

# HAUGHLEY VILLAGE HALL

England & Wales - Charity number 304760

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1969-06-26

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 18 West View  
Stowmarket  
IP14 1SD

**Phone** 07837953266

**Email** [lynnallum@hotmail.com](mailto:lynnallum@hotmail.com)

**Website** [www.haughley.org.uk](http://www.haughley.org.uk)

## Activities

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**Objects:** THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF HAUGHLEY AND THE NEIGHBOURHOOD.

**Activities:** PRE SCHOOL DISCO DANCING W.I. HAUGHLEY HOOFERS (CLOG DANCING) TAI CHI AMATEUR DRAMATICS FILM NIGHTS COMMUNITY CAFE CRAFTS GROUP COFFEE & CHAT

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- **Area of benefit:** HAUGHLEY AND THE NEIGHBOURHOOD
- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£21,140	£22,860	-	-
2024-04-30	£20,529	£20,214	-	-
2023-04-30	£35,390	£52,212	-	-
2022-04-30	£32,544	£38,359	-	-
2021-04-30	£42,553	£39,221	-	-

## Trustees

Name	Role	Appointed
LYNN ALLUM		
Lynne Mahon		2019-09-03
Steve Williams		2024-07-02

**HAUGHLEY VILLAGE HALL**

England & Wales - Charity number 304760

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# Accounts

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# **CHAIRMANS ANNUAL REPORT TO HAUGHLEY VHMC**

**1<sup>ST</sup> May 2022 – 30<sup>TH</sup> April 2023**

## **Back to normal**

After what seemed like years of restrictions I can finally write a report without having to mention the 'C' word. Hall bookings whilst still not back to 2019 – 2020 levels have increased significantly both for regular hire and casual bookings. The year has also been a very busy year for the committee with several community events and fundraisers plus for the first time supporting a government initiative by providing a Warm Space. The big renovation project was the complete revamp of the garden, done over the 2022 summer holidays which has made the garden a much more attractive, usable space for all hall users to enjoy.

## **Hall Hire**

Regular bookings remain fairly healthy with the return in October of HATS to rehearse for their first panto in 3 years, with sell out performances taking place in February 2023. Despite a number of enquiries no new regular hirers have taken slots at the hall. Although there is limited availability in the Main Hall the Green Room currently has no regular bookings. Income from Regular bookings is £13,366.81 (£2,548.31 up on 21/22). Casual bookings income £1,313.00 (up £764.00) a total of 9 for the GR and 10 for the MH made up of private parties, a Baby Shower, band practices, PC AGM, U3A to show film 'The Dig', Mid Suffolk Rural British Labour meetings, Wreath workshops and lecture/display on the Haughley Project. The main hall was also used by the Church for their Annual Autumn Quiz Night, Open Gardens to provide refreshments with a band and the PC for a Neighbourhood Planning Consultation. There is definitely room to increase the number of casual bookings and it has been decided to have a professionally designed leaflet printed, advertising what the hall has to offer to private and group hirers. It is hoped this will be ready to distribute with the Parish News in September, leaflets will also be available at Haughley Post Office and other relevant sites for those outside of the Parish to pick up.

## **Warm Space**

We were approached in October by the church who had been looking into the possibility of providing a Warm Space for Haughley Parish residents. Warm Rooms/spaces were being set up nationwide in response to the cost-of-living crisis to provide local communities with a safe, warm and welcoming space which people could attend free of charge to keep warm, enjoy a hot drink and meet new friends (18-21deg C is considered a comfortable temperature). The church itself is too cold and the Maxwell Charnley room not large enough hence them contacting the VH. They also passed on information about a Winter Warmth Fund Support Grant that could be obtained from BMSDC. It was discussed by the committee and decided that the GR would be the ideal space provided we could obtain a grant to fund the heating/water/refreshments etc. I attended a Zoom Network conversation event organized by CAS (Community Action Suffolk) which was extremely helpful and gave

me all the information/contacts to help set it up. Other village groups were approached for help with volunteers to man the Warm Space, 2 each session to be held 3 mornings a week, Monday, Wednesday & Friday 10am-12noon and we would provide hot drinks, squash and biscuits. Plenty of volunteers came forward not just from other groups but also from the new developments which meant no volunteer covered more than 2 or 3 shifts a month. The Warm Space was advertised throughout the village and in the Parish News and opened on the 5<sup>th</sup> December 2022 and continued until 31<sup>st</sup> March 2023. We received a grant of £1,560.00 from BMSDC which also enabled us to purchase a small fridge for the GR kitchenette. Despite the Warm Space being well advertised we didn't get the numbers of people through the door to use the facility. Whether this was because those that would really benefit from it would need transport to get to the VH or because it was associated with being seen as just for those in need we don't know. A decision hasn't been made yet as to whether we run it next Winter, perhaps as just a once a week drop in/community hub instead.

