



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 & Autmn 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
As At 31st March 2022

	2023		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

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No Auditor comments