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	Grayshott and Hindhead Institute and Village Hall
2. Name and position of main contact	Graham Harvey-Browne, Trustee
3. Applicant contact details (phone no, email and address)	
4. Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	
5. Type of organisation If a charity, please provide registration number	Charity 301837
6. Is the organisation able to reclaim VAT?	No
7. 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 examined annual accounts for the year ending 31st March 2025 is attached to this application. A copy of the finance report dated 30th November 2025 presented to the Trustees meeting held on the 9th December 2025 is attached to this application.

PROJECT DETAILS

8. Location of project	Grayshott Village Hall Headley Road Grayshott GU26 6TZ
9. Summary of the project proposal	Grayshott Village Hall situated on the boundary of Surrey and East Hampshire is one of the largest in the East Hants / Southwest Surrey area and comprises five separate spaces: Main Hall with stage and kitchen facilities which is suitable for large functions such as weddings, meetings, exhibitions, children's soft play, theatrical and musical performances, film shows, lectures and seminars, as well as sports activities. Small Hall which is suitable for smaller meetings and children's parties or as a refreshment area for large events taking place in the main hall. The Studio, which is a separate building, attached to the Main Hall suitable for dance and fitness classes, meetings and children's parties. The Common Room which is suitable for smaller gatherings and is frequently used as a dance / exercise studio or musical rehearsal room. The Meeting Room which is a small space suitable for formal committee meetings. Grayshott Village Hall is the most important community resource in Grayshott. It is over 120 years old and needs regular expenditure on maintenance to keep it going. All users pay a hire fee for the space that they use. Income in the year to 31st March 2025 was £76,228.82 with a net movement of funds of £8,483.21. The project comprises: 1. removal of the existing boiler plant, redundant controls, flue system, pumps, and all associated ancillary services most of which are over 40 years old. 2. Adaption of the existing heating flow and return pipework within the boiler room to connect with the new services, including upgraded zone control valves and room thermostats. 3. Installation of 2 No. cascade-mounted, fully modulating condensing natural gas-fired boilers. The Mechanical Engineer's drawings and specifications are attached to this application. The Management Committee consider this project a capital investment in essential community infrastructure. Our heating engineer has designed major upgrades to the boiler room to improve the pipework and flues and install new energy efficient boilers and controls. This new system will enable the Hall to accommodate increased demand arising from local residential development by improving reliability, comfort and flexible, year-round use across all five spaces. The upgraded, zoned controls will reduce carbon emissions and running costs by ensuring only booked spaces are heated, improving sustainability and allowing future reinvestment in community benefit (e.g., booking system improvements, accessibility and phased refurbishment).

	Why are We Seeking Funding? While current assets at 31 March 2025 were £122,438 the Trustees are mindful that: • Up to £65,000 (of a total cost of £100,000) is earmarked towards the replacement of the heating system (parts of the infrastructure of which are over 40 years old) • maintenance costs for a building that is over 120 years old are high and will vary from year to year (full redecoration of the main hall was last completed in 2012 and will be a significant cost in a few years' time – circa £20,000). • energy costs remain high and unpredictable. • The Trustees try to ensure that letting charges remain competitive and affordable. The hire fee was increased by 7.5% in April 2025, the first adjustment since 2019. Taking into account inflation over the same period, this represents a near 18% decrease in costs in real terms. • The Village Hall would be able to contribute a maximum of £65k towards this project. Benefits The Project Will Bring The project will significantly enhance the long-term sustainability of Grayshott Village Hall by reducing energy consumption and lowering the environmental impact of a building that serves more than 29,000 users annually. The new high-efficiency condensing boilers, combined with upgraded zone controls, will ensure that only the spaces in active use are heated, eliminating the current need to heat the entire building for small meetings or single-room bookings. This targeted approach will substantially reduce gas usage, cut carbon emissions, and decrease strain on the heating infrastructure. In turn, the Hall will experience lower repair and servicing requirements, extending the lifespan of the new plant and reducing overall maintenance costs. The financial savings resulting from improved efficiency will help strengthen the resilience of the charity and enable the Trustees to reinvest in further enhancements that benefit the community. These savings could support the introduction of a more dynamic and responsive digital booking system, allowing users to book smaller spaces more efficiently and helping the Hall maximise occupancy across its five rooms. Reducing energy expenditure will also allow the Hall to maintain affordable hire rates—an essential factor for local clubs, families, and voluntary groups—and create capacity for future improvements such as accessibility upgrades, phased refurbishment of the Main Hall, or enhanced technology to support hybrid meetings and modern community activities. Overall, the project not only ensures a warmer, more comfortable and more environmentally responsible facility, but also unlocks opportunities for increased capacity, improved service levels, and long-term financial sustainability, ensuring the Hall can continue to meet the growing needs of the local population.
10. How does the project help address the demands of development in the area. What evidence is there to support this?	The level of residential development within Grayshott, Hindhead and Headley Down has increased the local population, and particularly the number of families, older residents and people working flexibly from home. Developments that have contributed to the increased demand for the Village Hall include: • 38 family homes on the old Barons site, London Road • 36 family homes also on London Road. • 74 bed care home facility on Portsmouth Road • Licence for childcare facility (Hidden Valley, Grayshott – a regular user of the Village Hall) • Application for 99 dwellings on the site of the old Royal School (pending)

<table>
<tr><td></td><td>This has led to increased demand for accessible, affordable community facilities that can be used throughout the year, including during daytime and winter periods.

Grayshott Village Hall is the primary multi-purpose community facility serving this growing population. It currently accommodates over 2,100 booked sessions per year by 102 organisations, with an estimated 29,000 individual users annually drawn from Grayshott, Hindhead, Haslemere and surrounding areas. Demand is expected to rise further as consented and proposed housing developments are completed.

The existing heating system limits the Hall's ability to meet this increased demand, particularly in colder months. The main hall is slow to heat, and the lack of effective zonal controls makes it uneconomical to heat individual spaces, discouraging bookings by community groups, commercial hirers and vulnerable users such as the elderly and young children.

This project directly mitigates the impact of development by improving the efficiency, reliability and flexibility of the Hall's infrastructure. The upgraded heating system will allow individual spaces to be heated independently, enabling greater and more simultaneous use of the Hall's five spaces, improving comfort for users and supporting year-round community activity.

The project aligns with Haslemere's CIL priorities relating to the provision, improvement and maintenance of community infrastructure, supports climate change objectives through improved energy efficiency, and ensures that this key community asset can continue to serve an expanding population arising from new residential development.</td></tr>
<tr><td>11. What evidence is there of support from the community</td><td>The Village Hall remained popular during the 2024-25 financial year with over 2,100 individual sessions booked by 102 organisations and individuals for activities including:
art, badminton, bridge, dance, dog training, exercise classes, fundraising, health clinics, heritage, horticulture, meditation, music, private parties, theatre, yoga and the annual Parish Assembly.

A recent survey of the Clubs, Societies and Commercial users tells us that over 29,000 people annually pass through the doors of one of these spaces demonstrating how well used and important these facilities are to the Grayshott and Hindhead Community. Details of this survey including an estimated breakdown of users from Surrey and East Hants is attached to this application. Approximately 48% of users live in Waverley.

The Village Hall Management Committee consists of five elected Trustees from the community and eight representative Trustees of the main Clubs and Societies that use the Hall. Each of these Clubs and Societies have provided their full support for the project as agreed at the Trustees meeting held on 14th December 2025.
We have a Friends Scheme to raise funds and keep stakeholders informed of Village Hall matters.</td></tr>
<tr><td>12. Proposed timescales for the project, to include any deadline or circumstance which would require funding within a specific period of time</td><td><table>
<tr><td>Design</td><td>June – September 2025</td></tr>
<tr><td>Tender Process</td><td>October – November 2025</td></tr>
<tr><td>Contract Awarded</td><td>December 2025</td></tr>
<tr><td>Work Starts</td><td>June 2026</td></tr>
<tr><td>Work Completed</td><td>July 2026</td></tr>
</table>
Work starts at the end of the heating season. Upfront payment for supply of plant and equipment of £41,430 with the full and final payment within one month of completion.</td></tr>
</table>

13. Do you need planning permission to carry out the works?	No
14. If planning permission is required is it in place to carry out the works? If so, please provide the application number	n/a
15. What is the relationship between the applicant and the land/property ownership where the project is taking place?	The applicant is the Freeholder

FUNDING DETAILS

16. Estimated project cost	£100,000 as attached analysis

17. 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	
Other Local authority contribution: Grayshott Parish Council Neighbourhood CIL	£10,000	Applied for 14th January 2026. Decision March 2026
EHDC CIL	£20,000	Application will be submitted when bidding round opens 2nd February 2026

Third party contribution	£20,000 £30,000	Application made to The National Lottery 25th January 2026. Decision in 12 weeks. Grayshott and Hindhead Institute
Total cost	£100,000	

18. Detail of additional sources of funding available	A maximum of £65,000 set aside in the Grayshott and Hindhead Institute annual accounts. .
19. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	The replacement of the ageing boiler plant and heating controls is a critical infrastructure investment necessary to maintain the Village Hall as a safe, energy-efficient, and fully usable community facility. The existing system, with components over 40 years old, is unreliable, energy-inefficient, and restricts the Hall's ability to meet the growing demands arising from local residential development. CIL funding is specifically intended to support infrastructure that enables communities to accommodate growth. The Management Committee firmly believes this project meets the core eligibility criteria because it: • supports increased community use, • improves sustainability and energy efficiency, and • enhances long-term community resilience. Applications are also being made to Grayshott Parish Council, EHDC Strategic CIL and the National Lottery Community Fund. Consideration was given to applying for Waverley Strategic CIL, but there is not a current window for this.
20. 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	No
21. 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?	There is no revenue spend associated with the project.

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	Yes
The application is not for a project already completed	Yes
The application is not for ongoing costs for a project	Yes
The application is not for annual maintenance or repair	Yes
The application is not a project promoting a political party	Yes
The application is not for a project that conflicts with existing Town Council policies	Yes
The application is not for VAT that you can recover	Yes
The funds are not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	Yes
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:

Organisation: Grayshott and Hindhead Institute and Village Hall

Date: 26th January 2026

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

Signed: _____

Organisation: _____

Date: _____

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL

(Registered Charity Number 301837)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 March 2025

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GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

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GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

COMMITTEE MEMBERS

Committee Members: Mr S Penny: Chairman
Mr S Georgii: Vice Chairman
Ms B McSean: Treasurer
Mr S Georgii: Minute Secretary
Mr A Legat: Bookings Secretary

Mrs C Baker
Mrs J Bearman
Mrs J Charters
Mrs M Clift (from 13 August 2024)
Mr A Figiel
Mr J Hardy (to 7 July 2024)
Mrs J Levy
Mrs S Longman
Mr J Price
Mr R Tubbs (from 13 August 2024)

Address: Headley Road
Grayshott
Hindhead
Surrey
GU26 6TZ

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Committee present their report for the year ended 31 March 2025.

