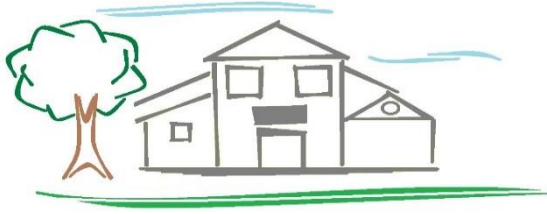


Wadhurst Institute, Hall & Field CIO

2020/21 AGM

Tuesday August 3rd 2021 @ 20.00

Wadhurst Commemoration Hall



Welcome

- Hello and welcome
- The Agenda was published in the AGM notice but in case you did not see it:



Agenda

1. OPENING REMARKS

Welcome and apologies

2. CHAIRMAN'S REPORT –

To receive the annual report of the charity trustees for the period January 2020 -> July 2021

3. TREASURER'S REPORT –

To receive the accounts for the year ended 31 December 2020

4. CHARITY TRUSTEES –

To re-elect the following persons as charity trustees under clause 9.4 of the Constitution to serve until the end of the next AGM:

Roger Bishop, Serena Gadd, Karen Neal, Patricia Hay, Andrea Tincombe, Stuart Pocock, Robert Stovell

5. To receive the following persons as Charity trustees or representative under clause 9.5 of the Constitution to serve until the end of the next AGM as representatives of the following user bodies:

Wadhurst Bowls Club – Gina Evans; Wadhurst Community Cinema – Tba; Wadhurst Cricket Club – John Mitchell; Wadhurst Dramatic Club – Tba; Wadhurst Parish Council – Sarah Niell; Wadhurst U3A – Philip Cheung; Wadhurst History Society – Tba; Wadhurst Football Club – Chris Humphrey

6. APPOINTMENT OF AUDITOR/EXAMINER: Gulshan Khan

7. ANY OTHER BUSINESS (none previously notified)



Wadhurst Institute, Hall & Field CIO

2020/21 AGM

Chairman's report

John Mitchell



2019 Recap four priority tasks

1. Recruitment of a new caretaker
2. Undertake urgent repairs
3. Understand in detail what had been 'inherited'
4. Consider future options for the Institute, Hall & Field



2019 Recap - Remediation

1. Drainage
2. Electrics
3. Hall windows
4. Caretaker's accommodation



2019 Recap - Future options

1. Finances
2. Insurances
3. The Buildings
4. The Field
5. Communications
6. The Booking process



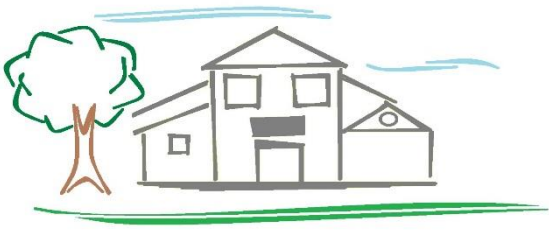
2019 – Recap - Future options

- How the Estate could be improved:
 - For the wider community
 - New opportunities
 - Increase revenues
- Visited other large halls
- Consulted widely
- Analyse feedback including that from the NP
- Outcome was a prioritised list of projects by October



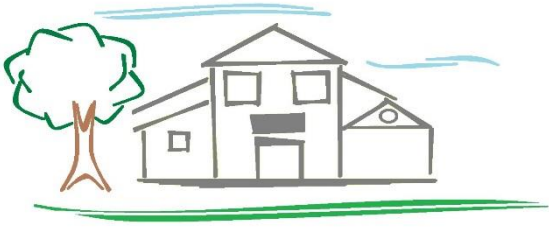
2019 – Recap - Summary

- Remediation – complete. A great effort by the infrastructure team
- Estate and process reviews – complete. Vital and illuminating
- Future options – complete with prioritised list. A job well done.
- Moving from a part time caretaker to a full time role made it possible to introduce a much more rigorous cleaning programme and many safety improvements were implemented.
- 2020/21 High level project scoping



