

Redbourn Village Hall

England & Wales · Charity number 302450

Details

Other names	PARISH HALL, VILLAGE HALL, REDBOURN VILLAGE HALL MANAGEMENT COMMITTEE
Status	Registered
Legal form	Trust
Registered	1962-09-07
Register	View on the Charity Commission register

Contact

Address	63 High Street Redbourn St. Albans AL3 7LW
Phone	01582792822
Email	office@redbournvillagehall.org.uk
Website	www.redbournvillagehall.org.uk

Activities

Objects: VILLAGE HALL.

Activities: RVHMC run a community building, providing the facilities for a wide range of events and activities for the benefit and to improve the lives of residents of all ages, without discrimination. RVH is used for: classes; meetings & talks; events & shows; exhibitions; social gatherings; parties; private hire. Base for many local organisations, including the charity The Redbourn Community Group.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF REDBOURN AND ITS IMMEDIATE VICINITY
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£64,134	£55,601	-	-
2024-03-31	£59,915	£45,583	-	-
2023-03-31	£62,502	£53,365	-	-
2022-03-31	£59,884	£37,603	-	-
2021-03-31	£42,173	£25,000	-	-

Trustees

Name	Role	Appointed
Kenneth Hart		2018-06-17
Rosemary Anne Ross		2021-06-17
Steven Kidd		2016-11-15

Redbourn Village Hall

England & Wales - Charity number 302450

Accounts



Redbourn Village Hall Management Committee (RVHMC)

Registered as **Redbourn Village Hall** (from 03.01.22)

Charity registration number: **302450**

Trustees' Annual Report for the period from 01.04.24 to 31.03.25

Aims and objectives of the RVHMC

To successfully operate a community building, providing the facilities for a wide range of events and activities, for the benefit, and to improve the lives of local residents of all ages, without discrimination.

To maintain Redbourn Village Hall (RVH) as a viable asset for the use and enjoyment of the Redbourn residents and local community groups.

To run RVH as a successful Charity enabling the maintenance of RVH's structure and the development of its facilities, so preserving the importance of this historic community building at the centre of the village for the future.

RVHMC – extract taken from the "Trust Deed dated 2nd February 1951"

The Trustees have agreed to hold the "Trust premises" upon trust for the purpose of physical and mental training and recreation and social moral and intellectual development and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Redbourn and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents.

RVHMC – activities, achievements, and performance

RVHMC Chair's report at the RVHMC AGM on 18.06.25

As in previous years since the Covid shut down, Redbourn Village Hall continues to thrive, with a satisfactory level of bookings, creating sufficient revenue to keep the Hall in good condition. Our excellent Manager, Jane Owen, is the principal driving force, both for day-to-day operations and for maintaining a vision for future improvements. Thanks are due to the Management Committee.

Financial review

RVHMC Treasurers' Report at the RVHMC AGM on 18.06.25

Summery:

1. Hiring revenue is up 3.8% on last year from £57,670 to £59,858
2. Total income is up 7% on last year from £59,915 to £64,134 including £2,299 of interest from the new saving account
3. Payroll Costs remained similar to last year at £21,479 from £21,868
4. Total Operating Expenses have increased by 22% from £45,583 to £55,601 due to a £1,000 increase in the electricity cost and more spending on building repairs and maintenance
5. Building repairs and maintenance spending increased by 350% from £5,351 to £18,724 mainly due to some large, planned works (see Managers report below)
6. Operating Profit for the year £8,533
7. Total in banks £94,281

RVH Managers report for the financial year from 01.04.24 to 31.03.25

Summary:

1. Overall, another busy and successful year for bookings in RVH
2. Open every day with no closures, other than some Bank Holidays
3. Increased running cost: most bills were slightly higher than last year
4. Decreased salary cost due to still running with only 1 cleaner and the Manager volunteering many extra hours unpaid
5. Increased expenditure on repairs, maintenance and improving the facilities

Hire

Hire fees increased from 01.05.24 to 31.03.25

	01.05.23-31.03.24		01.04.24-31.03.25	01.04.25-31.03.26
Community Non-profit consecutive hrs	£14	+7.2%	£15	£16
All single & all profit hr	£17	+6.3%	£18	£19
4-hr party	£90	+5.6	£95	£100
Sat eve party - 1 hall	£220 (6pm-12pm)	+2.3%	£150 (only 6pm-10pm)	£200 (only 6pm-10pm)
Sat eve party - both	£330 (6pm-12pm)	-<9%>	£300 (only 6pm-10pm)	£400 (only 6pm-10pm)

Regular weekly & monthly hirers Apr 24-Mar 25

1. Increase of hiring revenue of +1.5% to £42,081 (23-24 was about £41,449) revenue from the regular Hirers - weekly and monthly Hirers combined. The hourly rate increased by an average of 6.75% so the revenue should have increased to approx. £42,247
2. The top 4 regular weekly and monthly Hirers generated £16,693 during this financial year Jacky from JBE (exclusively hires the Jubilee Room 365 days) = £5,050 (23-24 £4475); Hurst Children's Theatre Group (7hrs per week in term time plus extra rehearsals/exams) = £4986 (23-24 £4496); Herts Table Tennis Coaching (6 hrs per term-time week) = £3,660 (23-24 £2992); Penny Waterman Dance School 3 sessions per term-time week and slightly reduced hours from last year £2,997 (23-24=£2298)
3. In Sep 24 Sue May retired from running Coffee-Off-The Common. Thankfully Rosemary Ross, a RVH Trustee, volunteered to take over the Thursday Community Coffee Morning, and it became Pop-In once again. Pop-In continues to pay for 2 hrs main hall hire (24-25 £718.43) and any profit after supply expenses is recorded as event income to RVH. Pop-In also helped to run the joint RVH/Girlguiding refreshment stall at the Redbourn Christmas Market on 01.12.24.
4. New Hirers: Mucky Ducks –2hrs per month: Stretch & Stabilise – 1hr per week exercise to increase mobility
5. 1 new Hirer booked but left due to low numbers; Oh! What a Mess –children's messy play because parking was an issue
6. Regular hirers who left in 24-25: Jon Band rehearsals – 4hrs per month due to his work commitments; Mitzie Art – 3hrs per week – not enough RVH parking; Baby Signing – 1 hr per week – low baby numbers

Regular monthly hirers

1. Redbourn U3A meeting & talk each month (x12=£1455)
2. The new WI group, Bourn-to-be-WI'd met most months (x10=£360)
3. The Redbourn Village Market was outside in the SADC carpark on the second Sat of the month from Mar to Nov and was inside hiring the Main Hall for the Nov 24 & Mar 25 markets (x2=198)

Regular occasional annual community hirers

1. Revenue from regular occasional annual Hirers in 24-25 is £6691 (23-24 £7,171)
2. The top three regular occasional annual community hirers: Redbourn Players (8 rehearsal days & 2 show weeks = £3324); Herts Chamber Orchestra (3 rehearsal weekends =£986); Redbourn-in-Bloom- (talk, Flower Show & Craft Fair = £810)
3. Most of the annual Community events returned in 24-25: Redbourn-in-Bloom Horticultural Show Sep 24 & Autumn Craft Fair Oct 24; Redbourn Christmas Market Dec 24 (refreshments in Main Hall only & control room in the Centenary Room) £456; Active-in-Redbourn Quiz in Feb 25 £108; Redbourn Players rehearsals and shows in May 24 and Dec 24
4. The NHS Diabetes course returned 1 full day a week for 6 weeks in the Guide Room £670
5. Both AA Alon and the ESSE Dog Club held family members lunch/gatherings twice
6. The Ver Valley Society returned and held a popular open meetings & talk in Feb 24
7. Unfortunately, now that Sally has left the Redbourn Community Group, The Harebell Club, seems to have stopped
8. Both the Redbourn Community Group and the Redbourn Green Bowls Club held their AGM's in Nov 24

9. Friends of the High St Redbourn (FotHS) put on 2 fundraising band nights with 'Missing the Ferry' in Nov 24 and 'The Swanvesta Social Club' in Mar 25. £288
10. Herts Chamber Orchestra booked 3 weekend rehearsals (Fri, Sat & Sun) in Apr 24, Sep 24 & Jan 25. £986
11. No Regular occasional Hirers left in 24-25. Though NHS Blood donation is still unable to return because the new post Covid space regulations prevent enough beds/stations being available to make it viable

Community hirers – free of charge

1. The RVHMC chose to offer this year's free event to the family of Diane Whiskin for her celebration of life in Sep 24. Diane worked in RVH for many years as the Redbourn Parish Clerk and had been involved in many events held in RVH. She will be sadly missed
2. SADC held their Flourishing Lives – Celebrating 'International Day of Older Persons' on Thu 24.10.24. St Albans District City & District Council organised a public event with useful information from several organisations including what's on, keeping safe and well and staying independent. The event included free refreshments from the Pop-In Coffee morning
3. RVH supported the Herts Hearing Advisory Service by providing a room for 2 hrs on the 1st Tue of each month free of charge for their charity which provides hearing aid servicing

Occasional bookings, including weekend daytime children's parties, evening adult celebrations and weekday occasional bookings

