

Guilborough Village Hall Management Committee

Annual General Meeting

Chairman's Report for Year July 2020 - June 2021

The year ending June 2021 was another extra ordinary year, massively impacted by Covid19, and we were required to follow Government guidance. The hall was effectively closed over July and August, reopened with very limited use September to November, then closed again between December and mid-May. We then gradually reopened from mid-May 2021, in line with the Government guidance.

The impact on our income from lettings was huge, falling from around £13,300 for the year ending June 2019, to about £420 for the whole of the year to June 2021. Although we made every effort to reduce costs, particularly electricity and water charges, our running costs for the year were still around £2,940, of which around a third was the building insurance.

We were however extremely grateful for the grant aid support from Government, via Daventry District Council, which totalled £27,907.42 for our financial year.

The management committee decided to be cautious using these funds, given the future uncertainties, including potential further restrictions due to Covid. We have however offered a hire subsidy for groups wishing to use the hall to help them re-establish, and to new groups such as NIA dance.

Bookings and hall usage

As noted already, the hall was closed for much of the financial year, and during those periods it has been open, groups have been cautious about returning, and some, such as the art group, have ceased. However, on a more positive note, we have been pleased that the hall started to attract some new users, though by the end of the hall's financial year in June 2021, usage of the hall remained very light.

The hall is a member of Northants ACRE, and the advice of ACRE has been invaluable throughout the year. As Government Covid advice changed, ACRE provided weekly updated guidance for the hire of village halls and community centres, as well as templates for risk assessments, special hire conditions etc. Our membership, at a cost of £40 pa has been well worthwhile and the ACRE information has given us confidence to operate in rapidly changing circumstances.

We had one difficult booking, by Messy Play Northamptonshire. Although the trial booking had gone well in April 21, spilt paint on the main hall floor at a booking in June 21 resulted in significant damage, with a repair cost of around £2,600. After long consideration and several discussions with the insurers, it was decided to charge the hirer a proportion of the repair costs and meet the rest of the cost ourselves, with the work being done this August.

Management Committee and volunteers

We have an incredibly strong and positive Management Committee group, and we have welcomed Ally Phillips's and Emily Cheney's kind offers to get involved. I would like to note with grateful thanks all of their help, both in their "formal" roles and support to the wider running of the hall.

- Sue O'Neil, Chair and Treasurer
- Eve Wooldridge, Secretary, Trustee
- Mike Fulcher, Trustee
- Sue Needham, Bookings
- Richard Furnell, day-to-day hall checking and management
- Ally Phillips, hall improvements
- Emily Cheney, cleaning
- Richard Mumford, utilities and hall maintenance
- Paul Jacobs, hall management
- Pam Townsend, user group (GMADS)

David O'Neil is the primary link to the Parish Council and supports the hall as needed, e.g. in relation to internet connection, highways matters and the web site updating.

Village Hall Constitution matters

An issue which has caused concern for the trustees and Management Committee for several years is the fact that the hall's charity governing documents do not reflect the way in which the hall operates, or even its name. This has limited the ability to apply for external grant aid and causes confusion in relation to bank statements etc.

The hall became a charity in 1927 with its governing document reflecting how the hall (then just the Reading Room) was used and how it was managed. The charity reviewed its governance in 1964 and amended parts of the 1927 legal framework. The changes made in 1964 reflected the village at that time, and included specific roles on the Management Committee for groups such as the Mothers Union, WI, British Legion as well as the vicar, church wardens and Parish Council.

The governance issues were discussed with ACRE and they advised that the hall should seek formal legal advice in relation to updating, because of the complexities. This is now in hand.

Priorities for 2021-22

Our highest priority is to support users of the village hall to again feel confident to use the space as a social venue, whether this is for meetings, physical activity, crafts, dramatics, or parties. We will continue to use the Covid grant judiciously to ensure the long term survival of the village hall as well as supporting new/re-establishing groups and activities.

In terms of hall improvements, our primary focus for this year will be to consider how best to reduce our electricity costs, at the same time, improving our "carbon footprint". The age

and design of the hall means that there are no simple solutions for energy saving, so we may consider asking an expert for their advice on the most cost-effective options.