### **Fundraising**

The Community Café and Film Nights are now a fixed feature in Haughleys calendar. Film nights have a regular group of people who come along each month with numbers peaking so far at 22 for 'The Duke'. We are also in profit by £60.03 for the first time with an income of £550.42, expenditure £490.39. The Community Café is not showing a profit yet as the VH is still making purchases as the café evolves such as providing individual teapots and milk jugs. We also had some additional costs for decorations/aprons for the Platinum Jubilee celebrations and the Coronation. Income this year £699.65, expenditure £1,261.28 leaving a deficit of £562.63. As we only host 6 out of the 12 cafes it is going to take a little longer to recoup the investment. Community Cafés are hosted 6 out of the 12 by village groups including WI, HATS, British Legion as well as individuals hosting to raise money for charity, Sally Green – Breast Cancer, Margaret Buttle – EACH (East Anglian Childrens Hospices). Host groups are charged £25 to cover the cost of heating/lighting/tea & coffee etc from their second hosting onwards, but keep all proceeds they make on the day. The charge was increased earlier this year from £15 due to increased costs for utilities and supplies.

Other fundraising has included the Christmas Raffle and Chocolate Tombola at the Christmas Light Switch on event. The Christmas Raffle is done alternate years with the Pavilion but in recent years we have struggled to make money from this. This years raffle sold 217 tickets, Heather at the Post Office only sold 60, with committee members selling about the same amount. Most were sold on the day at the Community Café and then at the Light Switch-on. As 1<sup>st</sup> and 2<sup>nd</sup> prizes are money £150 a big chunk of what is made goes on this, plus printing of the tickets. So after costs we only raised £9 !! Fortunately the Chocolate Tombola raised £183.00.

We also ran a very successful Spring Quiz and Ploughmans Supper night in April 2023.

### **Cleaning/caretaking**

Lauren Currie (Cosy Cottage Cleaning) gave notice as a contractor for this in July 2022. A review of the cleaning services contract and job description was made following this as Lauren had made the point when she gave notice that 4 hrs/wk wasn't sufficient to allow for all areas of the hall to be thoroughly cleaned. It was decided to increase the hours to 6/wk, with the hall being cleaned a minimum of twice/wk. Changes were also made to the amount of time given for pre/post hire checks. Sophie Mahon was employed as cleaning services contractor from August 2022 and has also agreed to include cutting and strimming the lawn as part of her contract.

### **The Budget/Grants**

The bank balance at the end of the financial year was still a relatively healthy £20,199.83. The deficit of £16,822.53 between Income and Expenditure which on paper does look alarming, include one off costs such as the VH contribution to the garden renovation of £11,547.94, £3,300.00 to move heating pipework in the roof space to below the ceiling in the MH. This followed damage to the pipework/burst pipes caused by freezing weather in December, £264.00 for a new circuit for the cooker and removing the old bar electric wall heaters in the kitchen. The total of these expenses was £15,111.94 which brings the deficit down to a slightly less frightening £1,710.59. As mentioned earlier the committee are aware that this deficit cannot be sustained and as well as looking to increase hirings we will also be looking at where savings on expenditure can be made.

### **Renovations/Repairs**

**Garden** - For the third year running the VH has had a major project, this year it was the complete renovation of the garden with the work carried out by Brian Davison Landscape Gardner. The total cost of the project including the purchase of 2 picnic tables, a brightly coloured childrens picnic table and 7 planters all made from recycled materials, plus plants/compost came to £30,138.94. We received a CIL Funding grant of £15,190.00 towards this from Haughley PC, a further grant of £2,000.00 from Rachel Eburne's MSDC Locality budget and a donation of £1,401.00 from Haughley Open Gardens which left a balance of £11,547.94 which was the VH contribution. This renovation has provided the community with a more attractive, usable and safe outdoor space to use at the VH.

**Heating Pipework** – following a very cold snap last winter pipework originally in the roof space which had very little to protect it other than roof tiles, froze and became damaged with a section bursting causing water to come through the ceiling and a light fitting in the main hall. Emergency electrical and plumbing initially isolated the leak but it became clear that other pipework had been damaged and that in order to stop this happening again the pipework would need to be moved. It was agreed to move the pipes below the ceiling in the ORR, kitchen and main hall and this was carried out by Richard Klimowicz during February 2023 half-term.

**New circuit - cooker** – we have had an issue for some time with using the cooker and hob at the same time as the socket which the cooker was plugged in as it would trip all the electrics. Neil Hayward Excel Electrics was asked to look at it and he said that it was due to an overload on a circuit which could be resolved by removing the old bar wall heaters which were unused and using the circuit for the cooker. This work was carried out by Neil in January 2023.

### **Future projects**

\*Replacing the double external doors to the hall, a quote was received in March 2021 from Colin Field for a hardwood door plus fitting approx. £1992.00. A grant towards this could be applied for from Rachel Eburnes, MSDC or Andrew Stringer MSCC locality budgets.

