

## **LINKINHORNE PARISH HALL TRUSTEES ANNUAL REPORT 2021 - 22**

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 Brunsdon (Secretary), Mrs K. Neville (Treasurer), Mrs Christine Ewings, Mrs R Carthew, Mrs C Palfrey, Mr. A Williams.

### **Co-opted members**

Mrs. Patricia Blake.

### **The Past Year**

#### Introduction:

The last year was another unusual one, starting with a third lockdown when the hall was closed until early April. The build up of bookings was initially quite slow due to caution and a general uncertainty about infection rates and perhaps anticipation of a fourth lockdown or a tightening of restrictions. As the year progressed, however, bookings have gradually increased. Much of the hall business and maintenance has continued to be carried out by the four sub committees.

#### Management:

The management subcommittee comprises Brian Norris, Frank Werkmeister and Cathy Brunsdon. During the year this committee's main task has been to ensure that regular meetings are scheduled and necessary hall business is carried out. The primary burden of writing COVID procedures was carried out last year, these simply needed reviewing in the light of changing legislation to ensure that the hall complied and was maintained as a COVID secure venue. During the year Christine Ewings has taken over management of hall bookings from Alan Williams. May I take this opportunity to thank Alan for the many years he has managed the Hallmaster booking system and liaised with hall users.

#### Maintenance:

The maintenance subcommittee comprises Alan Williams and Brian Norris and is assisted by other committee members and volunteers on organised maintenance days and on an occasional basis. During the year this committee's main activity has been to have the front and rear car parks surfaced. Also, one of the fixed light windows on the south side of the hall has been replaced with one with an opening light to increase ventilation. This committee also oversees routine testing of fire alarms and emergency lighting jointly with the management committee. In the coming year the fence between the hall and playing field will need to be replaced due to rotting posts and the mandatory 5 yearly electrical installation inspection will become due.

#### Finance:

The finance subcommittee comprises Kim Neville and Christine Palfrey 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, regarding the latter, we are fortunate to have another year to run on our present contract which offers very favourable rates compared with current prices.

#### Media and Events:

The media and Events subcommittee comprises Ruth Carthew and Christine Ewings. This committee is responsible for advertising, updating notice boards, general communication and the organisation of various hall events. The Link article has been written by Christine Ewings over the past year for which the trustees are very grateful.

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 has re-opened during the year but is not used a great deal, opening times have been revised a little and one morning session dropped due to lack of staffing. The viability of the library and opening hours will be kept under review. Craft and Chat have resumed and a new monthly coffee morning started by Christine Ewings and Patricia Blake. The film club, real junk food, winter workshops and drop in Café have all been discontinued for the last year (A sharp increase in infection rates at the school prevented plans to re-open Drop In in the Autumn term. The viability of restarting other hall run activities will be kept under review.

Finally, a big 'THANK YOU' to all the Trustees, committee members and friends of the hall for your support throughout what has been another difficult year.

Brian Norris, March 2022

Linkinhorne Parish Hall  
Accounts for Year ended 31st January 2022

	2022 £	2022 £
<b><u>Income</u></b>		
Film	0.00	1,564.79
Library	0.00	589.70
Hall Hire	2,845.75	407.53
Electric Meters	202.74	23,020.80
Water	91.70	1,970.03
Clubs	0.00	0.00
Events	160.00	
Donations	440.00	
Grants	10,096.00	
Interest	11.05	
<b>01.02.21 Balances</b>		
Barclays Bank	17,553.74	2,837.08
Virgin Bank	7,201.02	8,212.07
Cash In Hand	130.00	130.00
	<u>£38,732.00</u>	<u>£38,732.00</u>
<b>31.01.22 Balances</b>		
Barclays Bank		2,837.08
Virgin Bank		8,212.07
Cash In Hand		130.00
		<u>£38,732.00</u>

The above receipts and payments account has been prepared from vouchers, records and books of Linkinhorne Parish Hall and I certify that it is accordance therewith.



Clive Kidman FCPA, FFA, FFTA

BookBusters, Eureka House, Higher Downgate, Callington, PL17 8HL

31st March, 2022