Chairman	Mr S Penny
Vice-Chairman	Mr S Georgii
Treasurer	Ms B McSean
Minute Secretary	Mr S Georgii
Bookings Secretary	Mr A Legat
Mrs C Baker	Mrs J Levy
Mrs J Bearman	Mrs S Longman
Mrs J Charters	Mr J Price
Mrs M Clift	Mr R Tubbs
Mr A Figiel	

Objects, organisation and activities

Objects

The object of the Charity is the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for:

(a) meetings, lectures and classes, and

(b) other forms of recreation and leisure-time occupation,

with the object of improving the conditions of life for the inhabitants.

Governance & Management

The work of the Charity is governed by the Scheme made by the Charity Commissioners for England and Wales on 6 November 2000, which replaced the original declaration of trust of 14 February 1901.
The Charity is governed by a Committee of management the members of which are the managing trustees of the charity. They have individual and collective responsibility for the management of the Charity and the funds.
The Committee of management consists of 5 elected members and 8 members appointed by organisations operating in the area of benefit. The following organisations each appoint one member who need not be a member of the relevant appointing body:

The Arts Society Grayshott
Friday Art
The Grayshott Stagers
Grayshott Art Society
Grayshott Bridge Club
Grayshott Gardeners
Grayshott Parish Council
Haslemere & District Dog Training Club

Elected members are appointed at the Annual General Meeting public notice of which is given in the area of benefit at least 14 days before the meeting.

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

The title to the land comprising the freehold land and building at Headley Road, Grayshott, is held by Grayshott Parish Council as Custodian trustee in trust for the charity.

The Charity Commission has provided guidance on the charitable purposes and public benefit of a Charity. The Trustees have considered whether the Charity's purpose as detailed above has been carried out for the public benefit and confirm that in doing so the Trustees have had regard to the Charity Commission's guidance with respect to the public benefit.

Main Activities

The trustees have continued to maintain the Village Hall such that it provides a wide range of facilities for use by the inhabitants of the area of benefit including:

Main Hall with stage and kitchen facilities which is suitable for large functions such as weddings, meetings, exhibitions, children's soft play, theatrical and musical performances, film shows, lectures and seminars, as well as sports activities.

Small Hall which is suitable for smaller meetings and children's parties or as a refreshment area for large events taking place in the main hall.

The Studio which is a separate building attached to the Main Hall suitable for dance and fitness classes, meetings and children's parties.

The Common Room which is suitable for smaller gatherings and is frequently used as a dance / exercise studio or musical rehearsal room.

The Meeting Room which is a small space suitable for formal committee meetings.

The Friends of Grayshott Village Hall donate funds to support the ongoing redecoration programme.

Achievements

The Village Hall has remained popular during the 2024-25 financial year with over 2,100 individual sessions booked by 102 organisations and individuals for activities including:

art, badminton, bridge, dance, dog training, exercise classes, fundraising, health clinics, heritage, horticulture, meditation, music, private parties, theatre, yoga and the annual Parish Assembly.

In addition to the usual ongoing repairs and maintenance income from lettings allowed the following improvements to be implemented:

- Repairs to the Small Hall Roof Lights & redecoration of the surrounding area
- Redecoration of the Back Stage Toilets
- Redecoration of the External Window Sills
- Clean and buff of the Main Hall floor
- Replacement and renewal of Front door and some windows to the caretaker's accommodation

Reserves Policy

The Charity holds reserves in order that the building may be maintained. These reserves are split between five funds all of which are unrestricted:

General
(a) General Fund

Designated
(b) Fabric Maintenance Fund
(c) Fixed Asset Replacement Fund
(d) Boiler Provision Fund
(e) Redecoration Fund

The Trustees will, via their meetings, monitor the policy on reserves and take appropriate action to ensure that the reserves comply with the guidelines issued by the Charity Commission. Reserves were sufficient to enable the Charity to continue for a year in the event that no income was received.

Risk Statement

The Charity has carried out a review to identify the key risks and has taken appropriate steps to mitigate them.

The key risks identified are:
(a) The loss of reputation due to error, or fraud.
(b) The loss of income due to error, or fraud.
(c) The loss of income and reserves due to poor investment performance.
(d) Insufficient funds to allow the charity to meet its objectives.
(e) Funds above the Financial Services Compensation Scheme ceiling held in institutions that share a banking license

In the opinion of the Trustees the Charity's policies and procedures are adequate to mitigate financial and reputation loss due to error or fraud whilst maintaining a viable future financially. The controls in place are also adequate but are being monitored to help strengthen the Charity in any way deemed appropriate.

Investments

At 31 March 2025, the Charity's investment policy was:
(a) Sufficient monies should be maintained in the Current Account to prevent it becoming overdrawn. To this end an automatic sweep between the Current Account and the Business Call Account has been put in place, ensuring that the Current Account bank balance does not drop lower than £1,000.00.
(b) £60,000 invested with Cambridge and Counties Bank to ensure funds held with Lloyds Bank remain below Financial Services Compensation Scheme limit.
(c) Use of fixed-term deposits to maximise bank interest income while maintaining ready access to sufficient funds to cover day-to-day expenditure.
(d) The COIF Charity Fund (CCLA Charities Investment Fund) should be maintained.

The Trustees recognise the need to review this policy on an annual basis and to appropriately monitor the investment funds and be proactive in their management, to ensure the best interest of the Charity's objectives are maintained.

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

Financial Review

Lettings income for the 2024-25 financial year remained strong and showed a real terms growth compared to the previous year when increases in letting rates are allowed for (£70,459 in 2024-25 compared with £65,674.45 in 2023-24) and the number of groups and individuals using the halls remains high.

The charity generated sufficient income to cover the cost of a number of major repairs to the fabric of the building without the need to draw on reserves and was able to add to the fund set-aside some years ago for the replacement of the main heating system.

During the year the trustees noted that several of the officers had been in post for many years and that when they choose to step down it is unlikely that volunteers will be found to carry out all of their duties, which have increased considerably since they took up office.

To ensure the future viability of the Management Committee the trustees have decided to recruite a part-time manager to oversee much of the day-to-day operation of the Village Hall thereby allowing the officers to take a more strategic role in the future. Following consultation with the main user groups letting charges will be increased by 7½% in April 2025 to support the new post which it is hoped will be filled during the 2025-26 financial year.

While current assets remained high at 31 March 2025 (£122,438) the Trustees are mindful that:

(i) £65,000 is earmarked towards the replacement of the main heating system (parts of the infrastructure of which are over 120 years old). Breakdowns during 2024-25 have highlighted that replacement will be required in the not too distant future and a consultant has been commissioned to assist with the design and tendering process. The cost is likely to exceed the sum currently earmarked.

(ii) maintenance costs for a building that is over 120 years old are high and will vary from year to year (full redecoration of the main hall was last completed in 2012 and will be a significant cost in a few years time).

(iii) energey costs remain high and unpredictable.

(iv) the Trustees try to ensure that letting charges are competitive and remain affordable. The 7½% increase to take effect in April 2025 will only represent a small increase, when inflation is taken into account, since 2019.

Statement of Trustees' Responsibilities

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity at that time. The Trustees are also responsible for safeguarding the assets of the Charity.

This report was approved by the Committee on 10 June 2025.

Signed:

Ms B McSean - Treasurer

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Independent Examiner's Report to the Trustees of Grayshott and Hindhead Institute and Village Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 8 to 14.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the charity's gross income exceeded £25,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accounts in England and Wales (ICAEW), which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

M. Dickinson

Mark Dickinson FCA
Shaw Gibbs (Audit) Limited
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Date: 01/01/2025

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Incoming Resources					
Lettings			70,459.32		65,674.45
Donations	12		-		-
Friends			1,270.00		150.00
Sundry Income	14		-		70.91
Vodafone Mast			1,000.00		1,000.00
Fund Raising			-		-
Gift Aid			310.00		37.62
Grants	13		-		1,500.00
			73,039.32		68,432.98
Legacies received	11		-		-
Financial					
Bank Interest			3,102.73		2,732.40
Dividends			86.77		85.07
Interest on Late Payment			-		-
Total Incoming resources			76,228.82		71,250.45
Resources expended					
Direct charitable expenditure					
Electricity		5,282.61		3,344.74	
Gas		10,292.73		5,987.38	
Water		1,882.29		1,738.96	
Business Rates		184.00		175.08	
Work to the Caretakers Cottage		1,794.48		6,994.29	
Repairs & Maintenance		10,387.27		17,306.82	
Wages		22,214.59		16,275.20	
Cleaning		880.65		3,114.04	
Outside Maintenance		5,385.00		4,127.96	
Insurance		2,344.92		2,105.61	
Licences		1,514.26		1,469.78	
Software		758.10		683.37	
Fund Raising Costs		-		-	
			62,920.90		63,323.23

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Administration and financial expenses					
Telephone & Broadband		974.20		1,199.57	
Printing, Postage & Stationery		196.45		-	
Advertising		100.00		-	
Recruitment Expenses		-		399.00	
Sundries		37.95		411.00	
Legal Fees		-		1,080.00	
Accountancy		1,300.00		780.00	
Professional Fees		330.00		1,686.00	
Trustee Remuneration		-		-	
Bank Charges		-		-	
			2,938.60		5,555.57
Depreciation					
Loss on Disposal of Fixed Assets		-		-	
Depreciation	6	1,737.46		1,643.31	
			1,737.46		1,643.31
Total resources expended			67,596.96		70,522.11
Net (outgoing)/incoming resources			8,631.86		728.34
Gains/(loss) on investment assets					
Unrealised	7		(148.65)		278.50
Net movement in funds:			8,483.21		1,006.84
Fund balances brought forward			129,946.50		128,939.66
Fund balances carried forward			138,429.71		129,946.50

The notes on pages 11 to 14 form part of these accounts

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

BALANCE SHEET AS AT 31 MARCH 2025

	Notes	2025 £	2025 £	2024 £	2024 £
FIXED ASSETS					
Freehold Property	1(f)		6,000.00		6,000.00
Furniture & Fittings	6		6,949.09		8,686.55
Investments	7		3,041.70		3,190.35
CURRENT ASSETS					
Debtors	8	9,262.75		8,471.34	
Balances At Bank:					
Current Account		2,593.00		2,370.30	
Business Call Account		18,903.66		11,674.45	
Redecoration Account		2,561.81		289.40	
Treasury Deposits		10,000.00		20,000.00	
32-Day Notice Account		24,598.23		40,993.35	
CCB Fixed Bond		60,000.00		31,050.00	
Petty Cash		0.00		0.00	
		127,919.45		114,848.84	
CURRENT LIABILITIES					
Creditors falling due within one year	9	5,480.53		2,779.24	
		5,480.53		2,779.24	
NET CURRENT ASSETS			122,438.92		112,069.60
NET ASSETS			£138,429.71		£129,946.50
FUNDS (ALL UNRESTRICTED)					
General Fund	2		25,263.63		25,856.51
Fabric Maintenance Fund	2, 3		19,896.85		17,412.49
Fixed Asset Replacement Reserve	2		25,707.42		25,707.42
Boiler Provision Fund	2, 4		65,000.00		60,000.00
Dedicated Re-decoration Fund	2, 5		2,561.81		970.08
TOTAL FUNDS			£138,429.71		£129,946.50

Signed: Stephen Penny
Date: 11th June 2025.