\* Replacing the rest of the light fittings with LED lights

\* Renovation of the toilets in the MH – another large project which will possibly be researched/quotes obtained with a view to it being carried out in 2023/2024 – CIL funding through MSDC could potentially be applied for

\* Redecoration of the interior of the whole hall – volunteers for smaller halls/kitchen?

### **Committee**

After getting to the point where it was becoming unsustainable to continue with an increasing workload falling on an ever shrinking committee it was decided to put out a slightly more hard hitting plea to the community. This does seem to have had an effect and we are now cautiously optimistic that we will soon have recruited enough new members to have a properly workable committee. We welcomed Irene O'Hara and Anne Ardley to the committee following our last meeting which they both sat in on, and hope to be able to welcome another 3 new members following this meeting. As long as we don't lose any of our current members this will mean our committee will be up to 13 members which will really make a difference.

Every year when I read back through my report I realise how much has been achieved by this committee, both in terms of the upkeep and the events held in this wonderful old building. I am extremely proud of everything that we have achieved in the years I have been on the committee, the renovations that have made the village hall into such a lovely space for everyone to use from Pre-school to WI, from Tai Chi to bands rehearsing but also for creating the opportunity to bring people together on a regular basis with the Community Café and Film Nights. None of this could be done without the hard work, commitment and friendship of this committee and I would like to thank you all once again for being such a great team.

Lynne Mahon  
Chair Haughley Village Hall Management Committee  
26<sup>th</sup> June 2023

**HAUGHLEY VILLAGE HALL MANAGEMENT COMMITTEE**  
**ACCOUNTS FOR THE PERIOD 1ST MAY 2022 - 30TH APRIL 2023**  
**RECEIPT AND PAYMENT ACCOUNT**

	2023	2022
	£	£
<b>INCOME RECEIPTS</b>		
HALL BOOKINGS (INCL HEATING)	14,664.81	11,367.50
BOOKING DEPOSITS	435.00	190.00
GRANTS/DONATIONS/LOANS	18,201.00	18,543.00
REPAIRS/MAINTENANCE/EQUIPMENT	-	1,103.48
FUND RAISING (general)	280.80	414.00
FILM NIGHTS	703.57	277.03
COMMUNITY CAFÉ	809.47	548.83
MISCELLANEOUS	-	100.00
SUM UP TO BE PAID OVER	295.24	
<b>TOTAL RECEIPTS</b>	<b>35,389.89</b>	<b>32,543.84</b>
<b>EXPENDITURE</b>		
ADMINISTRATION SERVICES	5,640.00	5,436.00
CLEANER/CARETAKER SERVICES	3,198.00	2,328.00
CLEANING EXPENSES	652.72	141.10
GAS & ELECTRIC	1,908.70	1,537.43
WAVE WATER	396.75	316.26
REPAIRS AND MAINTENANCE (& EQUIPMENT)	4,769.93	7,483.11
FIRE PREVENTION (CHUBB)	359.40	227.04
C.A.S. INSURANCE	1,004.66	956.65
PERFORMING RIGHTS SOCIETY/PPL	272.84	134.00
ADMIN EXPENSES	238.26	323.75
LOTTERY FEE (lottery & amusements act M.S.D.C)	20.00	20.00
BOOKING DEPOSITS	560.00	65.00
PROJECTS	30,198.22	18,253.19
FUND RAISING	181.83	189.15
FILM NIGHTS	511.34	288.93
COMMUNITY CAFÉ	1,272.55	214.01
MISCELLANEOUS	-	-
GRANTS & DONATIONS	108.50	157.00
TALK TALK BROADBAND	343.88	288.00
WARM SPACE	312.04	
SUM UP PAID OVER	262.80	
<b>TOTAL PAYMENTS</b>	<b>52,212.42</b>	<b>38,358.62</b>
NET RECEIPTS FOR THE YEAR	- 16,822.53	- 5,814.78
BALANCE B/FWD ***	37,911.42	43,726.20
BALANCE AS AT 30TH APRIL 2023	21,088.89	37,911.42
BALANCE - current account	21,088.89	37,911.42
CASH IN HAND	30.00	30.00
Balance at start of financial year - current account	37,911.42	43,726.20
cash in hand at start of financial year	30.00	30.00
Total	37,941.42	43,756.20
Balance at end of financial year - current account	21,088.89	37,911.42
cash in hand	30.00	30.00
Total	21,118.89	37,941.42
Total Receipts	35,389.89	32,543.84
Less Total Payments	52,212.42	38,358.62
Deficit	- 16,822.53	- 5,814.78
Income from regular bookings (Annual)	13,366.81	10,818.50
General expenditure (Annual - Incl. petty cash)	18,805.14	19,191.34
Income from regular bookings less general expenses (Y.T.D)	- 5,438.33	- 8,372.84

