

DOCUMENT CONTROL

Date 27 April 2022  
Revision Issue for approval at AGM

Prepared by John Clemow  
Approved At AGM 3<sup>rd</sup> May 2022

**ANNUAL REPORT**

This report is for the financial accounting period April 2021 to March 2022

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, Mike Redfern, Gerry Savage, and Graeme Shaw. The trustees form the management committee. Eddie Walsh retired as trustee on 28 February 2022.

**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.

**2. STRUCTURE AND MANAGEMENT**

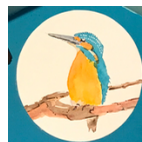
The Hall is managed by the Trustees in accordance with the charity's Constitution. The Trustees did not delegate powers in the reporting period. Trustees fulfil the functions of Secretary, bookings, and marketing (John Clemow), treasurer (Pam Fox), and facilities management (Mike Redfern). Lorraine Davies, part-time employee, provides housekeeping services. There is no standing Chair, the chair is elected at each management meeting.

The trustees express their gratitude to Eddie Walsh for his long service, his dedication to the best interests of the charity, and tireless practical work on the facilities, frequently with bargains he found on eBay. He will be missed, but perhaps not his penchant for perching on the top of a tall ladder clearing gutters and replacing light fittings.

John Clemow, Pam Fox, and Graeme Shaw are the signatories on the charity's bank account.

The charity has written policies for the following matters

Governance	Protection
1. General Meetings	7. Safeguarding
2. Officers	8. Risk management
3. Finance Committee	9. Data Protection
Conduct	Financial
4. Trustee's interests	10. Reserves
5. Expenses	11. Budget
6. Complaints	12. Expenditure
	13. Fraud prevention
	14. Paying employees



### **3. REVIEW OF YEAR**

Step 2 in the UKG's Road Map out of Lockdown started at the beginning of this reporting year on 12 April 2021. All legal restrictions were removed in July 2021.

The bookings calendar shows the gradual return to pre-Covid levels of utilization in the main hall. From April to July (Q1) the pre-school booked weekdays as normal. Weekday evenings saw two regulars return. In June weekends were booked by regular users. The weekdays during summer holidays were booked by an after-school hirer. From September (Q3) weekdays and 4 weekday evenings each week were booked as well as the weekends. From January 2022 activity was almost back to pre-Covid levels for Q4.

The Hall is the official local polling station for statutory elections and provides shelter in the event of an emergency being declared in the locality. Neither function occurred in the reporting period.

### **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 have continued to increase during the year.

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

In Q4 January to March 2022 the only available sessions in the main hall were alternate Mondays during the day and the evenings on Fridays, Saturdays and Sundays. This is equivalent to the pre-Covid period. However, bookings in the Studio have not yet caught up with pre-Covid levels.

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

The Trustees have maintained the pricing policy i.e. regular user hire rates to cover the operational costs of the Hall (the "breakeven cost"). Based on the budget for 2022-23 no increase in rates for current regular hirers is proposed; these rates have not been increased since July 2019. Our budget takes into account the 300% increase in gas and 100% in electricity energy costs.

The charity continues 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**

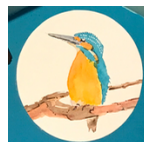
##### **a. Assurance**

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.

##### **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 acquired in the hall have been received and compliance by hirers has been carefully monitored and shown to be good. When the legal restrictions were removed the hall ceased to be designated as Covid-19 secure but some precautionary measures continue to be applied, in particular a reduction in numbers well below that permitted by our Premises license.



**c. Garden, and soft and hard surface external areas**

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

**d. Housekeeping**

Our housekeeper has continued to do an excellent job in keeping the Hall in an exemplary condition and we had no complaints from users.

**e. Building maintenance and major repairs**

The external doors to the rear and car park side have been replaced, an excellent job by local craftsman, Harry Shipp Carpentry during the Q4 half term. Harry also attended to several minor repairs. The leakage in the female WC's required attention with access panels being added.

**f. Improvements**

Lighting of the main hall, the stage, the Studio and the storeroom has been upgraded with LED technology designed and installed by CES St Albans Ltd. The project was led by Peter Gough, a resident in the village. The dimming function provides variable lighting levels to suit the wide variety of activities in the main hall and Studio, and the multi-coloured "party" uplighting enhances the ambiance in the main hall. A grant from the Low Carbon Workplaces was awarded for one third of the cost (expected to be received in 2022/23).

The office walls have been painted by Graeme Hall, another local, who also touched up the ceiling in the Studio.

SRS, introduced by CDA Herts, assessed the acoustics in the Studio and recommend acoustic absorption panels which they installed. This treatment performs very well and sound in the Studio is clear and comfortable.



