

# GREAT HALLINGBURY VILLAGE HALL COMMITTEE

England & Wales · Charity number 1054955

## Details

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**Other names** GREAT HALLINGBURY VILLAGE HALL

**Status** Registered

**Legal form** Trust

**Registered** 1996-04-30

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Cobblestones  
Church Road  
Great Hallingbury  
Bishop's Stortford  
Hertfordshire  
CM22 7TY

**Phone** 01279 501 475

**Email** [gwjs@live.com](mailto:gwjs@live.com)

## Activities

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**Objects:** A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF GREAT HALLINGBURY IN THE COUNTY OF ESSEX WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

**Activities:** Owns, improves, maintains and hires out Great Hallingbury Village Hall

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** PARISH OF GREAT HALLINGBURY
- Essex
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£21,924	£17,909	-	-
2024-12-31	£23,175	£18,801	-	-
2023-12-31	£22,727	£19,162	-	-
2022-12-31	£26,468	£31,086	-	-
2021-12-31	£30,318	£21,394	-	-
2020-12-31	£14,684	£9,857	-	-

## Trustees

Name	Role	Appointed
<b>Lee Cox</b>	Chair	2018-03-12
Christine Coultrup		2018-03-12
Glenn Salmon		2022-01-17
SARAH LOUISE COX		
Sally Stuebler		2020-03-02
VALERIE MARGARET WALKER		

**GREAT HALLINGBURY VILLAGE HALL COMMITTEE**

England & Wales - Charity number 1054955

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# Accounts

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# Great Hallingbury The Village Hall



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## Great Hallingbury Village Hall Committee

Annual General Meeting 3-4-23 19:00

### Minutes

Attending: Mr Lee Cox, Mr Glenn Salmon, Mr Alan Pinnock, Mrs Valerie Walker, Mrs Sally Stuebler, Mrs Sarah Cox, Mr Alan Rowett, Chairman of Great Hallingbury Parish Council Mr Alan Townsend and approximately 30 members of the public.

Apologies: Mrs Christine Coultrup, Mr Jay Griffin.

Next Meeting: 17<sup>th</sup> July 16:30.

### **Contents:**

#### **Meeting Summary:**

- 1. Nominations and Elections**
- 2. Chairmans Report**
- 3. Treasurer's Report**

### **Appendices:**

- 1. Appendix 1: Treasurer's Report March 2023**
- 2. Appendix 2: Final Asset Statement 2022.**
- 3. Appendix 3: Final Accounts Year End 2022.**

**Chairman:** Mr. L. Cox, 5 The Grove,, Great Hallingbury CM22 7TT (& Caretaker) Tel: 01279 651757  
**Secretary:** Mr. G. Salmon, Cobblestones,, Church Road, Great Hallingbury CM22 7TY Tel: 07717 215 078  
**Treasurer:** Mrs. C. J. Coultrup, Pantiles, Bedlars Green, Great Hallingbury CM22 7TL Tel: 01279 655144

## **Meeting Summary:**

The Chairman thanked all for attending and their ongoing support for the Village Hall.

The previous meeting minutes were approved.

### **1. Nominations and Elections**

- I. Mr Lee Cox was nominated and seconded to continue as Charmain with 100% vote of approval.
- II. Mrs Christine Coultrup was nominated and seconded to continue as Treasurer with 100% vote of approval.
- III. Mr Glenn Salmon was nominated and seconded to continue as Secretary with 100% vote of approval.
- IV. Remaining existing committee members were nominated and seconded to continue as Trustees with 100% vote of approval.
- V. The Chairman asked if any other people were interested in becoming members of the committee and trustees of the Hall, 2 people showed interest and this will be followed up in future meetings.

### **2. Chairmans Report:**

My last report for 2021 was one of public uncertainty and continued disruption caused by the pandemic that year and the previous one. Therefore, it gives me great pleasure in announcing that last year; 2022 has seen normality and stability return to the village hall. We saw the complete return of all our regular users and clubs which was great for all concerned for so many positive reasons.

To date we have three U3A table tennis clubs, Bishops Stortford dog training club, a craft club called Crafty Spell and a preschool children's activity group called Little Learners. The Great Hallingbury Women's Institute, our History Society and our Bridge Club continue to hold their meetings/functions on a regular basis as well as our own Parish Council. We continue to host and welcome the district councilors' surgeries on a monthly basis for Mr. Geof Driscoll and Mr. Neil Reeve. Of particular note regarding hirers is the increase in use from the National Child Trust who hold two to three classes every week here in the hall. Whilst we have always had extremely good feedback regarding the hall from a health and safety aspect it was particularly pleasing for me to receive that from the NCT area coordinator upon an inspection. I am minded of the vulnerability of the persons that attend these classes with their partners.

As a hall we have always prided ourselves on creating a safe and welcoming environment for the community to enjoy. All our risk assessments are regularly reviewed and updated accordingly. We have our annual fire inspection of equipment by an outside and authorised company and our electrical fixtures and fittings are also checked by a certified electrician. We also have in place an Equal Opportunities Policy and a Safe Guarding Persons Policy. All of these are available to existing and potential hirers for their peace of mind.

With regards to specific events for 2022, in May, a flagpole was erected within the grounds in acknowledgment of Queen Elizabeth II Platinum Jubilee in June together with a plaque to commemorate the occasion. The hall was the chosen venue for hosting the Great and Little Hallingbury Flower Show on Sunday 24 July. We were grateful for the publicity and more importantly were proud to be part of a great annual community event. In early September the village hall accommodated the Great Hallingbury Residents Association in having a social evening. This particular group was originally formed to oppose to an application for a logistics site at The Start Hill end of the village by Wrens Kitchens company. The evening was well attended in appreciation for all the hard work they have undertaken on behalf of the village residents. Again, they

meet regularly on the premises. The village hall also played its part in supporting a Tudor History Weekend which was coordinated and managed by St. Giles Church. This event took place on Saturday 1<sup>st</sup> and Sunday 2<sup>nd</sup> October where Great Hallingbury Village Hall and our field were used as part of the occasion. Again, it was lovely for our hall to be involved in another large community event which raised much needed funds for the church.

