

Cliffsend Village Hall Charity No. 302717 – Trustee Report 2021

Background

Towards the end of 2020, the Hall was in a state of disrepair and in danger of being permanently closed down. The Trustees at the time realised they needed help and co-opted three new trustees. The old trustees then immediately resigned and left the newly appointed trustees to deal with the mammoth task of identifying the problems with the building and, if possible, carrying out the necessary repairs. During 2019 and 2020, reserves has been reduced by almost £30,000 to fund various projects – a number of which gave no lasting value.

Lack of funds, coupled with the pandemic, was an inauspicious start. The Hall was officially closed 'until further notice'.

First Quarter

It was clear from the offset that funding would be a major issue and an appeal for skilled volunteers was successful. At the same time, residents raised over £2,000 for the Hall through a raffle and Just Giving donations. This provided a financial base for remedial work to begin.

The main problems in the building stemmed from water ingress from the roof and the solar panels had to be removed before repairs could be carried out. A local solar panel specialist carried out the work free of charge. This allowed the necessary roof repairs to be completed, also repairs to the guttering and the flat roof. This made the building safe from the elements. The next step was to assess the extent of the damage caused by what turned out to be years of water ingress.

The ceiling in the main hall had started to collapse and, on inspection, asbestos was found in the ceiling panels. This meant that a specialist removal firm would be required to remove the whole ceiling, including the ceiling in the committee room which had also been damaged.

In addition, it was identified that the floor was damaged beyond repair because of years of water ingress and needed to be lifted and replaced.

On the funding front, the Hall received government Covid grants totalling just over £10,000 and the Hall's Insurance Company contributed almost £12,000 towards the cost of the repairs. In addition, the Parish Council paid £6,000 for the removal of the ceilings by a specialist firm.

Second Quarter

When the ceiling was removed, we were advised that the existing wiring was dangerous and re-wiring was carried out as part of the installation of the new ceiling and lighting.

We also took the opportunity to extend the central heating system to support the installation of a radiator in the committee room to address the damp issue.

It was towards the end of the second quarter that we started to believe that the hall could be opened in the near future and a target of opening the Hall by mid-August was set. The outstanding tasks were boarding, plastering, painting and, the major item, the new flooring.

The prices quoted for removing the existing floor were significant, therefore the Trustees and family members carried out what was backbreaking work. It was at this stage that woodworm was found in

the stage, and the entire stage had to be removed. This added a considerable sum to the cost of the new floor, as the area that used to be covered by the stage had to have matched flooring. We also decided to take the opportunity to extend the new flooring into the committee room and kitchen.

Third Quarter

Funding for the new floor, which was in excess of £12,000, was looking like a stumbling block. Again, the Parish Council stepped in with a grant which covered 50% of the cost. This allowed the Hall to fund the other 50% whilst retaining the reserves required for running the hall.

The new floor was laid in July. All other other works were also completed.

One of the trustees' concerns was the state of the car park and the drive. The costs quoted (£25,000 - £50,000) for resurfacing were too high for the hall to consider. Fortunately, we were approached by Bam Nuttall, the main contractor for the new railway station in Cliffsend. They ask us what they could do as a contribution to the village and its residents. When we mentioned the car park, they immediately said that they would carry out this work, and also paint in the parking bays and install new fencing and safety barriers.

Covid restrictions were starting to lift and a well-attended Open Day was held on August 1st. The Hall was officially re-opened by the Mayor of Ramsgate.

The remainder of the third quarter was focused on bring 'life' back to the Hall.

The first action was to re-introduce a weekly coffee morning for the village in conjunction with Age UK Thanet. The first coffee morning was held on August 17th and it continues to be a very well supported event. Two weeks later saw the return of Star Dance, a big supporter of the Hall and an activity used by many families in the village.

Fourth Quarter

It has been very encouraging to see the hall being booked for various activities. We now have a weekly Sunday Worship Group. We received a number of private bookings for parties. A very well supported Xmas Bazaar was held in the Hall. There has been a Charity Quiz Evening and the Hall ran events for Halloween and the Xmas Lights Switch-on, all of which were very well attended. The feedback from residents has been excellent. Also, it was good to see the Thanet Police Panto Group hire the hall 2 evenings per week over a three and a half month-period for rehearsals.

Towards the end of November, the hairdresser who was leasing the room at the front of the hall gave notice that she was leaving. Fortunately, we were quickly able to identify someone who wanted to use the space. We took the opportunity to do some much needed work in there. The electrics were declared unsafe, so the room was rewired. We also extended the central heating system and installed a radiator and a separate thermostatic controller. On close inspection, the flooring had been damaged due to the water ingress from the main hall so we took the opportunity to put in new flooring.

It was at this stage that the Post Office advised us that they would no longer be providing an Outreach service from the Hall as the service was not commercially viable.

The new hairdresser occupied the premises on December 14th.

A Word about the Contractors and Volunteers

We cannot thank enough the people who worked on the hall, both the professional contractors and the residents who gave up their time whenever they could.

Because of the pandemic, it was often challenging to even have a contractor come out to look at the work that needed to be done. The response from local contractors was amazing. They saw the hall as a priority and scheduled the work so that we could progress towards our target Opening Day. Also, not only were they competitive in terms of pricing, they all went beyond what they were contracted to do and did a lot of work free of charge, including call outs and on-going support.

