)	(143.13)
<b>Total Funds at 30 September</b>	<b>10,972.16</b>	<b>15,894.63</b>
<b>Represented by:</b>		
Lloyds Current A/C	10,972.16	15,894.63
<b>Total Funds</b>	<b>10,972.16</b>	<b>15,894.63</b>
Investments - see note below	105,289.68	92,945.27
<b>TOTAL ASSETS</b>	<b>116,261.84</b>	<b>108,839.90</b>

The investments are 14,703.026 shares at market value in the Charities UK Equity Fund managed by BlackRock. No shares were bought or sold in the year.

The freehold land and village hall building are not included in these accounts.

Chairman: *Richard Woof* Richard Woof

Treasurer: *T. R. Bailey* Tim Bailey ACA


Date: *11 January 2024*

## INDEPENDENT EXAMINER'S REPORT

I have completed my examination of the receipts and payments for the year to 30 September 2023 and confirm that no material matters have come to my attention which give me cause to believe that proper accounting records have not been kept in accordance with section 130 of the Charities Act 2011, or that the receipts and payments are not in accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding to be reached.

Independent Examiner:



Anna Perei ACA

Date:

16th February 2024