

**Chieveley Recreational Centre AGM**  
**held on Zoom (Covid 19 Pandemic)**  
**on 30<sup>th</sup> June 2021 at 7.30pm.**

**Present**

William Hooper	Executive	Chairman
David Cook	Executive	Treasurer
Mark Hutchison	Executive	Cricket Club
Iain Johnstone	Executive	Chieveley Dog Club
Mike Belcher	Executive	Parish Council
Helen Singleton	Executive	Tennis Club
Derek Brown	Executive	Hall Operations Manager
Michelle Corr	Executive	Bookings Officer
Sallie-Anne Arlington	Executive	Pilates
Jean Pocock	Trustee	Chieveley W.I.
Pat Brown	Trustee	Textile Art
Kimberley Ragousis	Trustee	Gardening Club

**Non Trustees Present:**

Ann Beer      Textile Art

**1. Apologies**

Apologies were received from:

Anthea Armitage – Trustee and Short Mat Bowls  
Chris Armitage – Executive and Bridge Club  
Nic Hamlin  
Nicky Sahota  
Gill Love  
Hilary Cole

**2. Minutes of Meeting**

WH proposed that the 2020 AGM Minutes are adopted and approved without amendment. All approved.

**3. Matters Arising**

There were no matters arising.

**4. Chairman's report:** attached

There were no comments following the report

**5. Treasurers report:** attached with the accounts

There were no comments following the report other than Jean Pocock asking for an explanation of the insurance claim. DC responded by explaining this was a one-off payment in response to a claim for the hall closure due to Covid 19.

**6. Bookings Officer and Hall Coordinator Reports:**

**Booking Officer**

Market: Since November and our last AGM our main booking was the Chieveley Saturday Market. This was treated as a booking and run with great success by Jo Teague. Many thanks to Jo for all her hard work and dedication. The market is now on the first Saturday of the month. Thanks to Nicky Sahota for taking over from Jo to keep the market going. Total income to date is £1260.

Bookings: Due to lockdown, in November we had just one booking, a charity for disabled children who were the only people allowed to use the Hall. We had three weeks of exercise and dance classes in December until we entered Tier 4, and then moved on to another National Lockdown in January. Dance Class returned on 12<sup>th</sup> April with exercise and dog classes returning after 17<sup>th</sup> May. We expect the remainder of our Clubs to all be back by September.

We have a few ad-hoc bookings returning over the next few months and hope we will return to some sort of normal with these come September.

Thank you to Nicky, Debbie and Dean for looking after the Hall so well and keeping the standards so high.

**Hall Coordinator**

The Hall usage is still restricted because of the Covid Pandemic, but the generally quiet conditions have allowed us to update our Risk Assessments. A professional Fire Risk Assessment has been carried out by the Red Box Company and the resulting recommendations put in place. The Risk Assessment for the Hall as a whole has been brought up to date in line with HSE guidance.

The Dropping In team have attended a revision session at the Hall, needed because of the lack of hiring's in the previous eighteen months, and are now ready to welcome hirers back as soon as the restrictions have eased. The team is ready to remove all Covid related items and warning signs when government clearance is given.

**7. Election of Elected Members:**

a) All the current elected members below have agreed to stand again.

William Hooper

David Cook

Michelle Corr  
Derek Brown  
Sallie-Anne Arlington

These were proposed by Helen Singleton and seconded by Mike Belcher. All were in favour and they were duly elected for the coming year until the AGM in 2022.

b) Election of any new elected members

WH advised that Nic Hamlin had agreed to become an elected member. And was nominated by Mike Belcher and seconded by Mark Hutchison. All were in favour and Nic was duly elected.

**8. Election of Representative members**

Tennis Club– Helen Singleton  
Cricket Club – Mark Hutchison  
Dog Club – Iain Johnstone  
Bridge Club – Chris Armitage  
Parish Council – Mike Belcher  
Cold Ash Football Club – Simon Lamb  
Textile Art – Pat Brown  
WI – Jean Pocock  
Gardening Club – Kimberley Ragousis

All of the representative members were nominated by Michelle Corr and seconded by Derek Brown. All in favour and they were duly re-elected.

**Appointment of Representatives**

HS advised that she was collating all trustee forms from individuals and will chase any not currently received. Once complete she will update the trustee membership list and circulate.

**9. Date of next Annual General Meeting**

Wednesday 15 June 2022 at the Village Hall at 7.30pm

## **CHIEVELEY RECREATIONAL CENTRE**

### **CHAIR'S REPORT TO THE AGM**

**30 June 2021**

#### **The Virus**

My report to you last year was delayed until November. Lockdown had started on 23 March 2020 and dominated that report. Some users returned between June and December 2020, many did not. Further lockdown arrangements have continued and are with us to some degree still. Many users are elderly and vulnerable and all must protect them.

