

BURTON MEMORIAL HALL

CHAIR'S REPORT TO THE AGM to year end 31st March 2021

I began my report at the last AGM by saying that the year 2019-2020 had some challenges for the management committee, but that those were relatively minor in comparison to what we faced at the very end of the year. Those challenges continued beyond the end of 2019-2020 and through almost all of the year 2020-2021.

Our first challenge was having the Hall closed from 23rd March until 3rd September, a period of just over 5 months during which we had no rental income coming in at all. Instead of its usual bi-monthly meetings at the Hall the management committee switched to shorter monthly meetings held using the Zoom online conference call platform, and after we got the hang of how it all worked these continued successfully for the majority of the committee throughout the year. Meetings were supplemented by regular emails from me keeping the committee updated in, what was at the time, a rapidly changing situation, and to help in making timely decisions in between the monthly meetings as the need arose.

Here I must pay tribute to the support and advice I have received from ACTion with Communities in Cumbria (ACT), who quickly set up a regular monthly support meeting via Zoom for all Cumbria's village halls along with ACT staff to help us keep up with, and understand, the plethora of rules that were being issued from government. Without their constant support and guidance the year would have been far more difficult for us to cope with, and would probably have reduced me to a complete nervous wreck! I also need to acknowledge and thank the staff at Cumbria CVS who set up a monthly funding forum also on Zoom, that provided grant funding advice to help mitigate the loss of rental income. Both organisations are a real asset to Cumbria and we are extremely fortunate to have their advice and support available to us even now as we are still dealing with the slow release from lockdown and return to some sort of normality.

During the year Melissa Tubbs stepped down as our treasurer, as she found it increasingly difficult to handle the workload whilst having her young son at home whilst the schools were closed. I thank her for stepping into the role and for doing a sterling job for us until her retirement from the post. We were extremely fortunate to have secured a new treasurer immediately as Raegan Preston volunteered to step into the role in August and has settled herself in very well, and in addition to producing the usual monthly and annual accounts has also instituted a 6-monthly cash flow spreadsheet so the committee can see at a glance at each meeting where our finances are and if there is anything we need to plan for. At our delayed AGM in

November 2020 Chris Nolan (who is also a parish councillor) joined the management committee, which reinstates our previously close contact with the parish council, as did Matthew Scott, who has been heavily involved along with Peter Bowker, Bob Parker and myself in reviewing the Hall's policies and procedures, a process which is still ongoing, but which will be completed in the current year. They are all welcome additions to the management committee.

Getting ready to reopen in September involved having to rethink the way in which groups could use the Hall and put anti-Covid measures in place to keep hirers as safe as possible. These included changes to cleaning routines, the introduction of Special Covid Conditions of Hire, and the provision of anti-viral wipes in each room and hand-sanitiser stations throughout the premises, two emergency Covid first-aid boxes by the entrance doors along with two collection boxes for the mandatory attendance logs completed by each hirer (and here may I say a special thank you to Helen's husband Ken Dawson for making them for us).

We split the Hall into two zones with the associated dispersal of tables, chairs etc into a store room in each zone to prevent cross-contamination of rooms and reduce the risk of infection, with each zone being accessed only by the main entrance door within it, i.e. the south end door serves the main hall, the north end door serves the reception and club rooms. The north end lobby had to be further divided by the use of posts and ropes so that foot flow to each room was separated. As part of this we changed the male and female single toilets in the north end to unisex toilets, one for each meeting room, again to help prevent cross-contamination between different hirer groups. We also had foot-operated doorstops fitted to internal doors to reduce the need for doors to be handled.

Having re-opened in September we had little time to plan events before we were again mandated by government to close on 5th November until 3rd December, but whilst open we could only accommodate certain permitted activities, and our regular seasonal activities such as Christmas fairs, coffee mornings, children's parties and bingo nights were not allowed. The committee decided that in view of the lack of bookings and the strict limitations on what could take place in the Hall it would make economic sense to close over the Christmas and New Year period (24th Dec 2020 to 4th Jan 2021), to save on utility costs, but the government then announced that we would be in Tier 4 from 31st Dec 2020 so would have to close our doors from that date, and we remained closed until after the end of the financial year 2020-2021.

Having already in the year 2019/2020 committed ourselves to the cost of repairing the south end roof, the loss of income from hirers caused serious concern to the committee and we instituted an appeal via Burton News for donations to help us

cover our fixed costs of insurance and utility bills, and we were very pleased to receive a number of donations from generous residents in and around the village to help us cope in the early days. We also decided to register for Gift Aid, so that we could reclaim the tax from HMRC on any donation from a UK tax-payer, and that also helped with running costs.

Our 200 Club has continued throughout the year, although the regular monthly draws that formerly took place at the Library Coffee Mornings were delayed due to lockdown, but all draws were completed before the year end, and winners' prizes distributed. May I thank Jane Orr for continuing to manage the Club and the draws, and all of the 200 Club members who support the Hall through it. The Club has almost 100 members so there are still spaces available if anyone wants to join or buy extra numbers!

We also received generous donations from people undertaking events on their own: 13 year old Ollie Poulett undertook a 100 mile cycle ride to raise funds for the Hall in June 2020, Sandra Reid spent hours sewing reusable cloth face masks that she sold in aid of Hall funds, and Kath Hayhurst held a book and plant sale on her driveway in the autumn, with 50% of the funds coming to the Hall. Thank you to all three of them for their kindness and generosity in supporting the Hall.

