

Treasurer's Report for Accounts to year end Dec 31st '20

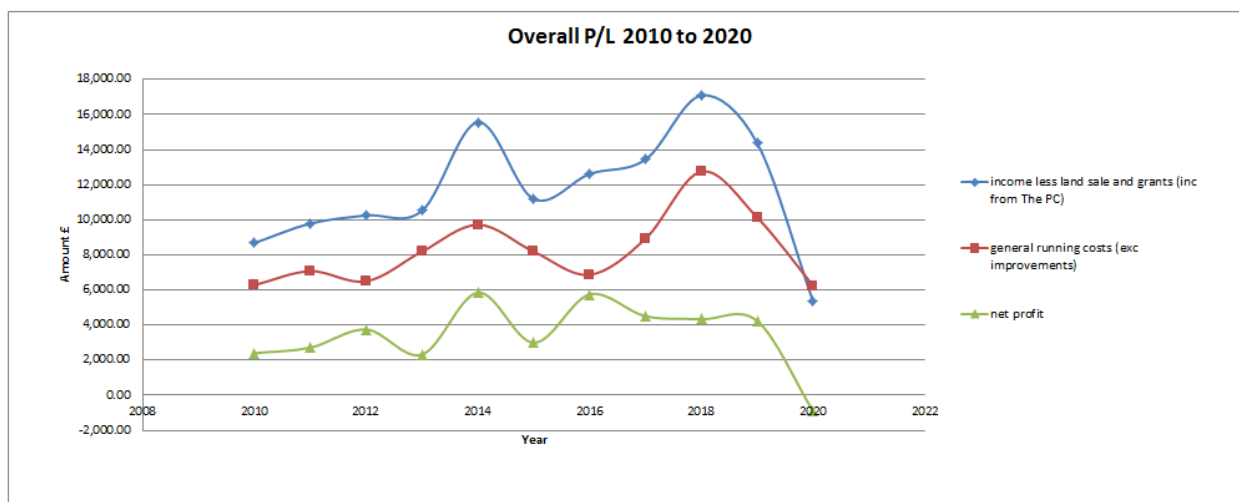
- i. In lieu of the usual AGM for the second year running due to the covid pandemic, this annual Treasurer report together with the following documents have been issued electronically to the Hall Management Committee members and to the Chapmanslade Parish Council:
 - A summary & full copy of the scrutinised accounts together with a chart summary of accounts / income & expenditure / hall operating costs over the past 3 years
 - A summary list of:
 - the works completed so far (and going back over the past 10 years or so),
 - the grants awarded together (with all other grant applications)
 - A copy of breakdown detail of the profitability of each of the events arranged by the committee during the year.
- ii. Firstly I would once again like to thank Chris Good for scrutinising the accounts this year (as he has kindly done for the past 6 years). As always this is very much appreciated, together with his comparative perspective on how our hall is faring and being managed given Chris does likewise for a few other local halls.
- iii. In presenting this particular set of accounts, the over-arching theme is one of extensive operational disruption caused by the Government implemented measures to mitigate against effects of the coronavirus pandemic in society. The two national lockdowns experienced during the year meant the hall was closed for all business activity from mid-March through start of August [implemented lockdown 1] and from early November to early December [implemented lockdown 2]. In practical terms through the year, this meant the hall was limited to full operation for only 2½ months, and restricted operation for a total of 4 further months. It is estimated the net effect equated to the equivalent of full time opening at only one-third of a typical year.

The effects of covid have continued well into 2021, with the hall closed from beginning of January [lockdown 3] until restricted use once again being available from mid-May.
- iv. That said the fiscal position of the Hall has actually improved during 2020 which may seem rather incongruous given the extent to which the Hall has been closed for business. However this has occurred due to two principal factors:
 - Our intended programme of ongoing improvement projects could not be taken forward during the year; hence planned expenditure has been deferred.
 - The receipt of Government covid Grant allowances for which the Hall was entitled due to being categorised within the hospitality sector, comprising £10,000 in Business Support Grant and £1,801 in the Local Restrictions Grant. In addition we were also entitled to Business Rate Relief at 100% to end June, reducing to 66% through remainder of the financial year.
- v. At year end the financial position was:

• Savings (current account and B/S)	£46,928.78 [£41,248.81 and £5,579.97 resp]
• Petty cash	£100.00
• Bar stock held	£155.00

Compared to the end '19 position, we have **an increase of £ 13,525.26**

- vi. It is self-evident that there is no meaningful comparison possible in respect of Hall net operational performance and profitability in 2020 against previous years, however by the same metrics the hall made a net trading loss in the year, albeit very substantially adjusted from receipt of covid and other grants.



