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# SHOTTESWELL VILLAGE HALL

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## Annual Report and Newsletter

November 2020

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<https://www.shotteswellvillagehall.co.uk>

# **Contents**

**Chair's Remarks**

**The Reopening**

**Activity During the Year**

**COVID Secure**

**Scrubs Hub**

**100 Club**

**Finance**

**Governance**

**Maintenance and Improvements**

**Plans for the Future**

## Chair's Remarks

The purpose of this annual report and newsletter, which will once again be distributed to all households in the village, is to ensure that residents can be confident in how this important village asset is being managed and cared for. The committee also want to encourage engagement and involvement with current events, gather ideas for future events and market the hall space to hire for functions.

2020 has without doubt been the most challenging and frustrating years since the hall came into being in 1974. The trustees have worked tirelessly to ensure the hall has continued, as much as possible, to be a village amenity supporting not only the village but the wider area too.

As you will read throughout this annual report many different activities and events have carried on in the hall – albeit in a different format.

We started the year with the installation of our much-awaited new heating system. After a few teething problems we can now maintain and control the hall at a more comfortable temperature. We have had many positive comments throughout the year about how much of a difference it has made.

Along with the rest of society March was a difficult month for us. We had to make the difficult decision to close the hall in line with national guidelines. However, throughout our four month enforced closure the hall became a hub for the 'Warwickshire Scrubbers', thanks to the amazing support from a group of volunteers in the village.

Extensive work was carried out behind the scenes to make the hall "COVID Secure". This involved the writing, adoption and implementation of several policies and risk assessments, which allowed the hall to re-open in a controlled manner from 1<sup>st</sup> August. We welcomed back many of our previous groups and were fortunate to gain additional groups who had been unable to return to their previous venues. We are indebted to Warwickshire Rural Communities Council for all their help and support which made being able to re-open not only possible but much easier than it would otherwise have been.

As I write this in early November we have just been forced to partially close. This is hugely frustrating for everybody but we will be back from 2<sup>nd</sup> December along with the rest of the country. Plans are underway for something new and exciting going forward from December; more details will be released shortly.

All that the hall has achieved this year would simply not have been possible were it not for the efforts and perseverance of all the committee members and the support of those living in the village so a huge thank you to everyone.

*B. Jammett*

## The Reopening

### **The hall re-opened on Village Hall Saturday, 25<sup>th</sup> January 2020.**

It was a great event attended by over 70 people. The youngest and oldest village residents were there along with many residents from Shotteswell, some from surrounding villages as well as Councillor John Feilding, Stratford District Council, Councillor Chris Williams, Warwickshire County Council and Kim Slater Chief Executive of WRCC.

The hall was officially re opened by the Rt Honourable Jeremy Wright QC MP who wrote in the Leamington Courier:

*'VILLAGE Halls Week is an annual and national celebration of rural and community spaces and the people who dedicate time and passion to keep them going.*

*Village halls can often provide the only place to meet within a rural community, providing vital and diverse support to improve the quality of life, especially for those unable to travel far.*

*Some halls face difficulties recruiting volunteers, and some struggle with making financial ends meet. That's why the work of organisations like Action with Communities in Rural England to support village halls is welcome, along with grant support from sources such as the National Lottery Community Fund to help village halls renew themselves for the benefit of future generations.*

*I saw a first-hand example of renewal recently when I was invited to re-open Shotteswell Village Hall where extensive works have just been carried out to solve a long-standing problem that afflicts a number of village halls: heating the space. In this age of carbon consciousness, it is often difficult to find a solution that balances financial needs and environmental considerations whilst achieving the ultimate aim to keep visitors warm and comfortable. I was delighted, therefore, that a new air source heat pump heating system had been installed at Shotteswell Village Hall in time for its re-opening at the end of January. Along with recent insulation works the hall provided a welcome sanctuary for the many villagers and visitors who came to celebrate their village hall's return to service.*

*We also celebrated those who worked hard to achieve this feat of engineering – the trustees and the management committee – who provided me with a tour of the village hall and its impressive new heating system before inviting me to cut the ribbon. They also introduced me to some special guests in the form of the oldest and youngest residents of the village, a reminder that village halls, and Shotteswell in particular, have an encouraging talent of bringing together all aspects of our society across generational divides into a shared space where local communities can thrive in partnership. This is why I believe it is important for us all to support our local village halls, and why the volunteers who keep them going deserve our thanks and admiration.'*

*Rt Hon Jeremy Wright QC MP*



## Activity During the Year

The use of the hall had increased significantly over the last year or so and consequently income had increased and there was a good mix of planned activity and hiring.

