

STOKE CLIMSLAND PARISH HALL CIO

England & Wales · Charity number 1182193

Details

Status Registered

Legal form CIO

Registered 2019-02-25

Register [View on the Charity Commission register](#)

Contact

Address Stoke Climsland Parish Hall
Stoke Climsland
Callington
PL17 8NY

Phone 07740 165730

Email secretaryscph@gmail.com

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ESTABLISH AND RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF STOKE CLIMSLAND ("AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

Activities: The objectives of the Stoke Climsland Parish Hall CIO are to provide a village hall in the centre of the village where members of the parish can meet for recreational purposes, attend functions, parties and other family gatherings. It is available for hire by all ages.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** The General Public/mankind

Geography

- Cornwall

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£6,810	£6,763	-	-
2023-12-31	£7,375	£6,538	-	-
2022-12-31	£12,767	£8,946	-	-
2021-12-31	£20,380	£7,565	-	-
2020-12-31	£12,060	£3,741	-	-

Trustees

Name	Role	Appointed
Martin James Howlett	Chair	2019-05-13
Brian Lupton		2024-03-27
Edith Bonita Jane Lightfoot		2021-04-02
Elizabeth louise Power		2019-05-13
Geoffrey Alan Giles		2021-01-13

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Parish Hall Update

‘Catering for our Customers in the Parish Hall’

Your Parish Hall trustees are delighted to report that the long-awaited self-service kitchen facilities have finally been installed and are up and running for the autumn season of hiring, bookings and events.

Come and see the bespoke Howdens designed kitchen units in Greenwich White Smooth and installed by local fitters D J Hobbs, with grateful thanks to Trusthouse Charitable Foundation – the Forte / Polizzi family from Endsleigh House for their generous support towards the total refit.

The new layout allows for additional worktops and cupboard storage space, preparation and washing facilities with a built-in integrated dishwasher, along with a stainless-steel single fan oven and touch control ceramic hob, cabinet microwave oven and an under-counter fridge.

With multi-socket points for hot water urn, kettles and other electrical appliances, the newly repurposed kitchen has catered for everything our existing customers have requested, and we look for new additional hirers to make use of the fit-for-purpose offerings for any occasion.

We thank our regular clubs and groups for bearing with us during the recent temporary period of shutdown and ask them to bear with us once again for a short time in mid September when we undertake the upgrade in flooring covering throughout the kitchen, toilet facilities and through passageways, together with the small meeting room, working with S W Flooring, another local company. We welcome improvements to further complement the previously completed external works - painting of the doors, windows and re-pointed stone fabric of our historic listed community building.

There remains much to be done but as fundraising and finances allow, we are committed to the ongoing restoration programme of our celebrated historic community building. Your ongoing support in hiring or engaging with the wide range of activities, groups, clubs and societies, all make a difference in securing the Parish Hall future – we look forward to seeing you at an event and a cuppa from our new kitchen very soon. Please let us know at secretaryscph@gmail.com. We always welcome additional support, we are all volunteers.

Martin Howlett
(Chairman of Trustees)

STOKE CLIMSLAND PARISH HALL CIO

Balance sheet 2024

2023	Income	2024		2023	outgoings	2024
410.25	Fundraising	£2,102.24		£1,046.61	Insurance	£1,061.79
£675.00	Ballet/Suzanne	£615.00		£914.70	Electricity	£849.93
£585.00	Short Mat Bowls	£585.00		£275.27	S W Water	£427.09
£720.00	Bridge	£705.00		£1,485.58	Gas	£959.08
£120.00	Flower Show	£150.00		£138.00	ACE	£54.00
£90.00	Gardening Club	£120.00		£0.00	Performing Rights	£154.80
£409.50	Latino Dance	£397.50			pd twice previous year	
£316.00	Keep Fit	£301.50		£1,644.05	Cleaner	£1,800.00
£800.00	Pop up café	£750.00		£177.86	Cleaning Equipment	£108.10
	Parish church (other)	£365.00				
£580.00	Pilates	£360.00		£210.00	window/ gutter cleaning	£193.00
£325.00	SCATS	£250.00		£20.86	Stationery, stamps	£16.98
£150.00	W.I.	£190.00				
£680.00	Parish Council	£610.00		£406.09	BT *	£660.81
£0.00	Cornwall Council	£170.00		£219.29	repairs	£477.53
£570.00	Gospel choir	£540.00			project jobs	£6,450.00
	Sewing	£210.00				
£225.00	Duchy College	£0.00				
£319.00	Private	£151.00				
£26.00	China & Table hire	£110.00				
£374.61	interest	£591.90				
£7,375.36		£9,274.14		£6,538.31		£13,213.11

