

*Claysgate
Village Hall Association*

ANNUAL REVIEW

AND

ACCOUNTS

for the period

1st January – 31st December 2020

CLAYGATE VILLAGE HALL ASSOCIATION

Registered Charity Number 305007

TRUSTEES' ANNUAL REVIEW & ACCOUNTS FOR 2020

The Board of Trustees presents its Annual Review and Accounts for the year ending **31st December 2020.**

1. GOVERNING DOCUMENT

A Declaration of Trust dated 20th July 1959 and incorporated into the Charity Commissioners' Scheme dated the 21st February 1997 and amended on 27 May 2010. This is a Scheme of Arrangement approved by the Charities Commission.

2. REGISTERED ADDRESS

Michael Elliott
c/o Claygate Village Hall
Church Road
Claygate,
Surrey KT10 0JP

3. CHARITABLE OBJECT

The main object of the Claygate Village Hall Association charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of Claygate and the neighbouring area.

4. TRUSTEES

The Charity is an unincorporated association, governed by a Scheme of Arrangement approved by the Charities Commissioners and managed by a Board of Trustees who are all unpaid volunteers. They are elected as follows:

Community Trustees

6 Community Trustees and up to a further 3 co-opted Community Trustees.

These are elected at the AGM by inhabitants of the Parish of Claygate and the neighbouring area who are at least 18 years of age.

The Community Trustees at the 31st December 2020 were:

1. Brian Howells
2. John Bamford
3. Michael Park
4. Clive Thompson (
5. Sally Williams (Chair)*
6. George Marcall (Vice Chair)
7. Rosy Treasure (co-opted Nov 2020)**

Representative Trustees

Representative Trustees are appointed by affiliated organisations who use the hall.

The Representative Trustees at the 31st December 2020 were:

- | | |
|-----------------------|----------------------------|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower Show |
| 3. Belita Charrington | Claygate Dramatic Society |
| 4. Gail Bradford | Claygate Village WI |

* In March 2020 following Brian Bagnall's resignation as Chair an on-line consultation was held and consequently Sally Williams was elected as Chair with George remaining as Vice Chair

** The Secretary, Rosy Treasure had joined as Secretary in 2016 but had declined any payment and was therefore eligible to be a trustee.

Mark Sugden stood down as a Trustee at the request of the Parish Council

During 2020 the Trustees were unable to meet in person due to the onset of the COVID-19 pandemic. The March meeting was postponed until after the AGM which was held on 9th June, however 3 important decisions were addressed by an on-line consultation at that time and minuted accordingly. These were the election of a chair to replace Brian Bagnall, consideration of an increase in hire rates and an agreement to refund bookings cancelled due to the pandemic.

The AGM and first Trustees' meeting of the year were held using Zoom on 9th June and the final meeting on 13th October.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2020 this Management Committee met on 12 occasions: 7th February, 19th March, 2nd & 23rd April, 21st May, 25th June, 24th July, 21st August, 4th* & 24th September, 5th* & 25th November. Those marked with an asterisk were special meetings called to address specific items in response to the changing circumstances due to the pandemic.

In addition to using Zoom to enable the continuation of meetings, the Management Committee set up a WhatsApp group to exchange any urgent messages and share photos where needed.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but pays for the following services:

- | | |
|--------------------|--------|
| • Hall Manager | £4,200 |
| • Lettings Manager | £4,200 |
| • Treasurer | £2,292 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
13 Holmwood
Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

2020 proved to be an unusual year with the Hall not fully open for much of the time from the first lockdown in March 2020. Katie Ernest, our Lettings Manager, sets out the relevant dates and use of the facilities, in her report. The CVHA has suffered a loss of income but remains financially stable with the help of grants and a slight decrease in running costs.

The pandemic rules meant that the Trustees and the Management Committee met virtually from March 2020, but successfully transacted the charity's business by this method. There were decisions to be made and actions to be taken. Our Lettings Manager worked hard on interpreting the ever-changing pandemic rules and ensuring that we complied with them. Tony Woolhead, our Hall Manager, took the opportunity to refurbish the toilets, build a new small hall toilet and generally got ahead with maintenance and general refurbishment whilst the hall was closed. This included putting in place measures to guard against the transmission of the virus and to comply with new hygiene rules.

