

# **South Luffenham Village Hall**

## **Annual General Meeting Report – April 2021**

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### **Coronavirus Restrictions**

Given the ongoing Coronavirus restrictions the Management Committee for South Luffenham Village Hall has decided, in line with Charity Commission guidance that it is not appropriate to hold a physical Annual General Meeting (AGM) this year. Instead, the Management Committee has produced this report to be circulated for information to residents of the Parish via the village newsletter and on the village website, and invites any comments or questions to be sent by email to [southluffenhamvillagehall@gmail.com](mailto:southluffenhamvillagehall@gmail.com).

The village hall financial year runs from 1 April to 31 March each year and an AGM is usually held in April each year to present the accounts, confirm the election of the committee and update the village on key activities throughout the previous year. The report therefore covers the period from 1 April 2020 to 31 March 2021.

### **Chairperson's Report**

It very much has been a year of standing still yet moving forward at the Village Hall.

After the good start made on the renovations over the summer of 2019 we were planning a year of fundraising efforts to enable the next phase of work to take place. These plans were halted due to the pandemic and efforts turned instead to making grant applications and waiting to see how the year would unfold.

We were incredibly fortunate to have secured funding during 2020 from The Augean Community Fund for the new roof with insulation which enabled us to remove the false ceiling to expose the beams and make preparations for the next phase of remodelling. We have had a full fibre connection installed as part of the Digital Rutland scheme which means we will have Wi-Fi available for users and to allow us in the future to run events and activities using the internet. We were again successful in obtaining additional grants from The Augean Community Fund and Action with Communities in Rural England (ACRE) who operate a scheme under delegated authority from the Department of Environment, Food and Rural Affairs (DEFRA). The grants were contracted in early 2021 for work which is currently taking place to relocate the kitchen and toilets and remove the internal dividing wall. A new heating system will be installed, the hall will be fully rewired, redecorated and have new curtains and lighting. We also received a grant from South Luffenham Parish Council (as reported last year) which will enable us to replace the path at the side of the hall and that funded some outside storage. Overall, this means by the time we are able to reopen in May, albeit at 50% capacity, we will have a much improved village facility and when further restrictions lift later in the year we will be running full steam ahead. This will leave only the last phase of improvements we would like to make to the hall which is to remove the old lean-to kitchen, improve the patio area and reposition the 'main' entrance facing the parish field and we are still aiming to complete all work by September 2022 when the hall will have been on site for 100 years.

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With the restrictions throughout the year unfortunately all regular lettings ceased in March 2020 but the hope is, with ways to live with the Covid limitations and the improvements to the hall itself, we will attract back our regular users and also be able to facilitate more activities to offer more to the community, young and old. Already the “library”, which is temporarily situated at The Boot, has been well supported and will return to the hall in May. The village hall survey, completed in 2019, will help inform events but we are always open to new suggestions of uses for the hall that will benefit the local community and further afield too.

Due to the resignation of Carolyn Welch we welcome Pat Bellamy and Roger Banks as 2 new Holding Trustees and Duncan Harris who is joining the management committee following the resignation of Angela Elder. We thank both Carolyn and Angela for their contribution to the running of the hall.

This last year has shown us we cannot afford to lose the village hall as its importance in the village will be demonstrated more than ever going forward, providing a community space and focal point as we start to be able to meet and socialise together again. We thank the village for the support it has shown so far and will continue to do so moving through 2021.

**Tracy Steward**

Chair of the South Luffenham Management Committee

15 April 2021

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### Treasurer's Report

The financial position of the South Luffenham Village Hall over the last year is set out in summary below:

	Year ended 31 March 2021 £	Year ended 31 March 2020 £
<b>Income Statement for South Luffenham Village Hall</b>		
Income from Events and Fund Raising	334.42	4,765.35
Income from Grants	59,531.10	4,050.00
Income from Lettings and Operations	335.98	3,317.20
<b>Total Income for the Year</b>	<b>60,201.50</b>	<b>12,132.55</b>
Cost of Events and Fundraising	0.00	1,730.68
Equipment and Resources Purchased	3,260.84	0.00
Restoration and Maintenance of the Hall	64,741.00	4,860.41
Operational Running Costs	2,678.30	3,402.14
<b>Total Costs for the Year</b>	<b>70,680.14</b>	<b>9,993.23</b>
<b>Net (Outflow)/Surplus for the Year</b>	<b>(10,478.64)</b>	<b>2,139.32</b>

  

	At at 31 March 2021 £	As at 31 March 2020 £
<b>Balance Sheet for South Luffenham Village Hall</b>		
Total Assets	11,265.54	22,800.22
Total Liabilities	365.77	1,421.81
<b>Net Assets</b>	<b>10,899.77</b>	<b>21,378.41</b>

The accounts for the year have been reviewed by an Independent Financial Examiner, Mr S Craig. The accounts for the year ended 31 March 2021 were signed off as a true and fair account on 13 April 2021.

