



## Woodcote Village Hall

### Report to the Annual General Meeting Woodcote Village Hall 9 May 2022

The Woodcote Village Hall 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     |
| ▪ Ken Ison         |               |
| ▪ Sam Peates       |               |
| ▪ Malcolm Smith    |               |

The Village Hall is owned by the Parish Council.

#### Introduction

I concluded my report last year by noting that for the upcoming year 2021-22 the Trustees intended to focus on four main objectives:

- i. To restart the rental operation and rebuild the income from hiring;
- ii. To extend the user base with an enhanced marketing effort;
- iii. To agree with the Parish Council the immediate maintenance requirement; and
- iv. To work with the Parish Council on an on-going programme of improvements to the Hall.

#### Moving Towards Normal, Non-Pandemic, Operation

The 2020-21 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 permitted the Trustees were able to make the Hall available, subject to the infection controls applicable at the time, and at the close of the financial year 2021-22 the Hall was in regular use approaching pre-pandemic levels.

#### Operating Income and Expenditure

With the Hall partially closed for business, rental income for the financial year 2021-22 began to recover such that, with a substantial grant to aid the restart of commercial operations and a donation from the Summer Fete, the income exceeded expenditure. This has boosted the Hall's reserves and the charity's ability to improve its marketing and the attractiveness of the Hall to potential renters.

To emerge from an extended enforced closure in such a financial position is the result of significant effort by Mr David Booth, our Treasurer, and on behalf of the Trustees and all who use our Hall I would like to record our appreciation of, and gratitude for, his work.

## Marketing

During the charity's 2021-22 year the Trustees:

- i. engaged the Osher Marketing Consultancy to advise on the promotion of the Village Hall facilities and improve lead generation; and
- ii. employed a marketing associate to

The Hall now has, and is monitoring the impact of, an increased social media presence, branded advertisements, and a new website to drive increased awareness and interest and get people to consider renting the Hall.

In October 2021 the charity engaged Louisa DeVismes as its marketing Associate to build on the work of the Osher Consultancy. In this role Louisa manages the electronic communications and website, the leads and is developing other means to bring the community and other potential users to the Hall.

## Survey

In May 2021 I reported that a building survey commissioned by the Parish Council identified a considerable, and in some cases urgent, need for maintenance. Subsequent work by the Parish Council suggested that the likely costs of the repairs would be some £400,000 over the next 10 years. Much of this relates to the repair of the flat roofs and, as such, the Parish Council is considering whether greater benefit would be obtained from different redevelopment approaches and will be consulting the community during 2022. The charity rents the Hall from the Parish Council and will, therefore, work closely with the Parish Council as it moves towards a decision.

## Hall Development

Noting the need for extensive maintenance and/or redevelopment work on the Hall the Trustees restricted its expenditure on improving the attractiveness of the Hall to the purchase of:

- i. 100 new chairs for the Main Hall to replace the aging blue set; and
- ii. 6 new light weight tables for the Function Room.

## Next Year

The Charity pays for the gas and electricity used by the Hall.

- i. **Gas.** Our current gas contract expires on 31-Dec-22 and initial investigation with "charity friendly" brokers suggest that, based on current usage and noting that the charity is classed as a small business and outside the energy cap offered to householders, the extra cost for gas will be £5000 – some 20% of our rental income. Such a significant increase cannot be absorbed by the charity and hire charges will need to rise from 2023. The Trustees understand the difficulty this will cause and will be investigating means of limiting or staggering price rises.
- ii. **Electricity.** The charity will see a similar increase in electricity costs, but our current supply contract doesn't expire until 04-Feb-25 and thus provides a temporary protection.

Future hiring costs will also need to reflect the current increase in the cost-of-living index and its impact on wages.

## The Parish Council

The Trustees have worked closely with the Parish Council during the year as it considers the future of the Hall and I'd like to record out thanks to the Council and the Clerk for their support.

