

Bourton, Draycote and Frankton Village Hall

Registered Charity 1103991

**Trustee report 2020 - 2021 up to 31st March 2021
For AGM 22nd July 2021**

Registered as a charity: 27 May 2004

Objective of the Charity: The village hall is for the use of the residents of the Parish Bourton on Dunsmore, Draycote and Frankton as well as the surrounding areas in the county of Warwickshire without distinction of political, religious or other opinions, including use for meetings, lectures and classes or other forms of education, recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

Governing Documents: Deed of Gift dated 16th December 1971. As amended by a Scheme of the Commissioners dated the 26 January 2005.

Holding Trustees

Bourton – Ann Ward

Draycote – Tony Mather

Frankton – Nick Plimmer

Trustees of the Charity:

Jenny Blazeby (Chair)

Paul Whittle (Treasurer)

Alison Jack

Other committee Members:

Hannah Rigbye (Secretary)

Rose Bolan (Lettings Officer)

Helen Wycherley (Events Corodinator)

Claire Gardner

Reg Brown

Suzy Valkhoff

This report is overshadowed by the global virus (Covid-19) outbreak. This has had a financial and emotional toll on our residents as well as the committee members and trustees. The village hall was closed for almost a year based on government guidelines and has resulted in the loss of income from regular booking fees as well as planned events. However, as a committee we met over zoom and continued to look at ways to promote the hall and managing the guidelines find a safe way to re-open when allowed.

Thanks, must go to the trustees and committee who do a great deal of work and without their efforts the hall would not be able to run on a day

to day basis. Also want to acknowledge the partners of people on the committee, for their support is invaluable in making sure the hall is well maintained and ensuring everything meets the relevant required standards.

A big thank you to Paul Whittle who continues to do an admirable job as treasurer. Paul, Alison and I continue as trustees to be signatories on the Barclays bank account.

Thanks, should also go to our other committee members and the friends of the village hall for organising, running and helping at events and playing their part in the smooth running of the hall.

We are also very grateful for the printing service provided by RPrint - run by Frankton resident Ralph Armstrong for kindly printing our newsletters. Thanks go to Helen for producing the newsletters and for all the work she does to ensure our events are well run, which fingers crossed we have lots planned for the rest of 2021.

Thanks, must also go to Rose for organising and managing the lettings, regular bookings as well as outside parties and not to mention tirelessly dealing with the many queries that she receives. Finally, but by no means least, big thanks to Hannah for her support as secretary providing timely and accurate minutes as well as running events which involve her family too.

Activities and Achievements:

Over the last year we have succeeded in ensuring that the hall has remained an attractive venue for a wide range of activities. Our rates remain among the lowest in the area. We have regular feedback about how attractive the hall is and how well it compares to other facilities in the region.

1. Income from lettings has clearly been down due to the impact of the hall being closed for months on end
2. We continue to maintain our stress on the importance of Health and Safety so that local people can enjoy the hall in safety and comfort
3. We maintain due care and diligence to ensure the hall is COVID safe following Gov guidelines. Continuing some regimes even when restrictions start to ease
4. We have also set in place a safeguarding policy and procedure which we will regular review and check its fit for purpose.
5. We have ensured that the pond, garden and car park areas remained tidy and attractive
6. We continue to distribute our newsletter to all three villages
7. We have marketed the hall to a wide range of people with pricing that makes it easily accessible, particularly to the people of the three villages

Events:

Since last year's AGM unfortunately due to the pandemic no events took place and all regulars were unable to use the hall.

Financial situation

The treasurer's report for the financial year ending 31/3/21 indicates that our financial position is still very strong thanks to Gov grants and schemes made available for halls to apply for funding during the pandemic. We are committed to keeping a healthy reserve of funds to cover possible significant expenditure as the hall ages.

Pleased to say, despite the pandemic, the loss of income from lettings and regular bookings and the Toll House renovation project, we have been in a privileged position to have secured large funds to help us stay committed to providing a venue the community can use at a reasonable price which is clean and safe.

This accounting year has left us in a good position due to the generous Gov schemes and funding available to help village halls like ours continue to survive throughout lockdown. The lettings were very low due to the hall being substantially closed. Overall, we are left with £40k across both our regular account and savings bank account. Whilst this may seem like a lot to some people, I believe if we need to replace the floor in the hall or the boiler (13 years old) requires work these will be hefty future bills. We have recently replaced the industrial dishwasher in the kitchen from these funds too. We therefore don't want to be in a position where we must go out and fundraise just to fix or update items. Being financially independent means, we can maintain the hall, make sensible decisions about further improvements and still be able to afford to keep running the hall for the local community.