Our Treasurer, Michael Elliott, kept a sharp eye on our evolving financial situation and applied for the COVID-19 grants available to mitigate losses.

Our Secretary, Rosy Treasure, was always efficient in her duties and in reminding us of matters we need to address and in updating compliance documents and policies.

I thank all our officers on behalf of myself and the Trustees for their hard work and commitment throughout 2020 in often difficult and unusual circumstances.

The Board of Trustees remained relatively constant from March 2020 when Brian Bagnall retired as chairman and as a Trustee, until the end of the year. As you know, Brian sadly died in May 2020. The CVHA owes a huge debt to Brian for his years of service as Hall Manager and later as a Trustee and Chairman. We were able to place an article in the Claygate Courier celebrating Brian's contribution.

We had another change when we welcomed Rosy Treasure as a co-opted Trustee. She has already proved invaluable in supporting and influencing the Board's decision making.

Among the Representative Trustees, Juliet Bagnall stood down for Claygate Dramatic Society and was replaced by Belita Charrington, whom we welcomed to the Board.

We were also sorry to lose the service of Mark Sugden who had been a Trustee since 2015, because of the Parish Council's decision no longer to appoint a Representative Trustee to CVHA.

We look forward to reopening the hall and getting back to some semblance of "normal" in 2021.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

The year started normally and several items were being progressed such as the installation of the new induction cooker over the February half term, a proposal for interior redecoration was being considered, general maintenance of the doors and windows completed, and ongoing problems with the PA system had been investigated and partially resolved.

Then COVID-19 struck and I was forced to take 3 months off due to being in the high risk age category.

On my return in July the focus had changed from normal BAU to ensuring the Hall was, as far as possible, COVID-secure so that it could re-open. Working closely with the Lettings Manager, we installed all the associated paraphernalia recommended by both the Government and ACRE.

In June we had been successful in a bid for Community Infrastructure Levy (CIL) funding from the Parish Council and obtained £15k towards the CVHA Toilets Replacement and Refurbishment project.

In an effort to update the Hall's "kerb appeal" and modernise, we repainted the exterior frontage of the Hall in a combination of White and Green.

In addition, the old cast iron guttering (which had been leaking for some time) was also replaced.

The annual maintenance week in August was completed but in a somewhat reduced form as this time was used mainly for the CVHA Toilets Replacement and Refurbishment project.

Repainting of the Main Hall and continued replacement of the lighting, were undertaken during the last months of the year whilst the Hall was again forced to close.

All of the closure periods in 2020 were judiciously used to refurbish and update the Hall and reduce the need to close for maintenance and refurbishment work during 2021.

We go into 2021 with updated and improved toilet facilities, an up-to-date accessible toilet with automatic door, and a toilet in the small hall. The latter makes the small hall a more appealing let for children's activities, reduces risk of cross infection, and removes safeguarding concerns around the use of the main foyer toilets when both halls are in use.

In 2021 the small hall and the foyer will be repainted, various doors in the foyer will be replaced to match the new toilet doors, and the kitchen will be refurbished which will all contribute to make the Hall more modern and appealing.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

The first 2½ months of 2020 were very much as normal and the Claygate Arts Festival in March was in full swing when the COVID-19 pandemic was declared which has severely reduced our lettings income, and the hall closed on 22nd March as the cancellation of bookings made it uneconomic to remain open. This was quickly followed by the imposition of the first lockdown under which the Hall was required to close. Although the Hall was allowed to re-open in early July, hirers were not allowed to operate and thus the Hall did not actually re-open until 12th September. The Hall was then closed for the second lockdown from 5th November until 2nd December, and then closed again on 20th December when Elmbridge was put into Tier 4. It remained closed through the third lockdown until 12th April 2021.

The re-opening on September 12th was only to those hirers allowed to operate – fundamentally children’s dance and adult exercise classes - and we had to re-open as a COVID-secure venue. This required us to complete a COVID risk assessment and take actions resulting from this, (e.g. installing hand sanitisers and organising systems for quarantining chairs,) generate additional terms and conditions of hire, and set limits on numbers attending in line with social distancing rules and recommendations which were linked to reducing virus transmission and dependent on the activity being undertaken. As we were already planning to renew and refurbish our toilet facilities, we took the opportunity to reduce the risk of transmission in the toilets by installing no touch taps and flushes. It was necessary through this period to keep abreast of the continuing changes in regulations issued by the Government across a wide variety of sectors reflecting the multiple users of the Hall. We were assisted in this via updates issued by ACRE, (Action with Communities in Rural England) which were circulated by the Community Halls Adviser at Surrey Community Action. It was also necessary to liaise with each hirer as they returned to ensure that they, and the Hall, remained COVID-secure.