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2022	INCOME	2023	2022	Expenditure	2023
£0.00	Fundraising Events	410.25	£1,001.18	Insurance	£1,046.61
£491.50	Ballet/Suzanne	£675.00	£761.28	Electricity	£914.70
£383.00	Short Mat Bowls	£585.00	£302.41	S W Water	£275.27
£645.00	Bridge	£720.00	£1,693.64	Gas	£1,485.58
£41.50	Flower Show	£120.00	£0.00	ACE	£138.00
£87.50	Love to move	£0.00	£271.20	Performing Rights	£0.00
£95.00	Gardening Club	£90.00	£1,277.90	Cleaner	£1,644.05
£360.50	Latino Dance	£409.50	£127.90	Cleaning Equipment	£177.86
£315.00	Keep Fit	£316.00	£283.00	window/ gutter cleaning	£210.00
£767.50	Parish Church	£800.00			
£353.00	Pilates	£580.00	£0.00	Stationery, stamps	£20.86
£117.50	Scats	£325.00			
£132.50	W.I.	£150.00	£387.92	BT *	£406.09
£246.00	Parish Council	£680.00	£500.00	repairs	£219.29
£2,667.00	Cornwall Council	£0.00	£2,315.85	PF Project Costs	£0.00
£525.00	Gospel choir	£570.00	£0.00	Professional fees	£0.00
£172.50	Duchy College	£225.00	£0.00	Accountant	£0.00
£300.00	Private	£319.00			
£12.00	China & Table hire	£26.00			
£0.00	grants	£0.00			
£5,045.00	PF (Project)	£0.00			
£0.00	interest	£374.61			
£10.00	donations	£0.00			
£12,767.00		£7,375.36	£8,922.28		£6,538.31
				profit	£837.05

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Parish Hall CIO AGM 24 July 2023 - Chairman Report

Good evening – we have much to report on a productive but challenging past 12 months. Firstly, can I thank my small band of fellow trustees for their continued support & dedication not only to the refurbishment project but also in keeping the all important day-to-day running of the Parish Hall – as with fellow facilities all upon a voluntary basis.

To this end may I record thanks to Geoff for his unerring dedication to the cause as Company Secretary and stepping up in leading the endless search for grant support in conjunction with the PF sponsored fund-raiser's. To Louise for her due diligence in all CIO treasury matters and as minute secretary and finally to Bonny in support of a dual trustee role, as local fundraising lead and as SCPC chair. To you all a big thank you and a general meeting reminder that we still operate with a constitutional minimum of 4, so any willing supporters who wish to consider taking up a position of trustee, once again please form an orderly queue!.

In presenting my resume and in terms of day-to-day hall management I am most pleased to report that regular bookings continue to return to pre-pandemic levels. We thank all users present tonight or otherwise who have stuck with us as well as welcoming new groups or individuals, one of which we can announce is the contracted use of the backroom as an office base and meeting space for the SC Parish Council newly appointed Energy Advisor, as part of their Carbon Net Zero Homes Project, a further reminder that we continue to offer to all existing, new and occasional users a low cost value for money /DIY hall venue.

Moving forward we continue dialogue with the Old School and Stoke Sports & Social Club, through the community facilities group, looking to offer a range of collaborative packages for weddings, funerals, celebration parties and any other shared events. As with last year Royal celebrations, a good example of sharing facilities across the village & parish were during the most successful x3 day event of King Charles III Coronation, where we hosted an inaugural afternoon swing themed tea dance party, supported the community volunteer day carnival parade on the Bank Holiday Monday and continued to provide an essential and much used utility role for the whole community through opening up the hall's toilet block – a real public convenience!

The second combined event earlier this month saw the Parish Hall and the Social Club host a well supported 'Curry & Music' night with thanks to home grown talent METS band in providing the entertainment - another prime example of our community working together. Still to come in early August is the ever popular SC horticultural society – Village Flower Show – again making use of the both the Green & our own large open space facility for displays.

Reporting on the process of the refurbishment project and the current situation will be covered in greater detail in item 8 later on in the agenda. However, we can record steady overall progress within the agreed pathway of fundraising approach as laid out with the Prince's Foundation last autumn and following the 'refresh' strategy of spring 2022. This included the initial appointment by the PF of an experienced professional fundraiser who developed a programme toward raising the target. This has led to the recruitment of x3 bespoke South West fundraisers each on short term contracts to further seek much competitive grant support – note Geoff & Louise will report and update later.

However, the pathway also identified the need for local support and the equally important formation of a 'Friends of SCPH'. At our launch event this past spring we were able to update and highlight the challenge ahead for which we appreciated and took on board individual supporters constructive comments. We now look to Friends of... to lead vital fundraising for ongoing general building maintenance, plus any kit out of the main hall & equipping of the service kitchen, as cash flow allows and offering practical hope for the future.

So as we move into the next phase of the project we continue to look to new offers of support in assisting the general management committee as well as the wider group engagement in finding a long term solution to providing a true community facility fit for purpose and available for all – A long journey still to go but one we sincerely thank you all for staying on board.