Obviously due to Covid-19 the halls usual income will be less than we hoped, but I am pleased to say the impact is not as great as we feared due to the ongoing funds available that we managed to secure.

Ongoing Aims

Our aims remain the same and the hall continues to be a safe well-maintained facility:

1. Maintain the outside area of the hall and car park, monitoring the condition of the car park surface and taking any necessary action
2. Continue to organise a wide selection of events open to all and offering a wide choice to the community
3. Promote the hall as a venue for private parties and businesses
4. Encourage outside bodies to provide educational opportunities at the hall. We continue to provide tuition in Yoga, Pilates, Calligraphy, Ballroom Dancing and Art
5. Maintain the daytime use of the hall
6. Continue to maintain the appearance of the hall.
7. To promote the use of the hall via the web site and posters.

Thanks again to all who contribute it's really appreciated.

Jenny Blazeby

Chair
22.7.2021

Bourton Draycote and Frankton Village Hall Committee May 2021

Treasurers Report and Update.

For the record, please find enclosed below my Proposed Report of Accounts for both Community and Saver Accounts for the end of Year 31 March 2020/21 from which we will submit our consolidated financial position to UK Charities Commission subject of course to your formal committee approval at our next AGM.

2021-22 April May Report

You will notice that we have been truly fortunate throughout the lockdown, receiving a great deal of support by way of 'donations' from Rugby Borough Council; firstly, towards our government-imposed PPI preparation costs, but then in the past month, towards our restart costs, following our release from lock down. The resultant finance position is extremely healthy this month with a TEN grand growth in savings on deposit in the year to £45,000.00 and circa £3k plus change left in the current account.

Lettings

Are down last year, unsurprisingly at 17% on our previous year's performance, but Lettings are just beginning to register again this year.

Utilities

In the lock down, we renewed our Energy Contract with SSE for a period of 24 months and took the opportunity to install a Smart Meter. Unfortunately, SSE Gas and Electricity businesses are not joined up and the 3rd Party Contractor reported that he was only instructed to fit a 'Smart Electricity Meter'. The SSE programme for Smart Gas Meters hasn't been let yet, to the Contractors. Water Plus charges are down a little but they make up their Profits by charging us for Surface Water disposal.

Balance of Charges

The major payment made since our new fiscal period began was for the Refurb Charge for the Toll House and Painting and Preparations for the reopening; this includes a new Fire Safety Inspection ahead of the reopening and the usual cleaning charges.

Finally, you will see that I have designated the RBC Receipts as 'Donations'. I'm still fearful that PPL/PRS Licensing will catch us again if we show it as 'Earnings'.

Bourton Draycote Frankton Village Hall

Registered Charity No 1103991

Year End Accounts Balance Sheet Data

Please Note This sheet is interlocked with year data input

COMMUNITY ACCOUNT

Funds carried forward	2020/21	2019/20
Community Account HSBC	Closed	£ 21,146.18
Community Account Barclays	£ 1,619.06	£ 1,246.79
Petty Cash	£ 231.85	£ 691.52

		2020/21	2019/20
INCOME	%var y/y		
Lettings	17%	£ 1,052.50	£ 6,188.00
Events	0%	£ -	£ 3,288.34
Donations	1757%	£ 11,050.85	£ 629.00
SSE Refund	148%	£ 91.39	£ 61.61
uncashed cheques	n/a	£ -	£ 115.00
Account Transfer IN	n/a	£ 10,013.02	£ 1,042.33

Total INCOME	196.11%	£ 22,207.76	£ 11,324.28
Income over Expenditure	479.68%	£ 4,948.97	£ 1,031.73

BALANCE	£	8,811.60	£	1,850.91
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Expenditure

		2020/21	2019/20
	% var y/y		
maintenance	614%	£ 10,037.35	£ 1,634.01
events	0%	£ -	£ 1,002.53
utilities	69%	£ 1,824.07	£ 2,637.94
cleaning	45%	£ 765.11	£ 1,713.69
fixtures and fittings	2791%	£ 2,178.41	£ 78.05
insurance	109%	£ 1,310.48	£ 1,199.30
pond & garden	nil	£ -	£ -
certification	28%	£ 468.37	£ 1,671.00
website	-	£ -	£ 121.03
refunds	40%	£ 95.00	£ 235.00
Storage fees		£ 580.00	

Total EXPENDITURE	167.68%	£ 17,258.79	£ 10,292.55
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Funds at 31 March			
Barclays	£	8,399.75	£ 1,619.06
Petty Cash	£	411.85	£ 231.85
Total	£	8,811.60	£ 1,850.91