The nursery has been allowed to operate during the majority of the year, either partially for the children of key workers, or fully as an Early Years provider. A lack of demand resulted in the nursery not operating between March and early June, and then operating with reduced numbers through to mid-Autumn, with a concomitant reduction in income. We have restricted the use of the small hall to the nursery only in the week as an infection-control measure.

In March when the first lockdown was imposed, we indicated that we would retain hirers’ slots until such time as they were allowed to re-open, and we refunded or carried forward any payments relating to bookings which were not permitted under government regulations. Three of our regular hirers did cease, although this was in part due to the owners of franchises moving on to new pastures and not entirely due to the pandemic. One subsequently returned and the franchise was sold to new owners at the beginning of 2021. We have yet to see whether all those hirers who have not operated since March 2020 will return, although the majority are expected to, and Spring 2021 has seen several enquiries for slots.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I will commend the Cash Accounts for your approval, these have been examined by Mr. Barry Fitzpatrick & after acceptance by the Trustees submitted by me to the Charity Commission. The headline loss of £39,558 being largely attributed to the project expenditure of £34,659 net after the £15,000 CPC grant is taken into account.

Reserves Policy

Our stated reserves policy of 1.5 years turnover previously indicated a reserve figure of £92,500. We have dipped slightly below that figure in the unusual circumstances we have found ourselves, I was therefore not able to recommend any projects should be commenced until such time as the situation has stabilised.

Banking

Our main account remains with the CAF Bank, with reserves split between Virgin Money & Skipton Building Society. The interest rate received is now very low, maximum 0.35%.

We continue to use Cashplus prepaid debit cards for itemised casual expenditure. All regular payments are now by direct debit or BACS transfer.

Lettings Income

Net income from lettings was £27,048 a drop from £61k, to this was added £11,348 in National Lockdown grants.

A COVID-19 drop of over 50% - this a net figure after many refunds totalling £3,800 issued to pre-booked / prepaid events subsequently cancelled. We have foregone the annual inflation price increase – in both cases we feel it more important that we are seen to be doing the right thing.

Expenditure

Maintenance was kept within budget and covered both main hall and external frontage repainting. The latter necessitated some external woodwork and gutter replacement.

Project expenditure on the main foyer toilets & the stage end toilets was undertaken during the late Summer & a completely new facility for the small hall added in the Autumn. A further application for funding was made to Claygate Parish Council and £15,000 awarded mostly from CIL funding for the restricted purpose of toilet refurbishment.

Performing Rights Society, they had some billing difficulties with the introduction of new business processes and computer systems resulting in late billing in previous years. This finally caught up with us two payments were made during 2020 being a delayed 2019 and current year.

The Management Committee officers took a sabbatical on the Officers remuneration for a few months.

All other categories indicate reasonable caution in usage as the Hall was largely shut during some of the lockdown months.

Looking forward to 2021

While this is a report on 2020 I believe a few words are necessary looking forward. A year ago I warned about the uncertain dangers from three factors.

1. Our hirers early years offering, are now facing increased competition from Claygate Primary School Acorns project starting in September. This challenges our major Hirer by value.
2. The replaced Recreation Ground Pavilion has belatedly opened for business and the Treetops room is in competition for our business. We have updated our building and the Pavilion has yet to achieve volume lettings. Still however a concern, hopefully we can capitalise on our asset of having a car park.
3. Post Covid-19 restart and the perceived risks among an aging population reluctant to engage in group activities. We eagerly await the Adult restart to lettings, there is a significant pent-up demand with a virtually full booking diary, the permitted school age activity restart has been good. However, the forward risk remains.

In Summary

Last year's decent profit has been eliminated, we are in the hands of the recovery process. I have in the past stated that I have grabbed the low hanging fruit and while some further savings have been made little further can be achieved.

