

HASLEMERE TOWN COUNCIL

CIL FUNDING APPLICATION FORM

PLEASE USE THE CIL POLICY AND FUNDING APPLICATION FORM GUIDE TO ASSIST YOU IN COMPLETING THIS DOCUMENT AND ENSURE YOU COMPLETE THE VALIDITY CHECKLIST ON PAGE 4

Contact and organisation details

1. Applicant organisation	Haslemere Hall
2. Name and position of main contact	Stephen Bennett Trustee – Haslemere Hall
3. Applicant contact details (phone no, email and address)	Stephen Bennett 01428 642320 Bennett.haslemere@btinternet.com Vista, Marley Lane, Haslemere, GU27 3RG
4. Type of organisation If a charity, please provide registration number	Charity Charity Number 1155881
5. Is the organisation able to reclaim VAT?	
6. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves and latest budget.	A copy of the audited annual accounts for the year ending 31 st December 2023 is attached to this application. We are yet to produce examined accounts for the year end '24, but we expect the position to improve slightly from the previous year. Broadly, and subject to verification, our income for the year was £333,000 and our expenditure £294,000. Again, subject to verification, we hold c. six months reserves of expenditure, which is the minimum thought prudent by the Trustees.

PROJECT DETAILS

7. Location of project	The Annexe (Bar) of Haslemere Hall Bridge Road Haslemere Surrey GU27 2AS
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<p>8. Summary of the project proposal</p>	<p>DESCRIPTION</p> <p>To improve and enhance the Annexe to the Hall, (the bar and function room area) to provide an income-generating destination in its own right and to accommodate larger numbers of customers as they arise from housing developments.</p> <p>This will add to the sustainability of the Hall as a whole, as the main film, theatre, music, dance and cultural venue in the area.</p> <p>We will remove the old, office-style suspended ceiling and inefficient fluorescent lighting and replace it with a modern design, together with low power-consumption LED fittings. This will be more environmentally sustainable as well as being more attractive, helping us toward our climate change objectives.</p> <p>We will need to divert the water and electrical services, data and alarm cabling that are above the ceiling at present.</p> <p>We will sand and re-finish the existing parquet flooring to bring out the natural beauty of the wood and re-decorate the room in a sympathetic palette (Sahran Abeysundara is the interior designer).</p> <p>New, energy-efficient wall lights will be installed and we will improve the bar itself with new low-energy chillers, LED lighting and increased capacity to serve larger numbers of customers more efficiently.</p> <p>Please see attached document for more details of the finishes and fittings.</p> <p>WHY SEEKING FUNDING</p> <p>To be able to carry out the project, with CIL money augmenting the same amount we have raised ourselves from private donations.</p> <p>BENEFITS THE PROJECT WILL BRING</p> <p>The Bar/Annexe provides a very important source of income for the Hall and the project will increase our capacity to serve larger numbers of customers as they arrive from new housing developments.</p> <p>Eg, more drinks chillers/bar facilities/storage, extra payment terminals, all of which are bottlenecks to service at the moment.</p> <p>This will only become more of a problem as increasing traffic arises from consented housing schemes.</p>
<p>9. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>More development will inevitably mean more people and we are the main entertainment venue in the area.</p> <p>The project will make the Annexe/Bar a more attractive place for customers and hirers and expand our capacity to offer good facilities to larger numbers of people as they arise from developments that are being built out.</p> <p>They are not sufficient at the moment and feedback from some hirers confirms that. Without this capital investment, things will inevitably decline.</p> <p>The evidence of our reach is both the wide area from which our customers are drawn – see schedule attached to Q10 below – ranging from Godalming to Grayshott, Haslemere to Hindhead and beyond, and our membership list which extends all over Waverley and the south-east.</p>

<p>10. What evidence is there of support from the community</p>	<p>Other than the important evidence that the community has raised half the cost of the project itself, the evidence is the support of thousands of residents every year who attend to support the Hall and the hundreds of the unpaid volunteers we have, who support our work to give something back to their area.</p> <p>A measure of the engagement is the paid individual attendances for recent years, <u>excluding</u> those coming with club/society/classes are:</p> <p>2019 –39,618 customers 2022 –21,968 customers 2023 –23,161 customers 2024- 19,326 customers Total 104,073</p> <p>Every day there are community activities at The Hall.</p> <p>It is truly a service for the community by the community. A list of regular users is below, and as part of the Haslemere Festival we are hosting the Dolmetsch Centenary Festival, with attendees genuinely coming from all corners of the world. We think we enhance the reputation of the Borough and the Town, and the Hall and has local economic benefit beyond our own walls.</p> <p>Each of our users very often has 15/20 attendees – the U3A alone has 12 sub-groups, so our ‘people-through-the-door’ figures are far in excess of the numbers quoted in the paragraph above.</p> <p>Please see the Q10 separate sheet attached for more details – this format does not allow the document to be included.</p> <p>Camelsdale School Entertainment Events Haslemere Beer Festival Haslemere Musical Society Haslemere Players Haslemere Rotary Haslemere Society Haslemere Sports Awards Haslemere Thespians Haslemere Town Council HaslemereWine Appreciation Home & Vintage Imagine That Productions John Freemantle Wrestling John Wilson Music Judy Wightman - Pilates Julian Lewry Music Manika Kitchen More the Merrier NHS Eye Screening</p>
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	RNLI St. Bartholomew's School Stagecoach Street Nation Surrey County Council Surrey Theatre Academy The Arts Society U3A Women's Institute
11. Proposed timescales for the project, to include any deadline or circumstance which would require funding within a specific period of time	We propose to do the project in the Spring/Summer of 2025.
12. Do you need planning permission to carry out the works?	No. There will be no changes to the external fabric of the building.
13. If planning permission is required is it in place to carry out the works? If so, please provide the application number	Not required, internal works only.
14. What is the relationship between the applicant and the land/property ownership where the project is taking place? i.e. freehold/long lease/short lease /lease term? Please provide evidence.	Application by a Trustee on behalf of the Charity which owns the freehold.

