

SHUTTINGTON & ALVECOTE PARISH HALL
Main Road, Shuttington, Nr Tamworth B79 0NA
Registered Charity No: 523000

TRUSTEES REPORT NOVEMBER 2021



Trustees and Committee Members as at 30th November 2021

J Tattersall – Trustee

B Frost – Trustee

A Hall – Trustee

S Hall – Trustee

S Hall – Chair

B Frost – Vice Chair

M Frost – Bookings Secretary

J Cooper – Committee Member

A Allsopp – Secretary & Treasurer

Email Contact – saparishh@gmail.com

Bookings telephone number 07977 938101

Information can be found at [www.shuttington-alvecote .org.uk](http://www.shuttington-alvecote.org.uk)

Legal Status

Shuttington & Alvecote Parish Hall held its first AGM in April 1949 with 30 Committee Members and 4 Trustees were appointed. With the Conveyance and purchase of the first piece of land on 28th October 1950 the Hall was registered with the Charity Commission under number 523000 with the operating name of Shuttington & Alvecote Parish Hall Committee.

Land and Building

The original piece of land purchased in 1950 was not deemed adequate and sold back to Tamworth Rural District Council for a profit in 1964.

In 1988 Shuttington Parish Council gifted a plot of land which was part of their newly acquired Playing Field, for the purpose of building a Parish Hall, and the initial building was opened by the Mayor in January 1989. Then began the work on the interior, predominantly by volunteers.

In 1997 an additional piece of land was transferred to the Parish Hall by Shuttington Parish Council, at the rear of the original building, in order to build changing rooms and toilets for the football teams and spectators using the Playing Field. This area also incorporated a small meeting room, toilets and a storage area.

In 2017 we received a generous donation from Statfold Barn which enabled the repainting of the Main Hall.

In 2018 £42,000 Biffa funding enabled all the windows to be replaced, a new boiler, the heating system upgraded, the roof insulated and all lighting made energy efficient.

In 2019 Big Lottery funding enabled the meeting room to be refurbished into a cosy and inviting area, incorporating a sink and kitchen unit offering a tea making facility independent of the main kitchen area.

In 2021 Big Lottery funding enabled the rather tired kitchen to be upgraded to make it a Covid secure area.

In 2021 a further strip of land was transferred to the Parish Hall for the purpose of opening a side-door access onto the Playing Field with decking and a canopy cover, so that the views across the fields can be appreciated.

Appointment of Trustees and Committee

The minimum amount of Trustees is 3 and the maximum number of Committee Members is 16. Committee Members are required to stand down at each AGM and be re-elected by the Trustees. Provision is made in the constitution for a Committee member to be appointed from each Parish organisation.

For meetings to be quorate, one third of the total number of members must be in attendance.

Management

The Committee is responsible for exercising a duty of care of the Hall, ensuring that the correct policies and procedures are in place in respect of security, health and safety, insurance; and during 2020 and 2021 ensuring Covid compliance.

Hiring Agreement

Use of the Hall by non-regular users is subject to a Hiring Agreement which must be signed by the Hirer upon booking and a bond paid. The Hiring Agreement sets out the conditions of hire and identifies respective responsibilities. Regular Hirers are subject to terms and conditions appropriate to their use of the Hall.

Risk Management - Insurance

The Parish Hall is insured with respect to property damage (buildings insurance) by Gallagher (formerly Came & Co.) and covered by Hiscox insurers (£445,619.20 cover). It is insured with the same company for contents (up to £6889.09), public liability (£ 10,000,000), employer's liability (£10,000,000), trustee indemnity (£500,000) and legal representation (£100,000).

The Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance, and by putting in place appropriate risk management checks.

Building Checks

Volunteers from the Committee carry out regular maintenance checks.

Boiler, portable electrical appliance and fire fighting appliances are checked annually by qualified engineers, with an electrical installation condition report carried out every 5 years.

Objectives

The Committee runs the Parish Hall primarily for the benefit of the residents of Shuttington and Alvecote, and extending to the surrounding area, without distinction of sex, age, disability, race, nationality, or political, religious or other opinions.

The Committee aims to provide a facility for recreation and other leisure-time activities for the inhabitants and public at large, in the interests of social welfare and with the objective of improving the conditions of life of the said inhabitants.

Principal Activities

The Parish Hall is in use every week-day evening for weekly children's dance classes, yoga, dog training; and at a weekend for archery, whippet racing and guitar practice. Once a month it hosts a coffee morning and also a Parish Council meeting. Ad hoc bookings are taken as well for a variety of other social events.