CHAIRMAN/VICE CHAIRMAN SIGNATURE	<i>L. Mahon</i>
TREASURER SIGNATURE	<i>W. Allway</i>

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Chair Haughley Village Hall Management Committee  
26<sup>th</sup> June 2023

**HAUGHLEY VILLAGE HALL**

England & Wales - Charity number 304760

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# Accounts

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# **CHAIRMANS ANNUAL REPORT TO HAUGHLEY VHMC**

**1<sup>ST</sup> May 2021 – 30<sup>th</sup> April 2022**

## **2021-2022 - Return to normality**

The beginning of the new financial year started with committee meetings via Zoom, Covid restrictions still in place and only Pre-school using the hall. But due to the success of the vaccine rollout and the committee working hard to provide a Covid secure environment, almost all regular hirers had returned by Summer 2021.

Incomes from regular bookings although still not back to pre-Covid levels (£15,291.00 2019-2020) have risen to £10,818.50. Although this was helped by receiving a MSDC Omicron grant of £2667.00 for loss of income hire.

The bank balance still remains healthy due to the judicious financial management of previous years and by securing grants for projects such as the replacement of the Main Hall flooring.

## **HALL HIRE**

Although the majority of regular hirers returned to us we did lose 2. Serenity Yoga due to increased class sizes and unavailability of MH and Country Dancing who decided to move to Wetherden.

The only group who has not yet returned is HATS who decided it was too much of a risk to put on a performance in Feb 2022. They plan to return rejuvenated and with new members in Sept 2022.

Private hire bookings increased as the year went on with a total of 12 bookings taken. These include MSDC Polling, Mid Suffolk Branch Labour Party, 3 children's parties, 60<sup>th</sup> birthday party and hire for band music practice.

The vacant slots in the GR and MH have been advertised in the Parish News and on the VH webpage but although we have had a number of enquiries so far we only have 1 new regular hirer. This is an Arts & Crafts group who are hiring the MH on a 6 month trial basis.

## **FUNDRAISING/COMMUNITY EVENTS**

It was good to be able to hold and take part in events again and 2021-2022 ended up being a busy year for the VH committee.

**Film Nights** returned in June 2021 but have taken time to return to pre-Covid numbers, however it was decided that it was worth continuing for at least another year and to find additional means of advertising.

**Community Café** – August saw the successful start of the VH Community Café, which is held on the 1<sup>st</sup> Saturday of each month like Film Nights. The café is run by the VHMC but also guest hosted by other village groups including Haughley WI and St Mary's Church. This is a symbiotic arrangement, which means the VHMC doesn't have to host every month but also allows guest host groups to fundraise as they keep the profits they make on the day. The café also has a number of stalls for local crafters, artists, and hobbyists to sell what they make. The Community Café has been welcomed by the village and is proving popular.

Neither Film Nights nor the Community Café were started with the intention of raising huge sums of money but as events to bring the Community together. However it is hoped that both will eventually raise enough to cover set up/running costs and make a small profit.

The village hall joined in the Christmas Light Switch event with a Chocolate Tombola stall, which proved very popular, and we were protected from the elements this year with our lovely new Gazebo.

Our final fundraiser of the year was our Spring Quiz and Ploughman's Supper in April 2022. This was a very successful and enjoyable evening and raised a total of £404.00

## **CLEANING/CARETAKING**

This is still contracted out to Lauren Currie (Cosy Cottage Cleaning) although there have been a few issues since the start of 2022, partly due to her moving away from Haughley. The situation has been discussed with Lauren and the committee will be closely monitoring standards over the next 3 months.

## **THE BUDGET/GRANTS**

The village hall finished the financial year with a still healthy bank balance of £37,911.42. This was despite a deficit of £5814.76 between income and expenditure, due to loss of hire income because of Covid lockdowns/restrictions. This healthy balance was down to careful management over several years, which has given us a cushion throughout the pandemic. It was also due to obtaining grants such as the Capital Grant of £10,876.00 towards the cost of replacing the MH flooring. Without this we would not have been able to continue with this large and expensive project. We are extremely grateful to MSDC for providing this and the Omicron grant, also to Haughley PC for the grant of £3000 towards general upkeep and to Rachel Eburne for the grant of £2000 from her MSDC Locality Budget. Total grant monies received for this year £18,543.00.

## **RENOVATIONS/REPAIRS**

Projects this year include the complete replacement of the main hall wood flooring, insulating the floor from below (a requirement for Building regulations) and providing matting to the entrance hall. Roger Hyde Flooring of Hadleigh did this work, which cost a total inc VAT of £27,168.00, during Summer 2021. Obtaining the grant of £10,876.00 from MSDC towards this cost meant the net cost to the VH was £18,112.00 but we now have a beautiful new and much admired floor which will last for many years as well as improving the facility we offer to the community.