Mr S Penny
Chairman
for and on behalf of the Committee

Signed:
Date: 11 June 2025

Ms B McSean
Treasurer

The notes on pages 11 to 14 form part of these accounts

GRAYSHOTT AND HINDHEAD INSTITUTE AND VILLAGE HALL
(Registered Charity Number 301837)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 ACCOUNTING POLICIES

(a) Basis of preparation

The financial statements have been prepared in accordance with 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 (FRS102) (effective 1 January 2015) – Charities SORP (FRS102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Grayshott and Hindhead Institute and Village Hall meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

(b) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

(c) Incoming resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the account can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. The charity splits its income between different categories on the SOFA. These are Lettings and Rental (hire charges) income. Donations represent the monies donated locally (excluding those from fund raising activities). Income from Fund Raising activities represents the monies raised at events (such as quiz nights, lectures, music events, etc). Income from Grants represents the monies awarded to the Charity for specific projects. Sundry Income represents monies that do not fall into the above categories.

(d) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statement requirements.

(e) Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

(f) Property
Fixed assets comprising the freehold land and buildings at Headley Road, Grayshott, are used to provide the inhabitants of the area with a Village Hall. Their provision and maintenance is in fulfilment of the objects of the Charity. The freehold land and buildings have been insured for £2,441,025

2 SUMMARY OF NET ASSETS BY FUNDS

	2025		2024	
	£	£	£	£
GENERAL FUND				
As at 1 April 2024	25,856.51		25,916.01	
Transfers from/(to) other funds	(9,224.74)		(787.84)	
	16,631.77		25,128.17	
(Deficit)/Surplus for the year	8,631.86		728.34	
As at 31 March 2025		£25,263.63		£25,856.51
FABRIC MAINTENANCE FUND				
As at 1 April 2024	17,412.49		18,437.41	
Transfers from/(to) other funds	2,484.36		(1,024.92)	
As at 31 March 2025		£19,896.85		£17,412.49
FIXED ASSET REPLACEMENT FUND				
As at 1 April 2024	25,707.42		28,766.16	
Transfers from/(to) other funds	0.00		(3,058.74)	
As at 31 March 2025		£25,707.42		£25,707.42
BOILER PROVISION FUND				
As at 1 April 2024	60,000.00		55,000.00	
Transfers from/(to) other funds	5,000.00		5,000.00	
As at 31 March 2025		£65,000.00		£60,000.00
DEDICATED REDECORATION FUND				
As at 1 April 2024	970.08		820.08	
Transfers from/(to) other funds	1,591.73		150.00	
As at 31 March 2025		£2,561.81		£970.08
		£138,429.71		

3 FABRIC MAINTENANCE RESERVE

In view of the age of the Village Hall Buildings considerable maintenance costs are incurred in maintaining their structural integrity. So as to properly provide for such costs which are not of a regular annual nature, funds are transferred to the credit of the fabric maintenance reserve.

4 BOILER PROVISION FUND
In addition to the Fixed Asset Replacement Fund, this fund has been created to provide for the replacement of the heating boilers at the village hall.

5 DEDICATED REDECORATION FUND

This fund is composed of monies donated for the specific purpose of providing for the future costs of regular internal and external decoration of the Hall and for other specified projects. The Management Committee wish to acknowledge the generosity of all those individuals and societies who have been either Lifetime Friends or Friends of the Hall during the past year. Their donations have been placed in the Dedicated Redecoration Fund and will be used to meet the costs of maintaining the appearance and cleanliness of the building.

6 FURNITURE AND FITTINGS - DEPRECIATION

The Charity has continued its policy of providing depreciation at the following rates:
Furniture and Fixtures - 20% reducing balance
Machinery - 25% reducing balance

	Furniture & Fittings	TOTAL
Cost		
At 1 April 2024	70,172.68	70,172.68
Additions	0.00	0.00
Disposals	0.00	0.00
At 31 March 2025	70,172.68	70,172.68
Depreciation		
At 1 April 2024	61,486.13	61,486.13
Charge for the year	1,737.46	1,737.46
Eliminated on disposal	0.00	0.00
At 31 March 2025	63,223.59	63,223.59
Net Book Value		
At 31 March 2025	6,949.09	6,949.09
At 31 March 2024	8,686.55	8,686.55

7 INVESTMENTS

		2025		2024
	Holding Qty	Cost £	Market Value £	Market Value £
Investment Funds				
CCLA Charity Investment Fund	156.14	660.56	3,041.70	3,190.35
The unrealised loss in the year as shown in the Statement of Financial Activity is				(148.65)
The unrealised gains based on the original cost of the Investment is				2,381.14

8 DEBTORS

	2025	2024
	£	£
Trade debtors	5,837.77	5,810.22
Other Debtors	3,424.98	2,661.12
	9,262.75	8,471.34

9 CREDITORS

	2025	2024
	£	£
Trade Creditors	571.46	576.62
Other Creditors	4,909.07	2,202.62
	5,480.53	2,779.24

10 COMMITTEE MEMBERS' EXPENSES AND REMUNERATION

Committee members were reimbursed a total of Nil (2024: Nil) for travel and administrative expenses (cleaning supplies, postage, stationery, computer expenses and photocopying expenses).

The Charity has two paid members of staff as at 31 March 2025.

11 LEGACIES

No Legacies were received during this financial year.

12 DONATIONS

During the year no donations were received.

13 GRANTS

No Grants were received during the financial year to 31 March 2025.

14 SUNDRY INCOME

No sundry income was received during the financial year to 31 March 2025.

15 VODAFONE MAST

The Charity has entered into a 10 year agreement with Vodafone to erect a phone mast in the car park.

Grayshott Village Hall
Finance Report
April 2025 - March 2026

	Income / Expenditure Nov 25	Forecast to 31 Mar 2026	Annual Budget 2025-26	Remaining 2025-26
Income				
4000 · Income	44,463.22	71,460.00	67,444.00	22,980.78
4020 · Donations	10.00	10.00	0.00	-10.00
4040 · Fund Raising	0.00	0.00	0.00	0.00
4050 · Sundry Income	0.00	0.00	0.00	0.00
4051 · Vodafone Mast	1,000.00	1,000.00	1,000.00	0.00
4060 · Gift Aid	0.00	233.00	70.00	70.00
4070 · Grants	0.00	0.00	0.00	0.00
4090 · Friends (Redecoration)	725.00	815.00	380.00	-345.00
4100 · Legacies	0.00	0.00	0.00	0.00
4150 · Bank & Other Interest	3,027.96	3,389.00	1,580.00	-1,447.96
Total Income	**49,226.18**	**76,907.00**	**70,474.00**	**21,247.82**
Expense				
5010 · Payroll Expenses	18,588.30	28,155.00	39,856.00	21,267.70
6000 · Utilities	7,072.54	20,200.00	20,100.00	13,027.46
6020 · Repairs & Maintenance	3,616.35	12,784.00	12,784.00	9,167.65
6040 · Insurance	1,644.97	2,476.00	2,400.00	755.03
6050 · Licenses, Permits	980.57	1,900.00	1,900.00	919.43
6052 · Software	1,109.77	1,200.00	986.00	-123.77
6060 · Fund Raising Costs	0.00	0.00	0.00	0.00
6200 · Admin Expenses	2,229.53	5,331.00	3,831.00	1,601.47
6241 · Interest in late payment	15.00	15.00	0.00	-15.00
Total Expense	**35,257.03**	**72,061.00**	**81,857.00**	**46,599.97**
Surplus / Deficit	**13,969.15**	**4,846.00**	**-11,383.00**	**-25,352.15**
6045 · Projects Costs				
Main Hall Boilers - Design Fee	4,985.64	8,436.84	0.00	-4,985.64
Main Hall Boilers - Contract Works			0.00	0.00
Car Park Line Marking			0.00	0.00
Subtotal	**4,985.64**	**8,436.84**	**0.00**	**-4,985.64**
Total Expense	**8,983.51**	**-3,590.84**	**-11,383.00**	**-20,366.51**

FUNDS	**2024-25**	**2025-26**
General	25,264	33,508
Fabric Maintenance	19,897	19,897
Fixed Asset	25,707	25,707
Boiler Provision	65,000	65,000
Redecoration		
Redecoration	2,562	3,301

Debtors	7,050	(Money we are owed)
Creditors	1,396	(Money we owe)

Bank Balances	**30/11/2024**	**31/05/2025**	**30/11/2025**
Current Account	1,741.49	3,869.58	1,647.29
Savings Account	20,879.47	21,964.83	12,118.36
(Interest rate 0.7%)			
30-day Interest Account	1,257.60	3,070.51	3,301.42
(Interest rate 0.7%)			
32-Day Notice Account	24,412.54	24,678.79	14,826.68
(Interest rate 1.95%)			
95-Day Notice Account	N/A	N/A	10,069.02
Lloyds deposits	20,000.00	10,000.00	
Subtotal Lloyds	**68,291.10**	**63,583.71**	**41,962.77**
CCB Deposits	51,050.00	60,000.00	60,000.00
31-day Notice Account	N/A	N/A	21,962.98
Subtotal CCB	**51,050.00**	**60,000.00**	**81,962.98**
TOTALS	**119,341.10**	**123,583.71**	**123,925.75**

