

LANGFORD PARISH HALL ANNUAL ACCOUNTS

1st August 2109 - 31st July 2020

BANK					
Opening Balance				47,968.44	
Item	Income		Expenditure		Difference
Admin	15.65		924.41		-908.76
100 Club	876.00				876.00
Events	2,120.83		1,812.28		308.55
Films	87.01		756.60		-669.59
Rent	455.66				455.66
Grants	15,690.50				15,690.5
Misc (bread, wine beer fest)	5,960.86		8,261.56		-2,300.7
Maintenance			2,822.97		-2,822.97
Improvements			29,710.36		-29,710.36
Utilities			1,711.63		-1,711.63
Total	25,206.51		45,999.81		-20,793.3
Balance Carried Forward					27,175.14

PETTY CASH					
Opening balance				1,496.99	
Item	Income		Expenditure		Difference
Admin					0.00
100 Club	312.00		600.00		-288.00
Events	771.50		595.40		176.10
Films	1,231.90		47.82		1,184.08
Rent	749.00				749.00
Misc**	303.00		752.77		-449.77
Maintenance			1,957.59		-1,957.59
Cleaning			500.00		-500.00
Oil			121.91		-121.91
Total	3,367.40		4,575.49		-1,208.09
Balance Carried Forward					288.90

I confirm that I have examined these accounts and found them to my satisfaction.



1 R S COWARD 9th April 2021.
Ex Chairman of the Parish Council.

1st August 2109 - 31st July 2020

BANK AND PETTY CASH					
				49,465.43	
Item	Income		Expenditure	Difference	
Admin	15.65		924.41	-908.76	
100 Club	1,188.00		600.00	588.00	
Events	2,892.33		2,407.68	484.65	
Films	1,318.91		804.42	514.49	
Rent	1,204.66			1,204.66	
Grants*	15,690.50			15,690.50	
Misc**	6,263.86		9,014.33	-2,750.47	
Maintenance			4,780.56	-4,780.56	
Improvements			29,710.36	-29,710.36	
Utilities			1,711.63	-1,711.63	
Cleaning			500.00	-500.00	
Oil			121.91	-121.91	
Total	28,573.91		50,575.30	-22,001.39	
Balance Carried Forward				27,464.04	

*Grants		
Wiltshire Council for toilet improvements		479,050.00
Wessex Water for water fountain		900.00
Wiltshire Council for Covid compensation		10,000.00

**Miscellaneous Breakdown					
Stripe payments in to bank: bread, wine & beer festival	6,263.66				
Payment to beer festival				1,099.44	
Payment to Reeves for bread				3,635.00	
Payment to Beckford for wine				1,436.12	
Allocation of funds from fete				2,070.00	
Curtains for performing area				592.00	
General disbursements				181.77	
Total	6,263.66			9,014.33	-2750.67

Improvement Cost Analysis					
Cost Item	Invoice		Quote		Notes
Gumbleton remove folding doors and paint bar area	722.00				No quote
O/S Chalk Boards	173.85				£150 from fete funds
Kercher Bar area floor	441.60		441.60		
Kercher Kitchen Floor	907.20		907.20		
Saul O/S brickwork, rails etc	12,604.46		11,902.00		Hand rail and materials

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Spire building control	222.00			No quote
Tranter inside painting	968.74		870.64	Quote excluded porch
Wolseley	1,962.84		1,962.84	Toilet fittings
Water fountain	516.02			Wessex Water grant
Blake Water fountain install	355.00			Wessex Water grant
Blake install ladies' toilets	1,342.00		1,431.00	
Gumbleton install ladies' toilets	1,962.00		2,240.00	
Kercher Ladies' toilet floor	504.00		504.00	
Gumbleton Roof Repairs*	1,268.00		900.00	Rotten rafters added cost
McAteer roof repairs*	5,370.00		3,425.00	Unanticipated problems
Wessex Water*	390.65			Additional water charge
Total	29,710.36		24,584.28	
Total excluding *repair items	22,681.71			
Total cost after grants	16,991.21			

LANGFORD PARISH HALL ANNUAL ACCOUNTS

FINANCIAL PROJECTION 1st August 2020 to 31st July 2021

ACTUAL AND PROJECTED FINANCIAL POSITION									
Balance B/F 1/8/20								27464.04	
	POSITION AT	END NOV 2020			FORECAST DEC - JULY				END JULY 21
Category	Income		Expenditur		Difference	Income	Expenditure		Inc/Loss
Admin			775.40		-775.40		-450.00		-1,225.40
100 Club			200.00		-200.00	1,200.00	400.00		600.00
Events					0.00				0.00
Films	231.05		259.45		-28.40	800.00	800.00		-28.40
Rent	104.00				104.00	300.00			404.00
Maintenance	89.48		4,747.50		-4658.02		1,550.00		-6,208.02
Utilities			251.25		-251.25		1,250.00		-1,501.25
Grants					0.00				0.00
Miscellaneous	148.00				148.00		200.00		-52.00
Total	572.53		6,233.60		-5661.07	2,300.00	3,750.00		-7,111.07
Balance C/F									20,352.97

Langford Parish Hall

AGM 4th November 2020

Chairman's Report

Good evening and welcome to Langford Parish Hall AGM for the year ending 31st July 2020 and thank you for coming along.

You will not need me to point out that this has been an extraordinary year and as you will hear from the Treasurer, our finances reflect the significant impact of Covid 19 and the consequent reduction in income from events and hall hiring. Nonetheless we remain in a strong financial position, although with reduced reserves, largely due to the cost of the now nearly concluded improvement plans.