In relation to the governance issues, we hope to have a modernised legal structure in place well before the end of this financial year (ie. by end June).

Treasurer's Report for Year July 2020-June 2021

As we all know, the hall was impacted by Covid19 restrictions for all of the financial year July 2020 - June 2021. The hall was either closed or usage was restricted. This had a major impact on our hire income, down from pre-Covid levels of over £13,000 down to around £730 total – but of this, £312 was from the primary school for use of the village hall parking.

Our main expenses were: insurance (at around £992); maintenance costs (at around £948), electrical installation check (£504), and water / sewarge costs (at £260). Careful checks on the electricity meter showed that we had been overpaying in previous months, and we received a very useful rebate, giving us a net refund of nearly £171 for the year.

With Emily Cheney's volunteer efforts, supported by the others on the Management Committee, we reduced the cleaning costs dramatically, from nearly £1400 for the year 2019-2020 (and £1980 for 2018-19) down to materials only, at £67.

Our series of Covid grants from Government (via Daventry DC, then WNC) provided an income of £27,907.42. Some of this went directly towards supporting the on-going costs for the hall, but we have also used this to support the reestablishment of some groups, and new groups starting up.

The opening and closing balances for our accounts for the financial year 2020-2021 were:

Opening balance, 1 July 2020:	£29,580.58
Closing balance 30 June 2021:	£55,274.14

Sarah Harris, a member of Guilsborough Parish Council, kindly audited the year's accounts, and they will be submitted to the Charity Commission following the AGM.

The summary of the year's accounts is provided below.

Y/E 30TH JUNE 2021

INCOME	2021	2020
Amateur Dramatics		1412.50
Art Society		378.00
Bowls		910.00
Brownies	10.00	
Church		270.00
D Jenson - Pilates	100.00	380.00
Dance - Dando		1855.00
Donation		101.00
GPFA		132.00
Guiltsborough Primary School -Parking	312.50	
Knitting Group	112.00	
Ladies Friendly		17.50
Lorraine Blackall Pilates		160.00
Messy Play	60.01	
Monday Morning Meet		824.00
Natalie Carter Ballet		175.00
Nia Dance	20.00	
P Edmunds Pilates		80.00
Parish Council Mtg		80.00
Polling Station		160.00
Pre School		144.00
Private Hire		1094.00
Primary School PTA		40.00
Pytchley Hunt		93.00
Sale of tables		20.00
School Basketball		210.00
Sewing Bee	98.00	
Tai Chi		350.00
Interest on reserve account	16.71	83.67
Total Income	729.22	8969.67
Covid Grant Received	27907.42	0.00
	£28,636.64	£ 8,969.67

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Opening balance	29580.58
Income	£ 729.22
Covid Grant	£27,907.42
Expenditure	£ 2,943.08
Excess Expenditure over Income	-£ 2,213.86
Closing Balance	£55,274.14

Represented by	
Barclays Current Account	870.12
Reserve account	54424.02
Sharon Wendy Mayes pp 2020	-20
	£55,274.14

Notes :

Income from users down considerably due to closure as a result of Covid
Repayment of electricity overcharged from previous years plus reduction in usage during lockdown
Water charge renegotiated due to lockdown
The car park charge for the school includes 2020 and 2021 (2 years but at reduced charge),
Reduction in cleaning due to covid and a lack of use of the Hall but also done by volunteers
Electrical check is valid for 5 years
Health and safety was for new fire extinguishers

Y/E 30TH JUNE 2021

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Covid Grant Received	27907.42	0.00
	£ 28,636.64	£ 8,969.67

EXPENDITURE	2021	2020
Cleaning	67.02	1386
Electrical Check	504	
Electricity	-170.9	3151
Flowers	15	
Health and Safety	147.36	
Insurance	992.01	982.02
Maintenance	947.62	3367.14
Phone	60	75
Postage		7.5
Premises Licence	70	70
Subscriptions	40	40
Table purchase		50
Water	258.98	557.29
Website set up/domain	11.99	151.2
	£ 2,943.08	£ 11,857.15

