

Shipton Gorge Village Hall

Charity No. 291996

Trustee briefing, 14th October 2020

1. Introduction (TM)

This briefing note was prepared *in lieu* of a face-to-face Trustee meeting, as agreed on 5th August. It includes three proposals (relating to Dorset Community Action; hire rates for 2021; timing and format of our next meeting/briefing) which members are asked to consider and comment upon (for/against/abstain) as appropriate. The briefing will then be updated with your conclusions and placed on the hall page of the village website. Please respond to TM by 14th November.

All three proposals supported unanimously, 18th October 2020.

2. Approval of minutes from meeting held 5th August 2020

These were prepared and circulated by RH. TM subsequently contacted members by e-mail (5th October) requesting any comments or changes; none were received and the minutes were therefore approved.

3. Matters arising from the minutes of the meeting held 5th August 2020

Item 4: Notebook to record date and time of casual hall entry by trustees for maintenance etc placed in kitchen (TM).

Item 4: Regular hall users contacted and invited to start reusing the hall if they wished. Affirmative responses (including signed copy of special use conditions) received back from the Parish Council and the Table Tennis Club; Shipton Gorge Heritage Ltd also returned a copy ahead of an October fund raising event (TM).

Item 5: Garden voucher for Gerrard Robertshaw was purchased (RH) and delivered with thank you note (TM).

4. Chairman's report (TM)

Government restrictions on the use of community facilities have been updated several times since our meeting in August. Action for Communities in Rural England (ACRE) has responded by publishing updated guidance specific for village halls, while Dorset Community Action (DCA) has organised regular webinars to explain steps charities (including halls) should take when responding to the pandemic. TM has been following ACRE guidance (currently at version 7) and participated in three online events organised by DCA since August.

The main recent developments have been the requirement that face coverings be worn unless an individual or group is eligible for exemption, and the need to display a QR poster to assist NHS Track and Trace. Both steps have been implemented at the hall, and our special use conditions updated. Other changes included a relaxation (and subsequent re-tightening) of the range and scale of activities permitted inside community buildings.

As noted above, we have benefited over the summer from webinars and other on-line advice provided by DCA. However during that time it was rumoured that DCA planned to reorganise its activities (which cover funding, legal and governance issues relevant to village halls and charities as well as advice on the pandemic) and shift to a predominantly member-only service; this now seems to be happening. DCA membership costs £25 per year (Attachment 1). I would suggest that the village hall trust becomes a member so we can continue to make use of this resource. **Trustees are asked to give their views, and indicate their agreement (or otherwise) with this proposal.**

Supported unanimously

Copies of our COVID risk assessment and (updated) special use conditions have been posted to the hall page of the village website.

In terms of assisting with our response to the virus, the Parish Council has kindly donated a box of 50 face masks to the hall.

Finally since it was not possible to hold our AGM in April, and following e-mail consultation with Trustees in late August, a note was published in the October Bride Valley News formally cancelling this year's meeting. Readers were advised that AGM reports from the Chairman and Treasurer could be found on the village website, together with the 2019 Trust Annual Report. Expressions of interest were also invited from anyone interested in joining the committee next year (- none received at this time).

5. Treasurer's Report (TL)

I attach accounts for the period to 30th September 2020 (Attachment 2).

Income has at last started to flow once again, albeit at a low level, with the Table Tennis club restarting in September and one or two other hires. Costs are not far short of their normal levels, with additional Covid cleaning being required and insurance unaffected by the shutdown. Gas and electricity charges have been low because of the lockdown and the summer period, but these will now increase.

The accounts include a charge for Performing Rights, but we may be able to claim a refund for part of the annual charge due to the lockdown. This is being pursued. Other than that the only expense was the auditor's honorarium for 2019.

The net result for the two months was a deficit of £318 on our ordinary activities. For the year to date there is a deficit of £5,200 before adjusting for the government grant received of £10,000. After including the grant we have a surplus of £4,800.

The Balance sheet shows that we have reserves of £17,327 represented by balances at the bank. We therefore remain in a strong financial position, well able to ride out a prolonged period of restrictions should this prove necessary.

One matter that requires attention is our schedule of hire charges for the hall. Last October the rates were left unchanged at their 2018/19 levels (Attachment 3), and whilst it might ordinarily be appropriate to increase them now, in the current circumstances my personal preference would be to hold them again, at least until we can see more clearly how the Covid issue will be resolved. Clearly we are incurring additional costs due to Covid, but these are not huge, and we should, I believe, be encouraging users back into the hall as much as we can, both from a financial perspective and from the community point of view. Holding rates for a second year shows willingness. If our levels of occupancy return to former levels we can consider putting charges up. If they don't, a pound a

session on those who do use the hall won't make much difference. ***Trustees are asked to give their views, and indicate their agreement (or otherwise) with this proposal.***

Supported unanimously

6. Bookings (GG)

Good news for the hall is that the table tennis section have now returned, under guidance from their governing body. Future bookings have also been made for this section to continue.

Although all groups have been advised of the work that has been done to ensure their safety within the hall, most feel the time is not right yet for them to take up previous activities.

There have been other enquiries made for the hall, but to date very few have turned into firm bookings.

7. 100 Club (GG)

The 100 club subscriptions are nearly all in. It looks as though there will be no deduction from last year's numbers, possibly slightly up. An excellent effort from all committee members to achieve this result.

8. Artsreach (KC)

The team at Artsreach have been trying to encourage village halls to start to put on small shows where possible, and have been making some events available, including socially distanced indoor performances, outdoor events, and online events of filmed performances. They have also supplied a full range of guidance about hosting performances safely. Villages which have been brave enough to attempt something are selling tickets, so it seems audience appetite is there. The size of our Hall means our options are limited, but if we wanted to bid for any performances, we could do so. It would certainly help the artists, who need the work in these difficult times. I will look at the next menu of shows and we can discuss whether we would like to try to put something on in due course.

