

**PETT VILLAGE HALL MANAGEMENT COMMITTEE
MEETING AND AGM 7 SEPTEMBER 2020**

The Pett Village Hall Management Committee met at the Village Hall on Monday 7 September 2020 for a regular meeting and for the delayed AGM.

The following Committee members and office holders were re-elected:

Terry Cornish
Carol Glasson
Carol Pecorini
Fran Pitts (Secretary)
Tim Rothwell (Chair and Bookings Manager)
Richard Smith (Treasurer)

The main points to emerge from the two meetings are as follows. The minutes of both meetings can be found here <https://www.pettnet.org.uk/pett-village-hall-management-committee-agendas-and-minutes>.

Finance

Despite a significant loss of income this year from bookings that were cancelled because of the Covid pandemic, and £10,000 worth of improvements being made to the hall in the past year, the hall's finances are in a comparatively healthy state. At present the hall has assets of over £32,000. This includes the Covid-related grant of £10,000 which the Committee received from Rother District Council in April and which has helped enormously. The significant increase in bookings over the past 12 months or so has also been a major factor.

Hall maintenance

Compared to previous years, 2019/20 saw relatively few maintenance issues arising, apart from the need to spend £4,000 on repairs to the sewage system and sump. This is very much a one-off payment and there should be no need for further expenditure on this for several years to come.

The Committee expressed their grateful thanks to Lue and Richard Cooke, along with Terry Cornish, for all the hard work they undertook during lock-down to keep the hall in a serviceable state for re-opening. This included redecorating parts of the hall, necessary repairs and installing hand sanitisers etc so that the hall complied with legal requirements.

The Committee are also grateful to Philippa Strickland and Carol Pecorini for their hard work in running the 500 Club, which makes a valuable financial addition to the finances of the hall, and to Robin and Chris Hutt and Tim and Anne Jury for their generous monetary contributions.

Parking at the Hall

Whilst recognising that residents and their visitors, and those using local businesses, cannot be forced to use the village hall car park rather than parking on the roads, verges and pavements, the Committee believe that more should be done to raise awareness of the facility.

They have therefore agreed to replace the village hall sign at the end of the drive with one making it clear that free parking is available at the hall, apart from those relatively few occasions when the whole car park is required for events. They will also produce a leaflet (in conjunction with the Parish Council if the Council so agree) explaining that parking at the hall is available. These will be made available to residents and businesses in the village.

Appointment of Administrative Officer

Because of the growing popularity of the hall as a venue, the workload of the Bookings Manager, Chair and Treasurer has increased significantly over the last two years. For example, the Chair and Bookings Manager estimates that he often spends some 15-20 hours a week working on issues relating to the hall. This position is unsustainable, and unless steps are taken to alleviate the pressure there is a risk that some members of the Committee and office holders may no longer be able to find the time to undertake essential duties and the hall may possibly close as a result.

The Committee have therefore agreed in principle to appoint a paid Administrative Officer to undertake much of the work of the Bookings Manager and certain aspects of the current duties of the Chair, Treasurer and perhaps Secretary. A job specification, rate of pay and further details need to be agreed by the Committee. Once there is agreement on these, the role will be advertised. The postholder will not be a trustee or a Committee member, but will attend Committee meetings.

There may be a need to increase the rates charged to hirers to meet the cost of the post, but it must be stressed that without proper paid help (which a number of other halls in Sussex already have in place), there is a danger that the hall may have to close or offer a much reduced service to its users.

Committee Members

The current Committee is of a certain age! In order to ensure the continuation of the hall as a going concern in the future, the Committee consider that their numbers should be strengthened and in particular by younger members of the community who could bring a fresh approach and new ideas. Under the constitution there is space for four additional members/trustees. But volunteers could be co-opted to help the Committee in its work without necessarily becoming trustees.

The Committee will launch a recruiting campaign for new members in due course, but in the meantime if anyone would be interested in joining the Committee or helping with its work please contact me.

The coming year

Everyone in the country has had a difficult past few months or so and the Village Hall Committee is no different. But the Committee hope that the coming year will see a return to relative normality. It is certainly encouraging that bookings for 2021 are coming in thick and fast. In the meantime, a big thank you to all those who have used and supported the hall over the past year.