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Excess Expenditure over Income	-£ 2,213.86
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Electrical check is valid for 5 years

Health and safety was for new fire extinguishers

Tai Chi		350.00
Interest on reserve account	16.71	83.67
	28636.64	£ 8,969.67

	£ 2,943.08

Opening balance	29580.58
Income	£ 28,636.64
Expenditure	£ 2,943.08
Excess Expenditure over Income	£ 25,693.56
Closing Balance	£55,274.14

Represented by	
Barclays Current Account	870.12
Reserve account	54424.02
Sharon Wendy Mayes pp 2020	-20
	£55,274.14

[illegible]

£ 9,837.15

	Data		prepaid from 2020
Accounts heading	Sum - Income	Sum - Expend	
Acre Sub		£ 40.00	
Art		£ 98.00	-98
Brownies	£ 10.00		
Cleaning		£ 53.52	
Covid Grant	£ 27,907.42		
Domain name		£ 11.99	
Dorte Jensen Pilates	£ 100.00		
Electrical Check		£ 504.00	
Electricity	£ 980.90	£ 810.00	
Flowers		£ 15.00	
Guilsborough Primary School	£ 312.50		
Health and Safety		£ 147.36	
Insurance		£ 992.01	
Knitting Group	£ 112.00		
Maintenance		£ 947.62	
Messy play	£ 60.01		
Nia Dance	£ 20.00		
Pemises Licence		£ 70.00	
Sewing Bee	£ 98.00		
Telephone		£ 60.00	
Water		£ 258.98	
Cleaning		£ 13.50	
Total Result	£ 29,600.83	£ 4,021.98	

Interest	16.71
Art refunded prepayment 2020	98
	£ 29,617.54

Opening	29580.58
Income	29617.54
Expenditure	3923.98
Excess Income Over Expenditure	25693.56
Closing Balance	£ 55,274.14
Represented by	
Barclays Current Account	870.12
GVH Reserve	54424.02
Sharon Wendy Mayes pp	-£ 20.00
	£ 55,274.14

Payer / Payee	Society / club / function
Daventry DC	Covid 19 grant
Reserve account	Covid 19 grant
Anglian Water dd	Utility - water
EON dd	Utility - Electricity
Sue Needham	Phone top up
Richard Furnell	Paint
Richard Furnell	Paint
Anglian Water dd	Utility - water
Sue Needham	Hand sanitiser
Sue Needham	Kitchen towel
Sue Needham	Hand gel, plastic Covid box, bin
Sue Needham	Phone top up
Smiths Fire	Fire extinguisher service
Smiths Fire	New fire extinguisher
Mike Fulcher	Ionos Domain name
EON dd	Utility - Electricity
Transfer	Transfer
Sue O'Neil	Vsafety GITD Fire Safety Notices
Victoria Parsons	Refund following closure of class
Anglian Water dd	Utility - water
EON dd	Utility - Electricity
Sue Needham	Phone top up
Sue O'Neil	Phone top up
Anglian Water dd	Utility - Water
Eve Wooldridge	Keysafe Supra C500
Guildsborough Primary School	Car park fee 09/19-03/20
EON dd	Utility - Electricity
Dorte Jenson	Pilates
Kay Howat	Sewing Bee
Transfer	Transfer
Cheryl Carson	Knitting group
Anglian Water dd	Utility - water
Kay Howat	Sewing Bee
Cheryl Carson	Knitting group
Dorte Jenson	Pilates
Sue O'Neil	Phone top up
Dorte Jenson	Pilates
Cheryl Carson	Knitting group
Guildsborough Brownies	Brownies
EON dd	Utility - Electricity
EON dd credit	EON dd credit
Sue Needham	Phone top up
Transfer	Transfer
DDC Gen YY3	Covid 19 grant
EON dd	Utility - Electricity