Martin Howlett
(Chairman)

STOKE CLIMSLAND PARISH HALL ACCOUNTS 2022

<u>2021</u>	<u>INCOME</u>	<u>2022</u>	<u>2021</u>	<u>Expenditure</u>	<u>2022</u>
£143.04	Ballet/Pinkum	£0.00	£1,079.57	Insurance	£1,001.18
£380.00	Ballet/Suzanne	£491.50	£373.59	Electricity	£761.28
£100.00	Short Mat Bowls	£383.00	£222.83	S W Water	£302.41
£387.50	Bridge	£645.00	£996.47	Gas	£1,693.64
£0.00	Flower Show	£41.50	£42.00	ACE	£0.00
£37.50	Love to move	£87.50	£92.04	Performing Rights	£271.20
£50.00	Gardening Club	£95.00	£779.64	Cleaner	£1,277.90
£221.00	Latino Dance	£360.50	£76.06	Cleaning Equipment	£127.09
£195.00	Keep Fit	£315.00	£222.00	Window/ gutter cleaning	£283.00
£162.50	Parish Church	£767.50	£0.00	Strimming	£0.00
£0.00	Pilates	£353.00	£5.28	Stationery, stamps	£23.85
£25.00	Scats	£117.50	£344.89	Equipment	£0.00
£503.88	Parish Council (BT bill)	£0.00	£503.88	BT	£387.92
£100.00	Parish Council	£246.00	£2,826.96	Repairs	£500.20
£17,431.00	Cornwall Council	£0.00	£0.00	PF Project Costs	£2,315.85
£65.00	Cornwall Council	£2,667.00	£0.00	Professional fees	£0.00
£50.00	W.I.	£132.50	£0.00	Accountant	£0.00
£174.50	Private	£300.00			
£0.00	China & Table hire	£12.00			
£166.79	Elections	£0.00			
£12.50	SCCCAG	£0.00			
£175.00	Choir	£525.00			
£0.00	PF (Project)	£5,045.00			
£0.00	Duchy College	£172.50			
£0.00	Donations	£10.00			
£12,059.83		£12,767.00	£7,565.21		£8,945.52

Surplus £3,821.48

Balance 1/1/22	£35,680.07
Income	£12,767.00
	<u>£48,447.07</u>

Expenditure	£8,945.52
Balance 31/12/22	£39,501.55
	<u>£48,447.07</u>

I prepared from vouchers, records and books of Stoke Climsland Parish Hall and I certify that it is in accordance therewith.

ANDREW FARR, F.C.C.A.
DAWE, HAWKEN & DODD
Chartered Certified Accountants,
52 Fore Street, Callington, PL17 7AJ

11th April, 2023

STOKE CLIMSLAND PARISH HALL CIO

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Stoke Climsland Parish Hall CIO

Minutes for AGM held on 20th July 2022

Present: Martin Howlett, Geoff Giles, Sue Watts, Louise Power, Bonny Lightfoot, Deri Parsons (trustees)

Mark Webb, Sarah Robinson (Prince's Foundation)

User representatives: 7

Welcome: Geoff Giles welcomed everyone to the meeting. He introduced the Trustees and Sarah and Mark, representing the Prince's Foundation, who had attended to answer questions about the plans.

Apologies: SJS, Kim Hitch (Prince's Foundation)

Minutes of the last AGM: It was proposed by Bonny Lightfoot and seconded by Sue Watts that these were accepted. All agreed.

Matters arising: None

Chairman's Annual Report: Our previously delayed AGM meeting may have been only last October but one has seen change over the past 9 months both within the CIO and Parish Hall Project.

Firstly, we convey our thanks to David Crawley who stood down as both chairman & trustee at the turn of the year for health & personal reasons. David had led the way since day one, now along with fellow original hall saviours – Sue Watts & Brian Lupton (the gang of 3), each still remain a supportive and valuable source of knowledge when called upon.

So stepping up as vice I am pleased to lead our small band of dedicated trustees in managing the day-to-day task of running the hall as well as attempting to move the project forward with the Princes Foundation (PF), all in a volatile environment of raging inflation, fund raising challenges and a limited & somewhat unconfident community wary of post-covid mixing.

To this end may I record thanks to Geoff for his unerring dedication to the cause as Company Secretary, Deri for his wealth of experience in leading the fund raising search with the PF, Louise for her diligence in CIO matters and minute secretary and finally Bonny in support of a dual trustee role, now as SCPC chair in replacement of outgoing chair Nigel Cooper back in May.

To you all a big thank you and in particular to Deri who is standing down as a trustee, leaving us with a constitutional minimum of 4, so any willing supporters who wish to consider taking up a position of trustee please form an orderly queue!.

In presenting my resume and in terms of day-to-day hall management I am pleased to report that regular bookings are slowly returning to pre-pandemic levels. We thank all users present

tonight or otherwise who have stuck with us as well as welcoming new groups such as the established Callington Gospel Choir who continue to practise each Thursday evenings. We always welcome any new and occasional users by still offering a low cost /DIY hall venue.

