

Chairman's report for the Annual General Meeting of Forest Row Village Hall Management Committee held on Monday 9th May 2022 (for the year for the year May 2021 to May 2022)

Object of the Charity “The provision and maintenance of the village hall for the use of the inhabitants of Forest Row and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.”

Trustees At present the trustees are; Mr. N. de Knoop, (Aikido) Mr. Shane Hannan (co-opted) Miss V. Hill, (co-opted); Dr. J. Josephson, (Forest Row Parish Council & Forest Row Business Group); and Miss A. Yard (co-opted),

There are three non-trustee members of the committee.

Mrs Joan Hills has stepped down as trustee and we thank her for her work, especially her financial expertise, over many years.

Management and staffing

We have had some staffing changes this year as our two part-time hall managers have left us to take on full-time positions. The committee would like to thank these ladies for their enthusiastic, efficient and cheerful work for the hall. While we are sorry to say goodbye to them they were able to assist the trustees in choosing two new, part-time hall managers. Our cleaner continues to keep the hall cleaned and welcoming.

Policies and Procedures

Now committee meetings have been resumed we have continued to regularly update the policies according to the Charity Commission guidelines. Our working methods and data storage are compliant with the General Data Protection Regulations.

Registered Charity/Charitable Incorporated Organisation

Our solicitors have advised that there is an eighteen month wait for completing Land Registry applications, however once time allows we should resume this matter.

Finances, funding, bookings

Our audited accounts as at the end of February 2021 show reasonable reserves and the auditor considers we have good accounting.

This year bookings have resumed well, with familiar and new hirers and both halls fully booked on many days. Many single bookings have been received too. We hope that many of these ‘occasional’ hirers will come again. These increased bookings may soon require more staff time.

Major works will be necessary in the near future and additional hiring income

will add to our savings.

The building

Various major and minor works to the building have been undertaken or are planned. One further section of the Peter Griffiths Hall roof has had extensive repairs (£1,240) which should protect the north wall of the Freshfield Hall.

The Freshfield Hall porch needs major works, an architect has been engaged, plans have been drawn up and he will apply for LBC. The same application should cover future works to the stonework of the south-west corner of the building, stonework there continues to degrade. The Peter Griffiths Hall floor will need a professional survey in the near future. These three projects will all be costly and we hope that we can apply successfully for some grants.

In conclusion

This last year has shown a steady return of classes, of a variety of activities and almost full occupation of the hall, a validation of its use to the local community.

I would like to thank our cheerful and hard-working staff, both past and present and I am sure the committee members join me in this. My personal thanks are due, as chairman, to the members of the committee. Our discussions and decisions are essential to the everyday running of the hall and to its planned improvements.

We hope, in the coming year to maintain and further improve the hall. We believe that this building, set up for the benefit of the village, continues to be an asset to Forest Row and the local area.


Thank you.

Forest Row Village Hall

Financial Activities

March 2021 - February 2022

	TOTAL
X Depreciation Expense	4,517.22
Total Expenditures	£42,424.07
NET OPERATING INCOME	£ -7,496.20
Other Income	
Donation	55.00
Ashdown Pantominers & Forest Players	244.00
Lord Merthyr Fund	2,000.00
Total Donation	2,299.00
Interest income	2.04
WDC Covid 19 Grant	13,896.57
Total Other Income	£16,197.61
NET OTHER INCOME	£16,197.61
NET INCOME/(EXPENDITURE)	£8,701.41


Checked & found
correct
11th 2022

FOR THE ATTENTION OF THE CHAIR AND TRUSTEES OF THE FOREST ROW VILLAGE HALL

Dear Vivien - I am pleased to confirm I have now completed my inspection of the village hall accounts for the year ended 28.2.2022 and can find nothing which gives cause for concern. All payments from the account are matched by invoices plus regular payments are by direct debit. Team 4 Solutions seem to have a good grasp of the finances and the accounts provided are well laid out. I have relied on the Trustees to ensure electronic transfers are made under dual control plus regular checks made on the petty cash, Hirers cash, Key & Customer deposits plus deposit refunds as these records were not produced.

The only error that I find is that The Scottish Widows statement shows a true balance of £1,316.63 whereas the audited accounts show a figure of £1,314.00. The difference is caused by an interest payment of £2.63 not added on. The same with NS & I the true balance should be £7,677.62 where the audited accounts show £7,676.85. The difference is 77p interest not added on. Perhaps this could be brought to the attention of Team 4 who can make an adjustment to next years accounts.

The period to the 28.2.2022 would again be another challenging year but as covid restrictions ease hopefully this will allow for the hall to be used to its full potential. The Trustees have again prudently claimed Covid relief resulting in another creditable surplus of £8,701.41. With depreciation added back, cash generated is over £13,000 which is reflected in the increased cash and deposit balances held. Everyone associated with the hall can again be congratulated on guiding the charity through another difficult year.

The signed off accounts are ready for collection whenever is convenient. If required I am happy to offer my services again for the next year.

Best wishes

Bob Dyke
Honorary Independent Examiner.