

Little Paxton Village Hall - Chairmans Annual Report for 2023/4

- ☑ Festive Fayre was promoted and run very successfully.
- ☑ 2<sup>nd</sup> gen smart meter installed by new provider EDF.
- ☑ Water invoicing company changed and Anglian Water identified external meter/stopcock.
- ☑ Ring Main Trip fault - some very old outlets were replaced to alleviate.
- ☑ New Fire Safety Order October 23 complied with.
- ☑ Marross serviced the new gas boilers on Saturday 16<sup>th</sup> December.
- ☑ Water leak into the Main Kitchen through the single leaf door identified and cured.
- ☑ Negotiated with Little Paxton Parish Council the consolidation of all electrical feeds from the Village Hall to third party buildings/facilities to be completely discrete from Village Hall once new Parish Office built.
- ☑ New wireless Fire Alarm system installed, tested and working satisfactorily.
- ☑ Professional roof/gutter and fascia clean completed.
- ☑ Serious internal flood damage dealt with, which entailed removing the new floor in the Main Hall, drying out the building and replacing said floor. All done through our Zurich Insurance at no cost to the Village Hall. Also negotiated many forms of consequential loss such as loss of revenue, attrition, increased energy costs and the like.
- ☑ Hallmaster Bookings Policy produced.
- ☑ Terms & Conditions of hire modified to take account of HM Governments new **Terrorism Bill** as applied to Public Buildings.
- ☑ Reviewed the Constitution.
- ☑ Reviewed energy providers.
- ☑ Promoted Christmas Fayre 2024.
- ☑ Gas boilers have been serviced.
- ☑ Kitchen door £400 quote from BH Doors. Malcolm asking for alternative quote from another supplier and monitoring the issue. He visited during the very heavy rain last week and there was no issue.
- ☑ Kitchen door – fixed £88 rather than £400.
- ☑ roof- Al to inspect.
- ☑ Fire-extinguishers – have been serviced.

- ☑ Emergency trip – installed ready for fire alarm installation.
- ☑ PAT testing – completed.
- ☑ Decorating – completed.
- ☑ Fire alarm installed and all working.
- ☑ Floor mini ramps installed at emergency exits (Main Hall).
- ☑ Suggestion re professional roof clean due to Trustee age – All agreed.
- ☑ Flood damage to Main Hall and foyer – Zurich sent out a clean and restoration team [and will now send a loss adjuster from McClaren's as a matter of urgency – **this was advised post meeting**]. Malcolm explained all that had transpired and expressed his gratitude to Al and the Diamond Country Dance Team who had done a sterling job of protecting the building and isolating the faulty tap!!!!
- ☑ All flexible water pipework has been replaced throughout the building to ensure no likely repetition of flood!
- ☑ Main Hall Floor. – re-opened on 8<sup>th</sup> May.
- ☑ Emergency Exit maintenance - Dispensed with BH Doors of Bedford and replaced with JSJ Carpentry of St. Neots for our annual maintenance of emergency exits. JSJ are carrying out the insurance work on the main entrance doors to the Main Hall (due to the flood). – This was unanimously agreed.
- ☑ Roof maintenance update – Diamond Clean satisfactorily carried out the work to the roof, gutters and fascia boards.
- ☑ **Quotation/s – Meeting Room Floor replacement** – Quotations received from Argyle Flooring were discussed and all agreed we should go with the higher quote to ensure value (cheapest not always best). Argyle were recommended by Millside and Hip Floors.

It was agreed that Malcolm would obtain a comparison quote from John Seymour Floors (Cross Keys St. Neots) who were recommended by Joanne, having used them personally. Once comparison quotes received Malcolm to circulate by email and then proceed to order, rather than waiting for the June Meeting.
- ☑ New Invoicing Policy agreed and implemented.
- ☑ Richard Tomlinson – New Bookings Policy draft.
- ☑ Richard Tomlinson – New Website built
- ☑ Final claim for Zurich worked up by Graham, Joanne and Malcolm and submitted to Insurance Assessor on 18<sup>th</sup> May. Monies have all been received.
- ☑ Preparations for Christmas Fayre 2024 continue.

- ☑ Quotations for new floor in Meeting Room and Vestibule obtained and work commissioned from John Seymour Carpets. The work has now been completed.
- ☑ Ideal boilers recall all completed and certified.
- ☑ Side noticeboard repaired.
- ☑ Dimmer switch in bar replaced with standard switch as it was tripping the consumer unit.
- ☑ Hand dryer replaced in accessible toilet as defective.
- ☑ Vodafone Wi-Fi and 999 line updated as now optical cable.
- ☑ Two basin taps in Ladies toilet replaced as they were sticking open.
- ☑ Rainwater downpipe netting repaired on Field side of building.