FUNDING DETAILS

15. Estimated project cost	£40,607	
16. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£20,000	CIL Funding
Any other Local authority contribution e.g. WBC and/or SCC	None	

Third party contribution	£20,607	Fund raising carried out by the Hall
Total cost	£40,607	Total
17. Detail of additional sources of funding available	<p>As a Charity, Haslemere Hall has to carry working capital reserves to meet fluctuations in trading conditions, commitments to staff and other unforeseen events.</p> <p>We are meeting half the cost of the project from donations made by local residents.</p>	
18. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>We are seeking CIL funding to enable us to carry out necessary work and accommodate larger numbers of customers that will arise from consented developments in the area.</p> <p>Facilities are not sufficient at the moment and we need to provide an area that is multi-functional and a flexible space throughout the day and evening for local residents.</p> <p>We have already spoken to paying members who in some cases have donated to our cause, and we have reached 50% of the cost of carrying out the project.</p>	
19. Please indicate whether the organisation has previously received CIL or other funding sources from either Haslemere Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	<p>The Hall received CIL funding of £40,000 in 2024 which was used to replace and provide a new flat roof.</p> <p>The Hall was helped get through the pandemic by both the Town and Borough Councils.</p> <p>In 2018/19 The Town Council granted the Hall £3,500 for the refurbishment of the toilets (Spend A Penny Appeal).</p>	
20. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed? And who will be responsible for it?	<p>There is no revenue spend associated with the project.</p> <p>The project capital in nature and is designed to increase turnover and sustainability of the Hall which will improve the long term viability, meet climate change objectives and accommodate more residents as they attend the Hall from newly-built housing developments.</p>	

VALIDITY CHECKLIST

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	Yes
You hold a bank account in the name of the organisation applying, not an individual	Yes

This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application, together with latest budget.	Yes
This application is accompanied by 3 quotes for the work you are wanting done	No
The application is not for a project already completed	No
The application is not for ongoing costs for a project	No
The application is not for annual maintenance or repair	No
The application is not a project promoting a political party	No
The application is not for a project that conflicts with existing Town Council policies	No
The application is not for VAT that you can recover	No
The funds are not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	No
You consent to acknowledge HTC's contribution in your marketing / promotional material	Yes

Section E: Declaration

When you have completed the application please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Haslemere Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Haslemere Town Council via the Deputy Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Haslemere Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Haslemere Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Haslemere Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Haslemere Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.haslemeretc.org

Signed: _____STEPHEN BENNETT_____

Organisation____Haslemere Hall_____

Date: _____16th April 2025_____

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____

Haslemere Hall
(A company limited by guarantee)
Annual Report and Financial Statements
For the Year Ended 31 December 2023

Haslemere Hall
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For the Year Ended 31 December 2023

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**Haslemere Hall
Officers and Professional Advisers
for the Year Ended 31 December 2023**

Directors and Trustees:

Mrs L Barrow
Mr S Bennett
Mrs L Collins
Mr G Davenport
Mr H Donaldson MBE DL
Mrs J Hill

Dr K Seymour
Mr A Stent
Mr P Taylor
Mr P Thompson
Mr N Westcott-White
Mrs L Moir
Mr J Gardner

Haslemere Town Council Nominated Representative: Councillor Phil Miller

Hall Manager: Mr Howard Bicknell

Hon. Treasurer: Mr G Davenport

Principal Office: Haslemere Hall
Bridge Road
Haslemere
Surrey
GU27 2AS

Charity Registration Number: 1155881

Registered Company Number: 08601292

Accountants: Gent & Fell Accountants Ltd
26 High Street
Haslemere
Surrey
GU27 2HW

Bankers: Lloyds Bank plc

Solicitors: Potter, Owtram & Peck
42 West Street
Haslemere
Surrey
GU27 2AN

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2023**

The Trustees submit their annual directors' report and the independently examined financial statements for the year ended 31 December 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019).

Objects of Charity

These were defined in the Articles of Association of the Haslemere Hall, dated 10th May, 2013 and which came into force as at 1st January, 2016, when all the assets of the "Old" Haslemere Hall (Charity Number: 305058), with the exception of cash of £5,001, were taken over and the "new" Charity (Charity Number: 1155881) commenced trading.

