

Hollesley Village Hall Management Committee

Chair's report for the period November 2020 to October 2021

The Village Hall Charitable Trust, Hollesley Suffolk is registered with the Charity Commission (No: 1002348) and is managed by a committee comprising representatives from user groups and elected representatives from Hollesley and neighbourhood.

The hall is available for public and private functions and provides regular enablement for a number of organised village clubs, bodies, institutions and functions.

The management committee aims to provide facilities at an affordable cost to individuals and voluntary organisations serving the community of Hollesley and neighbourhood.

Management Committee Trustees 2020-2021:

Ms G Bathe, Ms C Gray, Mrs M. Montague, Mrs J. Johnson, Mr M. Friend, Mrs A. Mills, Ms L Bruce

Mrs J. Brookes, Mrs T Foy, Mrs R. Bentley,

Co-opted: Alan Martin

We currently hold three unfilled positions for the represented organisations: Hollesley Parish Council, Hollesley Players and Short Mat bowls.

Sadly this year Mr Michael Friend died which was a great loss to the village hall as he was a stalwart undertaking daily security checks and dealing with practical issues that beset the management of a hall. Mr Dennis Driver also died this year and although retired from his duties several years ago as Chair of the village hall, he had devoted decades to maintaining the facility.

We were delighted to welcome Alan Martin who was co-opted onto the committee.

No honoraria were paid.

I would like to thank all the trustees who have shown great commitment and resolve during the last year. I would particularly like to take this opportunity to thank those involved in managing the regular groups. They work extremely hard to provide interesting programmes, sustain and recruit members. Few realise the commitment of time required or the effort and energy expended. The village hall programme is successful and continues to grow because of this endeavour.

We are committed to continually deliver a modern, valued and sustainable amenity to fulfil the needs, realise the aspirations and promote the wellbeing of our local community.

Personnel

I held the role of chair. Cheryl Gray held the role of secretary providing minutes and agendas to trustees throughout the year and dealing with all the correspondence. Lynda Bruce held the role of treasurer. Meryl Montague continued to expertly manage the bookings dealing with the varied needs of those booking the facilities and ensuring that we were able to respond effectively with any arising concerns or issues.

The cleaning contract is held by S. Trett who provided 4.5 hours per. week of cleaning services throughout the building (not the Surgery).

Programme

Currently the programme includes exercise and well-being activities (such as Pilates, Tai Chi, yoga), sport activities (Karate, short mat bowls), social and support groups as well as the youth club.

However, the pandemic has continued to inhibit the programme. Sadly Hollesley Players, the Whist Club and the Community Cafe have not yet been able to reopen.

Since partial reopening, we have been delighted to welcome some new groups including an Art Club, Cricket Tots, the Hollesley Play Commissioners and the Peninsula Carers' Group.

Private functions have only recently begun again and our first wedding was held recently.

The annual flu jab day with the Peninsula continued to showcase effective partnership working and showcases the hall to non-users.

Projects update

1. The internal decorating was completed with thanks to voluntary effort.
2. The committee room and lobby floors have been replaced with new carpet and vinyl flooring respectively.
3. A new fence has been erected on the neighbouring border at the rear of the surgery. Our neighbour is now able to read in the afternoon without a light on! Private funding has paid for a new surface to be installed there and the car park widened. Rope has been donated to complete the parking area.
4. Damage to the wall and internal plastering was repaired which had been caused by a vehicle that crashed into the building. The incident was not reported by the offender and a claim had to be made through our insurance.
5. Raise the Roof project:
 - a. The roof replacement is now planned although we still await a start date. This is to be undertaken by a company that has a training arm and they will be working closely with the local prison to enable offender to access training opportunities with them. This has been negotiated successfully following a close partnership with the Head of Reducing Reoffending at the prison, Chloe Ballantyne.
 - b. Solar Panels: To date, I have researched many grant givers and sadly there is a dearth of opportunities. The Government have recently opened up a fund as part of its commitment to carbon reduction but it does not fund solar panels. We currently have two applications pending (Princes Trust Community and Thrive Renewables) and await their decisions.

Our programme of local fund-raising for the project has also been delayed due to COVID although Helen Lewis successfully completed her 250 mile bike ride, raising over £3,000 for the solar panel installation. The 200 club continues to operate now with 17 members 50% of income is given out in prize money each month. The hall is registered with *Amazon Smile* - shoppers on *Amazon* can choose to donate money (profits from Amazon) to the Hall when they shop on-line

Our thanks go to all those in the village who in some way have contributed to the fund. Those who have run specific events in the period 1 April 2020 to 31 March 2021 are listed in the Treasurer's report.

6. The stage stairwells have been painted and new carpet with reflective non-slip edging installed with thanks to Cheryl Gray and Mike Fox.

Future Plans

We plan to purchase barriers to prevent any further damage to the external wall in the parking area.

We are also looking to replace our external spot lights with solar lights for our users who attend in the evening to reduce the energy consumption as part of our green agenda. We are also wanting to replace all the lights in the hall to LED.

We continue to seek new opportunities for the use of the committee room e.g. complementary therapies and we are also working in partnership with the Patient Participation Group of the Peninsula Practice to secure funding for specialist exercise equipment for those with limited mobility to be sited in the rear 'garden area'. We hope to link this work with the Social Prescribing Service provided by Suffolk Health Services.

