

Shipton Gorge Village Hall

Charity No. 291996

Trustee briefing, 9th April 2020

1. Introduction (TM)

The AGM and first business meeting of the new committee were postponed due to the health emergency. The AGM will be re-organised for a future date, when the situation normalises. However, although the hall is now closed, administrative, financial and maintenance activities continue. This briefing is intended to keep Trustees up-to-date with these, and will be repeated at approximately 2-monthly intervals until regular meetings restart.

Please review the items below and let Tony Lock and myself have any comments by *Monday 20th April*. I will amalgamate these and add to an updated version of this paper which will go onto the hall page of the village website.

Finally, as no election of Trustees to positions of responsibility has been possible, I hope you are all happy to continue in their current roles until we next convene a meeting. *Please let me know if this is not the case.*

- No comments received, all Trustees appointments remain in place

2. Matters arising from the minutes of the meeting held 29th January 2020

Item 4: the log showing PAT-tested items has been received, however family illness had prevented TM inviting the fire service to the hall.

Item 5: all ten regular user groups have returned a signed copy of the new conditions of use for the hall (signed copies filed with TM).

Item 8: TM has written to SG heritage about electricity use (covered under Chairman's report).

Item 11: all fund raising events are on-hold.

3. Chairman's report (TM)

I contacted all ten regular users of the hall on 18th March and told them that the building would close from Sunday 22nd March. I would suggest we follow government guidance on public assembly / gatherings when deciding when the hall should reopen. I will re-contact users at that time.

I received via the Clerk to the Parish Council correspondence from Action for Communities in Rural England regarding ambiguities in the implementation of government financial support for halls and community centres during the health emergency. This follows support for some groups announced by the Chancellor last month. In summary, those halls that are eligible for business rate relief can apply for help, whereas those that get discretionary rate relief cannot; we fall in the latter group. I responded to ACRE indicating that we are likely to run a deficit this year and would support lobbying to revise the criteria to cover small halls like ourselves.

Our Annual Return to the Charity Commission (reporting financial results for 2019) has been made. Our Annual Report for 2019 (another formality linked to our charitable status) is nearly ready and will be sent to you by e-mail in a couple of days' time (with a copy added to the webpage).

DJ has kindly made a set of table clothes (7 small, 7 medium, 3 large) for the hall. This was especially helpful given the difficulty we had finding ready-made one of an appropriate size. Our thanks to Diane for this.

AH has developed an "events diary" which will benefit users wanting to schedule events in the hall and village, and residents wanting to keep up-to-date with future activities. The concept and costs (£60) has been discussed by e-mail and supported by the committee. The system was originally going to go live at the start of May, but this will now wait until the hall reopens. Our thanks to Andrew for taking the initiative on this.

I contacted SG Heritage Ltd after our last meeting regarding electricity use during its breakfast events, and advised that we will record consumption on Sundays during April/May to give baseline consumption figures. (*Since this year's breakfast is unlikely to occur, this action deferred until we know a revised date.*)

4. Treasurer's Report (TL)

I attach accounts for the period 1st January to 31st March 2020 (*attachment 1*).

The hall was open and active for most of this period and the figures therefore reflect an almost normal first quarter. Thus we have hall hire income of £1,216 which may yet be increased by further income for March once our users restart their activities. In addition the annual storage income from the Parish Council, Village Society and NISL has been collected. Hall outgoings, with the exception of maintenance costs, are in line with past periods, and we therefore have a surplus on the hall of £667.

We also have the excellent profit from the Bingo night (just under £300) which contributes to an overall surplus for the quarter of £947. As we launch into lockdown the Balance Sheet therefore shows that we have a cushion of nearly £13,500.

I have also prepared some numbers exploring where we might end up this year as a whole, and a copy is attached (*attachment 2*). You should appreciate that this is not a forecast, it is a piece of 'what if' analysis showing what might happen based on certain assumptions which are by definition highly speculative.

The underlying assumption is that lockdown will last for 6 months and thereafter things will get back to normal with no significant loss of ongoing income. We will therefore have one final quarter of normal activity at the end of the year. The hall outgoings basically continue throughout. Lighting and heating costs will, of course reduce but standing charges will continue. Water and insurance costs will not be affected, and Sally will continue with some deep cleaning and housekeeping as well as monitoring the hall. Normal maintenance (boiler, electrical etc) will continue and at present I have allowed £800 to cover this and any other projects that may be undertaken this year.

I have assumed we will have some social activities later in the year including one Artsreach performance. More significantly I have included £600 from the 20/21 100 Club – less than last year but still a significant sum.