Moving forward we continue dialogue with the Old School and other facility groups looking to offer collaborative packages for weddings, funerals, celebration parties and shared events. Indeed two most recent examples of sharing facilities across the village / parish have been during the most successful x4 day Queen's Platinum Jubilee Celebrations where not only did we host x2 afternoon tea parties for Pop-up café & WI, but provide an essential and much used utility role for the whole community through opening up the hall's toilet block – a real public convenience!

The second combined event of only last weekend saw the Parish Hall, the Old School and the new Primary School host the inaugural Stoke Climsland Community Climate Fair with a packed programme of displays, interactive workshops and knowledge exchange – another prime example of our community working together. Plus, still to come is the return of the ever-popular SC horticultural society – Flower Show – again making use of our open space hall.

Later this evening we will hear from both Sarah Robinson & Mark Webb from the PF, who will each outline the key elements of the revised hall plans and fund-raising programme, post the agreed 'reset' process of January. A reminder that the full sketch drawings and dialogue narrative are on the side alcoves and have been on public display since the Jubilee weekend, but tonight is our opportunity to learn more on progress and quiz the PF Team in support.

In accepting the inevitable delay in progressing the overall hall project – a position we also fully acknowledge is not to everyone's desire, we as the CIO Trustees remain committed to improving our offer to users both in the short and medium term, two initiatives to fund an advanced refurbishment of the kitchen facilities and offers to purchase bespoke modular staging are both welcome additions in the interim.

Finally, and to be explained in detail by Mark Webb in a moment we can announce the planned appointment of a local fund raiser paid position to assist both the PF and ourselves in coordinating the funding challenge ahead, for which we all will need to play our part.

So, as we move into the next phase of the project we look to new offers of support in assisting the general management committee as well as wider community engagement in fund raising for specific items to equip your refreshed Parish Hall – A long journey still to go but one we sincerely thank you all for staying on board.

Book Keepers report:

Income

Covid 19 was still impacting the hall due to prolonged lockdowns and lack of user confidence.

Final restrictions were all lifted in July, the net effect was that we only really had one full quarter of trading last month as Summer is typical our low period for hirers.

The gross Income figure for the year stands at 20,380.21 which includes Covid 19 grants from Cornwall

Council (£17431.00).

The adjusted income figure of £2949.21 represents an approximate increase of 72% previous year (£1712.83) which is attributed fully to the closures related to Covid 19. This figure is down almost 50% on Pre-Covid levels.

We continue to be steadily supported by Latino dance and Pop-up Cafe together with our traditional Hirers such as Bridge, Bowls, Gardening Club, Parish Council and WI very much loyally in evidence however our main hirer continues to be SJS Dance Academy (Ballet- Suzanne) although this has now dropped to 2 sessions per week rather than 3. We have attracted two new regular hirers (Callington Choir Sept 2021, Pilates) and appear to have lost the core Village show meetings including the twice Annual Jumble Sale (at Sept 2021) and the Teas.

Next year (2023) will also see the return of the SCATS Panto and attendant rehearsals, these were cancelled due to Covid this year 2021 and 2022.

There continues to be a steady upturn in Private hirers, attracted by our lower rates and easy self-service approach.

Expenditure

Expenditure at £7,565.21 was mainly due to essential repairs and up by almost 100% on previous year, Most other Expenditure items including utilities have remained largely the same with small fluctuations across the board. Going forward into 2022 this of course will change significantly with increased Fuel Costs coming into play.

The Parish Council kindly continue to cover all BT costs which will is likely to end at the end of 2021.

General

The hall remains a popular, cost-effective venue for all sectors of the community and continues to survive with little aggressive marketing and despite its obvious shortcomings and continuing deterioration whilst the PF Project continues. In 2021 there have been some short term improvements to the hall e.g Floor refinishing to ensure that the venue can still operate.

In the past the income it generates clearly supports itself with a small surplus each year, however this is less likely with increasing costs largely out of our control, so the charging structure may need to be reviewed, this is a matter for the Trustees going forward, as is a marketing plan to ensure the longevity of the hall, regardless of the PF Project.

The 2021 Accounts and associated records have been independently checked and signed off by Andrew Farr, FCCA, Dawe Hawken and Dodd.

Important Note: In late 2016 we applied to the Parish Council for and were granted a one-off payment to fix the roof/chimney of £2,895.00 which has been now reallocated (with PC agreement) to supporting professional fees for the establishment of a legal framework including charitable status and the preparation of a lease. These funds are still in the account, however £900 plus VAT (£1080.00) was paid to CRCC in support of CIO documentation in 2020.

It was proposed by Bonny Lightfoot and seconded by Deri Parsons that the accounts (see attached) were accepted. All agreed.