808.58 adj pre trnsf

BUSINESS SAVER ACCOUNT

Funds carried forward	2020/21	2019/20
Money Manager Account HSBC		£ 3.07
Saver Account Barclays	£ 30,000.00	£ 7,652.16
TOTAL ON HAND	£ 30,000.00	£ 7,655.23

	2020/21	2019/20
INCOME		
interest	£ 14.75	£ 48.57
donations	£ 14,900.00	£ 629.00
transfer in	£ -	£ 24,709.53
Total INCOME	£ 14,914.75	£ 25,387.10
Income over expenditure	£ 4,901.73	£ 22,344.77
adjusted annual income over exps		2821.23%

Expenditure

	2020/21	2019/20
transfers include	£ 10,013.02	£ 3,042.33
Safety Lighting		
refurb costs and indemnity ins		
transfers to CA		
Total EXPENDITURE	£ 10,013.02	£ 3,042.33

Funds on Hand 31 March		
	2020/21	2019/20
	£ -	
Barclays Saver	£ 34,901.73	£ 30,000.00

	2020/21	2019/20
BALANCE	£ 34,901.73	£ 7,655.23

BALANCE	£ 34,901.73	£ 30,000.00
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Appendix A Proposed 2020-21 Submission figures to UKCC

Bourton Draycote Frankton Village Hall
 Registered Charity No 1103991

Year End Accounts Balance Sheet Data

Please Note This sheet is interlocked with 2020/21 year data input to date

COMMUNITY ACCOUNT
DO NOT UPDATE

Funds carried forward	2020/21	2019/20	2018/19	2017/18	2016/17
Community Account HSBC	Closed	£ 21,146.18	£ 5,724.56	£ 2,858.45	£ 3,913.07
Community Account Barclays	£ 1,619.06	£ 1,246.79			
Petty Cash	£ 231.85	£ 691.52	£ 167.74	£ 101.83	£ 191.64

INCOME

	2020/21	2019/20	2018/19	2017/18	2016/17
Lettings	£ 1,052.50	£ 6,188.00	£ 8,738.00	£ 8,520.00	£ 6,947.50
Events	£ -	£ 3,288.34	£ 7,093.45	£ 4,606.25	£ 5,888.50
Donations	£ 11,050.85	£ 629.00	£ 504.00	£ 1,006.76	£ 1,167.97
Refunds	£ 91.39	£ 61.61	£ 120.00	£ 293.97	
uncashed cheques	£ -	£ 115.00	£ -		£ 50.00
Account Transfer IN	£ 10,013.02	£ 1,042.33	£ 20,005.93		£ 1,589.98

Total INCOME	£ 22,207.76	£ 11,324.28	£ 16,455.98	£ 14,426.98	£ 15,643.95
Income over Expenditure	£ 4,948.97	£ 1,031.73	£ 5,929.63	£ 2,932.02	-£ 1,144.43

BALANCE	£ 8,811.60	£ 1,850.91	£ 11,821.93	£ 5,892.30	£ 2,960.28
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BUSINESS SAVER ACCOUNT

Funds carried forward	2020/21	2019/20	2018/19	2017/18	2016/17
Money Manager Account HSBC		£ 3.07	£ 19,523.54	£ 17,151.69	£ 18,731.56
Saver Account Barclays	£ 30,000.00	£ 7,652.16		£ -	£ -
TOTAL ON HAND	£ 30,000.00	£ 7,655.23	£ 19,523.54	£ 17,151.69	£ 18,731.56

INCOME

	2020/21	2019/20	2018/19	2017/18	2016/17
interest	£ 14.75	£ 48.57	£ 28.93	£ 8.85	£ 10.11
donations	£ 14,900.00	£ 629.00	£ 200.00	£ 8.00	
transfer in	£ -	£ 24,709.53	£ 7,908.69	£ 2,355.00	
Total INCOME	£ 14,914.75	£ 25,387.10	£ 8,137.62	£ 2,371.85	£ 10.11
Income over expenditure adjusted ioe	£ 4,901.73	£ 22,344.77	£ 11,868.31	£ 2,371.85	-£ 1,579.47
	£ -	2821.23%			