9. Hall improvement works (RH)

The following tasks were carried out in September:

- The scratches and marks on the radiators have been painted
- The gutters have been cleaned out
- The projection screen brackets have been strengthened and the screen hung
- The kitchen door closure device has been adjusted so that it works correctly
- The gas prepayment meter has been removed from the cupboard. This will give us some useful additional lockable storage space
- The vegetation on the east side of the hall has been cut down and the ivy trimmed on the northern and eastern boundary walls
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Many thanks to those who carried out these tasks.

Now that the hall is in use regular safety inspections have been resumed. Arrangements will shortly be made for the annual boiler service and electrical PAT tests to be carried out.

10. Date of next update

Given the low level of activity at the hall, and the uncertain picture for use of public spaces over the coming months, it is suggested that another written business update is circulated on mid-January 2021. ***Trustees are asked to give their views, and indicate their agreement (or otherwise) with this proposal.***

Supported unanimously

Attachment 1:



Benefits of becoming a DCA Member

- A free business support session with our specially trained staff
- Discounts on all DCA training, networking and hosted events as well as discounts on our specialist Organisational Checks
- Our members e-newsletter with relevant funding information, sent directly to the inbox of your nominated trustee/member of staff within your organisation
- Exclusive access to our 'Members Area' with templates, factsheets and resources to support your organisation
- Discounted rates for all advertisements, event promotion and job adverts
- Constitutional membership of DCA, entitling you to attend and vote at our AGM and any EGM's
- Opportunities to take part in VCSE sector surveys and "have your say" consultation activities

Cost of membership

Standard Membership - £25 Annual Fee for VCSE organisations with an annual income of over £1000.

Free Membership - For those involved with VCSE organisations with an annual income of less than £1000.

Associate Membership - £25 Annual Fee for Statutory/Corporate & non-VCSE Individuals. Your organisation will still get the same great benefits as Standard Members with the exception of voting rights.

Attachment 2

SHIPTON GORGE VILLAGE HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES PERIOD 1ST JANUARY TO 30TH SEPTEMBER 2020

	<u>1st August to</u> <u>30th september 2020</u>	<u>1st January to</u> <u>30th september 2020</u>	<u>1st January to</u> <u>31st December 2019</u>
Hall income			
Hiring	125.00	1,477.00	5,207.00
Rent and storage	<u>0.00</u>	<u>150.00</u>	<u>150.00</u>
	125.00	1,627.00	5,357.00
Outgoings			
Gas	17.00	142.80	265.32
Electricity	31.34	188.28	342.50
Water	21.12	94.53	121.95
Rent	0.00	5.00	5.00
Cleaning	164.61	721.80	910.20
Maintenance	58.58	4,887.06	3,777.33
Property insurance etc	101.00	449.00	571.20
Other hall expenses	<u>0.00</u>	<u>535.39</u>	<u>358.88</u>
	393.65	7,023.86	6,352.38
	<u>-268.65</u>	<u>-5,396.86</u>	<u>-995.38</u>
Donations	25.00	75.00	295.00
Fund raising			
Income	0.00	428.00	1,202.92
Outgoings	<u>0.00</u>	<u>147.62</u>	<u>205.51</u>
	0.00	280.38	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	0.39	15.47	29.47
Sundries	<u>0.00</u>	<u>0.00</u>	<u>5.00</u>
	0.39	15.47	34.47
	<u>-243.26</u>	<u>-5,026.01</u>	<u>863.58</u>
Other outgoings			
Performing rights	25.00	111.00	141.19
Committee expenses	0.00	0.00	0.00
Printing postage & stationery	0.00	2.96	25.85
Sundries	<u>50.00</u>	<u>60.00</u>	<u>35.00</u>
	75.00	173.96	202.04
Surplus / (deficit) on ordinary activities	-318.26	-5,199.97	661.54
Retail, Hospitality & Leisure Fund grant	0.00	10,000.00	0
Surplus / (deficit) for the period	<u>-318.26</u>	<u>4,800.03</u>	<u>661.54</u>

SHIPTON GORGE VILLAGE HALL TRUST**BALANCE SHEET
30TH SEPTEMBER 2020**

	<u>1st August to 30th september 2020</u>	<u>1st January to 30th september 2020</u>	<u>Year to 31st December 2019</u>
Reserves brought forward	17,645.58	12,527.29	11,865.75
Surplus / (deficit) for the period	-318.26	4,800.03	661.54
Reserves carried forward	<u>17,327.32</u>	<u>17,327.32</u>	<u>12,527.29</u>
Balances carried forward			
Cash	80.00	80.00	30.00
Bank current account	363.71	363.71	1,569.51
Bank deposit account	14,945.62	14,945.62	8,885.80
COIF Charities account	2,468.87	2,468.87	2,463.22
Nationwide (100 Club)	2.13	2.13	472.13
Debtors and prepayments	141.86	141.86	32.47
	<u>18,002.19</u>	<u>18,002.19</u>	<u>13,453.13</u>
Less: 100 Club accrual	0.00	0.00	-430.00
Other creditors and accruals	-674.87	-674.87	-495.84
Net assets	<u>17,327.32</u>	<u>17,327.32</u>	<u>12,527.29</u>

HALL HIRE CHARGES

	Local £	Non-local £
<i>October – April</i>		
Morning	15	17
Afternoon	15	17
Evening	17	20
Dance groups		19
<i>May – September</i>		
Morning	12	14
Afternoon	12	14
Evening	14	17
Dance groups		16
<i>All year</i>		
Parish Council	150 second Wednesday of each month	
Party, events etc	40	