Our Hall Management Plan has an estimate of annual expenditure. We review this document from time to time.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

2020 has been a testing year but overall, thanks to our hard-working officers we believe the Hall stands a good chance of moving back into profit provided we take the following actions:

- Closely monitor the situation regarding continuing provision of an Early Years nursery, which provides an important regular income for us, and to begin work on a Contingency Plan in case we lose that business;
- Ensure our Hiring Policy offers competitive rates
- Look at ways of marketing the Hall with a view to ensuring that we maintain maximum usage and therefore income.

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply".

.....

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result have been taken and, where necessary, documented in the Association's Hall Management Plan and policies. Plans to review this using the Diagnostic Tool provided in 2020 are in place.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Claygate Village Hall Association

305897

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2020	To	Period end date 31/12/2020
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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					
Telling income	27,048	-	-	27,048	81,632
Donation	11,384	15,000	-	26,384	1,500
Interest	589	-	-	589	1,026
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	39,021	15,000	-	54,021	84,157
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,021	15,000	-	54,021	84,157
A3 Payments					
Maintenance and renewals	17,809	-	-	17,809	18,803
Projects	34,659	16,000	-	49,659	6,082
Gas	2,899	-	-	2,899	3,412
Electricity	3,362	-	-	3,362	4,001
Water	92	-	-	92	697
Insurance	2,413	-	-	2,413	2,353
Telling expenses	3,188	-	-	5,188	6,663
Cleaning	8,583	-	-	8,583	10,360
Administration	707	-	-	707	1,048
Performing rights	2,859	-	-	2,859	1,532
Audit fees	-	-	-	-	-
Advertising	-	-	-	-	66
Other	-	-	-	-	1,226
	-	-	-	-	-
Sub total	78,579	15,000	-	93,579	56,032
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,579	15,000	-	93,579	56,032
Net of receipts/(payments)	- 39,558	-	-	- 39,558	8,125
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year and	129,832	-	-	129,832	121,707
Cash funds this year end	90,274	-	-	90,274	129,832

Appendix B - Statement of Assets & Liabilities

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	CAF Bank	6,974	-	-
	Building societies	83,900	-	-
	Cash/plus prepaid	400	-	-
	Total cash funds	90,274	-	-

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

OK OK OK

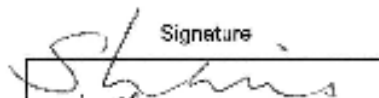
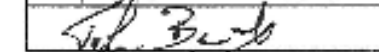
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	Date of approval
	SALLY WILLIAMS	28/3/21
	JOHN BAMFORD	28/3/21

Appendix C - Independent Examiners Report



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Claygate Village Hall Association

**On accounts for the year
ended**

December 31 2020

Charity no 305007
(if any)

Set out on pages

1 to 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 31/12/2020 DD / MM / YYYY.

**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:

Date: 23-03-2021

Name:

Barry John Fitzpatrick

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

Chartered Accountant

Address:

Holmwood, Oaken Drive, Claygate, Surrey KT10 0DL

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.

N/A



CHARITY COMMISSION
FOR ENGLAND AND WALES

Claygate Village Hall Association

305007

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2020

To

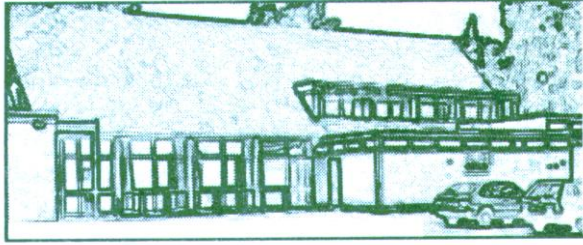
Period end date
31/12/2020

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					
Letting income	27,048	-	-	27,048	61,632
Donation	11,384 #	15,000	-	26,384	1,500
Interest	589	-	-	589	1,025
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	39,021	15,000	-	54,021	64,157
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,021	15,000	-	54,021	64,157
A3 Payments					
Maintenance and renewals	17,809	-	-	17,809	18,803
Projects	34,659	15,000	-	49,659	6,082
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Insurance	2,413	-	-	2,413	2,353
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Cleaning	8,593	-	-	8,593	10,360
Administration	707	-	-	707	1,048
Performing rights	2,859	-	-	2,859	1,332
Audit fee	-	-	-	-	-
Advertising	-	-	-	-	65
Other	-	-	-	-	1,226
	-	-	-	-	-
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	-	-	-	-	-
	-	-	-	-	-
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Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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	Building societies	83,900	-	-
	Cashplus prepaid	400	-	-
	Total cash funds	90,274	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



