

# **Chairman's Annual Report - 2020**

## **Presented to the Trustees and Members April 2021**

### **1. Introduction**

West Chiltonton Village Hall was established to provide facilities for a wide range of activities for the residents of West Chiltonton and the surrounding area. However, during 2020 the Hall has been closed for a large part of the year due to the Covid 19 pandemic. Closure was necessary to meet Government requirements and to prevent the spread of the virus. As a consequence the Hall, which is self-funding from the payments received from clubs, societies, companies and individuals who book space in the Hall, has suffered a significant reduction in its income.

The Hall opened for a short period in the Autumn to allow certain activities permitted by the Government to take place. This was restricted to badminton, therapeutic pilates, short mat bowls and table tennis. During the closure, the Hall has been regularly visited by the Trustees to ensure that no problems have arisen. In addition a number of works have taken place as, despite its closure, regular maintenance has still been required.

There is a new refurbished room for Village Hall administration, repairs and storage. This room situated to the right of the stage was formerly used by the Dramatic Society as a Wardrobe and Props room. A number of the cupboards in the Doctor's room have been made available to the Dramatic Society for alternative props storage.

### **2.Trustees and Members**

The Trustees, who are elected at the AGM, on 26<sup>th</sup> February 2020 were:-

C. Keith Rushton - Chairman

Alan Sugarman - Treasurer

Paul Copeland - Secretary

Carole Newton - Bookings Secretary

Cllr John Blackall - Trustee

Terry Reeves - Trustee, Maintenance support

Edwin Preece - Trustee

There were 11 representatives nominated to the Members' Committee by regular non-commercial Hall users of whom 2 are also Trustees. Unfortunately, because of Covid 19 no Members meetings have been held in 2020. The general management of the Hall and the premises is vested in the Trustees and the Trustees did meet on 6 occasions during the year. These meetings, all socially distanced, were largely to discuss maintenance issues, financial

matters and actions to make the Hall safe for use in accordance with Covid 19 regulations and guidance.

### **3.Treasurer's Report on 2020 Accounts**

The Village Hall has been unable to operate for much of the year because of the covid-19 epidemic.

As a result our income, which is overwhelmingly derived from lettings, has been considerably reduced. Our outgoings, on the other hand, have only marginally decreased. A government grant of £10,000 has made up some of the shortfall and we have also benefitted from legacies from the estates of Carol Hudson and Richard Holliday amounting to £14,000. The funds from the latter estate are specifically intended to be spent on stage related refurbishment and technological improvements.

It is difficult to plan for the future while the epidemic continues to cause uncertainty. However the Trustees remain confident that sufficient funds are in hand to enable us to maintain the Hall in a fit state until rental income once again becomes available. Whether the level of usage of the Hall will return to that previously enjoyed remains to be seen.

### **4.Annual Maintenance and Technical Report**

The Hall has been in 'hibernation' for much of the year and the Trustees have sought to maintain the fabric in readiness for re-opening.

The grounds have been cut on a regular basis, the area next to the Windmill Room has been reinstated to lawn and the paved areas have been de-weeded. An additional external water tap has been provided on a rear wall to the WR to assist grounds maintenance and for the use of the adjacent Croquet Club.

The WI have planted a memorial tree near to the car park and Mill Road to match those at the other end of the lawn provided by the Horticultural Society.

All external paintwork has been redecorated by contractors and volunteers.

'Misted' double glazed units have been replaced in the Foyer.

All areas have been periodically cleaned to maintain standards and observe the Covid guidance.

### **5.Booking Secretary's Report**

Since mid-March when the Hall first closed under the restrictions of the Government Guidelines we were only able to open in September and October for those of our regular groups who could operate under strict distancing rules and with greatly reduced numbers of members or clients attending. It is expected that those restrictions will remain in place for some time to come but we hope that we will shortly be able to reopen, initially only for those groups, but followed hopefully before the start of the Summer for all the regular clubs and groups who make use of the Hall.

We have recently received several enquiries from new groups wishing to book sessions at the Hall for a variety of activities and it is hoped that when we are able to restart we can offer an increased number of activities at the Hall.

### **6.Secretary's Report**

The Trustees are obliged under the terms of Charities Legislation to submit an annual return to the Charities Commission. This was done within the prescribed time frame and no comments have been received from the Commission.

The Village Hall is affiliated to Action in Rural Sussex (AIRS). This body, together with Action with Communities in Rural England (ACRE) has provided valuable guidance on the application of the legislation in respect of Covid 19 applicable to Village Halls.