The hall was closed from the evening of Thursday 8 September out of a mark of respect to the sad loss of our beloved Queen. All events and bookings were cancelled and rescheduled including one of our charity quiz nights. The Union Jack flag remained at half-mast for the ten day national mourning period that followed Queen Elizabeth's death. The day after the funeral the flag went back to flying at full mast.

Fundraising for the hall saw the continuation of the Ton Club for its fourth year as a monthly cash prize draw. To date around £2,500 has been raised for the hall. There were four fundraising events for 2022. Three Quiz Nights which raised around £950 and a Christmas Flower Arranging Demonstration with afternoon tea which raised around £250.

Concerning the building and grounds. In August, the hall was closed for business due to the laying of a new floor for the main hall area and foyer. This work was essential given the past history of the floor and the problems that went with it. The cost in total was around £19,000 of which a majority of the work and cost went underground. However due to the generosity of people, grants were secured for £9,500 for the project. The hall had a complete decorate in September having last had a makeover in February 2017. We continue to receive good feedback on the new air source heat pump system which was installed eighteen months ago.

Moving forward for 2023 the village hall will be looking at replacing the existing carpark gates. It has also been identified that during the hours of darkness the carpark is not illuminated adequately or as well as it could be by the existing lighting system in certain areas. Therefore, a new system will be installed in the spring of this year. The last of three foreseeable projects is the investigation into the ramp area to the front and side areas to the building and any necessary work to be carried out. This has been identified as the most probable cause to the deterioration of the floor condition within.

From a financial point of view our treasurer; Christine Coultrup, our bookings clerk; Sarah Cox and myself reviewed our pricing strategy in August minded of the uncertainties surrounding energy costs. The three of us also for the first time carried out a detailed and realistic projected budget for 2023. I can say with confidence the hall is in an extremely healthy position and the existence of this hall is paramount to myself and the committee.

Christine, Sarah and I have also reviewed and made whole sale changes to our bookings system. The system now is totally online, streamlined and has far more simplistic audit trail. We are now also paperless thus saving money on stationery, stamps etc.

As a village hall, like so many other community venues, businesses and services, we have experienced our fair share of problems over the last few years. So as important as anything I have mentioned in this report is the recognition of people and their kindness, generosity, time and dedication in keeping the hall's existence alive.

I would like to take this opportunity on behalf of Village Hall Committee to say a huge thank you to Great Hallingbury Parish Council. As always, they are so generous with their donations, support and attention to what we achieve for our village hall.

I would also like to thank Sue Barker, Essex County Council and the Rural Community Council of Essex for all their continued support.

I would also like to thank Geof Driscoll and Neil Reeve our Uttlesford District Councillors for their support as always and their extremely kind donation for our flooring project last year.

Grants from Garfield Weston for £2,500 and Bernard Sunley for £5,000 went towards our new flooring costs. Both these contributors have been suitably thanked for their unbelievable generosity.

I would also like to place on record my sincere gratitude to YOU, my fantastic committee for all your time, effort, support and opinions throughout the year. It is so very much appreciated and valued. Unfortunately for the committee Mr. Martin Mugele called time. A special mention and thank you to Martin who served as Chair Person for ten years on this Village Hall Committee as well as a committee member. His wit, knowledge and dedication were always much appreciated and he will be missed.

I would like to take this opportunity to express my sincere gratitude to Mrs. Christine Coultrup; our treasurer for all her time and effort with the many administration tasks surrounding this hall. In particular her work around securing the many grants for last year and previously.

Also, a special mention for Mr. Alan Pinnock who represents the Parish Council on our committee. He gives so much time to the more specialised maintenance issues of this hall and is always eager to support us in all we try to achieve. Every year in my time as Chair Person he never fails to offer help. Alan is now our dedicated quiz master for the quiz nights and he supplied the hall with last year's xmas tree and installed the xmas lights etc outside.

Last and by no means least the bookings for the hall have become a mine field with the volume of hirers and their requirements. Thanks to my wife; Sarah for all her work in promoting the hall and keeping the administration side running smoothly. And, also for putting up with my moans and frustrations at certain times concerning the hall.

I'm sure we can look forward to another good year with all your much appreciated support for our village hall, which in brief, is the last community building standing in Great Hallingbury.

The Chairman thanked the Treasurer for all her continued hard work and diligence managing the Halls accounts and funding.

### **3. Treasurers Report:**

The accounts for the year ending 31 December, 2022, have been audited and approved by the committee for submission to members at this meeting. They show that we have a surplus for the year on the operating account of just over £4,000. £2,670 of this amount was the final government covid grant but this still means that we have earned a surplus of over £1,300 which is good, especially as this after paying for the cost of redecorating the hall.

There are two other points to mention. The cost of the internet hub is particularly low because the Parish Council's contributions of £100 for both 2021 and 2022 are included in these accounts.

We had a fixed price agreement for power which only expired at the end of November which has held are costs in check. Higher rates apply from the 1st December (which will appear in the January figures for 2023 and should include some contribution from the government towards the cost of power for a few months. We now have another fixed price agreement which will run for three years. Our consumption continues to run to pattern and we believe our pricing will cover the increased costs.

Turning to the Refurbishment account, our four fund raising events were good but there is no Ton Club contribution within the year as this has been changed to run for a calendar year for practical reasons. We did, of course, lay our new floor at a cost of £19,000. We received grants of £8,500 but the remainder came from our reserves which have been reduced by £8,700.

However, the Asset Statement shows that we still have nearly £26,000 in our reserves. £12,500 has again been invested in a 1year bond with Hampshire Trust bank which is paying 3.75% interest and further interest bearing accounts are being explored. Going forward, we have prepared an achievable budget for the operation of the hall in 2023 which should ensure that, all things being equal, we cover, and perhaps slightly exceed, our operating costs. We will continue with our fundraising efforts for the refurbishment account to cover any future major projects.

