

## Chair Report for Annual General Meeting 2020 – deferred meeting from December 2020 re COVID-19

### **AOB from 2019 AGM:**

There were no topics raised for discussion prior to the meeting. However, there were questions arising from the Chair's and Treasurer's reports.

1. Ron Glen asked what rate of VAT we paid on Utility Bills as a charity. Laxmi was able to confirm that this was 5% and that we were exempt from Council Tax payments.
2. It was noted that the proposed canopy was still an ongoing project and that options were still being considered.
3. We were asked about the maintenance of the defibrillator. It was provided free of charge by Broxtowe Council but the Village Hall is responsible for its maintenance. *Unsure as to what this cost will be annually due to how many times it is used but the cost of a battery is £90.00.*

### **Joan:**

I would like to welcome everyone to the Management Committee Annual General Meeting, a very different and delayed meeting due to COVID-19 and due to lockdown, held by Zoom. A special welcome to The Holding Trustees: Michael Hammond, Jim Crabtree, Martyn Porter.

Where do I start! What an extraordinary year that no-one could predict. We have had to contend with storm damage in February and COVID-19 from March 2020, risk assessments and bank issues. I normally do my thanks at the end but because of the pressure the Sub-Committee, including Chris Lawrence, Hall Manager, where under at the beginning of March, I feel this is needed now.

I can't express how grateful I am for the support you all gave me, in particular from February/March 2020. We had endless emails, meetings, phone calls but by June we got there in the end. My sincere thanks to you all and to the rest of the Committee for agreeing and supporting our emergency proposals.

In March 2020, our Treasurer, Dr. Laxmi Shah, became seriously ill and was unable to carry on with his duties of Treasurer. Chris Lawrence, Hall Manager and I, Joan Kolomyjec, Chair, took over the Treasurer's role temporarily. Laxmi is still recovering from Coronavirus, but he is home and steadily building up his strength.

Sadly, Laxmi has stood down from Treasurer after 22 years! What an achievement and we recognised this by a presentation of a gift, by Zoom with his family at the beginning of the meeting.

I have enormous regard for Laxmi for everything he has achieved over the years, his commitment and his prudence and careful eye on the finances has seen us through this dreadful 2<sup>nd</sup> half of the Financial Year 19-20. I also know that many on the Committee have worked with Laxmi in the different roles you taken over the years and will have similar regard.

### **Now to review the FYR 19-20 from the beginning.**

The Hall remained a popular venue to hire, receiving many bookings alongside regular user groups. Over the period September 2019 – March 2020 there had been large and small parties, weddings and charity events.

We are extremely grateful for the donation of £1025 from the Scarecrow Festival 2019, who chose to nominate the Hall as one of their main charities. We purchased 90 new chairs for the Main Hall, the donation covered some of the cost. The new chairs later became a brilliant commodity due to the cleaning regime we are having to follow.

Over the Financial Year 2019/20, as well as the usual maintenance programme, we have completed:

- Electrical checks, updated necessary electrical work including automatic light sensors fitted all toilet areas re Covid-19

- Emergency tree work
- Replacement roof to the garage
- Plumbing and general maintenance inside and out
- Drains

On a monthly basis, the defibrillator that was installed for the local community use is checked. We are informed when it is taken and/or used by the ambulance service. It is the Hall's responsibility to buy replacement pads and battery if and when used/needed. We have had to replace the battery at a cost of £90.00.

Chris Lawrence notifies the Committee of work needed to keep the Hall maintained to a high standard. Careful planning and budgeting enable us to do essential maintenance and to modernise as we go along to meet the needs of all of our user groups, unfortunately only urgent maintenance work needed is being carried out until further notice due to our closure.

I'm very pleased to report that Chris Lawrence's role of Hall Manager is working well and proved an absolute necessity this year due to the Treasurer's situation. The Hall Master system is working well and used by regular user groups and private hirers, the system also reduces the workload for our Treasurer, and invoicing continues to be part of the Hall Manager's duties but overseen by the Treasurer. Chris is also able to produce income forecasts and projections from the system for the current and future Financial Years.

We have employed 2 cleaners who are responsible to the Hall Manager. Currently, we have only 1 cleaner until everything returns back 'to normal'. Jenny Stevens sadly had to resign due to health reasons. We thanked her with a card and flowers. We will need to advertise to replace her once private hire returns.

The Hall objected to the submitted planning permission for the former Gables Nursing Home to be turned into 4 units, we played a part to the planning being refused. Thank you to all who attended the Council Planning Meetings. Unfortunately, despite appeals and a large number of people against, the go-ahead was given. Work commenced in February 2021. We will continue to monitor the whole situation once tenants are in the building.

Now to **March 2020 and COVID-19 and lockdown**. The Hall had to close except to Pre-School who had to remain open for critical key-workers children.

Attenborough Church Pre-School are extremely grateful for the support the Hall as given over this difficult period and to Debby Hodgkinson, Village Hall cleaner for all her support from June 2020 and her commitment following the system of control Government guidance issued by Public Health England we have to follow to be a Covid secure building.

Chris, Hall Manager, worked tirelessly contacting user groups and private bookings and arranging refunds, some bookings for weddings deferred to a later date. Chris was also dealing with the tree damage from the storm in February 2020. The tree uprooted and landed on the garage roof causing extensive damage. Chris took over the Insurance claim and dealt with the contractors. This proved to be a long arduous task. The garage has now been repaired and the Insurance Claim is complete. Financial details of this fall into FYR 20-21.

Chris arranged for the remaining trees in the garden to be checked re our responsibilities for Health and Safety and received 3 quotes, all tree work is now complete. An expensive but essential job.