Whilst the MH flooring work was taking place, and the old flooring had been removed it was noticed during a particularly heavy rain shower that water was getting under the flooring through the rear walls. Having obtained advice it was decided to replace all the guttering to the rear of the hall and also install French drains at ground level. This work was carried out by Steve Potkins during Summer 2021 at a cost of £2,880.00 but was necessary to protect the new sub-floor insulation and wood flooring.

As well as the main hall flooring the old and very grimy kitchen flooring was replaced in February 2022 with lovely new wood effect vinyl flooring. Taylors Flooring did the work at a cost of £1,213.19.

In the interests of making the hall more efficient and environmentally friendly the old fluorescent lighting throughout the hall was replaced in December 2022 with LED lighting at a cost of £2,970.00. The emergency lighting also needed to be improved in some areas this work cost £672.00 for 6 replacement lights. Excel Electrical did both of these.

So a total of almost £35,000.00 has been spent this year on necessary repairs/renovations at the village hall, all of which will help maintain and improve the facilities provided to the Community for the present and into the future.

## **Projects in the pipeline for 2022-2023: -**

\*Renovation of the garden plus supplying new sustainable picnic tables and planters. Work on this is due to start in July 2022 the work will be done by Brian Davison Landscape Gardener.

Estimated project costs £30,690.00 with grants already obtained from Haughley Parish PIIP fund for £15,190.00, £2000.00 from Rachel Eburnes MSDC locality fund, plus a donation of £1401.00 from the Open Gardens. The cost to the village hall will be approx. £12099.00.

\* Redecoration of the interior of the hall.

\* Renovation of the toilets in the MH – CIL funding to be applied for through MSDC

## **COMMITTEE**

Unfortunately and despite our best attempts to encourage, cajole, bribe we have not yet been able to recruit any new members to our committee, which currently stands at 6 members. This means

that an increased workload has fallen on all committee members especially since lockdown ended and all the fundraising and community events have started up again. On top of this we started the Community Café, which though extremely worthwhile does demand a huge commitment from us all. I am also aware that several members would probably like to step down from the committee but feel obligated to continue because the committee is so small.

Re-reading what I have written in my report has made me realise just how much we have achieved this year and how much I value your continued support and commitment to keeping Haughley Village Hall a facility which the village can be proud of at the heart of the community. Thank you for all your hard work and for being such a great team.

Lynne Mahon  
Chair Haughley Village Hall Management Committee

10<sup>th</sup> July 2022

**HAUGHLEY VILLAGE HALL MANAGEMENT COMMITTEE**  
**ACCOUNTS FOR THE PERIOD 1ST MAY 2021 - 30TH APRIL 2022**  
**RECEIPT AND PAYMENT ACCOUNT**

	2022	2021
	£	£
<b>INCOME RECEIPTS</b>		
HALL BOOKINGS (INCL HEATING)	11,367.50	5,667.00
BOOKING DEPOSITS	190.00	-
GRANTS/DONATIONS/LOANS	18,543.00	36,526.40
REPAIRS/MAINTENANCE/EQUIPMENT	1,103.48	130.18
FUND RAISING (general)	414.00	229.27
FILM NIGHTS	277.03	
COMMUNITY CAFÉ	548.83	
MISCELLANEOUS	100.00	
<b>TOTAL RECEIPTS</b>	<b>32,543.84</b>	<b>42,552.85</b>
<b>EXPENDITURE</b>		
ADMINISTRATION SERVICES	5,436.00	2,880.75
CLEANER/CARETAKER SERVICES	2,328.00	2,095.50
CLEANING ITEMS	141.10	529.43
GAS & ELECTRIC	1,537.43	1,538.30
ANGLIAN WATER	316.26	227.55
REPAIRS AND MAINTENANCE (& EQUIPMENT)	7,483.11	1,257.90
FIRE PREVENTION (CHUBB)	227.04	134.74
C.A.S. INSURANCE	956.65	894.41
PERFORMING RIGHTS SOCIETY/PPL	134.00	366.98
ADMIN	323.75	402.17
LOTTERY FEE (lottery & amusements act M.S.D.C)	20.00	20.00
BOOKING DEPOSITS	65.00	-
PROJECTS	18,253.19	28,453.20
FUND RAISING	189.15	373.25
FILM NIGHTS	288.93	
COMMUNITY CAFÉ	214.01	
MISCELLANEOUS	-	46.50
GRANTS & DONATIONS	157.00	-
TALK TALK BROADBAND	288.00	
<b>TOTAL PAYMENTS</b>	<b>38,358.62</b>	<b>39,220.68</b>
NET RECEIPTS FOR THE YEAR	- 5,814.78	3,332.17
BALANCE B/FWD ***	43,726.20	40,191.22
CHUBB - credit from year 2019/20	-	202.81
BALANCE AS AT 30TH APRIL 2022	37,911.42	43,726.20
BALANCE - current account	37,911.42	43,726.20
CASH IN HAND	30.00	30.00
Balance at start of financial year - current account	43,726.20	40,191.22
cash in hand at start of financial year	30.00	30.00
Total	43,756.20	40,221.22
Balance at end of financial year - current account	37,911.42	43,726.20
cash in hand	30.00	30.00
Total	37,941.42	43,756.20
Total Receipts	32,543.84	42,552.85
Less Total Payments	38,358.62	39,220.68
Deficit	- 5,814.78	3,332.17
<b>Income from regular bookings (Annual)</b>	10,818.50	5,667.00
<b>General expenditure (Annual - Incl. petty cash)</b>	19,191.34	10,347.73
<b>Income from regular bookings less general expenses (Y.T.D)</b>	<b>- 8,372.84</b>	<b>- 4,680.73</b>

