

Shipton Gorge Village Hall

Charity No. 291996

Trustee briefing, 19th April 2021

1. Introduction (TM)

This note was prepared *in lieu* of a face-to-face meeting of Trustees. Please review and let me know by 30th April if there is anything you would like to add or change. It will be updated with any comments and placed on the hall page of the village website.

No changes requested

2. Actions from the briefing of 15th January 2021

The following were agreed in writing by Trustees:

- the date for the Trust AGM was set for 30th June 2021, reflecting the roadmap for easing of virus restrictions around mid-summer;
- the tithe map will be hung in the main hall when conditions allow;
- a majority of Trustees (7/9) indicated they were happy to use Zoom video calling if matters needing debate arose prior to the hall reopening again;
- a further written briefing would be prepared mid-April.

A copy of the January briefing note has been added to the hall page of the village website.

3. Chairman's report (TM)

ACRE and DCA webinars have continued at approximately monthly intervals. Some points relevant to the reopening of village halls include the continuation of routine safety checks and maintenance, and ensuring that insurance requirements are met. Information on the timing and scope of the final rounds of government support for village halls was also shared (see Treasurer's report for an update on funds received). A copy of slides from the most DCA recent webinar (covering reopening steps for May and June; getting tested; financial support) is attached for information. A regular message over the months has been that some limits on indoor public events may continue into next year.

TM also joined a DCA webinar on "Safeguarding for Village Halls", and subsequently a small group (KC, AH, RH, TM) drafted a safeguarding policy and updated user terms and conditions, which were then endorsed by Trustees following e-mail consultation. These have been added to the hall page of the village website, and will be sent to regular users for signature before the hall reopens.

(Comment: the point about "no gambling" has been dropped as its impact on Bingo, Race Nights etc seemed problematic)

A Zoom call to discuss the Trust's financial reserves and hire charges took place on 10th February. The position agreed during the call, and endorsed via e-mail by Trustees that could not be present, was that we will offer past regular users free access to the hall from the time it reopens to the end of 2021. This was subsequently extended to the end of 2022 for the Parish Council which has already paid this year's fees. There was also unanimous support for us working with other organisations on a village-wide event or activity, for example sponsoring part of the "Picnic in the Paddock" and a future Artsreach event. It was also agreed that a minimum financial reserve of £12,500 should be maintained, subject to future review.

- TM has written to users to say there would be no hire charges this year
- KC, AH and RH have discussed the Picnic in the Paddock with the Village Society (see below)

The launch of the village events diary (<https://shiptongorgediary.co.uk>), delayed by the pandemic last year, has finally gone ahead. Village organisations have been invited to add their events, and the site will be advertised in the BVN and on village noticeboards. A big thank you to Andrew H and his son for putting the site together, and for producing some excellent promotional materials.

Looking ahead to the AGM, it will be nice to meet inside the hall again and, hopefully, be joined by members of the public. I will publicise the meeting in the BVN, on noticeboards and ask for an insert on the community Facebook page. We will also have our first business meeting immediately afterwards, which is when I will stand down as Chair. If anyone is thinking of taking on the role and would like to discuss then please give me a ring: this is your opportunity to take us in a new direction! Equally if you would like to change your role on the committee, please let me know.

Between now and then, and in anticipation of the hall reopening in May, I will check our COVID risk assessment, special T&Cs and the cleaning protocol to make sure the content remains current. I am also working with TL on our Annual Report for the year to 31st December 2020, which will be circulated for your comment when the independent review of our accounts is completed.

4. Treasurer's Report (TL)

Accounts for the period 1st January to 31st March 2021 are attached.

Once again the dominant feature of the accounts is our grant income, which continues at an extremely generous level. In this period we have received a further lump sum grant of £4,000 together with time related grants for the period of lockdown closure amounting to £4,097. It appears that a grant to assist reopening will also be paid, which in our case will be £8,000, although we await confirmation of this, including any additional conditions that may be placed on it.

The hall income in the period relates to the Parish Council which was offered free access for the year but having already settled the precept for 2021/22 preferred to pay our normal charges. The offer of a free year next year has been made.

Hall outgoings are unexceptional although the cold winter has impacted our heating costs. No charge is made for Performing Rights who will not be charging for the lockdown periods and who are waiting for reopening before issuing any bills.

Sundry expenses comprise the cost of set up for the new village diary together with auditor's honorarium in relation to last year's accounts. We are currently awaiting the go ahead from the auditor to finalise those accounts.

The net result for the period is a surplus of £7,470. When added to the reserves brought forward we now have aggregate reserves of over £26,000 which are held in the various bank accounts.

