

Trustee Report 2020 -2021

18th August 2021

Names of Trustees who manage the charity

Mr C Turner

Mr B Hawkins Booking Secretary

Mrs M Hutton Treasurer & Chair

Mr R Hutton

Mr C Taylor

Mrs S Wells Secretary

Mrs H Edwards

Mrs L Atherton Resigned November 2020

Committee Members

Mr C Sangan

Chairman's Report

Camerton Community Hall is a community centre for the residents of Camerton parish and neighbourhood; together with the recreation ground/sports field it provides facilities for physical exercise, training, meetings, lectures, classes, camping and other forms of leisure-time activities and entertainment.

Built nearly 40 years ago many of the local residents are aware of the hard work that went in to fundraising and creating this wonderful facility for which the present residents owe a debt of gratitude.

Since the Extraordinary General Meeting held on 31st January 2017 when a new committee was formed, we have been working hard to achieve Vision & Mission Statements.

Vision Statement: To be the Community / Church Hall of choice within a 10-mile radius and in doing so double our annual income within two years

Mission Statement

1. Review all current income streams and identify potential profitable new ones
2. Review all current costs /suppliers to obtain best value for money
3. Review all our current procedures and identify best practices and learn from fellow community halls adopting their procedures where relevant
4. Create a clear marketing strategy
5. Increase community engagement
6. Ensure all the above is done in accordance with the Charitable Trust and the Hall's Constitution.

To date

- running costs have been reduced
- valuable new working relationships with key organisations have been established
- net income from Hall organised events have increased year on year
- one-off and regular bookings have increased
- key maintenance projects have been identified and completed such as redecoration of the hall

Future projects being considered include:

- decorate counter in bar area
- re-decorate the kitchen
- adapt the away dressing room into a storage room for tables and chairs

2020 – 2021 was a year like no other. The Coronavirus pandemic had a significant effect on income due to closures required and limited activity when the hall could open. When permitted, the CCH committee members took the opportunity to decorate the kitchen and carry out other maintenance work including re-polishing the hall floor.

Much time had to be invested in reading government guidance and putting into practice everything that was required at the different stages. This included Special Conditions of Hire, Cleaning Protocols, Specific Risk Assessment and the provision of cleaning materials.

There have been no community events – the Gala for the 40th Anniversary of the opening of the hall and the 70th Anniversary of the closing of New Pit had to be cancelled. From December 2020 to March 2021 the hall was used by Bath Rugby Foundation to cook meals and to collect and distribute food to disadvantaged families

The lockdown prevented the holding of large gatherings of people and thus affected our ability to hold our annual Trustees Meeting/AGM. The 2019-20 report was put on the website and will be presented alongside the report for 2020-21 at the AGM (August 2021). Although the committee continued to meet via Zoom this was extremely difficult due to sound quality. We did not organise a Zoom AGM meeting due to the lack of suitable internet connectivity.

CCH did receive £20,574 in Grants – this was an initial Small Business Grant of £10,000 and then Local Restrictions Support Grants totalling £10,574. Some of this paid for the additional costs relating to cleaning materials, PPE etc.

The subsidence problem at the changing room end of the building continued to be monitored by the Insurers.

Finance Report for the year 01.04.20 – 31.03.21

Figures are rounded to nearest £.

Previous year's figures are shown for comparison.

	2020/21	2019/20	2018/19
Income			
Regular Bookings	£4,461	£11,073	£10,585
One-off Bookings	£2,368	£11,045	£9,315
Bar Income	£0	£ 800	£1,300
CCH Events	£0	£11,171	£9,605
Donations/Grants	£20,595	£ 928	£857
Other/Office	£318	£ 643	£1,044
Total	£27,741	£35,661	£32,707
Expenditure			
Expenses	£0	£0	£0
Maintenance	£1,532	£19,440	£17,605
Equipment	£233	£ 741	£686
Cleaning	£836	£ 1,277	£1,299
Utilities	£3,240	£ 3,843	£4,780
Licences/Subs/Audit	£232	£ 542	£527
Insurance	£1,167	£ 1,101	£999
Publicity/Website	£158	£ 870	£572
CCH Events	£55	£ 3,996	£4,633
Other/Office	£246	£ 665	£607
Refunds (Covid)	£908		
Transfers		£ 1,607	
Total	£8610	£34,082	£31,708
 Income over expenditure	 £19,131	 £ 1,579	 £999

