

REPORTS TO HARDINGSTONE VILLAGE HALL ASSOCIATION  
ANNUAL GENERAL MEETING ON 20 JUNE 2023

**CHAIRMANS REPORT**

May I firstly thank you all for coming this evening.

As you will see from the various reports' life carry's on at the hall with people coming and going.

You will also have observed that it is becoming ever increasingly difficult for the hall to cover its costs with the spiralling costs of day to day living.

Unfortunately, we have no choice but to increase the rates once again this year we have kept the increase to the absolute minimum to help you with your costs, however we cannot maintain this practice our reserves are decreasing year on year and will eventually run out. The charity's commission suggests we should have a minimum of 18 months of our annual turnover in reserve to meet any unexpected outgoings like when the ceiling collapsed, or the wall that needed rebuilding.

Last year in my report I asked for volunteers to come forward to help with various jobs like weeding and sweeping the carpark no one came forward so once again we had to pay for these jobs to be done. I now find myself questioning why those who do volunteer spend time worrying about those who don't? With this in mind, I now give notice that I intended to stand down as chairman and from the committee at end of the next financial year.

I am very proud of the facility which we manage for the use of the community it is admired by others. It is a very safe and secure place which enables you to enjoy your experience knowing it is clean and warm. This doesn't just happen by chance; it takes a considerable amount of time and effort by those involved.

The majority of users are grateful and do their best to help maintain that environment.

However, there are a few who like the idea of using a village hall because it works out cheaper than hiring equivalent facility but when asked to help keep those costs down by cleaning up after themselves or joining the management committee refuse to do so.

I would like to take this opportunity to thank those who give up their time to help run the hall it is appreciated.

Paul Weatherley

**TREASURER'S REPORT**

In the Financial Year ending in March this year the Hall made a £9,000 loss. The previous year's a £900 profit was largely due to Business Continuity grants from the Council. There have been no grants this year. The year 2018-19 was the last year unaffected by Covid; that year we broke even. Comparing the two years, income this year was £6,500 pounds less than in 2019 and expenditure was £3,000 more.

I ask the AGM to accept the Accounts for the year 2022-23

I ask the AGM to appoint Mr A. Mackay as our Independent Financial Assessor for 2023-24.

In November the manager and treasurer looked at the lettings and running costs for that month as a snapshot of our trading balance and whether the hiring rates were still viable.

Total rents (including kitchen but not cupboards) generated £11.72 per hour let

Total costs (including manager's salary) were £9.58 per hour let.

This gave a contribution to maintenance and equipment replacement costs.

Following the increase in energy costs, the manager and chairman found that the March running costs had risen to £11.32 per hour. This is more than the hire rate for the Gibbs Room (largest room). The committee have decided that a hire rate increase of £1.50 per hour on each rate is needed using the Covid Business Recovery Grant to support the lettings until the increase commences on 1 September 2023.

They ask the AGM to ratify this increase.

It is uneconomic to let the rooms for a single hour at the room's hourly rate. The committee propose a minimum hire fee based on 1 ½ hours hire at the average of the two room rates be introduced. At the increased rates the minimum hire fee would be £18.

They ask the AGM to ratify the introduction of a minimum hire rate.

Whilst considering energy costs, it was agreed there should be an additional tariff, an Excessive Utilities Use Charge, for exceptional use of the Hall's utilities (Gas, Electricity, Water, Waste Disposal). This would vary based on the likely additional cost to the Hall and would be negotiated by the manager with the hirer. If this charge was levied it would be reported to the committee. We ask the AGM to ratify this Charge.

During the year we used £10,000 of our Contingency Fund to support the current account. This reduced the Contingency Fund to £5,000 short of the fund level required by our Contingency Policy. As soon as possible we need to replenish this fund.

We have been awarded a grant of £5,000 by the Garfield Weston Trust for the Garden and Basement Kitchen Project. This needs to be spent and the project finished by the end of 2023.

We would like to appoint the Charities Commission to be our holding Trustees. This will require the Constitution of the HVHA to be reviewed and agreed at a General Meeting.