Month	January 2023			Year to date January 2023		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>	2,393	2,120	273	2,393	2,120	273
Including Lottery Income of	119			119		
<b>Expenditure</b>						
Capital Expenditure	880	0	(880)	880	0	(880)
Cleaning	488	385	(103)	488	385	(103)
Maintenance	185	75	(110)	185	75	(110)
Booking costs	300	300	0	300	300	0
Internet	31	31	0	31	31	0
Licences	73	0	(73)	73	0	(73)
Insurance	0	0	0	0	0	0
Accountancy	0	0	0	0	0	0
Water	52	42	(10)	52	42	(10)
Electric	697	750	53	697	750	53
Gas	297	400	103	297	400	103
Council tax	41	45	4	41	45	4
Stationery/Miscellaneous	72	60	(12)	72	60	(12)
Total expenditure	3,116	2,088	(1,028)	3,116	2,088	(1,028)
<b>Surplus (- Deficit)</b>	(724)	32	(756)	(724)	32	(756)
x check	0			0		

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	2,393		
Expenditure	3,116		
Transfer	0	0	
Interest Transfer			
Closing bank current month (calculated)	879	24,000	
Statement input	879	24,000	24,879

Cross check

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Month	February	2023		Year to date	February
	Actual	Budget	Variance	Actual	Budget
Income	2,996	2,120	876	5,389	4,240
Including Lottery Income of	113			231	
Expenditure					
Capital Expenditure	0	0	0	880	0
Cleaning	509	425	(84)	997	810
Maintenance	156	75	(81)	341	150
Booking costs	300	300	0	600	600
Internet	16	31	15	47	62
Licences	0	150	150	73	150
Insurance	0	0	0	0	0
Accountancy	0	200	200	0	200
Water	52	42	(10)	104	84
Electric	759	750	(9)	1,456	1,500
Gas	265	425	160	562	825
Council tax	0	0	0	41	45
Stationery/Miscellaneous	106	60	(46)	178	120
Total expenditure	2,162	2,458	296	5,278	4,546
Surplus (- Deficit)	834	(338)	1,172	110	(306)
x check	0			0	

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	5,389		
Expenditure	5,278		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	1,713	22,000	
Statement input	1,713	22,000	23,713

Cross check

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2023      Commentary

Variance

1,149

(880)

(187)

(191)

0

15

77

0

200

(20)

44

263

4

(58)

(732)

416

Month	March 2023		Variance	Year to date		Variance	Commentary
	Actual	Budget		Actual	Budget		
<b>Income</b>	3,340	2,120	1,220	8,728	6,360	2,368	
<b>Including Lottery Income of</b>	80			311			
<b>Expenditure</b>							
Capital Expenditure	0	0	0	880	0	(880)	
Cleaning	333	432	99	1,330	1,242	(88)	
Maintenance	364	175	(189)	705	325	(380)	
Booking costs	300	300	0	900	900	0	
Internet	56	31	(25)	103	93	(10)	
Licences	0	0	0	73	150	77	
Insurance	0	0	0	0	0	0	
Accountancy	180	0	(180)	180	200	20	
Water	52	42	(10)	156	126	(30)	
Electric	665	750	85	2,121	2,250	129	
Gas	143	535	392	705	1,360	655	
Council tax	0	0	0	41	45	4	
Stationery/Miscellaneous	32	60	28	210	180	(30)	
<b>Total expenditure</b>	2,124	2,325	201	7,403	6,871	(532)	
<b>Surplus (- Deficit)</b>	1,215	(205)	1,420	1,326	(511)	1,837	
x check	0			0			

<b>Bank Accounts</b>	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	8,728		
Expenditure	7,403		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	2,929	22,000	
Statement input	2,929	22,000	24,929
Cross check	(0)	0	

Month	April 2023		Variance	Year to date		Variance	Commentary
	Actual	Budget		Actual	Budget		
<b>Income</b>	2,365	2,120	245	11,093	8,480	2,613	
<b>Including Lottery Income of</b>	67			378			
<b>Expenditure</b>							
Capital Expenditure	0	0	0	880	0	(880)	
Cleaning	374	425	51	1,704	1,667	(37)	
Maintenance	75	75	0	779	400	(379)	
Booking costs	300	300	0	1,200	1,200	0	
Internet	35	31	(4)	138	124	(14)	
Licences	0	0	0	73	150	77	
Insurance	0	0	0	0	0	0	
Accountancy	0	0	0	180	200	20	
Water	52	42	(10)	208	168	(40)	
Electric	278	750	472	2,399	3,000	601	
Gas	166	370	204	871	1,730	859	
Council tax	18	45	27	59	90	31	
Stationery/Miscellaneous	50	60	10	260	240	(20)	
<b>Total expenditure</b>	1,349	2,098	749	8,751	8,969	218	
<b>Surplus (- Deficit)</b>	1,016	22	994	2,342	(489)	2,831	
x check	0			0			