1. Total for 24-25 was approximately £8211 (23-24 £6551)
2. A huge variety of types and styles of parties for all ages
3. Children's birthday parties remain the most popular parties in RVH. Bouncy Castle parties are particularly popular because RVH is one of the few local halls that can accommodate the inflatable equipment due to the high ceiling in the Main Hall
4. Babies first birthday parties are a new type that seems to be increasing, probably due to the online Influencers trend
5. Since the time change to Sat evening parties finishing at 10pm there have not been any problems with parties not finishing on time and overrunning past midnight by the end of their clearing/cleaning. Unfortunately, the consequence is that the number of Sat evening parties has reduced from 13 in 23-24 to 8 in 24-25. However, this has also reduced the significant wear and tear on RVH that these large parties cause
6. MathSciTech – New Tutor led workshops for children to learn coding and computers 15hr weeks during the school holidays
7. Two new Care companies used RVH for training days £1098 and local care company CareTech continued to use RVH for ad-hoc training days £382
8. The Redbourn tennis Club held their annual fundraising "Tennis Ball" in Nov 24
9. Some interesting occasional hirers in 24-25 were; TV Company filming in the Guide Room for a series set in the 1980's about Jeremy Paxman; a shoot for a music video by Marty Wilde; two public consultation Crown Estate exhibitions about the East Hemel development

Table: Weekend bookings – Daytime children's parties and evening adult celebrations

Month	Daytime Sat & Sun 23-24	Daytime Sat & Sun 24-25	Evening Sat 23-24	Evening Sat 24-25
Apr	3	2	1	0
May	1	1	0	0
Jun	3	2	0	2
Jul	7	4	0	0
Aug	2	1	3	1
Sep	10	5	2	1
Oct	5	6	1	2
Nov	8	4	2	1
Dec	1	2	0	0
Jan	2	2	1	0
Feb	7	7	2	0
Mar	6	3	1	1
Total	55	39	13	8

Other users in RVH

1. Redbourn Community Group and Redbourn Girlguiding paid a contribution to the running costs rather than hiring their rooms by the hour. Donations towards utility costs for the Guide Room £495 & Redbourn Community Group office £1,746
2. RVH stores some equipment for the Hirers and community groups. The Redbourn Players pay £200 and the Xmas Market used to pay £200 pay to store some of their equipment in the RVH sheds. However, due to the leaking roof of the Rabbit Shed the Xmas Market was not charged this year
3. Other hirers store smaller amounts of equipment free of charge. RVH pays to insure the equipment stored at RVH but belonging to The Redbourn Christmas Market, Redbourn in Bloom, Herts Table Tennis Coaching and Redbourn District Girlguiding

Donations and grants

1. Thank you to the "Friends of RVH" for their continuing support £810 (23-24 was £828)
2. Total received approximately £1167
3. Thank you to the Committee, volunteers and visitors of the Redbourn Classic Car Show in Sep 24, for the generous donation of £1000 towards buying and fitting a new hot water boiler in the bar kitchen
4. RVH applied for one grant during this year from the St Albans District Council Winter Celebration Grant and was awarded £167 towards a special Christmas party Pop-In

Advertising

1. Total spend in 24-25 £290 (23-24 £247)
2. RVH had a free of charge stall at the Active in Redbourn Festival on 06.07.24. The RVH stall showcased the available activities and how to hire rooms. The RVH stall included having a go at Badminton (equipment from RVH) This was a free of charge activity but unfortunately there was heavy rain all day
3. RVH had a stall at the Redbourn Classic Car Show on 31.08.24 with a display of the activities and what's available to do in RVH with photos and details of the RVH rooms to hire. This was a free of charge activity

4. RVH advertises in the monthly Redbourn Common Round with a yearly advert £75 and free monthly editorial What's On notices
5. RVH advertises twice yearly in the Redbourn Parish Council Newsletter with a paid advert £85 per each half page
6. Matt very kindly helps with the RVH website, which generates many booking enquires
7. The RVH Manager posts on the RVH Facebook page
8. The RVH Manager keeps the RVH inside & outside noticeboards up to date and relevant

Supporting the Community

1. RVH loaned tables and chairs free of charge when requested by the organisers of the: annual Active in Redbourn Festival; annual Redbourn Classic Moter Show; annual Xmas Market; monthly Redbourn Village Market and some private parties in Redbourn
2. RVH loaned catering equipment to: Redbournbury Mill open day; Active in Redbourn Xmas walk; Xmas Market; and the u3a stall at the Redbourn Classic Motor Show
3. RVH loaned equipment to the FotHS for Gigs in the Garden

Issues & challenges during this year

1. Parking. Non RVH users continue to park in the reserved RVH bays, blocking their use for RVH Hirers
2. The sound quality in the Centenary Room will be addressed to reduce the noise levels so that the Centenary Room can be used more
3. Main Hall front fire doors are inadequate at stopping the heat loss. They are not suitable for the Main Hall's party use as they are only opened from the inside and must remain open during parties
4. Ant-social behaviour by a limited number of young boys who gain unauthorised entry to RVH and cause a disturbance to the Hirers. Reported to the Police and the reason why the RVH CCTV was extended. All doors and windows in RVH must remain closed and locked and the buzzer entry system used instead even though this causes inconvenience to the RVH users
5. The same group of troublemakers stole the lead piping from the flat roof extension and damaged the shed roof. Unable to prove who it was. Reported to Police and Insurance company but no claim made
6. The RVH heating system is a manual one and the thermostats must be physically set each week this is problematic if bookings change at short notice because either the room is the wrong temperature or it's wasteful
7. As a building RVH needs to improve its carbon footprint and become more eco-friendly
8. Unused equipment. The Carpet bowls and Padel equipment is available but is currently not used despite being advertised

Staff

RVH Manager – the RVH Office is open for in-person visits on Tue, Thu & Fri from 9.30am to 11.30am during school term time and I normally continue to work in the office on these days until 4pm. I also do much of the admin at home in the evenings. I also work as needed to cover extra duties and greet the weekend hirers to let them in and show them the RVH facilities

Cleaner - Angela is employed for 6 hrs during the week and 2hrs on a Sunday on a permanent contract

Other Cleaners - Agency cleaners were used to occasionally deep clean carpets as needed

Volunteers

Thank you to RVHMC volunteer Rosemary for her help and support to oversee meeting and greeting the hirers when the Manager is unavailable

Thank you to Penny for her unstinting duty to maintaining the RVH window boxes on behalf of Redbourn Brownies, and her caring for the carpark and RVH flower beds as a Redbourn-in-Bloom volunteer. Thank you to Barrie for maintaining and repairing the window boxes and Graham for supplying the plants

Thank you to Matt for his work on the RVH website and occasional but urgent IT issues

Thank you to Mark who enthusiastically puts out and clears away the tables and chairs for Pop-In each Thursday

Thank you to the Redbourn Players members for their technical advice including Rik for lighting and generally fixing things

A huge thank you to Angela for keeping RVH clean and tidy and to Neil for his DIY skills

RVHMC members

Thank you to the RVHMC members for their support in running RVH and for the work their roles require; Ken - Chair & Fabric Officer; Steven – Treasurer; Rosemary – meeting Secretary; Dennis – Fire Officer; David – Players rep; Ian – Parish Council rep; Caroline – FotHS rep. Thank you for attending and contributing to the monthly RVHMC meetings. A warm welcome to Nick and a special thanks for his diligent work on the case of the land rights and property responsibility concerning Thames Water and the shared drains

Other groups

Thank you to Tim the Village Hall Advisor at CDA Herts for organising the very informative Village Hall Managers meetings

Thank you to Communities 1st for information about grant opportunities

Costs

In addition to the annual maintenance, inspections and repairs the following extra repairs and maintenance jobs were carried out (more details in the Fabric Officers report)

1. The faulty drain interceptor chamber alongside RVH was modified and a straight through channel constructed. The work was paid for by STADC and since completion there have been no more incidents of the sewers blocking up. The STADC public toilets adjacent to RVH were refurbished in Jan 25. This has greatly improved the condition of the facilities
2. CCTV extended with 2x extra eyeball cameras and 1x replacement 8 channel NVR - £1668
3. Replacement non-lead flashing was fitted to the damaged rear flat roof, and the shed roof was repaired following criminal damage £2822
4. New electrical wall mounted power socket conduit fitted in RVH Managers Office
5. New instant electric emersion water heater fitted in Main Kitchen £725
6. New continuous water heater £804 in the bar kitchen

7. 6 replacement double radiators fitted in the Centenary Room £2220
8. Edgware Glazing replaced the 3 windows in the Centenary Room with double glazed acoustic glass in wooden frames. Half the payment £3802 was in 24-25 and the other half after fitting in Apr 25

New equipment

1. New office desk top computer £500
2. New SumUp machine £70

Utility bills

1. The SSE Gas total cost in 24-25 £1836
2. The SSE Electricity total cost was £2700
3. The increase in gas and electricity costs will have a considerable impact on the profitability of some bookings and this must be closely monitored
4. Castle Water – clean & wastewater 24-25 was £2023. (23-24 £2016)
5. A building evaluation was done online via Allied Westminster which revalued the buildings declared rebuild figure to £2,098,506. This increased the annual insurance premium by £365 on top of the annual £2233
6. Most of the other running costs are increasing and RVH expenditure must be closely monitored, or any potential profit will be eaten away by the increased costs

