



## Woodcote Village Hall Management Committee

### Report to the Annual General Meeting

Woodcote Village Hall

10 May 2021

#### Introduction

The Woodcote Village Hall Management Committee operates as a registered charity (number 304393) with the charitable aim of '*providing and maintaining a village hall for the use of the inhabitants of the parish of Woodcote and surrounding District.*'

The Trustees are:

- |                    |                                      |
|--------------------|--------------------------------------|
| ▪ Geoffrey Botting | Chairman                             |
| ▪ John Worsfold    | Vice-chairman                        |
| ▪ David Booth      | Treasurer and Parish Council nominee |
| ▪ Ken Ison         |                                      |
| ▪ Sam Peates       |                                      |
| ▪ Malcolm Smith    | Parish Council nominee               |

The Village Hall is owned by the Parish Council.

#### Covid-19

I ended my report last year with the observation that '*the recent changes in the relationship with the Hall owner enable the Trustees to apply more time to improving the facilities of the Hall in discharge of its charitable aims*'. However, towards the end of the financial year 2019-2020 the first government lockdown came into effect. This, subsequent infection control measures and a second lockdown, effectively closed the Hall for the financial year 2020-2021 and delayed work on improving the facilities.

#### Hall Development

During the year 2020-21:

- i. The work to redecorate and improve the facilities of the main hall was completed. Among the improvements are:
  - the replacement of the old lighting with energy efficient system that can be set to illuminate sports events or create a more intimate atmosphere;
  - the replacement and improved ducting of mains and communications wiring;
  - new audio-visual facilities that included a 3m wide screen, a projector, an amplifier and new speakers; and
  - repaired and repainted woodwork and walls.Unfortunately, COVID regulations denied the Trustees the opportunity to launch, and the community to use, the improved facility.
- ii. The Trustees discussed and agreed with the Parish Council a design for upgrading the sports changing area and Pavilion toilets. An architect was employed to produce the upgrade plans but following a building survey the project was suspended.

## Survey

In November 2020 damp was noted on the recently redecorated wall of the entrance adjacent to the Parish Office. Further inspection showed rotten woodwork around the nearby window. As a result, the Parish Council agreed to full building survey and instructed Ashridge Surveyors who inspected the Hall in February 2021. The survey identified a considerable, and in some cases urgent, need for maintenance which is currently being planned with the Parish Council. One immediate impact of the report was to suspend discussions on, and work to, improve the Hall.

## Operating Income and Expenditure

With the Hall largely closed for business, rental income for the financial year 2020-21 was reduced by some 75% from that of 2019-20. Expenditure was also reduced – largely through reductions in salary costs through furlough grants from HMG although not enough to prevent a significant operating deficit. Despite this, and as a result of donations and significant and valued work by the Treasurer in obtaining Business Support Grants the final result was a surplus of nearly £17,00. This has boosted the Hall's reserves and ability to improve the facility for the community and cover the budgeted loss for 2021/22.

On behalf of the Trustees and all who use our Hall I would like to record our appreciation of, and gratitude to, the Treasurer for his efforts in rescuing what could have been a financial disaster.

## Donations and Grants

The Hall received £7,100 in donations during the year with £17,811 from HMG and SODC COVID grants.

## Marketing

In my report for the year 2019-20 I noted that additional reductions in expenditure cannot be made without a significant impact on the safety, availability, and attractiveness of the Hall. As such the Trustees agreed to investigate the value of hiring a marketing specialist to promote the Hall once normal operations recommence.

## The Parish Council

The Trustees have worked closely with the Parish Council during the year. Now the Village Hall is owned by the Parish Council the day-to-day operation of the building was formally transferred to the Parish Clerk at the start the Parish Council's financial year., and I'd like to record our thanks to the Council and the Clerk for that support.

## Next Year

This financial year saw an almost complete shutdown of the commercial and social activities of the Hall and the suspension of work to further improve the facilities. As COVID regulations permit the Trustees will be focusing on:

- i. restarting the rental operation and rebuilding the income from hiring;
- ii. extending the user base with an enhanced marketing effort;
- iii. agreeing with the Parish Council the immediate maintenance requirement; and
- iv. determining with the Parish Council Hall improvements to the hall.