The "new" Charity, Haslemere Hall, is limited by guarantee:
(Registered Company Number: 08601292)

The "new" Charity continues the objects of the "old", these being defined in the Articles of Association as: "The **Objects** of the **Charity** are to provide and maintain a hall for the use of the inhabitants of Haslemere and the neighbourhood without distinction of sex, or of political, religious or other opinions, and in particular for use for meetings, lectures and classes, and for other forms of education, recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants."

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2023
(Continued)**

Structure, Governance and Management

Haslemere Hall, which is situated in Bridge Road, Haslemere, was erected in 1913 and "given to the people of Haslemere for their benefit and enjoyment" by Barclay Lewis Day.

Trustees

The **Annual General Meeting** held on **19th September 2023**, was held under the rules of the constitution.

Both Jenny Hill and Lian Barrow stood down by rotation, (para 3.4 of the Memorandum of Association) but each offered themselves for re-election.

The Society nominees – **Adrian Stent, Kim Seymour, Lorraine Collins, Lucy Moir and Jock Gardner** had all been re-nominated by their societies and were therefore eligible to be re-elected.

All Trustees were duly re-elected in accordance with the Trust's requirements.

The Trustee Board is as follows:

Public: Lian Barrow, Guy Davenport, Hamish Donaldson, Jenny Hill, Paul Thompson, Stephen Bennett and Nick Westcott White.

Society Nominations

Adrian Stent	Haslemere Players
Kim Seymour	Haslemere Thespians
Lorraine Collins	Haslemere Musical Society
Lucy Moir	Surrey Theatre Academy
Jock Gardner	Haslemere U3A

Peter Taylor was re-elected in order that he may continue to advise over the Hall constitution.

Councillor Simon Dear stood down. He was much welcome by all the Trustees.

Councillor, Phil Miller, took over from Simon Dear and we are so pleased by the Councillors we have from the Haslemere Town Council.

All Trustees of the Haslemere Hall are also Directors of Haslemere Hall Limited.

Howard Bicknell continues to be The Haslemere Hall Manager.

Details of officers and professional advisers are shown on page 1.

Organisation

The day to day organisation of the Hall is delegated to the Hall Manager, responsible to the Trustees. The Manager is responsible for all aspects of running the Hall, including the necessary compliance with the rules and regulations governing the Hall, health and safety and licensing requirements. The Manager gives a full report of the activities of the Hall at each meeting and his report is recorded in the minutes.

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2023
(continued)**

Risk Management

The Trustees have a duty to identify and review the risks to which the Haslemere Hall is exposed and to take reasonable steps to mitigate them. The Trustees are monitoring the following areas which have been identified as the most significant risks.

Financial Risk

The risk that insufficient income is generated to meet operational expenditure or invest in capital improvements. Close scrutiny of financial and budgetary reports is undertaken and an evolving recovery plan by Trustees to ensure that the programme of events is suitable for the changing needs of the people of Haslemere.

Asset Management

The cost of maintaining the Haslemere Hall periodically requires significant one-off capital expenditure for which medium to long term planning is required. Trustees support the Haslemere Hall management with grant applications and appeals where appropriate to support a suitable programme of capital investment. Regular maintenance routines and inspections are in place to optimise the benefit and useful life of the assets.

Third Party Risk

The Haslemere Hall is used by a wide variety of stakeholders engaged in a range of activities. The risk of individual accidents and accidental damage to the Hall is covered by an appropriate level of insurance but risks are reduced by regular maintenance and inspections of the building and equipment. Staff and Volunteer receive regular training on safety procedures implemented for public events. Other risks being reviewed by the trustees include those around broader Health and Safety, Safeguarding and Data Protection.

**Financial Review
Income**

Income increased from £266,274 in 2022, to £269,245 in 2023. Income comes from many sources, including but not limited to: regular users and societies; external hires; legacies and donations; and film income. Traditionally, film profits have been a major contributor. However, attendance at the films continues to lag behind pre-covid levels. Film selection is not easy and this is an area the Hall Management is focusing on.

Expenditure

Expenditure increased from £282,398 in 2022 to £286,253 in 2023. This increase of less than 1.5% is very creditable giving the dramatic increases in inflation (particularly heating) and in spite of cutting controllable costs.

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2023
(continued)**

Overall Result

Net income for 2023 resulted in a deficit of £16,245 (2022 - £21,928).

Unrestricted reserves finished the year at £95,458 (2022 - £104,425)

Achievements and Performance

We were very pleased, again, with the amazing quality of the live performances - Thespians, Players, Surrey Theatre Academy, Haslemere Musical Society, Imagine That and many others. The houses were all nearly filled and the costumes, bands and actors were amazing. Sadly, the houses for the films, with a few exceptions, have experienced considerably lower houses than we experienced in the past.

Plans for the Future

The Trustees aim to continue offering the hall for the use of the inhabitants of Haslemere and the neighbourhood. They are committed to maintain the fabric of the Hall and to continue making it energy efficient. They are also committed to encourage fuller houses for films in 2023.

The main challenge is to refurbish the flat roof. It is likely to cost some £40-50,000. We will be seeking donors. **(Stephen will guide you re the Flat Roof)**

Reserves Policy

The policy of the Trustees is to maintain unrestricted funds, which are free reserves of the Trust, at a level of around 6 months expenses of the Hall plus sufficient to cover irregular maintenance (for example redecoration every 5 years).

