

**Chairman's report for the Annual General Meeting of Forest Row Village Hall Management Committee held on Monday 13th May 2024 (for the year for the year May 2023 to May 2024)**

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 Business Group), Mr Richard Pike (Forest Row Film Society). There are five non-trustee committee members.

Management and staffing

The hall is staffed by two part-time hall managers working approximately twenty hours per week in all and a part-time cleaner/caretaker who works variable hours to keep the hall fresh and welcoming. As bookings are increasing it is likely that more hours will be needed in the office and an extra cleaner taken on to service the halls.

I would like to thank these ladies for their hard work, the care they put into the hall is exemplary. They are efficient and enthusiastic, often taking on more hours at short notice. The hall only runs so well with their hard work and efforts.

Finances

Our audited accounts as at the end of February 2023 show a steady income and good control of our finances. There have been heavy costs this year with the costs of repairs to the porch approx. £22,000 to date with more expenses to come.

Our auditor is pleased with the hall's internal accounting and with the professional accountants whom we employ.

There have been generous donations towards our porch project from societies who use the hall, from former trustees and from those who have the hall at heart. Hirers too often add to an invoice to make up to a larger sum. This is very heartening and demonstrates the support of local people.

Audited accounts and annual reports are required to be sent to the Charity Commission by a particular date each year. The Charity Commission have introduced a new system and this year there was great difficulty in uploading these, a difficulty shared by other charities. This was overcome but it is to be regretted that the CC site shows our documents as being late despite our best efforts.

Building and Maintenance

The main project this year has been the repair of the porch. Planning Permission and Listed Building Consent were required, together with many professional reports. After putting out to tender a local company were asked to take on the work with the architect as project manager/Principal Designer. The porch now has new oak pillars and padstones and the next job will be to re-attach the upper storey of the porch to the main building with steel rods.

We have new noticeboards at the front of the hall, made by Richard Pike and once building work is finished the doors will be repainted, all this should make the hall look renewed and welcoming.

Although Listed Building Consent was given for the porch permission was denied to our request for a new damp proof course to be installed when worn stonework at the corner of the hall is replaced. We may challenge this decision. We also need to renew the roof of the kitchen lobby.

There have been many more maintenance and repair jobs completed during the year. In addition smoke alarms have been updated and detumescent strips applied to the office doors, all of which help our fire rating.

#### Policies and Procedures

These are updated 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.

#### In conclusion

Our committee meets regularly considering and deciding on needs, actions and progress. Our meetings are cheerful and productive and I am grateful to have such dependable and helpful colleagues. We are indebted to our staff who keep the hall running so successfully and wish to thank them.

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.

We believe we fulfil the object of the charity.

Thank you, Vivien Hill

# Forest Row Village Hall

## Financial Activities

March 2023 - February 2024

	TOTAL
<b>Income</b>	
Alcohol Licence	140.00
Glass Hire	10.00
Hall Hire	32,790.02
Kitchen Hire	10.00
Microphone Hire	20.00
Non Refunded Customer Deposits	324.00
Office Rental	12,894.00
Performance Licence	20.00
Storage	132.99
Wayleave income	5.10
<b>Total Income</b>	<b>£46,346.11</b>
<b>TOTAL</b>	<b>£46,346.11</b>
<b>Expenditures</b>	
Advertising	974.71
Bank Charge	60.00
Business Licences and Permits	753.16
Computer and Internet Expenses	397.22
Dues and Subscriptions	162.00
Fire Safety (Flare Systems)	1,182.36
General Expenses	
Insurance Expense	3,533.27
Janitorial Supplies	792.17
Landscaping and Groundskeeping	42.99
Professional Fees	3,235.20
<b>Total General Expenses</b>	<b>7,603.63</b>
Honorarium	43.60
Office Supplies	312.21
Postage and Delivery	29.03
Rates	228.66
Repair and maintenance	3,943.71
Blockbusters drain repairs	745.20
<b>Total Repair and maintenance</b>	<b>4,688.91</b>
Self Employed Labour	
Caretaker	54.00
Cleaner	3,078.00
Hall Manager	13,556.71
<b>Total Self Employed Labour</b>	<b>16,688.71</b>
Telephone Expense	359.37
Utilities	
Electricity	2,233.01
Gas	2,369.82
Water	505.00
<b>Total Utilities</b>	<b>5,107.83</b>
Waste Disposal	1,067.64

## **FOR THE ATTENTION OF THE CHAIR AND TRUSTEES OF THE FOREST ROW VILLAGE HALL**

Dear Vivien - I am pleased to confirm I have now completed my inspection of the village hall accounts for the year ended 28.2.2024 and can find nothing which gives me cause for concern. All payments from the account are matched by invoices plus regular payments are made by direct debit. Team 4 Solutions have an excellent grasp of the finances and accounts provided are well laid out. I have relied on the Trustees to ensure electronic transfers are made under dual control plus regular checks are made on the petty cash, Hirer's cash, Key and Customer's deposits together with refunds as these records were not produced.

I have compared the income and outgoings against last years and there are no unusual items to bring to your attention. The ongoing repairs are being funded from reserves reducing the total cash held to £28,150. It is only a shame that grants and donations are not readily available to support such a well used community facility.

The period to the 28.2.2024 has seen hall income to rise slightly and good to see the hall being used to its full potential. With expenditure well controlled I note that there was a small surplus for the year of £2585.39, with deprecation added back this generated a total cash inflow of £9982.94. Everyone associated with the hall can be again congratulated on guiding the Charity through another year.

The signed off accounts are ready for collection whenever convenient. If required I am happy to offer my services again for the next year.

Best wishes

Bob Dyke

Honorary Independent Examiner.