## Accounts Year End 2022 Final

	2022		2021	
	31/12/2022		31/12/2021	
<b>Operating Income</b>				
Hire Fees		£ 12,316.25		£ 4,292.00
Storage fees		£ 480.00		
Bank Interest		£ 172.32		£ 161.75
Govt Grant - Covid19		£ 2,667.00		£ 12,622.07
<b>TOTAL OPERATING INCOME</b>		<b>£ 15,635.57</b>		<b>£ 17,075.82</b>
<b>Operating Expenses</b>				
Affiliations				
<i>RCCE</i>		£ 66.00		£ 72.00
Bank charges		£ 68.00		
Consumables (cleaning materials, etc)		£ 119.67		£ 115.39
Hand driers		£ 280.80		£ 351.00
Insurance		£ 805.77		£ 748.42
Internet		£ 365.12		£ 539.28
Licence Fees				
<i>Performing Rights Soc</i>		£ 139.20		£ 132.00
Maintenance & Renewals				
<i>Fire extinguishers service</i>	£ 71.70		£ 217.74	
<i>Refuse collection (annual to 31/3)</i>	£ 369.72		£ 352.04	
<i>Septic Tank</i>	£ 280.00			
<i>Plumber</i>				
<i>Special cleaning</i>	£ 280.00		£ 10.00	
<i>Lights + PET testing</i>			£ 74.06	
<i>Grounds maintenance</i>	£ 640.00		£ 295.00	
<i>Roof / guttering</i>	£ 195.00		£ 110.00	
<i>Tape &amp; blutac</i>			£ 6.99	
<i>Floor</i>	£ 720.00		£ 645.84	
<i>Temperature gauge</i>			£ 7.99	
<i>Clocks</i>			£ 13.88	
<i>Water tank</i>			£ 775.00	
<i>Heat pump service</i>	£ 512.40			
<i>Redecoration</i>	£ 869.13			
<i>Key cutting + door bolt</i>	£ 92.00			
<i>Kitchen shelving</i>	£ 17.00			
<i>Gatepost</i>	£ 55.60			
<i>Notice board</i>	£ 57.95			
Maintenance & Renewals total		£ 4,160.50		£ 2,508.54
Water rates		£ 100.38		£ 76.87
Salary		£ 3,744.00		£ 3,744.00
Commission		£ 612.86		£ 210.46
Power		£ 864.15		£ 810.51
Stationery & postage				
<i>Diaries</i>			£ 25.79	
<i>Ink Cartridges</i>	£ 37.40		£ 53.58	
<i>Raffle tickets</i>			£ 19.94	
<i>Stamps</i>			£ 54.73	
Stationery & postage total		£ 37.40		£ 154.04
Sundries				
<i>Christmas lights</i>	£ 48.99			
<i>Costco membership</i>	£ 26.40		£ 26.40	
<i>Gift</i>	£ 30.00			
<i>Self purchase Ton Club</i>			£ 23.00	
<i>Floristry ribbon</i>	£ 15.00			
<i>Flags</i>	£ 20.85			
<i>Candles</i>	£ 48.00			
Sundries total		£ 189.24		£ 49.40
<b>TOTAL EXPENSES</b>		<b>£ 11,553.09</b>		<b>£ 9,511.91</b>
<b>TOTAL OPERATING DEFICIT / SURPLUS</b>		<b>£ 4,082.48</b>		<b>£ 7,563.91</b>

	2022		2021	
<b>Refurbishment Income</b>				
Grants				
<i>Covid fund</i>			£ 8,000.00	
<i>Essex Cllr</i>			£ 1,000.00	
<i>FSJ Charity</i>			£ 1,500.00	
<i>Garfield Weston</i>	£ 2,500.00			
<i>Bernard Sunley</i>	£ 5,000.00			
<i>UDC</i>	£ 1,000.00			
Grants total		£ 8,500.00		£ 10,500.00
Donations				
<i>Parish Council</i>	£ 1,000.00		£ 1,000.00	
<i>BN Thermic</i>			£299.50	
<i>Ton Club prize money</i>	£ 123.00		£ 118.00	
Donations Total		£ 1,133.00		£ 1,417.50
Fund Raising (less expenses)				
<i>Quiz night</i>	£ 295.50			
<i>Quiz night</i>	£ 317.51		£ 285.32	
<i>Flower Arranging</i>	£ 250.50			
<i>Quiz night</i>	£ 312.38		£ 249.75	
Fund Raising total		£ 1,175.89		£ 535.07
Ton Club 2021				£ 606.00
Ton Club 2022				
Ton Club 2023		£ 24.00		
<b>Total Refurbishment Income</b>		<b>£ 10,832.89</b>		<b>£ 13,058.57</b>
<b>Refurbishment</b>				
<i>floor</i>	£ 18,936.48			
<i>heaters</i>			£ 10,848.61	
<i>lighting</i>			£ 30.00	
<i>curtains</i>			£ 820.00	
<i>mood lighting</i>	£ 79.98			
<i>flagpole + flags</i>	£ 517.44			
Refurbishment costs total		£ 19,533.90		£ 11,698.61
Refurbishment deficit / surplus		£ 8,701.01		£ 1,359.96

## Asset Statement Year End 2022 Final

	<b>2022</b>		<b>2021</b>	
	31/12/2022		31/12/2021	
<b>Assets</b>				
Current account		£ 13,164.81		£ 15,068.08
Hampshire Trust				
1 yr bond	£ 12,549.90		£ 7,961.35	
2 yr bond			£ 7,582.50	
Total Hampshire Trust		£ 12,549.90		£ 15,543.85
Cash		£ 198.38		
Petty Cash		£ 50.00		£ 50.00
<b>Total Cash</b>		<b>£ 25,963.09</b>		<b>£ 30,661.93</b>
Debtors - unpaid invoices				
Bridge Club	£ 112.50		£ 75.00	
Craft Club	£ 90.00			
David Herbert	£ 67.50			
Dogability	-£ 5.00		-£ 5.00	
History Society	£ 45.00		£ 20.00	
Little Learners	£ 187.50			
NCT	£ 543.75		£ 465.00	
Table Tennis	£ 403.00		£ 200.00	
UALC	-£ 30.00		-£ 30.00	
Yoga	£ 25.00		£ 120.00	
Debtors - unpaid invoices total		£ 1,439.25		£ 845.00
<b>TOTAL ASSETS</b>		<b>£ 27,402.34</b>		<b>£ 31,506.93</b>
<b>Liabilities</b>				
Creditors				
Sales commission	£ 472.19		£ 210.46	
A Pinnock	£ 298.34			
British Gas	£ 85.43			
BT	£ 45.54			
Ceillite	£ 278.40			
Creditors total		£ 1,179.90		£ 210.46
Forward bookings		£ 250.50		£ 60.00
Deposits		£ 100.00		£ 300.00
Ton Club Prize money		£ -		£ 446.00
<b>TOTAL LIABILITIES</b>		<b>£ 1,530.40</b>		<b>£ 1,016.46</b>
<b>Nett Assets</b>		<b>£ 25,871.94</b>		<b>£ 30,490.47</b>
<b>Represented by:</b>				
b/f		£ 30,490.47		£ 21,566.60
Current year Surplus / Deficit operations		£ 4,082.48		£ 7,563.91
Current year Surplus / Deficit refurbishment		-£ 8,701.01		£ 1,359.96
<b>TOTAL</b>		<b>£ 25,871.94</b>		<b>£ 30,490.47</b>