*Claysgate
Village Hall Association*

ANNUAL REVIEW

AND

ACCOUNTS

for the period

1st January – 31st December 2020

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Registered Charity Number 305007

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The Representative Trustees at the 31st December 2020 were:

- | | |
|-----------------------|----------------------------|
| 1. Steve Fleming | Claygate Gardening Society |
| 2. Susanne Tunnicliff | Claygate Flower Show |
| 3. Belita Charrington | Claygate Dramatic Society |
| 4. Gail Bradford | Claygate Village WI |

* In March 2020 following Brian Bagnall's resignation as Chair an on-line consultation was held and consequently Sally Williams was elected as Chair with George remaining as Vice Chair

** The Secretary, Rosy Treasure had joined as Secretary in 2016 but had declined any payment and was therefore eligible to be a trustee.

Mark Sugden stood down as a Trustee at the request of the Parish Council

During 2020 the Trustees were unable to meet in person due to the onset of the COVID-19 pandemic. The March meeting was postponed until after the AGM which was held on 9th June, however 3 important decisions were addressed by an on-line consultation at that time and minuted accordingly. These were the election of a chair to replace Brian Bagnall, consideration of an increase in hire rates and an agreement to refund bookings cancelled due to the pandemic.

The AGM and first Trustees' meeting of the year were held using Zoom on 9th June and the final meeting on 13th October.

The day to day running of the Village Hall and the associated administration is in the hands of the Hall Manager, the Treasurer and the Lettings Manager and overseen by 3 Trustees as Chair, Vice-Chair & Secretary. During 2020 this Management Committee met on 12 occasions: 7th February, 19th March, 2nd & 23rd April, 21st May, 25th June, 24th July, 21st August, 4th* & 24th September, 5th* & 25th November. Those marked with an asterisk were special meetings called to address specific items in response to the changing circumstances due to the pandemic.

In addition to using Zoom to enable the continuation of meetings, the Management Committee set up a WhatsApp group to exchange any urgent messages and share photos where needed.

5. MANAGEMENT COSTS

The Village Hall Association has no staff costs but pays for the following services:

- | | |
|--------------------|--------|
| • Hall Manager | £4,200 |
| • Lettings Manager | £4,200 |
| • Treasurer | £2,292 |

6. AGENTS & ADVISERS

Bank

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Barry Fitzpatrick
13 Holmwood
Oaken Drive
Claygate
KT10 0DL

7. CHAIR'S REVIEW (Sally Williams)

2020 proved to be an unusual year with the Hall not fully open for much of the time from the first lockdown in March 2020. Katie Ernest, our Lettings Manager, sets out the relevant dates and use of the facilities, in her report. The CVHA has suffered a loss of income but remains financially stable with the help of grants and a slight decrease in running costs.

The pandemic rules meant that the Trustees and the Management Committee met virtually from March 2020, but successfully transacted the charity's business by this method. There were decisions to be made and actions to be taken. Our Lettings Manager worked hard on interpreting the ever-changing pandemic rules and ensuring that we complied with them. Tony Woolhead, our Hall Manager, took the opportunity to refurbish the toilets, build a new small hall toilet and generally got ahead with maintenance and general refurbishment whilst the hall was closed. This included putting in place measures to guard against the transmission of the virus and to comply with new hygiene rules.

Our Treasurer, Michael Elliott, kept a sharp eye on our evolving financial situation and applied for the COVID-19 grants available to mitigate losses.

Our Secretary, Rosy Treasure, was always efficient in her duties and in reminding us of matters we need to address and in updating compliance documents and policies.

I thank all our officers on behalf of myself and the Trustees for their hard work and commitment throughout 2020 in often difficult and unusual circumstances.

The Board of Trustees remained relatively constant from March 2020 when Brian Bagnall retired as chairman and as a Trustee, until the end of the year. As you know, Brian sadly died in May 2020. The CVHA owes a huge debt to Brian for his years of service as Hall Manager and later as a Trustee and Chairman. We were able to place an article in the Claygate Courier celebrating Brian's contribution.

