

## **LINKINHORNE PARISH HALL TRUSTEES ANNUAL REPORT 2020 - 21**

CHARITY NAME LINKINHORNE PARISH HALL  
Also known as Linkinhorne Parish Hall at Upton Cross

Charity registration Number 1177853 (formerly 300563)

### **Management Committee (Trustees)**

Mr. B. Norris (Chair), Mr Frank Werkmeister, (Vice Chair), Mrs C Brunsten (Secretary), Mrs K. Neville (Treasurer), Mrs R Carthew, Mrs C Palfrey, Mr. A Williams.

### **Co-opted members**

Mrs. Patricia Blake, Mrs Jill Corfield, Mrs Christine Ewings, Mrs Elaine Humphries.

### **The Past Year**

#### Introduction:

The last year has been unusual, perhaps unique, in the history of the hall. For much of the year the hall has been closed due to lockdowns and when it has been available for hire the majority of regular bookings have not been placed due to organisations suspending their activities during the pandemic. The normal activities and duties of the trustees and committee have also been different from normal in the past year with many committee meetings being held over Zoom and the roles of the four sub committees becoming somewhat blurred in order to meet the challenges raised by the pandemic.

#### Management:

The management subcommittee comprises Brian Norris, Frank Werkmeister and Cathy Brunsten. During the year this committee's main task has been to ensure that, when the hall could be available for hire, it is 'covid secure'. The whole committee has been involved in the writing of new procedures, putting in place appropriate signage and sourcing cleaning materials.

#### Maintenance:

The maintenance subcommittee comprises Alan Williams and Jill Corfield and is assisted by other committee members and volunteers on organised maintenance days and on an occasional basis. During the year this committee has organised one external maintenance day, the trustees wish to thank all the volunteers who helped to tidy the car park and surrounding areas. This committee also oversees routine testing of fire alarms and emergency lighting jointly with the management committee. Although the hall has been closed for much of the year routine testing and maintenance is still necessary for safety reasons and to comply with insurance conditions.

#### Finance:

The finance subcommittee comprises Kim Neville, Christine Palfrey and Christine Ewings and is responsible for a range of finance and finance related functions. These include regular reporting of the financial situation to the trustees at committee meetings, the preparation of 'end of year accounts', budgeting, invoicing and paying of bills. They also take responsibility for recording and submitting Electricity meter readings and renewing insurance and electricity contracts. Income from hire has been minimal during the last year but government grants have enabled us to remain solvent and not erode reserves. These grants have been very efficiently administered by Cornwall Council.

#### Media and Events:

The media and Events subcommittee comprises Ruth Carthew and Elaine

Humphries. This committee is responsible for advertising, updating notice boards and general communication. The Link article has mainly been written by Christine Ewings over the past year.

Post Office:

The Outreach Post Office continues to be well used on a Wednesday afternoon and is the only activity that has continued uninterrupted throughout the pandemic.

Hall Run Activities:

The library, film club, real junk food, craft and chat, winter workshops and drop in Café have all been discontinued for the last year. Craft and Chat and the Library have recently re-started and it is hoped that the remaining suspended activities will resume as restrictions are lifted and when infection rates fall sufficiently.

Two co-opted committee members, Elaine Humphries and Jill Corfield have recently resigned due to a change in personal circumstances and on behalf of the trustees I would like to thank them for their contribution and hard work whilst serving on the committee. Finally, a big 'THANK YOU' to all the Trustees, committee members and friends of the hall for your support throughout what has been a difficult year.

Brian Norris, August 2021

**LINKINHORNE PARISH HALL ACCOUNTS FOR YEAR ENDED JAN 2021**

<b>RECEIPTS</b>	<b>2020/21</b>	<b>PAYMENTS</b>	<b>2020/21</b>
	£		£
Balance @ bank 31/01/20	£2,621.85	Electric/Water/Insurance	2,132.89
Virgins Balance	£7,165.78	FILM	0.00
Cash in hand	£130.00	LIBRARY	0.00
FILM	£60.00	Web	0.00
LIBRARY	£0.00	Event Expenses	0.00
Hall Hire	£1,932.87	Defib	0.00
Electric Meters	£141.68	General Expenses	2,491.14
Water	£33.41	refunds	25.00
Events	£500.00	Building	0.00
Donations	£0.00	Other	339.00
DEFIB	£0.00	BT	381.04
OTHER	£38.00	Balance @ bank 31/01/21	17,553.74
Clubs	£260.00	Virgin Balance	7,201.02
Grants	£17,335.00	Cash	130.00
Interest	£35.24		
<b>Total</b>	<b>£30,253.83</b>	<b>Total</b>	<b>£30,253.83</b>

**Bank Balance @ 31/01/20**

**31/01/2021**

Actual statement Balance @ 31  
January

£2,671.85

£17,553.74

Cheques issued not cashed

\*

£50.00

£0.00

£2,621.85

£17,553.74

Deposits made not registered

£0.00

£0.00

Corrected Balance

**£2,621.85**

**£17,553.74**

\*

Cheque written off from last year for £25.00 W/O

Cheque 101645. O/S and cashed in

\*

2020/2021

# **LINKINHORNE PARISH HALL ACCOUNTS YEAR ENDED JAN 2020**

Hall Hire	1932.87		
Film Club	60		
Events	500		
Clubs	260		
			2752.87
less Hall Running Costs			
Electricity and water	1555.01		
less meter income	175.09		
		1379.92	
			1372.95
Donations	0		
Grants	17335		
Unpaid cheque	25		
library	0		
Photocopying	13		
		17373	
			18745.95
Event Expenses	0		
Water	0		
Insurance	577.88		
Web	0		
Refunds	25		
B uilding	0		
BT	381.04		
Library	0		
Film Club	0		
General items	2491.14		
other	339		
Defib	0		
		3814.06	
			14931.89
Add interest	35.24		
			14967.13
Shown by closing balances at Barclays Bank and Virgins Savings increasing by £14931.89			
Bank Difference			
Current account @ 31/1/20	2621.85		
Virgin @ 31/01/20	7165.78		
		9787.63	
Current account @ 31/1/21	17553.74		
Virgin account @ 31/1/21	7201.02		
		24754.76	
Difference			14967.13