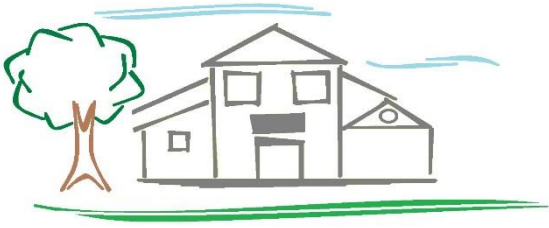
2020/21 potential project list

1. A community lounge
2. An event space
3. Refurbishment of the Hall
4. Replacement and modernisation of the Hall heating system
5. A Craft studio
6. A Forest school in the copse
7. Reconstruction of the access to the field from the high street
8. A review of the CIO Constitution
9. A village centre playground
10. A professional meeting room aimed at businesses
11. A co-working space
12. Increased car parking for the Hall
13. A new website with an integrated booking system



Wadhurst Institute, Hall & Field CIO

And so what happened in 2020/21



The 2020/21 project list

1. A community lounge – Proposal produced - **pending**
2. An event space – **pending**
3. Refurbishment of the Hall – **complete**
4. Replacement and modernisation of the Hall heating system – **complete**
5. A Craft studio – Proposal produced – **potential 2022 plan**
6. A Forest school in the copse – proposal produced – **Now rewilding project – in hand**
7. Reconstruction of the access to the field from the high street – **complete**
8. A review of the Constitution, with the protections put back - **complete**
9. A village centre playground – **in-hand with WPC for joint project**
10. A professional meeting room aimed at businesses – **cancelled – room now let**
11. A co-working space – Investigated – Cancelled – **Inadequate space**
12. Increased car parking for the Hall – **pending**
13. Refurbishment of the path and fire escapes on the White Hart side - **complete**
14. New Website with an integrated booking system – **complete**



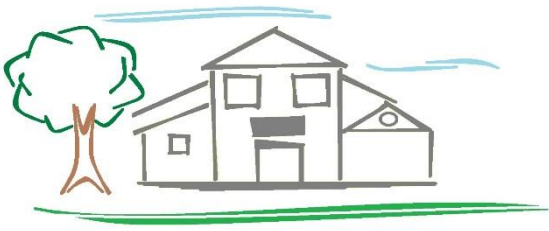
Jemma's page

- Web site

<https://wadhurstcommemorationhall.org/>

- Booking calendar





Other 2020/21 news

- Making the Charity's Estate Covid Secure cost a lot of money and took a lot of time and effort
- ACRE/AirS community forum created becoming an invaluable resource
- Now that both the new website and facebook page have been implemented and with restrictions lifted, it will be full steam ahead on marketing
- Hiring charges are now increased annually
- Feedback from customer consultations indicated that discounts and charges were not consistently applied and those are now fully transparent
- The Charity won the tender from the Parish Council for the cleaning of the public toilets
- The Charity had relaxed its car parking policy during Lockdown but as Jemma has pointed out the hall is becoming increasingly used during the day. This means the Charity will be revisiting its policy on the use of its car park. This is not a public car park and is primarily intended for those who are hiring the Hall or its rooms.