Election of Trustees: Deri Parsons has stood down as a Trustee. Martin Howlett stated that we would like to thank him for all the support in looking at potential application for grants and all other support offered to the trustees.

It was proposed by Bonny Lightfoot, and seconded by Sue Watts, that the remaining trustees should be re-elected as trustees. All agreed. Martin Howlett stated that if there was anyone else who wished to become trustees, they should contact him. There are various roles which need to be filled, including treasurer, management and promotional roles.

Increase in hire rates: It was noted that the cost energy has increased over the past year. The trustees suggested that the hire rates should be increased as from 1st September. Sue Watts noted that it was a bit late to inform user groups as many would not be operating over August and suggested that the increase date should be set for October to allow users groups to adjust their fees. This was agreed.

Welcome to Prince's Foundation:

Sarah Robinson outlined the proposals, indicated on the plans which were pinned on the noticeboard. These were broken down into phases:-

Phase 1: Repair, insulate and upgrade the fabric of the roof, upgrade the kitchen.

Phase 2: Insulate the walls and redevelop the toilets, upgrade the plumbing and electrics.

Phase3: Repaint the building, repair the windows and doors.

This looks to cost about £500K.

Mark Webb stated that his role is to look for funding. Of the 7 for 70 project this is the slowest as the fundraising environment has changed considerably since Covid. The Prince's Foundation has suffered from the effects of Covid both in dealing with the change in funding as well as loss of income from social events in their properties. It will be difficult to raise the whole amount at one go which is why the work has been broken down into phases as it may be easier to raise smaller amounts. The Prince's Foundation has agreed to donate £35K to the project and the Duchy of Cornwall has agreed to donate £35K, conditional on handing over the Parish Hall to the CIO. It is suggested that the Fund raising is handed to a professional Fund raiser, Valentine Morby, who has agreed to do the work for a fee. Mark is following up 2 sources for funding, one of which is the National Lottery Heritage Fund, however, this will need to show that heritage activities take place in the Parish Hall. He is very positive about the activities that take place in the Parish Hall. Phase 1 will need about £200K and he is sure that, as we have funds of £70K already, we will be able to raise the remaining amount.

Questions:

Is there an estimated start time for the work? Nothing will happen until there is funding in place. National Lottery will take about 8 – 10 weeks to make a decision so we should know by end of

September. It was pointed out that then it may be dependent on the supply and cost of the building materials. It will take about 8 weeks for builders to advise of costs and we will have to balance the risks with the timeline. Also, we will need to work with users to ensure enough notice is given to arrange alternative venues. It was noted that SCATS are scheduled to do a panto in February/March so we would need to work around them as there is unlikely to be an alternative venue for them. Also, it would be better to schedule work in holidays when there are fewer users. The summer would be best as the loss to the Parish Hall would be lower and hopefully, the builders would have better weather to work in, but we would have to work with when the builders are available. The CIO is going to have to work with user groups and put together a plan of when it would be best to do the work and make sure that the risks are identified. We would also have to work with other facilities in the Parish to support us under the auspices of the Community Facilities Group.

It was queried why there are different committees for each facility rather than one. It was pointed out that there is cooperation at event level, but further integration was being discussed at the Community Facilities Meetings. There followed a discussion about the advantages and disadvantages of the different facilities working together.

What % is put aside for contingencies? Sarah stated that at present there was 10% in place for contingencies and up to 15% for building work, however, she pointed out that the National Lottery have requested a higher % put aside due to the balance of risk. The CIO is intending to have a full structural survey prior to any building work.

Is there a timeline for the work? We do have a timeline, but the timing has slipped and this needs to be looked at again based on the revised plan. This is an ongoing programme.

Can you identify what is meant by "Heritage"? Mark said that some of the Heritage activities in the Parish Hall could include exhibitions about the Parish; Local history research; Oral Histories; Family history research; Inter-generational working together and traditional dancing. It was noted that the WI have a regular session of willow weaving and there is a gardening Club meeting monthly.

How far along is the CIO in owning the building? We have Heads of terms which has gone to the solicitors for checking. When this is completed, we will be able to move forward.

What sort of local funding do we need to raise? You will need to raise about £10,000 for a community of this size.

Will it be possible to add the South Side extension at any time? Sarah pointed out that it is possible, but we need to be aware that this will involve major refurbishment as it would block the light and there will be no services.

Do we have to compromise on the green issues? It is intended not to add the extension, electric car charging or the grey water plans due to the fact they are big ticket items. At present we

cannot double glaze the windows as it is not allowed in listed buildings. The existing building will be insulated, the plumbing will be upgraded, and LED lights will be added with sensor switches to turn them off when the room is not in use. We have included as much as can be done within planning constraints. It is possible that these can be extended. The planning application was submitted in October 2020. If the work is not started within 3 years a new planning application will have to be submitted so green issues may be extended.

There were no more questions.