## Accounts Year End 2022 Final

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<b>TOTAL OPERATING DEFICIT / SURPLUS</b>		<b>£ 4,082.48</b>		<b>£ 7,563.91</b>

## Accounts Year End 2022 Final

	2022		2021	
<b>Refurbishment Income</b>				
Grants				
Covid fund			£ 8,000.00	
Essex Cllr			£ 1,000.00	
FSJ Charity			£ 1,500.00	
Garfield Weston	£ 2,500.00			
Bernard Sunley	£ 5,000.00			
UDC	£ 1,000.00			
Grants total		£ 8,500.00		£ 10,500.00
Donations				
Parish Council	£ 1,000.00		£ 1,000.00	
BN Thermic			£299.50	
Ton Club prize money	£ 123.00		£ 118.00	
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<b>Refurbishment</b>				
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lighting			£ 30.00	
curtains			£ 820.00	
mood lighting	£ 79.98			
flagpole + flags	£ 517.44			
<b>Refurbishment costs total</b>		<b>£ 19,533.90</b>		<b>£ 11,698.61</b>
<b>Refurbishment deficit / surplus</b>		<b>-£ 8,701.01</b>		<b>£ 1,359.96</b>

**R A SIMMONDS FCCA**

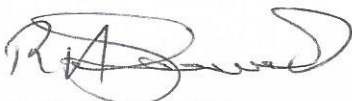
**Alverne, Deben Lodge, Church Lane, Sheering,  
Bishops Stortford, CM22 7NR**

**Great Hallingbury Village Hall**

I have audited the financial statements provided to me. My audit was conducted in accordance with auditing standards, having regard to matters referred to in the following paragraph.

This enterprise, in common with many others of similar size and organisation, derive its income and makes payments, some of which are in the form of cash, to and from various sources which cannot be controlled until they are entered in the accounting records and is not, therefore, susceptible to independent audit verification. I am therefore unable to confirm that these statements include all this income and expenditure.

Subject to the provisions of the above paragraph, in my opinion, the financial statements give a true and fair view of the state of the enterprise's affairs as at 31 December 2022 and of its loss for the year then ended.



R A SIMMONDS FCCA

4 March 2023

7:53 PM

14/02/23

Accrual Basis

**Great Hallingbury Village Hall**  
**Balance Sheet**  
**As of 31 December 2022**

	31 Dec 22	31 Dec 21
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Bank HSBC	13,164.81	15,068.08
Cash	198.38	0.00
Hampshire Trust 1 yr bond	12,549.90	7,961.35
Hampshire Trust 2yr bond	0.00	7,582.50
Petty Cash	50.00	50.00
<b>Total Cash at bank and in ha...</b>	25,963.09	30,661.93
<b>Accounts Receivable</b>		
Accounts Receivable	1,439.25	845.00
<b>Total Accounts Receivable</b>	1,439.25	845.00
<b>Total Current Assets</b>	27,402.34	31,506.93
<b>TOTAL ASSETS</b>	<b>27,402.34</b>	<b>31,506.93</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	1,179.90	210.46
<b>Total Accounts Payable</b>	1,179.90	210.46
<b>Other Current Liabilities</b>		
Advance Customer Paym...	250.50	60.00
Deposits - hire	100.00	300.00
Ton Club prize money	0.00	446.00
<b>Total Other Current Liabilit...</b>	350.50	806.00
<b>Total Current Liabilities</b>	1,530.40	1,016.46
<b>Total Liabilities</b>	1,530.40	1,016.46
<b>Capital and Reserves</b>		
Equity	9,202.62	9,202.62
Retained Earnings	21,287.85	12,363.98
Profit for the Year	-4,618.53	8,923.87
<b>Shareholder funds</b>	25,871.94	30,490.47
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,402.34</b>	<b>31,506.93</b>

*[Signature]*  
4 March 2023

7:52 PM  
 14/02/23  
 Accrual Basis

## Great Hallingbury Village Hall Profit & Loss January through December 2022

	Jan - Dec 22	Jan - Dec 21
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Operating Income</b>		
Bank interest	172.32	161.75
Government Support	2,667.00	12,622.07
Hire Fees	12,316.25	4,292.00
Storage fees	480.00	0.00
<b>Total Operating Income</b>	15,635.57	17,075.82
<b>Refurbishment Income</b>		
Donations	1,133.00	1,417.50
<b>Fund Raising</b>		
2021 Ton Club	0.00	606.00
2023 Ton Club	24.00	0.00
Fund Raising - Other	1,391.50	719.00
<b>Total Fund Raising</b>	1,415.50	1,325.00
Grants	8,500.00	10,500.00
<b>Total Refurbishment Income</b>	11,048.50	13,242.50
<b>Total Income</b>	26,684.07	30,318.32
<b>Expense</b>		
Bank Service Charges	68.00	0.00
<b>Operating Costs</b>		
Affiliations	66.00	72.00
Consumables	119.67	115.39
Electricity	864.15	810.51
Hand Driers	280.80	351.00
Insurance	805.77	748.42
Internet	365.12	539.28
Licences	139.20	132.00
Rates	100.38	76.87
Repairs and Maintenance	4,160.50	2,508.54
Salary	3,744.00	3,744.00
Sales Commission	612.86	210.46
Stationery	37.40	154.04
Sundry Costs	189.24	49.40
<b>Total Operating Costs</b>	11,485.09	9,511.91
<b>Refurbishment Costs</b>		
<b>Fund Raising Expenses</b>	215.61	183.93
<b>Refurbishment Expenditure</b>		
Curtains	0.00	820.00
Flagpole	517.44	0.00
Floor	18,936.48	0.00
Heating	0.00	10,848.61
Lighting	79.98	30.00
<b>Total Refurbishment Expend...</b>	19,533.90	11,698.61
<b>Total Refurbishment Costs</b>	19,749.51	11,882.54
<b>Total Expense</b>	31,302.60	21,394.45
<b>Net Ordinary Income</b>	-4,618.53	8,923.87
<b>Profit for the Year</b>	<b>-4,618.53</b>	<b>8,923.87</b>

