

Chairman's report for the Annual General Meeting of Forest Row Village Hall Management Committee held on Monday 15th May 2023 (for the year for the year May 2022 to May 2023)

Object of the Charity “The provision and maintenance of the village hall for the use of the inhabitants of Forest Row and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.”

Trustees

At present the trustees are; Mr. N. de Knoop, (Aikido) Mr. S. Hannan (co-opted) Miss. V. Hill, (co-opted); Dr. J. Josephson, (Forest Row Parish Council & Forest Row Business Group), Mr Richard Pike (Forest Row Film Society). We have to record the sad death of Miss Angela Yard, a trustee since 2011 and a supporter of the hall for many years prior to her trusteeship. We have three non-trustee committee members.

Management and staffing

We have two part-time hall managers who ably deal with the administration required in running the hall, working approximately twenty hours per week between them and a part-time caretaker/cleaner, working variable hours who keeps the hall clean and welcoming. I would like to thank these ladies for the care they put into the hall, their efficiency and enthusiasm. Extra time, often at short notice, is sometimes needed to enable the hall to work smoothly and this is not always recognised by hirers. Nick de Knoop is producing a new website to assist admin and attract potential hirers.

Policies and Procedures

These are updated on a regular basis at committee meetings, following the guidelines offered by the Charity Commission. Our working methods and data storage are compliant with the General Data Protection Regulations.

Finances

Our audited accounts as at the end of February 2022 show reasonable reserves and the auditor considers we have good in-house accounting and efficient professional accountants.

Bookings and therefore incomes have resumed to pre-pandemic levels, which is reassuring. We have found that administration for regular hirers is generally

straightforward but single event hirings can require a disproportionate administration time.

Building and Maintenance.

As reported last year the most urgent major work in hand is the repair of the entrance porch. Some scaffolding has been in place since February 2022. A more supportive scaffolding is planned until the actual building work takes place. Our architect Mr Iain Miller has drawn up the required plans and these were recently submitted to Wealden District Council for Listed Building Consent. To date we have spent approximately £11,000 fees for various obligatory professionals. The architect, the committee and I are unhappy with the amount of time lapsing between the engagement and actual reports of some professionals. We hope that once LBC is given we can provide a schedule of works to go to tender. Tender prices provide a reference for grant applications.

Other works have included further roof repairs to the Peter Griffiths Hall, some drains replacement and many general maintenance and improvement works.

East Sussex County Council have applied anti-climb paint to the lamppost near the Peter Griffiths Hall flat roof having been supplied with a video of unauthorised access. We hope that this will reduce these incursions.

In conclusion

I and the committee would like to thank the hall's staff for all the work they do to keep the hall running so successfully. We have a committee that meets regularly, considers and decides actions and policies, our meetings are cheerful and productive and I am grateful to have such helpful colleagues.

We hope, in the coming year complete our current project, to continue to improve the hall and to plan the next major work, possibly the repair of exterior stonework as included in the LBC.

The trustees believe that this building continues to be an asset to Forest Row and the local area. It was built and founded to benefit the local people and the village as a whole. The trustees and committee members are a small group and we would welcome interest from local people who can offer new ideas and skills who would be interested in joining the committee, perhaps becoming trustees in their turn.

I believe we fulfil the object of the charity.

Thank you

Vivien Hill

Forest Row Village Hall

Supplier Balance Detail

As of February 28, 2023

DATE	TRANSACTION TYPE	NO.	DUE DATE	AMOUNT	OPEN BALANCE	BALANCE
Ansvar Insurance						
01/05/2022	Bill	CCP2195661	01/05/2022	3,047.50	761.86	761.86
Total for Ansvar Insurance				£3,047.50	£761.86	
Biffa Waste Services						
31/01/2023	Bill	596C24734	02/03/2023	37.37	37.37	37.37
31/01/2023	Bill	596C24735	02/03/2023	32.47	32.47	69.84
28/02/2023	Bill	596C27116	30/03/2023	37.37	37.37	107.21
28/02/2023	Bill	596C27117	30/03/2023	32.47	32.47	139.68
Total for Biffa Waste Services				£139.68	£139.68	
Business Stream						
29/12/2022	Bill	50	01/01/2023	32.04	5.77	5.77
20/01/2023	Bill	51	20/01/2023	41.22	41.22	46.99
26/02/2023	Bill	1657442	01/03/2023	63.79	63.79	110.78
Total for Business Stream				£137.05	£110.78	
EDF (671 080 160 645)						
14/11/2022	Supplier Credit			-881.63	-765.12	-765.12
28/11/2022	Expenditure		28/11/2022	-324.00	-324.00	-1,089.12
29/12/2022	Expenditure		29/12/2022	-324.00	-324.00	-1,413.12
30/01/2023	Expenditure		30/01/2023	-10.00	-10.00	-1,423.12
28/02/2023	Expenditure		28/02/2023	-1.00	-1.00	-1,424.12
Total for EDF (671 080 160 645)				£-1,540.63	£-1,424.12	
EDF (671 080 160 652)						
01/02/2023	Expenditure		01/02/2023	-28.00	-13.80	-13.80
Total for EDF (671 080 160 652)				£-28.00	£-13.80	
Flare Systems LTD						
30/12/2022	Bill	969	30/12/2022	248.40	248.40	248.40
Total for Flare Systems LTD				£248.40	£248.40	
H&R Decorating						
26/02/2023	Bill	INV-0043	26/02/2023	1,400.00	1,400.00	1,400.00
Total for H&R Decorating				£1,400.00	£1,400.00	
Ian Aldam Gardening						
26/02/2023	Bill	f/r029	26/02/2023	168.00	168.00	168.00
Total for Ian Aldam Gardening				£168.00	£168.00	
Scottish Power 8205 5153 012						
25/01/2023	Bill	060008836385	25/01/2023	308.95	17.64	17.64
Total for Scottish Power 8205 5153 012				£308.95	£17.64	
Team 4						
28/02/2023	Bill	32199	14/03/2023	159.60	159.60	159.60
Total for Team 4				£159.60	£159.60	
TOTAL				£4,040.55	£1,568.04	