Tim Rothwell
Chair, Pett Village Hall Management Committee

tim.rothwell@pettnet.org.uk

07850 469314



Receipts and payments accounts

CC16a

For the period from	01-Apr-19	To	31-Mar-20
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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					
Lettings and events	22,919	-	-	22,919	24,482
500 Club Donation	3,080	-	-	3,080	6,267
Other Donations	1,890	-	-	1,890	2,553
Misc transfers	-	-	-	-	-
Bank interest	87	-	-	87	77
Deposits Held	-	-	-	-	2,312
Sub total (Gross income for AR)	27,976	-	-	27,976	35,691
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,976	-	-	27,976	35,691
A3 Payments					
Maintenance and cleaning	11,781	-	-	11,781	8,656
Repairs and renewals	2,627	-	-	2,627	6,894
Light and heat	4,151	-	-	4,151	4,520
Insurance	1,931	-	-	1,931	2,402
Licences	1,189	-	-	1,189	1,184
Water	456	-	-	456	844
Miscellaneous expenses	439	-	-	439	691
Prizes	1,660	-	-	1,660	1,752
Professional fees	60	-	-	60	1,752
Printing & Stationary	28	-	-	28	1,752
Advertising	28	-	-	28	1,752
Communications	789	-	-	789	-
Sub total	25,139	-	-	25,139	32,199
A4 Asset and investment purchases, (see table)					
LED Lighting	6,470	-	-	6,470	-
Pump installation	3,978	-	-	3,978	-
Curtains & blinds	1,897	-	-	1,897	-
Sub total	12,345	-	-	12,345	-
Total payments	37,484	-	-	37,484	32,199
Net of receipts/(payments)	- 9,508	-	-	- 9,508	3,492
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,475	-	-	35,475	26,727
Cash funds this year end	25,967	-	-	25,967	30,219

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	Santander current	1,573	-	-

Santander deposit	19,816	-	-
Lloyds Deposits	1,762	-	-
Lloyds 500	2,816	-	-
Petty Cash	-	-	-
Total cash funds	25,967	-	-

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

OK OK OK

Unrestricted funds to nearest £ **Restricted funds to nearest £** **Endowment funds to nearest £**

Details

B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details

B3 Investment assets

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

Details

B4 Assets retained for the charity's own use

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details

B5 Liabilities

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

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

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Pett Village Hall

**On accounts for the year
ended**

31 March 2020

**Charity no
(if any)**

1005693

Set out on pages

1 and 2 of the attached receipts and payments account

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2020.

**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 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.

Signed:

D.G. Ashby

Date:

16/12/20.

Name:

David G Ashby

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

FCCA

Address:

Landgate Chambers

24 Landgate

Rye, TN31 7LJ

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CHARITY COMMISSION
FOR ENGLAND AND WALES

The Pett Village Hall

1005693

Receipts and payments accounts

CC16a

For the period
from

01-Apr-20

To

31-Mar-21

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Lettings and events	10,300	-	-	10,300	22,919
500 Club Donation	3,272	-	-	3,272	3,080
Other Donations	8,837	-	-	8,837	1,890
Government grants	10,241	-	-	10,241	-
Bank interest	23	-	-	23	87
Deposits Held	-	-	-	-	-
Sub total (Gross income for AR)	32,673	-	-	32,673	27,976
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,673	-	-	32,673	27,976
A3 Payments					
Maintenance and cleaning	8,049	-	-	8,049	11,781
Repairs and renewals	738	-	-	738	2,627
Light and heat	1,235	-	-	1,235	4,151
Insurance	2,075	-	-	2,075	1,931
Licences	210	-	-	210	1,189
Water	279	-	-	279	456
Miscellaneous expenses	525	-	-	525	439
Prizes	1,488	-	-	1,488	1,660
Professional fees	60	-	-	60	60
Printing & Stationary	89	-	-	89	28
Advertising	-	-	-	-	28
Wages	3,000	-	-	3,000	-
Communications	760	-	-	760	789
Sub total	18,508	-	-	18,508	25,139
A4 Asset and investment purchases, (see table)					
LED Lighting	-	-	-	-	6,470
Pump insallation	-	-	-	-	3,978
Curtains & blinds	-	-	-	-	1,897
Sub total	-	-	-	-	12,345
Total payments	18,508	-	-	18,508	37,484
Net of receipts/(payments)	14,165	-	-	14,165	- 9,508
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,967	-	-	25,967	35,475
Cash funds this year end	40,132	-	-	40,132	25,967

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 £
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B1 Cash funds

Santander current	8,612	-	-
Santander deposit	26,839	-	-
Lloyds Deposits	82	-	-
Lloyds 500	4,599	-	-
Petty Cash	-	-	-
Total cash funds	40,132	-	-

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

Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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 asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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

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

Signature	Print Name	Date of approval
	TIM ROTHWELL	29/10/21
	RICHARD SMITH	29-10-21

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CHARITY COMMISSION
FOR ENGLAND AND WALES

The Pett Village Hall

1005693

Receipts and payments accounts

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For the period
from

01-Apr-20

To

31-Mar-21

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Government grants	10,241	-	-	10,241	-
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Deposits Held	-	-	-	-	-
Sub total (Gross income for AR)	32,673	-	-	32,673	27,976
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Licences	210	-	-	210	1,189
Water	279	-	-	279	456
Miscellaneous expenses	525	-	-	525	439
Prizes	1,488	-	-	1,488	1,660
Professional fees	60	-	-	60	60
Printing & Stationary	89	-	-	89	28
Advertising	-	-	-	-	28
Wages	3,000	-	-	3,000	-
Communications	760	-	-	760	789
Sub total	18,508	-	-	18,508	25,139
A4 Asset and investment purchases, (see table)					
LED Lighting	-	-	-	-	6,470
Pump insallation	-	-	-	-	3,978
Curtains & blinds	-	-	-	-	1,897
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Net of receipts/(payments)	14,165	-	-	14,165	- 9,508
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Cash funds this year end	40,132	-	-	40,132	25,967

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Petty Cash	-	-	-
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Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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 asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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

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