Martin Howlett thanked the Prince's foundation for their input and ongoing support. The CIO remains in regular contact with the Prince's Foundation as well as having local CIO meetings monthly. He thanked everyone for attending.

As there was no further business the meeting was closed at 8.52pm.

STOKE CLIMSLAND PARISH HALL CIO

England & Wales - Charity number 1182193

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Stoke Climsland Parish Hall CIO

Minutes for AGM held on 27th October 2021

Present: David Crawley, Geoff Giles, Sue Watts, Louise Power, Martin Howlett, Nigel Cooper, Bonny Lightfoot, Deri Parsons (trustees)

Brian Lupton (Bridge), Tom Davidson (SCATS), Jenny Turner.

Agenda

- 1) Welcome: David Crawley welcomed everyone to the AGM.
- 2) Apologies: Lynne Crawley (SCATS/Pop-up Cafe).
- 3) Minutes of the last AGM: It was proposed by Martin Howlett and seconded by Sue Watts that these were accepted. All agreed.
- 4) Matters arising: None
- 5) Chairman's Annual Report: This was reported in the Old School News: You will already know that the planning application and listed building consent for the refurbishment and extension of the Parish Hall have been approved. Unfortunately, the constraints imposed by Covid on public meetings, displays etc have meant that it has been very difficult, if not impossible, to publicise the plans and activities as widely as we would like. But there has been a lot of 'behind the scenes' activity and, as we move into a post-Covid 'normality', you can expect to hear and get involved more. In the meantime, we'd like to take the opportunity afforded by the relaunched Old School News, to bring you up to date. Progress with the building and finalising the design The Prince's Foundation team, in collaboration with the Parish Hall CIO Committee, have been working on the detailed technical design of the building. Part of this has involved consultation with the major users of the Parish Hall to ensure that internal fixtures and fittings (such as staging and kitchen design) meet user requirements. The intention will be to go out to tender to builders and test the market as soon as the technical design work is completed. At the time of writing, a timeline for project activities has not been finalised. Progress with transferring the Parish Hall from the Duchy of Cornwall to the Stoke Climsland Community via the CIO Discussions are continuing on the transfer of the ownership of the Parish Hall from the Duchy of Cornwall to the Stoke Climsland Community through the Parish Hall CIO. Progress with fund raising A key challenge has been that the building budget came back higher than anticipated. That combined with the current and continued rise in material and construction costs, the extremely difficult present fundraising climate, and the continued impacts of Covid have meant progress has been slower than expected but works continue to be undertaken to move forward where we can. The CIO and The Prince's Foundation are committed to progressing

and will work together undertaking a value engineering process to reduce costs to make them more manageable, but also to make the proposition more attractive to funders generally. Part of these considerations and discussions will be potential options for phasing the works into smaller packages for as and when funding is available. The current budget construction cost of the project is estimated to be around £800,000, which has been the starting point for the value engineering process aiming to reduce this number to a more achievable amount for the project. Over and above this figure The Prince's Foundation is making a very significant contribution in the shape of the skills and consultancy services which they have provided to the CIO at no cost. This includes the architectural work, the commissioning and undertaking of numerous surveys, payment for other specialist consultant costs which will be required moving forward as well as fundraising guidance and support. From these figures, it can be seen that there is some way to go to fund the project to completion. However, you will not be surprised to hear that Covid-19 and its sequelae are having a major impact upon fundraising activities. These are extremely challenging times as far as funding for capital projects is concerned. Investigations continue to identify potential funders and, when possible, to make the appropriate applications. However, there have been no major successes to date, and it is probable that the lack of a guaranteed funding stream will have a negative impact upon the progress of the project.

The last twelve months have seen little activity in the Parish Hall due to the lockdowns and restrictions placed on social gatherings by HMG and NHS guidelines. As soon as we thought we were getting back to some semblance of normality a further spike in national or local Covid activity caused further restrictions to be placed on us. However, we have been able to open our doors again in the last couple of months, and with users ensuring their group's adherence to current guidelines, several clubs, societies and other users have been able to meet, with more opening their doors in the immediate future. Let's all hope that 2022 will bring a more open social calendar, and that we finally begin to regain some sort of 'normality', whatever that may mean for the next few months or years.

At last year's AGM we were awaiting the decision of Cornwall County Council's Planning Department to our revised application submitted in early September. That decision was ultimately an acceptance of the plans, but only after some further changes were made at the behest of Historic Environmental Planning (HEP, aka Conservation Department), including the removal of the Photo-Voltaic panels from the roof of the building. Whilst it was extremely disappointing that this was forced on us, particularly with both the County Council and SC Parish Council declaring a climate emergency, it ended a long process that gave us the planning department's clearance to proceed with the refurbishment of the hall, albeit without the ability to capture and utilise our own energy. Maybe a battle for another day?