During the first period of lockdown we were also advised by ACT and Cumbria CVS that village halls were eligible to apply for government support grants as we had to remain closed. We were successful in applying for each of the seven grants available, and these were paid to us by SLDC from government-provided funds, which eased the committee's worries about finances considerably.

You will recall that, at the last AGM, I reported that the committee had decided to take up the option of furloughing our two cleaners (Margaret and James Burton) rather than laying them off, and that furlough continued through most of the year. In the weeks up to and after when we were able to re-open they both worked flexibly to prepare the Hall for re-opening and around the bookings in the Hall, and James also undertook repainting of various rooms that were looking a bit shabby. Thank you to them both for all they do to help keep the Hall safe and clean, and for flagging up issues when they spot them.

Despite the Hall itself being closed for part of the time, the committee took part in the Halloween Pumpkin Trail and the Christmas Star Trail around the village in October and December with its displays in the north end garden space, and to decorate the Hall's windows at Christmas with cheery scenes, thank you to Josie Noble for helping put the Christmas window decorations up, and to Margaret and James Burton for taking them down again in the New Year.

In April 2020 we were finally able to replace the south end roof, the work was done by the same company who did the north end roof previously with the cost coming out of Hall funds, as grant funds were switched away from repairs to building and onto supporting Covid support groups. Other small repairs to electrics, lights and plumbing were also dealt with, the leaky window in the north end store room was repaired, gutters and down-spouts were cleaned out several times, and our electrical items were PAT tested. Potholes in the car park were filled in free of charge for us by Chaplow's of Kendal, whose relative Craig Chaplow brings the fish and chip van to the Hall car park each Tuesday evening, and a hearty thank you goes to Craig for arranging that for us. In August we had to have the woodwork under and on the stage area treated against woodworm.

The lockdown delayed the planned revamp of the reception room kitchen but this is now back on schedule for later this year.

During the period that the Hall had to remain closed the committee took a relaxed view of the use of the car park by residents, on the understanding that when the Hall reopened those vehicles must give way to hirers needing parking spaces. The committee thanks those residents who have cooperated with this request.

Our thanks are also due to Burton News for allowing the space for a monthly column so we could update residents of when the Hall had to close, when it could re-open, and what activities could take place within it and when, and to Joan Barkley for doing the same for us via her Westmorland Gazette and Lancaster Guardian village news columns.

Finally, may I say a big thank you to all my fellow committee members for their advice for me as Chair and for their support and attendance at meetings, and to spouses and children who have helped when needed, also to Helen for efficiently managing the bookings we have had. It has been a fairly steep learning curve for us all learning to use Zoom, but I'm thankful to have had you all in place to offer advice and support over the year.

Report prepared by Anne Nichols, Chair 2020-2021



Charity Name Burton Memorial Hall	No (if any) 505018
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Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Rent	1958	-	-	1,958	16,656
Fundraising	0	-	-	-	3,766
Gifts/Donations	4329	-	-	4,329	3,979
Grants	22300	-	-	22,300	37,000
Other	0	-	-	-	1,843
Bank Interest	4	-	-	4	451
		-	-	-	-
		-	-	-	-
Sub total (Gross income for AR)	28591	-	-	28,591	63,695
A2 Asset and investment sales, (see table).					
	0	-	-	-	-
	0	-	-	-	-
Sub total	0	-	-	-	-
Total receipts	28591	-	-	28,591	63,695
A3 Payments					
Insurance	1445	-	-	1,445	1,778
Repairs & maintenance	11968	-	-	11,968	11,486
Fundraising expenses	0	-	-	-	604
Hall improvement	40614	-	-	40,614	867
Secretary's honorarium	4176	-	-	4,176	4,176
Secretary's expenses	30	-	-	30	129
Utilities	2440	-	-	2,440	5,556
Waste Collection	1626	-	-	1,626	1,574
Sundry	896	-	-	896	2,093
Sub total	63195	-	-	63,195	28,263
A4 Asset and investment purchases, (see table)					
	0	-	-	-	-
	0	-	-	-	-
Sub total	0	-	-	-	-
Total payments	63195	-	-	63,195	28,263
Net of receipts/(payments)	-34604	-	-	34,604	35,432
A5 Transfers between funds	0	-	-	-	-
A6 Cash funds last year end	79304	2,169	-	81,473	46,041
Cash funds this year end	44700	2,169	-	46,869	81,473

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	17,004	2,169	-
	Deposit Account	9,108	-	-
	Building Society	18,588	-	-
	Total cash funds	44,700	2,169	-

(agree balances with receipts and payments account(s))

	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

PETER BOWKER
ANNE NICHOLS

Date of approval

10/06/21
10/6/21.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

BURTON MEMORIAL HALL

On accounts for the year
ended

31/3/2021

Charity no
(if any)

505018

Set out on pages

1 & 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2021**.

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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Anne Scott

Date:

30/5/2021

Name:

ANNE SCOTT

Relevant professional
qualification(s) or body
(if any):

B.Sc. FCA (I.C.A.E.W)

Address:

BELA HOUSE, WHASSETT

MILNTHORPE, CUMBRIA

LA7 7DN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.