

Shipton Gorge Village Hall

Charity No. 291996

Trustee briefing, 15th January 2021

1. Introduction (TM)

This briefing note was prepared *in lieu* of a face-to-face meeting of Trustees. It includes three proposals (relating to scheduling an AGM meeting for mid-June; the disposition of a village title map received from the Parish Council; and the format for future discussion between Trustees) which members are asked to consider and comment upon (for/against/abstain) as appropriate.

This note will then be updated (with any member comments, and conclusions on the proposals) and placed on the hall page of the village website.

Please respond to TM by 12th February. *(All Trustees responded by 17th January)*

The first two proposals were accepted unanimously, and the third by a majority of Trustees. An annotated copy of this briefing note was added to the hall webpage on 24th January 2021.

2. Actions from the briefing of 14th October 2020

The following were agreed in writing by Trustees:

- we should join Dorset Community Action (membership commenced on 24th October 2020);
- hire rates for 2021 will remain unchanged (i.e. pegged at 2018/19 levels);
- a further written briefing would be circulated mid-January 2021

A copy of the October briefing note has been placed on the hall page of the village website.

3. Chairman's report (TM)

The effect of the coronavirus pandemic on the hall has been the main focus of my activities over the past three months.

DCA has held regular (generally fortnightly) webinars, providing information relevant to charities and village halls affected by the pre-Christmas restriction period (3 November to 2 December); Dorset's move into Tier 2 (2nd December) and then Tier 3 (31st December); and again after the start of the national lockdown on 5th January. TM participated in five of these sessions. Other than a need for closure posters at the main entrance and status updates on the hall webpage, all other controls introduced in August remain compliant with government guidance.

Our latest application to Dorset Council for funding under the Local Restrictions Support Grant was successful, and a payment of £1334 (to cover running costs and lost income during the Nov-Dec closure) was received early December. DCA anticipates that halls will also be eligible for further support during the current closure period, although the application portal on the Dorset Council website had not opened at the time of writing this briefing.

Staying with the grants, the amounts received were based on the hall's rateable value (rather than on actual losses incurred etc), and have had the effect of greatly inflating our "income" during 2020. A consequence of this is that we will need to disclose additional financial information to the Charity Commission (accounting for the source of this money) when in our next Annual Return, normally submitted following the AGM.

With the AGM, we were unable to hold a meeting last year due to restrictions placed on indoor public meetings. While Charity Commission guidance indicated that this suspension was permissible, and our Trust Deed includes flexibility to hold the meeting "as soon as practicable" (- a point I only discovered recently), this places pressure on us to arrange such an event this year. While we usually aim for April, a date later in the Summer could encourage attendance by villagers if vaccinations follow the government's roll out plan. ***With that in mind, please let me have your views on provisionally scheduling the AGM for mid-June*** (possibly the third Wednesday). For completeness, this meeting should cover Chairman and Treasurer reports for both the 2019 and 2020 years.
AGM proposal accepted unanimously

On other points of hall business:

- I received no responses to the BVN insert (October) inviting individuals interested in joining the Trust to make contact. I will repeat the invitation when we publicise the date of the AGM.
- should we plan a couple of small events (e.g. bingo, perhaps) later in the Summer.

Mary Boughton, on behalf of the Parish Council, has presented the hall with a framed tithe map showing ancient land ownership rights in the lower part of the village, accompanied by list of properties currently on those sites. As an item of historic interest to the village, she suggested this could be mounted inside the main hall. The map and list are currently stored in the office, but I would suggest they could be displayed once the amount of virus-related information inside the hall is reduced. ***Please let me know your views on putting the map (very roughly, 2' x 3') in the hall at a later date.***

Proposal to display tithe map when the situation improves was accepted unanimously

After a difficult time for the Trust last year, I am optimistic that things will improve in 2021 – hence the suggestion for planning our AGM. However I also think it would be prudent to have a fall-back position so we can conduct future Trust business more directly should things not settle down. Specifically, while these briefing notes provide a snapshot of hall matters they do not allow discussion - for example, regarding how we encourage users to return to the hall, or a detailed review of the Trust's financial position. Following e-mail consultation last July we concluded we were uncomfortable holding meetings using Zoom. However given the time that has elapsed, and the need to be able to exchange ideas more easily, I think it is appropriate we revisit this decision. ***Please let me know if you would now consider using either (i) video calling (e.g. Zoom) or (ii) audio calling (e.g. telephone conferencing) in place of future written briefings.*** Please respond on each option so we can see how the majority feel.

