

Creech St Michael Village Hall

Chair and Management Committee

Annual Report 2020-2021

The Management Committee consists of Elected and Representative Trustees. The principal offices of Chair and Secretary and Treasurer are normally held by Elected Trustees. Co-opted members may also be elected after each AGM. Present committee comprises: -

Jan King - Chair

Iris Chown - Secretary

Mike Palmer - Treasurer

Margaret Gover - Booking Co-Ordinator

Peter Brown - Representative Creech St Michael Parish Council

Jeremy Adams

Derek King

Gill Underhay Caretaker (Resigned)

Our objective is to maintain the Hall on a self-financing basis. Letting's revenue normally covers overheads and general expenses. Our designated reserve fund of £10,000 is held against unforeseen major expenditure that may occur during a year, that we cannot fund from normal running costs. This cannot be used without the authorisation of the Trustees. Any such use requires a full action plan for recovery.

Due to the continued efforts of the Officers of the Committee, management costs are zero through the use of the time and commitment of a dedicated team and other volunteers. Without this dedication this Hall would not run as efficiently as it does.

Our charges have remained the same during the last year. Due to the Covid 19 pandemic and the additional costs incurred in running the Hall within Government Guidelines the hire charges will be reviewed later this year and possibly increased in January 2022.

The financial statement has been prepared in accordance with the accounting policies and comply with the Charity's governing document, the Charities Act 2011 and Accounting and reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014

This has been my first full year as Chair, and I think I can honestly say no other Chairperson has every had a year like this! Although the Hall has been used between full lockdowns the number of

hirers has diminished and a few clubs will not be returning. But I will come back to the Hall usage later in my report.

Sadly, we lost our lovely Vice Chair, when Eric Chown passed away. I can't express how great the loss is to the Committee, as his level headedness and dry sense of humour had always seen us through, his presence is very missed. As a mark of respect and in acknowledgement of everything he and his wife Iris have done for the Village Hall over the years, it was agreed by the Committee to rename the main hall. So, at a very quiet ceremony Iris and her family came along for the unveiling of the name plate which is now outside the Chown Hall above the door.

At our AGM back in December, Gill Underhay decided not to re-stand for election to the Committee, a sad loss. And a vote of thanks for all her dedication over the years was voiced. A small token of appreciation was presented to her.

So, we had an empty Hall. Rather than waste the time and just keep it closed we decided to try and achieved all the many ideas and recommendations which have been suggested over the years to enhance the enjoyment of the Hall.

Committee meetings have been difficult and some months non-existent. That didn't stop us using other mediums to keep all committee members informed and where designs ideas and quotes for work have needed discussion this has all been done online, via email. Occasional meetings have taken place when social distancing has been adhered to enabling vital discussion and decisions to take place.

So, you ask, what has been done?

Here listed below are all the internal and external alterations and maintenance.

Store room floor relayed

Installation of Broadband Wi-Fi

Installation of an intruder alarm

Installation of CCTV

Recarpeted foyer area and stairs

Redecorated foyer area

Covered in meters in the foyer

Installed Cartwright room sign

Refurbished notice board outside Main Door

Placed a shelf on Chown Hall by kitchen hatch

Built store cupboard for CCTV and mops

Built a disabled toilet facility and kitchenette for Cartwright Room (enabling the room to have comfort facilities without having to access Main Building)

Installed hand sanitiser dispensers

New door mats

Refurbished the main Ladies and Gents toilets changed old disabled toilet to a unisex loo with baby changing facility

Enlarged and refitted kitchen

Audio Visual equipment installed in the Chown Hall (and hearing loop)

Hearing loop installed in the Cartwright room

Improvements to the acoustics in the Cartwright room

Kitchenette fitted in the Upper Committee room

Heating has been sorted and where needed rewired.

Chown Hall flooring resanded and refurbished

Cooker has been cleaned

Discovered blocked drains and had to have part of the car park dug up to rectify (roots were blocking the drains in three places)

The original water heater has been removed and individual water heaters have been fitted in all toilets and kitchens.

Computers have been purchased for the use of all officers. Thus, allowing the smooth hand over when new officers take office. All forms, accounts, bookings, minutes, and decisions taken by the Committee are now stored safely online.

New website has been designed and is up and running (hopefully)

Acoustic treatment has been installed enhancing person enjoyment of the Hall

Store cupboards have been rejigged, only valuable items are stored in the lockable cupboard making everything else easily available to all users

Dangerous trees have been removed and the gardens attended to.

Making new Chown Hall curtains and hanging them.

I am sure there are other things I could add to this list. (but I have probably bored you enough!!)

The Village Hall is indebted to the hard work of all the volunteers who, over these lockdown months have maintained and over-seen the work. Ensuring at all times that Covid 19 restrictions were adhered to, whilst workers were employed. Making sure adequate heating and ventilation were maintained and also the security of the building.

Over these next few months, as we start the long journey into a new life with Covid, the Hall will come back to being the hub of Creech St Michael. Many old familiar faces are soon to return to use the Hall as it used to be, and we hope you find everything to your liking and some things better than before, (hot water being one of them!)

