

## **Chairman's Annual Report for 2022**

This report has been prepared primarily for the purposes of it accompanying the Annual Return the Trustees have to provide to the Charity Commission. It is intended to provide a brief overview of the organisation and finances of the Hall and Health Centre during the operating year 1 January – 31 December 2022.

### **The organisation, trustees and Committee of Management**

The trust deeds specify the composition of the Committee of Management as comprising four trustees elected at the Annual General Meeting together with up to four more co-opted trustees, as well as the Representative Members appointed by a number of village organisations. Following a review by the trustees, the number of these organisations has been recently reduced from fifteen to twelve, better reflecting the current usage of the hall. This list may be further amended when it is again reviewed during the coming year.

The full committee now meets once every three months – usually on the third Monday of the month - to decide upon policy, approve payments and to receive quarterly reports from the Chairman, Treasurer and Hall Manager. A Management Sub-Committee comprising these three officers meets regularly between full trustee meetings.

The trustees continue to employ a Hall Manager and a cleaner on a part-time basis.

### **Hall**

It is pleasing to note that most of the societies, clubs and other hirers that used to regularly use the hall before the closures imposed by the COVID-19 pandemic lockdown have now resumed their activities. Both halls are once again in use on most week days and over most weekends.

### **Health Centre**

A significant proportion of our income continues to come from the rental of seven rooms in the Health Centre. All seven rooms have been fully occupied throughout the last twelve months by a range of business users.

### **Finance**

Total income for the building (ie Hall and Health Centre) for 1 January – 31 December 2022, was just under £58,000. Total expenditure was however above this at just under £60,000 due to a number of building improvements which are detailed later in this report.

The last time hall hire charges and Health Centre rents were increased was in 2019 - since when inflation has risen in the region of 14%. The trustees therefore felt they had no option but to raise all these charges from January 2023 by 10%.



## **King's Sutton Millennium Memorial Hall and Health Centre**

Registered Charity: King's Sutton Memorial Hall No: 304212

To date we have continued to be protected from the excessive spikes in energy prices by the five year fixed term contract with our energy suppliers which runs until beginning of 2024. When this expires it may of course be necessary to consider further unavoidable hiring and rent increases.

For insurance purposes rebuilding costs the building remains assessed at just below £3,000,000.

Reserves remain healthy at over £180,000.

### **Building Improvements**

During the past year the following enhancements have been provided:

- New replacement black-out blinds have been provided in the large hall (approx. £1,300)
- New PA system amp and speakers in large hall (approx. £1,400)
- New personal computer provided to Hall Manager's office (£1,000)
- New operating mechanism for automatic main entrance doors (£3,600)
- Soundproofing measures have been undertaken between rooms in the Health Centre (approx. £7,000)

Looking ahead, provision has been made in this year's budget for a new projector/screen in the small hall; the replacement of the discoloured/damaged ceiling tiles in the large hall and if necessary, additional soundproofing measures in the Health Centre.

In addition, work to complete the installation of electric-vehicle charging points in the hall car-park is now well under way.

Of particular note is the decision to close the large hall for a whole week in June 2023, to allow for the refurbishment of the floor (sanding and resealing at an approximate cost of £8,000) which should then be fit for purpose for at least another ten years

### **Personnel**

The trustees were very sorry to lose the services of Debbie McGee who, having been the cleaner since 2010, has had to retire due to ill-health.

After serving ten years as a trustee, Maureen Paterson has decided not to seek re-election. The trustees will miss her valued and always-helpful contributions at trustee meetings.

I would like to once again place on record my thanks for the continued dedication and hard-work of Anne Martis and Ann Morton as Treasurer and Secretary respectively during the last year. Regrettably Anne has indicated that she will not be seeking re-election as a trustee at this year's AGM and so the Hall will need to appoint a new treasurer. She will certainly be a very difficult act to follow!

## **Conclusion**

In conclusion, the village can be rightfully proud of the success of its Hall and Health Centre both of which continue to be well used and financially secure.

However the only guarantee of that success continuing into the future is if villagers come forward to be volunteer trustees – and I urge you to consider doing so.