Wadhurst Institute, Hall & Field CIO

And now some wonderful pictures

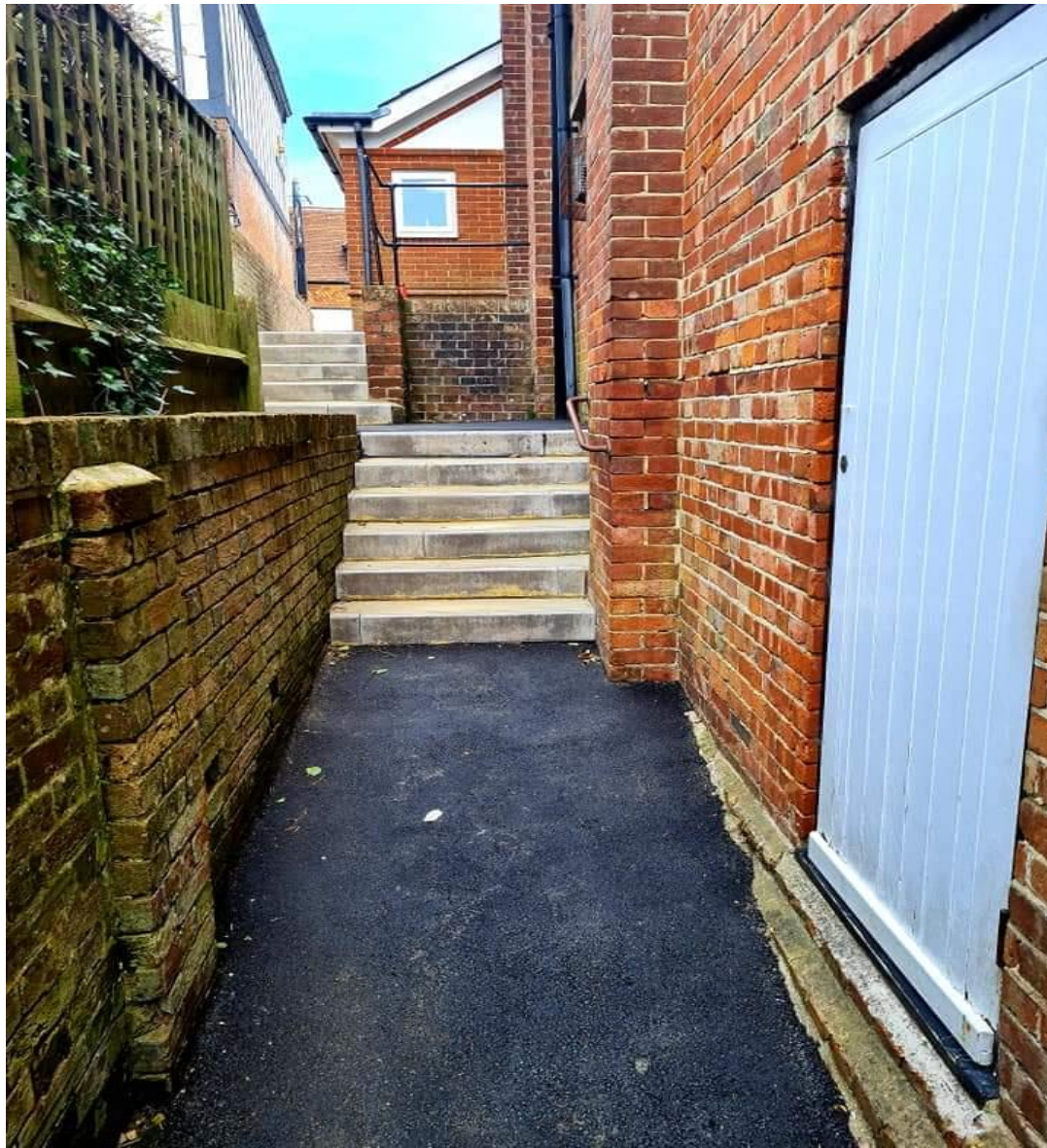


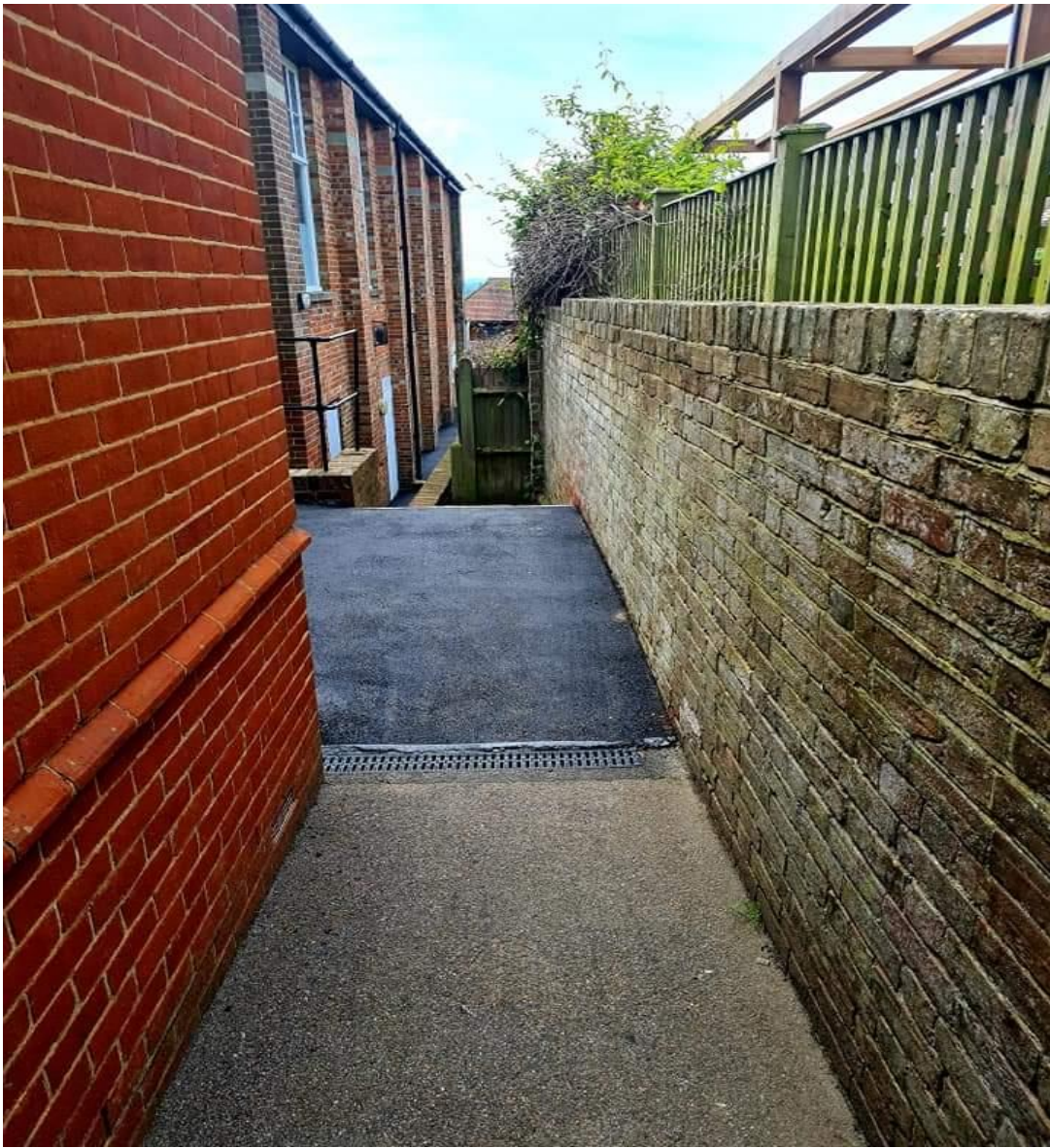




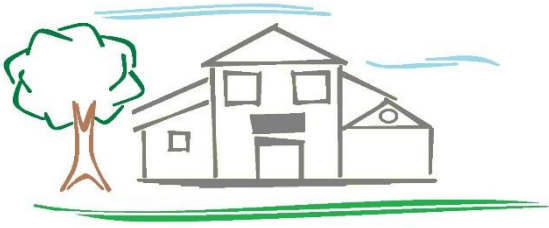












Wadhurst Institute, Hall & Field CIO

And now, a trip down memory lane on the Hall refurbishment





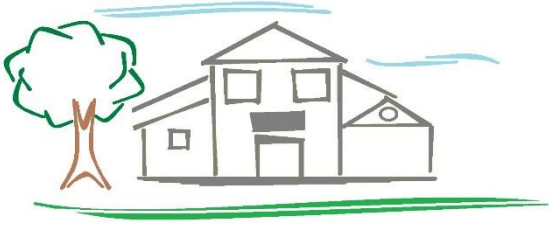












2020/21 Summary

- Clearly, much has been achieved in a relatively short space of time. This could not have happened without the commitment and perseverance of the committee, for which I thank them.
- There are three people who deserve special mention for their significant contributions:
 - Roger Bishop – Infrastructure
 - Stuart Pocock – Treasurer and Hall Operations lead