Your executive reacted by constraining discretionary spending, maintaining safety, essential repairs and items where there was overwhelming advantage from proceeding. In times of serious hardship for some, the Hall became a food-bank. Thanks to Helen Singleton, Nicky Ager, Sarah and Mark Hutchison for leading Chieveley's response and for drawing on us.

Some of us became obsessed by the latest regulations and what they really meant. We learned not to trust Downing Street announcements, for what would later be seen in writing was often quite different. How could we do what was right to keep people safe without needlessly preventing the interaction our users craved? Derek Brown led our discussions of how to apply the rules and to manage the risks.

The market turned into an inspired reaction. Loaf had approached Michelle Corr who mobilised it. Jo Teague took it over and shone a ray of sunshine into a bleak time. It seemed to me to be a huge success for all concerned. Nicky Sahota is now maintaining it at a lower level.

Government has delivered support to many businesses and other organisations to sustain them when normal business was interrupted. Village halls have been entitled to grants. Not all organisations have. David will report on the grants, relief he has obtained and the insurance claim made. We are also thankful to West Berkshire and Chieveley Parish Councils for their grants and active support in sustaining us to deliver services to parishioners.

Sadly the Flower Club and Cinema Club have both closed, lacking the people to run them.

#### **Thanks**

There have been times when our cash-flow has been terrible. When the bills come in and the means to pay them does not. I have this year been profoundly grateful for the prescience of the committees and officers who precede us. They laid down reserves that have seen us through the dark days. We leave this year with them replenished. I thank David Cook our Treasurer for his careful guidance of our financial resources.

Michelle Corr has maintained our relations with users. Demands on her time for bookings may have been less than in other years, but she has conducted sometimes difficult discussions with grace. The quality of our systems has been enhanced to maintain control.

Anyone traversing the high-street will have been struck by the high levels of outside activity when inside could not function. There are training sessions for sport, much lycra has been seen, dogs and people walk and run. Informal gatherings around the benches have also been frequent and Chieveley folk have done much to sustain Prosecco and beer trades. Mark Hutchison assisted by Dean Bonsall have done much to lead this, re-imagining the relationship between the Rec and the village to make the best use of outside. Simon Lamb and Cold Ash Football have raised the quality of our playing field greatly. The high use has kept anti-social behaviour at low levels.

Every organisation relies on the diligence of the unseen. Nicky Sahota has quietly organised our suppliers and supported Dean and Debbie in maintaining cleanliness. She and Allin Miles are documenting our systems so we become more robust. Routine tasks such as inspections that had lapsed are being brought under control. The elements that we rely on for service to function just get done without fuss. I am immensely grateful.

Projects have continued apace. Do not assume that because normal service has been interrupted that the Hall has stood still! For many of these, Mark Hutchison has quietly got things done. We should also be grateful to the many others who have stepped forward. Some of those were:

Carpark kerbs and marking (some even manage to park in the bays now!)

Carpark extension.

Container.

Grounds working party.

Documenting the hall (where is the stop-cock).

The Christmas tree.

Re-pricing to bring us into line with the market.

Repairing holes in the carpark.

Lighting under the canopy. Outside lighting replaced. Replace the Hall lights.

Boundary protection and securing the grounds.

Playground replacement.

Benches! (thanks to donors).

Tennis club barrier hedge, Muga hedge (much watered).

Sorting out bank authorities and accounts.

Contracts of employment and NI.

Removal of a redundant telegraph pole.

Deep cleaning the kitchen.

Door seal replaced.

Tidying out the kitchen and cupboards.

Hallmark level 1 obtained.

Salt bin.

Clothes bank / shoe bank.

## **We Live On**

As we look forward, your Exec is working on developments to keep us where we need to be. Derek is pulling together the operations and daily management. Sallie-Anne is leading our thinking in terms of environmental impact, that I hope will include increasing awareness amongst users of cycling or

walking to the Hall where possible, rather than driving. This is both to assist our environmental impact and to reduce congestion in the village: a down-side of a thriving and much used facility.

I have resolved to stop guessing what is to happen next. Your Executive does however make the best plans it can and designs for resilient operations. This is a vibrant and active Hall and grounds, a superb facility that hosts a wide variety of interests and passions. We aim to help all to relax, to achieve and to enjoy. I thank the Executive for their counsel throughout this challenging year and hope that you and your members will be around for many years to make use of it.