CHAIRMAN/VICE CHAIRMAN SIGNATURE

TREASURER SIGNATURE

AUDITOR SIGNATURE

# HAUGHLEY VILLAGE HALL MANAGEMENT COMMITTEE

ACCOUNTS FOR THE PERIOD 1ST MAY 2021 - 30TH APRIL 2022

## RECEIPT AND PAYMENT ACCOUNT

	2022	2021
	£	£
<b>INCOME RECEIPTS</b>		
HALL BOOKINGS (INCL HEATING)	11,367.50	5,667.00
BOOKING DEPOSITS	190.00	-
GRANTS/DONATIONS/LOANS	18,543.00	36,526.40
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COMMUNITY CAFÉ	214.01	
MISCELLANEOUS	-	46.50
GRANTS & DONATIONS	157.00	-
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BALANCE - current account	37,911.42	43,726.20
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Deficit	- 5,814.78	3,332.17
Income from regular bookings (Annual)	10,818.50	5,667.00
General expenditure (Annual - Incl. petty cash)	19,191.34	10,347.73
Income from regular bookings less general expenses (Y.T.D)	- 8,372.84	- 4,680.73

CHAIRMAN/VICE CHAIRMAN SIGNATURE

*L. Maher*

TREASURER SIGNATURE

*L. Maher*

AUDITOR SIGNATURE

*A. Welton*

**HAUGHLEY VILLAGE HALL**

England & Wales - Charity number 304760

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# Accounts

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# **CHAIRMANS ANNUAL REPORT TO HAUGHLEY**

## **VHMC**

### **1<sup>ST</sup> May 2020 - 30<sup>th</sup> April 2021**

**2020-2021** the year of the global pandemic of Covid-19. The village hall probably for the first time in its history was closed completely for almost 6 months from 23<sup>rd</sup> March 2020 until September 2020 when Pre school returned. Disco Dancing, Serenity Yoga and Tai Chi returned only briefly during the break in lockdowns in the Autumn. This has meant that income from hall hire has been severely impacted this year. Income from bookings in 2020 were £15,291.00, in 2021 income was only £5,667.00.

However due to prudent management and monies raised through grants, donations and fundraising over several years the Village Hall had a healthy bank balance at the start of the financial year. The balance of £36,693.85 included a contingency fund to cover unforeseen circumstances. This buffer has made the past year a lot easier than it would otherwise have been. The village hall was also fortunate to secure grants totaling £36,526.40 which have helped to cover some of the loss of income from hall hire and have also allowed us to continue with projects such as the renovations to the Malting's roof and the installation of business broadband.

#### **HALL HIRE**

As well as the impact of Covid on regular hire it has also had a big impact on Casual hire with no bookings at all for this year as parties, weddings etc were not allowed under Covid restrictions.

Sadly this year we have also lost 2 of our regular hirers. Serenity Yoga from the GR Wednesday mornings and Thursday evenings due to increased class sizes and lack of space to socially distance. Country Dancing who prior to the pandemic had met in the MH on Thursday evenings for many years are now only meeting once a week and have decided to hold this in Wetherden VH. We hope that we will be able to fill these slots fairly quickly as we have had many enquiries from groups particularly for the MH but have not had a slot available. We will be advertising availability in the Parish News and via the Village Hall webpage.

#### **FUNDRAISING**

The village hall management committee have continued to fundraise when possible. We managed to squeeze in one film night at the end of October when we showed "Death of Stalin" which raised £41.27. Film nights had started to build up prior to the pandemic and we hope that once things return to normal audiences will return again.

It was the village halls turn to run the Christmas Raffle usually held at the Christmas Lights Switch On event. Sadly this year the lights switch on was cancelled but we did manage to make £66.40 profit by selling through Haughley Post Office and Committee members.

The committee have also decided to start a monthly Community Café at the village hall, something we have been discussing for many years. Following all the months of lockdown and people not being able to meet up it seems like this would be welcomed. It is hoped to start once all restrictions are lifted.

### **CLEANING/CARETAKING**

Lauren Currie (Cozy Cottage Cleaning) is contracted by the village hall to provide this service. Lauren has done an excellent job throughout the pandemic using the time during the first lockdown to thoroughly clean the whole hall. She now comes in on Tuesday/Fridays to deep clean the hall in line with Covid guidance.