Up until March the hall rental was on a slight increase and Arts in the Langfords was forging ahead with successful film evenings and events generating £1000 net income - an invaluable contribution to our resources. Of course, from then until the end of the financial year everything came to a total halt. As an aside, I am pleased to be able to let you know that we have restarted showing films albeit with much reduced audiences. We have also recently seen some modest activity in hall hiring.

You may recall that last year I was able to present you with a long list of the work completed in refurbishing the interior and exterior of the hall. I am delighted to be able to report that all the planned work is now almost at an end. The majority of the remaining work was primarily the complete renovation of the Ladies' and Gents' toilets including the addition of facilities for the infirm and mothers with babies. There are two items remaining on the list of things we would like to do - cover the ramp with a non-skid surface and to face brick part of the roadside frontage. The first we should continue to do but may defer the the cosmetic work until the future becomes clearer.

Unfortunately in the course of fixing an unanticipated leak in the flat roof at the front, it was discovered that the state of the main roof was not good. The slate tiles are very old and fragile and some of the timber beams may well have rotted. There is also the possibility that the roofing over the "newer" end of the building - the kitchen area - may be asbestos tiles. This means that we have a potentially very significant expense to confront for repairs. We are seeking guidance on the potential cost range and determining the level of urgency. Hopefully we will have a few years before the work becomes essential which would give us time to raise the necessary funds and grants.

I have been privileged to have such a great team to work with in the running and management of the hall during my time as Chairman. We have a limit of 12 Trustees

as defined in the Scheme and have been at a maximum for several years now. But the time has come to accept the inevitability that people must move on and so it is that I have reluctantly accepted the resignations of three of our number; Caroline Morrison, Jeremy Broad and Gill Leake. This not only means that we are hoping to appoint three new Trustees later in this meeting but also that three important offices are now vacant. During our Committee meeting immediately following the AGM will be looking to review all the required functions and roles and appoint members to them.

I would like to extend my gratitude to Caroline for keeping me and the committee in conformance with the rules that bind us and for keeping our records. And to Jeremy for his indefatigable work in not only keeping the fragile fabric of the hall in a better than usable state but particularly for his outstanding management of the extensive improvements and refurbishments over the last two years. He will be sorely missed. Gill has not only been a redoubtable gatekeeper for bookings and hall hiring but also was always there whenever we needed someone to help out, no matter how menial the task - again my thanks.

As you may recall, last year I tendered my resignation as Chairman. In the absence of volunteers I agreed to stay on for one more year. It had been my intention to offer my resignation again at this meeting. However, under the current circumstances and particularly whilst there is negligible activity in the hall and we are not able to meet together in person, after due consideration, I have concluded that I should defer this action until the future becomes clearer. It will of course still be up to the Committee to decide on their choice of Chair as with all the officer positions.

It only remains me to thank you for your attention and to take any questions that you may have. If there are points on which you would like clarification please do ask and I would welcome any feedback.

Geoff Cluett
Chairman

Treasurer's report for Langford Parish Hall

AGM – 4 November 2020.

It has been a busy year for the hall with large expenditure incurred to finalise the agreed refurbishment of the hall as already described in the chair's report.

To summarise the figures that were sent over to you before the meeting the precis is as follows:

Bank and Petty cash balance on 1 August 2019	£49,465.43 (page 1)
Bank and Petty cash balance on 31 July 2020	£27,464.04 (page 2)
Excess of expenditure over income	£22,001.39

We received the following grants:

Wiltshire Council Grant for improvement of toilets	£4790.50
Wessex Water grant for water fountain	£900
Wiltshire Council Covid grant	£10,000

As a result of the grants we have been able to **finish the scheduled work** on the hall and still **carry forward £27K**. We were very grateful for the grant of £10K from Wiltshire Council. This was to help us through lock down and compensate for lack of income. In the event it acted as a cushion for the unscheduled expenditure on the roof. We were unable to get another grant from the council because grants were suspended during Covid. Going forward we would hope to apply retrospectively for funding for roof repairs.

The cost of the refurbishment of the hall in **this financial year** (after grants from Wiltshire council and Wessex Water but not counting the Covid grant) was **£22K**. In the **previous year** we spent **£4K** and in the **present year** we have spent **£4.5K (total refurbishment IRO £30k)** Bearing in mind the legacy of £40K received from Jane Lemon, we are able to carry forward £10K as a sinking fund towards future projects. We know that there is a problem with the roof and so need to consider forward planning for its repair.

In the past much of the routine accounting has been done with cash (cash paid for films, 100 club and hire) and petty cash had amounted to **£1496 a year ago**. It was used to pay contractors as a policy to reduce it during the year (**£288.90** by the end of the year). During this time we encouraged people to pay for films and events through the **website direct to the bank account**. At the start of covid we offered the purchase of **bread and wine through the website** and so the accounting was more online banking based. People are now reluctant to use cash at all and **we are researching buying a card machine** for all future transactions. It should be noted that paying through the system called **Stripe for events etc there is a charge**. To date we have subsidised the village for the bread delivery during Covid by £93 (Using the grant from W Council for £10K to help us through) but on an ongoing basis for **each £5 film ticket sold we are paid £4.73**. This is not a huge loss, but if in future everything is paid in this way we should be considering factoring this into the cost of the tickets or items on sale.

We have had virtually no hall hire since March 2020 and so no income apart from the council grant. Meanwhile our running costs continue in the form of -
- **oil** (with the cold weather now starting we need to have the heating on for an hour twice a day to stop pipes freezing, even though no one is in there)

- **Electricity** – standard daily charge
- **Water rates** – daily charge + paying off accumulated loss during lock down
- **Wi fi.**
- **Cleaning costs and materials to be Covid compliant**

We need to think out of the box to plan initiatives for the future running of the hall.

Thank you and if there are any questions please do not hesitate to ask. All invoices and bank statements are available for inspection.

JB 4 November 2020