

Chairman's report for the Annual General Meeting of Forest Row Village Hall Management Committee held on Monday 15th May 2023 (for the year for the year May 2022 to May 2023)

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. S. Hannan (co-opted) Miss. V. Hill, (co-opted); Dr. J. Josephson, (Forest Row Parish Council & Forest Row Business Group), Mr Richard Pike (Forest Row Film Society). We have to record the sad death of Miss Angela Yard, a trustee since 2011 and a supporter of the hall for many years prior to her trusteeship. We have three non-trustee committee members.

Management and staffing

We have two part-time hall managers who ably deal with the administration required in running the hall, working approximately twenty hours per week between them and a part-time caretaker/cleaner, working variable hours who keeps the hall clean and welcoming. I would like to thank these ladies for the care they put into the hall, their efficiency and enthusiasm. Extra time, often at short notice, is sometimes needed to enable the hall to work smoothly and this is not always recognised by hirers. Nick de Knoop is producing a new website to assist admin and attract potential hirers.

Policies and Procedures

These are updated on a regular basis at committee meetings, following the guidelines offered by the Charity Commission. Our working methods and data storage are compliant with the General Data Protection Regulations.

Finances

Our audited accounts as at the end of February 2022 show reasonable reserves and the auditor considers we have good in-house accounting and efficient professional accountants.

Bookings and therefore incomes have resumed to pre-pandemic levels, which is reassuring. We have found that administration for regular hirers is generally

straightforward but single event hirings can require a disproportionate administration time.

Building and Maintenance.

As reported last year the most urgent major work in hand is the repair of the entrance porch. Some scaffolding has been in place since February 2022. A more supportive scaffolding is planned until the actual building work takes place. Our architect Mr Iain Miller has drawn up the required plans and these were recently submitted to Wealden District Council for Listed Building Consent. To date we have spent approximately £11,000 fees for various obligatory professionals. The architect, the committee and I are unhappy with the amount of time lapsing between the engagement and actual reports of some professionals. We hope that once LBC is given we can provide a schedule of works to go to tender. Tender prices provide a reference for grant applications.

Other works have included further roof repairs to the Peter Griffiths Hall, some drains replacement and many general maintenance and improvement works.

East Sussex County Council have applied anti-climb paint to the lamppost near the Peter Griffiths Hall flat roof having been supplied with a video of unauthorised access. We hope that this will reduce these incursions.

In conclusion

I and the committee would like to thank the hall's staff for all the work they do to keep the hall running so successfully. We have a committee that meets regularly, considers and decides actions and policies, our meetings are cheerful and productive and I am grateful to have such helpful colleagues.

We hope, in the coming year complete our current project, to continue to improve the hall and to plan the next major work, possibly the repair of exterior stonework as included in the LBC.

The trustees believe that this building continues to be an asset to Forest Row and the local area. It was built and founded to benefit the local people and the village as a whole. The trustees and committee members are a small group and we would welcome interest from local people who can offer new ideas and skills who would be interested in joining the committee, perhaps becoming trustees in their turn.

I believe we fulfil the object of the charity.

Thank you

Vivien Hill

FRVH Customer Deposits

Opening Balance 01/03/2022 £ **1,759.38**

Needs returning to customer

Aaron Kerrigan - INV 416996	£	50.00
Charlie Roscoe - INV 416998	£	150.00
Emma Cole -INV 417018	£	50.00
Ms Jackie Singer - INV 417051	£	50.00
Adam Shereston - INV 417079	£	50.00
Nabat Ghaffar - INV 417113	£	50.00
Sally Elkes - INV 417189	£	50.00
Benjamin Monk - INV 417256	£	50.00
	£	500.00

Event in next year or rolled over

Uli Walleser - INV 417021	£	50.00
Emma Paton-Phillip - INV 417112	£	200.00
Ariel Gragnari - INV 417120	£	50.00
Emma Mortimer - INV 417151	£	50.00
Amy Birchall - INV 417186	£	50.00
Jenny Crouch - INV 417286	£	50.00
Max Boisvert - INV 417291	£	150.00
Isabella Neave - INV 417311	£	50.00
Keiron Chissik - INV 417312	£	50.00
Julie Kennedy - INV 417313	£	50.00
Eva Sonneveld - INV 417315	£	50.00
Francis Briers - INV 417316	£	200.00
Katherine Jordan - INV 417339	£	50.00
	£	1,050.00

Invoiced in previous year (refund in this year)

Phillip Bezencenet - 417026	-£	50.00
Matt Tucker - 417044	-£	50.00
David Burton - 417209	-£	100.00
	-£	200.00

Closing Balance 28/02/2023 £ **3,109.38**

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 See TEAM 4 OBSERVATION'S

**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 28.2.2023 and can find nothing which gives me cause for concern. All payments from the account are matched by invoices plus regular payments are by direct debit. Team 4 solutions have a good grasp of the finances and accounts provided are well laid out. I have relied on the Trustees to ensure electronic transfers are made under dual control plus regular checks are made on the petty cash, Hirers cash, Key & Customer deposits together with refunds as these records were not produced.

I would ask the Trustees to investigate the invoice from POPLE Associates for £6620, £1104, £706 dated 11.3.22 just to ensure this is a quotation for future works and not an unpaid invoice. Also I notice that the cost of electricity 2022/3 was £2319.29 against £876.00 2021/22. Perhaps this could be checked to make sure correct although it is appreciated energy costs have risen substantially over this period.

The only error I could find is that The Scottish Widows statement shows a true balance of £1318.30 whereas audited accounts show a figure of £1316.63. The difference is caused by an interest payment of £1.67 not added on. Perhaps this could be brought to the attention of Team 4 who can make an adjustment in next years accounts.

The period to the 28.2..2023 has seen hall income rise following the lifting of Covid restrictions and it is good to see the hall being used to its full potential. I note the net deficit for the year was £10,477.54 however this does include depreciation of £4968.55 and £8,661.09 professional fees. With cash in the Bank and on deposit of £40,404 the deficit does not cause undue concern. Everyone associated with the hall can again be congratulated on guiding the Charity through another 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.