

King's Sutton Millennium Memorial Hall and Health Centre

Chairman's Annual Report for 2021

This report has been prepared primarily for the purposes of it accompanying the Annual Return to the Charity Commission. It is intended to provide an overview of the organisation, activities and finances of the Hall and Health Centre during the operating year 1 January – 31 December 2021.

It was not possible to hold the Annual General Meeting during the previous two years due to the COVID pandemic so it is pleasing to be able to present this report to this year's AGM.

Trustees

The Trustees/Committee of Management normally meet four times each calendar year but since the Hall was closed in accordance with government lockdown restrictions in March 2020, we were only able to meet in June and October last year.

Prior to the lockdown the trustees were engaged in reviewing the trust's governance document with a view to updating it (it was initially drawn up in 1961). In particular we were examining the make-up of the 'Committee of Management' which has traditionally been formed by four elected members, up-to four co-optees and up-to sixteen representatives from village organisations. Unfortunately this review has been interrupted by what in effect was the "mothballing" of the Hall for eighteen months.

It has become apparent that some organisations who previously appointed representative trustees or who we had identified as having the potential to do so (eg the Youth Club, Tai Chi and the Film Society), may not resume their use of the Hall. I feel that the incoming Committee of Management will therefore have to seriously reconsider its future composition to take account of this. It might be productive to look at the way in which other village halls and community centres establish their trustees.

Notwithstanding the above, the Management Sub-Committee (comprising the Chairman, Secretary and Treasurer) did continue to meet regularly on four occasions during the year to oversee the continued operation and maintenance of the Hall and Health Centre.

Hall

In line with the lockdown requirements, the Hall continued to be closed for the first six months of 2021 and only reopened (with restrictions regarding the wearing of facemasks etc) on 21 June. Since the subsequent lifting of all restrictions, there has been a slow return of most of the previous regular users/hirers. (As an incentive, the trustees agreed to offer returning volunteer organisations a concession by waiving hiring charges for a month during the autumn).

Health Centre

A significant proportion of our income has always come from the rental of seven rooms in the Health Centre.

King's Sutton Millennium Memorial Hall and Health Centre

As an incentive to remain, those tenants who had enjoyed 50% reduced rents for their Health Centre rooms from April – December 2020, continued to do so until the end of July 2021 when they resumed paying full rent.

Two tenants did however terminate their tenancies, but with effect from the 1 April 2021, Room No 5 has been occupied by 'Mirror Mirror Hair Salon' and in December we were able to find a new tenant for Room No 4, 'Lemon Zest Skin and Body Therapy', who took occupancy from 1 January 2022.

The Parish Clerk resumed using her office on the first floor from August 2021, so all rentable rooms are now fully occupied again.

Finance

For insurance purposes the building was revalued by surveyors during the year and rebuilding costs are currently assessed as just below £3,000,000.

As indicated in the Treasurer's report, the loss of revenue due to the lockdown closure has again been more than adequately compensated for by our successful application for government grants. Our total income for the year was just over £58,000 (including almost £27,000 of grants) against expenditure of just over £35,000 giving a surplus of over £22,000. Our reserves also remain very healthy at £184,000.

To date we have been protected from the excessive spikes in energy prices as we have a fixed term contract with our energy suppliers which runs until the beginning of 2024. Accordingly we have been able to avoid raising Hall hiring charges and Health Centre room rents for another year.

Building Improvements

Other than ongoing building repairs and maintenance costs, the only significant facilities expenditure during the last year was for the provision of a CCTV system covering the premises environs and the installation of a ceiling mounted projector in the Astrop Room. However both of these improvements were entirely paid for by the parish council.

Personnel

Throughout the period from January to the end of September, the Hall Manager and cleaner continued to work reduced hours on the government furlough scheme. Both loyal employees have now fully resumed their normal duties.

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 with whom it remains a great pleasure to work.

In closing I would also like to mark the loss of Joan Armstrong who passed away during the year. Joan was a consistent driving force in securing the finances that enabled our fantastic village hall to be built and then for many years was its very effective Treasurer. The village is indeed indebted to her.

Bob Burrell – Chairman of trustees / Committee of Management, April 2022

King's Sutton Millennium Memorial Hall & Health Centre

Registered Charity No: 304212

Income & Expenditure Account for the Year 2021

<u>Income</u>	<u>Total YTD</u>	<u>Budget</u>	<u>% budget received</u>	<u>Expenditure</u>	<u>Total YTD</u>	<u>Reserve</u>	<u>Budget</u>	<u>% budget spent</u>
Hiring Fees	7,410.15	0	-	Wages & Pension	15,059.06		15,000	100%
Health Centre (ground floor)	13,577.65	11,000	123%	Gas	2,371.46		3,000	79%
Meeting rooms (first floor)	5,724.98	2,750	208%	Electricity	2,673.19		2,500	107%
Parish Council	1,500.00	1,500	100%	Water	188.27		750	25%
Donations	44.55	0	-	Telephone/Internet	775.20		800	97%
Solar Panels - Feed In Tariff	1,775.42	2,500	71%	Rep/Maint/Imp	10,564.98		12,500	85%
Salvation Army	106.21	150	71%	Insurance	2,458.06		2,500	98%
Health Centre Deposits	1,000.00	0	-	Admin costs	143.69		250	57%
Covid Job Retention Grant	7,806.43	8,000	98%	Adv & website	29.99		100	30%
Covid Small Business Grant	19,169.21	10,000	192%	Subs & Licences	364.25		400	91%
Misc	1.07	0	-	Donations	0.00		0	-
Interest	69.00			Health Centre Deposits*	1,000.00		0	-
	58,184.67	35,900.00	162%	Building Fund	-	5,000.00	5,000	-
					35,628.15	5,000.00	42,800.00	83%
<u>Assets on 1st January 2021</u>				<u>Assets on 31 December 2021</u>				
HSBC Bank		11,254.07		HSBC Bank		28,741.59		
Coventry BSoc		45,219.94		Coventry BSoc		45,288.94		
CCLA Investment account		105,000.00		CCLA Investment account		110,000.00	*	
		161,474.01				184,030.53		
<u>Surplus / (Deficit)</u>		22,556.52						
Totals		184,030.53		Totals		184,030.53		
<u>Money Manager Account**</u>								
Balance @ 1 Jan 2021	2004.17							
Deposit	1000							
Withdrawal	-500							
Interest	0.27							
	2504.44							

** This account holds refundable deposits from Health Centre tenants

* As at 31/12/21 this ring-fenced account was valued at £301,193.54

Kings Sutton Millennium Memorial Hall and Health Centre

Registered Charity: Kings Sutton Memorial Hall No: 304212

RESERVES POLICY

Reserves shall be accumulated to ensure 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 £2,909,000).
- 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 @ 31ST DECEMBER 2021

- Property Fund: £301,193 held in the CCLA account.
- General Reserve: £74,031 held in the HSBC current account and Coventry Building Society.

Signed:

Bob Burrell

Chairman: King's Sutton Millennium Memorial Hall Management Committee.

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 2021.

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.



W. Ronald Irving
Chartered Accountant
(Institute of Chartered Accountants of Scotland)

Greenfields House, Banbury Lane, King's Sutton.

Date: February 4, 2022