

Minutes of Roydon Village Hall Management Committee
Annual General Meeting Monday 2nd March 2020
Roydon Village Hall, Harlow Road, Roydon at 8.00pm

Meeting was attended by: John Murray, Richard d'Souza, Ian Greig, Lesley Jennings, Helen Reynolds, Andrew Whybrow, Heather Nicholas, Nicola Wilkinson, Jan Sparkes, Pat Greenhill (Chairman), Allan Storrar, Chris Brookes, Geoff Mason, Anne Bees and Jackie Clark (Secretary).

1. *Apologies for Absence:* Apologies received from John Sweeting and Tracy Byrne.
2. *Minutes of 2019 AGM:* Pat Greenhill welcomed everyone to the 2020 AGM and Jackie Clark read the minutes from AGM held on 4th March 2019.
3. *Acceptance and Adoption of Minutes 4th March 2019:* Agreed as a true reflection. Unanimous Proposed Chris Brookes, seconded Nicola Wilkinson.
4. *Chairman's Report:* Pat Greenhill's read the Chairman's report – see attached. Chairman's report unanimous proposed by Allan Storrar, seconded by Helen Reynolds.
5. *Treasurer's Report:* John Murray distributed his 12th and final set of accounts. He then read his report - see attached. Thank you to John for all your work over the past year's as always they are easy to read and understand. Pat Greenhill asked if there were any questions. Geoff Mason queried whether due to the current corona virus the value of the investments could go down. Andrew Whybrow replied - yes it was. Geoff Mason clarified that £12,756.78 for Repairs and maintenance was actually £8,200 for current building work and £4,600 for repairs and maintenance. John Murray confirmed this was the case. Geoff Mason commented that the fund raising efforts were very good although the risk re outlay was higher for the Barn Dance due to the amount spent on the band but it was very good for bringing the community together.
6. *Acceptance and adoption of Treasurer's Report:* Treasurer's report: . Unanimous proposed by Nicola Wilkinson, seconded by Lesley Jennings.
7. *Vote of Thanks to Geoff Mason for reviewing the accounts* – Unanimous. Proposed Ian Greig, Seconded Helen Reynolds.
8. *Election of Hon Treasurer:* John Murray said he has moved away so is now retiring. Andrew Whybrow was proposed by Pat Greenhill, seconded by Chris Brookes. No other nominations - agreed unanimously, no objections. Andrew Whybrow elected as Treasurer.
9. *Election of committee members:* Andrew Whybrow, Richard d'Souza, Ian Greig, Lesley Jennings, Anne Bees and Helen Reynolds. Proposed by Chris Brookes, seconded Nicola Wilkinson. All elected en bloc.
10. *Vote of thanks:* Pat Greenhill thanked all the committee as without them the Hall would not be able to operate. Thank you to John Murray and John Sweeting who were not re standing.
11. *Any other business:* Affiliated groups receive a discount on their rent. Jan Sparkes will ask if afternoon Badminton can put forward a representative.

Geoff Mason congratulated Pat Greenhill on her well deserved BEM.

Thank you to all who attended the meeting – closed at 8.25pm

Next AGM Monday 1st March 2021. NB due to Covid 19 postponed to 7th June 2021

Roydon Village Hall

(registered charity number 227643)

Annual General Meeting – 7 June 2021

Report of Chairman, Pat Greenhill

Roydon Village Hall is registered with the Charity Commission for England and Wales. The property, in Harlow Road, and sundry assets of the charity are held to the ownership of Roydon Parish Council which is the custodial trustee.

The Roydon Village Hall Management Committee is the managing trustee of the charity.