## **CHIEVELEY RECREATIONAL CENTRE**

### **TREASURER'S REPORT TO THE AGM**

**30 JUNE 2021**

#### **(a) Annual Accounts.**

Copies of the Accounts for the Chieveley Recreation Centre for the year ending 30 April 2021 were circulated prior to the meeting. A copy of the accounts is also available on the website. The accounts will be independently reviewed.

Due to the restrictions surrounding Covid 19, regular income was considerably reduced. On a like for like basis income reduced from 34,297 to £6,450 during the year. The additional income provided by market rents and the insurance claim, have helped the position. However, even including these items, the reduction in income amounted to £15,693. A huge thank you to all for the efforts made during the year to achieve the income received in very difficult circumstances.

Expenditure has been amended this year to include MUGA, Ground's maintenance, and playground expenditure. Comparatives have been amended to reflect these changes. On a like for like basis, expenditure has reduced from £65,429 in 2020 to £37,685 in 2021. Rates were reduced to nil, as part of the Covid 19 government assistance. Water charges increased but are based upon a monthly estimate, which can hopefully can be reduced once regular meter readings are provided. Ground's maintenance costs increased this year and include £4,987 relating to general maintenance provide by Scofell, removal of Cherry Trees £2,000, necessary car park repairs and maintenance, £3,672, and a contribution towards a barrier between the grounds and the tennis courts amounting to £1,525.

Fund raising remained a substantial source of income as detailed in the accounts. In March 2021, the cinema club made a donation of £1,797 representing the remaining funds held, after closing down. A huge thank you for this very generous donation. The 200 club continued to raise substantial funds and along with cup and cake proceeds amounted to over £1,200. Unfortunately, the fireworks evening was unable to go ahead, income from which was sorely missed. Contributions towards the benches' project amounted to £4,415 in the year. A huge thank you to Mark for all his efforts regarding this venture. Indeed, a huge thank you to all concerned in fund-raising activities.

#### **Grants**

The Centre wishes to thank Chieveley Parish Council for continued support and provision of Grants amounting to £5,241 in the year. In addition, a huge thank you to West Berks Council for grants amounting to £28,808 in the year, without which the use of reserves would have been required. Job retention scheme grants amounting to £570 were also received.

Overall, income exceeded expenditure in the year by £22,940, which has been allocated to respective accounts as shown on page 2 of the accounts. Overall cash funds have increased by £22,939 as detailed on page 3.

Coronavirus restrictions continue to severely reduce income. Where applicable, grants will continue to be requested. In addition, where possible, reductions in monthly charges have been obtained from suppliers.

Up until now, due to reductions in income, the Centre has adopted a policy of restricting expenditure to essential repairs and maintenance. As some users are now returning to the Hall and external outside grounds use has increased substantially, this policy may now require review.

As in the previous year, various projects are under consideration and if favourable terms can be obtained, may be considered. The Centre has considerable reserves and continues to be in a favourable position compared to others.

#### **(b) Future rental charges**

These are to be discussed at the Meeting of Trustees following the AGM ope that you and your members will be around for many years to make use of i



			<b>CHIEVELEY RECREATIONAL CENTRE</b>					
			<b>ACCOUNTS</b>					
			<b>YEAR ENDED 30 APRIL 2021</b>					
						<b>2021</b>		<b>2020</b>
<b>INCOME</b>								
	Hall & ground rents					5,511		31,564
	Meeting room hire					0		460
	Letting deposits					-17		600
	Bank interest received					48		179
	Clothes bank receipts					885		1,471
	Market rents					1,230		
	Insurance claim					10,924		
	Sundry					23		23
						18,604		34,297
<b>EXPENDITURE</b>								
	Wages				7,607			7,200
	Cleaning/supplies				2,255			3,809
	Electricity				1,098			4,933
	Rates				0			729
	Water				818			149
	Insurance				2,165			3,757
	Telephone				935			861
	Postage stationery & computer costs				109			45
	Hall maintenance				6,848			16,933
	Sundry - incl. data protection and training				45			819
	Equipment							7,189
	Benches costs							7,388
	Multi use games area expenditure			112			2,972	
	Grounds maintenance expenditure			13,492			5,915	
	Playground expenditure			1,272			1,332	
						14,876		10,219
	Planning fees					282		
	Licences					647		1,396
							37,685	65,429
<b>OPERATING (DEFICIT)/SURPLUS</b>						- 19,081		- 31,132
<b>FUND RAISING</b>								
	Donations excluding dog club				1,785			1
	200 Club (net proceeds)				1,065			1,183
	Cup n cake (net)				137			334
	Fireworks (net proceeds)							9,438
	Benches project				4,415			6,677
							7,402	17,633
<b>GRANTS RECEIVED</b>								
	<b>Chieveley parish council</b>							
	Multi use games area				1,940			1,940
	Playground				1,135			1,107
	Grounds				2,166			2,328
					5,241			5,375
	<b>West berkshire council</b>				28,808			
	<b>Hmrc job retention scheme grants</b>				570			
							34,619	5,375
<b>EXCESS OF EXPENDITURE OVER INCOME FOR THE YEAR</b>					£	22,940	£	-8,124