Using figures for 2023, 6 months expenses were £142,745 (2022 £136,776) with unrestricted reserves of £88,181 (2022 £104,425).

At the end of 2023, we had cash of £127,066 (2022 £142,702).

Summary of Reserves in 2023:

6 months expenses:	£142,000
Cash of at the end of 2023:	£127,000
Unrestricted reserves:	£ 95,000

Our target is to increase our Unrestricted Reserves by £20,000 in 2024

**Haslemere Hall
Trustees' Report
For the Year Ended 31 December 2023
(continued)**

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Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Haslemere Hall for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.



G. Davenport

Haslemere Hall
Statement of Financial Activities
For the Year Ended 31 December 2023

		Unrestricted Funds	Restricted Funds (Seating)	Restricted Funds	Designated Funds	Total	Total
	Note	£	£	£	£	2023 £	2022 £
Incoming Resources							
Grants, Donations, Legacies & Raising Funds	2	169,375	0	0		169,375	185,356
Charitable Objects	3	99,870	0	0	0	99,870	80,918
Investments	4	0	0	0	0	0	0
Total Incoming Resources		269,245	0	0	0	269,245	266,274
Resources Expended							
Raising funds	5	87,409	0	0	0	87,409	96,358
Costs of charitable activities	6	198,080	764	0		198,844	186,040
Total Resources Expended		285,489	764	0	0	286,253	282,398
Net gains / (losses) on investments		0	0	0	0	0	0
Net Income / (expenditure)		(16,244)	(764)	0	0	(17,008)	(16,124)
Transfers between funds		0	0	0	0		0
Net movement in funds for the year		(16,244)	(764)	0		(17,008)	(16,124)
Balances brought forward at 01/01/2022		104,425	1,536	0	21,918	127,880	144,004
Balances carried forward at 31/12/2023		88,181	772	0	21,918	110,871	127,880

The prior year Statement of Financial Activities is provided in note 16.

The notes on pages 10 to 17 form part of these financial statements

**Haslemere Hall
Balance Sheet
As at 31 December 2023**

	Note	2023 £	2022 £
Fixed Assets			
Tangible fixed assets	9	772	1,536
		<u>772</u>	<u>1,536</u>
Current Assets			
Stock	10	4,702	4,169
Debtors	11	15,509	14,003
Cash at bank and in hand, including £5,001 held in Haslemere Hall Trust		127,066	142,702
Short term deposit		0	0
		<u>147,277</u>	<u>160,873</u>
Current Liabilities:			
Amounts falling due within one year	12	37,178	34,529
		<u>37,178</u>	<u>34,529</u>
Net Current Assets		110,099	126,343
Net Assets		<u><u>110,871</u></u>	<u><u>127,880</u></u>
Equity			
Unrestricted Funds		88,181	104,425
Designated Funds		21,918	21,918
		<u>110,099</u>	<u>126,343</u>
Restricted-seating	13	772	1,536
		<u><u>110,871</u></u>	<u><u>127,880</u></u>

The Financial statements were approved by the Board of Trustees


..... Trustee


..... Trustee

G. Davenport

Mrs J. Hill

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Statement of Cash Flows
As at 31 December 2023

	2023 £	2022 £
Cash flow from fund activity		
Net movement in funds	(17,008)	(16,124)
Reconciliation to cash generated from operations;		
Depreciation	764	1,437
Investment income	0	0
(Increase) / Decrease in stock	(533)	(846)
(Increase) / Decrease in debtors	(1,507)	(1,470)
Increase / (Decrease) in creditors	2,649	11,317
Net cash flow from fund activities	<u>(15,636)</u>	<u>(5,686)</u>
Cash flow from investing activities		
Interest received	0	0
Dividends received	0	0
Net cash flow from investing activities	<u>0</u>	<u>0</u>
Cash flow from financing activities	0	0
Sale of Endowment fund investments	0	0
Net cash flow from financing activities	<u>0</u>	<u>0</u>
Net increase / (decrease) in cash and cash equivalents	(15,636)	(5,686)
Cash and cash equivalents at start of 2023	142,702	148,388
Cash and cash equivalents at end of 2023	<u><u>127,066</u></u>	<u><u>142,702</u></u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	127,066	142,702
Short term deposit	0	0
Cash and cash equivalents at end of 2023	<u><u>127,066</u></u>	<u><u>142,702</u></u>

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023

1 Accounting Policies

a) Accounting Convention

The financial statements have been prepared under the historical cost convention, modified for the revaluation of investments. They have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (Issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK (FRS 102) and the Companies Act 2006. They have been prepared on an accruals basis of accounting.

b) Reconciliation with previous Generally Accepted accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required.

c) Income Recognition

Income is recognised in the period in which it is entitled to receipt and the amount can be measured with reasonable accuracy.

(1) Grants and Donations

Free donations are taken to unrestricted funds. Tied gifts are separately accounted for to ensure that they are utilised in accordance with the purpose for which they were given.

Where grant income is used to purchase fixed assets, a restricted fund is established which will reduce annually in line with depreciation of the fixed assets purchased.

(2) Investment Income

Investment income is stated at the amount received in the year.