There were several regular events and activities for residents to attend including Tuesday Club, Saturday Lunch and Breakfast Club. Also, the Quiz Nights and Birthday Flag Days are proving very popular.

Prior to the COVID pandemic the hall was being used on about 18 days each month. Then in March we were forced to close for all our normal activities. However, it was not long before the doors opened again to become **Shotteswell Scrubs hub**.

When we re-opened in August many activities that were permitted under the restrictions returned and were joined by some new ones. **Breakfast club** re-opened and **Tickles for Pickles** returned along with the **Zumba** and **Yoga** classes. They were joined by a new **T'ai Chi Chic** class and the **Book Exchange**. The PCC held its AGM and the Parish Council held its meeting in the hall. In October the hall had booking and events on 22 days.

The hall had to close again, with limited exemption, on 5<sup>th</sup> November. We hope to re-open again in early December

Future events can be viewed on the website calendar page  
<https://www.shotteswellvillagehall.co.uk/calendar>

## COVID SECURE

The committee undertook a risk assessment and put all appropriate measures in place to ensure that when the hall is open we are providing a COVID secure space. These include:

- A once per month deep clean by a professional cleaning team
- Cleaning after each use
- Regular fogging (see below)
- Track and trace
- Electronic payment methods (see below)
- COVID risk assessment reflecting Government and ACRE guidelines (reviewed regularly)

**We are doing everything we can to ensure the hall is a COVID secure space. However, if you have any suggestions or concerns about how we are running it then please let us know.**

### Fogging Machine

The Village Hall Committee purchased a fogging machine which uses a fine spray to apply a chemical solution as a means of sanitising surfaces. The key reason for the purchase is to help us keep the Hall clean and secure for users. Foggers are effective for sanitising, something which has become a massive requirement as a result of the COVID-19 outbreak in 2020.

The fogger uses pressure to create a fine mist (or fog) which is applied to the targeted area. The fine fog can reach into corners and difficult areas and may also penetrate porous surfaces. Because fogging is a relatively quick process it is suitable for regular application and the treated areas and equipment can be brought back into service quickly. Foggers are safe to use in all areas including food preparation areas.

We are happy to hire out the machine so if you are interested please send an email to [info@shotteswellvillagehall.co.uk](mailto:info@shotteswellvillagehall.co.uk). The cost is £30.00 per 24 hours plus sanitising fluid.

## Scrubs Hub

Early in the pandemic we were asked if Shotteswell would become involved in providing scrubs for our frontline workers in Warwickshire. We knew the desire to assist the NHS to keep staff safe and save lives was very strong, so we asked the village to help and the response was amazing.

We asked for spare cotton or polycotton material. Lots of people donated duvet covers and pillowcases. Most houses in Shotteswell must now have new bedding!

We asked for donations to buy fabric. Residents of the village donated over £400.

We asked if there were people prepared to cut out the scrubs ready for others to sew. The response was brilliant and we soon had a cutting team co-ordinated through the WhatsApp Cutters Group.

We asked can you sew, and if yes, will you sew scrubs. Again, we had a brilliant response. Some were regular and very accomplished seamstresses and others were going back to sewing after a long break, but they worked as a team.

We also had brilliant support from the co-ordinator of Wellesbourne Scrubbers and the Ratley Hub.

The seamstresses have now turned their attention to making masks and I know many residents are already wearing them. These are usually available at the Book Exchange on a Tuesday afternoon and Sunday Breakfasts for a donation to church funds. If you would like masks during this next month please just drop us an email.

