

Trustee Report 2021 - 2022

30th August 2022

Names of Trustees who manage the charity

Mr B Hawkins Chair (January 2022) & Booking Secretary

Mrs M Hutton Treasurer

Mrs S Wells Secretary

Mrs H Edwards

Mr R Hutton

Mr C Taylor

Mr C Turner

Committee Members

Mr C Sangar

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.

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

Chairman's Report Year Ending 31st March 2022

2021-22 was another challenging year with smaller versions of full lockdown being in place for some of the time. Committee meetings returned to face-to-face although sitting some distance apart. The Treasurer completed at least three budgets trying to forecast the Hall's income and expenditure. After a slow start, the final figures for the year were much better than expected thanks in part, to a further final government grant through B&NES.

Grant monies obtained through Covid 19 support, are allocated to be spent on projects to enhance the Hall and make it more energy efficient and welcoming. Camerton Parish Council kindly covered the cost of 20 new replacement trestle tables, for which the Hall is very grateful. Insurance works for minor subsidence in the changing rooms have finally been completed after lengthy and rigorous monitoring. Opportunities to improve and maintain the grounds during the aftermath of Covid saw improvements made to the Millennium Garden and the establishment of the North Terrace with seating adjacent to the new entrance to the bar/meeting room area. Other projects completed included:

- painting the outside of the hall,
- enlarging the car park to accommodate lorry driver training in the light of the shortage of HGV drivers,
- new access to the Bar/Meeting Room,
- new doors for the garage front and back,
- new kitchen equipment purchased, and
- the creation of a new storage area for the tables and chairs.

Fortunately, most hirers postponed rather than cancelled their bookings planned during the Covid period. The Booking Secretary worked extremely hard promoting the Hall for weddings and other activities, as well as securing new regular bookings to boost the regular income. Sadly, the long-awaited Gala weekend had to be cancelled indefinitely and the official opening/naming of the Colliers' Copse postponed until summer 2022. The new bar area was aptly named 'The Jolly Collier' after the public house that closed in the village many years ago and will open on a regular weekly night for the benefit of residents.

Obviously, this has all cost a considerable amount of money, not to mention the time and effort to complete. Thanks to committee members, we have brought a lot of new business revenue to pay for it.

The hall needs to be more efficient to cut energy costs. New heating/cooling air conditioning system is due to be installed later this year which should be more efficient. The new Lutron software enables the lighting and heating to be controlled from a mobile phone away from the premises, thus saving on a member having to attend the hall.

There will be a couple of key events during 22-23, the official opening of the Colliers' Copse by Glastonbury's Michael Eavis is planned, together with the installation of a metal miner which is sponsored by the Somerset Miners Trust. This will be placed at the entrance to Colliers Copse as an additional way of remembering the heritage of the village and the hall. The Queen's Platinum Jubilee celebration in June will be a joint funded event, the costs being shared equally by the Hall and Camerton Parish Council - we hope it will be well received and supported.

We now have a dedicated wedding website "Meadgate Weddings" which has already paid for itself with bookings. The Management Committee work hard and make a lot of decisions endeavouring to put effective systems in place for the betterment of the Hall and its neighbours. Sometimes things don't always go to plan and for this we can only apologise.

New blood is needed on the Hall Committee with new ideas and drive to make things happen. If anyone is interested in joining or perhaps even becoming a 'Friend' of the Hall with less commitment although equally appreciated, please contact the Hall Secretary.

Treasurer's Report 2021-22

2021-22 was a very challenging year with versions of lockdown being in place for some of the time. I think I did at least three budgets trying to forecast our income and expenditure. The final figures were much better than I thought they would be.

Although the start of the year looked grim, our outcome was a healthy £10,724 profit – thanks in part to a further grant from B&NES. During the year, we transferred funds to our NS&I account so it has a balance of £6,000 as a reserve. The grant monies we obtained due to Covid 19, are being spent on projects to improve and enhance the Hall and make it more energy efficient.

We were extremely lucky that most of our hirers postponed rather than cancelled their bookings, so we only refunded £865 due to cancellations.

Camerton parish Council kindly covered the cost of 20 new trestle tables for which the Hall is very grateful.

The Booking Secretary has worked extremely hard in securing new bookings which has boosted our income, as well as promoting the Hall for weddings and other activities.

Money was transferred to the NS&I Account to maintain a dedicated reserve of £6,000.

As you will see from the following figures the hall's income is close to pre pandemic figures.

Finance Report for the year 01.04.21 – 31.03.22

Figures are rounded to nearest £.

Previous year's figures are shown for comparison.