The Hall is available for hire for private functions, entertainments, meetings, parties, social gatherings and activities.

Funding Strategy

It is the strategy of the Trustees to ensure the income is adequate to maintain the general running of the Parish Hall on a self-financing basis. The income generated by users is set to achieve this. Income generated by the coffee mornings, raffles etc is used to offset against funding.

Over the past two years the Parish Hall has been in receipt of funding from the Big Lottery Awards for All (£10,000 for a Covid upgrade of the kitchen), North Warwickshire Borough Council (£15,500 Covid support and restart for village halls).

Volunteers' Efforts

Management and running costs are kept to a minimum through the use of volunteers for regular maintenance, administration and supervisory work.

Community Facility

Shuttington & Alvecote Parish Hall is a key asset for the local community, as there is no other building that offers a large meeting area with kitchen and toilet facilities within the villages of Shuttington or Alvecote. The Committee works tirelessly to ensure that it is well maintained and remains available for local people to hire and use, whilst still taking advantage of hire income from people and organisations outside the Parish.

The Hall is advertised on notice boards and via the Parish Council website.

Future Plans

The hire rates have remained the same since 2019 and due to substantial increases in electricity and gas, an hourly increase will be necessary in 2022.

Additional funding pots will continue to be sought to maintain and improve the decor and the general functioning of the Hall, to make it more pleasant and desirable for Hire. The next project is to open up the side of the Main Hall onto the Playing Field by way of doors and a decking area under cover. The floor of the Main Hall is also tired and requires resurfacing along with the corridor.

Accounts for 2020 and 2021

<u>INCOME</u>		<u>2021</u>		<u>2020</u>
Ant & Arthur		100.00		542.00
Archery		598.00		791.00
Coffee Mornings		90.60		396.45
Dance Classes		781.00		0.00
Dog Training		0.00		1557.00
Events		0.00		0.00
Funding		30169.21		0.00
Lettings		126.50		1993.50
Whippets		270.00		612.00
Yoga/Zumba		145.00		1046.00
PC Electric Refund/VIP Donation		243.23		0.00
<u>INCOME TOTAL</u>		<u>32523.54</u>		<u>6937.95</u>

<u>EXPENDITURE</u>		<u>2021</u>		<u>2020</u>
Aministration		305.00		1060.77
Building Maintenance		2044.90		313.41
Cleaning		1207.32		1070.91
Electricity & Gas		524.14		1386.91
Equipment		2932.14		72.47
Events & Coffee Morning Exp		10.40		47.59
Fire & Security		52.50		0.00
Funding Spent		619.44		2004.63
Insurance		679.93		655.70
Refuse		232.07		225.20
Supper Club Donation		100.00		
Water/Sewage		93.84		444.10
<u>EXPENDITURE TOTAL</u>		<u>8801.68</u>		<u>7281.69</u>
EXCESS OF INCOME OVER EXPENDITURE		<u>23721.86</u>		<u>-343.74</u>

BANK & CASH RECONCILIATION AT 31st MARCH 2021

Opening Balances			
Bank	10634.99		
Cash	0.00		
			10634.99
Income			32523.54
			43158.53
Expenditure			-8801.68
Closing Balance			<u>34356.85</u>
Closing Balances			
Bank Statement as at 31.3.2021	34356.85		
Cash in hand	0.00		
(Of which £10,700 restricted funds)	<u>34356.85</u>		

Honorary Auditors Comments

The financial statements have been prepared in accordance with the information presented and give a true and fair view of the financial affairs of Shuttington & Alvecote Parish Hall

G P Titley, 28 Main Road, Orton on the Hill, Atherstone, Warwickshire

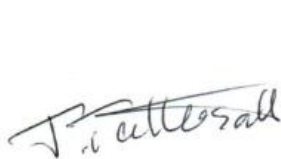
Final Comment

The Trustees endeavour to provide a Parish Hall that the local community enjoy using and that they can have a sense of pride in. We are always welcoming of any ideas for further improvements and would ask that local people do not hesitate to contact the secretary with comments and feedback – saparishh@gmail.com or telephone 01827 830086

The Committee would welcome additional members.

Declaration

The Trustees declare they have approved the Trustees report above and the accounts for 2021 as above.



J Tattersall



B Frost



A Hall



S Hall

Date

16.12.21

16/12/21

16-12-21

16/12/21