5. Bookings (GG)

With a future date possible to re-open the village hall, we have only received a few bookings mainly from village organisations looking to fulfil their meeting obligations. Even though regular users have been offered free usage until the end of 2021, there are still reservations about future bookings until a clear path is advised to come out of lockdown. Hopefully we are approaching that time.

6. 100 Club (GG)

We have been making regular monthly draws but took the decision to withhold pay-outs due to the pandemic, until we saw signs that the lockdown was easing. This also ensured there was as little contact as possible within the village. Now that the April draw has been made it was decided that pay-outs should re-commence. This has now started and all winners should receive any winnings soonest. Good luck for future draws.

7. Artsreach (KC)

Artsreach continues to encourage Dorset promoters to put on shows outdoors in 2021, and they have produced a summer menu. After consultation with the VH Committee, we decided not to pitch for a show in the village for July / August. However, we have liaised with Littton Cheney and Burton Bradstock and hope to help facilitate a show (co-promote and help on the night) at Litton (date and show tbc) which Shipton Gorgers might enjoy. We have also agreed to look into insurance issues to confirm whether an outdoor show in Shipton might be feasible in the future. There will probably be an Autumn 2021 and Spring 2022 menu from Artsreach coming our way. Until restrictions are fully lifted, it is unlikely that we could put on a show inside SG VH, as numbers would be so small.

8. Hall improvement works (RH)

The mowing rota has been agreed and grass cutting started in March.

9. Picnic in the Paddock (RH)

A village event is to be held on 26th June, being run in association with The Village Society

On 13th April KC and RH met with representatives from The VS to discuss and plan the event. It was proposed to the group that SGVHT would be prepared to pay for the music acts which it is estimated will come to £315 and that we could also pay for the TEN, at a cost of £21. The offer was gratefully accepted as it is to be a free-to-enter event with limited means to cover costs.

As trustees have already agreed to offer financial support to other village events (and the VS event in June was specifically referred to) it is not thought to be necessary to obtain specific approval for this modest expenditure.

It is worth noting that, nearer the time, should the event be unable to go ahead (any social-distancing requirement will probably force its cancellation) the group may decide to honour all, or part, of the musicians' fees (especially if cancellation is at very short notice). At this stage it is not known whether the TEN fee would be refunded by the council.

10. Date of AGM and business meeting

In the village hall on 30th June, refreshments from 7.00 pm, starts 7.30 pm.

11. Follow-up actions

Please respond to TM with any comments by 30th April.

No changes requested

Excerpts from DCA webinar slides from 14-04-21

Step 3 – 17th May

- **Controlled indoor events** can take place with up to 50% capacity.
 - **Hospitality settings will be able to open** in accordance with the “rule of 6”, so community cafes, coffee mornings and social clubs can take place.
 - **Film shows, plays, concerts and sports matches** can take place, subject to social distancing.
 - **Indoor sports activities**, including exercise classes, table tennis, badminton can take place.
 - **Up to 30 people** will be able to attend weddings, receptions, funerals and wakes. Christenings and bar mitzvahs will be allowed.
 - **Organised outdoor entertainment** can take place.
- ❖ The “rule of six” will be abolished for outdoor gatherings, replaced with a limit of 30 people.
- ❖ The “rule of 6” will apply to indoor events. Guidance on social contact between friends and family will be reviewed.



Step 4 – 21st June

- All legal limits on *social contact are removed*. Outdoor events with more than 30 people can take place.
- Dancing is permitted.
- Restrictions on numbers at weddings and funerals are abolished.

“We must carry on with ‘hands, face, space’.

Comply with the COVID-Secure measures that remain in place. Meet outdoors when we can and keep letting fresh air in.

Get tested when needed. Get vaccinated when offered.”



REOPENING

- Be Cautious – plan, but make sure you have “delay” built in.
- [Risk Assessments](#) – all measures previously needed are still needed. Get advice & apply for funding for PPE etc..
- Check all H&S requirements, insurance, fire safety risk assessments are up to date. (*DCA Training – 21/04*)
- Test, Trace & Isolate will still need attendance/booking details.
- Handwashing, masks and social distancing all still apply.
- Check capacity limits & look out for updates – there will be changes!

Resources Available:

[DCA Website](#), revisit previous [reopening guidance](#) and [Webinars](#). [Reopening Guidance from ACRE](#) (Aug 2020) – Appendix A reopening check



<https://www.hse.gov.uk/coronavirus/index.htm>

Getting Tested

How to get regular rapid tests:

Go to a test site

- You can go to a rapid lateral flow test site to get a rapid test.
- If you go to a test site: you may need an appointment, so check before you go. You'll get a text or email with the result when it's ready
- [Find your nearest rapid lateral flow test site](#)

Get a test to do at home

- You can get rapid tests to do at home.
- You can collect up to 2 packs of 7 tests from a local pharmacy or test site: [find a pharmacy where you can collect rapid tests](#) [find a test site where you can collect rapid tests](#)
- You can get a pack of 7 tests sent to your home. [Order rapid lateral flow home test kits on GOV.UK](#)
- You will need to report your results online or on the phone.