A majority of Trustees (7/9) accepted the use of Zoom

4. Treasurer's Report (TL)

The attached accounts give the figures for the 3 months ended 31st December 2020 and for the year ended on that date.

After a very limited amount of activity between lockdowns the hall closed for the second time in November and has effectively remained closed since. Income from hall hiring in the final quarter was only £220, and the total for the year £1,697 compared with £5,207 for 2019.

Outgoings were in line with expectations although the final gas bill for the year showed a noticeable uptick. This may simply reflect the recent cold snap but the gas consumption is being kept under review. Maintenance costs in the final quarter included further treatment to the floor together with routine checks on the boiler, the emergency lighting, and PAT testing.

The only fund raising income in the period was the 100 club for which the subscription year commenced on 1st October 2020. The figure in the accounts represents the Hall's profit from subscriptions for 2020/21 which amounted to the excellent total of £750 – a record I think.

The charge for our performing rights licence is an estimate awaiting PRS figures reflecting a reduction due to the two periods of lockdown in 2020. A further adjustment for the current closure will be due at some stage.

The Chairman was again able to demonstrate his flair for claiming grants and secured a second tranche in relation to the November lockdown amounting to £1,334. This brought the total grants for the year to £11,334.

As a result of the grants the result for the year was a surplus of £6,146, which increases our reserves to £18,673. This is largely held in bank deposits.

Following subsequent e-mail exchanges, the Trust's financial position will be covered in a Zoom call (date to be agreed)

5. Bookings (GG)

As expected hall bookings are almost non-existent. My rubber has had the busiest time erasing any booking that has been made in expectation in easing of restrictions. Let's look on the bright side, we must be nearer the end of the tunnel. With this in mind I think that bookings will come back very quickly as we all want to return to normality.

6. 100 Club (GG)

With the continued support from the village for the 100 club, and a small increase of new members, we have increased the December and June draws to pay out a top prize of £100. Congratulations to Lucy Dunstan Beasley, our first winner of this amount. We will continue with the monthly draws, but winnings may be distributed a little later than usual due to current conditions. Thank you to our supporters and good luck in future draws.

7. Artsreach (KC)

Artsreach continue to keep in contact, but we have not committed to any events as yet. We plan to resume Village Hall shows as soon as feasible, but it's unlikely we'll be able to put on anything before autumn 2021.

8. Hall improvement works (RH)

The following has been carried out since the last report on 12/10/20:

- Towards the end of October the Table Tennis Club informed us that the surface of the floor had become slippery and a number of players had fallen down. After some research by TM and assistance from OSMO UK (the varnish manufacturer) it was decided that a coat of non-slip varnish should be applied. This was carried out by Gerrard and Eric Robertshaw in mid-November for the sum of £50; the varnish cost approx £85. The floor is now very 'grippy' and hopefully will meet the TT Club's requirements
- Robert Ridge carried out the annual service of the central heating boiler on 17/11/20. The cost was £45 – no additional work was required – and the Landlord's Certificate is displayed on the noticeboard
- In December Sorrell & Son carried out the annual PAT (portable appliance test) and emergency lighting test. All of the items were passed as being satisfactory. The cost was £97.20
- In January, whilst recording the gas meter reading (the meter is on the outside of the south-facing wall), TL smelt gas. Southern Gas Networks were notified and attended promptly. A leak was found on their side of the meter and subsequently repaired that day. The repair required a small section of the path to be dug up which they will reinstate.

9. Date of next update

In approximately 3 months' time.

10. Follow-up actions

Please respond with any comments and your position (for/against/abstain) on the four proposals given above i.e.

