

# HOLBEACH WOMEN'S INSTITUTE HALL COMMITTEE

Charity No: 217634

## ANNUAL REPORT 31 DECEMBER 2021

Joint report by the Chairwoman and the Treasurer

SUBJECT	COMMENT
<b>MANAGEMENT COMMITTEE MEMBERS AT 31 DECEMBER 2021</b>	Alison Richardson – Chairwoman Pam Richardson – Treasurer Kathy Lewis – Secretary Linda Hubbard Sharon Tinkler
<b>Resignations since 31 December 2020</b>	Carol Simpson, Sandra Toyne, Jean Dewhirst
<b>New Members since 31 December 2020</b>	Pam Richardson, Kathy Lewis, Sharon Tinkler
<b>CUSTODIAL TRUSTEES AT 31 DECEMBER 2021</b>	Pat Mears, John Martin
<b>Resignations since 31 December 2020</b>	Shirley Wilson, Gill Corby
<b>New Members since 31 December 2020</b>	None
<b>GOVERNANCE</b>	<ul style="list-style-type: none"><li>• The Committees Constitution and Risk Assessment</li><li>• Government Acts and Regulations</li></ul>
<b>OUTSIDE INFLUENCES</b>	No guidance has been sought from elsewhere.  No funds are held for anyone other than the Holbeach Woman's Institute Hall.
<b>EXTERNAL BODIES NOMINATING TRUSTEES</b>	None

SUBJECT	COMMENT
<b>COMMITTEE POLICIES</b>	Reserve Policy (2021) Covid Policy (reviewed 2021) Equal Opportunities Policy Vulnerable Adults Policy Safeguarding Children Policy
<b>INDUCTION FOR NEW TRUSTEES</b>	<ul style="list-style-type: none"> <li>• Word of mouth/ information passed on from existing trustees</li> <li>• Recommended Reading</li> <li>• Information sheet to be produced</li> </ul>
<b>MANAGEMENT COMMITTEE OBJECTIVES</b>	To raise sufficient funds to maintain and upkeep the hall situated at 24 Park Road, Holbeach as a meeting room for the WI in particular, and as a Community Hall for other groups and individuals in the District.
<b>ACTIVITIES UNDERTAKEN</b>	<ul style="list-style-type: none"> <li>• Hiring out the Hall to local groups and individuals</li> <li>• Meeting of the Hall Committee and of the Holbeach W.I.</li> <li>• Listed with Emergency Support Centre as a Rest Room if required in the instance of a local emergency</li> </ul>
<b>REVIEW OF 2021 ACTIVITIES</b>	<p>Unfortunately due to the Covid-19 restrictions, it was not possible to let the hall for the period 1 January to 17 May 2021. This led to a significant shortfall in the hall's regular income, together with the lack of opportunity to fund raise. Some of the regular user groups failed to return when the covid-19 restrictions were lifted.</p> <p>The Committee's generated income was therefore greatly reduced.</p> <p>The public remained cautious throughout the summer and foot fall at fund raising events was disappointing.</p> <p>The Christmas Bingo was by far the best fundraising event, with most prizes donated by local companies, we raised over £1,000 on the day.</p> <p>December again saw events cancelled due to Covid-19.</p> <p>The only expenses incurred in respect of cancelled event was printing and paper.</p>

SUBJECT	COMMENT
<b>ACHIEVEMENTS AND PERFORMANCE</b>	<ul style="list-style-type: none"> <li>• Letting income down due to Covid-19</li> <li>• New regular user groups signed up</li> <li>• Local Restrictions Support Grant and Restart Grant – successfully applied for</li> <li>• Setting up of a donation/book table from November 2021- raising a steady income which goes towards funding prizes for events. £175.47 was raised between November and 31 December 2021.</li> <li>• Linking the Halls fundraising to the Easy Funding raising site on the internet. Small donations adding up £54.31</li> <li>• All fund raising events showed a profit</li> </ul>
<b>FINANCIAL REVIEW :</b>  <div>2021 Income</div> <div>2021 Expenditure</div> <div>Performance</div>	<ul style="list-style-type: none"> <li>• Far exceeded expectations due to Grant monies received</li> <li>• Fund raising totalled a nett income of £1,603.04</li> <li>• £1,000 donation received from local charity</li> <li>• Budget revised before every formal meeting</li> <li>• All expenditure remained within budget</li> <li>• Major necessary expenditure includes replacement of one set of fire doors</li> <li>• Purchase of 2 sets of chairs and vertical trolleys' together with 2 trolleys for use with existing tables possible due to the income from the bingo and the charity donation</li> <li>• Earmarked Reserve fund established</li> </ul> <p>The Halls Bank Balance at 31 December 2021 was <b>£32,086.26</b> an increase of 207.51% on the halls bank balance at 31 December 2020 which was £15,462.76</p>
<b>MAJOR RISKS</b>	<p>Main risks</p> <ul style="list-style-type: none"> <li>• Further closure due to the return of Covid, or similar pandemic</li> <li>• The need to close the building for safety/maintenance reasons</li> <li>• Dissolvent of the Committee</li> </ul> <p><i>The establishment of the Reserve fund will help mitigate these risks.</i></p>

<b>CLOSING STATEMENT</b>	<ul style="list-style-type: none"><li>• The Management Trustees have complied with their duties in ensuring funds have been raised to adequately cover the expenditure incurred in the repair maintenance and running of the hall</li><li>• The Management team have also, to the best of their ability, obtained best value for money on all expenditure incurred</li><li>• The establishment of a donation table with monies going a prize fund ensures that all of the halls regular income is used for the hall and none is put at risk</li><li>• The support of the Management Committee, Custodial Committee, user groups and members of the public throughout the year is greatly appreciated</li></ul>
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# Hollbeck W.L. Hall Account

Receipts and Payments account for the year ending 31<sup>st</sup> December 2021

Receipts	2020	2021
Credit		10,029.96
Lettings	5,831.00	4,512.00
Fund raising	280.79	1,885.00
Insurance	1,218.10	
Donations	10,000.00	1,000.00
Sale of equipment		671.87
Less Cash In Hand		5.00
	<u>17,329.89</u>	<u>22,241.13</u>

Payments	2020	2021
Caretaker	1,104.00	1,798.76
Booking Clerk	520.00	671.79
Utilities	3,773.77	1,903.27
Insurance	2,382.17	
Fixtures	462.66	4,487.57
Repairs and Services	4,362.83	1,376.87
Equipment	95.52	
Summes	<u>339.65</u>	<u>277.79</u>
	<u>13,064.63</u>	<u>11,529.05</u>
	4,265.26	17,267.17

## Bank Reconciliation

Opening balance	10,029.96	15,482.76
Excess income	4,265.26	17,267.17
Cheque(s) unrepresented	1,187.54	523.87
Less cheque from previous year		<u>1,187.54</u>
	<u>15,482.76</u>	<u>32,005.26</u>

This statement of income and Expenditure has been prepared and checked by me from the documents supplied and is a true representation of those documents.

Signed

Jan Hoarey

Date: 4<sup>th</sup> September 2022