

Great Hallingbury The Village Hall



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: 17th July 16:30.

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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 Charman 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 1st and Sunday 2nd October where Great Hallingbury Village Hall and our field were be 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 tenday 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 Councilors 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	
Operating Income					
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
TOTAL OPERATING INCOME	£	15,635.57		£	17,075.82
Operating Expenses					
Affiliations					
RCCE	£	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					
Performing Rights Soc	£	139.20		£	132.00
Maintenance & Renewals					
Fire extinguishers service	£	71.70		£	217.74
Refuse collection (annual to 31/3)	£	369.72		£	352.04
Septic Tank	£	280.00			
Plumber					
Special cleaning	£	280.00		£	10.00
Lights + PET testing				£	74.06
Grounds maintenance	£	640.00		£	295.00
Roof / guttering	£	195.00		£	110.00
Tape & blutac				£	6.99
Floor	£	720.00		£	645.84
Temperature gauge				£	7.99
Clocks				£	13.88
Water tank				£	775.00
Heat pump service	£	512.40			
Redecoration	£	869.13			
Key cutting + door bolt	£	92.00			
Kitchen shelving	£	17.00			
Gatepost	£	55.60			
Notice board	£	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					
Diaries				£	25.79
Ink Cartridges	£	37.40		£	53.58
Raffle tickets				£	19.94
Stamps				£	54.73
Stationery & postage total		£ 37.40			£ 154.04
Sundries					
Christmas lights	£	48.99			
Costco membership	£	26.40		£	26.40
Gift	£	30.00			
Self purchase Ton Club				£	23.00
Floristry ribbon	£	15.00			
Flags	£	20.85			
Candles	£	48.00			
Sundries total		£ 189.24			£ 49.40
TOTAL EXPENSES		£ 11,553.09			£ 9,511.91
TOTAL OPERATING DEFICIT / SURPLUS		£ 4,082.48			£ 7,563.91

	2022			2021	
Refurbishment Income					
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	
Donations Total		£ 1,133.00			£ 1,417.50
Fund Raising (less expenses)					
Quiz night	£ 295.50				
Quiz night	£ 317.51			£ 285.32	
Flower Arranging	£ 250.50				
Quiz night	£ 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			
Total Refurbishment Income		£ 10,832.89			£ 13,058.57
Refurbishment					
floor	£ 18,936.48				
heaters				£ 10,848.61	
lighting				£ 30.00	
curtains				£ 820.00	
mood lighting	£ 79.98				
flagpole + flags	£ 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

	2022		2021
	31/12/2022		31/12/2021
Assets			
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
Total Cash	£ 25,963.09		£ 30,661.93
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
TOTAL ASSETS	£ 27,402.34		£ 31,506.93
Liabilities			
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
TOTAL LIABILITIES	£ 1,530.40		£ 1,016.46
Nett Assets	£ 25,871.94		£ 30,490.47
Represented by:			
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
TOTAL	£ 25,871.94		£ 30,490.47

Accounts Year End 2022 Final

	2022			2021	
	31/12/2022			31/12/2021	
Operating Income					
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
TOTAL OPERATING INCOME		£ 15,635.57		£	17,075.82
Operating Expenses					
Affiliations					
RCCE		£ 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					
Performing Rights Soc		£ 139.20		£	132.00
Maintenance & Renewals					
Fire extinguishers service	£ 71.70			£	217.74
Refuse collection (annual to 31/3)	£ 369.72			£	352.04
Septic Tank	£ 280.00				
Plumber					
Special cleaning	£ 280.00			£	10.00
Lights + PET testing				£	74.06
Grounds maintenance	£ 640.00			£	295.00
Roof / guttering	£ 195.00			£	110.00
Tape & blutac				£	6.99
Floor	£ 720.00			£	645.84
Temperature gauge				£	7.99
Clocks				£	13.88
Water tank				£	775.00
Heat pump service	£ 512.40				
Redecoration	£ 869.13				
Key cutting + door bolt	£ 92.00				
Kitchen shelving	£ 17.00				
Gatepost	£ 55.60				
Notice board	£ 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					
Diaries				£	25.79
Ink Cartridges	£ 37.40			£	53.58
Raffle tickets				£	19.94
Stamps				£	54.73
Stationery & postage total		£ 37.40			£ 154.04
Sundries					
Christmas lights	£ 48.99				
Costco membership	£ 26.40			£	26.40
Gift	£ 30.00				
Self purchase Ton Club				£	23.00
Floristry ribbon	£ 15.00				
Flags	£ 20.85				
Candles	£ 48.00				
Sundries total		£ 189.24			£ 49.40
TOTAL EXPENSES		£ 11,553.09		£	9,511.91
TOTAL OPERATING DEFICIT / SURPLUS		£ 4,082.48		£	7,563.91

Accounts Year End 2022 Final

	2022			2021			
Refurbishment Income							
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		
Donations Total		£	1,133.00			£	1,417.50
Fund Raising (less expenses)							
Quiz night	£	295.50					
Quiz night	£	317.51			£	285.32	
Flower Arranging	£	250.50					
Quiz night	£	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				
Total Refurbishment Income		£	10,832.89			£	13,058.57
Refurbishment							
floor	£	18,936.48					
heaters					£	10,848.61	
lighting					£	30.00	
curtains					£	820.00	
mood lighting	£	79.98					
flagpole + flags	£	517.44					
Refurbishment costs total		£	19,533.90			£	11,698.61
Refurbishment deficit / surplus		-£	8,701.01			£	1,359.96

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
ASSETS		
Current Assets		
Cash at bank and in hand		
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
Total Cash at bank and in ha...	25,963.09	30,661.93
Accounts Receivable		
Accounts Receivable	1,439.25	845.00
Total Accounts Receivable	1,439.25	845.00
Total Current Assets	27,402.34	31,506.93
TOTAL ASSETS	27,402.34	31,506.93
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	1,179.90	210.46
Total Accounts Payable	1,179.90	210.46
Other Current Liabilities		
Advance Customer Paym...	250.50	60.00
Deposits - hire	100.00	300.00
Ton Club prize money	0.00	446.00
Total Other Current Liabilit...	350.50	806.00
Total Current Liabilities	1,530.40	1,016.46
Total Liabilities	1,530.40	1,016.46
Capital and Reserves		
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
Shareholder funds	25,871.94	30,490.47
TOTAL LIABILITIES & EQUITY	27,402.34	31,506.93

Paul
 24 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
Ordinary Income/Expense		
Income		
Operating Income		
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
Total Operating Income	15,635.57	17,075.82
Refurbishment Income		
Donations	1,133.00	1,417.50
Fund Raising		
2021 Ton Club	0.00	606.00
2023 Ton Club	24.00	0.00
Fund Raising - Other	1,391.50	719.00
Total Fund Raising	1,415.50	1,325.00
Grants	8,500.00	10,500.00
Total Refurbishment Income	11,048.50	13,242.50
Total Income	26,684.07	30,318.32
Expense		
Bank Service Charges	68.00	0.00
Operating Costs		
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
Total Operating Costs	11,485.09	9,511.91
Refurbishment Costs		
Fund Raising Expenses	215.61	183.93
Refurbishment Expenditure		
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
Total Refurbishment Expend...	19,533.90	11,698.61
Total Refurbishment Costs	19,749.51	11,882.54
Total Expense	31,302.60	21,394.45
Net Ordinary Income	-4,618.53	8,923.87
Profit for the Year	-4,618.53	8,923.87


 4 MARCH 2023