(3) Trading Activities

Income received from trading activities is shown in the Statement of Financial Activities and broken down to show gross income and expenses in the notes to the financial statements.

d) Fund Accounting

(2) Unrestricted Funds

The general funds are the free funds of the hall. They are not tied as are the restricted funds for a specific use.

(3) Restricted Funds

Where a donor has specified a particular purpose for a donation or gift, the donation or gift is separately accounted for to ensure that it is only used for the purposes originally specified by the donor.

(4) Designated Funds

Designated funds are amounts which have been set aside at the discretion of the trustees for a specific, but not legally binding, purpose.

e) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023
(continued)

1.Accounting Policies (continued)

f) Fixed Assets

Fixed assets comprising the freehold land and buildings at Bridge Road, Haslemere are used to provide hall services. They are the permanent endowment property of the charity. Their provision and maintenance is in fulfilment of the objects of the charity and as required by the Charities SORP they have not been capitalised. The freehold land and buildings have been insured for £4,402,429.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, or valuation of each asset as follows:-

Tiered Seating - 5% straight line basis on the floor works
Digital Projector - 20% straight line basis

g) Stock

Stock is stated at the lower of cost and net realisable value.

Grants, Donations, Legacies & Raising Funds
note 2

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£	£
Friends of Haslemere Hall	6,240	0	0	6,240	6,446
Haslemere Town Council	0	0	0	0	0
General Donations	3,876	0	0	3,876	8,131
Government Covid Grant	0	0	0	0	0
Government Furlough	0	0	0	0	0
Arts Council	0	0	0	0	14,650
Anon	0	0	0	0	0
Interest received	3	0	0	3	
	<u>10,119</u>	<u>0</u>	<u>0</u>	<u>10,119</u>	<u>29,227</u>
Cinema and other hall activities	79,026	0	0	79,026	90,288
Advertising	2,451	0	0	2,451	2,134
Box Office fees	14,551	0	0	14,551	11,701
Bar, Ice creams and confectionary	63,228	0	0	63,228	52,006
	<u>159,256</u>	<u>0</u>	<u>0</u>	<u>159,256</u>	<u>156,129</u>
TOTAL	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>169,375</u>	<u>185,356</u>

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023
(continued)

Charitable Objects

note 3

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2023	Total 2022
	£	£	£	£	£
Letting charges and commission	99,870	0	0	99,870	80,918

Investment Income

note 4

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2023	Total 2022
	£	£	£	£	£
COIF deposit account interest	0	0	0	0	0
Interest received	0	0	0	0	0

Resources Expended:

On Raising funds

note 5

	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2023	Total 2022
	£	£	£	£	£
Film hire and projection costs	41,792	0	0	41,792	51,062
Staff costs	21,873	0	0	21,873	21,745
Other costs	0	0	0	0	650
Performing rights society	(1,724)	0	0	(1,724)	1,747
Net Purchases	25,468	0	0	25,468	21,153
	87,409	0	0	87,409	96,358

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023
(continued)

Costs of charitable activities
note 6

	Activities undertaken directly	Governance and Support Costs	Restricted Funds (Seating)	Restricted Funds	Designated Funds	2023	2022
	£	£	£	£	£	£	£
Unrestricted funds							
Staff salaries and NIC	125,704	0	0	0	0	125,704	120,668
Heat, light and water	0	18,503	0	0	0	18,503	7,317
Council tax	0	238	0	0	0	238	451
Insurance	0	10,921	0	0	0	10,921	10,552
Repairs and maintenance	10,442	0	0	0	0	10,442	10,568
Cleaning	0	10,601	0	0	0	10,601	8,499
Databox licence and computer support services	12,105	0	0	0	0	12,105	18,022
Stationery, printing, telephone and postage	0	6,663	0	0	0	6,663	5,260
Miscellaneous	0	1,469	0	0	0	1,469	1,893
Depreciation	0	0	0	0	0	0	673
Independent examination	0	825	0	0	0	825	775
Bank charges	0	609	0	0	0	609	600
Air Conditioning	0	0	0	0	0	0	0
	148,251	49,829	0	0	0	198,080	185,278
Restricted funds							
Depreciation	0	0	764	0	0	764	764
	148,251	49,829	764	0	0	198,844	186,042

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023
(continued)

Allocation of governance and support costs
note 7

	Total allocated £	2023 Governance Costs	2023 Support Costs	2022 Governance Costs	2022 Support Costs
	£	£	£	£	£
Unrestricted funds					
Heat, light and water	18,503	0	18,503	0	7,317
Council tax	238	0	238	0	451
Insurance	10,921	0	10,921	0	10,552
Cleaning	10,601	0	10,601	0	8,499
Stationery, printing, telephone and postage	6,663	0	6,663	0	5,260
Miscellaneous	1,469	0	1,469	0	1,893
Depreciation	0	0	0	0	673
Independent examination	825	825	0	775	0
Bank charges	609	0	609	0	600
Restricted funds					
Depreciation	764	0	764	0	764
	50,594	825	49,769	775	36,009

Wages

note 8

The average number of employees during the year 2023 was 1 full time and 6 part time (2022 - 1 full time and 6 part time)

Net cost of Wages and Salaries in 2023
was £147,577 (2022 £142,413)

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023
(continued)