### **THE BUDGET/GRANTS**

The village hall finished the financial year with a healthy bank balance of £43,756.20 in part due to the grants we have been able to obtain to help cover loss of income from hall hire due to lockdown and restrictions. We are extremely grateful to BMSDC, MSDC and Haughley PC for the support we have received over the past year. BMSDC £10,000 - Retail Hospitality & Leisure Grant received in Sept 2020, grants totaling £18,708.00 for Local Restrictions Business Support from MSDC and a grant of £3000 from Haughley PC towards the General upkeep of the village hall. We also received a MSDC Community Projects grant of £4818.40 towards the cost of the renovations to the Malting's roof and repairs to the MH roof.

### **RENOVATIONS/REPAIRS**

Projects completed include the renovations to the Malting's roof to replace the roof coverings to make it entirely watertight and

also to repair sections of the Main Hall roof and replace gutters and downpipes to the front of the MH. This work was carried out in August 2020 by Bayes Roofing at a total cost of £14,923.20 with the MSDC Community Projects grant going towards this cost.

Also completed in 2020 was the installation in November of business broadband to the village hall to enable us to provide free WiFi to all users. As the hall already had a line in place there was no installation or connection fee. The annual cost to the village hall is £259.20.

Projects in the pipeline include the replacement of the solid wood flooring in the Main Hall. This project was put on hold last year due to the Malting's renovations taking precedence and to allow us to find the best replacement product and funding options available. This work will now take place during the summer break and be done by Hadleigh company Roger Hyde Flooring . This will involve the complete replacement of the flooring, fully insulating the floor from below (a requirement for Building Regulations) and matting to the entrance hall at a cost inc Vat of £27,168.00. A Community Projects grant of £9056.00 has been obtained towards this cost from MSDC which makes the net cost to the hall £18,112.00. It was felt that although this was a large expenditure even with the MSDC grant it is a worthwhile investment which will last for many years as well as improving the facility we offer to our hirers and the community.

Other projects still under consideration are :-

- a) Replacing the flooring in the kitchen. Initial quotes Jan 2020 between £1,422.00 and £2,424.00
- b) Replacing the entrance doors to the Village Hall. Initial quote of £1,212.00 for hardwood doors.
- c) Another project in the early stages of discussion is the renovation of the garden to make it a more attractive and usable space for all hirers and users.

## **COMMITTEE**

We have seen a lot of change on the committee this year with Pat Chinery retiring as WI rep. Ross Dawson standing down as Parish Council rep due to family commitments to be replaced in September by Yvonne Hannan. But the person I and I am sure many of the committee are saddest to see go is Robert who has been vice-chair since 2016. Robert has tackled everything

from blocked loo's to the red tape and small print of the Constitution and registering of title, the minefield of Trustee Indemnity Insurance, not to mention GDPR and ensuring that the VH has all the relevant policies in place. He is a whizz with a power washer and most school holidays have seen him on his hands knees varnishing the main hall floor, as well as being projectionist at our film nights and cream dolloper at the Spring Quiz. Yours will be very big shoes to fill Robert and I would like to thank you on behalf of the committee for everything you have done .

I would also like to say how immensely proud I am of the way the village hall committee has pulled together to keep the hall going over the pandemic and made sure that it is a Covid secure environment for hirers to return to as restrictions allow. I thank you all for your support and for being as committed as ever to providing and maintaining this much loved community facility at the heart of Haughley.