Required administration

1. The required insurances are paid and up to date
2. The required licences are paid and up to date
3. The required memberships are paid and up to date
4. The Charity Commission reports were filed on time
5. The RVH bank accounts are reconciled and audited
6. Invoicing is up to date and there are minimal outstanding invoices due to RVH.
7. Billing is up to date and RVH has no outstanding debts due
8. RVH Policies are checked and updated if necessary
9. Inspections were carried out as required

Structure, governance, and management

The 24-25 RVHMC consisted of 3 trustees: Chair, Treasurer and Secretary, plus 3 non-trustee members; the Fire Officer and 2 representatives of organisations that use the RVH

The RVHMC continued the monthly committee meetings by Zoom and the committee used WhatsApp and email to communicate effectively throughout the year. The 2025 RVHMC AGM was held in person on 18.06.25 at Redbourn Village Hall

At the 2025 RVHMC AGM the Chair and other RVHMC members remain in their positions for another year. A new Committee member was welcomed. The current Chair reaffirmed that they will be stepping down as Chair and Fabric Officer when a suitable replacement can be recruited from the local community

The current RVH Manager continued their employed to efficiently run RVH, including all the administration, day to day maintenance tasks and looking after the Hirers

REDBOURN VILLAGE HALL MANAGEMENT COMMITTEE**Income & Expenditure Account
for the year ended 31st March 2025**

	2025		2024	
	£	£	£	£
Income				
Letting income		59,858		57,670
Interest		2,299		402
Other Income				
St Mary's Church/Redbourn Parish Council		810		828
Grants and Donations received		1,167		1,014
Total Income		64,134		59,915
Less Operating Expenses				
Advertising	290		247	
Cleaning & Janitorial Supplies	805		739	
Electricity	2,700		1,891	
Expenditure from grants and donations	985		4,848	
Gas	1,836		1,989	
Licences & Subscriptions	1,561		1,449	
Payroll Costs - Net of furlough contribution	21,479		21,868	
Repairs and Maintenance	18,724		5,351	
Printing, Post, Stationery & computer cons	1,181		872	
Sundry Expenses	316		953	
Telephone	778		812	
Rates & Water & Insurance	4,944		4,564	
Total Operating Expenses		55,601		45,583
Excess of Income Over Expenditure		8,533		14,332

BALANCE SHEET**As At 31st March 2024**

	2025		2024	
Fixed Assets				
Computer Equipment	Cost	350		350
	Depreciation -	350	-	350
Amounts Outstanding from Hirings & Prepayments		9,131		7,933
Bank Current Account		85,692		79,672
Charity Deposit Fund		8,589		8,184
		94,281		87,856
Less Creditors		- 7,928		- 8,838
		95,484		86,951
Represented By				
General Fund				
Opening Balance		80,951		66,620
Surplus for the Year		8,533		14,332
		89,484		80,951
Trustees Liability Reserve		6,000		6,000
Total Funds		95,484		86,951

I am attaching herewith the annual accounts of Redbourn Village Hall for the year ended 31/03/2025.

As this completes the work we have carried out to date, I am attaching herewith our invoice which I trusts meets with your approval.

Regards

Bob

R S HARDING Chartered Accountant

Mercer House, 15 High Street, Redbourn, Herts. AL3 7LE

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www.rshaccounts.co.uk

Redbourn Village Hall

England & Wales - Charity number 302450

Accounts



Redbourn Village Hall Management Committee (RVHMC)

Registered as **Redbourn Village Hall** (from 03.01.22)

Charity registration number: **302450**

Trustees' Annual Report for the period from 01.04.23 to 31.03.24

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To successfully operate a community building, providing the facilities for a wide range of events and activities, for the benefit, and to improve the lives of local residents of all ages, without discrimination.

To maintain Redbourn Village Hall (RVH) as a viable asset for the use and enjoyment of the Redbourn residents and local community groups.

To run RVH as a successful Charity enabling the maintenance of RVH's structure and the development of its facilities, so preserving the importance of this historic community building at the centre of the village for the future.

RVHMC – extract taken from the “Trust Deed dated 2nd February 1951”

The Trustees have agreed to hold the “Trust premises” upon trust for the purpose of physical and mental training and recreation and social moral and intellectual development and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Redbourn and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents.

RVHMC – activities, achievements, and performance

RVHMC Chair’s report at the RVHMC AGM on 19.06.24

Redbourn Village Hall has had another successful year, with a satisfactory level of bookings, creating sufficient revenue to keep the Hall in good condition.

The main management issues this year, apart from the ongoing routine running of the Hall, has been trying to sort out the shared sewer, and arranging for the manufacture and installation of the new Foyer doors.

RVH Managers’ report at the RVHMC AGM on 19.06.24

Summary:

1. Overall, another busy and successful year for bookings in RVH
2. Open every day with no closures, other than some Bank Holidays
3. Decreased salary costs due to only having one Caretaker
4. Increased running cost: energy bills were higher due to increased energy costs. The gas tariff increased by 162% on 1st Mar 23 and the electricity tariff increased overall by 91% on 1st Feb 24.

Hire

Hire fees increased from 01.05.23 to 31.03.24

	01.04.22-30.04.23		01.05.23-31.03.24
Community Non-profit consecutive hrs	£ 13	+8%	£14
All single & all profit hr	£ 16	+6.4%	£17
4-hr party	£ 80	+10%	£90
Sat eve party - 1 hall	£200	+10%	£220 (6pm-12pm)
Sat eve party - both	£300	+10%	£330 (6pm-12pm)

Regular weekly hirers

1. £41,449 (22-23 was about £40,000) revenue from the regular Hirers - weekly and monthly Hirers combined.
2. The top 4 Hirers generated £14,257 during this period.
3. The number of attendees at some activities are not back to pre-Covid levels (Coffee-Off-The Common)
5. New Hirers who stayed: Fitness class Mon 1 hr per week, term-time

6. 2 new Hirers booked but left due to low numbers: Older fitness class (1 hr per week); Children's holiday Clubs for disadvantaged families. Low take-up probably due to poor public transport to Redbourn for families and both lacked effective promotion.
6. Regular hirers who left in 23-24: one needed a larger hall; the other (only 2hrs a month) was offered a smaller space for free.

Regular monthly hirers

1. Redbourn U3A meeting & talk each month; new WI group, Bourn-to-be-WI'd most months; and the Redbourn Village Market outside from Mar to Nov and inside the Main Hall for the Sep, Oct, Nov & Mar markets.

Regular occasional community hirers

1. The revenue from regular occasional annual Hirers. e.g. Redbourn-in-Bloom, The Players, Herts Chamber Orchestra & other local community groups increased to £7,171 in 23-24 from approximately £5000 in 22-23.
2. Most of the annual Community events returned in 23-24: Redbourn-in-Bloom Horticultural Show Sep & Autumn Craft Fair Oct; Redbourn Christmas Market Nov (refreshments in Main Hall only); Active-in-Redbourn Quiz in Feb; Redbourn Players rehearsals and shows in May and Dec.
3. The NHS Diabetes course returned 1 full day a week for 6 weeks in the Guide Room.
4. AA Alon had 2 family members lunch/gatherings as did the ESSE dog club.
5. The Ver Valley Society returned and held one of their popular open meetings & talks in Feb.
6. The Harebell Club, which is part of the Redbourn Community Group, held their 3rd large event in RVH and celebrated The Kings Coronation on Sat 13th May 23 with a light lunch and sing-along. Just like the previous Queens Jubilee celebration, this was a very successful and happy event attended by over 80 invited RCG guests.
7. The Redbourn Community Group held their AGM in Nov, and the Redbourn Green Bowls Club held theirs in Sep.
8. Friends of the High St Redbourn (FotHS) put on a fun fundraising band night with the Swanvesta Social Club on 02.03.24 and are planning another band night for Nov 24.
9. Herts Chamber Orchestra booked 3 weekend rehearsals (Fri, Sat & Sun) in Apr, Sep & Jan.
10. Regular occasional Hirers who left in 23-24. Child-Matters 1st Aid paediatric training on Saturday 7-hour about 4 times a year – needed more parking now in Southdown, Harpenden.
11. NHS Blood donation is still unable to return because the new post Covid space regulations prevent enough beds/stations being available to make it viable.

Community hirers – free of charge

1. The RVHMC chose to offer this year's 23-24 free event to the local charity “Amy Robinson Foundation” who held a successful fundraising painting and pizza night on Sat 23.03.24.
2. SADC held their Flourishing Lives – Celebrating ‘International Day of Older Persons’. St Albans District City & District Council organised an event with useful information from several organisations including what’s on, keeping safe and well and staying independent. The event included a craft activity and free tea, coffee and biscuits on Thu 12.10.24 with the Coffee-off-the-common morning.
3. RVH supported the Herts Hearing Advisory Service by providing a room for 3 hrs on the 1st Tue of each month free of charge for their charity which provides hearing aid servicing.
4. Redbourn Museum held a Mr Heath film night on 20.04.23.

