

Great Hallingbury The Village Hall



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.

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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 1/3rd 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 12th of December the hall was not in use until around w/c 3rd 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 POLICIES

All reviewed - EQUAL OPPORTUNITIES 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	
Assets					
Current account		£ 15,068.08			£ 8,207.51
Hampshire Trust					
1 yr bond	£ 7,961.35			£ 7,882.10	
2 yr bond	£ 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					
Bridge Club	£ 75.00				
Brownies				£ 40.00	
Dogability	-£ 5.00			-£ 5.00	
History Society	£ 20.00				
NCT	£ 465.00				
Table Tennis	£ 200.00				
Tracey Walker				£ 288.00	
UALC	-£ 30.00			-£ 30.00	
Yoga	£ 120.00				
Debtors - unpaid invoices total		£ 845.00			£ 293.00
TOTAL ASSETS		£ 31,506.93			£ 23,976.61

Liabilities					
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
TOTAL LIABILITIES		£ 1,016.46			£ 2,410.01
Nett Assets		£ 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
TOTAL		£ 30,490.47			£ 21,564.39

Appendix 4 - Accounts Year End 2021 (Preliminary)

	2021			2020				
	31/12/21 Preliminary			31/12/2020				
Operating Income								
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			
TOTAL OPERATING INCOME		£ 17,075.82			£ 14,681.80			
Operating Expenses								
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				

<i>Tape & 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				
Operating Income								
Hire Fees		£ 4,292.00			£ 4,017.00			
Storage fees					£ 478.50			
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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				
Refurbishment Income								
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					
Total Refurbishment Income		£	13,058.57		£	1,743.00		
Refurbishment								
heaters	£	10,848.61		£	1,748.00			
lighting	£	30.00						
internet installation				£	45.95			
leaf vacuum				£	300.00			
curtains	£	820.00						
Refurbishment costs total		£	11,698.61		£	2,093.95		
Refurbishment deficit / surplus		£	1,359.96		-£	350.95		

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
ASSETS		
Current Assets		
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
Total Cash at bank and in ha...	30,661.93	23,683.61
Accounts Receivable		
Accounts Receivable	845.00	293.00
Total Accounts Receivable	845.00	293.00
Total Current Assets	31,506.93	23,976.61
TOTAL ASSETS	31,506.93	23,976.61
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	210.46	1,944.01
Total Accounts Payable	210.46	1,944.01
Other Current Liabilities		
Advance Customer Paym...	60.00	10.00
Deposits - hire	300.00	0.00
Ton Club prize money	446.00	456.00
Total Other Current Liabilit...	806.00	466.00
Total Current Liabilities	1,016.46	2,410.01
Total Liabilities	1,016.46	2,410.01
Capital and Reserves		
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
TOTAL LIABILITIES & EQUITY	31,506.93	23,976.61

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23²/22

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09/02/22


Accrual Basis

Great Hallingbury Village Hall

Profit & Loss

January through December 2021

	Jan - Dec 21	Jan - Dec 20
Ordinary Income/Expense		
Income		
Operating Income		
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
Total Operating Income	17,075.82	14,681.80
Refurbishment Income		
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
Total Fund Raising	1,325.00	630.00
Grants	10,500.00	0.00
Total Refurbishment Income	13,242.50	1,743.00
Total Income	30,318.32	16,424.80
Expense		
Operating Costs		
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
Total Operating Costs	9,511.91	9,857.61
Refurbishment Costs		
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
Total Refurbishment Expenditure	11,698.61	2,093.95
Total Refurbishment Costs	11,882.54	2,093.95
Total Expense	21,394.45	11,951.56
Net Ordinary Income	8,923.87	4,473.24
Other Income/Expense		
Other Income		
Interest Income	0.00	2.21
Total Other Income	0.00	2.21
Net Other Income	0.00	2.21
Profit for the Year	8,923.87	4,475.45


 23/2/22