<b>Bank Accounts</b>	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	11,093		
Expenditure	8,751		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	3,945	22,000	
Statement input	3,945	22,000	25,945
Cross check	0	0	

Month	May 2023			Year to date		
	Actual	Budget	Variance	Actual	Budget	Variance
Income	2,454	2,120	334	11,547	10,600	947
Including Lottery Income of	90			468		
Expenditure						
Capital Expenditure	0	0	0	880	0	(880)
Cleaning	279	385	106	1,983	2,052	69
Maintenance	67	75	8	846	475	(371)
Booking costs	300	300	0	1,500	1,500	0
Internet	35	31	(4)	172	155	(17)
Licences	0	0	0	73	150	77
Insurance	0	0	0	0	0	0
Accountancy	0	0	0	180	200	20
Water	52	42	(10)	260	210	(50)
Electric	554	750	196	2,952	3,750	798
Gas	171	235	64	1,043	1,965	922
Council tax	19	45	26	78	135	57
Stationery/Miscellaneous	6	60	54	266	300	34
Total expenditure	1,482	1,923	441	10,234	10,892	658
Surplus (- Deficit)	972	197	775	1,314	(292)	1,606
x check	0			0		

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	11,547		
Expenditure	8,234		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	4,917	22,000	
Statement input	4,917	22,000	26,917

Cross check

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Month	June 2023			Year to date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>	1,740	2,120	(380)	13,287	12,720	567
Including Lottery Income of	105			573		
<b>Expenditure</b>						
Capital Expenditure	0	0	0	880	0	(880)
Cleaning	764	494	(270)	2,747	2,546	(201)
Maintenance	0	75	75	846	550	(296)
Booking costs	300	300	0	1,800	1,800	0
Internet	35	31	(4)	207	186	(21)
Licences	0	0	0	73	150	77
Insurance	0	0	0	0	0	0
Accountancy	0	0	0	180	200	20
Water	52	42	(10)	312	252	(60)
Electric	0	750	750	2,952	4,500	1,548
Gas	306	80	(226)	1,349	2,045	696
Council tax	19	45	26	97	180	83
Stationery/Miscellaneous	150	60	(90)	416	360	(56)
Total expenditure	1,626	1,877	251	11,859	12,769	910
<b>Surplus (- Deficit)</b>	114	243	(129)	1,428	(49)	1,477
x check	0			0		

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	13,287		
Expenditure	9,859		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	5,031	22,000	
Statement input	5,031	22,000	27,031

Cross check

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Month	July	2023		Year to date	July	2023	Commentary
	Actual	Budget	Variance	Actual	Budget	Variance	
Income	1,501	2,120	(620)	14,787	14,840	(53)	
Including Lottery Income of	84			657			
Expenditure							
Capital Expenditure	0	0	0	880	0	(880)	
Cleaning	377	407	30	3,123	2,953	(170)	
Maintenance	0	75	75	846	625	(221)	
Booking costs	300	300	0	2,100	2,100	0	
Internet	35	31	(4)	241	217	(24)	
Licences	0	180	180	73	330	257	
Insurance	0	0	0	0	0	0	
Accountancy	0	0	0	180	200	20	
Water	52	42	(10)	364	294	(70)	
Electric	0	750	750	2,952	5,250	2,298	
Gas	163	30	(133)	1,512	2,075	563	
Council tax	19	45	26	116	225	109	
Stationery/Miscellaneous	75	60	(15)	491	420	(71)	
Total expenditure	1,020	1,920	900	12,879	14,689	1,810	
Surplus (- Deficit)	480	200	280	1,908	151	1,757	
x check	0			0			

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	14,787		
Expenditure	10,879		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	5,511	22,000	
Statement input	5,511	22,000	27,511
Cross check	0	0	