**Finally**

As chair during some interesting times, I'd like to record my thanks to the Trustees for their support and efforts on behalf of the Community and to Louisa for her enthusiasm and contribution

Geoffrey Botting  
Chairman, Woodcote Village Hall Trustees

# Woodcote Village Hall (Charity 304393)

## Profit and Loss

For the year ended 28 February 2023

Account	2022/23	2021/22
	£	notes £
<b>Turnover</b>		
Bank Interest Received	68	7
Dividends Received	147	177
Events income	3,459	-
Gift/Donations	340	3,472
Grants		12,763
Income - Hall hire	27,741	19,085
Income - Other	45	270
Recovery costs from Partners o	1,500	1,500
SODC Lottery Income	-	
Summer Fete	2,574	
<b>Total Turnover</b>	<b>35,875</b>	<b>37,274</b>
<b>Administrative Costs</b>		
Cleaning material and consumables	1,045	481
Computer and Internet Expenses	582	224
Dues and Subscriptions, Royalties	1,881	751
Events Costs	-	
Furniture and Fittings	368	271
Insurance	523	-
Maintenance building works	617	672
Maintenance re electrical	211	275
Marketing - Re Start the Business	2,000	4,000
Marketing and promotion costs for Events	3,625	2,005
Marketing For the Village Hall	6,400	4,000
Other costs/expenses	283	
Refurbishment F and F	504	-
Refurbishments and upgrade facilities	1,908	1,015
Staff Costs wages	8,514	7,867
Summer Fete Costs (4111)		
Utilities Water	823	444
Utilities Gas	4,524	2,801
Utilities electric	2,337	2,204
<b>Total Administrative Costs</b>	<b>36,146</b>	<b>27,010</b>
<b>Operating Surplus/(Shortfall)</b>	<b>(272)</b>	<b>10,264</b>
<b>Profit/(Loss) Operating Hall</b>	<b>1,399</b>	<b>543</b>
<b>Profit/(Loss) on improvement to facilities</b>	<b>(1,671)</b>	<b>9,721</b>

D Booth, 3 May 2023

## Woodcote Village Hall

Registered Charity No 304393

### Financial Report and Accounts March 2022-February 2023

The Charity's accounts are maintained on an 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 represents a true and fair financial position of the Woodcote Village Hall Charity for the financial period 1 March 2022 to 28 February 2023.

Below are the comments referred to in the accounts:

1. Total income for the 12 months of £35,875 (2021/2 £37,274) generating a loss of £272 (an operating profit of £1,399, and a cost for improvements to facilities of the hall £1,671)
2. The operating income for the financial year was £29,502 (2021/2 £21,298). The operating costs were £28,103 (2021/2 £20,755) generating an operating profit of £1,399 (2021/2 £543.)
3. Donations received in the year were £6,419: Fund raising £6,034, others £385.
4. No grants were received in the year.
5. Accrued expenses of £5,865 are all current creditors.
6. Marketing costs of £8,400: £2,000 were covered by a grant to assist with "business restart" and £6,400 for the continued marketing and advertising of the hall.
7. Reserves decreased by £1,168 resulting mainly from the costs of the improvements to the Hall's facilities.

D Booth

J Wilson

4 May 2023

# Woodcote Village Hall (Charity 304393)

## Balance Sheet

As at 28 February 2023

Account	2022/23	2021/22
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Deposit Account Lloyds Bank	21,557	37,503
Current Account Lloyds Bank	3,191	3,825
Fixed deposit account Lloyds Bank	20,000	
<b>Total Cash at bank and in hand</b>	<u>44,748</u>	<u>41,328</u>
CCLA Fixed Interest Fund	6,000	7,000
Debtors	746	488
Prepayments	(735)	
<b>Total Current Assets</b>	<u>50,759</u>	<u>48,816</u>
Accruals	5,865	2,754
<b>Total Assets less Current Liabilities</b>	<u>44,894</u>	<u>46,062</u>
<b>Capital and Reserves</b>		
Current year Earnings	(272)	10,264
General Reserves	6,884	(3,380)
Reserves Restricted - Grants	11,444	12,500
Reserves Restricted by Grants & Donations	20,838	20,678
Reserves Restricted Charity Regulations	6,000	6,000
<b>Total Capital and Reserves</b>	<u>44,894</u>	<u>46,062</u>

D Booth, 3 May 2023