

**DOCUMENT CONTROL**

Date                      Revision  
12 May 2021          Issue for AGM

Prepared by                      Approved  
John Clemow                      At AGM 18 May 2021

**ANNUAL REPORT**

For the financial accounting period April 2020 to March 2021

By a Deed of Transfer dated 31<sup>st</sup> March 2020 Colney Heath Village Hall, a Charitable Incorporated Organisation charity number 1182267, accepted the transfer of the hall from the original charity (number 312357) established in 1936.

**Trustees**

John Clemow, Pam Fox, Iris Green, Anne Jarman, Mike Redfern, Gerry Savage, Graeme Shaw, Eddie Walsh. The trustees form the management committee.

**1. CHARITABLE PURPOSES**

The "Objects" in our Constitution are "The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Colney Heath and the surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:

- (a) Meetings, lectures and classes, and
  - (b) Other forms of recreation and leisure-time occupation,
- with the object of improving the conditions of life for the inhabitants."

The Trustees confirm it has taken the commission's public benefit guidance into account when making any decision it is relevant to meet its purposes.

In accordance with the UK Government's directive the Hall was closed for use on 21 March 2020. The Hall was opened for use from May 2020 within the legal restrictions imposed.

**2. STRUCTURE AND MANAGEMENT**

The Hall is managed by the Trustees in accordance with the charity's Constitution. The Trustees did not delegate powers in the reporting period. Trustees fulfil the functions of secretary, bookings, marketing, treasurer, and facilities management. One part-time employee provides housekeeping services. There is no standing Chair, the chair is elected at each management meeting.

The trustees gratefully accepted the offer by Mike Redfern to join as a trustee in February 2021.

**3. REVIEW OF YEAR**

With the "lockdown" and closure of the hall in March 2020 the charity faced a very uncertain future. A budget was drawn up minimizing expenditure while no income could be forecast with any confidence. Forecasts of the depletion of cash reserves showed the charity would continue to be solvent for several years.

While pre-school providers were permitted to open, it took time to work with Treasure Tots Pre-School to understand and implement the Covid-19 Secure Facility requirements before they re-started in June 2020. During the school holidays in July and August Iris' Art Group and A Different Dog used the Hall with Badminton and Taekwan Do returning in August and September respectively. Yoga classes started in September.

The second "lockdown" was imposed on 31<sup>st</sup> October with only Treasure Tots continuing and hires by Mad Science for permitted childrens' activities in the 2021 half term and Easter school holidays



The Hall is the official local polling station for statutory elections (which were cancelled in May 2020) and provides shelter in the event of an emergency being declared in the locality.

Step 2 in the UKG's Road Map out of Lockdown started on 12 April 2021.

#### **4. ACHIEVEMENTS AND PERFORMANCE**

##### **4.1 Marketing**

###### **a. website**

Started in December 2017 our website has created an online presence for people searching for a Hall both on Google and referring websites. This has been maintained and has provided a good platform for enquiries that began to increase in March 2021 in anticipation of the easing of restrictions in the Roadmap out of Lockdown announced in February 2021.

###### **b. bookings**

Bookings in the reporting period reduced dramatically as reflected, for example, in the comparison of the 51 bookings Jan-March 2021 with 197 bookings in the same period in 2020.

###### **c. pricing**

The Trustees have maintained the pricing policy set by the original charity i.e. regular user hire rates to cover the operational costs of the Hall (the "breakeven cost") with casual hire income contributing to improvements. However, this has not been applied during the FYE March 2021. Trustees continue to provide a subsidized rate for the Old Friends Club to support this group in the community.

Casual hire rates are benchmarked against other Halls on a "best value" basis with a rate structure to encourage social and community use the Hall.

##### **4.2 Facilities management**

###### **a. Assurance**

To the best of our knowledge and belief, insurance cover within all legal boundaries for all foreseeable eventualities was placed.

All licenses are up to date as are all tests and checks of building systems.

All our 5 year electrical test issues have been cleared and tested.

###### **b. Covid-19 Secure Facility**

With guidance from ACRE and CDA Herts the requirements to establish and maintain a "Covid-19 Secure Facility" were implemented. No reports of infection have been received and compliance by hirers has been carefully monitored and shown to be good.

###### **c. Building maintenance and repairs**

Currently the building is in reasonable condition with some items that need to be addressed in the ordinary course.

