

Little Gransden Village Hall

7-9 Primrose Hill,

Little Gransden,

SG19 3DP

Charity number: 300404



Trustees Annual Report

For the Year Ending 30 September 2020

Little Gransden Village Hall, Registered Charity No 300404
Trustees Annual Report – Year Ended 30 September 2020

The Trustees' Annual Report and Accounts for Little Gransden Village Hall are included in this report covering the period from 1 October 2019 to 30 September 2020.

Section A - Reference and administration details

Charity name: Village Hall, Little Gransden

Registered charity number: 300404

Charity's principal address: Primrose Hill, Little Gransden, SG19 3DP

Names of the charity trustees who manage the charity are:

1	Sue Chase, Chair
2	Lorna Pepper, Secretary
3	Sue Barlow, Treasurer
4	Trevor Brown, Building Manager
5	Phyllis Jaquest, Bookings Officer
6	John Gillett
7	Laura White
8	Rachel Fogg
9	Barry Girling
10	Noushin Rostami

Type of Advisor	Name	Address
Bank	Barclays Bank	St Neots

Section B - Structure, governance and management

Below are details of the structure, governance and management of the Group.

Type of Governing Document	The Village Hall is governed by the Declaration of Trust dated 12 January 1955 and amended on 19 July 2018.
How the Charity is constituted	The Trust is managed by a committee of Trustees appointed specifically for the task.
Trustee Selection Methods	The Trustees are appointed in accordance with the dictates of the Declaration of Trust 1955.
Additional Governance Information	The Hall is maintained by a Management Committee, the members of which are the 'Charity Trustees'. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

	<p>The Committee consists of 10 Trustees. 5 of these Trustees have been nominated by the user groups named on the Declaration of Trust as representative trustees and the remaining 5 have been elected by the Committee.</p> <p>This Management Committee exists to maintain the Village Hall and ensure that it carries out the aims laid out in the Declaration of Trust:</p> <ul style="list-style-type: none">• Providing a safe and secure venue for the inhabitants of the Parish of Little Gransden and immediate vicinity to engage in recreational activities;• The maintenance of Trust property;• The raising of funds and the administration of Trust Finance;• The insurance of persons, property and equipment.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Section C - Objectives and Activities

The objectives of the Committee are laid down in the 1955 Declaration of Trust. "... for the purposes of physical and mental training and recreation and social moral and intellectual lectures classes recreations and entertainments ..." The Committee ensures that the Hall is well maintained and kept in a suitable condition for regular use by local residents for a wide variety of activities. It also monitors the finances of the Hall to ensure continued financial viability.

Section D - Achievements and performance

The Hall continues to be self-financing for general running costs although Grant Funding is sought for major projects.

No new projects have been started this year with the advent of the coronavirus and the closure of the Hall for the majority of the financial year. The Hall was made ready for use once the national lockdown was lifted, however most user groups preferred to continue under their own lockdown rather than return to the Hall whilst the seriousness of the virus was still an unknown quantity.

Section E - Financial Review

Income from hire and associated activities for the year ended 30 September 2020 amounted to £11,393 a 30% decrease on the prior year income of £16,504. Regular use remained comparable until the advent of Covid-19.

Related expenditure in the year totalled £9,573: savings were made on a reduction in cleaning and maintenance during the lockdown period.

Trading profit for the year amounted to £1,820; last year £4,360.

Little Gransden Village Hall, Registered Charity No 300404
Trustees Annual Report – Year Ended 30 September 2020

A Retail, Hospitality & Leisure Grant of £10,000 was received from South Cambs District Council in respect of loss of income due to lockdown and this has bridged the shortfall of hire income for the short term.

The Hall's principal source of funds is hire charges from regular user groups. These account for over 90% of trading income. The Committee will need to encourage regular users back to the Hall once the coronavirus situation allows.

Grant Funding: During the financial period the final part of the Amey Community Grant for the extension was received, also £3,000 from the Community Grant Fund to finish the extension store and purchase child sized tables and chairs.

