

Cliddesden Millennium Village Hall

Chairman's Report 2022 – Annual General Meeting

Welcome to the 2022 Annual General Meeting of the Cliddesden Millennium Village Hall, the second AGM since the start of the COVID-19 global pandemic, and hopefully the last time I will need to reference it in an AGM report.

As previously reported, the pandemic has had an ongoing impact on the Hall. This time last year we were looking forward to reopening, and indeed we did, only to close again and then reopen again. And here we are now with the Hall fully open and very pleased to welcome back all of our regular hirers. We are also pleased to also welcome a new regular hirer delivering bi-monthly seated exercise classes.

A detailed financial position is reported on separately, but it is pleasing to note that our income is slowly climbing back to pre-pandemic levels and our many years of good financial governance and control, assisted by financial assistance from Basingstoke and Deane Borough Council for which we are again very grateful, sees us going into 2022 in a good shape.

With this gradual return to normality, we managed to host a Village Picnic at the end of July, an event enjoyed by all. We used this opportunity to say thank you to our village postman, Mick, and to present him with a gift from the village to wish him the very best in retirement. My thanks to Darren and Jo Capehorn and Carina Barker for arranging what everyone agreed was a very enjoyable event.

At the end of the year we welcomed the Cliddesden Players back when they performed the 2021 Christmas Pantomime entitled 'A Knight on the Tiles.. Recycled', an update of a panto first written and performed in 2004. It was great to see the Players back on stage, this being the first panto since 2019 with no summer plays being staged in 2020 or 2021, and as always my heartfelt thanks goes to the Players for their continued support for the Hall.

In the background we have spent a huge amount of time continuing to maintain and update the various COVID related documentation that we put in place in 2020, with hardly a month going by when we didn't have to review yet more Government guidance and regulations. And for this, my thanks again goes to Julie James, Angie Fewster and Jo Capehorn who continued through 2021 picking apart all the guidance in order to see how it affected the Hall.

As I note every year, the successful running of the Hall is dependent on a good team, and on that thought thanks are due to a number of people.

Firstly to Pat and Ken Rampton for their continued engagement throughout the year: Pat for managing the regular and one-off lets when we were allowed to open and Ken along with James Piper and Annie Houstoun for opening and closing the Hall and keeping it clean and tidy. And more thanks to James and Annie for the extra cleaning required by our COVID regimes.

My thanks also go to a number of other people not on the Committee but who nonetheless provide valuable assistance to the Hall:

- To Andy Fewster, Rob James, John Lurcock and Kevin Mountstephens who give up their spare time doing repairs and odd jobs such replacing broken hooks, mouse proofing air bricks, repairing fridges, replacing bulbs, and so the list goes on;
- To the organisers and helpers of the Film Club and Coffee Mornings;

- To Neil Carmichael for continuing to maintain the Halls grounds to a high standard;
- And again to Darren Capehorn for the hard work he put into designing and producing the village map that raised money for the Hall in 2020 as Christmas Cards and in 2021 as Tea Towels and Jigsaws.

Turning to the Trustees for their continued hard work behind the scenes: thanks as always go to Vice-Chair Angie Fewster, Treasurer Julie James, Secretary Jo Capehorn and 100 Club Organiser Rose Beevers. And finally, my thanks yet again to all the other members of the Village Hall Management Committee for their help and involvement in 2020. They are nominated by various village organisations and as well as being Committee Members they become Trustees of the Charity known as “The Village Hall at Cliddesden”. So, in no specific order, my thanks to Sian Banks, Pat Doel, Marilyn Smith and Hazel Metz.

Greg Mendelsohn, 22nd March 2022
 Village Hall Management Committee
 W: www.cliddesdenhall.org.uk
 FB: facebook.com/CliddesdenVillageHall



CLIDDESSEN MILLENNIUM VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR TO 31 DECEMBER 2021

1. The Charities Act 1993 requires the Trustees to prepare an annual report.

This report covers the year to 31 December 2021.

2. Legal and administrative information:

Name: the formal name of the Charity is "The Village Hall at Cliddesden" and the working name is the Cliddesden Millennium Village Hall.

Registered number: 257526

Address: Church Lane, Cliddesden, Basingstoke, Hampshire RG25 2JQ

Governing Document: A Trust deed dated 17 September 1974, as amended by a scheme effective from 19 May 1998.

