

## **Hawkesbury Hospital Hall - Chairman's Year-End Report 2022**

### **Charity Number 1176993**

I am pleased to report that 2022 has been a much more stable year for the Village Hall as normality returned post Covid-19. The committee are particularly grateful to our regular hirers, hall user groups and societies who all returned enabling the Hall to offer a broad range of activities and recreation for the enjoyment of all ages. These included Dance, Karate, Yoga, Badminton, WI, Youth Club, Toddlers, Circuits, Evergreens and the Community Library. In addition, the committee worked extremely hard to organise several fund-raising events and to host the regular annual village events as well as some private parties, all of which are critical to the sustainability of the Hall. The key events held in 2022, in addition to the regular recreation activities, included:

- The return of the annual hall fund raising Big Breakfast.
- Two sold out Drama productions, including the November pantomime.
- Autumn music festival with 3 live concerts featuring a broad range of musical styles.
- Professional live theatre production from the Badapple touring company.
- The Horticultural Show and Bonfire Night, both of which had very high attendances.
- Three wedding receptions.
- Christmas gin tasting evening.

Following the last “normal” year of operation in 2019, when the Hall made an operating loss of £5,000, and with both 2020 & 2021 being influenced by Covid lockdowns and Government Covid grants, we started 2022 aware that the costs of running and maintaining the hall exceed the revenue from all our regular hirers and recreation groups by approx. £6,000 p.a. We planned to recover this deficit from fund-raising events organised by the committee and the other event bookings listed above, to meet our target of breaking even in 2022. I am delighted to report that due to particularly high attendances at a few events toward the end of the year, the hosting of three weddings and a relentless drive on reducing costs we managed to generate an operating profit of approximately £2,600. Also, during 2022 we were able to invest £41,000 in the development of the Hall and its facilities through capital grant funding as detailed below. Further financial details may be found in the Treasurer's annual report.

**However**, and it is a big however, in September we lost our biggest revenue hirer (Pre-School) and our second biggest (Chipping Sodbury Football Club) resulting in a reduction of approximately £8,000 p.a. in our hiring revenue which will create a huge headwind to our finances in 2023 and beyond. I will return to the future financial predicament later in the report.

In mid-2021 the committee launched a 3-Year Strategic Plan aimed at ensuring the Hall remains financially viable and can meet modern day requirements. The plan is based on improving the hall facilities, minimising operating costs and increasing the number and range of activities to increase revenue growth through greater utilisation of the

hall. Last year's report highlighted the key year 1 "behind the scenes" achievements around governance, policies, finance systems and operating efficiencies, and listed the key year 2 "Development Programme" activities around hall infrastructure improvement, modernisation and operational cost reduction. To undertake this major development in 2022 the committee approved £16,000 from reserve funds mainly generated in 2021 through Covid lockdown grants and successfully achieved additional grant funding of a further £25,000 from various third-party funding bodies. Excellent progress has been made on the development programme throughout 2022 with the main achievements listed below:

- A complete refurbishment and re-decoration of the main hall, the bar, entrance hall and corridors – enhancing appearance, use and attractiveness to potential hirers.
- Refurbishment/enhanced protection of hall floor – improved durability & appearance.
- Installation of a 11kw Solar Energy system with battery storage enabling the Hall to be net self-sufficient for our annual electricity usage – saving significant cost and enabling significant environmental benefit.
- Cavity wall insulation – reducing energy consumption and costs.
- Replacement of old pieces of equipment to modernise and enable improved efficiency.
- Improvements to the meeting room and office - creating a professional work & meeting environment to attract businesses use and rental of the office to the Parish Council.
- Installation of an induction loop hearing system in the main hall and meeting room – improving the facilities for those with hearing difficulties.
- Storage improvements for the key user groups of the hall to improve use of space.
- Introduction of a new hiring price framework to favour regular hirers and charitable events and to reduce the price for Hawkesbury residents' private bookings.
- Significant cost reductions through competitive tendering - insurances, waste disposal, water checks etc.

Our Strategic Plan will continue through 2023 and we will strive to invest in the Hall infrastructure, as grants allow, to focus on completing our environmental strategy objectives, enhance our marketing and advertising activities for hall rental and continue to investigate and implement further opportunities to increase revenue generation.

Having successfully addressed the £6,000 deficit between regular hiring revenue and costs in 2022, and with confidence this would be sustainable in future years, it was hugely frustrating to lose our two main hiring income sources toward the end of the year. The result is a forecast deficit of £14,000 for 2023 and beyond. We have established permanent hire of the hall office to the Parish Council, made further cost reductions and have reluctantly increased the hourly charge rate (but reduced the cost for Hawkesbury resident private bookings to try to attract more of these).

