



Woodcote Village Hall

Report to the Annual General Meeting

Woodcote Village Hall

9 May 2022

The Woodcote Village Hall operates as a registered charity (number 304393) with the charitable aim of *'providing and maintaining a village hall for the use of the inhabitants of the parish of Woodcote and surrounding District.'*

The Trustees are:

- | | |
|--------------------|---------------|
| ▪ Geoffrey Botting | Chairman |
| ▪ John Worsfold | Vice-chairman |
| ▪ David Booth | Treasurer |
| ▪ Ken Ison | |
| ▪ Sam Peates | |
| ▪ Malcolm Smith | |

The Village Hall is owned by the Parish Council.

Introduction

I concluded my report last year by noting that for the upcoming year 2021-22 the Trustees intended to focus on four main objectives:

- i. To restart the rental operation and rebuild the income from hiring;
- ii. To extend the user base with an enhanced marketing effort;
- iii. To agree with the Parish Council the immediate maintenance requirement; and
- iv. To work with the Parish Council on an on-going programme of improvements to the Hall.

Moving Towards Normal, Non-Pandemic, Operation

The 2020-21 financial year saw an almost complete shutdown of the commercial and social activities of the Hall and the suspension of work to further improve the facilities. As COVID regulations permitted the Trustees were able to make the Hall available, subject to the infection controls applicable at the time, and at the close of the financial year 2021-22 the Hall was in regular use approaching pre-pandemic levels.

Operating Income and Expenditure

With the Hall partially closed for business, rental income for the financial year 2021-22 began to recover such that, with a substantial grant to aid the restart of commercial operations and a donation from the Summer Fete, the income exceeded expenditure. This has boosted the Hall's reserves and the charity's ability to improve its marketing and the attractiveness of the Hall to potential renters.

To emerge from an extended enforced closure in such a financial position is the result of significant effort by Mr David Booth, our Treasurer, and on behalf of the Trustees and all who use our Hall I would like to record our appreciation of, and gratitude for, his work.

Marketing

During the charity's 2021-22 year the Trustees:

- i. engaged the Osher Marketing Consultancy to advise on the promotion of the Village Hall facilities and improve lead generation; and
- ii. employed a marketing associate to

The Hall now has, and is monitoring the impact of, an increased social media presence, branded advertisements, and a new website to drive increased awareness and interest and get people to consider renting the Hall.

In October 2021 the charity engaged Louisa DeVismes as its marketing Associate to build on the work of the Osher Consultancy. In this role Louisa manages the electronic communications and website, the leads and is developing other means to bring the community and other potential users to the Hall.

Survey

In May 2021 I reported that a building survey commissioned by the Parish Council identified a considerable, and in some cases urgent, need for maintenance. Subsequent work by the Parish Council suggested that the likely costs of the repairs would be some £400,000 over the next 10 years. Much of this relates to the repair of the flat roofs and, as such, the Parish Council is considering whether greater benefit would be obtained from different redevelopment approaches and will be consulting the community during 2022. The charity rents the Hall from the Parish Council and will, therefore, work closely with the Parish Council as it moves towards a decision.

Hall Development

Noting the need for extensive maintenance and/or redevelopment work on the Hall the Trustees restricted its expenditure on improving the attractiveness of the Hall to the purchase of:

- i. 100 new chairs for the Main Hall to replace the aging blue set: and
- ii. 6 new light weight tables for the Function Room.

Next Year

The Charity pays for the gas and electricity used by the Hall.

- i. **Gas.** Our current gas contract expires on 31-Dec-22 and initial investigation with "charity friendly" brokers suggest that, based on current usage and noting that the charity is classed as a small business and outside the energy cap offered to householders, the extra cost for gas will be £5000 – some 20% of our rental income. Such a significant increase cannot be absorbed by the charity and hire charges will need to rise from 2023. The Trustees understand the difficulty this will cause and will be investigating means of limiting or staggering price rises.
- ii. **Electricity.** The charity will see a similar increase in electricity costs, but our current supply contract doesn't expire until 04-Feb-25 and thus provides a temporary protection.

Future hiring costs will also need to reflect the current increase in the cost-of-living index and its impact on wages.

The Parish Council

The Trustees have worked closely with the Parish Council during the year as it considers the future of the Hall and I'd like to record out thanks to the Council and the Clerk for their support.