The final acceptance of plans for the refurbishment enabled the process of updating the cost plans to commence. The Prince's Foundation (PF) made the observation early in 2021 that on other projects that they are involved with, they were currently being advised of up to an additional 25% uplift on anticipated costs due to the Brexit impact on materials and supply chains, and that some funders were looking to see an enhanced contingency in cost plans to allow for this. This news, along with the Covid financial impact on many potential grant funds

and donors, placed an increased pressure on fund-raising, a pressure which continues to be felt moving forward. This has not been made easier by recent news concerning the Prince's Foundation, and I'll read a statement made by them to us in the last few days:

"You may be aware that Douglas Connell stepped down from his role as Chair of the Board of Trustees of The Prince's Foundation last week. He took this decision in light of the ongoing investigation into fundraising practices regarding individual donors. We are grateful to Douglas for his service as Chair and respect his decision to step down.

Dame Sue Bruce will assume the role of Chair on an interim basis. Sue is currently Vice-Chair and recently appointed as Chair of our Ethics and Standards Committee. Sue has held senior positions within local government over a career spanning 40 years and is a non-Executive board member of SSE PLC. We hope you feel reassured that the Board is being led by someone with a wealth of experience and expertise at what is a challenging moment for the organisation.

Despite some of the media attention we are currently receiving, I would also like to reassure you that the work of The Prince's Foundation continues. As you know, we have a dedicated and passionate team of colleagues delivering exceptional courses and projects from our home at Dumfries House, nationally and internationally. It is this work, helped by partners including the Stoke Climsland Parish Hall CIO, that we are focused on delivering with humility and integrity."

They have made it clear to us that their support is ongoing regardless of any difficulties, and I'd like to say on behalf of the CIO, that we are here to support them, and you, the users and all our parish inhabitants going forward. We may have thought at the beginning that this was going to be an easy and simple project, but things happen, and whether it be Conservation Departments, Listed Buildings, Brexit, Covid, Scaremongers, Anti-Royalist Media, or financial difficulties, this project WILL happen it just may take a little longer than we all thought. BUT, it will be worth it!

There has been progress in the purchase of the Parish Hall from the Duchy of Cornwall. There is an agreed sale subject to Contract. We are finalising the Heads of terms with them and hope to conclude the sale in the near future.

6) Treasurers Report:

Income

Covid 19 has impacted the hall in several ways, the hall was largely closed for the most part of 2020. There was also a committee ratified decision to waive letting fees in the last 4 months of the year for those few who were able to utilize the hall. This was in recognition of the particularly difficult conditions at the time and in an effort to give something back to the broader community. The gross Income figure for the year stands at 12,059.83 which includes Covid 19 grants from Cornwall Council (£10,000) and Sport England (£347.00). The adjusted income figure of £1712.83 represents an approximate decrease of 70% previous year (£5,483.84) which is attributed fully to the closures related to Covid 19.

We are steadily supported by Latino dance and Pop-up Cafe together with our traditional

Hirers such as Bridge, Bowls, Gardening Club, Parish Council and WI very much loyally in evidence however our main hirer continues to be SJS Dance Academy (Ballet- Suzanne) although this has now dropped to 2 sessions per week rather than 3. We have attracted one new regular hirer (Callington Choir Sept 2021) and appear to have lost some of the Village show meetings including the twice Annual Jumble Sale (at Sept 2021).

Next year (2022) will also see the return of the SCATS Panto and attendant rehearsals. There continues to be a steady upturn in Private hirers, attracted by our lower rates and easy self-service approach.

Expenditure

Expenditure at £3740.90 was unsurprisingly down approximately 30% on the previous year, by £1,630.08, due to reduced costs generally with little or no maintenance or professional fees being attributed to the hall, including decreased internal and external cleaning costs. However, there was a notable rise in cleaning equipment costs attributed to the provision of PPE whilst the hall was open.

Most other Expenditure items including utilities have remained largely the same with small fluctuations across the board. The Parish Council kindly continue to cover all BT costs which will need to be reviewed in 2022 as agreed pre-Covid (AGM 2019).

General

The Hall remains a popular, cost-effective venue for all sectors of the community and continues to grow with little aggressive marketing and despite its obvious shortcomings and continuing deterioration whilst the PF Project continues. In 2021 there have been some short term improvements to the hall e.g Floor refinishing to ensure that the venue can still operate. The income it generates clearly supports itself with a small surplus each year.

The 2020 Accounts and associated records have been independently checked and signed off by Andrew Farr, FCCA, Dawe Hawken and Dodd.

Important Note: In late 2016 we applied to the Parish Council for and were granted a one-off payment to fix the roof/chimney of £2,895.00 which has been now reallocated (with PC agreement) to supporting professional fees for the establishment of a legal framework including charitable status and the preparation of a lease. These funds are still in the account, however £900 plus VAT (£1080.00) was paid to CRCC in support of CIO documentation in 2020. I would like to thank Clare Crichton for the deep clean and painting of the walls in the Hall.