Tangible Fixed Assets
note 9

	Restricted Funds Seating £	Unrestricted Funds Other £	Totals £
Cost:			
As at 1 January 2023			
and as at 31 December 2023	15,285	3,365	18,650

Accumulated Depreciation:

As at 1 January 2023	13,749	3,365	17,114
Charge for Year	764	0	764
As at 31 December 2023	14,513	3,365	17,878

Net Book Value

As at 31 December 2023	772	0	772
As at 31 December 2022	1,536	0	1,536

Stock

note 10

	2023 £	2022 £
Goods for resale		
Value 1st January 2023	4,169	3,322
Value 31st December 2023	4,702	4,169
Increase / Decrease during the year	533	846

Debtors

note 11

	2023 £	2022 £
Insurance - 11 months	10,571	9,955
Trade Debtors	4,768	2,773
Other Debtors	170	0
Taxation and Social Security	0	0
	1,274	
	15,509	14,002

Creditors

note 12

	2023 £	2022 £
Trade Creditors	2,229	387
Other Creditors	34,949	34,142
	37,178	34,529

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023
(continued)

Restricted Funds

note 13	Balance 31 Dec 2022	Additions 2023	Resources Expended	Balance 31 Dec 2023
	£		£	£
Seating Appeal	1,536	0	764	772

Analysis Of Net Assets Between Funds

note 14	Tangible Fixed Assets	Investments	Net Current Assets	Total
	£	£	£	£
Restricted Funds - Seating	772	0	0	772
Unrestricted Funds	0	0	88,181	88,181
Designated Funds	0	0	21,918	21,918
	772	0	110,099	110,871

Trustees' Remuneration and Reimbursed Expenditure

note 15

The Trustees were not entitled to and received no remuneration from the charity during the year.

No expenditure was reimbursed to Trustees during the year.

The cost of indemnity insurance in respect of the trustees for the charity for the year was £254.51 (2022 - £254.51)

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Notes to the Financial Statements
For the Year Ended 31 December 2023
(continued)

Prior year Statement of Financial Activities
note 16

		Unrestricted Funds	Restricted Funds (Seating)	Restricted Funds	Designated Funds	Total
		£	£	£	£	2022 £
Incoming Resources						
Grants, Donations,	2	170,706	0	14,650		185,356
Charitable Objects	3	80,918	0	0	0	80,918
Investments	4	0	0	0	0	0
Resources		251,624	0	14,650	0	266,274
Resources Expended						
Raising funds	5	96,358	0	0	0	96,358
Costs of charitable	6	177,194	764	0	8,082	186,040
Total Resources		273,552	764	0	8,082	282,398
Net gains / (losses) on investments		0	0	0	0	0
Net Income / (expenditure)		(21,928)	(764)	14,650	(8,082)	(16,124)
Transfers between funds		14,650	0	(14,650)	0	0
Net movement in funds for the year		(7,278)	(764)	0	(8,082)	(16,124)
Balances brought forward at 01/01/2021		111,703	2,300	0	30,000	144,004
Balances carried forward at 31/12/2022		104,425	1,536	0	21,918	127,880

The notes on pages 10 to 17 form part of these financial statements

Haslemere Hall
Independent Examiner's Report to the trustees of Haslemere Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023 which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

As the charity's trustees of Haslemere Hall (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Haslemere Hall are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since Haslemere Hall's gross income exceeded £250,000 in 2021, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Chartered Certified Accountants, which is one of the listed bodies.

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


- | | |
|---|---|
| 1 | accounting records were not kept in respect of Haslemere Hall as required by section 386 of the 2006 Act; or |
| 2 | the accounts do not accord with those records; or |
| 3 | the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or |
| 4 | the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)]. |

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.

.....
P J E Gent FCCA
Chartered Certified Accountants

Gent & Fell Accountants Ltd
26 High Street
Haslemere
Surrey
GU27 2HW
Date:

**HASLEMERE HALL
ANNEX RENOVATION**




				
2	NOS	BOTTLE FRIDGE (400-420 CANS)	£445.00	£890.00
				
8	NOS	SINGLE BOTTLE OPTICS	£14.98	£119.84
				
12	NOS	FRAMES AND MOUNTS	£43.50	£522.00
				
1	NOS	100" PROJECTOR SCREEN 2.21W x 1.24H	£79.99	£79.99
				
1	NOS		£219.00	£219.00
				
2	NOS	CEILING BLUETOOTH SPEAKERS	£205.00	£410.00

TOTAL

£2,240.83

LIST OF ITEMS

				
3	SETS	CURTAINS		
30	MTS	CURTAIN FABRIC	£36.45	£1,093.50
12	WIDTHS	CURTAIN MAKING CHARGES	£81.76	£981.07
30	MTS	LINING	£8.41	£252.18
				
3	NOS	CURTAIN RAILS	£64.40	£193.20
1	SET	TAILORING - ROMAN BLINDS	£337.55	£337.55
2.5	MTS	BLIND FABRIC	£36.45	£91.13
2.5	MTS	LINING	£8.41	£21.02
				
2	ROLLS	BAR BACK WALLPAPER	£132.00	£264.00
				
8	LNM	BAR SKIRT WALLPAPER	£40.82	£326.56
				
48	LNM	HEAVY DUTY VYNLY WALLPAPER	£32.89	£1,578.53

				
6	NOS	WALL LIGHTS H:760 W:160 D:120 mm	£158.00	£948.00
				
3	NOS	RECTANGULAR CHANDELIERS H:330 W:1800 D:330 mm	£920.00	£2,760.00
				
1		LARGE MIRROR 1200MM DIAMETER	£220.00	£220.00

SUBTOTAL **£9,066.73**

VAT **£1,813.35**

TOTAL **£10,880.08**

BUDGETED ITEMS

1. Bar Area

Remove existing worktops throughout the entire bar area and replace them with new ones, ensuring sufficient space for the installation of new fridges.

