

## **Horsell Village Hall**

### **Chairmans Report 2020 – 2021**

May I welcome every-body to the Horsell Village Hall 2020/2021 Annual General Meeting. This is the fifth full year of operation as a CIO (Charitable Incorporated Organisation) which was constituted in February 2016, and it marks the completion my third year as the Chairman of the Trustees.

The last AGM was held on 15<sup>th</sup> September 2020 via ZOOM digital meetings due to the restrictions of the Covid 19 shut down. For the calendar year 2020, the Hall was only open for 6 months, from January to March, and due to the imposition of a second shut-down by the Government, from September to mid-December. This AGM is again being held as a ZOOM digital meeting due to Government restrictions.

The results for the year to 31 December 2020 show a small deficit of £125. This is a very satisfactory result at the conclusion of such a difficult year and is partly due to very strong bookings in the first quarter of the year before lockdown and partly the ability to reduce certain costs such as cleaning and utilities during lockdown. We are also grateful for a donation of £2,000 received from the 2019 Horsell Garden Safari.

The short 3 month opening period, 7<sup>th</sup> September 2020 to 18<sup>th</sup> December 2020 allowed the use of the Hallmaster booking system. This has been a great advance over the old manual version, but it has involved a learning curve, and a few minor glitches along the way. These are being resolved as experience with the system grows. One clear major advantage is the issuing of invoices, especially with regular users, which are issued on a monthly basis. As Hallmaster is available on-line, it allows all Trustees full visibility of bookings. In addition, customers can gain access and see their bookings and request amendments.

I would like to thank Trustee Paul Edwards in the setting up and assisting in the operation of Hallmaster.

The Corona virus has again had a significant effect on the halls operation. The second lockdown, from 18<sup>nd</sup> December 2020 again lead to complete closure, and the return of any deposits paid. The return of deposits due to the virus was appreciated by customers, who could book in the knowledge that it would be refunded if the hall had to close.

As the hall was closed, and we were able to turn down the heating, keeping a constant 13 degrees centigrade during the winter and minimise electricity and water use to keep bills to a minimum. Regular inspections were made to ensure the hall was in satisfactory condition. The hall is currently scheduled to remain closed until 12<sup>th</sup> April 2021, when government restrictions are due to be relaxed, and the dance class will be able to return. This initial re-opening will be for children under 18 only. A full re-opening is currently scheduled for 17<sup>th</sup> May 2021, when all adult classes will be able to resume. However, the Government has made it clear that this will only happen if the Covid 19 statistics support this. The conditions to be imposed during this re-opening have yet to be

confirmed, which means the halls capacity may be significantly reduced to avoid social contact. Each user may still be responsible for cleaning before and after their hire period and ensuring everyone keeps 2m apart.

One of the side effects of the Corona Virus shut-down, was the cancellation of the Horsell Garden Safari and the Christmas Carol Service in 2020. For 2021, it is hoped to stage the Garden Safari, but it has yet to be confirmed. All these have been fund raisers for the village hall in the past. However, as no major expenses are envisaged in the near term, the effect will not be serious.

Under the rules of the CIO, it is required that all the Trustees stand down at the AGM meeting, and indicate if they are willing to stand again for election. They have all agreed to do this. However, we have been unable to find a replacement secretary.

I would like to thank the other Trustees who run the hall on a voluntary basis, especially Dorothy Smith and Anna Doran for all the work they put in behind the scenes.

I also have to report that Avril Clarke, our booking secretary for many years who stepped down in early 2020, passed away in October 2020. We passed on our condolences to the family.

Finally, below is a listing of the current Trustees:-

Paul Bowyer – Chairman of Trustees  
Alan Bartlett  
Bridie Dolman – WI Representative  
Anna Doran – Treasurer  
Paul Edwards  
Adrian Harvey – Church and Institute Representative  
Dorothy Smith – HRA Representative  
Situation Vacant - Secretary

Paul Bowyer  
Chairman Horsell Village Hall Trustees.

April 2021

# **HORSELL VILLAGE HALL**

**Registered Charity No 1160600**

## **Receipts and Payments Account for the year ended 31/12/2020**

	This year £	This year £	This year £	Last year £
	<b>Main fund</b>	<b>Designated fund</b>	<b>Total</b>	<b>Total</b>
<b>Receipts</b>				
Letting Income	20,160	0	20,160	30,145
Donations	0	2,000	2,000	765
Grant Income	0	0	0	0
Bank Interest	69	0	69	171
Warranty Claim	0	0	0	5,515
<b>Total receipts</b>	<b>20,228</b>	<b>2,000</b>	<b>22,228</b>	<b>36,597</b>
<b>Payments</b>				
Honorarium	0	0	0	500
Utilities	8,450	0	8,450	9,585
Telephone	149	0	149	274
Cleaning and Waste	6,001	0	6,001	11,268
Postage and Stationery	0	0	0	240
Repairs and Maintenance	1,606	0	1,606	974
Insurance	2,566	0	2,566	2,491
Sundry	3,581	0	3,581	8,044
<b>Sub total</b>	<b>22,354</b>	<b>0</b>	<b>22,354</b>	<b>33,376</b>
Asset Purchases	0	0	0	0
<b>Total payments</b>	<b>22,354</b>	<b>0</b>	<b>22,354</b>	<b>33,376</b>
<b>Surplus/deficit</b>	<b>-2,125</b>	<b>2,000</b>	<b>-125</b>	<b>3,221</b>

Note : All funds are unrestricted