Bank Balance 31.01.20	£10,524.01	Bank Balance 31.03.2021	£9,060.39
Reserve Account Balance	£ 1,681.77	Reserve Account Balance	£22,280.45
NS&I Account Balance	£ 3,034.31	NS&I Account Balance	£3,056.16
Total available funds	£15,240.09	Total available funds	£34,397.00
Damage/Misuse Deposit Account	£635.01	Damage/Misuse Deposit Account	£420.01

During the year the Auditor's recommendations have been put in place together with Financial Regulations and Risk Assessment procedures. Finance Reports are presented at all meetings; these include bank reconciliations which are checked and signed off by committee members. Payments are made by BACS/Debit Card where appropriate and are checked and ratified by the Management Committee. All payments over £350 are presented to and authorised by the committee before purchase in accordance with the Financial Regulations. A budget is set and reported against quarterly. The accounts are audited by an external examiner – there are no major errors found in the 2020-21 accounts.

NB: Due to the continuing situation with COVID-19 restrictions and with no further guidance in place the audit for 2020/21 was carried out in line with guidance given to Parish Councils.

The Trustees declare that they have approved the Trustees' report above

Signature: *Ray Hutton*

Signature: *Bryn Hawkins*

18th August 2021

Camerton Community Hall Finance Report 01.04.20 - 31.03.21			
Figures are rounded to nearest £.			
Income	£		
Regular Bookings	£ 4,461.00		
One-off Bookings	£ 2,368.00		
Bar Income	£ -		
CCH Events	£ -		
Donations/Grants	£ 20,595.00		
Other/Office	£ 318.00		
Total	£ 27,742.00		
Expenditure			
Expenses	£ -		
Maintenance	£ 1,532.00		
Equipment	£ 233.00		
Cleaning	£ 836.00		
Utilities	£ 3,240.00		
Licenses/Subs/Audit	£ 232.00		
Insurance	£ 1,167.00		
Publicity/Website	£ 158.00		
CCH Events	£ 55.00		
Other/Office	£ 246.00		
Refunds (Covid)	£ 908.00		
Total	£ 8,610.00		
Income over expenditure:	£ 19,131.00		
Bank Balance	01.04.2020	31.03.2021	
Current Account	£ 10,524.01	£ 9,060.39	
Reserve Account	£ 1,681.77	£ 22,280.45	
NS&I Account	£ 3,034.31	£ 3,056.16	
Total available funds	£ 15,240.09	£ 34,397.00	
Damage/Misuse Deposit Account	£ 635.01	£ 420.01	

Camerton Community Hall Audit 2020 2021 Accounts

I can confirm that appropriate accounting records have been kept properly throughout the year and bank statements are regularly checked along with regular financial reports provided to the hall committee. The treasurer should be commended on the clear state of the accounts and excellent record keeping

Damage Deposit Account

All income and expenditure correctly accounted for and in accordance with bank statements.

Business Reserve Account

All income correctly accounted for and in accordance with bank statements.

Hall Current Account

Two items of expenditure wrongly recorded under income - Item 62 Water2Business DD for £35 and Item 64 Debit Card purchase with Amazon for £39.84. However this has not affected the running bank balance total.

Also last income amount of £80.00 from A Jones not recorded.

Closing balance is amount stated for 29 March. Balance at year end is actually £9060.39 because of unrecorded £80.00 income as stated on the bank statement sheet 672.

All payments supported by documentation.

Other Findings

It is noted that the treasurer has adopted the recommendation from the previous audit to produce quarterly forecasts against budget with reports on key variances.