Transfer	Transfer
Sue O'Neil	Flowers for Gay Webster
Sue Needham	Phone top up
EON dd	Utility - Electricity
DDC Gen YY3	Covid 19 grant
EON dd	Utility - Electricity
Anglian Water dd	Utility - Water
DDC Gen YY3	Covid 19 grant
Transfer	Transfer
Sue Needham	Phone top up
Ingram Electrics Ltd	Electrical installation 5yr check
DDC Gen YY3	Covid 19 grant
Transfer	Transfer
Daventry DC	Premises Licence Fee
Northants Acre	Subscription
DDC Gen YY3	Covid 19 grant
Sue Needham	Phone top up
EON dd	Utility - Electricity
Catherine Darlow	Messy Play 17/04/22
Catherine Darlow	Messy Play 17/04/21
Allied Westminster	Insurance
Transfer	Transfer
Sue Needham	Phone top up
Sue Needham	Hand sanitiser, torch
EON	Utility - Electricity
C Day	Nia Dance 19/05/21
Anglian Water dd	Utility - Water
WNC Old DDC	Covid 19 grant
Sue Needham	Phone top up
Transfer	Transfer
Emily Cheney	Cleaning materials
EON	Utility - Electricity
C Darlow	Messy Play
Guilsborough Primary School	Car parking yr 20-21
David Kemp	Repointing
Transfer	Transfer
Sue Needham	Phone top up
Sue Needham	Bin liners
Sue Needham	Hand gel
EON	Utility - Electricity
Sue Needham	Batteries, cleaning products

Income		Expend	Balance
£	10,000.00		#VALUE!
		£ 10,000.00	#VALUE!
		£ 41.00	#VALUE!
		£ 140.00	#VALUE!
		£ 5.00	#VALUE!
		£ 44.24	#VALUE!
		£ 43.44	#VALUE!
		£ 41.00	#VALUE!
		£ 2.50	#VALUE!
		£ 1.39	#VALUE!
		£ 22.15	#VALUE!
		£ 5.00	#VALUE!
		£ 61.68	#VALUE!
		£ 60.00	#VALUE!
		£ 11.99	#VALUE!
		£ 140.00	#VALUE!
£	500.00		#VALUE!
		£ 25.68	#VALUE!
		£ 98.00	#VALUE!
		£ 41.00	#VALUE!
		£ 97.00	#VALUE!
		£ 5.00	#VALUE!
		£ 5.00	#VALUE!
		£ 41.00	#VALUE!
		£ 59.94	#VALUE!
£	187.50		#VALUE!
		£ 97.00	#VALUE!
£	50.00		#VALUE!
£	70.00		#VALUE!
£	500.00		#VALUE!
£	42.00		#VALUE!
		£ 15.60	#VALUE!
£	28.00		#VALUE!
£	56.00		#VALUE!
£	40.00		#VALUE!
		£ 5.00	#VALUE!
£	10.00		#VALUE!
£	14.00		#VALUE!
£	10.00		#VALUE!
		£ 84.00	#VALUE!
£	980.90		#VALUE!
		£ 5.00	#VALUE!
		£ 1,000.00	#VALUE!
£	1,334.00		#VALUE!
		£ 36.00	#VALUE!