###### **d. Garden and hard surface areas**

Trustees and volunteers have maintained the Bill Franklin Garden and other external areas.

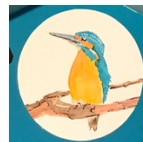
###### **e. Housekeeping**

Our housekeeper has continued to do an excellent job in keeping the Hall in an exemplary condition with the additional requirement for a "Covid-19 Secure Facility" and we had no complaints from users.

###### **f. Improvements**

Given the reduction in income and the uncertainties during the reporting period, improvements planned were put on hold.

###### **g. Issues to resolve**



More car parking is needed to prevent problems with the neighbours especially when we have large functions.

#### 4.3 Parish Council ongoing issues

The charity is supporting the original charity trustees who are being sued by the Colney Heath Parish Council who refused to mediate prior to making in Court, having resolved to request mediation by the Court.

The trustees have issued a s25 notice under the Landlord and Tenant Act to recover the office space that the Parish Council occupy for a "work near to home" alternative and to host a digital inclusion service.

### 5. FINANCIAL REVIEW

The Accounts for the period ended March 2021 have been submitted for independent examination and signature by David Gutteridge. Comparisons with the previous year relate to the final accounts for the original charity year end 31<sup>st</sup> March 2020.

Income from bookings of £9,487 reflects the impact of the lockdown on the income (previous year £19,543)

Operating Expenditure of £8,892 was reduced (previous year £16,953 which included £6,094 on rainwater system replacement).

The operating surplus/deficit for the year is shown to be a surplus of £692 (previous year £3,894).

Grants from St Albans District Council under the Covid-19 schemes totaled £20,241. This support has been vital as it has protected the reserve fund established for estimated costs for medium and long term maintenance, repair and replacement of the hall's facilities, and contingencies.

As of 31<sup>st</sup> March 2021 the total of the charity's funds was £58,956 (previous year £43,279).

From this total a provision of £16,000 has been set aside for future facility liabilities. The annual transfer to the reserve fund of £4,000 is based on an opening balance in the reserve of £15,000 set in 2018.

The balance for improvements and contingencies is therefore as follows

Total funds	£58,956
Base reserve fund	£15,000
Reserves made	£16,000

Balance remaining £27,956 for improvements and contingencies

All the funds are held by the charity.

### 6. OUTLOOK

Bookings have increased and the bookings calendar has started to fill up again with most of the previous regular users returning and with several new regular users. Booking for parties etc have started. The Trustees remain cautious in view of potential restrictions being imposed again.

John Clemow Secretary  
12 May 2021

# COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS  
www.colneyheathvillagehall.com



## Accounts for the year ended 31<sup>st</sup> March 2021

Date	31/03/21	ISSUE	1
<b>OPENING BALANCE</b>			
Current Account and Cash		29,747	29,696
CAF Savings Account			29,000
NSI Account		13,532	0
Total Assets		43,279	58,696
Provision (Note 1)			(16,000)
			42,696

		For reference 2019/2020	2020/2021
<b>INCOME</b>	<b>Regular Lets</b>	15,853	8,343
	<b>Casual Lets</b>	3,690	1,144
	<b>Total Lettings</b>	19,543	9,487
	Donations		
	Returnable Deposits	5,650	800
	Returnable Deposits	(4,870)	(800)
	CHPC Utilities contribution		
	CHPC Grant for Village Hall sign	250	
	Miscellaneous	47	
	Refund on Insurance	120	
	<b>TOTAL INCOME</b>	<b>20,740</b>	<b>9,487</b>
	Interest (National Savings)	107	97
	<b>TOTAL INCOME (Including Interest)</b>	<b>20,847</b>	<b>9,584</b>
<b>EXPENDITURE</b>	<b>Operational costs</b>		
Remuneration	Cleaner	(3,472)	(2,600)
	Holiday Compensation 18/19 + 19/20 + 20/21		(863)
Utilities	Gas & Electricity	(2,079)	(1,769)
	Water	(363)	(91)
	Council Tax	(665)	0
	WiFi		(206)
Cleaning	Cleaning materials	(344)	(174)
	Covid-19 related items		(187)
Facilities	General maintenance	(512)	(926)
	Decorate Lobbies		(256)
	Rainwater System replacement	(6,095)	
	New Village Hall sign	(730)	
	Stage step tool	(135)	
Services	Insurance	(1,233)	(1,190)
	Website	(91)	(13)
	PRS for Music License	(764)	(469)
Miscellaneous	Postage and printing	(20)	(54)
	Gifts and celebrations	(50)	
	Publicity	(148)	
	CDA membership	(70)	(35)
	Bank Account Fee		(59)
	Booking refunds due to Coronavirus	(182)	0
	<b>TOTAL OPERATING COSTS</b>	<b>(16,953)</b>	<b>(8,892)</b>