Occasional bookings, including weekend daytime children’s parties, evening adult celebrations and weekday occasional bookings

1. Total was approximately £6551
2. A huge variety of types and styles of parties for all ages.
3. Children's Bouncy Castle birthday parties remain the most popular in RVH because RVH is one of the few local halls that can accommodate the inflatable equipment due to the high ceiling in the Main Hall.
4. There has been an issue with parties not finishing on time on a Sat night and overrunning past midnight by the end of their clearing/cleaning.
5. There was a serious issue with a Sat night hirer in Oct, who left the hall in a terrible, messy state.

Other users in RVH

6. Redbourn Community Group and Redbourn Girlguiding paid a contribution to the running costs rather than hiring their rooms by the hour. Donations towards utility costs (Guide Room & Redbourn Community Group office) for 23-24 were £2508 (approximately £2000 in 22-23).
7. RVH stores some equipment for the Hirers and community groups. The Redbourn Players and Xmas Market pay to store some of their equipment in the RVH sheds. Other hirers store smaller amounts of equipment free of charge.

Donations and grants

1. Total received approximately £1842 (approximately £6200 in 22-23).
2. Thank you to the "Friends of RVH" for their continuing support of £828 (22-23 was £828)
3. Thank you to the Committee, volunteers and visitors of the Redbourn Classic Car Show in Sep 23, for the generous donation of £1000 towards a new RVH front door (Sep 22 was £3,600).
4. RVH did not apply for any grants during this year.

Supporting the Community

1. RVH loaned tables and chairs free of charge when requested by the organisers of the: annual Active in Redbourn Festival; annual Redbourn Classic Moter Show; annual Xmas Market; monthly Redbourn Village Market and some private parties in Redbourn.
2. RVH loaned catering equipment to: Redbournbury Mill open day; Active in Redbourn Xmas walk; Xmas Market; Redbourn Cricket Club MCC Century celebration and Girlguide refreshment stall at the Redbourn Classic Motor Show.
3. RVH loaned the RVH gazebo and other equipment to the FoTHS for Gigs in the Garden.

Costs

In addition to the annual maintenance, inspections and repairs the following extra repairs and maintenance jobs were carried out

1. 3 door closers fitted to the internal doors in the Main Hall & Centenary Room - £410
2. Emergency drain call out to unblock Dec 23 - £432

Building

1. Lights in the Main Kitchen, Redbourn Community Group & RVH Managers office were all replaced with more efficient LED light units - £680
2. CCTV extended with 2x extra eyeball cameras and 1x replacement 8 channel NVR - £1668
3. New replacement Sashline main entrance front door - £4452

New equipment

1. Heavy duty gazebo for shows - £191
2. 4 Banner wraps for the new gazebo - £120
3. Portable hearing loop - £156

4. 2 portable industrial heaters - £154

Utility bills

The new SSE Gas contract started on 01.03.23 and is now 5.968p per KWH an increase of 162% on the previous contract. This is still considerably lower than the current tariffs available because it was signed/agreed before the invasion of Ukraine.

At the start of this period the Scottish Power electricity account was in credit (due to automatic overpayments during Covid closures). When the Scottish Power account terminated on 31.01.24 a credit of £1100 was paid back to RVH. With the help of Utility-Aid a new contract with SSE Electricity was brokered from 01.02.24. The new SSE Day Consumption charge is now 33.7110p kWh (an increase of +114%) and the weekend & eve consumption charge is now 27.5830p kWh (an increase of 110%). Overall, the increase cost of the SSE electricity is +91% compared to the old Scottish Power rates. To mitigate the rising electricity costs, the last of the old strip lights were replaced with more efficient LED units where possible.

The increase in gas and electricity costs will have a considerable impact on the profitability of some bookings and this must be closely monitored.

Castle Water – clean & wastewater. 22-23 was £1378 the 23-24 bill was £2016 an increase of 46%.

Most of the other running costs are increasing and RVH expenditure must be closely monitored, or any potential profit will be eaten away by the increased costs.

Financial review

RVHMC Treasurers' Report at the RVHMC AGM on 19.06.24

With attachments: A Profit & Loss; B Balance Sheet;

1. Hirings doing well - up 6.4% on the previous year.
2. This added £3.5K to the top line over the year - which offsets the 'loss' of grant income.
3. Overall income is just under £60k. Huge. (Remembering our breakeven is around £40k).
4. Utility spend is up £3k, as expected.
5. Overall payroll flat on prior year.
6. Less spent on refurbs and maintenance than last year by around £8K.
7. Net overall impact +£5K profit.

In terms of balance sheet - year on year movement;

1. Cash up £19k over the year, most coming from the £15k profit in the year, some coming from favorable working capital movements (i.e. timing).

2. £70k of the cash is now in a Unity Bank savings account earning £160 a month in interest.

All in all, financially, a very strong year for Redbourn Village Hall.

Structure, governance, and management

The 23-24 RVHMC consisted of 3 trustees: Chair, Treasurer and Secretary, plus 3 non-trustee members; the Fire Officer and 2 representatives of organisations that use RVH.

The RVHMC continued the monthly committee meetings by Zoom and the committee used WhatsApp and email to remotely communicate effectively throughout the year.

The 2024 RVHMC AGM was held in person at RVH on 19.06.24.

At the 2024 RVHMC AGM the Chair and other RVHMC members retained their positions for another year. Thank you to the RVHMC members for their support in running RVH and for carrying out the work their roles require; Ken - Chair & Fabric Officer; Steven – Treasurer; Rosemary – meeting Secretary; Dennis – Fire Officer; David – Players rep; Ian – Parish Council rep; Caroline – FoHS rep. Thank you for attending and contributing to the monthly RVHMC meetings. The current Chair announced that they will be stepping down as Chair (though will remain as the Fabric Officer) when a suitable replacement can be recruited from the local community.

Staff

The RVH Manager continued their employed to efficiently run RVH, including all the administration, day to day maintenance tasks and looking after the Hirers.

The Caretaker resigned her position and left RVH at the end of Apr 23. In recognition of Kathy's long and good service at RVH over 29 years, she was paid an ex-gratia payment too. All the RVHMC wish Kathy a long and happy retirement.

Cleaner - To replace Kathy, Angela was employed for 6 hrs during the week and 2hrs on a Sunday on a permanent contract.

Other Cleaners - Agency cleaners were used to occasionally deep clean the kitchen and toilets and carpets as needed.

Required administration

At the end of 23-24 financial year:

1. The required insurances were paid and up to date
2. The required licences were paid and up to date
3. The required memberships were paid and up to date
4. The Charity Commission reports were filed on time
5. The RVH bank accounts were reconciled and professionally audited.
6. Invoicing was up to date with minimal outstanding invoices due to RVH.
7. Billing was up to date and RVH had no outstanding debts due for payment.

8. At the end of Mar 24, a new high interest savings account was opened with the majority of the RVHMC money deposited into it. This new account is protected by dule authorisation transactions and a longer notification period for withdrawals.
9. The RVH Policies and Procedures were checked and updated as required.
10. The RVH Manager attended some training sessions for their CPD.

REDBOURN VILLAGE HALL MANAGEMENT COMMITTEE**Income & Expenditure Account**

for the year ended 31st March 2024

	2024		2023	
	£	£	£	£
Income				
Letting income		57,670		54,205
Interest		402		139
Other Income				979
St Mary's Church/Redbourn Parish Council		828		4,750
Grants and Donations received		<u>1,014</u>		<u>2,429</u>
Total Income		59,915		62,502
Less Operating Expenses				
Advertising	247		270	
Cleaning & Janitorial Supplies	739		1,621	
Electricity	1,891		928	
Expenditure from grants and donations	4,848		5,174	
Gas	1,989		1,775	
Licences & Subscriptions	1,449		1,184	
Payroll Costs - Net of furlough contribution	21,868		22,176	
Repairs and Maintenance	5,351		13,064	
Printing, Post, Stationery & computer cons	872		471	
Sundry Expenses	953		1,736	
Telephone	812		670	
Rates & Water & Insurance	4,564		4,296	
Total Operating Expenses		45,583		53,365
Excess of Income Over Expenditure		14,332		9,137

BALANCE SHEET

	2024		2023	
As At 31st March 2023				
Fixed Assets				
Computer Equipment	Cost	350		350
	Depreciation -	<u>350</u>	-	<u>350</u>
Amounts Outstanding from Hirings & Prepayments		7,933		12,086
Bank Current Account		79,672		60,789
Charity Deposit Fund		8,184		7,804
		<u>87,856</u>		<u>68,593</u>
Less Creditors		- 8,838		- 8,059
		<u>86,951</u>		<u>72,620</u>
Represented By				
General Fund				
Opening Balance		<u>66,620</u>		<u>57,483</u>
Surplus for the Year		<u>14,332</u>		<u>9,137</u>
		<u>80,951</u>		<u>66,620</u>
Trustees Liability Reserve		6,000		6,000
Total Funds		86,951		72,620

R S Harding Ltd,

Mercer House,

15 High Street,

Redbourn,

Herts,

AL3 7LE

www.rshaccounts.co.uk

R S Harding (Chartered Accountant) prepared the annual accounts for the year ended 31st March 2024 from the books and records presented by the RVHMC.