The Hall briefly was allowed to open in June for some of our regular user groups but you will see how badly the lockdowns and Government guidance as affected our income. We have been able to claim from the Governments furlough scheme to help pay wages. All of this carries on into financial year 20-21 but we are carefully monitoring the situation.

We co-opted a new Treasurer in October 2020, my thanks go out to Anne Hallam who stepped forward and is responsible for applying to Broxtowe Borough Council for the Business Support Grant which will show in FYR 20-21 accounts. More of that information in the Treasurer report.

The Sub Committee also had to deal with the closure of the Nottingham Building Account and changing over signatories etc. You will see from the accounts we have opened 2 new online bank accounts through Charity Aided Foundation (CAF), a bank that deals purely with charities and have now moved to electronic banking with Lloyds. Financial procedures are in place for this.

I would like to thank all of the group representatives that regularly attend our meetings when we are open or joined in the Zoom meetings. Your views and/or concerns are very important to the Management Committee, you are 'our eyes and ears on the ground' as regular users. We hope we can welcome you all back as soon as possible.

Once again, I would like to thank everyone for their time and commitment. Everything that you all do is greatly appreciated, especially by me, and we have a highly experienced committee who give their time voluntarily to keep this amazing Hall a big part of the village.

My personal thanks go to the officers:

**Tim - Vice Chair** who is also our Zoom expert! **Yvonne – Secretary**, Laxmi – resigned Treasurer, **Anne – newly appointed Treasurer**. I couldn't do this role without you all and appreciate your support, especially this year due to the situation we found ourselves in due to COVID-19.

I am extremely pleased that the management operating changes brought in have worked well, the popularity of the Hall brings with it a lot of work, most of it was supported by voluntary roles. Budgets will be monitored carefully over the next few years due to the impact of Covid-19 but hopefully we will have some restrictions lifted soon to return to what we do best – run a successful Hall for our valued community and groups. We aim to continue to make the Hall 'the heart of the community', to do this we need more volunteers, please spread the word!

Sincere thanks. Joan Kolomyjec, Chair, February 2021

**LUCY & VINCENT BROWN VILLAGE HALL**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2020**

	<b><u>2020</u></b>		<b><u>2019</u></b>	
<b><u>RECEIPTS</u></b>	£	£	£	£
Rent		27,218.98		45,844.66
Donations		500.00		2,625.00
Coronavirus grants received		2,484.53		-
Interest received		<u>80.39</u>		<u>47.87</u>
		30,283.90		48,517.53
<b><u>PAYMENTS</u></b>				
Caretaker's and cleaner's salary	13,863.03		12,243.98	
Window cleaning	945.00		1,035.00	
Garden	350.00		1,045.00	
Gas	5,228.91		3,099.39	
Electricity	982.25		1,312.64	
Water	575.49		614.04	
Insurance	2,331.45		2,214.45	
Ground rent & arrears	200.00		200.00	
Performing Rights Society	568.30		568.30	
Printing, postage and stationery	393.33		781.44	
Cleaning materials	987.87		1,262.37	
Repairs and renewals	4,784.15		3,158.47	
Community Council for Nottingham	20.00		20.00	
Website costs	346.00		96.00	
Waste collection	1,812.01		2,759.15	
Chairman's meeting	162.31		190.99	
Floor repairs	-		3,390.00	
Architect fee	218.04		-	
Tables and chairs	2,086.39		-	
Payroll administration fees	-		132.00	
Sundries	1,288.13		987.78	
Donations made	<u>-</u>		<u>40.00</u>	
		<u>37,142.66</u>		<u>35,151.00</u>
<b><u>(DEFICIT)/SURPLUS</u></b>		<u>(6,858.76)</u>		<u>13,366.53</u>

**LUCY & VINCENT BROWN VILLAGE HALL**

**ACCUMULATED FUND**

**AS AT 31<sup>ST</sup> AUGUST 2020**

	<b><u>2020</u></b>	<b><u>2019</u></b>
<b><u>BALANCES AT END OF YEAR</u></b>	<b>£</b>	<b>£</b>
Lloyds Bank Treasurer's Account	5,476.55	5,105.15
Nottingham Building Society	-	67,230.16
Shawbrook Account	35,000.00	-
CAF Account	25,000.00	-
Cash In Hand	-	-
Float	<u>50.00</u>	<u>50.00</u>
	<u>65,526.55</u>	<u>72,385.31</u>
<b><u>REPRESENTED BY:</u></b>	<b>£</b>	<b>£</b>
Unrestricted funds:		
Accumulated Fund Opening Balance	72,385.31	59,018.78
(Loss)/Surplus	<u>(6,858.76)</u>	<u>13,366.53</u>
	<u>65,526.55</u>	<u>72,385.31</u>

**NOTES**

1. The freehold title to the land is vested in the Southwell Diocesan Board of Finance.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LUCY & VINCENT BROWN VILLAGE HALL**

I report to the trustees on my examination of the receipts and payments account of the Lucy & Vincent Brown Village Hall for the year ended 31st August 2020 together with the Accumulated Fund as at 31st August 2020.

### **Responsibilities and basis of report**

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 2011 Act).

I report in respect of my examination of the trustees 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 2011 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the accounts do not accord with those records.

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.

Michael Lucking  
C. J. Lucking & Co.  
Chartered Accountants  
34 Cross Street  
Long Eaton  
Nottingham  
NG10 1HD

12<sup>th</sup> February 2021

**LUCY & VINCENT BROWN VILLAGE HALL**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2020**

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