Funding is also being sought for an Art Mural to commemorate the Pandemic to be sited on the Hall's apex wall. This is a partnership project with an Arts group in Ipswich.

The committee looks forward to the production of the play (written by our local playwright, Daphne Fox) which we hope will take place in the Spring. Sadly at this time we have no date for the Police Choir concert.

Gerry Bathe October 2021

Footnote:

Clarification: It was brought to our attention at the AGM 2021 that in the Annual report (period November 2018 to October 2019), reference was made to Hollesley Parish Council being responsible for the maintenance of the land at the rear of the hall. Whilst it was our understanding at that time, it has since been clarified that the Parish Council is **not** responsible for the maintenance of that piece of land – they act as custodians only.

Treasurer's report for April 2020- March 2021

The accounts for the year 1 April 2020 to 31 March 2021 have been independently examined by Kelly-Anne Byres, KBL Accounts, Ipswich. All accounting records and procedures were diligently examined to meet the requirements of section 130 of the 2011 Charity Act.

Once approved, these accounts will be submitted to the Charity Commission.

Income

The income from rental fees for the year 20/21 was £2,075, (this does not include the rental fee from the Peninsula Practice of £3,600) which was £12,500 less than the previous year due to the closure of the hall for COVID lockdown. However, grants received from the government (£18,612) to reduce the business impact of the pandemic, were set aside in reserves to earn a little interest.

Restricted funds (grants/donations given for specific projects) included:

- a) Raise the Roof Fund: £9,841 in grants and donations was received in 20/21. This included external funding from Suffolk Fund (£1,300), the Hughes-Hallett Fund (£784) and Cllr. Mallinder (£3,131). A generous donation from Tai Chi, Ipswich (£900) was also received. Other donations came from local people running small events. S Taylor made and sold dog beds (£868). J. Gersen made and sold bags and oven gloves (£65). Julia Pallett ran an Art sale (£187.50). Helen Lewis provided a plant sale (£800), and the Community Café donated £451. No fete took place during this financial period. Other donors through the year included D. Goldsworthy, McColls, J and A Carpmal, 200 club profits (£655) and those who wished to remain anonymous. Commitments have been made of £10,000 from East Suffolk Community Fund, £10,000 from Hollesley Parish Council and £2,000 from Bernard Sunley Trust.
- b) A grant (£2,461) from East Suffolk was received in January 2021 to help with additional cleaning costs and offset part of the utility costs.

Expenditure

With the need to comply with COVID regulations, increased ventilation within the hall meant that our utility expenditure for the year was just over £2,500. Other annual bills such as fire equipment review, insurance (an increase of £182) and premises and lottery licenses also had to be paid. As of 31 March 2021, £456 had been spent from the East Suffolk grant.

L. Bruce October 2021

**HOLLESLEY VILLAGE HALL
MANAGEMENT
COMMITTEE**
Registered Charity No 1002348

**ACCOUNTS FOR THE YEAR
ENDED 31 MARCH 2021**

KBL Accounts

Unit 3
Alton Business Centre Valley Lane
Ipswich, IP9 2AX

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act;
and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kelly-Anne Byres Accountant

KBL Accounts
Unit 3
Alton Business Centre Valley Lane
Ipswich
IP9 2AX



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hollesley Village Hall - Management Committee

1002348

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

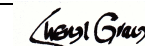
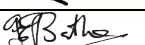
To

Period end date
31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire of Hall	2,075	-	-	2,075	14,105
Rent from Doctors	3,600	-	-	3,600	3,600
Grants and Donations	21,178	11,648	-	32,825	19,263
Bank Interest	10	-	-	10	11
Refunds	-	-	-	-	-
Transfer In	-	-	-	-	-
200 Club	1,165	655	-	1,820	671
	-	-	-	-	-
Sub total (Gross income for AR)	28,027	12,303	-	40,330	37,649
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,027	12,303	-	40,330	37,649
A3 Payments					
Insurance 20/21	944	-	-	944	762
Charged against grant "Just 42" re rents	-	-	-	-	-
Water and Electricity	2,236	269	-	2,505	3,893
Cleaning	2,335	187	-	2,522	4,583
Building Project	-	-	-	-	22,830
Other Repairs and Maintenance	1,123	-	-	1,123	3,332
Accountancy	462	-	-	462	-
Sundry Expenses	-	-	-	-	-
Subscriptions/Licences	200	-	-	200	200
Training	-	-	-	-	125
Loan Repayments	-	-	-	-	2,561
Prizes	590	-	-	590	294
	-	-	-	-	-
Sub total	7,891	456	-	8,347	38,580
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,891	456	-	8,347	38,580
Net of receipts/(payments)	20,137	11,847	-	31,984	- 931
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end	26,834	-	-	26,834	27,765
Cash funds this year end	46,971	11,847	-	58,818	26,834

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Unrestricted Funds	46,971	-	
	Restricted Funds		11,847	
	Total cash funds	46,971	11,847	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Village Hall and Equipment at Valuation	305170	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Cheryl Gray	21/11/21
			Geraldine Bathe	21/11/21