No Auditor comments

Redbourn Village Hall

England & Wales - Charity number 302450

Accounts



Redbourn Village Hall Management Committee (RVHMC)

Registered as **Redbourn Village Hall** (from 03.01.22)

Charity registration number: **302450**

Trustees' Annual Report for the period from 01.04.22 to 31.03.23

Aims and objectives of the RVHMC

To successfully operate a community building, providing the facilities for a wide range of events and activities, for the benefit, and to improve the lives of local residents of all ages, without discrimination.

To maintain Redbourn Village Hall (RVH) as a viable asset for the use and enjoyment of the Redbourn residents and local community groups.

To run RVH as a successful Charity enabling the maintenance of RVH's structure and the development of its facilities, so preserving the importance of this historic community building at the centre of the village for the future.

RVHMC – extract taken from the “Trust Deed dated 2nd February 1951”

The Trustees have agreed to hold the “Trust premises” upon trust for the purpose of physical and mental training and recreation and social moral and intellectual development and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Redbourn and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents.

RVHMC – activities, achievements, and performance

RVHMC Chair's report at the RVHMC AGM on 21.06.23

'I am pleased to report that activities in Redbourn Village Hall have now returned to pre-Covid levels, our monthly income normally covers our monthly expenditure, and we have adequate financial reserves to be able to plan for significant capital improvements. Maintaining a positive cash-flow through this period is a major achievement and this is mostly down to the unstinting efforts and diligence of our Hall Manager Jane. Thank you'.

RVH Managers' report at the RVHMC AGM on 21.06.23

Summary:

1. Another busy and successful year for bookings in RVH
2. Open every day with no closures due to Covid during this time
3. Increased cleaning costs due to Caretakers absence through ill health
4. Energy bills were consistent due to on-going tariffs (very low compared to the current markets), but the gas tariff increased by 162% in Mar 23.

Hire

The room Hire fees were increased on 01.04.22 as they hadn't altered since Apr 20 due to the consequences of the Covid pandemic.

	01.04.21-31.03.22	01.04.22-31.03.23
Community Non-profit consecutive hrs	£12	£13 (+8%)
Single hour & for-profits	£15	£16 (+8%)
4-hr party	£70	£80 (+15%)
Sat eve party - 1 hall	£175	£200 (+14%)
Sat eve party - both	£200	£300 (+50%)

Regular weekly hirers

1. Approximately, £40,000 revenue from regular Hirers (weekly and monthly combined).
2. The top 3 Hirers generated £12,000 during this period
3. Regular weekly bookings nearly all returned to RVH after Covid, though the number of attendees at some activities were not back to pre-Covid levels.
4. 5 New Hirers in 22-23 adding 7 hours a week (mainly term time only)
5. Children's group held a week of Summer Holiday Workshops in Aug 22.
6. Regular hirers who left in 22-23: 1hr – low numbers; Guides – no Leaders.

Regular monthly hirers

1. Redbourn U3A meeting & talk each month; new WI group, Bourn-to-be-WI'd most months; and the Redbourn Village Market outside from Mar to Nov and inside the Main Hall for the Sep, Oct, Nov & Mar markets.
2. RVH supported the Herts Hearing Advisory Service by providing a room for 3 hrs on the 1st Tue of each month free of charge for their charity which provides hearing aid servicing.

Regular occasional community hirers

1. Hiring revenue from the regular occasional community Hirers is approximately £5000.
2. Most of the annual Community events returned in 22-23: Redbourn-in-Bloom Horticultural Show Sep 22 & Autumn Craft Fair Oct 22; Redbourn Christmas Market Nov 22 (refreshments in Main Hall only); Active-in-Redbourn Quiz in Feb 23; Redbourn Players rehearsals and shows in May 22 and Dec 22.
3. The Ver Valley Society returned and held one of their popular open meetings & talks in Feb.
4. The Harebell Club, which is part of the Redbourn Community Group, held their 2nd large event in RVH and celebrated St Georges Day in Apr 22 with the Queens Jubilee. This was a very successful and happy event attended by over 80 guests for afternoon tea and a sing-along.
5. The Redbourn Community Group held their AGM in Nov and the Redbourn Green Bowls Club held theirs in Sep.
6. 1st Aid training ran 4 Saturday 7-hour paediatric courses.
7. NHS Diabetes course on Tue's for 5hrs for 7 weeks.
8. Orchestra booked 3 weekend rehearsals (Fri, Sat & Sun) in Apr, Sep & Jan.
9. Cancelled- The Redbourn Playing Fields Trust did not hold their annual Craft Fair over the Easter holidays and have permanently cancelled it due to aging volunteers and no replacements.

Occasional bookings

1. The Hire fees of £7250 from occasional bookings including weekend daytime children's parties, evening adult celebrations and weekday occasional bookings
2. 66 daytime parties on Sat/Sun
3. 7 Sat evening parties

New one-off community hirers

1. London Luton Airport held a well-attended exhibition and consultation evening about their proposals to expand the runways and airport.
2. SADC held their "Older People Coffee Morning" in Nov, with many visiting agency's attending with information and advice stalls. (RVH offered these 3 hrs free of charge)
3. Extinction Rebellion held 2 meetings.
4. A great fun evening of a Bee Gees Tribute act in Sep, was very well received. This was booked by one of the singers as his birthday party, but he sold tickets and ran a bar. Many people have asked for another evening like this!

Other users in RVH

1. Redbourn Community Group and Redbourn Girlguiding pay a contribution to the running costs rather than hiring their rooms by the hour. Approximately £2000.

Donations and grants

1. Approximately £6200.
2. Thank you to the family and friends of Pauline A. for the kind donation in Pauline's memory.
3. Thank you to the "Friends of RVH" for their continuing support.
4. Thank you to the Redbourn Community Group for the contribution towards their new office door which is a sturdy metal replacement after a break-in.
5. Thank you to the Committee, volunteers and visitors of the Redbourn Classic Car Show in Sep 22, for the generous donation of £3600 towards a new RVH front door.
6. RVH did not apply for any grants during this year.

Fundraising

To celebrate the Queens Jubilee the Redbourn Museum requested to show the "Mr Heather Film" of Redbourn and the Queen's coronation. On the 3rd Jun the film night was very well attended and enjoyed by many Redbourners. The Museum was able to fund raise by their tickets sales and RVH by the bar takings of £151.

Financial review

RVHMC Treasurers' Report

Summery:

1. Hiring revenue is up 24.5% on last year from £43,500 to £54,205.
2. Payroll Costs increased by 46% on last year from £15,194 to £22,176 due to additional hours required to cover long-term illness and loss of Furlough money.
3. Operating Profit for the year £9,137
4. Total in banks £72,600

Costs

Unfortunately, due to chronic long-term illness the only Caretaker was unfit to carry out their duties for most of this year. The RVHMC appreciated their long service of 29 years and supported the Caretaker paying their full salary throughout this financial year. To cover the cleaning duties a new cleaner was employed, and agency cleaners deep cleaned as required.

In addition to the annual maintenance inspections and repairs the following larger repairs and maintenance jobs were carried out.

1. Shanna chair lift needed a new battery £216
2. Shed roof tiles repair £234
3. Plumber - leak in loo

Building

1. Secondary glazing to all Guide Room windows £4120
2. Main Hall – damp side wall boxed-in £3636
3. Redbourn Community Group office door replaced £1328
4. Main Hall ceiling – 2 large panels replaced
5. Bicycle/pram security rail – fitted to outside wall £191

New equipment

1. Portable projector
2. Tent (for displays at shows)
3. Heavy duty vacuum – wet & dry
4. Fridge
5. Defibrillator battery
6. H&S notice board

Utility bills

The Gas bill was calculated on a tariff of 2.282p per KWh that was negotiated 3 years ago so RVH was benefitting from a low tariff compared to today's price. The new SSE Gas contract started on 01.03.23 and is now 5.968p per KWH an increase of 162%. This is still considerably lower than the current tariffs available because it was signed/agreed before the invasion of Ukraine. The increase in gas costs will have a considerable impact on the profitability of some bookings and this must be closely monitored from now on.

The electricity account is in credit (due to automatic overpayments during Covid closures) The account is due for renewal in Jan 24, and the expertise of Utility Aid will be sought again to broker the best tariff for RVH.

Most of the other running costs are increasing and RVH expenditure must be closely monitored, or any potential profit will be eaten away by the increased costs.

Structure, governance, and management

The 22-23 RVHMC consisted of 3 trustees: Chair, Treasurer and secretary, plus 3 non-trustee members; the Fire Officer and 2 representatives of organisations that use the RVH. The RVHMC continued the monthly committee meetings by Zoom and the committee used WhatsApp and email to remotely communicate effectively throughout the year. The 2023 RVHMC AGM was held in person on 21.06.23 after a drinks reception to mark the retirement of the Caretaker.

At the 2023 RVHMC AGM the Chair and other RVHMC members remain in their positions for another year. A new representative for the Redbourn Players was welcomed. The current Chair announced that they will be stepping down as Chair (though will remain as the Fabric Officer) when a suitable replacement can be recruited from the local community. The current RVH Manager continued their employed to efficiently run RVH, including all the administration, day to day maintenance tasks and looking after the Hirers.