	£	2,000.00	#VALUE!
	£	15.00	#VALUE!
	£	5.00	#VALUE!
	£	36.00	#VALUE!
£	6,001.00		#VALUE!
	£	36.00	#VALUE!
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	£	38.43	#VALUE!
£	238.21		#VALUE!
	£	5,000.00	#VALUE!
	£	5.00	#VALUE!
	£	504.00	#VALUE!
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£	2,096.00		#VALUE!
	£	1,500.00	#VALUE!
	£	70.00	#VALUE!
	£	40.00	#VALUE!
£	238.21		#VALUE!
	£	5.00	#VALUE!
	£	36.00	#VALUE!
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£	0.01		#VALUE!
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£	20.00		#VALUE!
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	£	992.01	#VALUE!
£	500.00		#VALUE!
	£	5.00	#VALUE!
	£	14.00	#VALUE!
	£	36.00	#VALUE!
£	20.00		#VALUE!
<hr/>			
	£	40.95	#VALUE!
£	8,000.00		#VALUE!
	£	5.00	#VALUE!
	£	8,000.00	#VALUE!
	£	13.50	#VALUE!
	£	36.00	#VALUE!
£	40.00		#VALUE!
£	125.00		#VALUE!
	£	800.00	#VALUE!
£	300.00		#VALUE!
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	£	5.00	#VALUE!
	£	3.50	#VALUE!
	£	5.98	#VALUE!
	£	36.00	#VALUE!
	£	4.00	#VALUE!
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Bank date	Bank ref	Notes	Accounts heading
07/06/2020	online		Covid Grant
07/08/2020	online		
07/16/2020	online		Water
07/21/2020	online		Electricity
08/04/2020	online		Telephone
08/04/2020	online		Maintenance
08/04/2020	online		Maintenance
08/16/2020	online		Water
08/17/2020	online		Cleaning
08/17/2020	online		Cleaning
08/17/2020	online		Cleaning
08/17/2020	online		Telephone
08/21/2020	online		Health and Safety
08/21/2020	online		Health and Safety
08/21/2020	online		Domain name
08/21/2020	online		Electricity
08/24/2020	online		
09/01/2020	online		Health and Safety
09/07/2020	online		Art
09/16/2020	online		Water
09/21/2020	online		Electricity
10/12/2020	online		Telephone
10/12/2020	online		Telephone
10/16/2020	online		Water
10/19/2020	online		Maintenance
10/20/2020	online		Guilsborough Primary School
10/21/2020	online		Electricity
10/27/2020	online		Dorte Jensen Pilates
10/27/2020	online		Sewing Bee
10/27/2020	online		
10/28/2020	online		Knitting Group
11/05/2020	online		Water
11/09/2020	online		Sewing Bee
11/09/2020	online		Knitting Group
11/09/2020	online		Dorte Jensen Pilates
11/12/2020	online		Telephone
11/18/2020	online		Dorte Jensen Pilates
11/18/2020	online		Knitting Group
11/19/2020	online		Brownies
11/23/2020	online		Electricity
12/07/2020	online		Electricity
12/15/2020	online		Telephone
12/15/2020	online		
12/15/2020	online		Covid Grant
12/21/2020	online		Electricity

01/03/2021 online	
01/11/2021 online	Flowers
01/19/2021 online	Telephone
01/21/2021 online	Electricity
01/22/2021 online	Covid Grant
01/22/2021 online	Electricity
<hr/>	
01/28/2021 online	Water
02/08/2021 online	Covid Grant
02/11/2021 online	
02/15/2021 online	Telephone
02/24/2021 online	Electrical Check
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03/01/2021 online	Covid Grant
03/02/2021 online	
03/02/2021 online	Pemises Licence
03/08/2021 online	Acre Sub
03/11/2021 online	Covid Grant
03/12/2021 online	Telephone
03/22/2021 online	Electricity
03/29/2021 online	Messy play
04/06/2021 PO Cash	Messy play
04/08/2021 online	Insurance
04/08/2021 online	
04/15/2021 online	Telephone
04/20/2021 online	Cleaning
04/21/2021 online	Electricity
04/27/2021 online	Nia Dance
<hr/>	
04/30/2021 online	Water
05/07/2021 online	Covid Grant
05/11/2021 online	Telephone
05/12/2021 online	
05/20/2021 online	Cleaning
05/21/2021 online	Electricity
05/24/2021 online	Messy Play
05/25/2021 online	Guilsborough Primary School
05/28/2021 online	Maintenance
05/28/2021 online	
<hr/>	
06/07/2021 online	Telephone
06/07/2021 online	Cleaning
06/07/2021 online	Cleaning
06/21/2021 online	Electricity
06/29/2021 online	Cleaning
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From: [Sarah Harris](#)
To: [Sue O"Neil](#)
Subject: Village Audit - June 2021
Date: 30 September 2021 11:32:41

Good Morning Sue,

I am pleased to confirm that I have now completed the audit for The Village Hall Accounts.
All appears to be in good order.

Kind Regards

Sarah C Harris