THE SPOTTISWOODE MEMORIAL HALL, otherwise THE WAR AND SPOTTISWOODE MEMORIAL HALL

Report of the Chairman on behalf of the Trustees for year ended 31st March 2026

ADMINISTRATIVE DETAILS

Registered Charity Number:	200618
Principal Address:	Peaslake Memorial Hall, Walking Bottom, Peaslake, Guildford, Surrey GU5 9RR (but all correspondence is addressed to the home addresses of individual trustee-officers)
Working Names:	The registered name of the charity is not used, save in official, formal documents, and the charity uses the following working names – "Peaslake Memorial Hall", "Peaslake War Memorial Hall" and "Peaslake Village Hall"
Independent Examiner:	Mr Calum Wood, ACA. Acquis Ltd. The Atrium, Curtis Road, Dorking, Surrey.
Trustees:	See below
Area of Benefit:	"Peaslake and the neighbourhood thereof"

STRUCTURE, GOVERNANCE AND MANAGEMENT:

Governing Document:

The charity is governed by a Scheme ("the Scheme") sealed by the Charity Commissioners on 9th April 1974. With later amendments in 2019. The charity had previously been governed by the provisions of the conveyance dated 31st December 1915 referred to in the Scheme.

Trustees:

In November 2019 the Charity Commission agreed to our request to change part of the Halls Scheme, It was resolved to change part of The Scheme, 4. Constitution to now read:

4. **Constitution.** Subject as hereinafter provided for co-optative Members, the Committee of Management shall consist of up to 12 persons appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meetings at which they are appointed.

Delete 5 and 6 of original Scheme.

This was done due to various Village institutions failing therefore unable to nominate and to maintain a variety of trustees.

The members of the Committee constitute the trustees of the charity. The elected members of the Committee are elected at the AGM at which all inhabitants aged 18 and upwards of the "Area of Benefit" are entitled to attend and vote.

There were 8 Trustee meetings including the AGM held during the year.

The Trustees who served during the year ended 31st March 2026 (and, unless otherwise stated, served throughout the year) were as follows:-

Mrs Melanie Abbott	Elected 2 September 2025
Mr. James Collin	Elected. Resigned 31 December 2025
Mr. Robin Gregson	Elected
Mr. Edward Horton.	Elected
Ms Geraldine Reffo	Elected – Chair from 2 September 2025
Ms Lisa Rabinowitz	Elected 2 September 2025
Mr. Anthony Robinson	Elected -- Treasurer
Mr. Kevin Stevens	Elected. Resigned 10 February 2026
Mrs. Marion Patricia Taylor-Cotter	Elected
Mr. Michael Urban	Elected – Chairman until 2 September 2025. Resigned 6 January 2026 due to ill health
Mrs Janette Weller	Elected 15 December 2025
Mrs. Katie Whitfeld.	Elected

Mrs Alice Williams took over the responsibilities for bookings in September 2021 but elected not to become a Trustee.

Risk Management:

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. Further risks which the trustees have identified are (1) loss or damage to the building (2) loss of funds and (3) loss of income.

The trustees have taken appropriate steps against all three; in respect of (1) by maintaining adequate buildings insurance with reputable insurers and undertaking periodic inspection of the fabric of the building with a view to maintaining it in good repair; in respect of (2), by depositing the charity's funds with sound financial institutions; and in respect of (3), by maintaining a contingency reserve of £10K. In the report for the year ended 31st March 2011 the trustees indicated that they would obtain a professional survey of the building to ascertain any wants of repair. That survey was duly obtained in 2012 and the trustees begun the programme of the necessary repairs identified by that survey, the most urgent having already been carried out. A further survey was commissioned in July 2018 and 2021.

OBJECT OF THE CHARITY:

Under paragraph 3(1) of the Scheme the object is "...the provision and maintenance of a village hall for the use of the inhabitants of Peaslake and the neighbourhood thereof, without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants."

The trustees have complied with their duties in respect of public benefit.

The trustees do not consider it their duty to run activities for the hall but rather to make a hall available for others to do so. That said, the trustees have run fund raising events and are always prepared to assist in organising suitable activities for the benefit of the inhabitants.

REVIEW OF ACTIVITIES DURING THE YEAR:

Key Achievements

The most significant achievement of the year was the completion and opening of *The Studio*, a modern purpose-built extension at the rear of Peaslake Village Hall. The new facility provides:

- changing room space for our local amateur dramatics group, Peaslake Players; and
- a flexible seminar and meeting room available for commercial hire.