Section F - Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

Signature(s) _____

Signature(s) _____

Full name(s) Sue Barlow

Full name(s) Sue Chase

Date: 18 March 2021

Date: 18 March 2021

Position: Treasurer

Position: Chair

Receipts and Payments Account

Little Gransden Village Hall

Charity
no:300404

Accounts for the year ended 30th September 2020

	2019/20	2018/19
<u>Receipts</u>		
Bowls Club	672.00	1,344.00
Badminton	588.00	1,036.00
Buzzy Bodies	588.00	1,001.00
Western Dance Club	1,436.00	3,592.00
Yoga	1,050.00	1,764.00
NAAFI	336.00	0.00
Café	489.00	768.00
Brownies	490.00	605.50
Rangers	126.00	0.00
Pilates	582.75	990.50
Ballet	955.50	2,376.50
Occasional Regulars	2,097.00	1,711.00
Circuits	210.00	0
	9,620.25	15,188.50
Individual hall hire	1,290.00	766.00
Total Hire Income	10,910.25	15,954.50
Fund raising - theatre production	239.68	323.11
Solar	221.23	197.30
Bank Interest	21.38	29.75
	11,392.54	16,504.66
100 Club membership	1,280.00	1,390.00
Grant from the Amey Community Fund	20,000.00	30,000.00
SCDC – Retail, Hospitality & Leisure Grant	10,000.00	0.00
Community Fund Grant	3,011.00	0.00
Parish Council – contribution towards storage extension	0.00	14,000.00
Donation	110.00	0.00
Loan obtained through ACRE (£14k repayable Dec 19, £6k over 5 years)	0.00	20,000.00
Total Receipts	45,793.54	81,894.66
<u>Payments</u>		
Electricity	2,474.55	2,669.08
Water & Sewage	365.00	317.00
Maintenance	2,695.17	3,217.50
Refuse collection	180.04	394.56
Cleaning	2,291.11	3,942.67
Insurance	821.00	872.18
Loan Interest	131.73	
Premises Licence, PRS & PPI tariff for Community Buildings	469.90	643.84

Little Gransden Village Hall, Registered Charity No 300404
Trustees Annual Report – Year Ended 30 September 2020

Sundry	144.86	87.00
	9,573.36	12,143.83
100 Club prizes	600.00	0.00
Loan Repayment	14,586.61	0.00
Storage Extension	35,539.39	42,117.90
Drain repairs	3,450.00	11,545.00
Total Payments	63,749.36	65,713.73
<u>Receipts less Payments</u>	(17,955.82)	16,178.93
	<u>2019/20</u>	<u>2018/19</u>
Receipts less Payments	(17,955.82)	16,178.93
<u>Add Funds at 1.10.19</u>		
Current Account	882.55	
Deposit Account	26,245.67	
Contingency Fund	1,517.01	
100 Club	1,390.00	30,035.23
		13,856.30
<u>Gives Funds at 30.9.20</u>		
Current Account	133.18	
Deposit Account	865.89	
Contingency Fund	10,020.34	
100 Club	1,060.00	
	12,079.41	30,035.23

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 18 March 2021 and signed on their behalf by:

Signature	Print Name
	Sue Chase, Chair
	Sue Barlow, Treasurer

Chair's Report

When I look back on the year that this report relates to and try to think of what we have done, all I can see is the big nothingness of closure from the first lock-down and beyond.

This has been a sad year for the Hall and its regular users. All activity had to stop in February of 2020 and by September 2020 still had not started again. I know I speak for all Committee members when I say that we hope the effects of the coronavirus pandemic do not do

irreversible damage to the many small Halls and community buildings around the country that are currently watching their precious resources dwindle.

Whilst we were in the first lockdown the Hall was geared up for use when permitted, but understandably, most of our regular user groups were unwilling to commit to a resumption of their activities until conditions were considerably safer.

Throughout the closure, committee members have carried out weekly checks to ensure that the Hall has remained in good condition and is ready for use. We've also made sure that maintenance work continued and that the grounds were kept tidy.

We were able to hold a small outdoor ceremony on the 8th May to celebrate 75 years since VE Day and to officially 'open' the super wooden seat that the Parish Council had donated to the Hall. We later had to move the location of the seat due to an airborne attack of a different kind – this time from local birds!

My third year as Chair has been very different to the first two. However, as I said in my report last year - the learning never ends. This year has been challenging on a different level, but I believe we have remained calm and positive and met each hurdle face on. We may have less money in the bank than last year but we are poised and ready to recommence once safe to do so.

My thanks, as usual, go to my fellow Trustees for your patience throughout the crisis; your flexibility over meetings; your willingness to discuss issues calmly; your common sense and practicality; and your continual support.

This may have been a very quiet year for the Hall but I believe we are in a good position to reclaim our place in the community and give an even better service than before.

Sue Chase

18 March 2021

Booking Officer's Report

The Hall was doing very well up to the early part of 2020 with regular users continuing to fill the Hall every week and our 'one-off' regular users continuing to support us.

Covid-19 and a national lockdown then necessitated that the Hall close and we were forced to cancel all our bookings for the rest of the year.