Support Available – Organisations

Additional Restrictions Grant (ARG) phase 3 (LRSG – closed)

- ✓ **If this is your first time applying**
 - Phase 3: Applications for the lockdown period of 16 February to 31 March 2021 will open in the week beginning 19 April. [Register Your Business](#)
- ✓ **If you applied previously**
 - Businesses that applied for and received an ARG payment previously will receive a further automatic payment covering the 11 days from 1 April to 11 April 2021 inclusive.
 - You do not need to re-apply. We will send a confirmation email to qualifying businesses in the week beginning 19 April.
 - Previous successful applicants were paid automatically for the period covering the 44 days from 16 February to 31 March 2021 inclusive.
- ✓ **[Job Retention Scheme](#)**
 - Must be employed before 30th October
 - Open to employees not previously furloughed
 - Until September 2021
- ✓ **Extension of the [Self-Employment Income Support Scheme](#)**
- ✓ **[Financial support if you're off work because of coronavirus](#)**



Covid Restart Grant for Businesses

- The Restart Grant is a one-off grant for business ratepayers from April 2021, to support reopening safely as COVID-19 restrictions are lifted.
- The grant payment amount depends on the type of business and the rateable value of each business.

Who is included (Leisure)

- Bingo halls, cinemas, museums and art galleries, theatres, conference centres, exhibition centres including for use as banquet halls and other events, wedding venues, events venues, heritage railways, public halls, night clubs & discotheques, tourist attractions, soft play centres or areas, indoor riding centres, clubs & institutions, village halls & scout huts, cadet huts etc.



Accounts for the period 1st January to 31st March 2021

<u>SHIPTON GORGE VILLAGE HALL TRUST</u>				
<u>STATEMENT OF FINANCIAL ACTIVITIES</u>				
<u>PERIOD ENDED 31ST MARCH 2021</u>				
	<u>1st January to</u> <u>31st March 2021</u>		<u>1st January to</u> <u>31st December 2020</u>	
Hall income				
Hiring	150.00		1,697.00	
Rent and storage	50.00		150.00	
		200.00		1,847.00
Outgoings				
Gas	131.04		213.00	
Electricity	57.78		229.93	
Water	34.05		126.39	
Rent	5.00		5.00	
Cleaning	215.26		945.31	
Maintenance	47.54		5,289.45	
Insurance	141.82		581.62	
Other hall expenses	0.00		535.39	
		632.49		7,926.09
		-432.49		-6,079.09
Donations received		25.00		100.00
Fund raising				
Income	0.00		1,178.00	
Outgoings	0.00		167.62	
		0.00		1,010.38
Artsreach				
Income	0.00		0.00	
Outgoings	0.00		0.00	
		0.00		0.00
Talks				
Income	0.00		0.00	
Outgoings	0.00		0.00	
		0.00		0.00
Other income				
Interest	0.47		16.84	
Sundries	0.00		0.00	
		0.47		16.84
		-407.02		-4,951.87
Other outgoings				
Performing rights	0.00		100.00	
Committee expenses	0.00		0.00	
Printing postage & stationery	0.00		5.80	
Sundries	220.42		85.00	
		220.42		190.80
Surplus / (deficit) on ordinary activities		-627.44		-5,142.67
Retail, Hospitality & Leisure Fund grant		8,097.00		11,334.00
Surplus / (deficit) for the period		<u>7,469.56</u>		<u>6,191.33</u>

SHIPTON GORGE VILLAGE HALL TRUST**BALANCE SHEET
AS AT 31ST MARCH 2021**

	<u>1st January to 31st March 2021</u>	<u>Year to 31st 31st December 2020</u>
Reserves brought forward	18,718.62	12,527.29
Surplus / (deficit) for the period	7,469.56	6,191.33
Reserves carried forward	<u>26,188.18</u>	<u>18,718.62</u>
Assets and liabilities		
Cash	71.75	71.75
Bank current account	2,074.28	1,147.44
Bank deposit account	21,196.46	14,695.99
COIF Charities account	2,469.70	2,469.70
Nationwide (100 Club)	1,122.30	1,242.30
Stocks, debtors and prepayments	102.51	0.00
	<u>27,037.00</u>	<u>19,627.18</u>
Less: 100 Club prize fund	-370.00	-490.00
Other creditors and accruals	-478.82	-418.56
Net assets	<u>26,188.18</u>	<u>18,718.62</u>