*RTO*  
 4 MARCH 2023

**GREAT HALLINGBURY VILLAGE HALL COMMITTEE**

England & Wales - Charity number 1054955

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# Accounts

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# Great Hallingbury The Village Hall



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## Great Hallingbury Village Hall Committee

General Meeting 17-1-22 15:30

### Minutes

Attending: Mr Lee Cox, Mrs Christine Coultrup, Mr Glenn Salmon, Mrs Sally Stuebler, Mr Jay Griffin, Mr Alan Pinnock, Mr Alan Rowett.

Apologies: Mr Martin Mugele, Mrs Heather Hayes, Mrs Sarah Cox, Mrs Valerie Walker.

#### **Contents:**

#### **Meeting Summary:**

1. Actions
2. Treasurer's Report
3. Fundraising Events
4. Maintenance

#### **Appendices:**

1. Appendix 1: Chairman's Report
2. Appendix 2: Treasurer's Full Report
3. Appendix 3: Asset Statement
4. Appendix 4: Accounts

**Chairman:** Mr. L. Cox, 5 The Grove,, Great Hallingbury CM22 7TT (& Caretaker) Tel: 01279 651757  
**Secretary:** Mr. G. Salmon, Cobblestones,, Church Road, Great Hallingbury CM22 7TY Tel: 07717 215 078  
**Treasurer:** Mrs. C. J. Coultrup, Pantiles, Bedlars Green, Great Hallingbury CM22 7TL Tel: 01279 655144

## Meeting Summary:

The Chairman thanked all for attending and their ongoing support for the Village Hall.

### 1. Actions:

- a. Flag Pole & External Notice Board to be ordered – Chairman
- b. Arrange Installation of Flag Pole and Notice Board – Chairman/Mr Pinnock.
- c. Display Cabinet installation – Mr Pinnock.
- d. Contact Brymac London Ltd to gain quotation to repaint the car park bays – Chairman.
- e. Contact Johnson Electricals to gain options and quotes for lighting the car park – Chairman.
- f. Assess floor with flooring specialist and gain quotes and options for (Chairman):
  - i. Short Term “make safe” fix
  - ii. Long Term permanent solution

### 2. Treasurer’s Report: (summary, full report Appendix 2):

#### a. Turnover:

- i. Provisional figures, turnover is slightly higher than 2020, but 2021 and 2020 are approximately 1/3<sup>rd</sup> of normal turnover.
- ii. Received £12.5k grant from the government.

#### b. Costs:

- i. Hand driers are slightly lower than before as there are only 3 payments not 5.
- ii. Insurance is the same.
- iii. PRS & License fees are lower as they are based on turnover.
- iv. £2.5k on maintenance, £500 lower than 2020.
- v. Power costs are down, however this is likely due to the heating being off as a result of less use of the hall, expectation is that power costs will increase significantly due to needing to have the heating on.
- vi. Broadly, operating costs are the same.
- vii. Total Refurb costs £11.6k mainly on the heating.

#### c. Cash:

- i. Good situation approx. £30k after liabilities.

#### d. Transactions: The Treasurer reported that HSBC introduced banking charges for cheques and transactions.

- i. Treasurer requests increasing the single payment amount limit from £200 to £500 (all agreed)
- ii. Treasurer requested adding the Secretary as a signatory on the Village Hall bank account (all agreed).

The Chairman thanked the Treasurer for all her hard work and effort especially researching and gaining grants and improved deals on insurance.

### 3. Fundraising:

- a. Quiz night was held, circa £250 raised and a good night had by all.
  - i. Chairman thanked Alan Rowett for the advertising boards for the quiz night and Sarah for setting up the tables and organising prizes.
  - ii. 3 provisional dates planned for the quiz night this year, 26/3, 10/9, 3/12
  - iii. Assistance and volunteers needed to help with the Quiz Nights.
- b. Ton Club – 101 numbers sold.
- c. Suggestion from Alan to have a Village Christmas Tree, illuminated and light it at the Christmas Quiz night – all agreed.
- d. Discussions about various promotional nights, fish and chips, beer, wine, drive in cinema (etc), when the weather is better to encourage people to visit the hall with the aim of promoting the hall to new users which is the best source of new revenue, rather than focussed on straight fundraising at result of the events themselves.
- e. There were a lot of cancellations pre Christmas due to the uncertainty of the covid situation, what government restrictions may be implemented and people not wanting to risk their Christmas, but now the clubs are coming back, only NCT are not returning currently.

### 4. Maintenance:

- a. All policies and risk assessments are reviewed and completed.
- b. Fire Inspection is due.
- c. Discussion about the car park being too dark, especially over the far side.
- d. Line markings for the car park need to be redone.
- e. Hall Floor:
  - i. Extended discussion about the hall floor. Current scenario is the middle of the floor has risen up in 2 places and is rising in other areas as well. This appears to have happened during the quiet period when people cancelled the use of the hall in the run up to Christmas, from around the 12<sup>th</sup> of December the hall was not in use until around w/c 3<sup>rd</sup> Jan.
  - ii. Various theories offered as to the root cause of the problem, quality of original installation, damp, insufficient base, rotten joists, heating etc and what should be done about it.
  - iii. General agreement that short term fix needs to be done to make it safe so the Hall can continue to be rented out and is safe for hall users (currently presents a significant trip hazard).
  - iv. Long term fix to be assessed and quotes obtained.