As you will see the bottom line on these assumptions is a deficit in the period 1st April to 31st December of £482, which still leaves a surplus for the year as a whole of £465.

For those of a more pessimistic outlook, a complete closedown until the beginning of 2021 could leave us with all the hall costs and no income meaning a loss in this period of around £2,600 – serious, but by no means fatal.

If anyone has any queries or points they would like to raise on the figures please let me know.

One piece of business I would like dealt with is the auditor's honorarium in respect of the 2020 audit. Last year we gave Robert £35 in vouchers, but I would like to increase this to £50 for 2020. Good auditors can be hard to find and in my view Robert does a good job for us, and certainly would not be overrewarded at the new rate. *I should be grateful if committee members would signify their agreement (or otherwise)*

- Proposal supported unanimously by Trustees

Tony Lock, 7th April 2020

5. Hall improvement works (RH)

Improving access to the hall

At our last meeting we agreed to look at improving the access to the hall specifically from the point where the path leaves Church Path up to the front gate. This land falls outside the curtilage of the Village Hall but we are the only body with an interest in improving it. The tarmac surface is uneven and is partially grown over by grass which has damaged the underlying surface.

In February I met with Clive Richards from C.N. Richards Ltd, a local landscape construction firm, to discuss our options. In short he recommended digging out the broken section of tarmac/base material and replacing with new. His written estimate for this work amounts to £1,550 + VAT.

A second estimate has been requested from Hamish Boswell, a local landscape gardener. I met him in early March and scaled back the job brief but his estimate has yet to be received. It's possible that he's taken advantage of the government's Job Retention Scheme which means that he's unlikely to be carrying out any work. I'll chase this up when life gets back to normal.

Interior redecoration

The idea was suggested that while the hall is closed to users we take advantage of this and carry out some redecoration (which we'd discussed doing later this year or next). TM and TL agreed and I've approached Gerrard Robertshaw to give us an estimate for repainting all of the ceilings, being the most difficult parts to access should we decide to do the job ourselves. He's provided an estimate of £250 per day for two people (his son, from the same household, will work with him) and the task should take approximately 3 days (5 days max but unlikely). In addition he'll remove the fluorescent tube covers and clean them. In order to work safely we'll need to supply a small alloy tower (available to hire from Fowlers) and we'll need some paint and other equipment (available from Toolstation and which he can collect for us), all of which should cost no more than £140. He can carry this out later this month and the work has been sanctioned by TM, TL and RH.

6. Other business

100 Club (GG)

Monthly, witnessed draws continue but distribution of winnings will wait until conditions permit. GG will also send winner details to TM who will publicise these on the hall webpage.

- Webpage has been updated

Artsreach (KC)

Formal communication from Artsreach:

“For the past 30 years Artsreach has worked to address the social isolation of those living in a rural areas by providing access to a professional programme of cultural events. It is, therefore the antithesis of our work to be cancelling events and limiting the opportunities for social gathering. However this is an exceptional time and this measure is necessary to protect our promoters and our audiences. It is, therefore with great regret that we have postponed the remaining performances in our spring programme. We are mindful of the financial impact this will have for our artists in this difficult time, and are working to support them in this challenging period. As a team, we are closely monitoring all advice and liaising with our board, our funders and other touring schemes up and down the country. As soon as we are clearer about the way forward with future programming, we will of course update you.”

End of briefing

Attachment 1

SHIPTON GORGE VILLAGE HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES

PERIOD ENDED 31ST MARCH 2020

	<u>1st January to 31st March 2020</u>	<u>1st January to 31st December 2019</u>
Hall income		
Hiring	1,216.00	5,207.00
Rent and storage	<u>150.00</u>	<u>150.00</u>
	1,366.00	5,357.00
Outgoings		
Gas	86.13	265.32
Electricity	78.74	342.50
Water	31.51	121.95
Rent	5.00	5.00
Cleaning	230.89	910.20
Maintenance	118.21	3,777.33
Property insurance etc	148.00	571.20
Other hall expenses	<u>0.00</u>	<u>358.88</u>
	698.48	6,352.38
	<u>667.52</u>	<u>-995.38</u>
Donations received	25.00	295.00
Fund raising		
Income	428.00	1,202.92
Outgoings	<u>129.42</u>	<u>205.51</u>
	298.58	997.41
Artsreach		
Income	0.00	1,558.30
Outgoings	<u>0.00</u>	<u>1,127.32</u>
	0.00	430.98
Talks		
Income	0.00	216.90
Outgoings	<u>0.00</u>	<u>115.80</u>
	0.00	101.10
Other income		
Interest	3.17	29.47
Sundries	<u>0.00</u>	<u>5.00</u>
	3.17	34.47
	<u>994.27</u>	<u>863.58</u>
Other outgoings		
Performing rights	37.00	141.19
Committee expenses	0.00	0.00
Printing postage & stationery	0.00	25.85
Sundries	<u>10.00</u>	<u>35.00</u>
	47.00	202.04
Surplus / (deficit) for the period	<u><u>947.27</u></u>	<u><u>661.54</u></u>