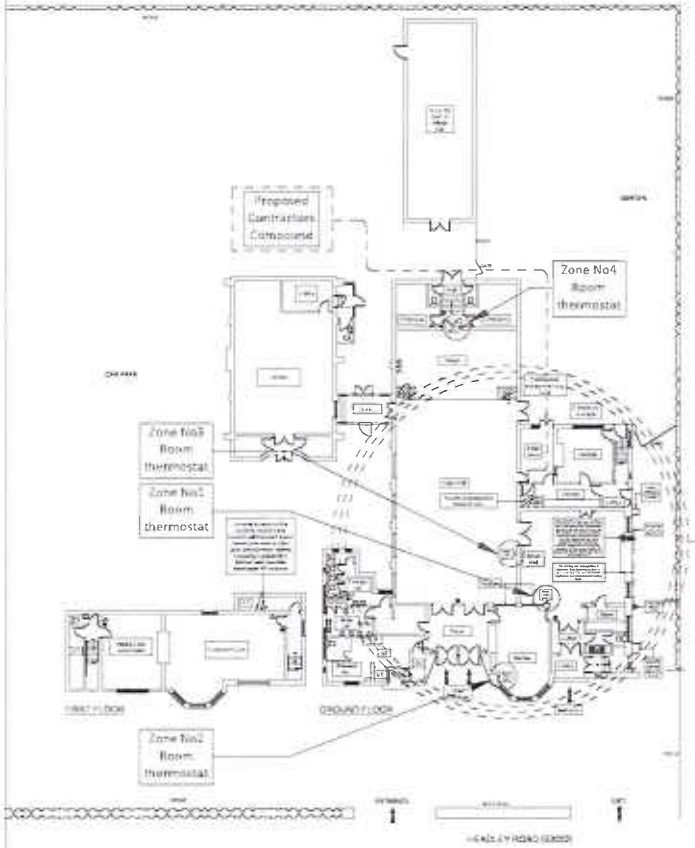
Lloyds Bank	68,291.10	63,583.71	41,962.77
Cambridge & Counties	51,050.00	60,000.00	81,962.98
TOTALS	**119,341.10**	**123,583.71**	**123,925.75**

FSCS Limit increased to £120,000.00

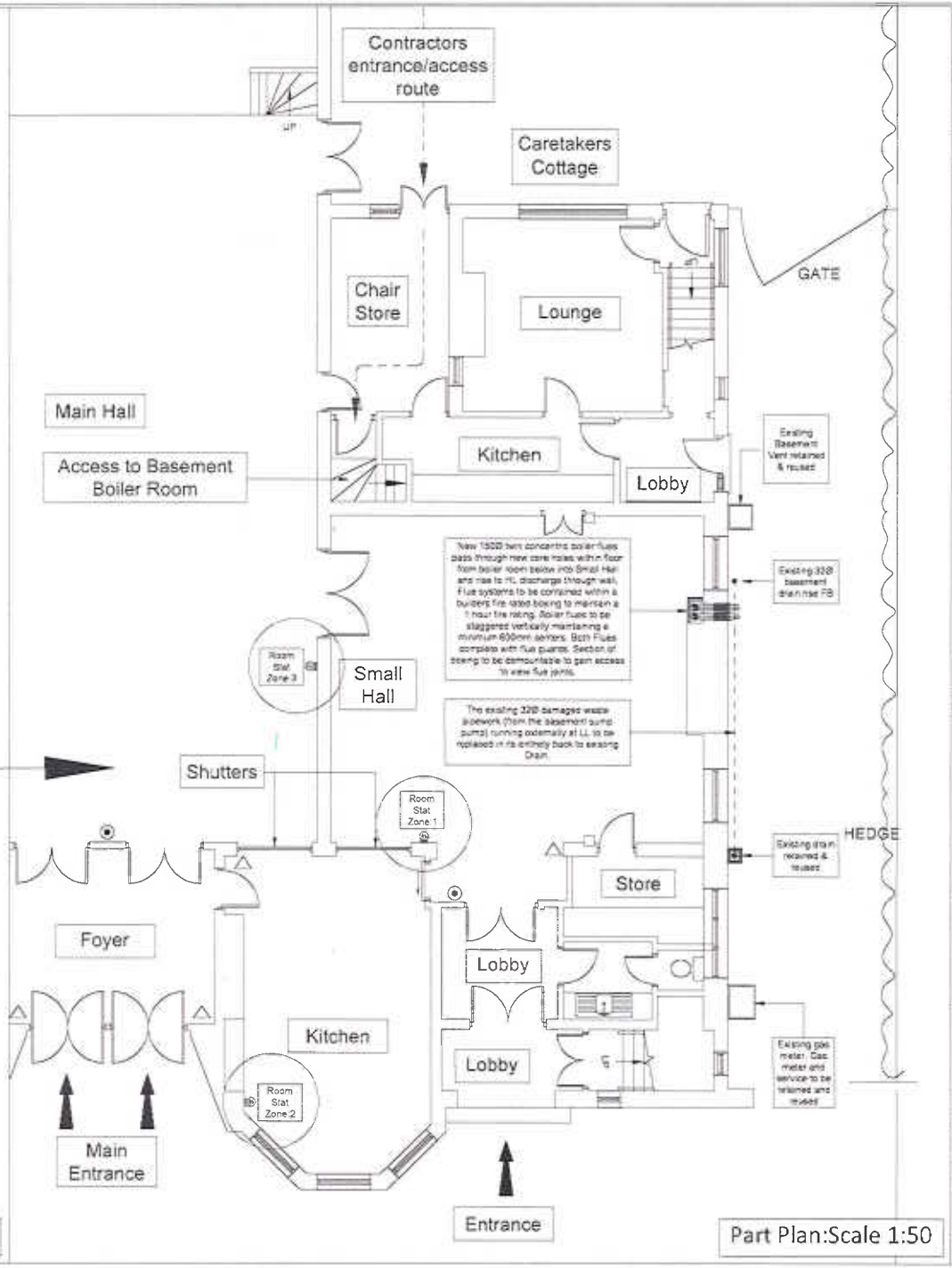
Comparison of Lettings

	2025-26	2024-25	2023-24	2022-23	2021-2022	2020-2021	2019-20
April	4,804.86	6,565.93	5,033.71	4,344.77	624.22	-0.68	4,094.34
May	6,448.24	6,528.34	5,839.84	5,575.86	2,242.91	0.00	7,047.29
June	5,743.48	6,382.98	5,578.64	4,233.60	3,002.19	-63.09	5,058.62
July	5,398.00	5,773.77	4,236.89	4,524.08	2,747.93	203.07	4,427.15
Aug	3,099.28	2,802.87	1,901.70	2,670.72	3,068.90	278.67	2,147.23
Sep	5,400.58	5,555.22	5,121.29	4,366.73	4,166.83	2,332.56	4,569.66
Oct	6,660.75	6,006.47	5,613.60	5,768.64	5,189.03	3,620.63	5,134.46
Nov	6,908.03	6,607.48	6,652.27	5,830.44	5,770.36	135.99	5,888.39
Dec		3,510.43	3,795.35	4,116.09	2,694.00	1,505.94	3,830.82
Jan		5,715.58	6,308.86	5,120.57	3,970.60	0.00	5,136.26
Feb		5,993.24	6,744.59	5,103.75	4,797.89	0.00	4,960.76
Mar		6,516.53	6,209.23	6,372.47	6,235.47	0.00	3,298.90
Car-parking		2,770.00	2,638.48	2,454.40	2,288.00	2,121.60	2,080.00
	44,463.22	70,728.84	65,674.45	60,482.12	46,798.33	10,134.69	57,673.88
% increase	7.5%	5.0%	7.5%	5%	0%	2%	5%

APPENDIX 14



Building Floor Plan: Scale: 1:200



Part Plan:Scale 1:50

Mechanical Engineer
Mark J Pragnell
M: 07920 264996
mark@mccarthybainbridgeltd.co.uk

Electrical Engineer
Mark J Pragnell
M: 07920 264996
mark@mccarthybainbridgeltd.co.uk

CDM - DESIGN RISK INFORMATION

Residual Risks which we have not been able to design out and which others should not be reasonably expected to know about

RISK DETAIL & HOW?	SUGGESTED CONTROL MEASURE	DESIGNER

Notes:

All positions are indicative only and must be confirmed on site with the project engineer prior to installation
Do not scale from the drawings.

If In Doubt ASK

Rev	Description	Date
T2	Notes amended in line with client comments	29/09/25
T1	Preliminary Planning/Tender Issue	08/09/25

MBL
McCarthy Bainbridge Ltd
Woodcliffe House, Bagshot Road,
Woking, Surrey, GU22 0QY

www.mccarthybainbridgeltd.co.uk
T: 01483 799976 F: 01483 475327
mfa@mccarthybainbridgeltd.co.uk

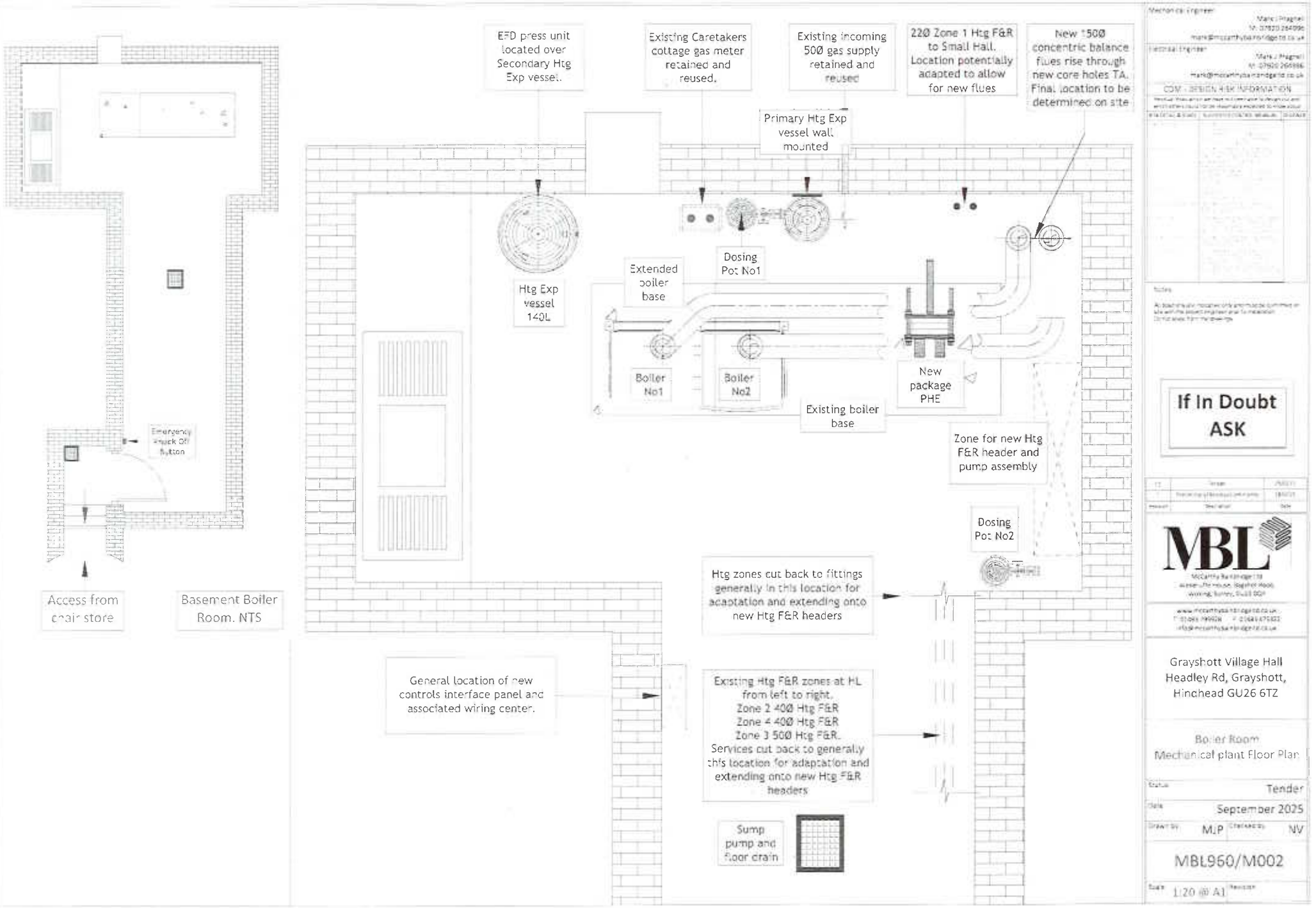
Grayshott Village Hall
Headley Rd, Grayshott,
Hindhead GU26 6TZ