Up to eight residents of Roydon Parish who are over 18 years are elected at the annual general meeting to serve on the committee. At the 2020 AGM the following were elected:

- Andrew Whybrow
- Richard d'Souza
- Ian Greig
- Lesley Jennings
- Helen Reynolds
- Anne Bees

Nominated representatives of the user groups and organisations to serve on the committee were:

- Miss Nicola Wilkinson (The Roydon Society)
- Mrs Jackie Clark (Roydon Pre-School)
- Mrs Janice Sparkes (Evening Badminton)
- Mrs Pat Greenhill (St Peter's Church)
- Allan Storrar (West Essex Model Trucks) formerly RIMFC
- Chris Brookes Short Mat Bowls
- Heather Nicholas (Parish Council rep)
- Tracy Byrne (FORSA)

Andrew Whybrow was elected as Treasurer and Jackie Clark as Secretary.

My thanks go to them for taking on these posts.

I was re-elected as Chairman.

During this year we have elected a Bookings Secretary Anne Bees.

The committee meets bimonthly on the first Monday of January, March, May, July, September and November.

We are now on Epping Forest Council's list as an emergency hall.

Many of our regular bookings have been unable to meet because of the Covid 19 Pandemic, but we have been fortunate that we have received Grants from Epping Forest and Charles French Charitable Trust... and this has meant that financially we are solvent.

Preschool was able to return at the beginning of June with the relevant Covid restrictions (less children) and this meant we had some welcome income from them.

I am very grateful to Andrew Whybrow who has kept us updated with all the closures that we have had to comply to and has applied to various bodies for Grants to help us at this time when we have had no income. This has caused a lot of extra work for him and Anne has still had to cope with many emails with people hoping to get bookings.

Ian Greig and Geoff Preston put in a lot of work to cause allow us to have a Virtual Art Exhibition and this gave us extra income, I convey my thanks to them, (they have another Virtual exhibition now for this year)

Our regular booking are still Preschool, Short mat Bowls, Badminton , Ukulele and Guitar tuition, West Essex model trucks and various exercise and dance classes and the Village Market all of which could do with more helpers/members. Thanks to all those who run and attend them. Helen is continuing to take on a major role for the running of the Village market (when it is permissible – again causing lots of extra work manning it and advertising it, but it has proved successful, my thanks go to Jackie and Andrew who have helped with assembling everything to make it Covid safe. The market has now become a monthly booking for the Hall (and outside) , with regular stallholders who now have regular village customers. This year the times for the Market have changed slightly to opening at 9.30 and finishing at 13.00. We were unable to have refreshments during this time.

During the time we have had to close, some essential decorating etc has been done including putting a low-level hand basin in the ladies and the building of extension to the store room.

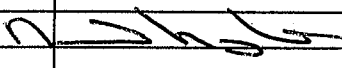
The finances of the Hall can be seen on another report and Andrew will explain it.

I would like to say a big thank you to Andrew Whybrow for dealing with our finances and to Jackie Clark, for both admin and practical help. And indeed to all committee members for their support, and lastly to Mieke de Ronde who has continued to clean the hall excellently and brings to our notice repairs that need attention.

This year we welcome Andrew Whybrow as our Treasurer and with a change of Bank we are now able to do on-line banking, and Anne Bees who has a taking over hall Bookings and this may also become an on-line system.

We must not forget that the Village Hall is a registered Charity and we must abide by the Charity Commission rules.

Pat Greenhill
19/05/2021

Assets		31st December 2020		31st December 2019
	Cash	£18.37		£497.20
	Unity Trust Bank	£23450.15		£0.00
	HSBC	£1187.04		£4153.47
	CCLA Units	£20670.62		£19466.65
	CCLA Deposit	£0.00		£27416.60
	United Trust Bank	£0.00		£24323.22
	Total	£45326.18		£75857.14
Treasurer				

The Village Hall has some fixed assets of nominal value, comprising tables, chairs, kitchen equipment etc

The Hall building & land are held by Roydon Parish Council as Custodian Trustee of the Charity

Reserves Policy - Much of the building is of pre war timber construction. It is therefore prudent to keep in reserve a reasonable sum of money to ensure that there are adequate funds immediately available to enable repair & restoration work to be undertaken as rapidly as possible & therefore safeguard the continuity of income & provision of service



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Roydon Village Hall

**On accounts for the year
ended**

31st December 2020

**Charity no
(if any)**

227643

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

David Mason

Date:

12 Feb 2021

Name:

David Geoffrey Mason

**Relevant professional
qualification(s) or body
(if any):**

MBIM

Address:

Ivy Cottage Tylers Road

Roydon Harlow

Essex CM19 5LJ

Give here brief details of any items that the examiner wishes to disclose.