## **Appendix 1 - Chairman's Report:**

### **QUIZ NIGHT UPDATE**

Saturday 4 DECEMBER 2021

Event took place on a reduced capacity – 8 tables. I had several calls post quiz from people who attended saying how safe, well organised and a great evening it was which was really good to hear. We raised with all prizes, raffle prizes etc taken out around the £260 mark. Given the circumstances it was a good return all issues considered.

Just a special mention of thankyou to Alan Rowett for preparing the advertising boards and placing them outside for us in the poor weather. Sarah who did so much from purchasing prizes through to preparing the hall amongst other things.

### **TON CLUB UPDATE**

October 2021 to October 2022 - 101 numbers sold and all payments now received.

### **DECEMBER HIRE UPDATE**

**Friday 17 DECEMBER** – last occasion hall used (Craft Club).

Good hygiene practice and rules have been monitored and adhered to by myself. I contacted all our clubs Sunday 12 DEC. as a result of the new government guidelines.

**Last private hire – Sunday 28 NOVEMBER 2021.**

From then onwards all our parties and family gatherings cancelled by hirers.

### **CLUBS UPDATE**

Returned week commencing **Monday 3 JANUARY 2022.**

NCT (National Childbirth Trust) – cancelled all bookings from Wednesday 8 DECEMBER till week commencing Monday 17 JAN. 2022. In discussion re return – possibly Friday 21 JANUARY 2022. We have received great feedback for cleanliness, safety and organisation of hall. Purely down to new virus variant and transmission.

BROWNIES to return Monday 17 JANUARY 2022.

HIRING UNDER CONSTANT REVIEW 2022 and I have continued contact with all hirers; private and clubs.

**BUILDING INSIDE** – to be continued by myself as role of caretaker.

OUTSIDE – Colin Harris spoken to over xmas period and happy to continue for this year. Please note new arrangements made for payment of field and adjacent hedging – Harris and Parish Council.

Village Hall, immediate areas, carpark (verges, hedges, foliage etc) to continue being maintained by ourselves - me.

## **FIRE**

Awaiting inspection and review from Fire Service re extinguishers, exit points etc.

## **GENERAL POLICILIES**

All reviewed - EQUAL OPPORTUNIIES POLICY (displayed) and a SAFEGUARDING POLICY for GREAT HALLINGBURY VILLAGE HALL.

## **RISK ASSESSMENTS**

All been reviewed and updated accordingly.

## **HEATING**

Excellent feedback from clubs and hirers

## ***Treasurer's Report - January 2022***

The Treasurer presented the preliminary accounts for the year ended 31 December, 2021.

Hire fees were slightly higher than 2020 but both, of course, barely a third of our normal turnover. No storage fees were charged for the table tennis tables after June 2020 as we felt as we were receiving government support we should extend this to the U3A. Storage fees will recommence in February 2022. These losses, however, have been offset and more by the government support grants.

The cost of maintenance of the hall is broadly in line with 2020. More money was spent on the floor in 2020 and we had to call out pest control people but this last year we had to suddenly replace the water tank feeding the toilets.

In December 2020, we signed up to a three-year agreement for our insurance and this has kept our premium very comparable when we renewed last month.

Our electricity costs were lower in 2021 which was largely due to the fact that the heating was working properly for more than half the year. It is too soon to know how the running costs for our new system compare as at the moment we have to have the heating running overnight to stop the floor buckling getting any worse.

The major item of refurbishment was, of course, the new heaters on which I reported fully at the last meeting.

Largely due to the fact that we qualified for government covid grants, we have a healthy bank balance and our usual income will hopefully be restored in 2022. The next demand on our finances will be a replacement floor which we will discuss elsewhere on the agenda.

HSBC – and no doubt the other banks too – are now making a monthly charge on all charity and community bank accounts. They are also charging for cheque payments rather than internet payments. We have internet banking arrangements on our account for payments up to £200. It would be more practical if this could be raised to £500 and the Treasurer asked the committee to consider approving this increase. We have instituted a system that no payments are made without agreement from the Chairman or Secretary by email and a copy is attached to the invoice so the auditor can see an approval trail.

### Appendix 3 - Asset Statement Year End 2021 (Preliminary)

	2021		2020	
	31/12/21 Preliminary		31/12/2020	
<b>Assets</b>				
Current account		£ 15,068.08		£ 8,207.51
Hampshire Trust				
<i>1 yr bond</i>	£ 7,961.35		£ 7,882.10	
<i>2 yr bond</i>	£ 7,582.50		£ 7,500.00	
Total Hampshire Trust		£ 15,543.85		£ 15,382.10
Cash	£ -			£ 44.00
Petty Cash		£ 50.00		£ 50.00
Suspense				
Total Cash		£ 30,661.93		£ 23,683.61
Debtors - unpaid invoices				
<i>Bridge Club</i>	£ 75.00			
<i>Brownies</i>			£ 40.00	
<i>Dogability</i>	-£ 5.00		-£ 5.00	
<i>History Society</i>	£ 20.00			
<i>NCT</i>	£ 465.00			
<i>Table Tennis</i>	£ 200.00			
<i>Tracey Walker</i>			£ 288.00	
<i>UALC</i>	-£ 30.00		-£ 30.00	
<i>Yoga</i>	£ 120.00			
Debtors - unpaid invoices total		£ 845.00		£ 293.00
TOTAL ASSETS		£ 31,506.93		£ 23,976.61

<b>Liabilities</b>					
Creditors					
<i>Sales commission</i>	£ 210.46			£ 184.55	
<i>Johnson Electrical</i>				£ 127.70	
<i>Lee Chapel Floors</i>				£ 1,631.76	
Creditors total		£ 210.46			£ 1,944.01
Forward bookings		£ 60.00			£ 10.00
Deposits		£ 300.00			
Ton Club Prize money		£ 446.00			£ 456.00
<b>TOTAL LIABILITIES</b>		£ 1,016.46			£ 2,410.01
<b>Nett Assets</b>		£ 30,490.47			£ 21,566.60
b/f		£ 21,566.60			£ 17,091.15
Current year Surplus / Deficit operations		£ 7,563.91			£ 4,824.19
Current year Surplus / Deficit refurbishment		£ 1,359.96			-£ 350.95
<b>TOTAL</b>		£ 30,490.47			£ 21,564.39