General Floor Plan

Status	Tender
Date	September 2025
Drawn by	MJP
Checked by	NV

MBL960/M001

Scale	Revision
As noted @ A1	T1


EFD press unit located over Secondary Htg Exp vessel.
Existing Caretakers cottage gas meter retained and reused.
Existing incoming 50Ø gas supply retained and reused
22Ø Zone 1 Htg F&R to Small Hall. Location potentially adapted to allow for new flues
New 150Ø concentric balance flues rise through new core holes TA. Final location to be determined on site
Primary Htg Exp vessel wall mounted
Htg Exp vessel 140L
Dosing Pot No1
Extended boiler base
Boiler No1
Boiler No2
New package PHE
Existing boiler base
Zone for new Htg F&R header and pump assembly
Dosing Pot No2
Emergency Shut Off Button
Access from chair store
Basement Boiler Room. NTS
Htg zones cut back to fittings generally in this location for adaptation and extending onto new Htg F&R headers
General location of new controls interface panel and associated wiring center.
Existing Htg F&R zones at HL from left to right.
Zone 2 40Ø Htg F&R
Zone 4 40Ø Htg F&R
Zone 3 50Ø Htg F&R.
Services cut back to generally this location for adaptation and extending onto new Htg F&R headers
Sump pump and floor drain
If In Doubt ASK
MBL
Grayshott Village Hall
Headley Rd, Grayshott,
Hindhead GU26 6TZ
Boiler Room
Mechanical plant Floor Plan
Tender
September 2025
M.P
NV
MBL960/M002
1:20 @ A1

NOTES: Specification Part C

All works must fully comply with the McCarthy Belmondge ltd, particular and standard specifications, manufacturers specifications and recommendations. Along with current applicable M&E services regulations bye-laws and legislation
M&L Standard Part 'A' & 'B' specifications can be downloaded using the link below, or copied and pasted into your web browser.
https://www.amazon.com/clouddrive/share/6BeyDHAATUYGTRNCoGEBYkGzzSDVbaZHbG
This specification must also be read in conjunction with M&E layouts drawings M901 to M904.

Site access is strictly by appointment only and must be made through Grayshott Village Hall
Chairman Mr Stephen Penny (Email: stephen@grayshottvillage.co.uk)
Telephone: 07775 571838

Overview:
Grayshott Village Hall is one of the largest village halls in Hampshire, and is located in the Hampshire/Surrey border. It has been at the heart of community life providing a welcoming venue for events, celebrations, and local activities for more than 100 years.
Grayshott Village Hall is located at Headley Rd, Grayshott, Hindhead GU26 6TZ.

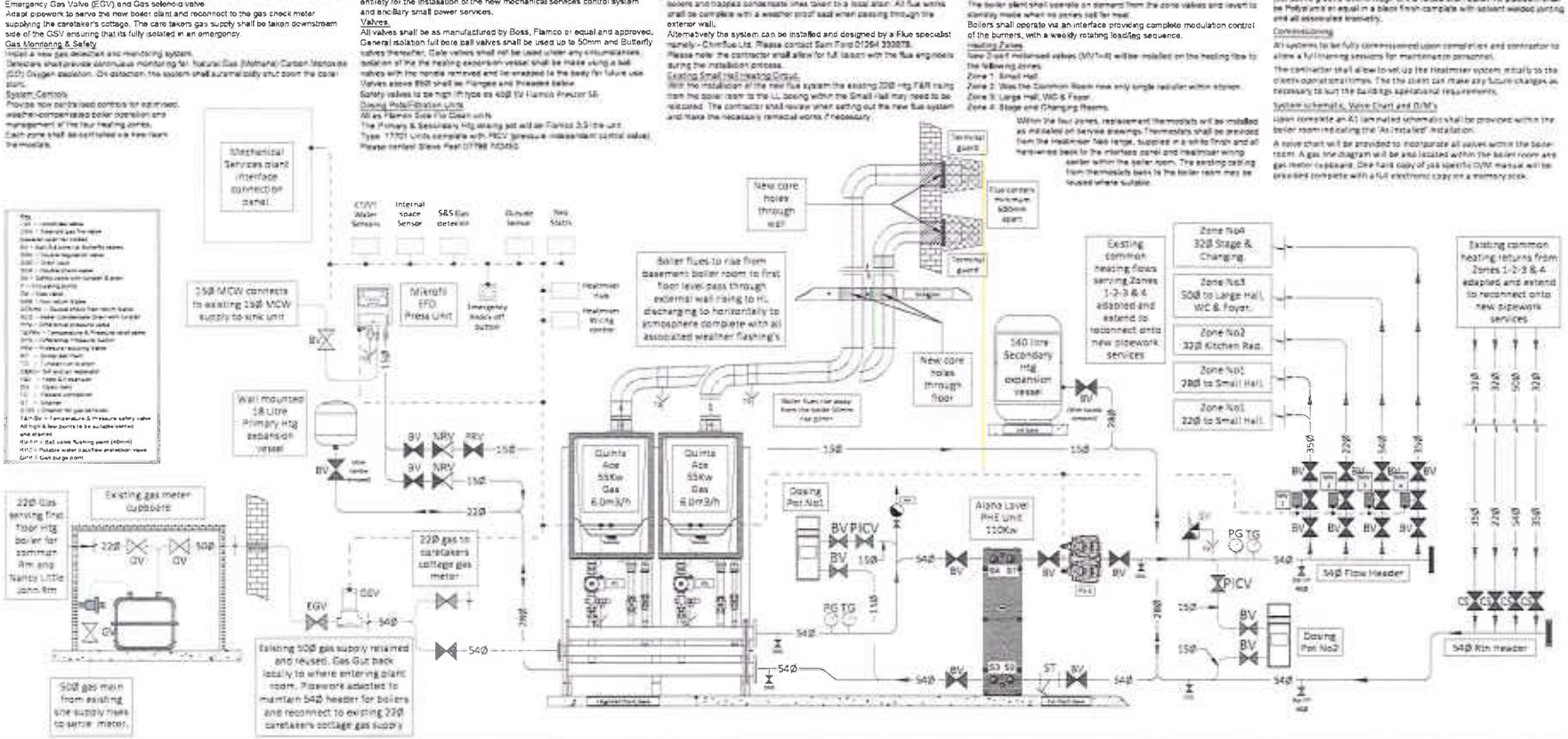
The works package proposed will be as follows:
Scope of Works:
General
Remove the existing boiler plant, redundant controls, flue system, pumps, and all associated ancillary services.
Retain and reuse the existing heating zones and emitters.
Adapt existing heating flow and return pipework within the boiler room to connect with the new services, including upgraded zone control valves and room thermostats.
Boiler Plant
Install 2 No. cascade-mounted, fully modulating condensing natural gas-fired boilers, connected via a plate heat exchanger to achieve full separation between the new boiler plant and the existing heating system.
Both primary (boiler) and secondary (heating) circuits shall be fully pressurised, each with Expansion vessels from a combined pressurisation unit.
Flue arrangements
Complete, room-sealed balanced flue systems, providing both combustion air intake and exhaust to atmosphere.
Flues shall rise from the basement boiler room, and pass through the floor into the Small Hall, and discharge horizontally through the external wall to atmosphere.
Within the Small Hall, flues shall be enclosed in a builder's boxing, designed for aesthetics and incorporating a fire-rated enclosure.
The existing flue chase shall be retained for general ventilation only.
Pumping Arrangements
Provide new primary boiler pumps (supplied within the boiler package) to serve the plate heat exchanger.
Install new secondary fan-assisted heating pumps to serve the four heating zones.
Gas Services
Modify the incoming gas service at the entry point into the boiler room, incorporating a new Emergency Gas Valve (EGV) and Gas solenoid valve.
Adapt pipework to serve the new boiler plant and reconnect to the gas check meter supplying the caretaker's cottage. The care takers gas supply shall be taken downstream side of the GSV ensuring that its fully isolated in an emergency.
Gas Monitoring & Safety
Install a new gas detection and monitoring system.
Detectors shall provide continuous monitoring for: Natural Gas (Methane) Carbon Monoxide (CO) Oxygen depletion. On detection, the system shall automatically shut down the boiler plant.
System Controls
Provide new central based controls for optimised, weather-compensated boiler operation and management of the four heating zones.
Each zone shall be controlled via new room thermostats.