[illegible]

Roydon Village Hall - Treasurer's Report for the Year 2020

John Murray passed me the “baton” at the AGM that was held in March 2020. Firstly can I express my thanks to John for his sterling efforts over many years.

2020 can only be described as a difficult year for everybody in all walks of life. Coronavirus took over all our lives & has had a major effect on the operations of the Hall, but I think I am safe to say the Village Hall has come through the ordeal in a decent shape.

I will only comment here on financial matters.

Taking over as Treasurer meant changing mandates on our Bank & Savings Accounts (that is no easy task). After consultation with Trustees it was decided that we would move our Banking to Unity Trust Bank to enable the Hall to take advantage of Internet Banking for debits and credits to the account. The account has been set up on any two to sign basis with Pat Greenhill, Jackie Clark, Nicola Wilkinson & myself as signatories. I would consider the move very successful because during the various lockdowns the number of the visits I had to make to the Bank to pay cash and cheques in was very limited. In fact during 2020 we have issued no cheques & all payments/refunds have been made by online Banking.

It is impossible to compare 2020 to 2019 in financial terms because of the amount of time the Hall had to remain closed or operated on a restrictive basis. However I will highlight certain things :-

1. The front extension was built during the initial lockdown in March & the total spending in 2020 amounted to £52782.
2. We allocated £319.44 as costs for reopening post lockdown, this was for signage, hand sanitiser etc.
3. Cleaning costs were obviously reduced because of lockdown.
4. Business Rates were suspended with effect from April 2020 & Epping Forest Council have advised there will be no liability in 2021.
5. Overall income reduced by just under £4250 compared to 2019, however we applied for a Grant from the Charles S French Charitable Trust to assist with the extension costs (we were granted £3000). We were given a Grant of £10000 by the Dept of Business, Energy & Industrial Strategy as part of the Government's assistance scheme for small businesses in April 2020 & I applied for a Grant under the Additional Restrictions Scheme also run by BEIS for £2000 & this was successful. Both Grants were paid for & administered by Epping Forest Council.
6. Roydon preschool continued to support us during 2020 & they were in a position to “pay a holding rent” during the periods they were unable to open. Thanks to Jackie Clark & her team.
7. We discussed in the spring about adjusting our charges to ensure they were transparent. Events overtook the implementation of that, but I will revisit with a view to proposing changes to the hire charge structure to be implemented after the AGM in 2022.

8. The value of the units we hold with CCLA Investment Managers increased by just over £1200 in 2020 (that was a pleasant surprise after the downturn in the Stock Market in the early/middle part of 2020).
9. You will see from the Accounts that our Deposit Accounts with CCLA & United Trust Bank were closed during the year, the funds were used to cover the majority of the cost of the extension.
10. We still hold our Account with HSBC, it has been mostly dormant in 2020 & the intention now is to close this & transfer the funds to the Unity Trust Account.
11. With interest rates at all time low, the funds in the Savings Account with Unity Trust have attracted 0% since the summer of 2020. I did investigate other alternatives but the nominal return would not outweigh the time spent setting up an alternative.

What does 2021 bring?

With lockdown easing & groups returning to the Hall our levels of income will increase during 2021. Private Hire will not commence until October 2021 & at the same time Village Social Events should be able to commence (Art Show, Quiz).

I have prepared a Budget for 2021 which was circulated by Jackie in May with an update for the period to 30th April 2021. In the autumn I will complete a Budget projection for 2022 & that will enable us to plan for improvements/repairs in 2022 with a firm knowledge of what funds are available to finance them.