Trustees: during the Year:

Mr G Mendelsohn, Chairman

Mrs A Fewster, Vice-Chair

Mrs J Capehorn, Secretary

Mrs J James, Treasurer

Mrs S Banks, Mrs M Smith, Mrs P Doel, Mrs H Metz, Mrs R Beevers

Cliddesden Parish Council is the Custodian Trustee for the Land and Buildings of the Charity.

Other Information: The Charity is for the benefit of the inhabitants of Cliddesden and the surrounding area (up to three miles). The Land and Buildings constitute its Permanent Endowment which is subject to certain conditions and restrictions in an agreement with the Millennium Commission. These are in addition to normal restrictions applicable to the Permanent Endowment of Charities.

3. The Accounts are prepared on a Receipts and Payments basis to comply with the requirements of the Charities Act 1993 in a format which is appropriate to the circumstances of the Hall. The format is:

An account of the income and expenses of running the Hall, showing the surplus of income over expenditure for the year.

An account of all receipts and payments for all funds showing the opening cash balance, incoming cash, outgoing cash and year-end balance.

A Statement of Assets & Liabilities at 31 December 2021.

4. The main points in the Accounts are:

SUMMARY OF HALL OPERATIONS 2021

Lettings

- Due to rising Covid concerns, Basingstoke entered Tier 3 restrictions on 26th December 2020 and the Hall closed to the public. The restrictions were escalated to a full National Lockdown on 6th January 2021.
- The Hall was legally allowed to re-open on 12th April and operated with only those activities that were permitted under the legislation and in strict accordance with Covid-19 Secure Guidelines.
- There were further lifting of restrictions on 17th May and again on 14th June, which allowed more activities to take place at the Hall.
- All legal restrictions on social contact were removed on 19th July. The Hall retained many of its Covid Secure protocols but were able to take bookings for private parties.
- Regular groups were able to settle back into a normal pattern of hire and those groups, who had more vulnerable members, had mostly returned by September.

Staffing

- Throughout 2021, until its end on 30th September, the Hall was able to claim via the Flexible Furlough Scheme in order to maintain the salary of the Caretaker, Assistant Caretaker and Cleaner to 80% of their usual working hours.

RECEIPTS AND PAYMENTS

- Letting and village event income of £18,802 showed an increase of 80.3% on the £10,429 taken in 2020.
- Letting income, without Hall fundraising of £5,446 was insufficient to cover the expenses of running the Hall of £16,844..
- Total income (excluding grant receipts) was £26,037 (up 69.5% on the £15,362 of 2020). Excluding capital expenditure, the payments and other expenses incurred for running the Hall increased by 9.7% on 2020.
- Grant income: During 2021, The Hall received the Government grant for the Retail & Hospitality sector and Local Restrictions Support Grants totalling £17,374. As at 31 December, the Hall was in receipt of £1,907 in Furlough payments from HMRC.
- Fundraising: The Hall received £2,143 as Give as You Live donations in respect of a Christmas 2020 online performance by The Cliddesden Players. The Players were also able to put on a pantomime in December 2021 raising an additional £2,300. Other miscellaneous fundraising income was achieved with the sale of tea towels, Christmas Cards and jigsaw puzzles.
- The Hall gratefully received a donation of £100 from the Cliddesden WI, £306.50 from the holding of a Christmas Fayre, £170 from a raffle held at the pantomime and personal donations of £236.30.
- Including grant income and fundraising, the Hall shows a surplus of income over expenditure of £21,535 compared to a deficit of £1,783 reported in 2020.
- Capital expenditure for 2021 of £356.75 included a payment for string lighting and a replacement cigarette bin.
- An allocation of £6,000 was made to the "Reserved Fund for Long Term Maintenance" in 2021 with the fund remaining at £21,183 at the close of 2021. Future allocations will be aimed at maintaining this fund beyond £20,000 in the expectation of significant capital expenditure within the next 5 to 10 years, such as a replacement hall floor, replacement of some washroom facilities and a new boiler.
- The funds provided by the 100 Club are specifically allocated to this fund and contributed £744.80.

STATEMENT OF ASSETS AND LIABILITIES

- The total of all funds held increased from £51,272 at 1 January 2021 to £72,807 at 31 December 2021. Unallocated funds (free reserves), as at 31 December 2021 were £40,772 (£24,793 in 2020). In accordance with the Reserves Policy, it is expected that we shall maintain an operational (free reserve) balance in the region of £15,000-£20,000 which equates to approximately 9 - 12 months running costs. Any surplus balance is available for use in order to maintain the Long-Term Maintenance Fund to an agreed level or for allocation to Designated Project expenditure.
- The total allocated or committed funds at 31st December 2021 stands at £32,035

5. The Trustees will continue to review Hall charges and monitor operational costs regularly in order to maintain a balanced budget.