Month	August 2023			Year to date August 2023		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>	2,737	2,120	617	15,767	16,960	(1,193)
Including Lottery Income of	105			762		
<b>Expenditure</b>						
Capital Expenditure	0	0	0	880	0	(880)
Cleaning	340	447	107	3,464	3,400	(64)
Maintenance	290	75	(215)	1,136	700	(436)
Booking costs	300	300	0	2,400	2,400	0
Internet	35	31	(4)	276	248	(28)
Licences	0	57	57	73	387	314
Insurance	959	1,000	41	959	1,000	41
Accountancy	0	0	0	180	200	20
Water	52	42	(10)	416	336	(80)
Electric	0	750	750	2,952	6,000	3,048
Gas	(468)	0	468	1,044	2,075	1,031
Council tax	19	45	26	135	270	135
Stationery/Miscellaneous	408	60	(348)	899	480	(419)
Total expenditure	1,935	2,807	872	14,814	17,496	2,682
<b>Surplus (- Deficit)</b>	802	(687)	1,489	953	(536)	1,489
x check	0			0		

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	17,524		
Expenditure	12,814		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	6,313	22,000	
Statement input	6,313	22,000	28,313

Cross check

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Month	September 2023			Year to date September 2023			Commentary
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>	1,786	2,120	(334)	17,491	19,080	(1,589)	
Including Lottery Income of	93			855			
<b>Expenditure</b>							
Capital Expenditure	0	0	0	880	0	(880)	
Cleaning	366	454	88	3,830	3,854	24	
Maintenance	62	225	163	1,198	925	(273)	
Booking costs	300	300	0	2,700	2,700	0	
Internet	35	31	(4)	311	279	(32)	
Licences	180	0	(180)	253	387	134	
Insurance	0	0	0	959	1,000	41	
Accountancy	0	0	0	180	200	20	
Water	52	42	(10)	468	378	(90)	
Electric	726	750	25	3,678	6,750	3,072	
Gas	0	0	0	1,044	2,075	1,031	
Council tax	19	45	26	154	315	161	
Stationery/Miscellaneous	27	60	33	926	540	(386)	
Total expenditure	1,766	1,907	141	16,580	19,403	2,823	
<b>Surplus (- Deficit)</b>	20	213	(193)	911	(323)	1,234	
x check	0			0			

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	19,310		
Expenditure	14,580		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	6,333	22,000	
Statement input	6,333	22,000	28,333
Cross check	0	0	

Month	October 2023			Year to date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>	2,510	2,120	390	19,778	21,200	(1,422)
Including Lottery Income of	98			953		
<b>Expenditure</b>						
Capital Expenditure	0	0	0	880	0	(880)
Cleaning	461	447	(14)	4,291	4,301	10
Maintenance	123	225	102	1,321	1,150	(171)
Booking costs	300	300	0	3,000	3,000	0
Internet	29	31	2	339	310	(29)
Licences	0	0	0	253	387	134
Insurance	0	0	0	959	1,000	41
Accountancy	0	0	0	180	200	20
Water	134	42	(92)	602	420	(182)
Electric	81	750	669	3,758	7,500	3,742
Gas	246	25	(221)	1,290	2,100	810
Council tax	19	45	26	173	360	187
Stationery/Miscellaneous	75	60	(15)	1,001	600	(401)
Total expenditure	1,467	1,925	458	18,047	21,328	3,281
<b>Surplus (- Deficit)</b>	1,043	195	848	1,731	(128)	1,859
x check	0			0		

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	21,820		
Expenditure	16,047		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calculated)	7,375	22,000	
Statement input	7,375	22,000	29,375

Cross check

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Month	November 2023			Year to date November 2023		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>	3,253	2,120	1,133	25,073	23,320	1,753
Including Lottery Income of	100			1,053		
<b>Expenditure</b>						
Capital Expenditure	0	0	0	880	0	(880)
Cleaning	460	407	(53)	4,751	4,708	(43)
Maintenance	0	75	75	1,374	1,225	(149)
Booking costs	0	300	300	3,000	3,300	300
Internet	29	31	2	368	341	(27)
Licences	23	0	(23)	276	387	111
Insurance	0	0	0	959	1,000	41
Accountancy	0	0	0	180	200	20
Water	71	42	(29)	672	462	(210)
Electric	393	750	357	4,152	8,250	4,098
Gas	0	100	100	1,290	2,200	910
Council tax	19	45	26	192	405	213
Stationery/Miscellaneous	0	60	60	1,001	660	(341)
Total expenditure	994	1,810	816	19,094	23,138	4,044
<b>Surplus (- Deficit)</b>	2,259	310	1,949	5,979	182	5,797
x check	0			0		

Bank Accounts	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	25,073		
Expenditure	(19,094)		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calcula	9,581	22,000	
Statement input	9,581	22,000	31,581