Attachment 1 – contd

SHIPTON GORGE VILLAGE HALL TRUST

BALANCE SHEET
AS AT 31ST MARCH 2020

	<u>1st January to 31st March 2020</u>	<u>Year to 31st December 2019</u>
Reserves brought forward	12,527.29	11,865.75
Surplus / (deficit) for the period	947.27	661.54
Reserves carried forward	<u>13,474.56</u>	<u>12,527.29</u>
Assets and liabilities		
Cash	80.00	30.00
Bank current account	365.92	1,569.51
Bank deposit account	10,588.97	8,885.80
COIF Charities account	2,463.22	2,463.22
Nationwide (100 Club)	312.13	472.13
Stocks, debtors and prepayments	280.08	32.47
	<u>14,090.32</u>	<u>13,453.13</u>
Less: 100 Club accrual	-310.00	-430.00
Other creditors and accruals	-305.76	-495.84
Net assets	<u>13,474.56</u>	<u>12,527.29</u>

Attachment 2

SHIPTON GORGE VILLAGE HALL TRUST

POSSIBLE FINANCIAL OUTTURN
YEAR ENDING 31ST DECEMBER 2020

	Period 1st April to 31st December 2020	Total 1st January to 31st December 2020	Actual 1st January to 31st December 2019	
Hall income				
Hiring	1,201	2,417	5,207	
Rent and storage	<u>0</u>	<u>150</u>	<u>150</u>	
	1,201	2,567	5,357	
Outgoings				
Gas	124	211	265	
Electricity	199	277	343	
Water	95	126	122	
Rent	0	5	5	
Cleaning	726	957	910	
Maintenance	850	968	3,777	
Property insurance etc	452	600	571	
Other hall expenses	<u>0</u>	<u>0</u>	<u>359</u>	
	<u>2,446</u>	<u>3,145</u>	<u>6,352</u>	
	-1,246	-578	-995	
Donations				
Income	75	100	295	
Fund raising				
Income	700	1,128	1,203	
Outgoings	<u>0</u>	<u>129</u>	<u>206</u>	
	700	999	997	
Artsreach				
Income	150	150	1,558	
Outgoings	<u>0</u>	<u>0</u>	<u>1,127</u>	
	150	150	431	
Talks				
Income	0	0	217	
Outgoings	<u>0</u>	<u>0</u>	<u>116</u>	
	0	0	101	
Other income				
Interest	0	3	29	
Sundries	<u>0</u>	<u>0</u>	<u>5</u>	
	<u>0</u>	<u>3</u>	<u>34</u>	
	-321	674	864	
Other outgoings				
Performing rights	111	148	141	
Committee expenses	0	0	0	
Printing postage & stationery	0	0	26	
Sundries	<u>50</u>	<u>60</u>	<u>35</u>	
	<u>161</u>	<u>208</u>	<u>202</u>	
Surplus / (deficit) for the period	<u><u>-482</u></u>	<u><u>465</u></u>	<u><u>662</u></u>	

Attachment 2 – continued

SHIPTON GORGE VILLAGE HALL TRUST

BALANCE SHEET
31ST DECEMBER 2020

	Period 1st April to 31st December 2020	Total 1st January to 31st December 2020	Actual 1st January to 31st December 2019
Reserves brought forward	13,475	12,527	11,866
Surplus / (deficit) for the period	-482	465	662
Reserves carried forward	<u>12,993</u>	<u>12,993</u>	<u>12,527</u>
Balances carried forward			
Cash	80	80	30
Bank current account	340	340	1,570
Bank deposit account	10,089	10,089	8,886
COIF Charities account	2,463	2,463	2,463
Nationwide (100 Club)	312	312	472
Debtors and prepayments	18	18	32
	<u>13,303</u>	<u>13,303</u>	<u>13,453</u>
Les: 100 Club accrual	-310	-310	-430
Other creditors and accruals	0	0	-496
Net assets	<u>12,993</u>	<u>12,993</u>	<u>12,527</u>