## Appendix 4 - Accounts Year End 2021 (Preliminary)

	2021		2020				
	31/12/21 Preliminary		31/12/2020				
<b>Operating Income</b>							
Hire Fees	£	4,292.00		£	4,017.00		
Storage fees				£	478.50		
Bank Interest	£	161.75		£	186.30		
Govt Grant - Covid19	£	12,622.07		£	10,000.00		
<b>TOTAL OPERATING INCOME</b>	£	17,075.82		£	14,681.80		
<b>Operating Expenses</b>							
Affiliations <i>RCCE</i>	£	72.00		£	66.00		
Consumables (cleaning materials, etc)	£	115.39		£	206.80		
Hand driers	£	351.00		£	210.60		
Insurance	£	748.42		£	726.83		
Internet	£	539.28		£	202.04		
Licence Fees <i>Performing Rights Soc</i>	£	132.00		£	306.80		
Maintenance & Renewals							
<i>Fire extinguishers service</i>	£	217.74					
<i>Refuse collection (annual to 31/3)</i>	£	352.04		£	352.04		
<i>Septic Tank</i>							
<i>Plumber</i>	£	240.00					
<i>Special cleaning</i>	£	145.00					
<i>Lights + PET testing</i>	£	74.06		£	127.70		
<i>Posts &amp; signs</i>				£	26.66		
<i>Outside painting</i>							
<i>Grounds maintenance + roof</i>	£	270.00		£	461.00		
<i>Pest Control</i>				£	330.00		

<i>Tape &amp; blutac</i>	£	6.99		£	15.73			
<i>Bucket, mops, dustpans</i>				£	157.60			
<i>Floor</i>	£	645.84		,631.76£	1			
<i>Temperature gauge</i>	£	7.99						
<i>Clocks</i>	£	13.88						
<i>Water tank</i>	£	535.00						
Maintenance & Renewals total			£	2,508.54		£	3,102.49	
Water rates			£	76.87		£	89.82	
Salary			£	3,744.00		£	3,440.69	
Commission			£	210.46		£	184.55	
Power			£	810.51		£	1,067.79	
Stationery & postage								
<i>Diaries</i>	£	25.79						
<i>Ink Cartridges</i>	£	53.58			£	30.49		
<i>Raffle tickets</i>	£	19.94						
<i>Stamps</i>	£	54.73						
<i>Laminating pouches</i>					£	12.56		
Stationery & postage total			£	154.04		£	43.05	
Sundries								
<i>Costco membership</i>	£	26.40			£	26.40		
<i>Covid compliance</i>					£	120.00		
<i>Bee episode</i>					£	15.75		
<i>Self purchase Ton Club 2 yrs</i>	£	23.00			£	48.00		
Sundries total			£	49.40		£	210.15	
TOTAL EXPENSES			£	9,511.91		£	9,857.61	
TOTAL OPERATING DEFICIT / SURPLUS			£	7,563.91		£	4,824.19	

## Accounts year end December 2021 (Preliminary)

	2021		2020				
	31/12/21 Preliminary		31/12/2020				
<b>Operating Income</b>							
Hire Fees		£ 4,292.00		£ 4,017.00			
Storage fees				£ 478.50			
Bank Interest		£ 161.75		£ 186.30			
Govt Grant - Covid19		£ 12,622.07		£ 10,000.00			
<b>TOTAL OPERATING INCOME</b>		<b>£ 17,075.82</b>		<b>£ 14,681.80</b>			
<b>Operating Expenses</b>							
Affiliations							
RCCE		£ 72.00		£ 66.00			
Consumables (cleaning materials, etc)		£ 115.39		£ 206.80			
Hand driers		£ 351.00		£ 210.60			
Insurance		£ 748.42		£ 726.83			
Internet		£ 539.28		£ 202.04			
Licence Fees							
Performing Rights Soc		£ 132.00		£ 306.80			
Maintenance & Renewals							
Fire extinguishers service	£	217.74					
Refuse collection (annual to 31/3)	£	352.04		£ 352.04			
Septic Tank							
Plumber	£	240.00					
Special cleaning	£	145.00					
Lights + PET testing	£	74.06		£ 127.70			
Posts & signs				£ 26.66			
Outside painting							
Grounds maintenance + roof	£	270.00		£ 461.00			
Pest Control				£ 330.00			
Tape & blutac	£	6.99		£ 15.73			
Bucket, mops, dustpans				£ 157.60			
Floor	£	645.84		£ 1,631.76			
Temperature gauge	£	7.99					
Clocks	£	13.88					
Water tank	£	535.00					
Maintenance & Renewals total		£ 2,508.54		£ 3,102.49			
Water rates		£ 76.87		£ 89.82			
Salary		£ 3,744.00		£ 3,440.69			
Commission		£ 210.46		£ 184.55			
Power		£ 810.51		£ 1,067.79			
Stationery & postage							
Diaries	£	25.79					
Ink Cartridges	£	53.58		£ 30.49			
Raffle tickets	£	19.94					
Stamps	£	54.73					
Laminating pouches				£ 12.56			
Stationery & postage total		£ 154.04		£ 43.05			
Sundries							
Costco membership	£	26.40		£ 26.40			
Covid compliance				£ 120.00			
Bee episode				£ 15.75			
Self purchase Ton Club 2 yrs	£	23.00		£ 48.00			
Sundries total		£ 49.40		£ 210.15			
<b>TOTAL EXPENSES</b>		<b>£ 9,511.91</b>		<b>£ 9,857.61</b>			
<b>TOTAL OPERATING DEFICIT / SURPLUS</b>		<b>£ 7,563.91</b>		<b>£ 4,824.19</b>			