Note 2

Note 3

Note 3

Note 4



	<b>OPERATING SURPLUS</b>	<b>3,894</b>	<b>692</b>
<b>SPECIAL ITEMS</b>	<b>CIO Conversion</b>	(186)	(1,803)
	<b>CHPC Claim</b>		(3,713)
	<b>SADC Grant</b>		10,000
	<b>SADC Grant</b>		8,145
	<b>SADC Grant</b>		2,096
	<b>SURPLUS (DEFECIT)</b>	<b>3,708</b>	<b>15,417</b>
<b>CAPITAL</b>	<b>One off costs/income in year</b>		
	Kitchen and Community Room refurbishment	(28,747)	0
	TARMAC Grant for Kitchen and Community Room	28,747	0
	Project additional spend (T Taylor)	(836)	0
	Third Party Contribution (CHVHC)	(3,195)	0
	Community Room refurbishment	(793)	0
	<b>Capital balance</b>	(4,824)	0
	<b>CLOSING BALANCE</b>	<b>43,279</b>	<b>58,696</b>
	Provision (Note 1)	(12,000)	(16,000)
		<b>31,279</b>	<b>42,696</b>

- Note 1 Provision for future major maintenance and replacement £4000 per year (17/18 18/19 19/20 20/21)
- Note 2 Lettings revenue impacted by the Coronavirus Pandemic and lock downs. The Pre-school was able to be open for much of the year
- Note 3 19/20 figures represent 2 years costs for these items
- Note 4 New CAF Bank account has a small monthly fee, but provides full internet banking functionality
- Note 5 Related Party Transactions  
 No trustee has received remuneration, benefits or expenses.  
 Some trustees are members of organisations that have hired the hall.  
 These hires have been made in accordance with the standard hire agreement applicable to all hirers.

I, the undersigned, in accordance with the wishes of the members, elected as Honorary Auditor to the Colney Heath Village Hall Council, have examined the records and accounts and find them to be a true and accurate record as presented by the Treasurer.

Signed  Date 18/5/2021

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## Income and Expenditure for the Year ended March 2021 Balances

<b>Santander Bank Account</b>	<b>ACCOUNT CLOSED December 2020</b>	
Balance held in account 2019/2020		29,746.78
Income 2020/2021		2,739.26
Total		32,486.04
Less expenses		(32,486.04)
<b>Total balance in bank 31<sup>st</sup> March 2021</b>		<b>0.00</b>

<b>CAF Bank Account</b>		
Balance held in account 2019/2020		0.00
Income 2020/2021		72,433.40
Total		72,433.40
Less expenses		(42,737.08)
<b>Total balance in bank 31<sup>st</sup> March 2021</b>		<b>29,696.32</b>

<b>CAF 60 Day Savings Account</b>		
Balance held in account 2019/2020		0.00
Income 2020/2021		29,000.00
<b>Total balance in bank 31<sup>st</sup> March 2021</b>		<b>29,000.00</b>

<b>National Saving Account</b>	<b>ACCOUNT CLOSED November 2020</b>	
Balance held in account 2019/2020		13,531.82
Income 2020/2021		147.43
Less expenses		(13,679.25)
<b>Total balance in bank 31<sup>st</sup> March 2021</b>		<b>0.00</b>

<b>Total Assets</b>		
Balance held in Santander Account 31 <sup>st</sup> March 2021	CLOSED	0.00
Balance held in CAF Account 31 <sup>st</sup> March 2021		29,696.32
Balance held in CAF Savings Account 31 <sup>st</sup> March 2021		29,000.00
Balance held in National Savings at 31 <sup>st</sup> March 2021	CLOSED	0.00
<b>Total balance in bank 31<sup>st</sup> March 2021</b>		<b>58,696.32</b>

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