Hopefully our regular hirers will return, and the Hall will be able function as it should. We are taking provisional bookings for 2021 in the hope that conditions will improve.

Phyllis Jaquest

18 March 2021

Building Manager's Report

The last 12 months have been relatively quiet due to the coronavirus pandemic, which effectively stopped people from using the hall.

1. **The extension:** This is now complete and fully operational.
2. **Drains:** No further problems to report. The toilets are being flushed weekly as part of the maintenance routine to ensure that they are fully operational.
3. **Paul Canlin** has taken over the day to day maintenance of the village hall. He is checking the emergency lighting and alarm systems, and flushing through the Lincat water boiler, every month. He has fitted a plaque supplied by Amey Community Fund to publicise the grant that they provided for the new extension, and a picture created by BuzziBodies. Paul also refitted a sticking door on one of the stage side cupboards, and he refitted the rail for the stage black curtains.
4. **Grant application:** An application to the National Lottery Community Fund has been made with a request for £3,010, and payment received in late March 2020.
The grant was requested to cover the cost of:
Two quiet hand driers - £1,148.83p fitted by Paul Hodson.
PVC sheet flooring in the two storage areas - £810.00p fitted by Potton Flooring.
Racking for the folding red chairs (previously stored in the container) - £353.96p fitted by Trevor Brown.
and small tables & chairs for BuzziBodies to use - £697.48p supplied by GoPak.

LGVH could apply for another grant from the National Lottery Community Fund in April 2021, if required.

5. **Solar PV system:** This was installed in August 2017. The system operated without problem during the last 12 months, and generated just over 2,821kWh and saved about 1500kg of carbon dioxide, during this period. This is very similar to the previous year.
6. **Mower:** The present MTD mower is making horrible noises, which suggests that expensive mechanical problems will occur with this old mower. J C Services have been cutting the grass using his own refurbished mowers (testing them out). He only charged for two mowings, but he carried out around 8 mowings during the year. John Henthorne has said that he is prepared to continue to mow the grass during 2021 using his own equipment.
J C Services have offered to buy the old mower, if LGVH no longer need it. No value has been discussed. A replacement mower should be a mulching type mower to save the work involved in collecting and disposing of the grass cuttings. The cost may be around £2,500 and would require volunteers to cut the grass periodically.
7. **Leak on hot water boiler in the kitchen:** A Sadia Service Engineer was called out to inspect the leak on the new Sadia heater. He noticed that the unit was incorrectly plumbed in. The problem was referred back to BSG Property Services who installed the new unit, and they rectified the leak problem.
8. **Ventilation in the original Ladies and Gents toilets:** Since July 1998, the Building Regulations have required toilets that are used by the public to have mechanical ventilation installed in new, extended, modified buildings. There is no such ventilation in the original Ladies and Gents toilets, and the lack of ventilation was highlighted by the need for ventilation to avoid the spread of Covid (and influenza and pneumonia). A quote was obtained from Paul Hodson for a combined ventilation system operated by infra-red detectors in both toilets. The cost was

estimated in August 2020 at £519.60p including VAT. At the time, the hall had no hire income, and the improvement was shelved, and the toilets are now closed to the public.

The Committee should now reconsider installing the ventilation before the proposed opening of the hall to the public in May 2021, because these toilets should be reopened for the safe use by the public. The village hall should be limited to 25 users if only the two new toilets are available for use.

9. **Ivy:** This has been trimmed back 3 times a year by John Gillett for many years to prevent it from blocking the gutters and penetrating the fascia board and roof panels. . This year volunteers have done some trimming outside the toilets and part of the main hall, and a gardener was contracted to trim the ivy at the stage end. ***The ivy near the toilets and part of the main hall is again in urgent need of trimming back.***

