

COLNEY HEATH VILLAGE HALL COUNCIL

83 High Street, Colney Heath, Herts AL4 0NS Registered Charity Number 302357
www.colneyheathvillagehall.com

Date	Revision
2 June 2020	As issued for AGM
9 June 2020	Treasure Tots added to item 3, item 4.3 edited

Prepared by
John Clemow
John Clemow

ANNUAL MANAGEMENT REPORT

For the financial accounting period April 2019 to March 2020

Trustees

The Official Custodian for Charities

Managing Trustees : John Clemow, Pam Fox, Iris Green, Anne Jarman, Gerry Savage, Graeme Shaw, Eddie Walsh.

1. Charitable purposes

The Colney Heath Village Hall provides a facility for local organisations, residents and other parties wishing to use the Hall.

The charitable purposes defined in the governing document Deed of Trust dated 1936 as amended in 2019 are :

“For the purposes of physical and mental recreation and moral and intellectual development through the medium of reading and recreation rooms, library lectures classes recreations or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of St. Peter Rural (Colney Heath Ward) in the County of Hertford and its immediate vicinity without distinction of sex or of political or other opinions subject to the provisions of these presents.”

The Village Hall Council confirms it has taken the commission’s public benefit guidance into account when making any decision it is relevant to meet its purposes.

In accordance with the UK Government’s directive the Hall was closed for use on 21 March 2020. All hirings were cancelled and income ceased at that point.

2. Structure and management

The Hall was managed in accordance with the Deed of Trust, and documented Rules Regulations and Protocols, by the Village Hall Council comprising the Trustees nominated by approved regular user organizations and co-opted local residents who represent the interests of the local community.

The Village Hall Council appointed people for the functions of bookings, secretary, marketing, treasurer, housekeeping, and independent examination of our accounts.

By an Agreement between the trustees of the Charity and the Colney Heath Village Hall, a CIO ownership and management responsibility was transferred to the CIO effective from 31 March 2020. The Trustees are required to continue to provide assistance to the CIO until the transfer of all assets and liabilities is completed.

3. Activities in the reporting year

The regular users of the Hall, who are entitled to do so, appointed trustees as follows: the Badminton Club, Cyclist Touring Club, The WI, and the Colney Heath Boissy sous St Yon Twinning Association.

Other regular users include Treasure Tots Pre-school Ltd, the Ju Jitsu and Taikwon Do Clubs, A Different Dog (dog training), and the Colney Heath Parish Council. Frequent bookings include Zumba fitness classes, Art Classes, social care sector training and education. Bookings by casual users include social gatherings and celebrations.

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The Hall is the official local polling station for statutory elections and provides shelter in the event of an emergency being declared in the locality.

4. Achievements and performance

4.1 Marketing

a. website

Started in December 2017 our website has created an online presence for people searching for a Hall both on Google and referring websites such as “Halls for Hire” and “allaboutstalbans”, leading to a very significant increase in enquiries and bookings. Building through 2018, unique visitor numbers averaged around 115 per month during 2019.

b. bookings

From 29 casual bookings in 2017, these increased to 165 in 2018 and 218 in 2019. The Main Hall is very well utilized by regular users with open slots available only Friday evenings, and some Saturday afternoons and evenings. The Community Room utilization has increased from around 5% in 2017 to around 33% in 2019.

c. pricing

While aware of the (mostly higher) pricing used by other similar halls, the VHC’s approach has been to price regular user hire rates to cover the operational costs of the Hall (the “breakeven cost”) with casual hire income contributing to improvements. Rates for a main hall session were adjusted up towards the breakeven cost. The Trustees continue to provide a subsidized rate for the Old Friends Club to support this group in the community.

Casual hire rates are benchmarked against other Halls on a “best value” basis with a rate structure to encourage social and community users to use our facilities.

4.2 FM

a. Assurance

To the best of our knowledge and belief, insurance cover within all legal boundaries for all foreseeable eventualities was placed. Our insurance covers all Trustees against financial claims on the Hall, we are also covered for slander and libel in connection with our work as Trustees.

All licenses are up to date as are all tests and checks of building systems. All our 5 year electrical test issues have been cleared and tested.

b. Building maintenance and repairs

Currently the building is in reasonable condition with some items that need to be addressed in the ordinary course.