- scheduling our AGM for mid-June;
- the disposition of the tithe map received from the Parish Council;
- the adoption of video or conference calling for future discussion between Trustees

Please respond to TM by 12th February.

The first two proposals were proposals accepted unanimously, and the third by a majority of Trustees. The Trust's financial position will be covered in a Zoom call (date to be agreed).

SHIPTON GORGE VILLAGE HALL TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<u>1st October to 31st December 2020</u>	<u>1st January to 31st December 2020</u>	<u>1st January to 31st December 2019</u>
Hall income			
Hiring	220.00	1,697.00	5,207.00
Rent and storage	<u>0.00</u>	<u>150.00</u>	<u>150.00</u>
	220.00	1,847.00	5,357.00
Outgoings			
Gas	100.80	243.60	265.32
Electricity	64.33	252.61	342.50
Water	31.86	126.39	121.95
Rent	0.00	5.00	5.00
Cleaning	215.26	937.06	910.20
Maintenance	402.39	5,289.45	3,777.33
Property insurance	132.62	581.62	571.20
Other hall expenses	<u>0.00</u>	<u>535.39</u>	<u>358.88</u>
	947.26	7,971.12	6,352.38
	<u>-727.26</u>	<u>-6,124.12</u>	<u>-995.38</u>
Donations	25.00	100.00	295.00
Fund raising			
Income	750.00	1,178.00	1,202.92
Outgoings	<u>20.00</u>	<u>167.62</u>	<u>205.51</u>
	730.00	1,010.38	997.41
Artsreach			
Income	0.00	0.00	1,558.30
Outgoings	<u>0.00</u>	<u>0.00</u>	<u>1,127.32</u>
	0.00	0.00	430.98
Talks			
Income	0.00	0.00	216.90
Outgoings	<u>0.00</u>	<u>0.00</u>	<u>115.80</u>
	0.00	0.00	101.10
Other income			
Interest	1.00	16.47	29.47
Sundries	<u>0.00</u>	<u>0.00</u>	<u>5.00</u>
	1.00	16.47	34.47
	<u>28.74</u>	<u>-4,997.27</u>	<u>863.58</u>
Other outgoings			
Performing rights	-11.00	100.00	141.19
Committee expenses	0.00	0.00	0.00
Printing postage & stationery	2.84	5.80	25.85
Sundries	<u>25.00</u>	<u>85.00</u>	<u>35.00</u>
	16.84	190.80	202.04
Surplus / (deficit) on ordinary activities	<u>11.90</u>	<u>-5,188.07</u>	<u>661.54</u>
Retail, Hospitality & Leisure Fund grant	1,334.00	11,334.00	0.00
Surplus / (deficit) for the year	<u><u>1,345.90</u></u>	<u><u>6,145.93</u></u>	<u><u>661.54</u></u>

SHIPTON GORGE VILLAGE HALL TRUST**BALANCE SHEET
AS AT 31ST DECEMBER 2020**

	<u>1st October to 31st December 2020</u>	<u>1st January to 31st December 2020</u>	<u>1st January to 31st December 2019</u>
Reserves brought forward	17,327.32	12,527.29	11,865.75
Surplus / (deficit) for the year	1,345.90	6,145.93	661.54
Reserves carried forward	<u>18,673.22</u>	<u>18,673.22</u>	<u>12,527.29</u>
Balances carried forward			
Cash	80.00	80.00	30.00
Bank current account	1,147.44	1,147.44	1,569.51
Bank deposit account	14,695.62	14,695.62	8,885.80
COIF Charities account	2,469.70	2,469.70	2,463.22
Nationwide (100 Club)	1,242.30	1,242.30	472.13
Debtors and prepayments	0.00	0.00	32.47
	<u>19,635.06</u>	<u>19,635.06</u>	<u>13,453.13</u>
Less: 100 Club 2021 prize fund	-490.00	-490.00	-430.00
Other creditors and accruals	-471.84	-471.84	-495.84
Net assets	<u>18,673.22</u>	<u>18,673.22</u>	<u>12,527.29</u>