Main hall general lighting



Main Hall "party" lighting



Studio lighting and acoustic panels

**g. Partner trade agreements**

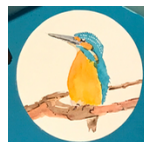
Agreements are being put in place with contractors for maintenance tasks and small improvement projects to our facilities on a "no compete / open book" basis. The terms of the agreement includes our standard conditions for contractors, insurances etc.

Tasks and projects will be defined with the partner obtaining the benefit of their advice, who will then provide an estimate itemizing the costs of materials and labour hours and rates. If agreed to be reasonable, they will be instructed by a Works Order. We can competitively tender the work if we feel our partner's estimate is not sensible.

This approach is being trialled and will be reviewed in 2023. Partnering agreements have been made with CES St Albans for electrical works, and H.Shipp Carpentry. This approach has been discussed with Graeme Hall for painting and decorating, as has a General Handyman agreement. We need to find a plumber (or two!).

**h. Issues to resolve**

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



#### 4.3 Colney Heath Parish Council issues

The Parish Council withdrew their legal claim against the former trustees in September 2021. Regrettably the Parish Council had refused to mediate. The charity had to incur substantial monies on legal fees to defend the case on behalf of the former trustees.

The Parish Council initially resisted a s25 notice issued under the Landlord and Tenant Act for the charity to recover the office space that the Parish Council had previously occupied. The Parish Council then proposed to enter into a lease offering £2,000 per annum rent before withdrawing their offer and surrendered the space. This protracted process also cost the charity substantial legal fees.

#### 5. FINANCIAL REVIEW

The Accounts for the period ended March 2022 have been independently examination and signed off by David Gutteridge. Analysis of the detail of the accounts shows :

	Current year 2021/22 £	Previous year 2020/21 £	comment
Income from bookings	17,835	9,489	improvement in lettings in 2021/22
Operating Expenditure (OPEX)	(10,834)	(8,892)	Excludes cost of defibrillator in 2021/22
Operating surplus	7,101	692	
Maintenance within OPEX	(657)	(926)	
Capital expenditure from reserves	(16,017)	0	LED Lighting <sup>[1]</sup> , acoustics, external doors,
Exceptional expenditure	(11,886)	(3,713)	Net cost of disputes with CH Parish Council
Exceptional expenditure	0	(1,803)	Legal fees for conversion to CIO
Exceptional Income	10,667	20,241	Covid-19 support grants from SAC&DC
[1] grant contribution of £3,040 for LED lighting expected in 2022/23			

As of 31<sup>st</sup> March 2022 the funds held by the charity funds totaled £50,291 (previous year £58,956).

The reserve fund and balance for improvements and contingencies is as follows

Total funds	£50,291
Base reserve fund 2018	£15,000
Added to Reserves	£20,000

Balance remaining £15,291  
For major maintenance, improvements and contingencies

#### 6. OUTLOOK FOR 2022/23

The trustees plan a number of major maintenance and improvement projects in the year 2022-23. These will be gradually implemented as we keep in view the progression of Covid-19 infections in the community and the achievement of our budget for lettings income. The Trustees remain cautious in view of potential restrictions being imposed again.

With Anne and Eddie having retired, recruiting new trustees will be a priority for this year.

John Clemow, Secretary



# COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS

[www.colneyheathvillagehall.com](http://www.colneyheathvillagehall.com)



## Accounts for the year ended 31<sup>st</sup> March 2022

Date	31/03/22	ISSUE	Issue 1	
	<b>OPENING BALANCE</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>
	Current Account and Cash	29,747	29,696	21,154
	CAF Savings Account		29,000	29,137
	NSI Account	13,532		
	Total Assets	43,279	58,696	50,291
	Provision (Note 1)			(20,000)
	Provision (Note 4)			(1,800)
				28,491

