

## **Chairman's Annual Report 2020/2021**

This report has been prepared primarily for the purposes of accompanying the Annual Return to the Charity Commission. It would normally be presented to the AGM and be more lengthy and detailed, giving an overview of the organisation, activities and finances of the Hall and Health Centre during the operating year 1 January 2020 – 31 December 2020. The ongoing COVID-19 pandemic has caused the AGM for 2020 and 2021 to be cancelled. Accordingly this report is somewhat shorter than the normal.

### **Trustees**

The full Trustees/Committee of Management met in February 2020 and have met once (in October) since the Hall was closed in March 2020 in accordance with government restrictions. The Management Sub-Committee (Chairman, Secretary, Treasurer) have continued to meet throughout the period (on seven occasions), have undertaken and updated a Premises COVID-19 Risk Assessment and taken decisions on behalf of the trustees.

### **Hall**

With a brief exception last autumn (and since 21 June 2021 with very limited use), the Hall has been closed since March 2020. During this period the Hall Manager and cleaner have both been working reduced hours and placed on the government Job Retention 'furlough' scheme. (The scheme is due to end in September 2021).

The loss of revenue due to the closure has fortunately been compensated for by the successful application for government grants totalling almost £30,000 (2020-2021).

Since the restricted re-opening from 21 June 2021, only yoga and pilates classes have been using the Hall. To encourage greater take up, the Management Sub-Committee has decided to offer those **volunteer** organisations, societies and clubs which were regular users of the Hall prior to the lockdown, a number of free sessions upto the end of September 2021. This offer was publicised in the recent (June) issue of the King's Sutton Times – it remains to be seen how many previous hirers/users will return when all government restrictions are lifted as anticipated from 19 July 2021.

### **Health Centre**

During this period the tenants of the Health Centre have continued to use their rooms in a much reduced way as they too dealt with significantly reduced incomes. To assist the most severely affected tenants (Room Nos 1, 2, 3, and 6) the Sub-Committee decided to reduce their normal rental payments by 50% until the end of June 2021. This concession has been very much appreciated by those tenants who have all now resumed paying the full rent.

**King's Sutton Millennium Memorial Hall and Health Centre**  
**Registered Charity No. 304212**

Despite the difficult business environment, we were able to secure a new tenant for Room No 5 in April 2021. All rented rooms are now back in full use, with the Parish Council expected to resume its regular usage of the Astrop Room from August 2021.

**Finances**

The Treasurer's report under item 3 on the agenda provides all necessary further information on our income and expenditure during this period.

I would like to place on record my thanks for the continued dedication and endeavours of Anne Martis and Ann Morton as Treasurer and Secretary respectively, throughout what has been an extremely unusual and challenging period in the Trusts history.

Bob Burrell – Chairman

July 2021

Report approved by Managing Trustees at meeting 14 July 2021

# King's Sutton Millennium Memorial Hall & Health Centre

Registered Charity No: 304212

## Income & Expenditure Account for the Year 2020

As at 31 December 2020

<u>Income</u>	<u>Total YTD</u>	<u>Budget</u>	<u>% budget received</u>
Hiring Fees	6,670.50	28,000	24%
Health Centre (ground floor)	8,882.59	13,950	64%
Meeting rooms (first floor)	2,930.04	6,800	43%
Parish Council	1,330.00	1,455	91%
Donations	200.00	0	-
Solar Panels - Feed In Tariff	2,393.05	3,000	80%
Salvation Army	169.74	0	-
Health Centre Deposits	1,000.00	0	-
Covid-19 Small Business Grant	10,000.00	0	-
Covid-19 Job Retention Scheme	7,848.90		
	<u>41,424.82</u>	<u>53,205.00</u>	<u>78%</u>
	<u>41,424.82</u>		

### Assets 1st January 2020

HSBC Bank	17,936.81
Coventry BSoc	41,356.78
CCLA Investment account	100,000.00
	<u>159,293.59</u>

### Changes In Year

Surplus(-deficit) YTD	1,867.26
Coventry BSoc	313.16

<b>Totals</b>	<b><u>161,474.01</u></b>
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### Money Manager Account

2,004.17

The Money Manager Account was set-up to hold money held by but not belonging to the Hall and, in particular, for deposits from Health Centre tenants.