Valerie Brambley Treasurer, Hardingstone Village Hall Association

### FACILITIES MANAGER REPORT

This year of April 2022 – March 2023 has been challenging with all high inflation effecting every aspect of running our hall.

Thankfully we have maintained most of our regular bookers gaining a couple of new ones this year.

We have managed to do some improvements to the building a new CCTV system has been installed and thanks to The Princess Trust the foyer was decorated, railings at the front painted and fences in the garden stained, this has helped us enormously and I personally could not praise the group of helpers enough.

We also completed the repairs to the garden wall had the steps replaced to the garden. Plus we replaced all the lights in the friends room with LED lamps.

**Our ongoing tests and maintenance contracts have been completed; -**

Fire Alarm and Extinguishers, Rodent Control, Garden upkeep, Building electric, Pat testing, Boiler and cooker service, and checks on the Door entry system.

Cleaning has been an important issue since Covid, we have gone through a series of cleaners this last twelve months, but I think we have now found a the right fit for our building, the cleaning is contracted for three times a week. I check the building on the days we don't have a cleaner. We have the windows cleaned approx. every four months and we ask everyone to leave the building how they would like to find it, tidy, sweeping the floor and checking the toilets when they leave, which works well most of the time.

**General maintenance** of the building takes a lot of time and money for general upkeep we have a very helpful maintenance man, with the multi-use of our building he usually needs to deal with some issues every month.

Projects/Maintenance/Equipment required for the future – in order of priority and subject to funding.

Paint the Gents toilet.

And complete the outdoor space/basement which has already been started with new outer doors being fitted recently.

**My thanks go to the committee for their support in helping me do the best I can for the building and to all our users, we need you as much as you need us.**

Gaynor Weatherley – Manager

HARDINGSTONE VILLAGE HALL ASSOCIATION ACCOUNTS 2022-2023							
2021-2022		Co-op Curr			Cash		2022 - 2023
£	Income	Acc	Lloyds	Nationwide	income	Written Off	£
		£	£	£	£	£	
32,108.50	Lettings	33,252.56					33,252.56
12.73	Bank Interest	0.00		86.24			86.24
0.00	Advertising fees	0.00					0.00
657.78	Donations	185.00					185.00
1,870.00	Donations to Defibrillator	375.00					375.00
3,910.00	Deposits retained and in hand	2,152.00					2,152.00
140.00	Key Deposits	60.00				-19.91	40.09
14,853.40	Grants	5,000.00					5,000.00
0.00	Payroll credit repayment	63.26					63.26
0.00	Cancelled Training	187.20					187.20
0.00	Fund Raising	0.00					0.00
0.00	Payment in error later refunded	1,001.02					1,001.02
<b>53,552.41</b>	<b>TOTAL</b>	<b>£42,276.04</b>	<b>£0.00</b>	<b>£86.24</b>	<b>£0.00</b>	<b>-£19.91</b>	<b>£42,342.37</b>
£	Expenditure	£	£	£	£	£	£
16,691.59	Salaries and pensions	-18,801.67					-18,801.67
12,567.60	Grounds-	-3,004.40					-3,004.40
6,899.52	Premises	-14,242.58					-14,242.58
0.00	Transfer Curr. A/c to PC	0.00					0.00
2,366.93	Cleaning and Cleaners Wages	-3,180.88					-3,180.88
1,106.82	Gas	-2,982.93					-2,982.93
1,324.61	Electricity	-1,431.32					-1,431.32
295.11	Water Rates	-595.30					-595.30
32.34	Rates	-41.64					-41.64
702.42	Communications & IT	-868.11					-868.11
19.71	Stationery, Postage and Publications	-51.04					-51.04
475.01	Insurance	-474.64					-474.64
159.00	Subscriptions/Affiliations	-61.97					-61.97
2,832.92	Equipment	-869.90					-869.90
751.42	Waste disposal	-1,029.20					-1,029.20
0.00	CRB checks	0.00					0.00
66.00	Lottery & Music & TENS Licences	-817.55					-817.55
1,623.80	Defibrillator	-25.00					-25.00
0.00	Staff and committee training	-187.20					-187.20
0.00	Advertising	-110.80					-110.80
3,900.00	Returned deposits and refunds	-2,330.00					-2,330.00
115.00	Annual accounts audit	-115.00					-115.00
98.50	Key Deposit returns	-40.00					-40.00
600.54	Miscellaneous	-46.81					-46.81
0.00	Corrections, overpayments, refunds	-130.00					-130.00
0.00	Difference written off	0.00					0.00
<b>£52,628.84</b>	<b>TOTAL</b>	<b>£51,437.94</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£51,437.94</b>
<b>£923.57</b>	<b>Trading Loss ( 2022 Profit ) being excess of Expenditure over Income</b>						<b>£9,095.57</b>