**HAUGHLEY VILLAGE HALL MANAGEMENT COMMITTEE**  
**ACCOUNTS FOR THE PERIOD 1ST MAY 2020 - 30TH APRIL 2021**  
**RECEIPT AND PAYMENT ACCOUNT**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>INCOME RECEIPTS</b>		
HALL BOOKINGS (INCL HEATING)	5,667.00	15,291.00
BOOKING DEPOSITS	-	200.00
GRANTS/DONATIONS/LOANS	36,526.40	3,028.50
REPAIRS/MAINTENANCE/EQUIPMENT	130.18	22.15
FUND RAISING	229.27	703.84
<b>TOTAL RECEIPTS</b>	<b>42,552.85</b>	<b>19,245.49</b>
<b>EXPENDITURE</b>		
ADMINISTRATION SERVICES	2,880.75	4,899.96
CLEANER/CARETAKER SERVICES	2,095.50	2,048.70
CLEANING ITEMS	529.43	44.04
GAS & ELECTRIC	1,538.30	1,224.00
ANGLIAN WATER	227.55	317.78
REPAIRS AND MAINTENANCE (& EQUIPMENT)	1,257.90	1,990.90
FIRE PREVENTION (CHUBB)	134.74	425.13
C.A.S. INSURANCE	894.41	923.20
PERFORMING RIGHTS SOCIETY/PPL	366.98	380.44
ADMIN	402.17	191.28
LOTTERY FEE (lottery & amusements act M.S.D.C)	20.00	20.00
BOOKING DEPOSITS	-	235.00
PROJECTS	28,453.20	2,514.00
FUND RAISING	373.25	486.70
MISCELLANEOUS	46.50	46.99
GRANTS & DONATIONS	-	-
<b>TOTAL PAYMENTS</b>	<b>39,220.68</b>	<b>15,748.12</b>
NET RECEIPTS FOR THE YEAR	3,332.17	3,497.37
BALANCE B/FWD ***	40,191.22	36,693.85
CHUBB - credit from year 2019/20	202.81	
BALANCE AS AT 30TH APRIL 2021	43,726.20	40,191.22
BALANCE - current account	43,726.20	40,191.22
CASH IN HAND	30.00	30.00
Balance at start of financial year - current account	40,191.22	36,688.09
cash in hand at start of financial year	30.00	5.76
Total	40,221.22	36,693.85
Balance at end of financial year - current account	43,726.20	40,191.22
cash in hand	30.00	30.00
Total	<b>43,756.20</b>	<b>40,221.22</b>
Total Receipts	42,552.85	19,245.49
Less Total Payments	39,220.68	15,748.12
Surplus	3,332.17	3,497.37
<b>Income from regular bookings (Annual)</b>	5,667.00	14,342.00
<b>General expenditure (Annual - Incl. petty cash)</b>	10,347.73	12,465.43
<b>Income from regular bookings less general expenses (Y.T.D)</b>	- 4,680.73	1,876.57
<b>Parish Council Grant</b>	3,000.00	3,000.00
<b>Income from reg bkgs less gen exp's incl p cash &amp; P.C. grant</b>	- 1,680.73	4,876.57

**CHAIRMAN/VICE CHAIRMAN SIGNATURE**

**TREASURER SIGNATURE**

**AUDITOR SIGNATURE**

## BREAKDOWN (where required) OF ANNUAL ACCOUNTS 2020/21

<b>INCOME</b>	<b>Includes</b>
HALL BOOKINGS	No Casual Bookings
DONATIONS	No Donations
GRANTS	£3000 Parish Council, £36,526.40 MSDC (incl Retail & Leisure Grant, Local Restrictions Support Grants, Closed Business Lockdown Payment and Restart Grant)
FUND RAISING	£82 Feb Film Night, £41.27 October Film Night, £106 Christmas Draw
REPAIRS MAINTENANCE & EQUIPMENT	PAT's (Pre School), PCC Paper towels reimbursement
<b>EXPENDITURE</b>	<b>Includes</b>
REPAIRS, MAINTENANCE & EQUIPMENT	NewUrn, T/Rolls, Archive Boxes, PAT's, Trade Refuse Collection x 2 years, Garden Waste Collection, Decorating Items, Timer for Outside Light, Filters for Heater Exchange, Window Cleaning x 2, Boiler Service, Removal of Willow Roots, Lighting Fault in LH
ADMINISTRATION	phone usage, broadband, diary, ink cartridges, stamps, computer paper, laminating pouches, covid compliance items, CAS Model Hire Agreement, £129.60 Broadband
MISCELLANEOUS	gift for auditor
FUND RAISING	Sumup payment device, printing of draw tickets, £214.85 MPL,



# HAUGHLEY VILLAGE HALL MANAGEMENT COMMITTEE

ACCOUNTS FOR THE PERIOD 1ST MAY 2020 - 30TH APRIL 2021

## RECEIPT AND PAYMENT ACCOUNT

	2021	2020
	£	£
<b>INCOME RECEIPTS</b>		
HALL BOOKINGS (INCL HEATING)	5,667.00	15,291.00
BOOKING DEPOSITS	-	200.00
GRANTS/DONATIONS/LOANS	36,526.40	3,028.50
REPAIRS/MAINTENANCE/EQUIPMENT	130.18	22.15
FUND RAISING	229.27	703.84
<b>TOTAL RECEIPTS</b>	<b>42,552.85</b>	<b>19,245.49</b>
<b>EXPENDITURE</b>		
ADMINISTRATION SERVICES	2,880.75	4,899.96
CLEANER/CARETAKER SERVICES	2,095.50	2,048.70
CLEANING ITEMS	529.43	44.04
GAS & ELECTRIC	1,538.30	1,224.00
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General expenditure (Annual - Incl. petty cash)	10,347.73	12,465.43
Income from regular bookings less general expenses (Y.T.D)	- 4,680.73	1,876.57
Parish Council Grant	3,000.00	3,000.00
Income from reg bkgs less gen exp's incl p cash & P.C. grant	- 1,680.73	4,876.57

CHAIRMAN/VICE CHAIRMAN SIGNATURE

TREASURER SIGNATURE

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AUDITOR SIGNATURE

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