It was proposed by Martin Howlett and seconded by Nigel Cooper that the accounts (see attached) were accepted. All agreed.

- 7) Booking Status: This is covered in the treasurers Report.
- 8) Grant Application Status: The fund-raising climate is difficult. Many of the major potential funders have switched to post Covid and post Brexit activities. There are few sources for capital projects, we haven't identified any at present. We need a strong bid and are too small for most potential donors. Recent controversy within the Princes Foundation has also limited potential donors.
- 9) Election of Trustees: Sue watts has resigned as treasurer, Brian Lupton resigned as

secretary and Sarah Ross stood down when the chair of the Parish Council passed to Nigel Cooper. Martin Howlett stated that we would like to thank them for all their work.

The current trustees stood down. Sue Watts proposed the election of the existing Trustees, and Nigel Cooper as Chair of the Parish Council. It was seconded by Jenny Turner. All agreed. It was proposed by Sue Watts and seconded by Jenny Turner that Bonny Lightfoot and Geoff Giles are elected as Trustees. All agreed.

David Crawley agreed to act as Treasurer until we can find someone to fill that post, which needs to be done as a matter of urgency.

10) AOB:

Jenny Turner asked what money needs to be raised by grants and what do the Princes Foundation do to help this. David Crawley replied that the Princes Foundation's main activity is to raise the funding for the Parish Hall, although the CIO is named on the application to ensure the money goes to the project. The CIO is looking at fund-raising for specific items, such as staging, from donors or individuals. The question was asked if there is any money coming in. David Crawley stated that there is £50,000 available for match funding. Jenny Turner noted that the Parish is under the impression that all the funding is coming from the Princes Foundation. This is not true as the fund-raising was always going to take place after the planning stage so the amount to be raised is known. There have been ideas put forward for raising money from individuals by sponsoring a brick or roof tile, listing individuals who have donated money or other fund-raising events. The amount would be in the region of 10,000. Jenny Turner noted that often the Parish has to show that they have invested in the project. David Crawley noted that it has been difficult over the past 18 months because of Covid but we will be putting forward ideas in the future. Deri Parsons noted that there had been community involvement prior to the planning stage. Martin Howlett pointed out that we are back in business and this can help going forward. Things have been going on in the background. Geoff Giles suggested that there will be more opportunities for groups to put on event to raise money in the future. Bonny Lightfoot asked about phased development. This is currently being looked at by the architect to see if we can build part of the Hall without affecting the rest.

There were no more questions. The meeting was closed.

STOKE CLIMSLAND PARISH HALL ACCOUNTS 2020

2019	<u>INCOME</u>	2020	2019	<u>EXPENDITURE</u>	2020
£84.68	Ballet/Pinkum	£0.00	£1,121.28	Insurance	£1,127.69
£805.00	Ballet/Suzanne	£245.00	£557.38	Electricity	£452.42
£575.00	Short Mat Bowls	£112.50	£56.56	S W Water	£66.01
£587.50	Bridge	£112.50	£607.90	Gas	£589.01
£113.00	Flower Show	£0.00	£42.00	ACE	£66.00
£12.50	Neighbourhood Plan	£0.00	£121.20	Performing Rights	£129.29
£100.00	Gardening Club	£37.50	£742.50	Cleaner	£486.00
£348.50	Latino Dance	£76.50	£150.39	Cleaning Equipment	£210.25
£285.00	Keep Fit	£75.00	£217.00	window/ gutter cleaning	£90.00
£625.00	Parish Church	£50.00	£10.00	strimming	£0.00
£416.50	YOGA	£59.50	£15.59	Stationery, stamps	£12.42
£310.00	Scats	£236.00	£3.99	Equipment	£0.00
£560.16	Parish Council (BT bill)	£511.83	£560.16	BT	£511.81
£171.50	Parish Council	£112.50	£24.24	maintenance	£0.00
£130.00	Cornwall Council	£10,000.00	£60.79	PF Project Costs	£0.00
£140.50	W.I.	£37.50	£1,080.00	Professional fees	£0.00
£202.50	Private	£46.50	£0.00	Accountant	£0.00
£11.50	China & Table hire	£0.00			
£5.00	Special Payment	£0.00			
£0.00	Sport England Grant (Covid)	£347.00			
£5,483.84		£12,059.83	£5,370.98		£3,740.90
			Surplus		£8,318.93

Balance 1/1/20	£14,546.14	Expenditure	£3,740.90
Income	£12,059.83	Balance 31/12/20	£22,865.07
	<u>£26,605.97</u>		<u>£26,605.97</u>

The above accounts have been prepared from vouchers, records and books of Stoke Climsland Parish Hall and I certify that it is in accordance therewith.

ANDREW FARR, F.C.C.A.
DAWE, HAWKEN & DODD
Chartered Certified Accountants,
52 Fore Street, Callington, PL17 7AJ

15th June, 2021