Certs
The system shall include remote internet access by the client allowing for designated operators to monitor operation, Adjust temperatures, switch individual zones on/off as required.
Site Attendance & General Requirements
The contractor shall visit the site prior to tender submission to fully appreciate the extent of the works.
No claims for additional costs will be considered on the basis of lack of knowledge.
Site visits shall be arranged strictly by appointment through Stephen Penny
The contractor shall include within the tender for:
All lifting and handling required for positioning of new plant, equipment, and associated items.
The removal from site of all redundant plant, equipment, pipework, and materials.
Disposal of all redundant materials at a certified waste recycling centre, with appropriate documentation provided.
The existing heating system works on an open vented principle. As the upgraded system will be sealed the existing F&E tank will be fully decommissioned from all services and will become redundant. All existing open vent and cold feed pipework shall be cut back and sealed off within the boiler room.
Potable Cold water services.
The existing building MCW service within the boiler room will be enabled and extended to serve the new pressurisation unit.
Builders' works.
The Contractor shall allow for all associated builders, core holes, decorative and protective works as necessary to ensure the works are completed to a professional standard and handed over in a clean, finished condition.
The existing redundant flue aperture shall be infilled and made good to match the surrounding finishes.
The Contractor shall supply and install a 60-minute fire rated enclosure to fully encase the new flue systems within the Small Hall. The enclosure shall run from finished floor level to finished ceiling level.
The fire-resisting assembly shall use fire-rated board(s) and fixings in accordance with the board manufacturer's tested details and the applicable building regulations. All joints, service penetrations and abutules shall be sealed with approved fire/smoke materials to maintain the 60-minute rating.
Where practical, the visible face of the enclosure shall replicate the existing wall panelling, wall fixture, skirting and coving lines, maintaining the hall aesthetics. Access panel, proves discrete access panels where required for visual inspection of the flue joints. Access panels shall be fire-rated to the same level as the enclosure and finished to match adjacent panelling.
Upon completion of the works the boiler room floor shall receive two coats of grey floor paint suitable for the environment. The floor shall be prepared, cleaned and primed in accordance with the paint manufacturer's instructions. All adjacent surfaces shall be masked and protected during application.
Electrical services
The contractor shall allow all associated small power modification in their entirety for the installation of the new mechanical services control system and ancillary small power services.
Valves.
All valves shall be as manufactured by Boss, Flamco or equal and approved.
General isolation full bore ball valves shall be used up to 50mm and Butterfly valves thereafter. Gate valves shall not be used under any circumstances.
Isolation of the the heating expansion vessel shall be made using a ball valves with the handle removed and tie wrapped to the body for future use.
Valves above 65Ø shall be Flanged and threaded below.
Safety valves to be high lift type as 40Ø by Flamco Prezer SR.
Dosing Pots/Filtration Units
All as Flamco Side Tie Clean units
The Primary & Secondary Htg dosing pot will be Flamco 3.5 litre unit
Type: 11701 Units complete with PICV (pressure independent control valve)
Please contact Steve Peet 07766 742450

Boilers
All as manufactured by Broag Remeha
Contact Area manager Andrew Bell on 07826 920683
andrew.bell@baxi.co.uk
Two Quinta Ace 55kw cascade rig, mounted boiler complete with flue systems. All boilers to be fully commissioned by Broag engineer upon completion.
Please contact the Commissioning Engineer: Lee Lawson Mobile: 07901 349 719
Email: office@lslcontractors.co.uk
Upon completion a landlords certificate will need to be provided for the new gas, fired boiler plant.
Press unit/exp units & Expansion vessels
The primary and secondary pressurisation unit shall be provided by Mikrofil Type: EFD 3.
Please contact Nick Bailey on 0845 265 6521
The expansion vessels shall be supplied by Flamco from their Flexcon Premium range.
Secondary Heating
New 140 litre Flamco expansion vessel
Primary Heating
New 18 litre Flamco expansion vessel
Please contact Steve Peet 07766 742450
Pipework & Insulation
All pipework shall be black heavy grade or carbon steel, or table X copper,. Pipework jointing can be screwed, soldered or crimped as Viapress or equal.
All pipework to be fully insulated with Phenolic Foam 5xElfoil products complete with ID banding in service areas all as manufactured by Kingspan, sizes to meet current building Part L requirement and as follows.
Any existing damages or uninsulated pipe work shall be re-insulated
Please note: all new insulation shall be foil faced finish.
15Ø thickness 19mm
32Ø thickness 20mm
250 thickness 25mm
32Ø to 50Ø thickness 30mm
The new plate exchanger shall also be covered with manufacturers insulation jacket.
Pumps
All pumps shall be as manufactured by Dab Pumps UK Ltd
All pumps complete with integral inverter driven controls to assist in commissioning.
Primary Boiler No1 Shunt Pump P1 & P2
Provided as part of the Broag Quinta boiler pack.
Heating LTI Pump P3+4
EVOP-UB D 130/360-50 N
Please contact Dabs Account Manager Steven Hart on : 01279 652 776
Flue system
The boiler flue system shall be installed using the Quinta Ace flue concentric flue components. The new flue system shall be suitable for condensing boilers and incorporate condensate interception to a local drain. All flue wirings shall be complete with a weather proof seal when passing through the exterior wall.
Alternatively the system can be installed and designed by a Flue specialist namely - Cheriflue Ltd. Please contact Sam Ford 01264 333878.
Please note: the contractor shall allow for full liaison with the flue engineers during the installation process.
Existing Small Hall Heating Circuit:
With the installation of the new flue system the existing 22Ø mg F&R rising from the boiler room to the LL basing within the Small Hall may need to be relocated. The contractor shall review when setting out the new flue system and make the necessary remedial works if necessary.

System Cleaning & Flushing
The systems shall be chemically cleaned using a non-corrosive inhibitor introduced throughout the system dose with the manufactures requirements. The system upon completion and prior to any new boiler plant being run shall be dosed with a suitable inhibitor to maintain water condition and correct PH levels. Chemical treatment can be as Sentinel X100 or equal and approved.
Water samples will be required for verification of final water quality form both the primary and secondary heating systems.
Please note: As part of the works new flushing points shall be added as indicated to the flow and return heating systems.
NB: The existing mig water systems will be checked to ensure there are no contaminants prohibiting draining directly into the local drainage systems. Should contaminants be detected then a discharge licence will be required. Should the cannot existing for the licence to be granted have an impact on the works program then contaminated water will be held in storage cells until such times until the licence has been received.
Plate Heat Exchanger
All as manufactured by Alfa Laval.
Unit: AQ31-FM rated at 110Kw
Item no.: 464084113
Unit to be complete with floor support kit and insulation jacket.
Please contact: Kareem Alkhedairy
Technical Sales Engineer, Business Unit - Energy Equipment
Office: +44 1276 413 632
E-mail: kareem.alkhedairy@alfalaval.com
Controls Systems
Heating & Controls Specification
All controls shall comply with the M&L specification, providing full system control using the Heatmiser System Control Platform.
Please contact: Paul Blake – Aztec Controls (07770 680 861).
The controls specialist shall agree the controls philosophy with the mechanical consultant prior to manufacture and installation after completely reviewing the existing installation.
The controls specialist shall include all modifications, wiring, and containment associated with the controls and plant systems.
Electrical containment shall be provided in surface-mounted galvanised conduit and cable tray.
System Operation
Heating shall operate on an optimised weather-compensated direct boiler control basis.
A Heatmiser hub will be provided and connected to the existing WLAN hub to allow remote adjustment of the four heating zones.
Facility for setback temperatures shall be provided between normal operational times on all thermostats.
The boiler plant shall operate on demand from the zone valves and revert to standby mode when no zones call for heat.
Boilers shall operate via an interface providing complete modulation control of the burners, with a weekly rotating lead/lag sequence.
Heating Zones
New 3-port motorised valves (MV1-4) will be installed on the heating flow to the following zones:
Zone 1: Small Hall
Zone 2: Was the Common Room now only single radiator within storage.
Zone 3: Large Hall, WC & Foyer.
Zone 4: Stage and Changing Rooms.
Within the four zones, replacement thermostats will be installed as indicated on service drawings. Thermostats shall be provided from the Heatmiser New range, supplied in a white finish and all re-wired back to the interface panel and Heatmiser wiring center within the boiler room. The existing cabling from thermostats back to the boiler room may be reused where suitable.

Certs
NB: The existing thermostat within the kitchen is an RF wireless unit connected to a receiver located within the first-floor boiler cupboard.This receiver location is located off the stairwell landing (at the top of the Common Room stairs). This existing thermostat arrangement will be replaced in its entirety with a new Nes Air thermostat and a RF Switch V2 arrangement, and then reconnected to the existing signal cables previously connected to the old RF Receiver that run back to the boiler room.
Controls Interface Panel
A new interface panel will be located in the boiler room, generally in the location of the existing heating panel.
The panel shall integrate all the associated boiler plant, pumps, motorised valves, thermostats, and ancillary services wiring.
The system shall allow direct boiler modulation control and sound raised zone management.
Sensors & Monitoring
A new external monitoring sensor and common internal room sensor shall be installed for frost protection and weather compensation purposes.
The system will incorporate high and low pressure/vacuum alarms via the pressurisation unit which will deactivate all the plant under fault conditions.
All required air and water sensors and socket installations shall be provided for full system functionality. Contractors liaison with Aztec controls is essential.
Safety & Protection Systems
A new gas detection/sensor unit shall be installed and integrated into the control system. On gas detection, the system shall shut down all plant and gas solenoid valve.
Heat detectors over each boiler will shut down boilers, circulation pumps, and gas solenoid valve when activated.
The system shall be fully maintained with the buildings centralised fire alarm.
All plant and ancillary services shall shut down on activation from the building main fire alarm system. A delay sequence shall be incorporated by the fire alarm specialist to prevent nuisance boiler shutdowns during weekly alarm tests.
An emergency manual knock-off button shall be located at the entrance to the boiler room. This when activated shall close down all plant in case of emergency.
NG Gas extension:
All as manufactured by SAS Normen Ltd
Type GDP28: Safe Area Gas Detection & Controller
Contact Tel: +44(0) 1702 291 735.
External remedial works
From the pumped sump within the basement boiler room a 32Ø Upvc pumped sump rises to LL externally running along the side of the building at low level to drain. Currently a section has been damaged. The contractor shall allow to replace the drain in its entirety from where the pipework rises and above ground level through to the raised drain outlet. All pipework shall be Polypipe and or equal in a black finish complete with solvent welded jointing and all associated fixings/etc.
Commissioning
All systems to be fully commissioned upon completion and contractor to allow a full training sessions for maintenance personnel.
The contractor shall allow to set up the Heatmiser system, initially to the clients operational times. The the client can make any future changes as necessary to suit the buildings operational requirements.
System schematic, Valve Chart and O/M's
Upon complete an A1 laminated schematic shall be provided within the boiler room and stating the 'As Installed' installation.
A valve chart will be provided to incorporate all valves within the boiler room. A gas line diagram will be and located within the boiler room and gas meter cupboard. One hard copy of job specific O/M manual will be provided complete with a full electronic copy on a memory stick.