Greg Mendelsohn, Chairman of the Cliddesden Millennium Hall Management Committee

Julie James, Treasurer of the Cliddesden Millennium Hall Management Committee

CLIDDESSEN MILLENNIUM VILLAGE HALL - ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2021

Year 2020		Year 2021
53,055.30	OPENING BALANCE AS OF 1ST JANUARY 2021	51,272.28
RECEIPTS AND PAYMENTS		
REGULAR & VILLAGE EVENTS		
3,443.00	General Lettings	6,898.30
1,946.50	Plays and Shows & other fundraising	5,446.33
2,142.00	Ballet	3,948.00
534.00	Art Classes	1,300.00
234.00	Yoga	558.00
400.00	Brownies	260.00
558.92	Regular Events (Coffee Mornings, W/Lunches, Hort. Society etc.)	260.00
156.00	Zumba	72.00
180.00	Parish of Farleigh (Church)	60.00
349.17	Social & Entertainment (Film) Club	0.00
360.00	Parent & Toddlers	0.00
125.00	Pilates	0.00
10,428.59		18,802.63
MISCELLANEOUS INCOME		
11,334.00	General Grants (Public Bodies, Councils, Trusts, etc.)	17,374.00
2,650.00	Deposits Received for Hall Hire	4,500.00
99.00	Donations (including unpresented cheques written off)	1,147.36
1,488.00	100 Club Subscriptions Received	1,438.00
231.97	Other Income (GAYL, Telephone, Equipment Hire, parking, training contributions etc.)	146.04
10.83	Bank Interest	2.82
0.00	Special Event (20th Birthday charity donations/charity craft fair/homeless collection)	0.00
50.00	Income from advertising on the notice board including commissions	0.00
403.32	Insurance Claim	0.00
1,332.28	HMRC Furlough Payments	1,907.54
17,599.40		26,515.76
28,027.99	Total Income	45,318.39
PAYMENTS FOR RUNNING THE HALL		
9,319.48	Caretaker, Cleaning & Grounds Maintenance Cost	9,850.41
1,884.84	Electricity & Oil	2,351.12
2,541.36	Repairs, Maintenance & Inspections	1,364.41
1,500.25	Water, Sewage & Refuse	1,147.43
1,299.89	Insurance	1,002.43
412.46	Performing Rights, & Other Licences (Licencing Act 2003 Entertainment & Alcohol)	513.56
429.00	Telephone	335.23
150.00	Training Courses, Audit, Printing & Secretary's Expenses	279.63
17,537.28		16,844.22
MISCELLANEOUS EXPENSES		
2,610.00	Refunded Hall Hire Deposits	4,864.56
603.99	Plays & Shows & Fundraising	853.85
573.00	100 Club Prizes & Costs	673.20
8,463.79	Capital Expenditure	356.75
0.00	Charitable Donations	170.00
22.95	Other Miscellaneous Expenses	21.00
12,273.73		6,939.36
29,811.01	Total Expenses	23,783.58
-1,783.02	SURPLUS FROM RUNNING THE HALL FOR THE YEAR TO 31 DECEMBER 2021	21,534.81
51,272.28	BALANCE AS OF 31ST DECEMBER 2021	72,807.09
Represented by:		
28,375.03	Lloyds Current Account balance at 31 December 2021	43,650.72
22,933.55	Lloyds Deposit Account balance at 31 December 2021	28,936.37
-36.30	Cash in Hand	220.00
51,272.28	BALANCE AS AT 31ST DECEMBER 2021	72,807.09
Note that the above accounts have been prepared on a receipts and payments basis. They do not include income due or payments made after year end.		
ALLOCATED OR COMMITTED FUNDS		
51,272.28	Balance	72,807.09
1,850.00	Less Deposits held for bookings post 2021 (see Note 1)	1,850.00
185.70	Amount due for 100 Club prizes to 31 March 2022	183.00
-2,035.70		-2,033.00
3,138.91	Less Designated Funds:	
0.00	Performance Infrastructure Fund	3,308.91
5,000.00	Building Project(s) Fund (landscape/Repairs)	0.00
14,794.64	Website Improvements	5,000.00
-22,933.55	Less Reserved Funds for Long Term Maintenance	21,182.69
-510.00		-29,491.60
25,793.03	Less outstanding invoice to CLW re Facia Repairs	-510.00
	WORKING BALANCE (UNALLOCATED FUNDS) AS OF 31 DECEMBER 2021	40,772.49