The Village Hall has operated through the year with a net outflow of £10,478.64. Due to Covid-19 restrictions, income from lettings and operations has been significantly reduced this year and at £335.98 is significantly below the operational running costs of the hall of £2,678.30. However, the primary driver for the net outflow in the year has been the ongoing restoration work where we have incurred costs for adding the new roof and made the initial stage payment for the internal remodelling work currently underway.

Despite restrictions, we continued to receive donations from people in the village and generated income from the library (now temporarily relocated in The Boot). We joined the Charities Aid Foundation (CAF) online donation service in the year and are now able to receive online donations and reclaim gift aid on eligible donations. In total we raised £334.42 from donations and fund raising in the year.

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Last year we received grant income from Rutland County Council under their Healthy Rutland Grant Scheme which we used in the year to purchase children's tables and chairs and play equipment for use within the hall. We have further funds to spend under this grant to purchase crockery for the new kitchen which was delayed due to the Covid-19 restrictions. The grant awarded by South Luffenham Parish Council at the end of last year has been received in the year and used to purchase outside storage with the remaining funds contributing towards the cost of a new path along the side of the hall between Hall Lane and the Parish field that will be installed in April 2021. The total cost of new equipment and storage purchased in the year amounted to £3,260.84.

Included in the restoration and maintenance costs are the total cost of the new hall roof completed in December 2020 and the initial payments made towards the internal remodelling of the hall that commenced at the end of March 2021 and will be completed during April and early May 2021. The total cost of all refurbishment work in the year amounted to £64,741. The refurbishment work has been funded in the year by grant income and from reserves built up over recent years, largely from various fund raising events.

Total grant income received amounted to £59,531.10 in the year from funding from three sources as follows: South Luffenham Parish Council as noted above, The Augean Community Fund and from Covid-19 support funding provided by the UK government via Rutland County Council. Most village halls across England have been eligible for Covid-19 support payments given the forced closure or restricted use that has been imposed at various points during the last year. The Covid-19 support has allowed us to continue our refurbishment plans offsetting the reduction in letting income and fund raising activity.

In 2021 we will continue to invest in the refurbishment of the hall and will complete the work currently underway by May 2021 with further funding that has been secured from The Augean Community Fund. We also expect to receive further government Covid-19 support and hope to recommence lettings and events in the hall later this year. We continue to target September 2022 to complete our improvements.

As a consequence of the outflow for the year, the Net Assets available to support village hall activities amount to £10,899.77 at 31 March 2021. It is the policy of the Management Committee to reserve approximately £8-10,000 for emergencies and to fund the operating activity of the hall throughout the year. Other funds as they are received will be used to invest in the ongoing refurbishment programme as necessary.

**Jason Steward**

Treasurer of the South Luffenham Management Committee

15 April 2020

# **South Luffenham Village Hall**

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### **Election of Management Committee**

As noted at the start of this report we do not intend to hold a physical meeting for the AGM this year due to the ongoing Covid-19 restrictions.

A notice was sent out in the village newsletter on 1 March 2021 asking for anyone interested in joining the management committee to come forward. Angela Elder resigned from the management committee on 15 February 2021 and we thank Angela for her support over the last two years. As a consequence of the newsletter request, Duncan Harris put himself forward to join the committee as a general member. All other existing management committee members have expressed their desire to continue to serve on the committee and therefore, together with Duncan, are all duly elected to serve for the next year.

The Management Committee members are therefore as follows:

Tracy Steward	Chair
Kate Humphries	Secretary
Jason Steward	Treasurer
Carole Pearce-Smith	General Member
Tim Smith	General Member
Jackey Barney	General Member
Duncan Harris	General Member
Simon Fisher	General Member

### **Questions and Comments from residents of the Parish of South Luffenham**

In these unusual circumstances, given it has not been possible to hold an Annual General Meeting in the village hall as we would normally, we would like to invite anyone who resides in the parish to send any comments or questions they may have concerning this report to [southluffenhamvillagehall@gmail.com](mailto:southluffenhamvillagehall@gmail.com) by 30 April 2021.

It is a formal requirement normally at an Annual General Meeting to vote to adopt the accounts for the year and our constitution requires 6 members of the parish to vote in order to be quorate. The Management Committee, all of whom reside in the village, have voted electronically to adopt the accounts for the year and they will be submitted as normal to the Charity Commission. If anyone in the parish objects to the accounts being adopted in this way, please email [southluffenhamvillagehall@gmail.com](mailto:southluffenhamvillagehall@gmail.com) stating your reason why by 30 April 2021.

