

Townsend Memorial Hall Management Committee

Annual General Meeting 5th July 2022

CHAIR OF TRUSTEES REPORT - till 31-12-2021

The hall has continued to recover post Covid, when we were shut for well over 15 months with very little income, we did benefit from the continued income from our cottage and also we received substantial Government Covid grants which you will see has boosted the amount of income substantially, and our lettings income has started to recover, albeit slowly

Our user groups have continued to return, and we have some new ones and lost a few others, but all in all we are in a reasonably stable position. We do however need to ensure that bookings continue to stay stable or even rise as the hall is still only utilised for about 45% of its hireable time, especially in the daytime we are hardly used at all, only by the Art group and our regular Tuesday Teas, we would welcome more use from any type of organisation that could use our facility, especially if its for any benefit to the community

We have tried to keep our charges to a reasonable level, not only having to absorb increasing utility costs, however we may need further increases should these costs spiral as the hall cannot afford to continually absorb them. Fortunately, we are in a decent position where we secured a 3 year deal on electric and gas, at a fixed rate, so we don't have any unexpected price rises during the year.

We recruited a new caretaker last year, but he left us to take up a new full-time position after 6 months and we then recruited yet again, however this has not worked

out and she also left us last month. Following these events, we decided to make some significant changes to how manage this function. We have decided that we can for the time being not have a fulltime caretaker and as part of this we have issued all our regular hirers with a hall key, therefore enabling them to let themselves in and lock up, also we have now employed a young Ukrainian lady as our cleaner and she is settling in well and doing a good job for us.

Things will always be changing for us, as with most voluntary organisations people's time is at a premium and there is always that moment when those who have dedicated time to the hall decide to call it a day, this year is no exception and sadly, we lost firstly Gillian our bookings officer and also I have to announce that Julia Boyd our Secretary for 6/7 years has decided her time has come to retire.

Julia has been an excellent Secretary for us and helped greatly with the transformation over the years, we shall miss her very much.

With this all-in mind means we are therefore in need of additional trustees to come in and work with us to undertake the Secretary role and the Bookings coordinator role, as well as elected trustees x 4, who can commit to a few hours per month to help us run the hall.

On the financial front we have just recently settled our Covid loss of income claim with our insurers which has resulted in a pay out of just under £4000. This has been nearly a two year battle to get the settlement sum, which at times has been very frustrating also we've

been very fortunate to receive substantial Government Covid Grants which have been really useful for us. The current ideas of doing some form of redevelopment have moved forward very slightly ,however due to other circumstances, not as much as we would have liked. We have now decided to move this back into 2022 , so we will be reporting more on this as and when we make the next steps and decisions on which way to go.

Our tenant remains in our cottage with little to concern us and that being in invaluable income to support the accounts. With little or no major items needing to be facilitated, which shows good management from the tenant.

In closing , my thanks go out to all of our current user groups old and new, for their contribution and also to the management team members for their contribution and support, especially to me personally, towards the end of last year when I lost my wife, under unprecedented circumstances, which caused me having to step back temporarily so as to deal with the personal matters at hand, for which I was eternally grateful as the main team members really rallied round to ensure that things were taken care of.

Thank you

David Glover
5th July 2022

TOWNSEND MEMORIAL HALL COMMITTEE
(Charity No. 228878)

RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

Townsend Memorial Hall Committee
(Charity No. 228878)
Receipts and Payments Account
For The Year Ended 31 December 2021

		2021		2020	
		Unrestricted	Restricted	Unrestricted	Restricted
		£	£	£	£
Receipts					
Donations and Fund Raising		0.00		100.00	
Parish Grant		400.00		0.00	
Hall Lettings		5,903.00		4,625.93	
Covid Grants		16,382.85		15,102.84	
Interest		4.59		19.84	
Rental of Cottage		6,921.96		6,282.80	
		<u>29,612.40</u>	<u>0.00</u>	<u>26,131.41</u>	<u>0.00</u>
Expenses					
Staff Costs		6,642.59		7,636.11	
Utilities		1,157.13		1,345.66	
Bank charges		17.00			
Insurance		1,079.23		534.29	
Cleaning Materials		419.99		116.49	
Website		504.98			
General Expenses		140.37		83.97	
Covid Compliance Costs				500.29	
Gifts		65.00		125.00	
Grant	Christmas Grotto/Tues T's	111.95		200.00	
Repairs and Maintenance					
Hall	Equipment	534.00		0.00	
	Maintenance	1,006.67		174.00	
	Aquaid - Water Heaters	394.08		788.16	
	Flamex	294.00		0.00	
Cottage					
	Testing			60.00	
	BG Service Policy	355.40		348.50	
	Utilities			0.00	
	Pest Control			0.00	
	Repairs	18.38		456.00	
	Agent Fees			0.00	
		<u>12,740.77</u>	<u>0.00</u>	<u>12,368.47</u>	<u>0.00</u>
Surplus for the year		16,871.63			
Bank balance b/fwd		38,783.78			
Surplus for the year		16,871.63			
Bank balance c/fwd		55,655.41			

The financial statements were approved by the Committee on 5 July 2022 and signed on its behalf by

David Glover - Chairman

5 July 2022

Townsend Memorial Hall Committee
(Charity No. 228878)
Bank Reconciliation
For The Year Ended 31 December 2021

Opening Balances

Petty Cash	39.43
Current Account	4,701.33
Deposit Account	<u>34,043.02</u>
	38,783.78

Add Receipts

<u>29,612.40</u>
68,396.18

Less Payments

<u>12,740.77</u>

Closing Balance

<u><u>55,655.41</u></u>

Represented by:-

Petty Cash	0.00
Current Account	5,607.80
Deposit Account	<u>50,047.61</u>
	<u><u>55,655.41</u></u>

**Townsend Memorial Hall Committee
(Charity No. 228878)
Independent Examiner's Report
For The Year Ended 31 December 2021**

Responsibilities and basis of report

As the charity trustees of the Townsend Memorial Hall Committee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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 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.

Sarah Palmer
16 Two Pike Leys
Rugby
CV23 0GS
sarahj.palmer@btinternet.com

5 July 2022

TOWNSEND MEMORIAL HALL COMMITTEE
(Charity No. 228878)

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