## 100 Club

We have had our first four draws for the 100 Club. **The prizes this month were: - 1<sup>st</sup> prize: £51.25, 2<sup>nd</sup> prize: £30.75, 3<sup>rd</sup> prize: £20.50.**

It is not too late to join if you are interested. Members of the club buy numbered tickets which go into a regular draw. When the draw is made a percentage of the profit is given as the prize and the remainder goes to a good cause, in this case the village hall.

The draw takes place once each month usually at Breakfast Club.

For joining information email us at [info@shotteswellvillagehall.co.uk](mailto:info@shotteswellvillagehall.co.uk)

## Finance

**The Committee manage the assets of the charity in accordance with the prevailing governing document and financial policy** which can be viewed on the web site.

<https://www.shotteswellvillagehall.co.uk/about/policies>

The treasurer is responsible for the day-to-day management of the charity's finances, implementing the decisions of and reporting to the committee.

The treasurer provides a **financial report at each trustee meeting** and the committee discusses any substantial changes to income or expenditure.

There is a **good understanding of the costs of running the hall** on a day-to-day basis and the expected outgoings and income between meetings and for the year.

The **best value is always sought** whether it is for building insurance or providing new equipment for the kitchen.

All **financial decisions are taken by the committee** and in full knowledge of the current and predicted financial situation.

One of the committee's concerns is the need to ensure there are **adequate reserves to allow for unexpected problems** with the building. The increased income along with careful budgeting is allowing the build-up of that reserve. However the pandemic has severely affected this year's income. As a small charity we were grateful to be able to apply to SDC for a COVID grant and we received £10,000.

**The total income for the year ending 31<sup>st</sup> October 2020 was £57,480.95 and the total outgoings were £55,043.69, with the total cash asset at the end of the year being £15,240.22. The income includes the funding from the National Lottery Community Fund and the COVID grant.**

**Income from lettings is £1,818, a decrease of 70% from last year. This is due to two factors; the hall was closed for two months for refurbishment then from mid-March to 1<sup>st</sup> August the hall was closed again because of the COVID pandemic. Income from fundraising was £3,463. Donations totalled £450 and grants £50,482.**

Much of the expenditure was associated with the refurbishment (£50,482) along with general maintenance (£2,997).

## Governance

The committee continues to monitor and improve its governance arrangements.

There are representatives from each of the main user groups in the village.

There is a gender and age mix on the committee along with a variety of work and life experiences and skills. This means that we have a healthy mix of views and everyone can use their strengths to support the work of the committee.

The committee has a series of policies to ensure that trustees:

- understand their role
- work effectively as individuals and a team
- exercise control
- behave with integrity
- are open and accountable.

Last year the committee decided to introduce a trustee agreement. This agreement, which must be signed by all trustees, ensures that each person understands the actions, behaviours and engagement expected of a committee member.

New trustees are presented with a trustee pack with information about the hall, including the constitution and policies, but also about being an effective and fully participating trustee. Agendas are circulated in good time before committee meetings and trustees are encouraged to bring matters to the committee and fully participate in discussions and decision making.

All meetings are minuted and decisions agreed within the committee. Approved minutes are published on the website and the village hall notice board.

We continue to hold a **Hallmark 3 award**, demonstrating community/social awareness, good governance, forward planning and development. Also, Warwickshire Rural Communities Council (WRCC) continue to offer us support and guidance.

All governance documents can be viewed on the website

<https://www.shotteswellvillagehall.co.uk/about/policies>

## Maintenance and Improvements

As with all old buildings there is a need for ongoing maintenance. We have needed to have sections of the floor in the main hall replaced and some electrical work undertaken. We have also purchased a new oven. The old one stopped working at 8am on a Breakfast club morning!

The steps leading out on to Coronation Lane had been deteriorating for some time and were, in the opinion of the committee, becoming unsafe with the steps beginning to

crumble. We sought quotes to replace the steps and to add a handrail to make it safer. This work was undertaken in September and has not only made it safer but also made the area look tidier and better presented. Also, two side windows in the main hall are deteriorating badly. They have been repaired many times and the committee have decided that we now need to look to replace them. We have some quotes for the work and have submitted a planning application. Maintenance is a continuous task at the hall and whilst the trustees will always do as much as possible themselves to keep maintenance expenditure to a minimum there are always tasks that we have a legal obligation to have undertaken professionally.