 - Jemma Pantrey – Caretaker extraordinaire
- Covid delayed the community enjoying the refurbished facilities but at last the Hall is fully open for business and on its way to become the beating heart of the village.



Wad Hurst Institute, Hall & Field CIO

2020/21 AGM

End of Chairman's report



Wadhurst Institute, Hall & Field CIO

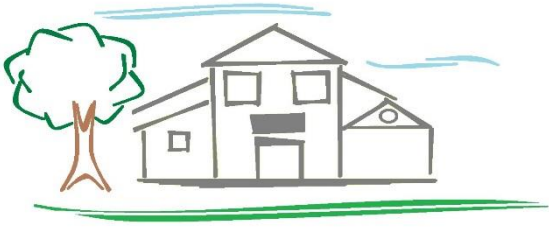
2020/21 AGM

Election of Trustees



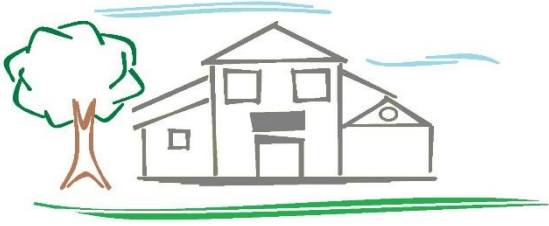
Election of Trustees

- Before the election of the Charity trustees it is appropriate to recognise the contributions of the trustees who have resigned during the period.
- Jacqui Harman – U3A representative
- Cath Willett – Charity trustee
- Ginny Lidstone – Charity trustee
- Mike Kent