- vii. Looking at the '20 accounts in a little detail:

- Income (£23,685.70):-

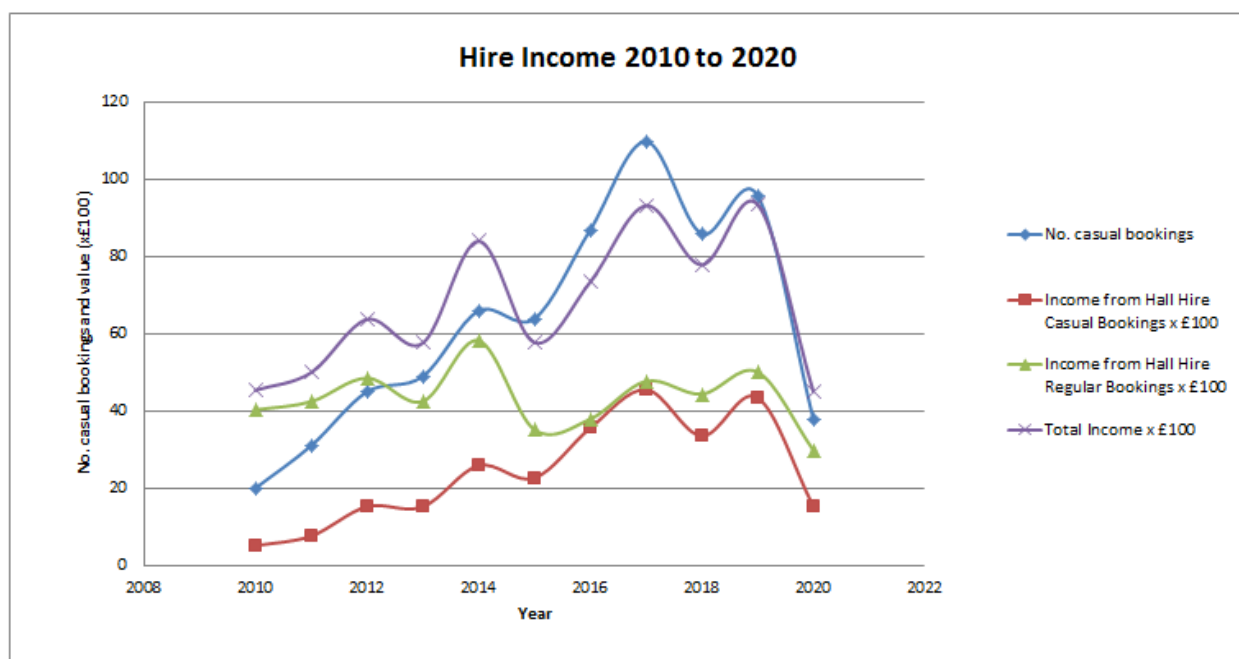
a. The receipts from regular user groups totalled £3,048.00 which is proportionately greater than the period through 2020 the hall was open, but reflects payments taken in the year against occupation in late 2019 (there always is a degree of year end "levelling" due to timing for our receipt of hire payments).

2019 had seen our highest income stream from regular user base at £5,015 and we had therefore been confident that our primary user base remained strong. It remains to be seen how many groups will return to the hall following relaxation of covid restriction on June 21st – Government "step 4".

At the start of 2020 we had a total of 12 regular groups comprising:- dog club (Westbury & District canine society), brownies, guides, short mat bowls, toddlers (two groups), keep fit activities (zumba and pilates), Home education group, dance classes (two groups), and Frome town youth FC (winter season only).

b. Income from casual hire of the hall came to £1,528.70 which is approx. one-third of that taken in 2019. Given the extent to which the Hall was unable to operate through the year, this is proportionately in-line with historic data.

As the Treasurer report for year 2019, Hall occupancy had steadily increased over the past 12 years or so, as shown by the following table, and is reflective of the positive impact of improvements carried out to the hall & its facilities. The Hall remains an attractive and popular central hub / venue for our villagers and local community.



c. Typically the Hall Committee would arrange 5 or 6 community based events each year (barn dance, quizzes, the village BBQ, a summer croquet/cream tea's afternoon etc.) however no such events could be held through 2020.

d. Other income from resident access rights brought in a further £95 and Chapmanslade Players very generously gave a donation of £600 following the highly successful (and as ever, a sold out) pantomime held at start of February.

e. No bad debts were experienced in 2020 with all invoices paid (though some received start of 2021).

f. We applied to the [Warminster] Area Board in March and were awarded a sum of £4,045 towards identified projects to enhance the facilities available at the Children's playground and across the Memorial field. Match funding was necessarily pledged by the Hall, and grant monies received in June.

The theme of the projects is "Active Health and Well-Being" comprising four elements (i) new children's double swing, (ii) outdoor exercise equipment, (iii) a "trim track" at perimeter of the grounds, and (iv) tree maintenance equipment.

The swing was purchased in the Autumn, and finally installed early '21 due to poor ground conditions through the winter (it did rain somewhat!). There is an active sub-group of the Parish Plan Steering Committee ("Voice of the Village initiative) that is focussed upon implementing improvements across the wider playing field, and who are tasked with identifying specific costed projects for agreement and financial management by the Hall Committee.

g. We would again wish to acknowledge the ongoing, and very much appreciated support of our Parish Council with their kind donation of £2,500 as a contribution towards improvement projects at the hall. The Committee recognises any such donation in future years will be subject to a written submission to the PC, identifying specific projects for which monies would be expended.