SPECIFIC SOURCES OF FUNDS AND ASSOCIATED EXPENSES

100 CLUB (SURPLUS USED FOR HALL MAINTENANCE RESERVE FUND)		
1,488.00	Subscriptions Received	1,438.00
-573.00	Prizes Paid Out	-673.20
-20.00	Licence Fee	-20.00
895.00	100 Club Income	744.80
PLAYS & SHOWS		
0.00	Cliddesden Players: Summer Play & Pantomime	3,108.40
-150.53	Income	-807.65
-150.53	Expenses	
	Net Income	2,300.75
1,204.00	Other entertainment/fundraising	2,337.93
-453.46	Income (GAYL Xmas20, T/Towels, Jigsaws, Cards)	-46.20
750.54	Less payment to performers and other expenses (picnic)	
	Net Income	2,291.73
GRANTS & AWARDS		
11,334.00	B & D (Business Support Grants - Covid-19)	17,374.00
1,332.28	HMRC Furlough Payments	1,907.54
12,666.28		19,281.54

STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2021

51,272.28	Balances In Treasurers & Deposit Accounts At 31 December 2021	72,807.09
1850.00	Liabilities	
185.70	Amount Due To Hirers For Deposits Held (see Note 1)	1,850.00
2,035.70	Amount Due For 100 Club Prizes To 31 March 2022	183.00
	Total Liabilities	2,033.00
SPECIFIC FUNDS (RESERVES)		
1,138.91	Performance Infrastructure Fund	3,138.91
2,000.00	Balance at 1 January 2021	0.00
0.00	Allocation 2021	170.00
3,138.91	Proceeds of Players Raffle	3,308.91
	Balance at 31 December 2021	
0.00	Building Project(s) Fund	0.00
0.00	Balance at 1 January 2021(Storage Building)	0.00
0.00	Allocation 2021	0.00
0.00	Donation	0.00
0.00	Grant Funding	0.00
0.00	Charged Against The Fund	0.00
0.00	Balance at 31 December 2021	0.00
0.00	Balance at 1 January 2021(Landscaping/patio repairs& maintenance)	0.00
0.00	Allocation 2021	0.00
0.00	Charged against the fund	0.00
0.00		0.00
5,000.00	Website Improvements	5,000.00
0.00	Balance at 1 January 2021	0.00
0.00	Allocation 2021	0.00
5,000.00	Charged against the Fund	0.00
	Balance at 31 December 2021	5,000.00
RESERVED FUND FOR LONG TERM HALL MAINTENANCE AND REPLACEMENT OF ASSETS		
18,404.40	Balance at 1 January 2021	14,794.64
895.00	100 Club Surplus	744.80
3,000.00	Allocation For The Year From General Funds	6,000.00
-7,504.76	Charged Against The Fund	-356.75
14,794.64	Balance at 31 December 2021	21,182.69
510.00	Outstanding Invoice for CLW re Facia Repairs	510.00
25,479.25	Total of Designated/Reserved Funds	32,034.60
25,793.03	UNALLOCATED FUNDS AT 31 DECEMBER 2021	40,772.49

Note 1: Includes £200 paid by the Lions (in 2006) and £200 TV Tango (2014) kept as a rolling deposit.

FIXED ASSETS

Fixtures, Fittings and Equipment
Village Hall property
(Held by Cliddesden Parish Council as Custodian Trustee)

(nominal cost value)
(at cost)

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of	Cliddesden Village Hall
On accounts for the year ended	31.12.2021
Respective responsibilities of trustees charity's and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none">• examine the accounts under section 145 of the 2011 Act;• to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and• to state whether particular matters have come to my attention
Basis of independent examiner's report	<p>My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of the unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.</p>
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention:</p> <p>(1) which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none">• to keep accounting records in accordance with section 130 of the 2011 Act; and• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>

Name: Mrs M Cummings

Signature: 

Address: 29 Kestrel Road, Kempshott, Basingstoke, Hants, RG22 5PW

Date: 4/2/2022