Election of Trustees

- To re-elect the following persons as Trustees under clause 9.4 of the Constitution, to serve until the end of the next AGM:
- Roger Bishop
- Serena Gadd
- Patricia Hay
- Karen Neal
- Stuart Pocock
- Robert Stovell
- Andrea Tincombe



Receive Appointing bodies & representatives

- To receive the following persons as Trustees or Representative under clause 9.5 of the Constitution to serve until the end of the next AGM as representatives of the following Appointing bodies:
- Wadhurst Bowls Club – Gina Evans
- Wadhurst Community Cinema – Tba
- Wadhurst Cricket Club – John Mitchell
- Wadhurst Dramatic Club – Tba
- Wadhurst Parish Council – Sarah Niell
- Wadhurst U3A – Philip Cheung
- Wadhurst History Society – Tba
- Wadhurst Football Club – Chris Humphrey

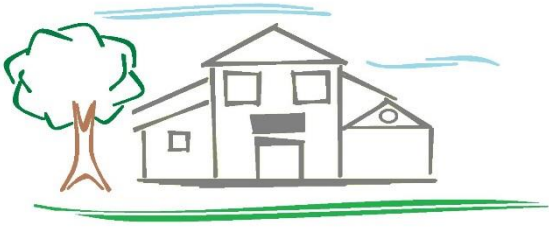


Wadhurst Institute, Hall & Field CIO

2020/21 AGM

Appointment of the Examiner- Gulshan Khan

Stuart Pocock



Wadhurst Institute, Hall & Field CIO

2020/21 AGM

Any Other Business

None received prior to the meeting



Wadhurst Institute, Hall & Field CIO

2020/21 AGM

Closing statement

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

Report and Accounts for the Year Ended 31 December 2020

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

Content of the Report and Accounts

for the Year ended 31 December 2020

	Page
Report of the Independent Examiner	1
Income and Expenditure Account	2
Balance Sheet	3
Notes to the Accounts	4 - 5

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE
WADHURST INSTITUTE HALL AND FIELD (Registered Charity No. 1169908)**

For the year ended 31 December 2020

Report to the Trustees of Wadhurst Institute Hall and Field for the year ended 31 December 2020
Charity No 1169908 set out on the proceeding pages

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed

It is my responsibility to:

Examine the accounts (under section 145 of the Act)

To follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the Act) and to state whether matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and in comparison, of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the accounts.

Independent Examiners statement

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:

Proper accounting records are kept (in accordance with section 130 of the Act); and accounts are prepared which agree with the accounting records and comply within the accounting requirements of the Act; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed xxxxx

Dated ??

Mr G Khan ACMA
G3J Limited
32 Abinger Drive
Redhill
Surrey, RH1 6SY

WADHURST INSTITUTE HALL AND FIELD
Registered Charity No. 1169908
INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2020

	GENERAL FUND	2020 £	2019 £	
INCOME				
Rentals	39,488	33,574	5,914	17.61% Renal up as extra rooms / rental hlday money accrued to 2021
Hirings	4,648	12,225	-7,577	-61.98% covid
Bank interest received	65	179		
Bank compensation received	0	300		
Grants and Donations	11,334	6,212	5,122	82.45% up due to covid
Sundries	87	0		
	<u>55,622</u>	<u>52,490</u>	3,132	5.97%
EXPENDITURE				
Employment costs	14,959	8,500	-6,459	-75.99% Jemma 1st full year
Rates	1,952	5,238	3,286	62.73% Rates rebate zero rated
Light and heat	9,114	5,354	-3,760	-70.23% heating left on / workman / supplier changes and debt updating to close account
Water	792	4,833	4,041	83.61% overpiad / meter + no usage
Refuse collection	2,141	1,986		
Cleaning	1,394	356	-1,038	-291.57% more dtail + works cleanup
Telephone	751	741		
Hall wifi	159	0	-159	insalled wifi
Insurances	2,612	4,198	1,586	37.78% better deal
Website, marketing and advertising	100	0		
Licences and subscriptions	501	1,153		??
Legal and professional fees	5,249	4,133	-1,116	-27.00% contactcs / new offices / finances
Repairs, maintenance and Projects	39,674	19,224	-20,450	-106.38% Projects
Miscellaneous	37	1,263		
Depreciation	1,410	751	-659	-87.75% capitalised destratification fans
Utility Recoveries	-3,801	-5,871	-2,070	35.26% ESCC adjustment beigb acrued to 2021
	<u>77,044</u>	<u>51,859</u>		
(DEFICIT)/SURPLUS for the year	<u>-21,422</u>	<u>631</u>	-20,791	-3294.93%
Balance at 1 January	90,796	90,165		0.00%
(Deficit)/Surplus for the year	-21,422	631		
Transfer from New Hall Fund	0	0		
Balance as at 31 December	<u>69,374</u>	<u>90,796</u>	-21,422	-23.59%