- Expenditure (£10,160.44):-

a. Our operating costs [rates, electricity, water, cleaning, insurance] came to £4,932.03, this being approx. 70% of the 2019 (and 2018) figures. A further expenditure of £5,228.41 was incurred on improvements, maintenance, and general expenses including ~ £400 for covid related expenses, £2,150 for the

new children's swing and ~ £950 for DAK Electrical undertaking the 5 year hall electrical installation inspection.

- b. Cleaning of the hall remains outsourced to Clean 4 You and we are in the second year of our 2 year fixed micro-business contract for electricity through E.ON.

viii. Reserves Policy

The Committee has updated its Reserves Policy to provide the rationale for what reserves are held by the Hall and their purpose. The Policy is intended to be reviewed on an annual basis at the AGM unless an emergency situation arises.

Analysis of Reserves:

Reserves at 31 st Dec 2019	£ 46,929
Restricted Funds [specific grants and/or donations]	£4,045
Designated Funds	
Contingency [repairs & income protection]	£15,000
Projects funding [short / medium term]	£12,500
Projects funding [long term accrual]	£15,000
General Allowance	£384

ix. Coronavirus impact through early 2021

At the date of this report, the country has reached STEP 3 of relaxation from the covid restrictions. The recent experience of the Indian strain may prove potentially disruptive to the scheduled date of STEP 4 on June 21st – this being the soonest date by when the hall will (in theory) be finally able to return to normal booking availability.

The hall has remained closed since beginning of the year because of Lockdown No 3, albeit with a very limited booking opportunity resuming since May 17th relaxation. It remains to be seen how quickly our historic regular user groups resume their activities in the second half of the year, but there has been interest picking up from casual users post June 21st.

- x. Due to the disruptive impact of the pandemic, the hall committee were unable to carry out planned improvements during the year other than purchase of a new double swing for the children's playground and arranging the 5 year mandatory electrical inspection.

These projects would have included completion of the intended enhancements to the bar area and to expand/enhance the facilities on offer at the playground. The latter were to ultimately reflect the outcome of the PC sponsored Parish Plan [arising from the "Voice of the Village" consultation].

The current priority list is summarised below.

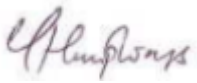
Item	Scope	Cost / Estimate	Priority Category A/B/C	Comment
Development of bar area	Create doorway into existing bar area in lieu of hatch	£1,000?	A	To be done
	Drinks glasses - hall only has glass for wine, propose same for other drinks (sustainable approach)	£250	A	To be done
	Glass washer	£600	A	To be done
	Small freezer for ice	£80	A	To be done
	3 No additional mains power sockets	£250	A	To be done
Manage old trees	Ongoing need to trim back as necessary	£750	A	Dead tree adjacent to sewage pump station has been removed '19 (3 others planted on '18 Remembrance day). Hand equipment purchase intended from the grant awarded mid '20 by the Warminster Area Board.
Resolve damp within the 2 No "chair cupboards"	Rain ingress due to very low pitch of the tiled roof (too shallow)	Min £2,500?	A	Potentially need to remove and rebuild the porch with steeper pitch
Repoint areas of low external building brickwork	Damage evident to mortar, with consequential deterioration of bricks near damp proof course	£1,000?	A	Re-pointing required
General decorating in main hall	Aspects looking "tired"	£1,500	B	Employ professional painter for high level area's (ceiling)
Internet connection	Will broaden hall appeal to new user groups	£1,000 install, plus annual charge ~ £500	B	Under evaluation (part of 2019 Parish Plan suggestion)
Enhancement to existing playground	Initial Hall donation to initiative by separate village Playground Committee	£5,000 - £7,500	B	Initiative started in 2017, with quote obtained by specialist provider (~ £55,000). New double swing purchased and 3 No items of external fitness equipment intended from the grant awarded mid '20 by the Warminster Area Board.
New background heating system	Existing system is based on ducted air (+ 40 years old) plus 3 No convection radiators	?	C	Research required, potential Grant opportunity?
Redevelopment of old cricket pavilion (changing room/toilets)	No current facilities for users of the playing field (occasional intrusion for use of hall facilities when open for hire groups)	£7,500 - £10,000?	C	Detailed evaluation to be now carried out (part of 2019 Parish Plan)
Additional meeting room	Long term ambition to allow concurrent hall user to meet expected future demand, and for groups not requiring the large main hall	£100,000?	C	Research required, consider against the 2019 Parish Plan

- xi. The total amount invested over the past ~ 12 years (including undertaking structural repairs to the hall roof) is a quite extraordinary £138,000 that has been expended on a huge variety of maintenance and improvement projects. This sum has originated from:-

- £43,000 through awarded grants from the Landfill fund, Wiltshire Council, and in the past few years a number from the Warminster Area Board. The most recent being the £4,000 grant (match funding pledged by the Hall) mid '20 for specific improvements to the playing ground.
- £34,500 by annual grant and project-led donations by the Parish Council (through the precept).
- Just over £60,000 raised by the Hall committee over this period through facility hire charges & events.

This concludes the Treasurers report.

If anyone has any questions then please forward to my email address t.humphreys165@gmail.com and I'd be happy to respond.



T Humphreys (Treasurer)