The rainwater system to the extension was comprehensively replaced.

c. Garden and hard surface areas

Since the Parish Council ceased to maintain the Bill Franklin Garden and Hilary Brazier who was appointed is no longer available, garden maintenance has been DIY.

The “Village Hall” sign, partly funded by a grant from the Parish Council, was erected improving the visibility of the Hall to passersby,

d. Housekeeping (furniture, cleaning etc)

Our housekeeper, Lorraine, continues to do an excellent job in keeping the Hall in an exemplary condition and we had no complaints from users.

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Storage in the corridor behind the stage has been rationalized.

e. **Improvements**

The replacement of the kitchen and upgrading of the Community Room was completed in the summer. The high quality of this project executed by T.Taylor&Sons has been appreciated by all concerned. The Trustees are very grateful for the generous grant provided by the Tarmac Landfill Community Fund.

f. **Issues to resolve**

More car parking is needed to prevent problems with the neighbours especially when we have large functions.

g. **Lockdown on 21 March 2020**

The necessary actions to comply with insurer's requirements were established, implemented and handed over to the CIO from 31 March 2020.

4.3 Parish Council ongoing issues

In 2019 the Parish Council agreed heads of terms for the use of the office but after the draft agreement document was issued in January 2020 they revoked this agreement and claimed a tenancy with a peppercorn rent.

The Parish Office is now established at Highfield Park; the office space at the Hall now appears abandoned but is still subject to council tax. No service to the community is provided from this space.

The issue is now with the CIO to address.

5. **Financial review**

The Accounts for the period ended March 2020 that have been independently examined and signed by David Gutteridge are attached.

Income from bookings (£19,543) was higher than the previous year (£15,922). Both regular bookings income and casual let income have increased.

Maintenance requirements resulted in an increase in expenditure (£16,953) over the previous year (£13,230) This was primarily the cost of the rainwater system replacement to the extension (£6,095).

The operating surplus/deficit for the year is shown to be a surplus of £3,894 (£5,484 in the previous year).

The kitchen and Community Room project shown in the Capital section required £4,824 from VHC funds. This included £836 for variations to the project and £793 for decorations and furnishings for the Community room.

As of 31st March the balance in the bank was £29,747.

The National Saving account has a balance of £13,532

This gives a total of £43,279.

From this total a provision of £12,000 has been set aside for future maintenance leaving £31,279 cash surplus for improvements and contingencies.

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6. Funds held

No funds are held by the Official Custodian for Charities.

7. Handover to the CIO

The positive cash balance, transferred to the CIO, will provide a degree of resilience to the CIO's finances while the hall remains closed. However, the 15 year forecast of FM costs prepared in 2018 indicated that reserves of c£27,000 would be required to be held by 2020, increasing by £4,000 per annum.

With no income during the lockdown, the cash reserves will be eroded by ongoing operational costs. The CIO will need to carefully consider how to manage the Hall's finances in the near future, and examine and update the forecast of FM costs.

The Trustees handed over to the CIO the charity's assets – financial, physical, IP and personal - in good order. It is unfortunate that the transfer was made in such difficult circumstances. The Trustees have confidence that the CIO will overcome the situation and hope that the Hall will soon again be fully occupied and thriving to continue to serve our community.

Approved at the AGM
John Clemow Secretary
2nd June 2020

Colney Heath Village Hall Council
Accounts for the year ended 31st March 2020

Date	28/05/20	ISSUE	2
OPENING BALANCE			
Current Account and Cash		30,970	29,747
NSI Account		13,424	13,532
Total Assets		44,395	43,279
Provision (Note 1)			(12,000)
			31,279