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

BALANCE SHEET AS AT 31 DECEMBER 2020

	Notes	£	2020 £	£	2019 £
Fixed Assets					
Freehold premises at Insured Value	1		3,123,712		3,123,712
Annexe refurbishment at cost	2	53,769		53,769	
Institute refurbishment at cost	3	6,892		6,892	
		60,661		60,661	
Less: Depreciation of refurbishments		-60,661		-60,661	
Equipment at cost	4	5,641		3,004	
Less: depreciation		-2,662		-1,252	
			2,979		1,752
Net book value of Fixed Assets			<u>3,126,691</u>		<u>3,125,464</u>
Current Assets					
Debtors and prepayments	5	7,530		2,509	
Cash at bank and in hand	6	69,928		95,082	
			77,458		97,591
Current Liabilities					
Creditors and accruals	7		11,063		8,547
Net current assets			<u>66,395</u>		<u>89,044</u>
Total Net Assets			<u>3,193,086</u>		<u>3,214,508</u>
REPRESENTED BY:					
Premises valuation reserve			3,123,712		3,123,712
General Fund			69,374		90,796
			<u>3,193,086</u>		<u>3,214,508</u>

Rent holidays
Projects

Signed:

Dated:

ON BEHALF OF THE BOARD OF TRUSTEES

WADHURST INSTITUTE HALL AND FIELD

Registered Charity No. 1169908

NOTES TO THE ACCOUNTS 31 DECEMBER 2020

TANGIBLE FIXED ASSETS

1	Property	Acquired	£	£
	Commemoration Hall	1923	1,958,900	
	Institute	1904	761,894	
	Cricket Pavilion		217,549	
	Bowls Pavilion		185,369	
	Playing Field	1921	<u>Not valued</u>	
				<u><u>3,123,712</u></u>

The cost of the above assets is not ascertainable and in the absence of a market valuation they are recorded at their current insured value. Any surplus arising has been credited to the Premises Valuation Reserve.

2 Refurbishment of Annexe

COST

At 1 January 2020	53,769
-------------------	--------

DEPRECIATION

At 1 January 2020	53,769
-------------------	--------

NET BOOK VALUE

At 31 December 2020	<u>NIL</u>
---------------------	------------

At 31 December 2019	<u>NIL</u>
---------------------	------------

3 Refurbishment of Institute

COST

At 1 January 2020	6,892
-------------------	-------

DEPRECIATION

At 1 January 2020	6,892
-------------------	-------

NET BOOK VALUE

At 31 December 2020	<u>NIL</u>
---------------------	------------

At 31 December 2019	<u>NIL</u>
---------------------	------------

WADHURST INSTITUTE HALL AND FIELD**Registered Charity No. 1169908****NOTES TO THE ACCOUNTS 31 DECEMBER 2020 continued****4 Equipment****COST**

At 1 January 2020

3,004

Additions

2,637

At 31 December 2020

5,641

Fans

DEPRECIATION

At 1 January 2020

1,252

Charge for the year

1,410

At 31 December 2020

2,662**NET BOOK VALUE**

At 31 December 2020

2,979

At 31 December 2019

1,752

Equipment is the sound system £3,004 and ceiling fans £2,637

5 Debtors and Prepayments**2020****2019****£****£**

Rents

7,018

667

Hirings

512

1,500

Recoveries

0

342

7,5302,509**6 Cash at Bank and in Hand****2020****2019****£****£**

Current account

9,251

9,470

Reserve account

60,677

85,612

Cash

0

0

69,92895,082**7 Creditors and accruals****2020****2019****£****£**

Rent prepaid

8,563

7,047

Recoveries prepaid

2,000

1,500

Cost accruals

500

0

11,0638,547