

Annual Report to December 2020

It goes without saying, that 2020 was an extremely difficult year for Pulborough Village Hall, as it was for many, many businesses; from the start of the Coronavirus Pandemic and closure in April 2020 continuing on in various forms throughout the year and indeed, still affecting us all today!

A Covid Risk Assessment had to be organised as well as Covid Guidance for hirers and staff. Many safety procedures had to be put in place very early on in the pandemic, but much of the safety equipment needed proved difficult to source due to global demand. Eventually we were able to purchase and install 7 wall mounted hand sanitiser dispensers around the building and set up antibacterial cleaning stations in every hall, enabling hirers to 'wipe down' as necessary. We had to purchase a safety/cough screen for the office sliding window, more internal bins (for the cleaning stations) as well as signage and posters for social distancing and regular hand washing etc. Some of the communal toilets were taken out of operation and a one in - one out system put in place. Staff were taking and recording daily temperatures as well as keeping a log/checklist for regular sanitisation processes that needed to be carried out during the course of a day. We also registered for a QR code enabling visitors to 'check-in' with the NHS Test and Trace App. A basic washing machine was purchased to enable more frequent laundering of mops and microfiber floor cloths.

Overall, during the year the hall was closed for approximately 6 months, apart from a few allowed groups, such as the Pre School, Parish Council, WeightWatchers and an AA group. The rest of the time we were able to open partially, welcoming back those groups that felt able to safely return and that were allowed under the ever changing Government Legislation in place at the time.

There is no doubt whatsoever, that the combined Government financial aid package of various Business Grants, plus the Job Retention Scheme (Furlough) has seen us through the worst of times.

Bookings over the course of 2020, varied greatly with those able to come back changing days, adjusting times and temporarily moving to larger, or in one case smaller hall spaces! All of which necessitated reverting to a handwritten desk 'diary', as the Booking System programme (where ongoing bookings are entered up to a year in advance), bore little resemblance to the bookings actually taking place. Sadly a few of our groups will not be returning, including one yoga class, Jean Seagrim's First Tuesday coffee morning, the 6 weekly Chiropodist and Jelly Beans weekly toddler group previously run by the Baptist Church.

During the year, our morning caretaker/maintenance man Chris, managed to paint all of the woodwork at the back of the building, including the upper Arun window frames, having carried out a risk assessment and with appropriate safety measures in place prior to the work being carried out.

With thanks to the staff especially to Denise, Warwick and Chris, for seeing the hall through a very difficult time and indeed to the hiring groups who have continued to support us.



Section A

Independent Examiner's Report

Report to the trustees of	PULBOROUGH SOCIAL CENTRE		
A/Cs for On year ended	31 st December 2020	Charity no	305409
	Set out on pages ONE to THREE		

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2019**. As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: Linda Ball Date: 16/07/2021

Name: LINDA BALL

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

West Sussex Local Authority School Business Manager

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