Trevor R Brown, retiring Buildings Manager

18 March 2021

Little Gransden Village Hall

Charity no:300404

Accounts for the year ended 30th September 2020

			2019/20	2018/19
<u>Receipts</u>				
	Bowls Club		672.00	1,344.00
	Badminton		588.00	1,036.00
	Buzzy Bodies		588.00	1,001.00
	Western Dance Club		1,436.00	3,592.00
	Yoga		1,050.00	1,764.00
	Café		489.00	768.00
	Brownies		490.00	605.50
	Rangers		126.00	0.00
	Pilates		582.75	990.50
	NAFFI		336.00	0.00
	Circuits		210.00	0.00
	Ballet		955.50	2,376.50
	Occasional Regulars		2,097.00	1,711.00
			9,620.25	15,188.50
	Individual hall hire		1,290.00	766.00
		Total Hire Income	10,910.25	15,954.50
	Fund raising - theatre production		239.68	323.11
	Solar		221.23	197.30
	Bank Interest		21.38	29.75
			11,392.54	16,504.66
	100 Club number sales (£10 per number)		1,280.00	1,390.00
	Grant from the Amey Community Fund		20,000.00	30,000.00
	SCDC - Retail, hospitality & Leisure Grant		10,000.00	0.00
	Community Fund Grant		3,011.00	0.00
	Parish council - contribution to storage extention		0.00	14,000.00
	Loan obtained through ACRE		0.00	20,000.00
	Donations		110.00	0.00
		Total Receipts	45,793.54	81,894.66
<u>Payments</u>				
	Electricity		2,474.55	2,669.08
	Water & Sewage		365.00	317.00
	Maintenance		2,695.17	3,217.50
	Refuse collection		180.04	394.56
	Cleaning		2,291.11	3,942.67
	Insurance		821.00	872.18
	Subscriptions, Premises Licence, PRS & PPI tariff		469.90	643.84
	Loan interest		131.73	0.00
	Sundry		144.86	87.00
			9,573.36	12,143.83
	100 Club Prizes		600.00	0.00
	Loan Repayment		14,586.61	0.00
	Storage extention		35,539.39	42,117.90
	Drain repairs		3,450.00	11,454.00
		Total Payments	63,749.36	65,715.73
<u>Receipts less Payments</u>			-17,955.82	16,178.93

[illegible]

[illegible]

I report to the trustees on my examination of the accounts of Little Gransden Village Hall (charity no: 300404) for the year ended 30th September 2020

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



KERIN SEQUEIRA FCCA (2491096)

6 JANUARY 2021

Little Gransden Village Hall

Charity no:300404

Accounts for the year ended 30th September 2020

		2019/20	2018/19
Receipts			
Bowls Club		672.00	1,344.00
Badminton		588.00	1,036.00
Buzzy Bodies		588.00	1,001.00
Western Dance Club		1,436.00	3,592.00
Yoga		1,050.00	1,764.00
Café		489.00	768.00
Brownies		490.00	605.50
Rangers		126.00	0.00
Pilates		582.75	990.50
NAFFI		336.00	0.00
Circuits		210.00	0.00
Ballet		955.50	2,376.50
Occasional Regulars		2,097.00	1,711.00
		9,620.25	15,188.50
Individual hall hire		1,290.00	766.00
	Total Hire Income	10,910.25	15,954.50
Fund raising - theatre production		239.68	323.11
Solar		221.23	197.30
Bank Interest		21.38	29.75
		11,392.54	16,504.66
100 Club number sales (£10 per number)		1,280.00	1,390.00
Grant from the Amey Community Fund		20,000.00	30,000.00
SCDC - Retail, hospitality & Leisure Grant		10,000.00	0.00
Community Fund Grant		3,011.00	0.00
Parish council - contribution to storage extension		0.00	14,000.00
Loan obtained through ACRE		0.00	20,000.00
Donations		110.00	0.00
	Total Receipts	45,793.54	81,894.66
Payments			
Electricity		2,474.55	2,669.08
Water & Sewage		365.00	317.00
Maintenance		2,695.17	3,217.50
Refuse collection		180.04	394.56
Cleaning		2,291.11	3,942.67
Insurance		821.00	872.18
Subscriptions, Premises Licence, PRS & PPI tariff		469.90	643.84
Loan interest		131.73	0.00
Sundry		144.86	87.00
		9,573.36	12,143.83
100 Club Prizes		600.00	0.00
Loan Repayment		14,586.61	0.00
Storage extension		35,539.39	42,117.90
Drain repairs		3,450.00	11,454.00
	Total Payments	63,749.36	65,715.73
Receipts less Payments		-17,955.82	16,178.93


 6 JAN 2021

Little Gransden Village Hall

Accounts for the year ended 30th September 2020

		<u>2019/20</u>	<u>2018/19</u>
Receipts less Payments		-17,955.82	16,178.93
<u>+ Funds at 1.10.19</u>			
Current Account	882.55		
Deposit Account	26,245.67		
Contingency Fund	1,517.01		
100 Club	1,390.00	30,035.23	13,856.30
<u>gives Funds at 30.9.20</u>			
Current Account	133.18		
Deposit Account	865.89		
Contingency Fund	10,020.34		
100 Club	1,060.00		
	12,079.41	12,079.41	30,035.23

Note to the accounts

Loan obtained through ACRE

£5,413.39 outstanding at the year end.

Repayable by quarterly payments of £307.88 including interest at 1%



6 JAN 2021