## Website

The website keeps villagers informed of the work being done and decisions being taken by trustees. The minutes of meetings and all policy documents are available on the site, and individuals are actively encouraged to come forward with suggestions, questions and concerns.

<https://www.shotteswellvillagehall.co.uk>

## Internet Access

**Internet access is available** to those hiring the hall. It also enables us to control the heating system remotely. We can boost the heating before users arrive and ensure it is returned to a background level at the end of the hiring. This ensures a welcoming environment and efficient use of the system.

## Electronic Payment Methods

Since we moved the bank account to the Co-op last year we are able to accept payments by bank transfer and receive payments by this method.

Also, this month we have invested in a card payment machine which allows us to accept card payments, Chip and Pin, Contactless and Apple pay.

## Car parking

It is important that we ensure the car park is available to those hiring the hall. We would ask that anyone wanting to use the car park, who is not hiring the hall, checks availability via the calendar on the website or by contacting one of the committee. We do try to ensure a chain is across the entrance when it is required for a hiring but this is not always possible.

If you do want to use the car park when you have friends visiting or a party, we would ask you to check with a committee member. In these situations the committee would welcome a small donation to village hall funds.

<https://www.shotteswellvillagehall.co.uk/calendar>

## Plans for the future

We plan to re-open as soon as we are advised by Government and ACRE that we can. We look forward to a time when we can get back to normal but in the meantime we will continue to maintain a COVID secure space for people to use. We will think how we can adapt our usual activities and come up with new ideas that allow us all to safely connect with each other.

## Christmas

Along with the Christmas masks the committee thought it would be nice to bring a little Christmas cheer to the hall. So, this year we will be having a Christmas tree outside the hall.



## Breakfast Club

**A BIG THANK YOU** to all of those who have joined us at breakfast in the hall. We have had a great turnout for sit down breakfasts and for **the new take away service**. It was lovely to see people together again at the hall. We hope everyone felt safe and **hopefully we will be back next month**.

If you have any suggestions or concerns about how we are running the events then please let us know.

## Cinema in the Park

We thought it would be fun to arrange outdoor village events. There have been many ideas with one being Cinema in the Park, which was suggested by one of the villagers. As soon as we start to come out of the winter weather we will let you know more.

## Warm Hub

### Overview

The Warm Hub must have an energy theme running throughout, although this is very light touch. A few energy related topics need to be covered during the year, for example: supplier switching, keeping warm and well, carbon monoxide alarms, etc. Often the Information is provided in a passive fashion. There is never any hard sell to attendees.

The community group acting as the **Warm Hub** is not restricted to energy themed subjects and is able to address other topics of interest to the community.

### The Proposal

The proposal is that Shotteswell Village Hall becomes the first **Warm Hub** in Warwickshire and the only one outside the Northumberland area.

**The first Warm Hub event would be the Sunday Breakfast Club on 13<sup>th</sup> December.**

The **Warm Hub** would be eligible to receive support from the **Warm Hubs** Co-ordinator. This might include assistance with governance, training or fundraising activity.

The venue must have appropriate policies & procedures in place, with staff and volunteers having undertaken all necessary training or working towards them. WRCC can assist with meeting any identified needs.

The events need to be inclusive, addressing social isolation and loneliness and including all age groups, from the elderly to young parents.

The concept of community should go beyond the boundaries of the village and include surrounding villages. To facilitate this, it may be possible in the future to provide a minibus to be used by a volunteer driver.

The hall is a warm welcoming space which has facilities that meet the needs of various age groups. However the kitchen would not be able to cope with catering on a regular basis or for large numbers. Identifying funding for a more suitable kitchen, including an industrial dishwasher, is seen as a priority.

## Face Masks

We are still producing face masks (some have become real experts), and we have lots of different colours, patterns and four sizes (small, medium, large and extra-large).