We had another change when we welcomed Rosy Treasure as a co-opted Trustee. She has already proved invaluable in supporting and influencing the Board's decision making.

Among the Representative Trustees, Juliet Bagnall stood down for Claygate Dramatic Society and was replaced by Belita Charrington, whom we welcomed to the Board.

We were also sorry to lose the service of Mark Sugden who had been a Trustee since 2015, because of the Parish Council's decision no longer to appoint a Representative Trustee to CVHA.

We look forward to reopening the hall and getting back to some semblance of "normal" in 2021.

8. HALL MANAGER'S REVIEW (Tony Woolhead)

The year started normally and several items were being progressed such as the installation of the new induction cooker over the February half term, a proposal for interior redecoration was being considered, general maintenance of the doors and windows completed, and ongoing problems with the PA system had been investigated and partially resolved.

Then COVID-19 struck and I was forced to take 3 months off due to being in the high risk age category.

On my return in July the focus had changed from normal BAU to ensuring the Hall was, as far as possible, COVID-secure so that it could re-open. Working closely with the Lettings Manager, we installed all the associated paraphernalia recommended by both the Government and ACRE.

In June we had been successful in a bid for Community Infrastructure Levy (CIL) funding from the Parish Council and obtained £15k towards the CVHA Toilets Replacement and Refurbishment project.

In an effort to update the Hall's "kerb appeal" and modernise, we repainted the exterior frontage of the Hall in a combination of White and Green.

In addition, the old cast iron guttering (which had been leaking for some time) was also replaced.

The annual maintenance week in August was completed but in a somewhat reduced form as this time was used mainly for the CVHA Toilets Replacement and Refurbishment project.

Repainting of the Main Hall and continued replacement of the lighting, were undertaken during the last months of the year whilst the Hall was again forced to close.

All of the closure periods in 2020 were judiciously used to refurbish and update the Hall and reduce the need to close for maintenance and refurbishment work during 2021.

We go into 2021 with updated and improved toilet facilities, an up-to-date accessible toilet with automatic door, and a toilet in the small hall. The latter makes the small hall a more appealing let for children's activities, reduces risk of cross infection, and removes safeguarding concerns around the use of the main foyer toilets when both halls are in use.

In 2021 the small hall and the foyer will be repainted, various doors in the foyer will be replaced to match the new toilet doors, and the kitchen will be refurbished which will all contribute to make the Hall more modern and appealing.

9. LETTING MANAGER'S REVIEW (Katie Ernest)

The first 2½ months of 2020 were very much as normal and the Claygate Arts Festival in March was in full swing when the COVID-19 pandemic was declared which has severely reduced our lettings income, and the hall closed on 22nd March as the cancellation of bookings made it uneconomic to remain open. This was quickly followed by the imposition of the first lockdown under which the Hall was required to close. Although the Hall was allowed to re-open in early July, hirers were not allowed to operate and thus the Hall did not actually re-open until 12th September. The Hall was then closed for the second lockdown from 5th November until 2nd December, and then closed again on 20th December when Elmbridge was put into Tier 4. It remained closed through the third lockdown until 12th April 2021.

The re-opening on September 12th was only to those hirers allowed to operate – fundamentally children’s dance and adult exercise classes - and we had to re-open as a COVID-secure venue. This required us to complete a COVID risk assessment and take actions resulting from this, (e.g. installing hand sanitisers and organising systems for quarantining chairs,) generate additional terms and conditions of hire, and set limits on numbers attending in line with social distancing rules and recommendations which were linked to reducing virus transmission and dependent on the activity being undertaken. As we were already planning to renew and refurbish our toilet facilities, we took the opportunity to reduce the risk of transmission in the toilets by installing no touch taps and flushes. It was necessary through this period to keep abreast of the continuing changes in regulations issued by the Government across a wide variety of sectors reflecting the multiple users of the Hall. We were assisted in this via updates issued by ACRE, (Action with Communities in Rural England) which were circulated by the Community Halls Adviser at Surrey Community Action. It was also necessary to liaise with each hirer as they returned to ensure that they, and the Hall, remained COVID-secure.