	2021/22	2020/21	2019/20
Income			
Regular Bookings	£10,943	£4,461	£11,073
One-off Bookings	£11,802	£2,368	£11,045
Bar Income	£1,000	£0	£ 800
CCH Events	£0	£0	£11,171
Donations/Grants	£10,670	£20,595	£ 928
Other/Office	£4,026	£318	£ 643
Total	£38,440	£27,741	£35,661
Expenditure			
Expenses	£0	£0	£0
Maintenance & Projects	£14,843	£1,532	£19,440
Equipment	£2,532	£233	£ 741
Cleaning	£1,635	£836	£ 1,277
Utilities	£1,778	£3,240	£ 3,843
Licences/Subs/Audit	£905	£232	£ 542
Insurance	£1,539	£1,167	£ 1,101
Publicity/Website	£160	£158	£ 870
CCH Events	£10	£55	£ 3,996
Other/Office/Transfers	£3,451	£246	£ 665
Refunds (Covid)	£865	£908	£ 1,607
Total	£27,724	£8610	£34,082
Income over expenditure	£10,724	£19,131	£ 1,579

01.04.21 Bank Balances

Current Account	£9,060.39
Reserve Account	£22,280.45
NS&I Account	£3,056.16
Total funds	£34,397.00
Damage/Misuse Deposit Account	£420.01

31.03.2022 Bank Balances

Current Account	£7,899.42
Reserve Account	£34,439.85
NS&I Account	£6,000.45
Total funds	£48,339.72
Damage/Misuse Deposit Account	£1,070

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 2021-22 accounts.

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

Signature: *Ray Hutton*

Signature: *Bryn Hawkins*

30th August 2022

Budget 2021/22							
Description	2021/22 Budget	Revised Budget 21/22	1st Quarter 30.06.2021	2nd Quarter 30.09.2021	3rd Quarter 31.12.2021	4th Quarter 31.03.2022	Variances
Regular Bookings	£ 5,250.00	£ 7,700.00	£ 1,928.49	£ 3,775.57	£ 6,344.56	£ 10,942.88	Increased bookings
One-off Bookings	£ 5,250.00	£ 8,000.00	£ 2,260.00	£ 5,533.33	£ 8,854.08	£ 11,801.93	Increased bookings
Celebration Bars	£ 500.00	£ 500.00			£ 500.00	£ 1,000.00	Increased bookings
CCH Events	£ 1,000.00	£ 500.00	£ -	£ -	£ -	£ -	
Donations/Grants/Interest	£ -	£ 8,000.00	£ 8,000.00	£ 8,000.00	£ 8,001.85	£ 10,669.66	Grants
Other	£ -	£ 500.00	£ 322.91	£ 392.72	£ 3,959.72	£ 4,026.01	Insurance payout & PC award
TOTAL	£ 12,000.00	£ 25,200.00	£ 12,511.40	£ 17,701.62	£ 27,660.21	£ 38,440.48	
Expenses	£ -	£ -	£ -	£ -	£ -	£ -	
Maintenance + projects	£ 6,500.00	£ 16,000.00	£ 363.00	£ 7,687.00	£ 9,071.28	£ 14,843.30	Project costs
Equipment	£ 1,000.00	£ 1,000.00	£ -	£ 1,319.61	£ 1,972.32	£ 2,531.75	Tables
Cleaning	£ 1,000.00	£ 1,100.00	£ 266.75	£ 581.14	£ 1,119.78	£ 1,635.08	Covid costs
Utilities	£ 4,000.00	£ 1,200.00	£ 900.00	£ 1,192.50	£ 1,485.00	£ 1,777.50	Increased usage
Licences/Subs/Audit	£ 400.00	£ 400.00	£ -	£ -	£ 542.36	£ 904.72	2 years PPL/PRS costs
Insurance	£ 1,100.00	£ 1,200.00	£ -	£ -	£ -	£ 1,538.67	Increased cover
Publicity & Website	£ 400.00	£ 200.00	£ 134.86	£ 134.86	£ 134.86	£ 160.04	No publicity costs
Fundraising Events	£ 500.00	£ 500.00	£ -	£ 9.71	£ 9.71	£ 9.71	None
Other/Office Supplies	£ 250.00	£ 3,500.00	£ 258.99	£ 3,265.83	£ 3,365.83	£ 3,450.87	Transfer to NS&I Account
Refunds	£ 1,000.00	£ 500.00	£ 200.00	£ 267.50	£ 267.50	£ 865.00	Covid cancellations
TOTAL	£ 16,150.00	£ 25,600.00	£ 2,123.60	£ 14,458.15	£ 17,968.64	£ 27,716.64	
Profit/Loss	£ (4,150.00)	£ 100.00	£ 2,387.80	£ 3,243.47	£ 9,691.59	£ 10,723.84	
	01.04.2021	31.03.2022					
Current Ac Bank Balance	£ 9,060.39	£ 7,899.42					
Reserve Act Bank Balance	£ 22,280.45	£ 34,439.85					
NS&I Bank Balance	£ 3,056.16	£ 6,000.45					
Total	£ 34,397.00	£ 48,339.72					

Damage Deposit Account	£	420.01	£	1,070.00					
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Camerton Community Hall Audit 2021 2022 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 and expenditure correctly accounted for and in accordance with bank statements.

Hall Current Account

Income

All income correctly recorded.

Expenditure

Payment No 5 for toilet rolls £3.50 by debit card not recorded in purchase file but correctly recorded in income and expenditure and payments and receipts.

Payment no 84 Cheque No 1713 as payment method not recorded in purchase file.

Feb 2022 Water2Business Direct Debit not recorded in purchase file but correctly recorded in income and expenditure and payments and receipts.

Cheque No 1714 for £50 dated 3 March 2022 made out to Clutton District Guide Association DMCO refund not recorded in purchase, payments and receipts, and income and expenditure files or countersigned. If not paid out should indicate this on counterfoil and in accounts files.

All payments provided with supporting information.