#### HARDINGSTONE VILLAGE HALL ASSOCIATION - BALANCE SHEET AT 31 March 2023

Statement of assets and liabilities at 31.03.2023		£	£
47,168.81	Reserves & accumulated profits b/f	48,092.38	
923.57	Trading Balance for the year - Loss ( 2022 Profit )	-9,095.57	
<b>£48,092.38</b>	<b>TOTAL</b>	<b>£38,996.81</b>	
Represented by:-			
Bank balances as at 31-03-2023			
25,466.30	Nationwide Business Savings Account	15,552.54	
15,213.09	Lloyds TSB Business Call a/c	12,354.09	
7,855.75	Co-Op Community Account	11,440.85	
8.33	Cash in hand	8.33	
-451.09	Key deposit held against key return	359.00	
<b>£48,543.47</b>	<b>TOTAL</b>	<b>£38,996.81</b>	
X		0.00	
<b>£48,543.47</b>	<b>TOTAL Available Funds</b>	<b>£38,996.81</b>	
Represented as follows:-			
Lloyds TSB "Deposits" and Covid Fund			
	Covid Recovery grants residue	11,288.89	
	Deposits held for entrance keys pending refund on return of key	359.00	
	De-fibrillator donations for running costs	706.20	
Closing Balance 31.3.2023			12,354.09
Nationwide Business Savings Account			
This is made up as follows:			
	Opening Balance	25,466.30	
	Transfer to Co-op Current Account	10,000.00	
	Interest Earned	86.24	
Closing Balance 31.3.2023			15,552.54
CO OP Bank			
	Opening Balance	7,855.75	
	Transfers from other accounts	2,321.67	
	Transfer from Nationwide Business Savings Account	10,000.00	
	Income	42,342.37	
	Expenditure	51,437.94	
Closing Balance 31.3.2023			11,081.85
	Cash in Hand	8.33	
		<b>£38,996.81</b>	

I have reviewed the financial statements on pages 1 and 2.  
I have examined the underlying records and confirm that these financial statements are a correct representation of the underlying accounts.

Andrew Mackay FCA

Date  
07/06/23

# HARDINGSTONE VILLAGE HALL ASSOCIATION - BALANCE SHEET AT 31 March 2023

<u>Statement of assets and liabilities at 31.03.2023</u>		£	£
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923.57	Trading Balance for the year - Loss ( 2022 Profit )	-9,095.57	
<u>£48,092.38</u>	<b>TOTAL</b>		<u>£38,996.81</u>

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<u>£48,543.47</u>	<b>TOTAL Available Funds</b>		<u>£38,996.81</u>

## **Represented as follows:-**

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### **Closing Balance 31.3.2023**

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This is made up as follows:

Opening Balance	25,466.30
Transfer to Co-op Current Account	10,000.00
Interest Earned	86.24

### **Closing Balance 31.3.2023**

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### **CO OP Bank**

Opening Balance	7,855.75
Transfers from other accounts	2,321.67
Transfer from Nationwide Business Savings Account	10,000.00

Income	42,342.37
Expenditure	51,437.94

### **Closing Balance 31.3.2023**

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Cash in Hand

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Andrew Mackay FCA

7th June 2023  
Date

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