Finally

As chair during some interesting times, I'd like to record my thanks to the Trustees for their support and efforts on behalf of the Community and to Louisa for her enthusiasm and contribution

Geoffrey Botting
Chairman, Woodcote Village Hall Trustees

Woodcote Village Hall

Registered Charity No 304393

Financial Report and Accounts March 2021-February 2022

The Charity's accounts are maintained on an Alpha accounting system (as used by the Parish Council) and the Hall's booking system is processed through "Hallmaster"; both systems are managed by the Village Hall Manager. In my opinion the set of accounts prepared do represent a true and fair financial position of the Woodcote Village Hall Charity for the financial period 1 March 2021 to 28 February 2022.

Below are the comments referred to in the accounts:

1. Total income for the 12 months of £37,274 (2020/1 £33,034) generating a profit of £10,264 (operating £543, Grants/donations £9,721)
2. Although the Hall was partially closed for business due to Covid, the operating income for the financial year was £21,298 (2020/1 £7,796). The operating costs were £20,755 (2020/1 £16,112) generating an operating profit of £543.
3. Donations received in the year were £3,472: Fund raising £2,306, others £1,666.
4. Grants from HMG & SODC £12,763 (Business support).
5. Impairment tests on the £7,000 COLA investment indicated a shortfall of £442 for the year. Since being invested the dividends received, less current loss in value due to the recession, have exceeded by £898 the possible interest from a bank deposit, based on current average interest rates.
6. Accrued expenses £2,754 are all current creditors.
7. Marketing costs of £10,005 were cover by a grant to assist "business restart" after the Covid restrictions.
8. Reserves increased by £10,264 resulting mainly from grants for business development and donations.

D Booth

J Wilson

3 May 2022

Woodcote Village Hall
Charity No 304393
Balance Sheet
As of 28 February 2022

	28 February 2022	28 February 2021
Current Assets		
Debtors	488	-
Lloyds Bank Current account	3,825	6,662
COIF Deposit account	7,000	7,000
COIF Fixed interest Fund	-	-
Lloyds Bank Deposit account	<u>37,503</u>	<u>27,499</u>
	48,816	41,161
Current Liabilities		
Accruals	2,754	5,364
	<u>2,754</u> <i>note 6</i>	<u>5,364</u>
Total Assets less Liabilities	<u>46,062</u>	<u>35,797</u>
Represented by		
Reserves unrestricted	4,920	2,523
Reserves restricted	6,000	6,000
Reserves for replacing assets	22,000	15,100
Reserves Impairment	642	174
Reserves Grants	12,500	12,000
	<u>46,062</u>	<u>35,797</u>

The above statement represents fairly the financial position of the Charity as at 28 February 2022 and reflects its Income and Expenditure during the year.

Woodcote Village Hall
Charity No 304393
Income and Expenditure Statement
Year ending
28 February 2022

	28-Feb-22	28-Feb-21
Income		
Bank Interest	7	4
Dividends	177	223
Recovery costs of Partners	1,500	1,500
Fund Raising Events	2,306	
Gift and Donations	1,166	7,100
Grants	12,763	17,811
Hall Hire	6,143	1,157
Non Regular	12,942	4,867
Regular users	270	372
Others	<u>37,274</u>	<u>33,034</u>
Total		
Expenditure		
Administration		
Annual Service Costs	0	73
Computer and Internet	224	224
Dues & Subscriptions	751	231
Payroll	8,359	8,052
Furlough	(492)	(3,936)
Professional Fees	(3,750)	4,780
Miscellaneous	0	588
Marketing	10,005	
Total	<u>15,097</u>	<u>10,012</u>
Maintenance		
Building	576	0
Electrical	275	0
Gas		0
Water & Drainage	96	102
Furniture and Fittings	271	156
Miscellaneous		0
Cleaning	481	455
Total	<u>1,699</u>	<u>713</u>
Refurbishment		
Replacement chairs/tables	4,765	
Main Hall committed 2019/20		0
Total	<u>4,765</u>	<u>0</u>
Utilities		
Main Building		
Electricity	1,919	1,560
Gas	2,157	2,119
Water	294	587
Total	<u>4,370</u>	<u>4,266</u>
YC and Function Rooms		
Electrical	285	465
Gas	644	512
Water and Drainage	150	144
Total	<u>1,079</u>	<u>1,121</u>
Total Expenditure	<u>27,010</u>	<u>16,112</u>
Profit /(Loss)	<u>10,264</u>	<u>16,922</u>

notes

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