These actions should reduce the deficit to circa £9,000, but this remains £3,000 more than we can currently recover whilst maintaining the Hall in its current form. Increased utilisation of the hall, in line with the aims of our Strategic Plan, would of course help considerably. A dialogue has been initiated with the Parish Council to explore how they may be willing to ensure the future financial sustainability of the Village Hall potentially through an increase in the annual precept.

I will finish by offering my sincere thanks for the support and effort of the hall committee members and volunteers. Our village hall is operated as an Incorporated Charity and is self-funding – it is not financed or operated by the Parish Council, nor does it have any major beneficiaries or donors. All committee members are volunteers who provide their time and effort free of charge and take on the responsibility of trustees to enable the existence, operation and development of the Hall to benefit the residents of Hawkesbury. The village hall is a community asset, and its continued operation and success will only be possible through the community's use and support of it.

**Andrew Webb,**  
**Chairman - Hawkesbury Hospital Hall Incorporated Charity**

# HAWKESBURY HOSPITAL HALL

## STATEMENT OF INCOME & EXPENDITURE

Year ended 31<sup>st</sup> December 2022

### Income

31/12/2021		
£872.40	Donations	£789.89
£18,324.71	Grants	£25,625.50
£14,099.27	Hall Hire	£17,566.78
£2,095.96	Fund raiser	£1,716.64
£667.46	Fund raising for Play Parks	£679.62
£322.93	Car park donations	£290.10
£0.00	Office Hire	£1,327.34
£1,965.25	Bar Sales	£9,759.56
£0.49	Interest	£1.28
	Transfer from reserves for new development programme	£16,000.00
£38,348.47	<b>Total income</b>	<b>£73,756.71</b>

### Expenditure

£1,000.25	Bar Purchases	£5,553.05
£151.06	Business Rates	£153.60
	Water	£343.50
£3,788.13	Licences	£804.31
	Insurances	£2,311.56
£2,992.64	Cleaner	£3,006.05
£461.72	Cleaning materials	£663.84
	New development programme costs	£40,647.32
£8,097.21	Maintance (including regulatory inspections)	£9,997.57
£1,412.77	Waste Disposal	£1,710.13
£712.65	Electricity	£1,007.74
£1,723.50	Oil	£2,766.07
£552.31	Internet and Website	£724.99
£0.00	Bar Expenses	£423.00
£0.00	New Equipment (included in Maintenance)	£0.00
£0.00	Sundries	£31.85
£20,892.24	<b>Total Expenditure</b>	<b>£70,144.58</b>

Difference between Income and Expenditure

£3,612.13

#### OPERATING ACCOUNT - DETAIL

Income (excluding grants and transfer from funds)	£32,131.21
Expenditure (excluding new development programme costs)	£29,497.26
<b>Operating Profit</b>	<b>£2,633.95</b>

**DEVELOPMENT PROGRAMME RESERVED ACCOUNT - DETAIL**

Income - Grants	25625.50
Income - Transfer	<u>16000.00</u>
	41625.50
Expenditure - Development programme costs	<u>40647.32</u>
Difference between Income and Expenditure	978.18

**Closing balance @31st December 2022**

Main Treasurers Account	£25,713.21
Play Park Account	<u>£2,869.73</u>
	£28,582.94

**Opening balance @1st January 2022**

Main Treasurers Account	£37,963.48
Play Park Account	<u>£3,007.33</u>
	£40,970.81

**BALANCE SHEET AS 31st DECEMBER 2022**

Closing balance @31st December 2022		£28,582.94
Opening balance @1st January 2022		£40,970.81
Transfer to Development programme reserved account	£16,000.00	
Difference between Income and Expenditure	<u>£3,612.13</u>	
		<u>£12,387.87</u>
Closing balance @31st December 2022		£28,582.94

I hereby certify I have prepared the above figures in conjunction with the books and records submitted to me and that they are in accordance therewith as far as I am able to ascertain

William J Cullen

The Beeches  
France Lane  
Hawkesbury Upton  
Badminton  
GL9 1AS

9 August 2023

Dear Committee

**Hawkesbury Hospital Hall – Statement of Income and Expenditure for the year ended 31 December 2022**

I have reviewed the Statement of Income and Expenditure for the year ended 31 December 2022 and the supporting cash book spreadsheets, bank statements, invoices and receipts provided by the treasurer. I am confident that the statement correctly reflects the financial position of the Hall shown in the bank statements of the corresponding period. Difference between Income and Expenditure £3,612.13 and Closing bank balance £28,582.94.

**Accounting records**

I found all the accounting records and cash book to be extremely comprehensive, well-organised and very easy to follow. The use of Sharepoint made the accounts extremely easy to review again this year, the files are clearly organised and labelled, consistent and easy to cross reference.

**Payments**

In order to remove or at least reduce the risk of duplicate payments being made, I would recommend updating the payment procedures to include additional checks before payments are made. One duplicate payment was noted during my review, and the payment recovered in full reasonably quickly, this appears to be one-off occurrence.

Yours faithfully



Anna O'Brien ACA