### **7.Priorities and future activities.**

The priority for 2021 will be to take all necessary measures to allow the Hall to re-open when permitted to do so by Covid19 regulations.

In addition it will be essential to carefully review the financial situation noting that income in 2021 is likely to be severely restricted for a second year.

The completion of any major works will depend on the financial situation and may be limited to those which are essential to allow the Hall to operate in a safe manner.

I take this opportunity to thank the Trustees and many other volunteers for their work during a difficult year.

**Keith Rushton  
Chairman of the Trustees  
March 2021**

Appendix

West Chiltington Village Hall  
Registered Charity Number 314072

Audited Copy

Receipts & Payments for the year to 31st December 2020

Receipts

<u>Year 2019</u>	<b>Income From Hall</b>	<u>Year 2020</u>
29,715	Hire Income	£7,446.50
	<b>Interest Income from Bank accounts</b>	
432	Virgin Money	£304.86
16	HSBC	£10.09
	<b>Other Income</b>	
40	UK Power	£40.79
1,490	Legacies/Donations	£14,000.00
	Grant - Covid-19	£10,000.00
31,693	<b>Total Receipts</b>	<b><u>£ 31,802.24</u></b>

Payments

<b>Village Hall Costs</b>		
4,605	Utilities	£3,324.40
4,750	Maintenance ( Note 2 see overleaf )	£6,310.12
1,947	Insurance	£2,074.23
551	Garden Maintenance	£938.99
4,094	Cleaning	£3,562.50
15,948		<u>£16,210.24</u>
	<b>Licenses &amp; Admin</b>	
562	Licenses (HDC & PRS)	£639.87
101	Tel/Printing/Stationery	£29.54
144	General Expenses	£144.00
184	Non Domestic Rates	
1,025	Web Site/Advertising	£880.35
2,017		<u>£1,693.76</u>
	<b>Other payments</b>	
24,150	Special projects (Note 3 see overleaf)	£4,059.47
254	New Equipment ( Note 1 see overleaf)	£378.69
5,432	Transfer to Reserves	£304.86
<u>29,836</u>		<u>£4,743.02</u>
47,801	<b>Total Payments</b>	<b><u>£22,647.02</u></b>
-16,108	<b>Net of Receipts/Payments</b>	£9,155.22
<u>25,908</u>	Working Funds last Year end	£9,800.25
9,800	<b>Working Funds this year end ( Note 4 see overleaf )</b>	<b><u>£18,955.47</u></b>

Auditor  
Denis Wright  
*Denis P Wright*  
26/01/2021

Honorary Treasurer  
Alan Sugarman  
*A. Sugarman*  
28/1/21

**Notes to Payments & Receipts for the year ended  
31st December 2020 for West Chiltoning Village Hall**

**Note 1 - New/Replacement Equipment**

Microphones	195.63
External tap	£31.21
Notice board	£141.85
Sundries	£10.00
	<u>£378.69</u>

**Note 2 - Maintenance**

Electrical	£2,158.18
Disposables	£652.87
Glazing	£625.00
Trade refuse	£374.60
Decorating	£1,494.69
Covid-19 extras	£396.68
Fire Extinguishers	£195.00
Heating	£228.00
Sundries	£185.10
	<u>£6,310.12</u>

**Note 3 - Special projects**

Office refurbishment	£1,257.47
Outside renovation (turf etc.)	£1,350.00
Main floor renovation	£1,452.00
	<u>£4,059.47</u>

**Note 4 - Funds of the Charity held as at 31st December 2020**

		2019
HSBC Current account	£5,437.60	£2,426
HSBC Savings account	£14,868.37	£16,858
	£20,305.97	£19,285
Less creditors		-£5,000
Less retained booking deposits		-£400
Less funds in hand carried forward	-£1,350.50	-£4,085
<i>total</i>	<u>£18,955.47</u>	<u>£9,800</u>
Rebuilding/contingency Reserve (Virgin Money)	£63,260.14	£57,523.05

**Note 5**

**Planned expenditure**

Replacement furniture	£8,000
Stage area equipment	£14,000
General lighting	£10,000
	<u>£32,000</u>

**Note 6**

Assets retained for the Charity's own use includes land and buildings, furniture & fittings, electrical and kitchen equipment with an insured value of £1,081,893

**Note 7**

Trustees have not been paid expenses except for reimbursement in respect of purchases made on behalf of the Charity.