Geoffrey Botting  
Chairman, Woodcote Village Hall Trustees

**Woodcote Village Hall Management Committee**  
**Charity No 304393**  
**Income and Expenditure Statement**  
**Year ending**  
**28 February 2021**

	28-Feb-21	notes	29-Feb-20
<b>Income</b>			
Bank Interest	4		9
Dividends	223		223
Recovery costs of Partners	1,500		1,500
Fund Raising Events			2,488
Gift and Donations	7,100	2	1,700
Grants	17,811	3	6,200
Hall Hire	1,157	1	6,082
Non Regular	4,867		16,108
Regular users	372		-
Others	<u>33,034</u>		<u>34,310</u>
<b>Total</b>			
<b>Expenditure</b>			
<b>Administration</b>			
Annual Service Costs	73		
Computer and Internet	224		274
Dues & Subscriptions	231		818
Payroll	8,052		15,475
Furlough	(3,936)		
Professional Fees	4,780		126
Miscellaneous	588		123
Swap Shop			40
<b>Total</b>	<u>10,012</u>		<u>16,856</u>
<b>Maintenance</b>			
Building	0		50
Electrical	0		127
Gas	0		-
Water & Drainage	102		337
Furniture and Fittings	156		12
Miscellaneous	0		153
Cleaning	455		538
<b>Total</b>	<u>713</u>		<u>1,217</u>
<b>Refurbishment</b>			
Function /Pavilion rooms			-
Main Hall committed 2019/20	0		6,176
	<u>0</u>		<u>6,176</u>
<b>Utilities</b>			
<b>Main Building</b>			
Electricity	1,560		2,756
Gas	2,119		2,753
Water	587		353
<b>Total</b>	<u>4,266</u>		<u>5,862</u>
<b>YC and Function Rooms</b>			
Electrical	465		410
Gas	512		800
Water and Drainage	144		315
<b>Total</b>	<u>1,121</u>		<u>1,525</u>
<b>Total Expenditure</b>	<u>16,112</u>		<u>31,636</u>
<b>Profit /(Loss)</b>	<u>16,922</u>		<u>2,674</u>

**Woodcote Village Hall Management Committee**  
**Charity No 304393**  
**Balance Sheet**  
**As of 28 February 2021**

	28 February 2021		29 Feb 2020
<b>Current Assets</b>			
Debtors	-		538
Lloyds Bank Current account	6,662		3,866
COIF Deposit account	7,000		7,000
COIF Fixed interest Fund	-		1
Lloyds Bank Deposit account	27,499		9,495
	<u>41,161</u>		<u>20,900</u>
<b>Current Liabilities</b>			
Accruals	5,364		1,170
	<u>5,364</u>	<i>note 5</i>	<u>853</u>
			2,023
<b>Total Assets less Liabilities</b>	<u><u>35,797</u></u>		<u><u>18,877</u></u>
<b>Represented by</b>			
Reserves unrestricted	2,523		2,877
Reserves restricted	6,000		6,000
Reserves for replacing assets	15,100		10,000
Reserves Impairment	174	<i>note 4</i>	
Reserves Grants	12,000		
<b>Total Reserves</b>	<u><u>35,797</u></u>	<i>note 6</i>	<u><u>18,877</u></u>

The above statement represents fairly the financial position of the Charity as at 28 February 2021 and reflects its Income and Expenditure during the year.

## **Woodcote Village Hall Management Committee**

**Registered Charity No 304393**

### **Financial Report and Accounts March 2020-February 2021**

The Charity's accounts are maintained on the Alpha accounting system , as used by the Parish Council and the Hall's booking system is processed through "Hallmaster", both systems are managed by the Village Hall Manager. In my opinion the set of accounts prepared do represent a true and fair financial position of the Woodcote Village Hall Management Committee for the Financial period 1 March 2020 to 28 February 2021.

Below are the comments referred to in the accounts:

- 1 Operating income for the 12months of £6,396 (*£22,190 - 2019/20* ) This financial year the Charity experienced an almost complete shutdown of the commercial and social activities of the Hall due to Covid 19. The operating costs were £11,332, the loss was covered by a business Covid-19 grant.
- 2 Donations received in the year were £7,100: Gift aid £1,250, Others £5,850.
- 3 Grants from HMGA & SODC £17,811 (Business support and Covid-19 grants).
- 4 Impairment tests on the £7,000 COIF investment indicated a shortfall of £174.
- 5 Accrued expenses £5,364: current creditors £1,214, Audit £400, Architect & QS fees £3,750
- 6 Reserves have increased by £16,920 resulting from donations, £5,100, not utilised in the year on development projects, Business grants £12,000, Impairment on investments £174 and an Operating loss of (£354).

3 May 2021

D Booth

J Wilson