<b>ALLOCATION OF EXCESS OF INCOME/EXPENDITURE</b>					
Day to day funds				34,220	-3,280
Playground - capital fund				129	448
Muga				1,828	-1,032
Grounds & playground maintenance				-13,237	-4,260
<b>SURPLUS/DEFICIT FOR THE YEAR</b>				<b>22,940</b>	<b>-8,124</b>
<b>RECONCILIATION OF FUNDS</b>					
<b><u>DAY TO DAY FUNDS</u></b>					
Opening balance				201	4,241
Surplus for the year				34,220	-3,280
Transfers to playground and grounds fund				-13,237	-4,260
Transfer from/(to) refurbishment fund				-10,000	4,000
Transfer to replacement & regeneration reserve				-5,000	-500
				<b>6,184</b>	<b>201</b>
<b><u>REPLACEMENT AND REGENERATION RESERVES</u></b>					
Opening balance				11,000	10,500
Transfer from day to day fund				5,000	500
Closing balance				<b>16,000</b>	<b>11,000</b>
NB the above unrestricted reserves, relate to the skate ramp playground and other non-hall capital replacement					
<b><u>PLAYGROUND &amp; GROUNDS FUND</u></b>					
<b><u>MUGA - restricted funds</u></b>					
Opening balance 1 May 2020				9,675	10,707
CPC grants received	Multi use games area		1,940		1940
Multi use games area maintenance expenses			112		2,972
Allocation of excess attributable to Muga				1,828	-1,032
				<b>11,503</b>	<b>9,675</b>
<b><u>PLAYGROUND &amp; GROUNDS</u></b>					
<b><u>Capital fund - restricted</u></b>					
Opening balance 1 May 2020				21,264	20816
CPC grants received	Playground		1,135		1,107
CPC grants received	Grounds		2,166		2,328
			3,301		3,435
CPC Ground maintenance expenditure			2,409		2,188
			892		1,247
Actual playground expenditure		-1,272			-1,332
Attributable to CPC 60%			-763		-799
				129	448
				<b>21,393</b>	<b>21,264</b>
<b>RESTRICTED FUNDS</b>				<b>32,896</b>	<b>30,939</b>
<b><u>PLAYGROUND &amp; GROUNDS REVENUE - UNRESTRICTED</u></b>					
Opening balance 1 May 2020			0		
Playground expenditure attributable to CRC					
	-1,272 x 40%		509		533
Grounds maintenance attributable to CRC			12,729		3,727
			13,237		4,260
Transfer from day to day funds to cover			-13,237		-4,260
				<b>0</b>	<b>0</b>
<b><u>REFURBISHMENT FUND - UNRESTRICTED</u></b>					
Opening balance				88,689	92,689
Transfer (to)/from day to day fund				10,000	-4,000
Closing balance				<b>98,689</b>	<b>88,689</b>
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>				<b>£ 153,768</b>	<b>£ 130,829</b>

<b>REPRESENTED BY:</b>								
						<b><u>2021</u></b>		<b><u>2020</u></b>
	Bank current account				28,945			20,394
	Bank deposit accounts				124,824			110,435
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>					<b>£ 153,768</b>		<b>£ 130,829</b>	
<b><u>ASSETS RETAINED FOR THE CHARITY'S OWN USE</u></b>								
	Freehold land & property							
	Plant & machinery							
	Fixtures and fittings							
	Computer equipment							
D J Cook - Treasurer								
Date	28 June 2021							



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

CHIEVELEY RECREATIONAL CENTRE

**On accounts for the year  
ended**

30 APRIL 2021

**Charity no  
(if any)**

296892

**Set out on pages**

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/4/2021.

**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:**

**Date:**

30/10/2021

**Name:**

MICHAEL WEEKS

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

**Address:**

HOLLYBERRY COTTAGE, DOWNEND, CHIEVELEY, NEWBURY  
BERKSHIRE, RG16 8TS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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