REDBOURN VILLAGE HALL MANAGEMENT COMMITTEE
Income & Expenditure Account for the year ended 31st March 2023

	2023		2022	
	£	£	£	£
Income				
Letting income		54,205		43,500
Interest		139		
Other Income		979		975
St Mary's Church/Redbourn Parish Council		4,750		
Grants and Donations received		2,429		15,042
Total Income		62,502		59,517
Less Operating Expenses				
Advertising		270		200
Cleaning & Janitorial Supplies		1,621		675
Electricity		928		1,203
Expenditure from grants and donations		5,174		4,213
Gas		1,775		1,307
Licences & Subscriptions		1,184		735
Payroll Costs - Net of furlough contribution		22,176		15,194
Repairs and Maintenance		13,064		8,007
Printing, Post, Stationery & computer cons		471		353
Sundry Expenses		1,736		1,088
Telephone		670		530
Rates & Water & Insurance		4,296		3,855
Total Operating Expenses		53,365		37,360
Excess of Income Over Expenditure		9,137		22,157

BALANCE SHEET

	2023		2022	
As At 31st March 2022				
Fixed Assets				
Computer Equipment	Cost	350		350
	Depreciation	- 350		- 350
Amounts Outstanding from Hirings & Prepayments		12,086		10,810
Bank Current Account		60,789		55,403
Charity Deposit Fund		7,804		7,665
		68,593		63,068
Less Creditors		- 8,059		- 10,395
		72,620		63,483
Represented By				
General Fund				
Opening Balance		57,483		35,326
Surplus for the Year		9,137		22,157
		66,620		57,483
Trustees Liability Reserve		6,000		6,000
Total Funds		72,620		63,483

R S Harding Ltd, Mercer House, 15 High Street, Redbourn, Herts, AL3 7LE www.rshaccounts.co.uk

R S Harding (Chartered Accountant) prepared the annual accounts for the year ended 31st March 2023 from the books and records presented by the RVHMC.

No Auditor comments

R S Harding Ltd, Mercer House, 15 High Street, Redbourn, Herts, AL3 7LE www.rshaccounts.co.uk

R S Harding (Chartered Accountant) prepared the annual accounts for the year ended 31st March 2023 from the books and records presented by the RVHMC.

No Auditor comments

Redbourn Village Hall

England & Wales - Charity number 302450

Accounts



Redbourn Village Hall Management Committee (RVHMC)

Registered as **Redbourn Village Hall** (from 03.01.22)

Charity registration number: **302450**

Trustees' Annual Report for the period from 01.04.21 to 31.03.22

Aims and objectives of the RVHMC

To successfully operate a community building, providing the facilities for a wide range of events and activities, for the benefit, and to improve the lives of local residents of all ages, without discrimination.

To maintain Redbourn Village Hall (RVH) as a viable asset for the use and enjoyment of the Redbourn residents and local community groups.

To run RVH as a successful Charity enabling the maintenance of RVH's structure and the development of its facilities, so preserving the importance of this historic community building at the centre of the village for the future.

RVHMC – extract taken from the “Trust Deed dated 2nd February 1951”

The Trustees have agreed to hold the “Trust premises” upon trust for the purpose of physical and mental training and recreation and social moral and intellectual development and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Redbourn and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents.

RVHMC – activities, achievements, and performance

The main activity of the RVHMC is to have RVH open and running as a community building, which is hired and used for a wide variety of activities. Unfortunately, due to the continuing Covid-19 pandemic this was curtailed during the start of this financial year 2021-2022. To

comply with Government legislation RVH remained closed until the 12th of April 2021 as detailed in the table below.

Dates this financial year	RVH status
01.04.21 to 11.04.21	Step 1 – RVH Closed
12.04.21 to 16.05.21	Step 2 – RVH open but limited activity for children only due to Covid laws of no indoor mixing of different households
17.05.21 to 18.07.21	Step 3 – RVH open but limited activity due to social distancing laws: rule of 6 or 2 households allowed for indoors social gatherings
19.07.21 to 07.12.21	Step 4 – RVH open and legal limits on social contact removed
08.12.21 to 26.01.22	Plan B – RVH open with use of NHS Covid App & Facemasks inside

Unfortunately, even when RVH was allowed to open to the public in April 21 the activities were mainly restricted to essential or educational children's activities because social events and indoor group exercise remained prohibited until May 21. Social distancing regulations limited the number of people allowed to meet and made most of the usual activities impractical until July 21.

RVH continued to be an important base for the long established Redbourn Community Group as the community rallied round to support those who were isolating or in more need because of the pandemic.

When the social gathering restrictions were lifted in July 21, children's parties and adult celebrations started again and RVH worked hard to accommodate all the cancelled events and the new demand to socialize.

Financial review

The effects of the Covid pandemic continued to impact RVH at the start of this financial year because RVH was closed and then once RVH re-opened only limited activities and events were permitted. The income increased as the restrictions were gradually lifted and from July 21 private parties and large community events were able to go ahead and revenue increased accordingly.

This financial year RVH earned a revenue of £43,625 from hirings, which compares very well to the last full year of non-Covid hiring revenue in 2018-19 of £44,390.

RVH claimed the Government Covid grants which were available through the SADC, to cover the enforced loss of hire income. The two grants totalled £10,667 and were the main source of income during the Covid closure and restricted activity from Stage 1 to 4, replacing the lost hire revenue during this time.

RVH also claimed the available Government furlough payments of £1723 to cover the cost of the RVH Caretaker when they were unable to carry out their work duties.

As the Covid lockdowns and restrictions continued, RVH continued with the emergency cost cutting measures that had been implemented in the previous financial year. The RVH Manager worked flexible hours and administration procedures continued to be adapted so that the RVH Manager could work remotely as needed. Energy costs were reduced as much as possible by switching of the heating and hot water, unplugging appliances, and generally putting everything into hibernation mode when possible. Licences and contracts were renegotiated as they were renewed.

These cost cutting measures mean that RVH ended the year with an excess of income over expenditure of £22,282 for the year. However, not all the grant money was spent so £4000 for the tables was carried over and they were purchased in May 22. The problems caused by the Covid pandemic may have eased, but at the end of this financial year the February 22 invasion of Ukraine is causing energy costs to increase and this impact on the finances of RVH must continue to be carefully monitored.

The "Friends of Redbourn Village Hall" continued their generous financial support each month, thank you. During the Covid lockdowns some regular hirers continued donations in lieu of hire fees, so thank you to Redbourn U3A, JBE Learning and Redbourn Karate club for their continuing support.

Between April 21 and Mar 22, the following maintenance and improvements to RVH were carried out: -

Maintenance works

1. **Electrical Distribution Boards Reconfiguration** The wiring of some of the Distribution Boards has been reconfigured so that the Stage lighting arrangements are no longer interconnected with power supplies to other rooms. Redundant cabling has also been removed.
2. **Repointing Southern Flank Wall** - £1,800. The external brickwork pointing along the South wall of the Redbourn Community office was in very poor condition, probably caused by frost during the original construction in 1998. The wall has now been repointed.
3. **Ceiling of Main Hall** - £910. A section of the ceiling of the Main Hall fell. The original plaster layer had become disconnected from the timber laths but there was no indication of water damage or rot in the roof structure. The damaged area of the ceiling was immediately restored by Halsey Builders and the ongoing function of the Main Hall was not affected. Inspection of the rest of the ceiling has shown several areas where the ceiling is cracking, and these are now being monitored. They are scheduled to be taken down and restored during the summer.
4. **LED Lights** - £350. The spotlights in the entrance hall and corridors have been replaced with low energy LED lights. LED long lights were purchased for the Guide Room - £205.
5. **Skip hire** - £192. To clear the outside shed, stage and garden waste. Removed the bin store and then the garden beds were re-graveled.

6. The **Window boxes** were repaired, and the liners replaced -£110. With grateful thanks to Barrie and Penny Dear for this and their work in maintaining the boxes throughout the year.

New Equipment acquired

1. **Table Tennis tables** The Hertfordshire Table Tennis Coaching Club has moved to Redbourn Village Hall and now uses the hall weekly. They have brought with them 12 competition-standard table tennis tables, four of which are now stored in the Centenary Room. The Club has donated one of the tables to RVH and made available another three for use by RVH clients, such as the U3A.
2. **Indoor Carpet Bowls.** The Monday evening Redbourn Carpet Bowls Club disbanded and chose not to return to RVH after Covid. They kindly donated their equipment to RVH for future use by RVH Hirers.
3. **Fridge** - £213. A new fridge has been installed in the Bar Kitchen.
4. **Microwave** - £90. A new microwave for the main kitchen.

The RVHMC and RVH Manager sincerely thank the many people who have supported RVH during the last year with their time, expertise, or services. Thank you to Penny from Redbourn in Bloom for her volunteering work tending the RVH borders all year round and tending to the window boxes with her Brownie Unit. Thank you to the St Albans Communities 1st for their advice and in particular to Isobel Hatfield for her continuing advice surgery twice a month at the Thursday Community coffee morning.

A sincere thank you to Tim Hayward-Smith the ACRE Community Services Manager and Village Halls Adviser who from the start of the Covid pandemic in March 2020 to the lifting of restrictions in January 2022 provided regular updates for Community buildings. This was an invaluable service to the RVH Manager because it provided a one-stop place to keep up to date with the requirements for the prevailing Covid conditions and current legislation. Tim continues to organize Zoom meetings where the RVH Manager joins other people responsible for the management of community buildings to share advice and ideas with support.