Construct a false ceiling using plasterboard, followed by plastering for a smooth finish. Design and build a bespoke drinks cabinet featuring a mirrored backing and glass shelving.

2. Corner Area Outside the Bar

Remove the existing worktop and install a new one.

Supply and install a new corner sink.

Construct a stud wall to provide privacy and create a concealed area for table storage.

3. Coffered Ceiling

Construct a coffered ceiling framework using timber, incorporating three main recessed squares.

Include a recessed area in front of the curtains to allow for discreet curtain concealment.

Install plasterboard over the entire coffered ceiling structure.

Apply plaster to all plasterboard surfaces for a smooth, finished look.

4. Waste Management & Material Supply

All necessary materials and labor are included in the project.

A skip will be provided for efficient waste removal.

The total cost for labor, materials, and waste removal amounts to

£15,386.42

PAINTING AND DECORATING

1. Annex Area

Prepare and paint all walls from the dado rail downwards.

Apply wallpaper to the walls above the dado rail.

Paint all woodwork, including doors, skirting boards, and any other trim.

Prepare and paint the ceiling for a clean, uniform finish.

2. Bar Area

Prepare and paint all surfaces inside the bar area, ensuring a high-quality and durable

LABOUR	£1,800.00
MATERIALS	£350.00

COVING FOR COFFERED CEILING

£2,300.00

ELECTRICAL COSTINGS

To Supply and install 55 spots in the ceiling
Install 3 x chandelier

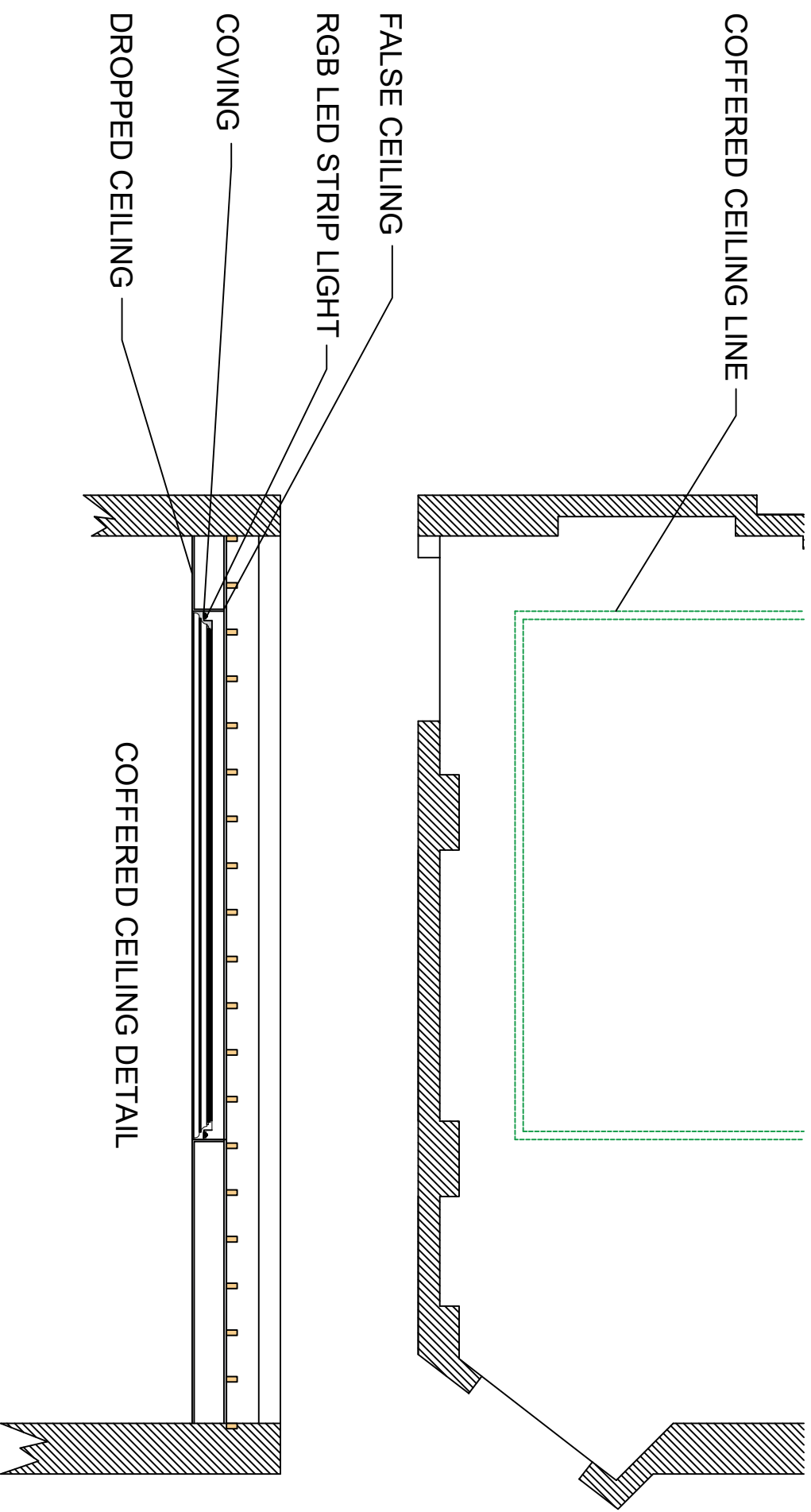
Supply and in stall 3 lots of LED STRIP - 2 sets -
14.2m 1 set - 15.2m
Install 6 x wall lights
Supply and install zonal switching with 2 way
for main spots
Supply all cables connections and fire rated
materials