	2020/21	2019/20	2018/19	2017/18	2016/17
BALANCE	£ 34,901.73	£ 30,000.00	£ 7,655.23	£ 19,523.54	£ 17,151.69

Expenditure

	2020/21	2019/20	2018/19	2017/18	2016/17
maintenance	£ 10,037.35	£ 1,634.01	£ 1,060.76	£ 1,509.96	£ 1,400.00
events		£ 1,002.53	£ 2,476.88	£ 2,738.94	£ 3,596.03
utilities	£ 1,824.07	£ 2,637.94	£ 2,058.29	£ 2,192.08	£ 2,179.12
cleaning		£ 1,713.69	£ 1,239.81	£ 1,340.00	£ 1,355.00
fixtures and fittings	£ 2,178.41	£ 78.05	£ 60.97	£ 1,737.54	£ 5,636.05
insurance	£ 1,310.48	£ 1,199.30	£ 1,190.83	£ 1,164.04	£ 1,098.24
pond & garden	nil	£ -	£ 640.00	£ 315.00	£ 509.00
certification	£ 468.37	£ 16,771.00	£ 376.20	£ 403.45	£ 745.14
website	£ -	£ 121.03		£ 8.95	
refunds	£ 95.00	£ 235.00	£ 120.00	£ 50.00	
court fee	£ 580.00	£ -	Storage fees	£ 35.00	£ 69.00
Total EXPENDITURE	£ 17,258.79	£ 10,292.55	£ 10,525.82	£ 11,494.96	£ 16,788.38

Funds at 31 MHSBC	2020/21	2019/20	2018/19	2017/18	2016/17
Barclays	£ 8,399.75	£ 1,619.06	£ 1,246.79	£ -	£ -
Petty Cash	£ 411.85	£ 231.85	£ 691.52	£ 167.74	£ 101.83
Total	£ 8,811.60	£ 1,850.91	£ 23,084.49	£ 5,892.30	£ 2,960.28

adjusted pre transfer 22,042.16

Expenditure

	2020/21	2019/20	2018/19	2017/18	2016/17
transfer	£ 10,013.02	£ 3,042.33		£ -	£ 1,589.98
cooker					
Safety lighting					
Panto Loan					
Indemn Insurance					
Total EXPENDITURE	£ 10,013.02	£ 3,042.33	£ -	£ -	£ 1,589.98

Funds on Hand 31 March	2020/21	2019/20	2018/19	2017/18	2016/17
HSBC BMM	£ -	£ -	£ 3.07	£ 19,523.54	£ 17,151.69
Barclays Saver	£ 34,901.73	£ 30,000.00	£ 7,652.16		
adjusted post transfer			£ 21,146.18		

BALANCE	£ 34,901.73	£ 30,000.00	£ 7,655.23	£ 19,523.54	£ 17,151.69
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Appendix B Four Year View March 31 2021

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BDF Village Hall CHAIR'S LETTER MAY 2020 - JULY 2021

Dear Committee members and trustees

We end this financial year with Covid-19 still very much present and impacting our daily lives and our regular bookings and people wanting to use the hall.

The inevitability of the hall closing has resulted in the loss of key events, many parties and regular bookings. This of course had significant financial impact in 2020/21. However, we can take some comfort knowing that we are in a privileged position to have received large funds welcomed by the Government grant schemes to help Village Halls like ours recover and re-open safely during these difficult times.

This financial year we have been unable to run events due to the Covid pandemic which unfortunately, meant the rules for events would not be viable as so few people could come to the hall. Therefore, with the hall closed for almost a year on and off for several months, we took the opportunity to update and renovate the Toll House, using volunteers and some professional services. This was a big undertaking and being mindful we are custodians of the hall, it's important we as a committee continue to breathe new life and maintain the building to the highest possible standard we can. The toll house renovation involved:

- Removing the existing plaster up to 3 metres high
- Identify the cause of the damp and future proof it
- Allow the walls to dry out
- Re-plaster using limestone plaster for the building to allow the walls to breathe
- Painted the walls with new breathable paint
- Replace the skirting with new damp proof wood
- Replace the floor with more appropriate tiling
- Finally replaced chairs and curtains.

Fortunately, we were able to claim funds from our insurance just shy of £5k which mostly covered the renovation and re-design work, which was a huge relief.

The Government grant schemes have made such a difference to our hall, this means for future events for 2021 we can offer heavily discounted tickets to events and in lots of cases we hope to offer free events to people to enjoy coming back to the hall and socialising with the community which we have all missed, plus we know we have had lots of new families move in to the villages who know nothing about the hall. Which is why on Saturday 7th August we are offering a FREE open day to welcome back our regulars and hopefully introduce some new families to the hall with cake, bubbles and cheer.

This year has seen people volunteer to help sand down and repaint the black railings, garden tidy and help us look after this beautiful hall. We know as a hall committee we are completely reliant on the goodwill and team effort from all the committee members, who tirelessly give up their free time and sometimes get their partners and families involved too. Without their help, passion and commitment we couldn't do the things we do.

Therefore, I would like to say a **really big thank you** to all the people on the committee, please continue to provide your support and know that its valued, appreciated and recognised. I am most grateful to you all, thank you so much for caring about our village hall.

Regards Jenny Blazeby