

# **Brookwood Memorial Halls**

*Registered charity number 304981*

## **Report for the year ending 31st December 2008**

The Halls are managed by committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all inhabitants of the Village of Brookwood. The Management Committee is appointed annually in April comprising 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee to represent other local interests. All Management Committee members serve for a year from the date of the Annual General Meeting at which they are appointed. Co-opted members serve until the AGM following their co-option. The Management Committee throughout the year comprised Mr. J. Thornton (Chairman), Mrs. J. Gable (secretary), Mrs. M. Cook, Mr. A. Gray, Mrs. K. Lopez, Mrs. M. Mealin and Mrs. H. Hill. Mr. A Male (Treasurer) was co-opted from 1 July 2008. Mrs. J. Stone was co-opted from 4 November 2008 following her retirement as part-time Caretaker, and continues to act as voluntary Bookings Secretary. The Hall's banker is the Charities Aid Foundation, West Malling, Kent. The Management Committee has established a policy to maintain financial reserves adequate to sustain the Halls' financial solvency in the event that the Halls became unlettable for a year, calculated as the average annual regular expenses measured over the three preceding financial years. The Committee estimate that a year would likely be the maximum period required to render the Halls fully lettable again after major insured damage. The Committee reviews this policy annually. The reserves policy was met throughout the year.

During 2008 we completed the renovation of the Large Hall Kitchen, thanks to a generous grant from Awards for All and a cooker donated by the Brookwood Women's Institute. It now provides a high standard of facilities, especially to occasional hirers for social functions. At the end of the year we arranged renovation of the Large Hall woodblock flooring and replacement of its large windows with double glazed units, thanks to a grant from SITA Trust. Our next project will likely be to improve storage facilities for our regular hirers, dependant as ever on availability of finance. The Halls have continued to be very well utilised by all sections of our community, and our finances remain satisfactory whilst coping with rising energy and services costs. The annual Remembrance Service again brought in a large cross section of our community.

Thanks are due to all our willing volunteer Committee members and their groups for their largely unsung efforts in keeping the Halls in such good condition and at such reasonable costs to the community. In particular thanks to our part-time Caretaker Janet, who retired from that role after ten years legion service, but stays with us as voluntary Bookings Secretary and as a committee member.

John Thornton, Chairman  
On behalf of the Management Committee, Brookwood Memorial Halls

*Correspondence address: The Secretary, Management Committee, Brookwood Memorial Halls, c/o 38 Connaught Crescent, Brookwood, Woking, Surrey GU24 0AN*

[www.brookwood.org.uk/halls](http://www.brookwood.org.uk/halls)