They are available at the Book Exchange or Breakfast Club with donations to church funds.

Or email us at [info@shotteswellvillagehall.co.uk](mailto:info@shotteswellvillagehall.co.uk)

**Given we will be needing masks into next year we are planning to produce a Christmas range – we will let you know when they are available.**

## Hire Costs

### Hall

**£9 per hour including heating, use of the kitchen, all equipment and Wi-Fi access.**

### Equipment

Gopak folding tables

Trestle tables

Chairs

Cutlery and crockery

Gazebos (6 metres)

Skittles

Coconut shy

## Current committee members

Ben Zammett, Chair

Hilary Wareing, Vice Chair

Linda Clark, Secretary

Terry Clark, Treasurer

Claire Jeffrey

Anne Omer

Jeanette Coogan

## Contacts

Linda Clark, Secretary Tel: 01295 738143 or lindamargaretclark@hotmail.com

Ben Zammett, Chair and Bookings Tel: 01295 738564 or b.zammett@gmail.com

## WRCC Energy

WRCC Energy is an oil buying syndicate run by a local charity to help members save on their heating bills. We have ordered nearly 6.5 million litres of heating oil, saving over £355,000 against average prices quoted at the time of order (5 pence per litre).



Visit [www.wrccenergy.org.uk](http://www.wrccenergy.org.uk) or call 01789 472619

to find out more and set up an account

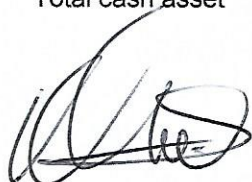
## SHOTTESWELL VILLAGE HALL ACCOUNTS - YEAR 1.11.2019 TO 31.10.2020

2019-2020	INCOME	2018-2019
£13,846.21	Balance brought forward	£8,704.19
£1,698.50	Lettings/equipment hire	£4,843.00
£2,170.00	100 Club	
£50,932.00	Donations/Grants	£11,807.06
£1,873.10	Fundraising	£1,683.35
£120.00	Electricity Meter	£830.00
£21.15	Interest	£91.63
£666.20	Refunds	
<b>£57,480.95</b>	<b>Total Income</b>	<b>£19,255.04</b>
<b>£71,327.16</b>	<b>Total</b>	<b>£27,959.23</b>

### EXPENDITURE

£940.63	Insurance	£713.21
£1,301.16	Electricity	£738.31
£0.00	Council Tax	£113.40
£151.76	Water Rates	£255.14
£49,072.69	Purchases/Redecoration	£5,453.18
£2,997.20	General Maintenance	£6,839.78
£580.25	Payouts	
<b>£55,043.69</b>	<b>Total Expenditure</b>	<b>£14,113.02</b>
£1,042.75	Liabilities	
£1,394.51	Excess Income/Expenditure	£5,142.02
<b>£4,117.04</b>	Coventry BS	<b>£11,870.89</b>
<b>£12,166.43</b>	Co-Op bank	<b>£1,975.32</b>
<b>£15,240.72</b>	<b>Total cash asset</b>	<b>£13,846.21</b>

T A Clark  
Hon. Treasurer



A P Jeffrey  
Hon Auditor



**Notes**

Grants from Big Lottery (£40,222.51) and SDC (10k)

Refunds from Ofgem & Nicholls (cage)

Purchases include Air Source heating & electrical work, new chairs, 'fogger'

Gen. Maintenance includes Planning application, deep cleaning, pest treatment

Wifi & website

Payouts for 100Club & Gofundme (Scrubs)

Donations for Birthday Club & Scrubs



Section A

Independent Examiner's Report

Report to the trustees/ members of

SHOTTESWELL VILLAGE HALL

On accounts for the year ended

31 OCTOBER 2020

Charity no (if any)

502948

Set out on pages

(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 10 2020

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:

Andrew Jeffrey

Date:

12/12/2020

Name:

ANDREW JEFFREY

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

ACA

Address:

6 NEW ROAD  
SHOTTESWELL  
OX17 1HT

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 - no items of concern.