## Accounts year end December 2021 (Preliminary)

	2021		2020				
<b>Refurbishment Income</b>							
Grants							
Covid fund	£	8,000.00					
Essex Cllr	£	1,000.00					
FSJ Charity	£	1,500.00					
Grants total		£ 10,500.00			£ -		
Donations							
Parish Council	£	1,000.00			£ 1,100.00		
BN Thermic		£299.50					
Ton Club prize money	£	118.00		£ 13.00			
Donations Total		£ 1,417.50			£ 13.00		
Fund Raising (less expenses)							
Quiz night	£	285.32					
Quiz night	£	249.75					
Fund Raising total		£ 535.07					
Ton Club 2019					£ 24.00		
Ton Club 2020					£ 606.00		
Ton Club 2021		£ 606.00					
<b>Total Refurbishment Income</b>		<b>£ 13,058.57</b>			<b>£ 1,743.00</b>		
<b>Refurbishment</b>							
heaters	£	10,848.61		£ 1,748.00			
lighting	£	30.00					
internet installation				£ 45.95			
leaf vacuum				£ 300.00			
curtains	£	820.00					
<b>Refurbishment costs total</b>		<b>£ 11,698.61</b>			<b>£ 2,093.95</b>		
<b>Refurbishment deficit / surplus</b>		<b>£ 1,359.96</b>			<b>-£ 350.95</b>		

**R A SIMMONDS FCCA**

**Alverne, Deben Lodge, Church Lane, Sheering,  
Bishops Stortford, CM22 7NR**

**Great Hallingbury Village Hall**

I have audited the financial statements provided to me. My audit was conducted in accordance with auditing standards, having regard to matters referred to in the following paragraph.

This enterprise, in common with many others of similar size and organisation, derive its income, some of which is in the form of cash, from various sources which cannot be controlled until it is entered in the accounting records and is not, therefore, susceptible to independent audit verification. I am therefore unable to confirm that these statements include all income.

Subject to the provisions of the above paragraph, in my opinion, the financial statements give a true and fair view of the state of the enterprise's affairs as at 31 December 2021 and of its surplus for the year then ended.



R A SIMMONDS FCCA

23 Feb 2022

**Great Hallingbury Village Hall**  
**Balance Sheet**  
 As of 31 December 2021

	31 Dec 21	31 Dec 20
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash at bank and in hand		
Bank HSBC	15,068.08	8,207.51
Cash	0.00	44.00
Hampshire Trust 1 yr bond	7,961.35	7,882.10
Hampshire Trust 2yr bond	7,582.50	7,500.00
Petty Cash	50.00	50.00
<b>Total Cash at bank and in ha...</b>	<b>30,661.93</b>	<b>23,683.61</b>
<b>Accounts Receivable</b>		
Accounts Receivable	845.00	293.00
<b>Total Accounts Receivable</b>	<b>845.00</b>	<b>293.00</b>
<b>Total Current Assets</b>	<b>31,506.93</b>	<b>23,976.61</b>
<b>TOTAL ASSETS</b>	<b>31,506.93</b>	<b>23,976.61</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
Accounts Payable	210.46	1,944.01
<b>Total Accounts Payable</b>	<b>210.46</b>	<b>1,944.01</b>
<b>Other Current Liabilities</b>		
Advance Customer Paym...	60.00	10.00
Deposits - hire	300.00	0.00
Ton Club prize money	446.00	456.00
<b>Total Other Current Liabilit...</b>	<b>806.00</b>	<b>466.00</b>
<b>Total Current Liabilities</b>	<b>1,016.46</b>	<b>2,410.01</b>
<b>Total Liabilities</b>	<b>1,016.46</b>	<b>2,410.01</b>
<b>Capital and Reserves</b>		
Equity	9,202.62	9,202.62
Retained Earnings	12,363.98	7,888.53
Profit for the Year	8,923.87	4,475.45
Shareholder funds	30,490.47	21,566.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>31,506.93</b>	<b>23,976.61</b>

*RA*  
23<sup>rd</sup>/22

**Great Hallingbury Village Hall**  
**Profit & Loss**  
**January through December 2021**

	Jan - Dec 21	Jan - Dec 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Operating Income</b>		
Bank interest	161.75	186.30
Government Support	12,622.07	10,000.00
Hire Fees	4,292.00	4,017.00
Storage fees	0.00	478.50
<b>Total Operating Income</b>	17,075.82	14,681.80
<b>Refurbishment Income</b>		
Donations	1,417.50	1,113.00
Fund Raising		
2019 Ton Club	0.00	24.00
2020 Ton Club	0.00	606.00
2021 Ton Club	606.00	0.00
Fund Raising - Other	719.00	0.00
<b>Total Fund Raising</b>	1,325.00	630.00
Grants	10,500.00	0.00
<b>Total Refurbishment Income</b>	13,242.50	1,743.00
<b>Total Income</b>	30,318.32	16,424.80
<b>Expense</b>		
<b>Operating Costs</b>		
Affiliations	72.00	66.00
Consumables	115.39	206.80
Electricity	810.51	1,067.79
Hand Driers	351.00	210.60
Insurance	748.42	726.83
Internet	539.28	202.04
Licences	132.00	306.80
Rates	76.87	89.82
Repairs and Maintenance	2,508.54	3,102.49
Salary	3,744.00	3,440.69
Sales Commission	210.46	184.55
Stationery	154.04	43.05
Sundry Costs	49.40	210.15
<b>Total Operating Costs</b>	9,511.91	9,857.61
<b>Refurbishment Costs</b>		
Fund Raising Expenses	183.93	0.00
Refurbishment Expenditure		
Curtains	820.00	0.00
Heating	10,848.61	1,748.00
Internet installation	0.00	45.95
Lighting	30.00	0.00
Refurbishment Expenditure - ...	0.00	300.00
<b>Total Refurbishment Expenditure</b>	11,698.61	2,093.95
<b>Total Refurbishment Costs</b>	11,882.54	2,093.95
<b>Total Expense</b>	21,394.45	11,951.56
<b>Net Ordinary Income</b>	8,923.87	4,473.24
<b>Other Income/Expense</b>		
Other Income		
Interest Income	0.00	2.21
<b>Total Other Income</b>	0.00	2.21
<b>Net Other Income</b>	0.00	2.21
<b>Profit for the Year</b>	<b>8,923.87</b>	<b>4,475.45</b>

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