The nursery has been allowed to operate during the majority of the year, either partially for the children of key workers, or fully as an Early Years provider. A lack of demand resulted in the nursery not operating between March and early June, and then operating with reduced numbers through to mid-Autumn, with a concomitant reduction in income. We have restricted the use of the small hall to the nursery only in the week as an infection-control measure.

In March when the first lockdown was imposed, we indicated that we would retain hirers’ slots until such time as they were allowed to re-open, and we refunded or carried forward any payments relating to bookings which were not permitted under government regulations. Three of our regular hirers did cease, although this was in part due to the owners of franchises moving on to new pastures and not entirely due to the pandemic. One subsequently returned and the franchise was sold to new owners at the beginning of 2021. We have yet to see whether all those hirers who have not operated since March 2020 will return, although the majority are expected to, and Spring 2021 has seen several enquiries for slots.

10. FINANCIAL REVIEW (Michael Elliott)

Annual Accounts

I will commend the Cash Accounts for your approval, these have been examined by Mr. Barry Fitzpatrick & after acceptance by the Trustees submitted by me to the Charity Commission. The headline loss of £39,558 being largely attributed to the project expenditure of £34,659 net after the £15,000 CPC grant is taken into account.

Reserves Policy

Our stated reserves policy of 1.5 years turnover previously indicated a reserve figure of £92,500. We have dipped slightly below that figure in the unusual circumstances we have found ourselves, I was therefore not able to recommend any projects should be commenced until such time as the situation has stabilised.

Banking

Our main account remains with the CAF Bank, with reserves split between Virgin Money & Skipton Building Society. The interest rate received is now very low, maximum 0.35%.

We continue to use Cashplus prepaid debit cards for itemised casual expenditure. All regular payments are now by direct debit or BACS transfer.

Lettings Income

Net income from lettings was £27,048 a drop from £61k, to this was added £11,348 in National Lockdown grants.

A COVID-19 drop of over 50% - this a net figure after many refunds totalling £3,800 issued to pre-booked / prepaid events subsequently cancelled. We have foregone the annual inflation price increase – in both cases we feel it more important that we are seen to be doing the right thing.

Expenditure

Maintenance was kept within budget and covered both main hall and external frontage repainting. The latter necessitated some external woodwork and gutter replacement.

Project expenditure on the main foyer toilets & the stage end toilets was undertaken during the late Summer & a completely new facility for the small hall added in the Autumn. A further application for funding was made to Claygate Parish Council and £15,000 awarded mostly from CIL funding for the restricted purpose of toilet refurbishment.

Performing Rights Society, they had some billing difficulties with the introduction of new business processes and computer systems resulting in late billing in previous years. This finally caught up with us two payments were made during 2020 being a delayed 2019 and current year.

The Management Committee officers took a sabbatical on the Officers remuneration for a few months.

All other categories indicate reasonable caution in usage as the Hall was largely shut during some of the lockdown months.

Looking forward to 2021

While this is a report on 2020 I believe a few words are necessary looking forward. A year ago I warned about the uncertain dangers from three factors.

1. Our hirers early years offering, are now facing increased competition from Claygate Primary School Acorns project starting in September. This challenges our major Hirer by value.
2. The replaced Recreation Ground Pavilion has belatedly opened for business and the Treetops room is in competition for our business. We have updated our building and the Pavilion has yet to achieve volume lettings. Still however a concern, hopefully we can capitalise on our asset of having a car park.
3. Post Covid-19 restart and the perceived risks among an aging population reluctant to engage in group activities. We eagerly await the Adult restart to lettings, there is a significant pent-up demand with a virtually full booking diary, the permitted school age activity restart has been good. However, the forward risk remains.

In Summary

Last year's decent profit has been eliminated, we are in the hands of the recovery process. I have in the past stated that I have grabbed the low hanging fruit and while some further savings have been made little further can be achieved.

Our Hall Management Plan has an estimate of annual expenditure. We review this document from time to time.

11. RISK MANAGEMENT

The Management Committee and the Board of Trustees regularly review any major risks affecting the Charity. This includes, for example, the loss of any regular hirers.

Alternative lettings initiatives are vigorously pursued to reduce such losses. Our Reserves can, if necessary, cushion the effect of losing major hirers.