If any residents of the parish would like to join the Management Committee they would usually have had the opportunity to express their interest in standing for election before or during the AGM. Therefore, if anyone is interested in joining the Management Committee please email [southluffenhamvillagehall@gmail.com](mailto:southluffenhamvillagehall@gmail.com) stating your interest by 30 April 2021.

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This report has been produced by the Management Committee of the South Luffenham Village Hall on 15 April 2020 and distributed electronically to residents via the village newsletter and put on the village website and Village Hall Facebook page.

<b>Income Statement for South Luffenham Village Hall</b>	<b>Year ended 31</b>	<b>Year ended 31</b>
	<b>March 2021</b>	<b>March 2020</b>
	<b>£</b>	<b>£</b>
Income from Events and Fund Raising	334.42	4,765.35
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<b>Balance Sheet for South Luffenham Village Hall</b>	<b>At at 31</b>	<b>As at 31</b>
	<b>March 2021</b>	<b>March 2020</b>
	<b>£</b>	<b>£</b>
Total Assets	11,265.54	22,800.22
Total Liabilities	365.77	1,421.81
<b>Net Assets</b>	<b>10,899.77</b>	<b>21,378.41</b>

The accounts for the year have been reviewed by an Independent Financial Examiner, Mr S Craig. The accounts for the year ended 31 March 2021 were signed off as a true and fair account on 13 April 2021.

**South Luffenham Village Hall Income Statement for the Year ended 31 March 2021**

Description	Total	Rutland Heathy Living Grant	South Luffenham Parish	Augean Community Fund Grant -	Augean Community Fund Grant -	Restoration Work	Covid Support Grant	Fund Raising	Operational
Lettings	67.00								67.00
Interest Received	14.37								14.37
100 Club	0.00								
Donations	334.42							334.42	
Theatre Events	0.00								
Special Events	0.00								
Raffle Income	0.00								
Bar Income	129.87								129.87
Grant income	59,531.10		3,132.10	36,468.00			19,931.00		
Other Income	124.74								124.74
<b>Total Sales:</b>	<b>60,201.50</b>	<b>0.00</b>	<b>3,132.10</b>	<b>36,468.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,931.00</b>	<b>334.42</b>	<b>335.98</b>
Catering Costs	0.00								
Bar Costs	142.13								142.13
Performance Costs	0.00								
Licenses	222.09								222.09
Cleaning Costs	124.61								124.61
Equipment Maintenance	368.34								368.34
Equipment Purchases (Non-Capital)	3,274.81	2,593.89	666.95						13.97
Insurance Costs	771.72								771.72
Professional Fees	0.00								
Building Maintenance and Refurbishment	64,831.70			40,756.00	23,685.00	300.00			90.70
Entertainment Costs	0.00								
Garden Maintenance	12.00								12.00
Electricity	660.20								660.20
Water	136.65								136.65
Stationery	0.00								
Repairs & Renewals	0.00								
Advertising	111.60								111.60
Sundry Expenses	24.29								24.29
<b>Total Expenses:</b>	<b>70,680.14</b>	<b>2,593.89</b>	<b>666.95</b>	<b>40,756.00</b>	<b>23,685.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,678.30</b>
<b>Net Profit:</b>	<b>(10,478.64)</b>	<b>(2,593.89)</b>	<b>2,465.15</b>	<b>(4,288.00)</b>	<b>(23,685.00)</b>	<b>(300.00)</b>	<b>19,931.00</b>	<b>334.42</b>	<b>(2,342.32)</b>



**SOUTH LUFFENHAM VILLAGE HALL**  
**ACCOUNTING YEAR 1<sup>ST</sup> APRIL 2020 TO 31<sup>ST</sup> MARCH 2021**

**NOTES ON AUDIT CARRIED OUT BY S CRAIG – INDEPENDENT FINANCIAL EXAMINER**

**1 The following assumptions have been made:-**

- a) That there are no inventory items to be depreciated.
- b) That there are no Accounting Policies annually reviewed by the Committee

**2 Audit Checks**

- a) \* Bar Stock of £281 in secure garage.
- b) The current account bank statement at 31<sup>st</sup> March 2021 was £8625.69
- c) The NS&I savings account statement at 31<sup>st</sup> March 2021 was £1904.70
- d) The Petty Cash amounted to £309.84

\* a) unable to carry out physical checks due to Covid 19 restrictions.

**3 Declaration**

I declare that this is a true and fair account of the South Luffenham Village Hall annual accounting year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

INDEPENDENT FINANCIAL EXAMINER

S CRAIG, 21 Pinfold Lane, South Luffenham



DATE

13 - 4 - 21