		For reference 2019/2020	For reference 2020/2021	2021/2022
<b>INCOME</b>	<b>Regular Lets</b>	15,853	8,343	15,646
	<b>Casual Lets</b>	3,690	1,144	2,290
	<b>Total Lettings</b>	19,543	9,487	17,935
	Returnable Deposits received	5,650	800	4,200
	Deposits returned	(4,870)	(800)	(2,770)
	CHPC Grant for Village Hall sign	250		
	Miscellaneous	47		
	Refund on Insurance	120		
	CDA Grant for Old Friends			100
	HCC Defibrillator Grant			1,195
	EON Insurance Complaint			75
	<b>TOTAL INCOME</b>	<b>20,740</b>	<b>9,487</b>	<b>20,735</b>
	Interest (National Savings)	107	97	
	Interest (CAF 60 Day Notice Account)			137
	<b>TOTAL INCOME (Including Interest)</b>	<b>20,847</b>	<b>9,584</b>	<b>20,872</b>
<b>EXPENDITURE</b>	<b>Operational costs</b>			
Remuneration	Houskeeper	(3,472)	(3,463)	(3,175)
Utilities	Gas & Electricity	(2,079)	(1,769)	(3,661)
	Water	(363)	(91)	(397)
	Council Tax	(665)	0	(173)
	WiFi		(206)	(370)
Cleaning	Cleaning materials	(344)	(174)	(197)
	Covid-19 related items		(187)	0
Facilities	General maintenance	(512)	(926)	(657)
	Decorate Lobbies		(256)	
	Rainwater System replacement	(6,095)		
	New Village Hall sign	(730)		
	Stage step tool	(135)		
Services	Insurance	(1,233)	(1,190)	(1,325)
	Website	(91)	(13)	(91)
	PRS for Music License	(764)	(469)	(180)
Miscellaneous	Postage and printing	(20)	(54)	(22)
	Gifts and celebrations	(50)		

Note 4

Note 2

		For reference 2019/2020	For reference 2020/2021	2021/2022
<b>EXPENDITURE</b>	Publicity	(148)		
(Continued)	CDA membership	(70)	(35)	(36)
	Bank Account Fees		(59)	(106)
	Booking refunds	(182)	0	(344)
	CDA Grant for Old Friends			(100)
	Defibrillator			(1,207)
	<b>TOTAL OPERATING COSTS</b>	<b>(16,953)</b>	<b>(8,892)</b>	<b>(12,041)</b>
	<b>OPERATING SURPLUS</b>	<b>3,894</b>	<b>692</b>	<b>8,831</b>
<b>SPECIAL ITEMS</b>	CIO Conversion	(186)	(1,803)	
	Advisors (CHPC Office)		(3,713)	(9,416)
	CHP Office: Termination Compensation			(1,850)
	Advisors (CHPC Money Claim)			(3,719)
	Legal Claim against Insurance			3,099
	SADC Coronavirus Grant		10,000	8,000
	SADC Coronavirus Grant		8,145	2,667
	SADC Coronavirus Grant		2,096	
	<b>SURPLUS (DEFECIT)</b>	<b>3,708</b>	<b>15,417</b>	<b>7,612</b>
<b>CAPITAL</b>	One off costs/income in year			
	Kitchen and Community Room refurbishment	(28,747)		
	TARMAC Grant: Kitchen and Community Room	28,747		
	Project additional spend (T Taylor)	(836)		
	Third Party Contribution (CHVH)	(3,195)		
	Community Room refurbishment	(793)		
	Rear and side door refurbishment			(5,198)
	Lighting upgrade			(9,483)
	Studio accoustics			(1,336)
	<b>Capital balance</b>	<b>(4,824)</b>	<b>0</b>	<b>(16,017)</b>
	<b>CLOSING BALANCE</b>	<b>43,279</b>	<b>58,696</b>	<b>50,291</b>
	Provision (Note 1)	(12,000)	(16,000)	(20,000)
	Provision (Note 4)			(1,800)
		<b>31,279</b>	<b>42,696</b>	<b>28,491</b>

Note 2

Note 3

Note 1 Provision for future major maintenance and replacement £4000 per year.

(Allocation has been made for the last 5 years)

Note 2 19/20 figures represent 2 years costs for these items

Note 3 CAF Bank account has a small monthly fee, but provides full internet banking functionality

Note 4 A total of £1,800 returnable deposits are held at 31<sup>st</sup> March

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 CIO, have examined the records and accounts and find them to be a true and accurate record as presented by the Treasurer.

Signed  Date 27/4/2022

Mr D Gutteridge

Colney Heath Village Hall, a charitable incorporated organisation, Charity number 1182267 registered in England & Wales Registered address 54 Bullens Green Lane, Colney Heath, Herts AL4 0QS



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## Income and Expenditure for the Year ended March 2022

### Balances

<b>CAF Bank Account</b>	
Balance held in account 2020/2021	29,696.32
Income 2021/2022	37,271.00
Total	66,967.32
Less expenses	(45,813.17)
<b>Total balance in bank 31<sup>st</sup> March 2022</b>	<b>21,154.15</b>

<b>CAF 60 Day Savings Account</b>	
Balance held in account 2020/2021	29,000.00
Income 2021/2022	137.03
<b>Total balance in bank 31<sup>st</sup> March 2022</b>	<b>29,137.03</b>

<b>Total Assets</b>	
Balance held in CAF Account 31 <sup>st</sup> March 2022	21,154.15
Balance held in CAF Savings Account 31 <sup>st</sup> March 2022	29,137.03
<b>Total balance in bank 31<sup>st</sup> March 2022</b>	<b>50,291.18</b>

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