Bob Burrell – Chairman of trustees / Committee of Management, April 2023

## **List of trustees 2022**

### **Elected at 2022 AGM (4)**

Bob Burrell                      Chairman

Anne Martis                      Treasurer

Ann Morton                      Secretary

Maureen Paterson

### **Co-opted (upto 4)**

Anne Burrell

Laura Boggeln

Vacancy

Vacancy

### **Organisations' Representatives (12)**

Ross Field                      Parish Council

Lynn Warburton                      50 Plus Club

Anne Hayter                      Bridge Club

David Loughran                      Garden Club

Lynette Owen                      WI

Lynn Reason                      Mothers and Toddlers

Tony Carney                      Sequence Dance Group

Carole Hill                      Parochial Church Council

Robert Sharpe                      Playing Fields Association

Vacant                      Baptist Church

Vacant                      School Governors

Vacant                      School PTFA



# King's Sutton Millennium Memorial Hall & Health Centre

Registered Charity No: 304212

Income & Expenditure Account for the Year 2022

As at 31 December 2022

<u>Income</u>	<u>Total</u>	<u>Budget</u>	<u>% budget received</u>
Hiring Fees	28,330.60	24,000	118%
Health Centre (ground floor)	17,473.50	13,500	129%
Meeting rooms (first floor)	6,523.00	5,000	130%
Parish Council	1,610.00	1,620	99%
Donations	0.00	0	-
Solar Panels - Feed In Tariff	3,153.04	2,500	126%
Salvation Army	97.50	150	65%
Business Grants	0.00	0	-
Misc	32.00	0	-
Health Centre Deposits	500.00	0	-
Interest	49.13	70	70%
	<b>57,768.77</b>	<b>46,840</b>	<b>123%</b>

## Surplus(-deficit) YTD

**-2,227.77**

## Assets on 1st January 2022

HSBC Bank	28,741.59
Coventry BSoc	45,288.94
CCLA Investment account	110,000.00
	<u>184,030.53</u>

## **Totals**

**181,802.76**

## Money Manager Account\*\*

Balance @ 31st Dec 2022	<b><u>3,009.25</u></b>
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<u>Expenditure</u>	<u>Total</u>	<u>Projects</u>	<u>Budget</u>	<u>% budget spent</u>
Wages & Pension	17,390.84		18,500	94%
Electricity	3,288.31		3,000	110%
Gas	3,391.95		3,000	113%
Water	420.93		500	84%
Telephone/Internet	787.89		1,000	79%
Rep/Maint/Imp	29,787.35		15,000	199%
Insurance	2,626.90		3,000	88%
Admin costs	1,026.70		150	684%
Adv & website	80.99		100	81%
Subs & Licences	334.92		400	84%
Donations / Misc	233.80		0	-
Health Centre Deposits*	500.00		0	-
Legal Fees	0.00		3,000	-
Bank Charges	125.96		100	126%
Building Fund		10,000.00		
	<b>59,996.54</b>	<b>10,000.00</b>	<b>47,750</b>	<b>126%</b>

## Assets on 31 Dec 2022

HSBC Bank	16,464.69
Coventry BSoc	45,338.07
CCLA Investment account	120,000.00 *
	<u>181,802.76</u>

## **Totals**

**181,802.76**

\* The money paid into the CCLA Investment account is shown on this report, but it is an equity fund which was worth £283,700.81 on 31 Dec 2022.

\*\* The Money Manager account holds refundable deposits from the tenants at the Health Centre.

# **Kings Sutton Millennium Memorial Hall**

Registered Charity No: 304212

## **RESERVES POLICY 2023**

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 £2,909,000).
- 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 @ 31<sup>ST</sup> DECEMBER 2022**

- Property Fund: £283,701 held in the CCLA account.
- General Reserve: £61,802.76 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 2022.

### **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 give 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', followed by a long horizontal line.

**W. Ronald Irving, B.Com., C.A.,**  
Chartered Accountant

Greenfields House, Banbury Lane, King's Sutton.

Date: February 1, 2023