Structure, governance, and management

The RVHMC continued the monthly committee meetings by Zoom and the committee used WhatsApp and email to remotely communicate effectively throughout the year. The 2022 RVHMC AGM was held by Zoom on 30.06.22.

At the 2021 RVHMC AGM on 05.05.21 Caroline the RVHMC Chair resigned due to her other commitment of running the monthly Village Markets, the RVHMC thanked Caroline for her work as Chair. Ken volunteered and was voted as the new Chair RVHMC. The other RVHMC members remain in their positions for another year: Steven – Trustee & Treasurer; Ken – Trustee & Fabric Officer; Dennis – Fire Officer; Rosemary – voted to be a RVHMC new

Trustee and minute secretary; Mario – Player's representative and Ian – Redbourn Councillor. The RVHMC thanked the RVH Manager for her work and commitment to steering RVH through the difficult Covid times successfully.

During the year, the RVH Manager reviewed and updated the RVH Policies in relation to many areas of operations and particularly, in RVH's response to Covid-19 and the changing risk assessments (Covid and non-Covid). The RVH HR policies were reviewed and updated. The RVH Manager continued her Professional Development by attending "Data Protection for non-profit organisations" – webinar by HCF; "Managing poor performance" - webinar by Reddway HR; Co-Op Community Grant – webinar by Communities 1st; and attending a 6 hr First Response training to keep her qualification current.

At the end of this financial year the RVHMC and RVH Manager were relieved that the Covid lockdowns were over, and that hirers and visitors were once again able to enjoy using RVH. From September 21 the large popular events like the Horticultural Show, Redbourn Christmas Market and Players Shows had returned though with some adaptations and limitations. The regular hirers had resumed their classes and clubs again and there was a demand for parties and to have fun once more!

The Covid pandemic took its toll on the life of RVH and the community that use it, but the RVHMC and RVH Manager have weathered that storm and are preparing for the next challenging year ahead.

REDBOURN VILLAGE HALL MANAGEMENT COMMITTEE
Income & Expenditure Account for the year ended 31st March 2022

	2022		2021	
	£	£	£	£
Income				
Letting income		43,625		12,251
Interest				84
Other Income		1,048		2,243
Coronavirus Grant		10,667		20,241
Old Peoples Trust				2,000
St Mary's Church/Redbourn Parish Council		4,000		2,511
Grants and Donations received		545		2,842
Total Income		59,884		42,172
Less Operating Expenses				
Advertising	200		-	
Cleaning & Janitorial Supplies	675		860	
Electricity	1,203		783	
Expenditure from grants and donations	4,213		6,336	
Gas	1,307		1,214	
Licences & Subscriptions	735		851	
Payroll Costs - Net of furlough contribution	15,194		2,947	
Repairs and Maintenance	8,249		7,626	
Printing, Post, Stationery & computer cons	353		389	
Sundry Expenses	1,088		364	
Telephone	530		458	
Rates & Water & Insurance	3,855		3,185	
Total Operating Expenses		37,603		25,013
Excess of Income Over Expenditure		22,282		17,159

BALANCE SHEET

	2022		2021	
As At 31st March 2022				
Fixed Assets				
Computer Equipment	Cost	350		350
	Depreciation	- 350		- 350
Amounts Outstanding from Hirings & Prepayments		11,168		2,054
Bank Current Account		55,420		32,691
Charity Deposit Fund		7,665		7,665
		63,085		40,356
Less Creditors		- 10,645		- 1,084
		63,608		41,326
Represented By				
General Fund				
Opening Balance		35,326		18,167
Surplus for the Year		22,282		17,159
		57,608		35,326
Trustees Liability Reserve		6,000		6,000
Total Funds		63,608		41,326

Mon 05.09.22

Dear Jane

I am attaching herewith the annual accounts of Redbourn Village Hall for the year ended 31/03/2022 and I would draw the following matters to the attention of you and the committee: -

1. I am assuming you are happy with the specific significant grants being mentioned separately.
2. Can you please bring the COIF balance up to date.

Regards,

Bob

R S HARDING Chartered Accountant

Mercer House, 15 High Street, Redbourn, Herts. AL3 7LE

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www.rshaccounts.co.uk



Redbourn Village Hall

England & Wales - Charity number 302450

Accounts



Redbourn Village Hall Management Committee (RVHMC)
Charity registration number: 302450

**Trustees' Annual Report for the period from 01.04.2020
to 31.03.2021**

Aims and objectives of the RVHMC

To successfully operate a community building, providing the facilities for a wide range of events and activities, for the benefit, and to improve the lives of local residents of all ages, without discrimination.

To maintain Redbourn Village Hall (RVH) as a viable asset for the use and enjoyment of the Redbourn residents and local community groups.

To run RVH as a successful Charity enabling the maintenance of RVH's structure and the development of its facilities, so preserving the importance of this historic community building at the centre of the village for the future.

RVHMC - extract taken from the "Trust Deed dated 2nd February 1951"

The Trustees have agreed to hold the "Trust premises" upon trust for the purpose of physical and mental training and recreation and social moral and intellectual development and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Redbourn and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents.

RVHMC - activities, achievements and performance

The main activity of the RVHMC is to have RVH open and running as a community building, which is hired and used for a wide variety of activities, unfortunately due to the Covid-19 pandemic this was considerably curtailed during this financial year 2020-2021. Following

Government legislation RVH was compelled to closed on the 21st of March 2020 as England entered the first Lockdown. RVH remained closed to the public for most of the year as detailed in the table below.

Dates this financial year	RVH status
21.03.20 to 03.07.20	closed
04.07.20 to 04.11.20	Open but limited activity due to social distancing laws
05.11.20 to 01.12.20	closed
02.12.20 to 18.12.20	Open but limited activity due to social distancing laws
19.12.20 to 11.04.21	closed

Unfortunately, even when RVH was allowed to be open to the public the activities were mainly restricted to essential or educational children's activities because social events and indoor group exercise remained prohibited. Social distancing regulations limited the number of people allowed to meet and made most of the usual activities impractical.

RVH continued to be an important base for the long established Redbourn Care Group (re-named Redbourn Community Group in Nov 2021) when it joined forces with the newly formed Redbourn Coronavirus Volunteers as the community rallied round to provide extra essential services and support to those who were isolating or just in need because of the pandemic. Even during lockdown RVH was able to host essential NHS Blood Donation sessions.

During the full lockdowns RVH loaned out its tables and chairs to office workers and school children who suddenly had to work at home but didn't have the furniture. RVH gave up its freezer and fridge space for the Redbourn Charity Christmas Hamper 2020 scheme.

When limited children's activities were allowed again, RVH provided an essential venue for the new and returning permitted clubs and groups to use because the schools would not allow non-pupils on site. When only people from the same household were allowed to meet indoors, RVH offered free use of the Main Hall for dance students (on their own or with family members only) an essential large space to practice and record their collage audition videos.

RVH was used in a number of different and surprising ways whenever a need was identified and as soon as it was legally permitted to support the community through a very difficult and unprecedented year. This

commitment to supporting the community, however possible, has continued as the pandemic has progressed into 2021.

Financial review

The effects of the Covid pandemic hit RVH at the end of the previous financial year, when all the activities and events had to be cancelled and refunds given. RVH started this financial year closed and remained closed for a considerable amount of the year. Large gatherings were not allowed during this financial year and all private parties and large community events were cancelled having a devastating effect on the RVH hire income.

RVH earned a revenue of £12,251 from hirings, that were mainly permitted children's activities and socially distanced well-being classes during the limited spells that these were allowed.

The popular "Village Markets" continued through the lockdowns as outside food markets were permitted and during the worst lockdown months this provided a very welcome opportunity to buy new food and drinks. Once regulations allowed the markets spread to include inside RVH. The Friends of the High Street (FOTHS) who organised the Village Markets donated £1355 to RVH and the RVHMC would like to thank Teresa and Caroline for all their efforts in organising and putting on these popular monthly events.

RVH claimed the Government Covid grants which were available through the SADC, to cover the enforced loss of hire income. The three grants totalled £20241 and were the main source of income during this financial year replacing the lost hire revenue.

RVH also claimed the Government furlough payments of £6252 to cover most of the cost of the RVH Caretaker, as they were unable to carry out their work duties. The other Caretaker chose to retire in April 2020, and they were replaced by a new cleaner who only works as and when they are needed.

As the Covid lockdowns hit, RVH went into other emergency cost cutting measures. The RVH Manager offered to do the role as a volunteer and gave her services free of charge for this financial year, to help RVH get through the crisis. A new RVH laptop was purchased, and administration procedures adapted so that the RVH Manager could work remotely.

Energy costs were reduced as much as possible by switching of the heating and hot water, unplugging appliances and generally putting everything into hibernation mode were prudent to do so. Unused licences and charges were suspended. This was greatly helped by the co-operation of the companies and the SADC suspension of the building rate charges.

These cost cutting measures mean that RVH ended the year in a much stronger financial position than the RVHMC could have predicted at the start of the Covid pandemic, with an excess of income over expenditure of £17159 for the year. However, the Covid situation may have a long-term effect on the hire income of RVH and the finances must continue to be carefully monitored.