The Present and the Future

Financially, we are in a strong position with regard to cash in the bank. Expenditure for 2021 was almost £47,000 but income exceeded expenditure by £2,000, a major contributing factor being a £10,000 bequeathment towards the end of the third quarter.

The signs are good on the income side. Enquiries for using the hall and bookings are increasing. Residents are looking to organise more events e.g. Quiz Nights, Fairs, monthly Auction.

With regard to expenditure, we have a number of small (in comparison to 2021) projects that we want to undertake e.g. loft insulation, improvements to guttering and we are steadily building up funds that will enable us to make these improvements.

The two major projects that are being considered are (i) replace the toilets and make them suitable for wheelchair access and (ii) upgrade the kitchen so that there is the potential for some type of catering to support parties. Replacing the toilets will require structural work. We have received quotes for both projects and we have applied for grant funding to cover this work.

On the management side, we will look to increase the number of trustees to ensure a diverse representation that reflects current and anticipated use of the Hall. We will also add more members to the Hall Management Committee to help support events for residents.

We also aim to update the Trust Deed that governs the Hall. The Deed was written in 1968 and does not reflect the village as it is today. We will be discussing this with the Charities Commission and taking advice from them on how to proceed, which will include consulting with residents.

Life has definitely returned to the hall and we hope and expect to see a lot more activity centred on the Hall over the coming months as covid restrictions continue to be removed.

The aim of the trustees is to provide a hall that is for the benefit of, and enjoyed by, all the residents of Cliffsend – young, old, and everyone in between. We hope to deliver on that in 2022 and beyond.

Your Trustees,

Sam Pooley

Kate Stephens

Matt Chinnery

Cliffsend Village Hall Foundation (Charity No. 302717)

Financial Statement for the year ended 31 December 2021

Receipts

	2021	2020
Hall User Groups	£5,000.04	£3,113.80
Private Hire	£1,309.00	£1,034.00
Shop Rent	£1,167.00	£1,116.00
Grants	£10,793.72	£10,000.00
Donations	£6,500.00	£1,075.00
Fundraising	£2,451.53	
Insurance	£11,877.00	
Bequeathment	£10,000.00	
Bank Interest	£1.03	£18.28
Deposits		£400.00
Refund from Eon		£1,149.77
Other Receipts		£161.20

Totals: £49,099.32 £18,068.05

Payments

	2021	2020
Rates and Water	£391.08	£668.00
Gas and Electricity	£1,196.45	£1,799.78
Cleaning	£736.05	£1,385.35
Gardening Services		£384.85
Music Licence	£67.80	£188.03
Insurance Premium	£1,354.33	£1,093.31
Repairs + Improvements	£37,735.15	£18,903.20
Printing & Stationery	£65.98	£193.09
Website	£79.00	£519.00
Events & Fundraising	£711.17	
Equipment Purchases	£3,616.60	£328.00
Materials for DIY Projects	£724.69	
Hire Deposits Returned	£128.75	£700.00
Subscriptions	£92.90	
Miscellaneous Sundries		£227.00
Accountancy Fees		£120.00
Bank Charges		

Totals: £46,899.95 £26,509.61

Excess of		
Receipts over Payments	£2,199.37	-£8,441.56

Statement of Assets and Liabilities

Cash at Bank January 01	£13,208.26	£21,649.82
Cash at Bank December 31	£15,407.63	£13,208.26

(a) Group Income

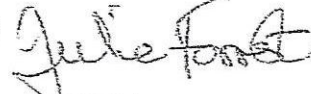
Star Dance	£3,306.54
Arts & Crafts	£316.00
Sunday Worship	£1,377.50
	£5,000.04

(b) Repairs + Improvements

Roof	£5,550.00
Ceiling	£2,142.00
Plastering	£3,483.00
Electrics	£6,125.00
Fire & Security	£356.12
Painting	£1,950.00
Flooring	£13,821.70
Plumbing	£1,584.00
Boarding	£1,700.00
Blinds	£273.33
Clearance	£750.00

Total: £37,735.15

Accounts Prepared by Mrs J Forrest

Signed: 

Date: 10/04/2022

Accounts Reviewed by Mr G Fricker

Signed: 

Date: 13/4/2022

To: The Trustees
Cliffsend Village Hall
Charity Number 302717

From: Gary Fricker
Councillor
Cliffsend Parish Council

Date: April 11, 2022

Subject: Independent Review of Cliffsend Village Hall 2021 Accounts

I have completed a review of the Financial Statement, the accounting records and the various controls that are in place for managing the Charity's finances.

Clearly 2021 was a 'one off' year in respect of receipts as 80% of income comprised Government Covid Grants (£10,793), Insurance (£11,877), Bequeathment (£10,000) and Parish Council (£6,500).

All income and receipts are properly recorded, both electronically and in hard copy. The use of cash has been eliminated and all payments to the hall are made directly into the bank account.

All payments made by the hall are supported by invoices and made via Internet Banking, thereby providing an audit trail.

Appropriate records are kept on a spreadsheet, as well as hard copy, at the transaction level. The spreadsheet is reconciled weekly with the current account via Internet Banking and on a monthly basis against the bank statements. Each item on the bank statement is checked and an annotated hard copy is kept on file.

Based on the review, I can confirm that income and expenditure are properly accounted for and that adequate accounting records are held.



Gary Fricker