Mechanical Engineer
Mark J Pragnell
M: 07920 264996
mark@mccarthybelmondgeltd.co.uk
Electrical Engineer
Mark J Pragnell
M: 07920 264996
mark@mccarthybelmondgeltd.co.uk

CDM - DESIGN RISK INFORMATION

Notes:
All positions are indicative only and must be confirmed on site with the project engineer prior to installation
Do not scale from the drawings.

If In Doubt ASK

Revision	Description	Date
T2	Notes amended more with client comments	05/09/25
T1	Preliminary Review/Comments	28/08/25

MBL
McCarthy Belmondge Ltd
Woodcliffe House, Bagshot Road, Woking, Surrey, GU22 0QT
www.mccarthybelmondgeltd.co.uk
T: 01483 799828 F: 01483 475322
info@mccarthybelmondgeltd.co.uk

Grayshott Village Hall
Headley Rd, Grayshott,
Hindhead GU26 6TZ

Plant Schematic & Notes

Status	Tender
Date	September 2025
Drawn by	MJP
Checked by	NV

MBL960/M003

Scale: NTS @ A1 | Revision: T1

GRAYSHOTT VILLAGE HALL

ANNUAL FOOTFALL PER USER

Club Name	Sessions per annum	Attendance per session	Total	EHDC	Waverley
Grayshott Bridge Club	48	30	1,440	720	720
The Arts Society Grayshott			1,200	720	480
Friday Art			1,020	812	208
The Grayshott Stagers					
- Perforrmances			1,468	881	587
- Rehearsals			1,405	703	703
- Meetings			130	65	65
Grayshott Art Society			400	280	120
Grayshott Gardeners					
- Club Nights including AGM	12	80	960	480	480
- Shows	2		278	139	139
- Plant Sale	1	60	60	30	30
- Workshops	2	28	56	28	28
Haslemere & District Dog Training Club			2,320	1,160	1,160
		Estimated attendance per session			
Badminton Club	42	10	420	210	210
WI	4	20	80	40	40
Elaine Collins	26	6	156	78	78
David Edwards	31	2	62	31	31
Dudley Dance Worku	6	6	36	18	18
Victoria Evans	97	10	970	485	485
Iza Filipek	39	6	234	117	117
Louise Gilbertson	152	10	1,520	760	760
Annalisa Gioia Exon	16	6	96	48	48
Suzanne Fowler	6	10	60	30	30
Grayshott Housing Assoc	3	8	24	12	12
Grayshott Folk Club	12	150	1,800	900	900
Grayshott Panto	14	60	840	420	420
Grayshott Parish Council	1	200	200	100	100
Grayshott Surgery	1	200	200	100	100
Hidden Valley Forest School	98	15	1,470	735	735

Hilary Marston Dance	52	10	520	260	260
Jill Iliffe	72	13	936	468	468
Yvonne Lawrence / Oak House	15	2	30	15	15
Imagine That Producions	2	150	300	150	150
Insight Yoga	36	6	216	108	108
Kylie Jones	34	10	340	170	170
Gill Leitch	175	10	1,750	875	875
Alison Kirk	43	10	430	215	215
Lannoy Dance	83	10	830	415	415
Milford & Brook Dance	129	10	1,290	645	645
MOVE with Paula	49	10	490	245	245
NCT Parent Services	5	20	100	50	50
Procare Health	1	100	100	50	50
Red Shoes Dance	32	10	320	160	160
SW Yoga	41	6	246	123	123
Tea Part Grayshott	11	50	550	275	275
Angeal Thompson	128	6	768	384	384
Toddler Sense	10	6	60	30	30
Tuesday Art	30	12	360	180	180
Wells Health & Fitness	87	10	870	435	435
Yogabudding	36	6	216	108	108
	Totals		**29,627**	**15,462**	**14,165**

Q11. What evidence is there of support from the community
Email to the seven Trustees representing the major users of Grayshott Village Hall:

Further to the discussion at the recent Trustees Meeting, For the purposes of the various grant applications for the boiler replacement project, I confirm that I need from each of you the approximate number of users for the last 12 months. That is the total number of people that have attended your meetings and events including those who have attended more than one event. So basically, those through the door.

It would also be helpful if you could estimate the split between those that live in East Hants and those that come from Waverley as I will be making grant applications to both areas.
If this is not possible, I will work on a 50/50 split on the basis that the Village Hall sits on the boundary between the two.

Responses:

Hello Graham,
GBC (Bridge Club) plays 48 Friday afternoons per year in the Small Hall with an average of 30 Members per Friday.
Thus we have 1440 users per year.
We are split almost exactly 50/50 East Hants/Waverley so 720 users for each area per year.
Hope that helps.
Thank you for doing this.
Kind regards.
Roy

Hi Graham,

Thanks for your email and for all that you are doing for the Village Hall.

The Arts Society has around 1200 visitors through the door each year. The split is about 60/40 East Hants/Waverley... which is approximately 720/480 East Hants/Waverley.

Very best wishes,

Jackie

Jackie Bearman
TAS Grayshott

Hi Graham

Numbers for Grayshott Art Society are as follows:

Users for last 12 months approx 400

Waverley 120
East Hants 280

Hope that helps.

Regards
Susan Longman

Hi Graham
The numbers of users to the Friday art are

Approx. 1020 members
Of which 208 are from Waverley.
Jillx

Dear Graham,
In answer to your message below, Stephen sent me a very good breakdown of numbers involved in Grayshott Stagers' meetings and events.
If you need this further detail, I can forward you a copy.

To be succinct however, he has given me a figure of 3,003 “person visits”.

He estimates a split in visitors from Surrey and Hampshire as:

Performances (Audience & Cast etc): 60% Surrey, 40% Hampshire
Rehearsals and Meetings: 50% Surrey, 50% Hampshire.

I hope this helps and thank you for undertaking this task.

Jennifer (Charters)

Grayshott Stagers - Estimated Use of Grayshott Village Hall - 2025

			Person Visits	% Surrey	% Hampshire
Performances - Audience & Cast etc					
Feb Plays			258	60	40
Spring Musical			560	60	40
Nov Play			650	60	40
Rehearsals	**Number**	**Typical Attendance**			
Feb Plays	16	10	160	50	50
Spring Musical	39	20	780	50	50
Nov Play	31	15	465	50	50
Meetings					
Committee	10	10	100	50	50
AGM	1	30	30	50	50
TOTAL			**3,003**		

Good afternoon Graham,

Per your request below please find attached a PDF (below) that hopefully provides the information you are looking for.

If you could let me know if this meets your requirements or you require further details that would be appreciated.

Many thanks and kind regards
Andrew

Haslemere and District Dog Training Club Term	Number of weeks for the Term	Number of attendees in various classes each week during the Term	Total
October 2024	8	57	465
January 2025	8	53	424
March 2025	5	43	215
April 2025	8	32	256
June 2025	10	39	390
September 2025	10	57	570
Total =		**2,320**	

The eighth Trustee is Grayshott Parish Council who use the hall for the Annual Assembly which is noted in the list of other users compiled by our Chairman and acting Bookings Secretary:

Hello Graham,

I have added estimates for the regular user groups not represented on the committee at the bottom of the list.

At the moment it doesn't include one-off users, but I could make an estimate for them as well if you think necessary, but it would be guess work. (not included)

Many thanks

Stephen.