During this financial year the RVHMC have gratefully received help with funding from the Redbourn Parish Council Community Grant towards the repair, redecoration and a replacement sink in the Main Hall bar Kitchen. This was essential work because the Covid social distancing regulations restricted access to the main kitchen. Now users of the Main Hall can enjoy refreshments independently of other hall users.

The RVHMC are extremely grateful to the St Albans Old Peoples Trust and regular RVH hirer Jacky, who made possible through their generous donations, the replacement of the Stannah chair lift to the second floor, after the old chair failed.

Thank you to Neil at NISA Redbourn for the £500 donation from the NISA charity "Making a Difference Locally" to update the equipment in the kitchen. The "Friends of Redbourn Village Hall" continued their generous financial support each month, thank you. During the Covid lockdowns some regular hirers gave donations in lieu of hire fees, so thank you to Redbourn U3A and Redbourn Karate club for your continuing support.

Between April 2020 and March 2021, the following maintenance and improvements to RVH have been carried out: -

1. Drain sump in the front carpark was found not to be a soak-away but is linked to the main drains. The drainpipe has been cleared by SADC and the carpark no longer floods.
2. Touch-up painting of the toilets and corridors, and parts of the Centenary Room and main entrance hall.
3. Electrical PAT testing throughout RVH
4. Main entrance door lock changed, and new keys issued to those hirers that have agreed to the revised RVH Health and Safety plan, the Covid 19 operation plan and submitted a Risk Assessment for their activities.
5. 5-yearly mains electricity safety inspection carried out and passed.
6. Emergency lighting inspected, which identified several failed lamp units. Six lamp units have subsequently been replaced. The level of

emergency area lighting in the Main Hall was found to be almost non-existent. New emergency area lighting has been installed.

7. Resurfacing RVH front carpark and new liner markings to the front and rear carparks. This also involved the removal of a tree on the southern edge of the carpark and filling in the gap left in the fence.
8. Renovation of Bar Kitchen in Main Hall, providing new double sink and two side-cupboards, new raised platform for the new fridge, new enclosure of the gas meter and water heater, and new flooring.
9. Laying new carpet to Main Hall lobby entrance.
10. Improvements to the safety for personnel working within the two loft storage rooms at the rear of the Main Hall by fitting safety grab rails, a winch and a swing door.
11. All long ladders in RVH are now secured by padlock to wall-brackets and are not to be used by hirers. Stabilizer brackets have been installed on the long extension ladder to facilitate its safe use, particularly when providing access to the front external wall of the Main Hall.
12. Redbourn Girlguiding Leader Penny and husband Barrie spent some of their lockdown cleaning and repainting the Guide Room and tiling the adjacent kitchen splashback. Thank you. The old carpet in the Guide Room was fitted with a hard-wearing new lino floor so that it can be easily and hygienically cleaned between hirers.
13. STAHS generously donated 4 small tables to enable sanitising stations to be set up in strategic places around RVH. STAHS also donated 30 new chairs for the Guide Room so that they can be more easily cleaned. Sally (RCG) replaced the old-style cloth chairs in the entrance hall with wipeable plastic and metal chairs to enable daily sanitising.
14. A skip was shared with the Redbourn Players, and the outside storage shed was de-cluttered.
15. Deep cleaning undertaken throughout the Hall during the lockdowns

The RVHMC and RVH Manager sincerely thank the many people who have supported RVH during the last strange and difficult year with their time, expertise, or services. Thank you to Penny from Redbourn in Bloom for her volunteering work tending the window boxes and garden all year round. Thank you to Barrie for making the new window boxes, tiling the kitchens and decorating. Thank you to the St Albans Communities 1st for their advice and in particular Isobel's continuing help.

During the Covid pandemic, when the Government regulations and restrictions were changing so frequently, and the Covid-Secure rules were

important to follow to reduce the spread of Covid, ACRE provided regular updates for Community buildings. This was an invaluable service to the RVH Manager because it provided a one-stop places to keep up to date with the requirements for the prevailing Covid conditions and current legislation. Tim Hayward-Smith the ACRE Community Services Manager and Village Halls Adviser organized Zoom meetings where the RVH Manager could join other people responsible for the management of community buildings to share advice. A most sincere thank you from the RVH Manager.

Structure, governance, and management

The RVHMC continued the monthly committee meetings by Zoom and the committee used WhatsApp and email to remotely communicate effectively throughout the lockdowns. The 2021 RVHMC AGM was held by Zoom on 05.05.21 - to be included in the 2021-22 Trustees' Annual report.

During the year the RVH Manager spent a considerable amount of time updating RVH Policies in relation to many areas of operations and particularly, in RVH's response to Covid-19. In September 2020 when RVH reopened after the first lockdown the front door lock was changed and a new key only issued to Hirers who completed the new On-going hire forms after agreeing the updated RVH Terms & Conditions and preparing their Risk Assessments (Covid and non-Covid).

At the delayed 2020 RVHMC AGM held by Zoom on 20.09.20 Caroline the RVHMC Chair took the opportunity to thank the Trustees, members, and guest of the RVH Management Committee for their ongoing support of RVH and they in turn thanked Caroline for her commitment and work as Chair. The RVHMC members remain in their positions for another year: Steven - Treasurer; Ken - Fabric Officer; Dennis B - Fire Officer; Rosemary - Care Group representative; Mario - Player's representative and Ian - Redbourn Councillor.

The RVHMC thanked the RVH Manager for her work and time volunteering to keep RVH running smoothly, the building in a good state whilst closed and the improvements that have been carried out over the difficult year, both administrative and structural.

At the end of this financial year the RVHMC and RVH Manager were optimistic that the worst of the Covid lockdowns were over and that the coming months in 2021 would allow activities in RVH to once again resume. However, the financial cost of the Covid pandemic will have an

enormous impact on the RVH income until all activities and events can resume without Covid restrictions and the public feel safe enough to want to meet in large numbers. The RVH building has been standing in the centre of Redbourn for well over a century and as RVH celebrates its 100th year as the main community centre, its role is going to be even more important to get people socializing again.

REDBOURN VILLAGE HALL MANAGEMENT COMMITTEE
Income & Expenditure Account for the year ended 31st March 2021

	2021		2020	
	£	£	£	£
Income				
Letting income		12,251		42,877
Interest		84		-
Other Income		2,243		2,157
St Albans DC Coronavirus Grant		20,241		-
Old Peoples Trust		2,000		-
Redbourn Parish Council		2,511		-
Grants and Donations received		2,842		2,918
Total Income		42,172		47,952
Less Operating Expenses				
Advertising	-		83	
Bad Debt Write Off	-		104	
Cleaning & Janitorial Supplies	860		1,569	
Depreciation	-		-	
Electricity	783		1,811	
Expenditure from grants and donations	6,336		2,108	
Gas	1,214		2,266	
Licences & Subscriptions	851		1,094	
Payroll Costs - Net of furlough contribution	2,947		21,146	
Repairs and Maintenance	7,626		8,272	
Printing, Post, Stationery & computer cons	389		486	
Sundry Expenses	364		455	
Telephone	458		529	
Rates & Water & Insurance	3,185		2,557	
Total Operating Expenses		25,013		42,481
Excess of Income Over Expenditure		17,159		5,472

BALANCE SHEET

As At 31st March 2021

	2021		2020	
Fixed Assets				
Computer Equipment	Cost	350	350	
	Depreciation	- 350	- 350	
Amounts Outstanding from Hirings & Prepayments		2,054		5,168
Bank Current Account		32,691		14,484
Charity Deposit Fund		7,665		7,581
		40,356		22,064
Less Creditors		- 1,084		- 3,065
		41,326		24,167
Represented By				
General Fund				
Opening Balance		18,167		12,695
Surplus for the Year		17,159		5,472
		35,326		18,167
Trustees Liability Reserve		6,000		6,000
Total Funds		41,326		24,167

2021 Annual Accounts

Bob Harding <rsharding@accounts.org.uk>

Tue 30/11/2021 13:01

To: Treasurer RVHMC <treasurer@redbournvillagehall.org.uk>

Cc: Redbourn Village Hall <office@redbournvillagehall.org.uk>

📎 2 attachments (509 KB)

Profit & Loss and Balance sheet - 25.11.21.pdf; Invoice 6888.pdf;

Jane

I am attaching herewith the annual accounts of Redbourn Village Hall for the year ended 31/03/2021. As you will see I have separately disclosed the larger grants received, particularly the amounts received relating to Coronavirus support.

As this completes the work we have carried out to date I am attaching herewith our invoice which I trusts meets with your approval.

Perhaps you would please make arrangements to collect your records from my office in due course.

Regards

Bob

R S HARDING Chartered Accountant

Mercer House, 15 High Street, Redbourn, Herts. AL3 7LE

Tel: (01582) 794864 E-mail: rsharding@accounts.org.uk

www.rshaccounts.co.uk



sage

Accountant Partner

R S Harding Ltd

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Registered in England no. 7200294

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COVID-19

As the impact of **Covid-19** is being felt by people around the world, we remain committed to delivering the advice and service you need in these difficult times, whilst prioritising the health of our employees and their