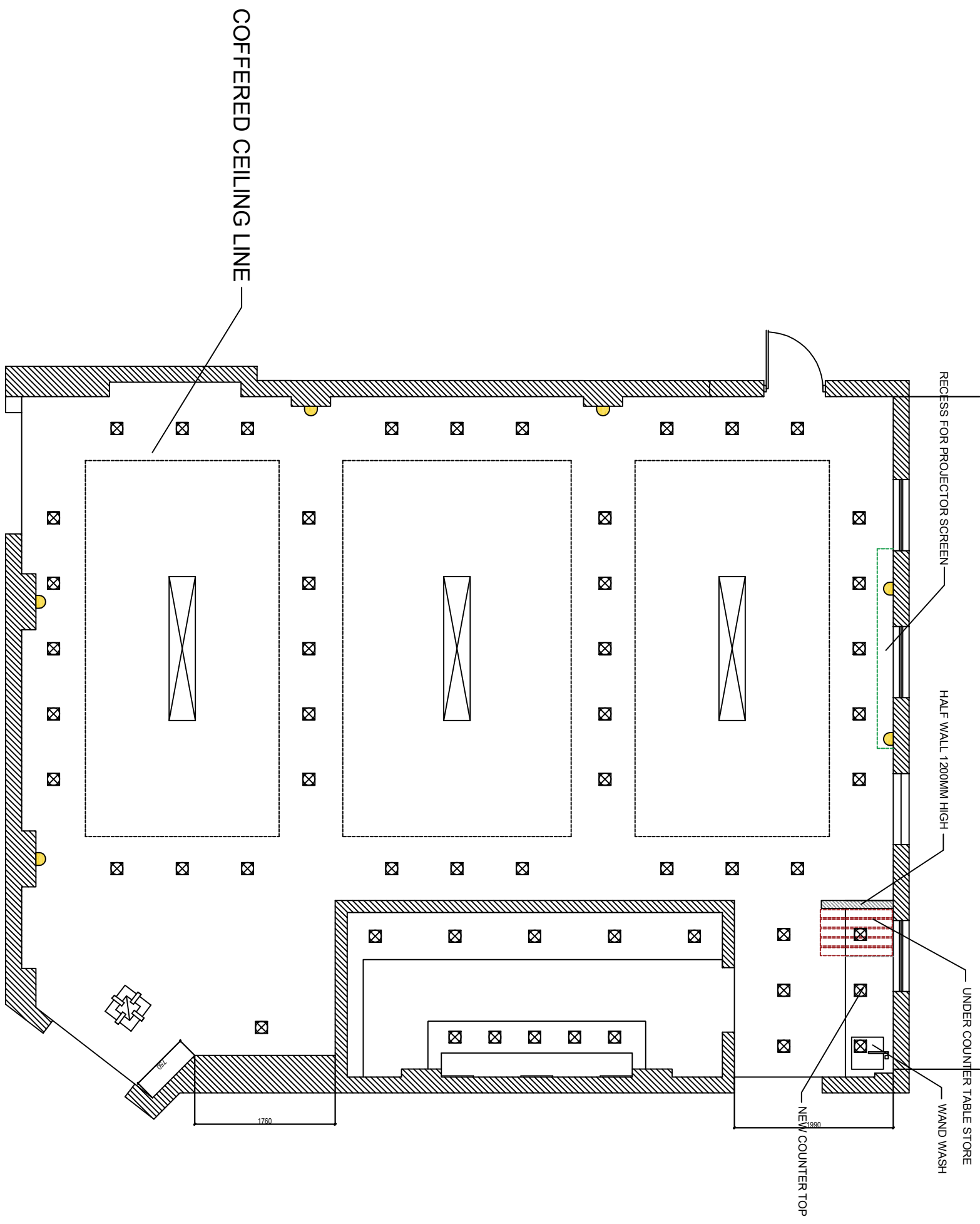
LABOUR + SUPPLIED MATEIALS

£9,450.00

GRAND TOTAL

£40,607.33





COFFERED CEILING LINE

RECESS FOR PROJECTOR SCREEN

HALF WALL 1200MM HIGH

UNDER COUNTER TABLE STORE

WAND WASH

NEW COUNTER TOP

1760