Cross check

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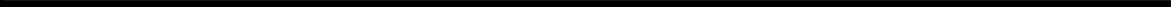
Month	December	2023	Year to date	
	Actual	Budget	Variance	Actual
<b>Income</b>	2,135	2,120	15	27,208
<b>Including Lottery Income of</b>	<b>87</b>			<b>1,140</b>
<b>Expenditure</b>				
Capital Expenditure	0	0	0	880
Cleaning	315	494	179	5,065
Maintenance	198	75	(123)	1,572
Booking costs	600	300	(300)	3,600
Internet	47	31	(16)	414
Licences	227	230	3	502
Insurance	0	0	0	959
Accountancy	0	0	0	180
Water	0	42	42	672
Electric	433	750	317	4,585
Gas	0	240	240	1,290
Council tax	19	45	26	211
Stationery/Miscellaneous	236	60	(176)	1,237
<b>Total expenditure</b>	<b>2,075</b>	<b>2,267</b>	<b>192</b>	<b>21,169</b>
<b>Surplus (- Deficit)</b>	<b>60</b>	<b>(147)</b>	<b>207</b>	<b>6,039</b>
x check	0			0

<b>Bank Accounts</b>	Current	Savings	Total
Opening Bank Jan 1, 2023	1,603	24,000	25,603
Income	27,208		
Expenditure	(21,169)		
Transfer	2,000	(2,000)	
Interest Transfer			
Closing bank current month (calcula	9,641	22,000	
Statement input	9,641	22,000	31,641

Cross check

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December	2023	Commentary
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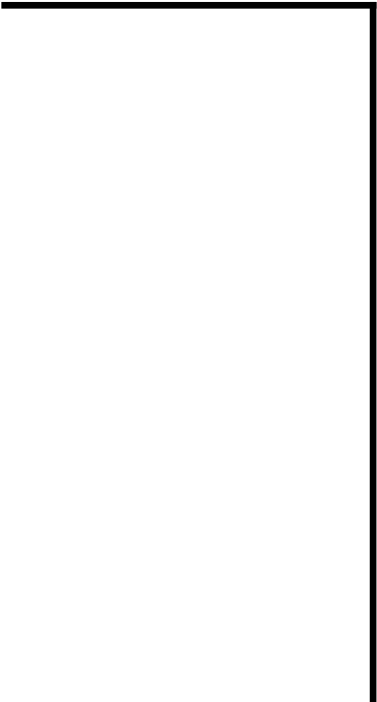
Budget
 Variance

25,440
 1,768

0	(880)	
5,202	137	
1,300	(272)	
3,600	0	Nov paid in Dec
372	(42)	Nov paid in Dec
617	115	
1,000	41	
200	20	
504	(168)	
9,000	4,415	
2,440	1,150	
450	239	
720	(517)	Festive Fayre

25,405
 4,236

35
 6,004







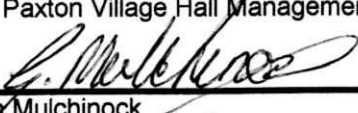
**Little Paxton Village Hall Accounts for the year ended 31 st December 2023**

<b><u>Income and Expenditure Account</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>	
	<b>£</b>	<b>£</b>	
<b><u>Income</u></b>			
Regular and casual users fees	25,934	21,602	
Lottery	1,140	1,594	
Little Paxton Parish Council	0	0	
Cambridgeshire County Council	0	0	
Huntingdonshire District Council	0	0	
Grants received	0	26,961	
Other	0	0	
Interest	134	29	
<b>Total income</b>	<b>27,208</b>	<b>50,186</b>	
<b><u>Expenditure</u></b>			
Capital Expenditure	880	35,868	
Energy, water,telephone	6,547	6,983	
Council tax	211	404	
Cleaning and maintenance	6,638	10,178	
Admin	5,252	3,211	
Insurance	959	1,576	
Licences	502	420	
Accountancy	180	210	
<b>Total expenditure</b>	<b>21,169</b>	<b>58,850</b>	
<b>Surplus (Deficit-) for year</b>	<b>6,039</b>	<b>-8,664</b>	
<b><u>Bank Balances</u></b>	<b>Current</b>	<b>Deposit</b>	<b>Total</b>
As at 31 st December 2023	9,641	22,000	31,641
As at 31 st December 2022	1,602	24,000	25,602
Change	8,039	-2,000	<b>6,039</b>

**Signature**

I confirm that these accounts are in accordance with the books and records

of Little Paxton Village Hall Management Committee

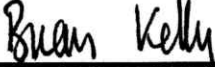
  
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Graham Mulchinock  
Treasurer

**Certification**

I certify that I have verified the above accounts and find them to be a true

and accurate record of the Little Paxton Village Hall's accounts for the

year ended 31 st December 2023

  
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Brian Kelly B.A., FCCA

January 30, 2024