As I mentioned earlier some Groups have decided not to return. Ballet classes which have been held in the Hall since it was first built and Janet, who ran them all that time, has decided now was the time to retire. We wish her well in her retirement. Also Sequence dance will not be returning for the foreseeable future but we hope they will comeback sometime. Art Club also may not return again these groups made up part of the everyday running of the hall and it will be strange without them here. New ideas are blossoming though and a live music evening is planned for the 31th July hopefully, to be repeated in the future. And our regular coffee morning will be returning taking advantage of the new kitchen facilities. Short Mat Bowls are back and will be here two evenings a week, they are another very long-standing group and we are happy to say we now have a new representative from their group who has joined the committee.

As always, we are so lucky to have Iris as our Secretary, who works away quietly and diligently, preparing minutes and all the other paperwork associated with the smooth running of the committee, Mike our Treasurer, who has chased up every outstanding invoice with success and computerised our accounts. Streamlining our accounts and forecasts which has helped with securing additional funding for some of our projects. To Margaret who as managed our bookings, timetables and forms to make this a fully online service. And to Derek who has project managed the two section 106 grants and taken them to fulfilment. Other Committee members whose advice and words of wisdom have been invaluable during this very trying time. Thank you everyone. I am so lucky to have you all as our Committee you make my job very easy.

Jan King (Chair)

Creech St Michael Village Hall April 2021

Jan King 9/6/21.

J. C. Brown

D. H. King

P. Brown

J. J. King

J. J. King

M. J. King 9/6/21.

Margaret King

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

CREECH SAINT MICHAEL VILLAGE HALL

1. I report on the accounts of the Creech St. Michael Village Hall (CSM VH) for the year ended 31st March 2021, the Financial Year Summary of accounts for which is set out with this report.
2. Respective responsibilities of the CSM VH trustees and the Independent Examiner:
 - a) The trustees of CSM VH are responsible for the preparation of the accounts. They consider that an audit is not required for the 2020/21 financial year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is appropriate.
3. It is the independent examiner's responsibility to:
 - a) Examine the accounts (under Section 43(a)) of the 1993 Act;
 - b) To follow the procedures laid down in the General Directions given by the Charity Commission in the 1993 Act.
 - c) To state whether particular matters have come to my attention.
4. Basis of the independent examiner's report:
 - a) My examination was carried out in accordance with the General Directions given by the Charity Commission.
 - b) The examination includes an inspection of the accounting records kept by CSM VH and a comparison of the accounts and supporting documentation presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from CSM VH trustees for the same.
 - c) I have consulted the CSM VH Financial Control Policy for evidence of procedural compliance by trustees and officers of CSM VH in the operation and administration of the accounts.
 - d) The inspection did not provide all of the evidence that would be required for an audit, and consequently no opinion is expressed as to commercial viability.
5. Independent Examiner's qualified statement:
 - (a) Concerning the recommendations of the 2019 Independent Examination I note that:
 - (1) There are now two bank accounts with the Charities Aid Foundation (CAF) and the Nationwide Bank respectively.
 - (2) There are now three authorised signatories for the CAF account and two for Nationwide.

6. With regard to the 2020 Independent Examination I note that:

- a) The signatures of the account treasurer and chair of the trustees/committee are required on the summary of accounts.

Mike Evans

Mike Evans

Independent Examiner

16, Dillons Road,

Creech St. Michael,

Taunton TA3 5DS

8thth May 2021

M.S. PALMER.

TREASURER.

M.S.

Margaret OVER. - 9.6.21.

Jankin Chair 9.6.21.

HMMSA

C. C. Ocho

C. J. May

M. Brown

D. Hens

M. Ocho

Background Information to The Independent Examination of the 2020 Account
of the Creech St. Michael Village Hall

Accounts for the year ended 31st March 2021 prepared by Mr. Mike Palmer.

Reference and administration details:

Registered charity number: 1068001.

Principal address: c/o Willows, Bull Street, Creech St. Michael, Taunton TA3 5PW.

Names of trustees: Mike Palmer, Jan King, Derek King, Margaret Gover, Iris Chown, Peter Brown, Jeremy Adams.

The charity was established by a Trust Deed dated November 1984.

Summary of main activities:

The trust provides and maintains a building and grounds as a venue for community activities and events.

The building continues in use by a wide range of organisational and individual customers.

For much of this year the activities of the VH have been suspended because of the various Covid 19 lockdowns. Normal trading income has been adversely affected. The VH committee have received grants as follows:

Section 106 monies (storeroom) - £2,001.52.

Section 106 monies (Disabled Toilet) - £12,705.12.

Section 106 monies (Main Toilet) - £31,324.32.

Statutory Grants (Pandemic Relief) - £25,719.00.

Income and Expenditure:

Income £91,861.39

Expenditure £85,936.68

Surplus for the year was £5,924.71

Bank balances at year's end were:

Nationwide £9,155.41

CAF £20,631.57

In petty cash £40.00

Trust assets are a building valued for insurance purposes at valued at £748,599.00 (2019.)

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