12. CONCLUSION

2020 has been a testing year but overall, thanks to our hard-working officers we believe the Hall stands a good chance of moving back into profit provided we take the following actions:

- Closely monitor the situation regarding continuing provision of an Early Years nursery, which provides an important regular income for us, and to begin work on a Contingency Plan in case we lose that business;
- Ensure our Hiring Policy offers competitive rates
- Look at ways of marketing the Hall with a view to ensuring that we maintain maximum usage and therefore income.

CLAYGATE VILLAGE HALL ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its financial activities for that year, and adequately distinguish any material special trust or other restricted fund of the Charity. In preparing those Financial Statements the Trustees are required to:

- Select suitable Accounting Policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the Policies are in accordance with the appropriate Statement of Recommended Practice on Accounting by Charities and with applicable Accounting Standards, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper Accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the Financial Statements comply with applicable Accounting Standards and Statements of Recommended Practice and the Regulations made under Part 8 Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Charities (Accounts & Reports) Regulations 2008 requires charity trustees to confirm that they 'have regard' to the Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Trustees can show that

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance they have good reason for doing so

This is demonstrated by the work of the Trustees and the Management committee as set out in the respective minutes of the meetings of those bodies, and in the Scheme of Arrangement approved by the Charity Commissioners which governs the business of the charity and with which the Trustees and the Management committee comply".

.....

By order of the Board of Trustees.

STATEMENT OF COMPLIANCE

In addition, the Charity Governance Code for smaller charities, of which CVHA is one, which was published at <https://www.charitygovernancecode.org/en/pdf> in 2017 was examined by the Management Committee and recommendations discussed with Trustees at their meeting on 29th March 2018. All actions agreed as a result have been taken and, where necessary, documented in the Association's Hall Management Plan and policies. Plans to review this using the Diagnostic Tool provided in 2020 are in place.

Appendix A - Receipts & Payments



CHARITY COMMISSION
FOR ENGLAND AND WALES

Claygate Village Hall Association

305897

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2020	To	Period end date 31/12/2020
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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					
Telling income	27,048	-	-	27,048	81,632
Donation	11,384	15,000	-	26,384	1,500
Interest	589	-	-	589	1,026
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	39,021	15,000	-	54,021	84,157
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,021	15,000	-	54,021	84,157
A3 Payments					
Maintenance and renewals	17,809	-	-	17,809	18,803
Projects	34,659	16,000	-	49,659	6,082
Gas	2,899	-	-	2,899	3,412
Electricity	3,362	-	-	3,362	4,001
Water	92	-	-	92	697
Insurance	2,413	-	-	2,413	2,353
Telling expenses	3,188	-	-	5,188	6,663
Cleaning	8,583	-	-	8,583	10,360
Administration	707	-	-	707	1,048
Performing rights	2,859	-	-	2,859	1,532
Audit fees	-	-	-	-	-
Advertising	-	-	-	-	66
Other	-	-	-	-	1,226
	-	-	-	-	-
Sub total	78,579	15,000	-	93,579	56,032
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,579	15,000	-	93,579	56,032
Net of receipts/(payments)	- 39,558	-	-	- 39,558	8,125
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year and	129,832	-	-	129,832	121,707
Cash funds this year end	90,274	-	-	90,274	129,832

Appendix B - Statement of Assets & Liabilities

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	CAF Bank	6,974	-	-
	Building societies	83,900	-	-
	Cashplus prepaid	400	-	-
	Total cash funds	90,274	-	-

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

OK OK OK

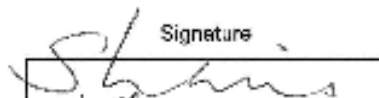
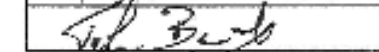
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	Date of approval
	SALLY WILLIAMS	28/3/21
	JOHN BAMFORD	28/3/21

Appendix C - Independent Examiners Report



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Claygate Village Hall Association

**On accounts for the year
ended**

December 31 2020

Charity no 305007
(if any)

Set out on pages

1 to 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 31/12/2020 DD / MM / YYYY.

**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:

B. John Fitzpatrick

Date: 23-03-2021

Name:

Berry John Fitzpatrick

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

Chartered Accountant

Address:

Holmwood, Oaken Drive, Claygate, Surrey KT10 0DL

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.

N/A