The Studio has been designed to accommodate up to four separate changing rooms, creating safe separate spaces for girls and boys participating in stage productions. In addition, a new accessible toilet, directly accessible to The Studio, has been installed.

The project was completed on time and within budget — a noteworthy achievement for which great credit is due to, Project Manager, Robert Hay. The Trustees would like to express their sincere thanks to Your Fund Surrey, Bernard Sunley Foundation, Peaslake Players, and Shere Parish Council for their generous grants, as well as to the many private donors whose support made the project possible.

The Studio was officially opened in November 2025 by Councillor Tim Hall, Chair of Surrey County Council. The event was well attended by members of the local community, Surrey County Councillor, Bob Hughes and members of the Your Fund Surrey team.



Alongside providing safe changing facilities for young people involved in amateur dramatics, the Trustees continue to prioritise support for children and young people in Peaslake and the surrounding area through:

- free hire of the Hall for the baby and toddler group;
- free use of the Hall and Studio for rehearsals for the annual Young Peaslake Players production; and
- free hire of the badminton court for young people and those with disabilities.

During the year, the Trustees also conducted a full review of all Hall policies. This included the introduction of a Safeguarding Policy to protect children and vulnerable adults using the Hall, together with updates to Health and Safety policies, risk assessments, and compliance checks relating to insurance requirements.

Significant investment was also made in the maintenance and improvement of the Hall estate. Works completed included repainting the main Hall, replacing the drainage system on the south side of the building, and relocating the rear retaining wall to provide wider and safer access to the new rear entrance. External paths and surrounding ground surfaces were also resurfaced following these works.

Challenges and Future Action

The Hall's principal challenge is income generation. Running costs are increasing, the building footprint has expanded, and the Main Hall — now over 100 years old — requires an ongoing programme of maintenance and repair. In addition, the Ladies' and Gentlemen's toilets together with ancillary space requires refurbishment while disabled access handrails need to be installed at the rear of the building. Building strategic reserves is also essential to support future major maintenance and capital repairs.

To address these challenges, the Trustees are increasing hire fees, during 2026, across all hiring categories in order to meet day-to-day running and maintenance costs and to make a contribution towards strategic reserves. However, in keeping with the charitable objectives of the Hall, the following generous discounts on hire continue to be offered:

- 20% for local residents and businesses;
- 33% for Peaslake clubs and societies; and
- 40% for Peaslake Players.

The Trustees also aim to increase commercial income through marketing The Studio as a meeting room and seminar space, while continuing to encourage wider community use of the Village Hall.
The last review of the Hall estate was undertaken in 2021. The Trustees plan to carry out a further review in order to develop a long-term maintenance and replacement plan for major items of expenditure and to inform future budgeting.

In the shorter term, further grant applications will be submitted to help fund improvements to facilities, alongside community fundraising events such as the Peaslake Fair and the Winter Warmer. Improving these facilities will make the Hall more attractive to existing and prospective hirers and help to generate more income to enable trustees to fulfil the Hall's objectives and sustain it at the heart of village life.

Acknowledgements

I would like to thank all trustees and volunteers for their hard work and the support they have given me in this role. I also wish to thank our wonderful Peaslake community for braving rain and road closures to support the opening of The Studio and our Winter Warmer fundraiser in November.

In September our longstanding Chair, Michael Urban, stepped down from this role and subsequently resigned due to ill health. The whole community owes him a debt of gratitude for his commitment and service.

Other notable resignations were Jim Collin and Kevin Stevens. Both of whom have served the Hall very well. Jim's daily monitoring of the Hall and knowledge of all aspects of its operation has been invaluable and he will be greatly missed. Kevin continues to help in a voluntary capacity and Jim is always on hand to provide advice and the benefit of his experience.

I would like to thank all on the Committee for the additional work undertaken on the Hall extension and exterior works and Tony Robinson for handling the volume and complexity of the additional financial arrangements. As mentioned above Rob Hay's exemplary project management skill was vital to the success of the project.

This year has also seen a through review and overhaul of our policies and risk assessments. I'd like to thank Lisa Rabinowitz and Robin Gregson for their thorough and professional work.

During the first half of the year the rear of the Hall was a building site. It is a tribute to our Bookings Secretary, Alice Williams, that we were able to operate hiring in the Main Hall during this period and gain essential income. I'd also like to acknowledge Sue Bone for keeping the Hall clean during this challenging period.

I would like to thank Calum Wood for acting as Independent Examiner this year.

On behalf of the Trustees

Gerry Reffo

Geraldine Reffo

Chair, Committee of Management, and Trustee

Approved by the Trustees on 2 June 2026.