Stephen Penny
Chairman

The figures listed above are incorporated into the summary below

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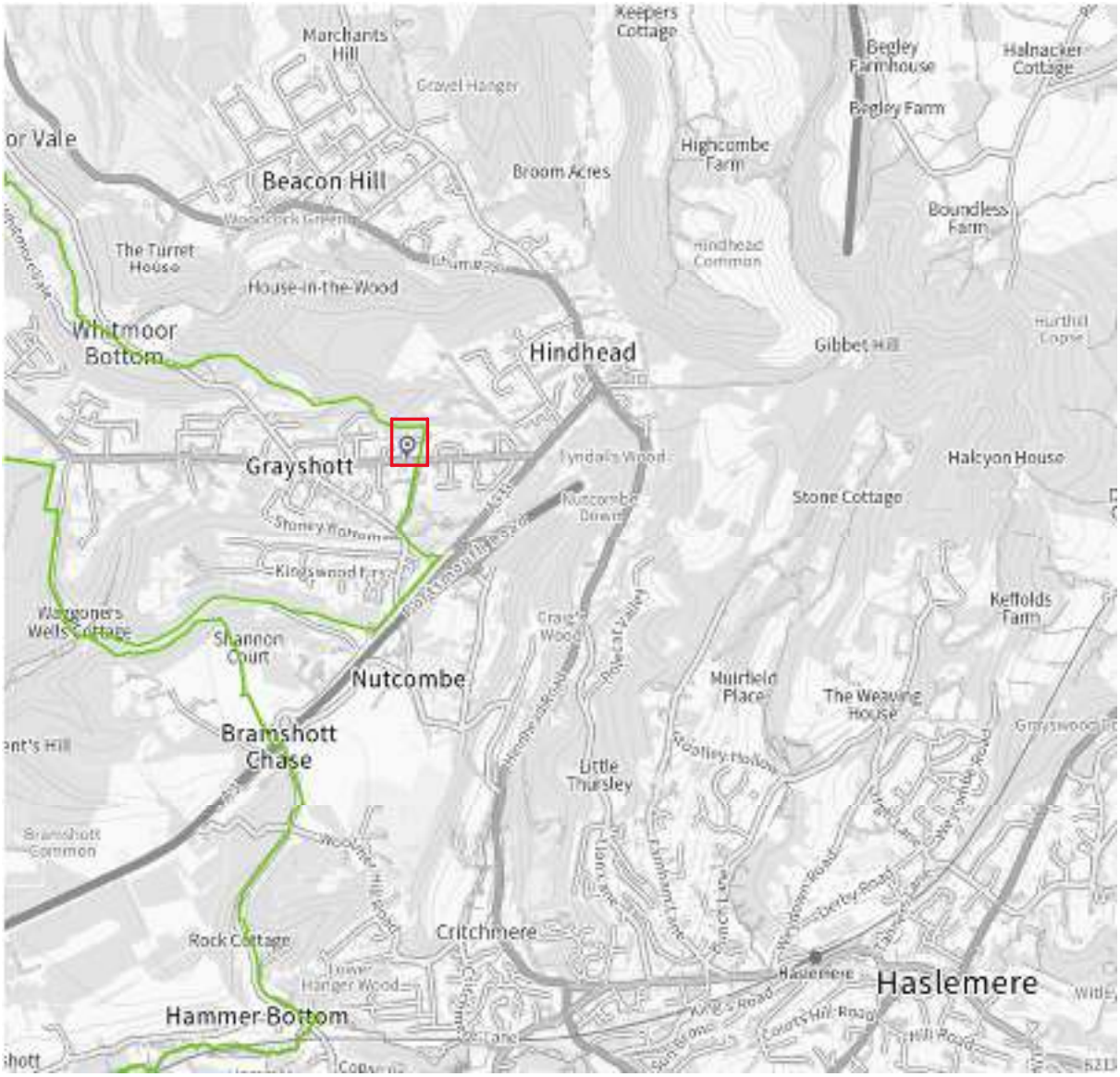
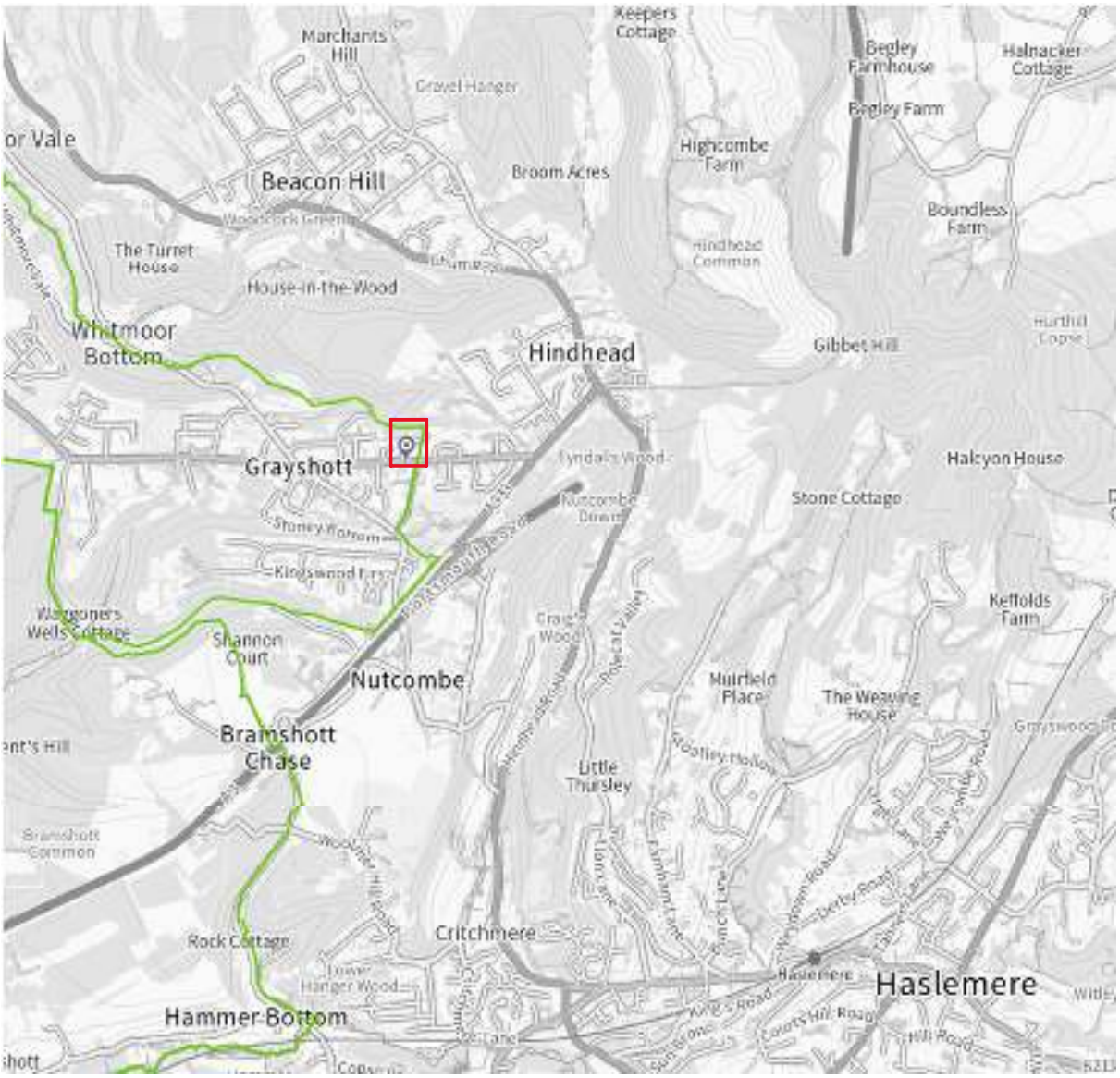
		Totals	**29,627**	**15,462**	**14,165**

MAP SHOWING LOCATION OF GRAYSHOTT VILLAGE HALL



Grayshott Village Hall is located on the edge of the Grayshott Village / East Hants Boundary and serves local communities within the HTC area.

MAP SHOWING LOCATION OF GRAYSHOTT VILLAGE HALL



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GRAYSHOTT VILLAGE HALL – NEW BOILER PROJECT

TENDER REPORT FROM CONSULTANT ENGINEER

From: Mark Pragnell <mark@mccarthybainbridgeltd.co.uk>
Sent: 11 November 2025 16:33
To: stephen@grayshottvillagehall.co.uk
Cc: 'Barbie McSean' <barbie@grayshottvillagehall.co.uk>; hb8600@hotmail.com
Subject: RE: Proposed boiler plant replacement - Grayshott Village Hall

Afternoon Stephen

I have now reviewed the tender returns received from the following contractors and kindly see the itemised summary below:

- **ISSL** (Industrial Site Solutions Ltd)
- **GMS** (Gardner Mechanical Services)
- **Wessex M&E**

Tender Sums
The returned tender sums are as follows (all figures net of VAT):-

- **ISSL:** £75,590.00
- **GMS:** £80,518.80
- **Wessex M&E:** £94,292.35
  NB: All sums include the £8,000.00 contingency sums.

Both ISSL and GMS are within approximately 6.5% of each other, which indicates competitive tendering and that the tender information package was clear and consistent.

Tender Qualifications
All contractors submitted compliant bids.

- ISSL and GMS: No onerous qualifications were included.
- Wessex M&E: No tender qualifications or breakdown were provided; therefore, none can be assessed. In addition, Wessex did not include the requested on-site works programme, which both ISSL and GMS did provide.

Asbestos
Neither ISSL nor GMS have made any allowance for asbestos removal at this stage, which is standard practice.
We have not been advised of any known asbestos on site; however, it would be beneficial to review a copy of Grayshott Village Hall's (GVH) Asbestos Register prior to works commencing. A copy will also be provided to the appointed contractor.
Please note: There may be a possibility of asbestos within the boiler section joints, which should be identified in the Asbestos Register if present. Should asbestos be confirmed, the associated costs will need to be drawn from the contingency allowance as appropriate.

Fire Alarm Interface

GMS have advised that GVH's preferred fire alarm specialist has not responded regarding the interface works and, as such, have not included a cost at this stage. However, it is standard practice for an interface panel to be provided by the client's incumbent BAFE-approved fire alarm specialist prior to the commencement of the replacement works on site. This element does not typically fall within the mechanical contractor's scope of works.

The mechanical contractor's controls specialist will, however, have allowed for the necessary connection between the control system and the fire alarm interface panel.

Draft Programme

- ISSL have proposed the shorter on-site programme of approximately 4 weeks. From GVH's perspective, we recommend allowing circa 6 weeks to accommodate the contractor's site presence.
- GMS have provided two alternative programmes, both with an on-site duration of approximately 7.5 weeks. Their programme is slightly more detailed, incorporating both options (with or without a Discharge Water Licence). However, some activity durations appear on the cautious side, and we feel could more than likely be reduced.

In either case, all boiler replacement works would be completed prior to the commencement of the heating season.

Recommendation

I have spoken in detail with Mark Whittaker of ISSL to confirm that no substitutions have been made to the specified equipment, that their submission remains fully compliant with the design intent, and that they are confident in their tender.

At no point were the sums of the other contractors disclosed, nor was any information provided regarding the relative competitiveness of the bids.

Following this review, I am satisfied that ISSL have a clear understanding of the project scope and requirements. Therefore, I recommend that consideration be given to awarding the project to ISSL, based on their submitted tender sum less the contingency allowance, as summarised below:-

Description	**Amount (net of VAT)**
ISSL Tender Sum	£75,590.00
Less Contingency	£8,000.00
Proposed Contract Sum =	**£67,590.00**

Please note: The sums as advised by the contractors are current to todays prices and will not include for any manufactures cost increases that typically follow in the new year.

I have attached the contractors' tender returns for your information. Please do not hesitate to contact me if you have any queries or require further clarification.

Many thanks

Mark

Mark Pragnell

Director
McCarthy Bainbridge Ltd

DDI: 01483 799928 (option 3)
Mobile: 07920 264956
Email: mark@mccarthybainbridgeltd.co.uk

MBL

Woodruffe House
Bagshot Road, Woking, Surrey
GU22 0QY

Company No: 01006071

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GVH BOILER REPLACEMENT

TENDERS RECEIVED

The returned tender sums were as follows (all figures net of VAT):-

ISSL: £75,590.00
GMS: £80,518.80
Wessex M&E: £94,292.35

NB: All sums include the £8,000.00 contingency sums.

Based on ISSL's Tender, the total costs would be:

Tender		£75,590.00
MBL Fees		£7,030.90
Total excl VAT		£82,620.90
VAT	20%	£16,524.18
TOTAL		£99,145.08
Inflation on plant not purchased in advance	say	£855.00
TOTAL		**£100,000.08**

Gmail

Pippa Sherriff <deputy.clerk@haslemeretc.org>

Neighbourhood CIL Application

Graham Harvey-Browne Thu, Jan 29, 2026 at 2:00 PM
To: Pippa Sherriff <deputy.clerk@haslemeretc.org>
Cc:

Hi Pippa,

It took a bit longer than expected but I have attached a document with the question asked and answers that arrived at the calculation of the annual footfall which I hope is what your Chair was after.

Regarding the contribution we can fund up to £65k from our reserves. In box 18 it does include the £30k. In box 17, if we get all of the grants that we are applying for they will total £70k leaving us to pay £30k. if I put £65k in here it skews the total. I am reasonably confident of the £10k funding from Grayshott Parish Council but following the Skate Park development they don't have much CIL to allocate, and I know that there are competing applications. So, in a worst case we might have to fund £90k from our reserves which will hurt and mean that other works such as the redecoration of the Hall will go back several years whilst we rebuild the reserves. You will see from the submission that turnover in 24/25 was £76,228.82 with a net movement of funds of £8,483.21 so without any surprises building up a decent reserve is a slow burn. If we did get all of the funding, then we could proceed with other projects more immediately which would also improve the sustainability of the spaces.

Kind regards,

Graham

Graham Harvey-Browne

[Quoted text hidden]

Q11 - What evidence is there of support from the community.docx
92K