Note 2

		For reference 2018/2019	2019/2020
INCOME	Regular Lets	13,757	15,853
	Casual Lets	2,166	3,690
	Total Lettings	15,922	19,543
	Returnable Deposits	5,167	5,650
	Returnable Deposits	(5,024)	(4,870)
	CHPC Utilities contribution	2,533	
	Xmas Social for regular users	19	
	CHPC Grant for Village Hall sign		250
	Miscellaneous		47
	Refund on Insurance		120
	TOTAL INCOME	18,617	20,740
	Interest (National Savings)	97	107
	TOTAL INCOME (Including Interest)	18,714	20,847
EXPENDITURE	Operational costs		
Remuneration	Cleaner	(3,156)	(3,472)
Utilities	Gas & Electricity	(2,049)	(2,079)
	Water	(817)	(363)
	Council Tax	(649)	(665)
Cleaning	Cleaning materials	(254)	(344)
Facilities	General maintenance	(1,848)	(512)
	Rainwater System replacement		(6,095)
	Village Hall sign		(730)
	Stage step tool		(135)
	Electrical work	(871)	
	Hall floor resurfacing	(1,943)	
Services	Insurance	(1,173)	(1,233)
	Advisors Fees		
	Website		(91)
	PRS for Music License	(351)	(764)
Miscellaneous	Postage		(20)
	Gifts and celebrations	(40)	(50)
	Publicity	(66)	(148)
	CDA membership		(70)
	Booking refunds due to Coronavirus		(182)
	Xmas Social for regular users	(13)	
	TOTAL OPERATING COSTS	(13,230)	(16,953)
	OPERATING SURPLUS	5,484	3,894

Note 7

Note 5

Note 4

Note 3

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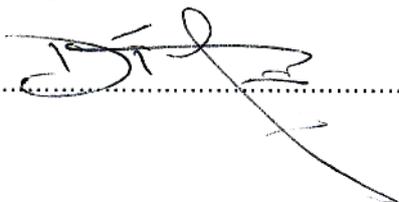
Note 2

		For reference 2018/2019	2019/2020
		For reference 2018/2019	2019/2020
SPECIAL ITEMS	CIO Conversion		(186)
CAPITAL	One off costs/income in year		
	Kitchen and Community Room refurbishment		(28,747)
	TARMAC Grant for Kitchen and Community Room		28,747
	Project additional spend (T Taylor)		(836)
	Third Party Contribution (CHVHC)		(3,195)
	Community Room refurbishment		(793)
	Capital balance	0	(4,824)
	CLOSING BALANCE	44,395	43,279
	Provision (Note 1)	(8,000)	(12,000)
		36,395	31,279

Note 8

- Note 1 Provision for future major maintenance and replacement £4000 per year (17/18 18/19 19/20)
- Note 2 Some figures above may appear not to add up due to rounding
- Note 3 These items represent 2 years costs
- Note 4 Water bills have now returned to a normal level
- Note 5 Includes 13 months costs
- Note 6 Related Party Transactions
 No trustee has received remuneration, benefits or expenses.
 All trustees as members of organisations that have hired the hall.
 These hires have been made in accordance with the standard hire agreement applicable to all hirers.
- Note 7 A total of £840 refundable deposits are outstanding at 31/3/20
- Note 8 CIO solicitor's costs are outstanding (No Invoice as of 31/3/20) £1,000 approx.

I, the undersigned, in accordance with the wishes of the members, elected as Honorary Auditor to the Colney Heath Village Hall Council, have examined the records and accounts and find them to be a true and accurate record as presented by the Treasurer.

Signed  Date 31/5/2020

Colney Heath Village Hall Council
Income and Expenditure for the year ended 31st March 2020
Balances

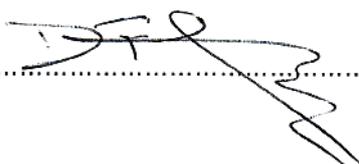
Bank Account	
Balance held in account 2018/2019	30,970.28
Money In	54,357.45
Total	85,327.73
Money Out	(55,580.95)
Total balance in bank 31st March 2020	29,746.78

Cash	
Carried forward cash 2018/2019	0.00
Cash income 2019/2020	0.00
Total	0.00
Less cash expenses	0.00
Total cash in hand 31st March 2020	0.00

National Saving Account	
Balance held in account 2018/2019	13,424.42
Income 2019/2020	107.40
Total balance in National Savings 31st March 2020	13,531.82

Total Assets	
Balance held in Bank at 31 st March 2020	29,746.78
Balance held in National Savings at 31 st March 2020	13,531.82
Total Assets at 31st March 2020	43,278.60

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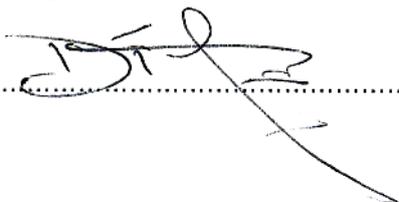
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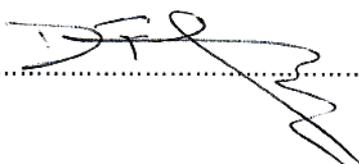
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