<u>Expenditure</u>	<u>Total YTD</u>	<u>Projects</u>	<u>Budget</u>	<u>% budget spent</u>
Wages & Pension	16,713.16		18,250	92
Gas	2,485.76		4,000	62
Electricity	1,840.95		3,000	61
Water	537.50		750	72
Telephone/Internet	711.99		1,000	71
Rep/Maint/Imp	12,557.48		17,000	74
Insurance	2,315.29		2,750	84
Admin costs	221.62		500	44
Adv & website	49.99		500	10
Subs & Licences	882.82		1,000	88
Miscellaneous/Donations	241.00		500	48
Health Centre Deposits	1,000.00		-	-
Building Fund		5,000.00	5000	100
	<u>39,557.56</u>		<u>54,250.00</u>	<u>73%</u>
Excess inc / exp	<u>1,867.26</u>			
	<u>41,424.82</u>			

### Assets as at 31st December 2020

HSBC Bank	11,254.07
Coventry BSoc	45,219.94
CCLA Investment account	105,000.00
	<u>161,474.01</u>

<b>Totals</b>	<b><u>161,474.01</u></b>
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# **Kings Sutton Millennium Memorial Hall**

Registered Charity No: 304212

## **RESERVES POLICY**

Reserves shall be accumulated to ensure that that the facilities provided by the King's Sutton Millennium Memorial Hall shall be able, so far as is possible, to continue for 12 months in the event of adverse and unforeseen circumstances, and for the long-term maintenance and reconstruction of the building fabric.

There shall be two Reserves - a Property Fund for the reconstruction and major refurbishment of the building fabric and a General Reserve for all other purposes including long term maintenance and property improvement.

This is to be achieved by:

### **THE PROPERTY FUND**

- Ringfencing the CCLA Account and,
- Each year, adding to it at least an additional £5000 as contributed funds.
- The target for this fund is up to 50% of the estimated building costs (current insurance valuation is £2,085,037)).
- Trustees agree that this is a Designated Fund and will not be available for operational purposes or improvements.

### **THE GENERAL RESERVE**

- The retention of surpluses, or recognition of losses, from each year's activities.

The Trustees will review this policy annually and will include this policy document together with details of the Property Fund and the General Reserve in the Trustees Annual Report.

### **RESERVES @ 31<sup>ST</sup> DECEMBER 2020**

- Property Fund: £251,802 held in the CCLA account.
- General Reserve: £56,474 held in the HSBC current account and Coventry Building Society.

Signed:

Bob Burrell

Chairman: King's Sutton Millennium Memorial Hall.

Date:

## **Independent examiner's report to the trustees of King's Sutton Millennium Memorial Hall**

I report to the trustees on my examination of the accounts of King's Sutton Millennium Memorial Hall (the Trust) for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

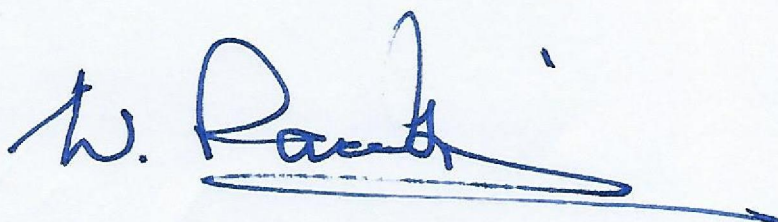
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

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

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

A handwritten signature in blue ink, appearing to read 'W. Ronald Irving', with a long horizontal flourish extending to the right.

W. Ronald Irving  
Chartered Accountant

Greenfields House, Banbury Lane, King's Sutton.

Date: January 27, 2021