BADBY VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity No: 304158

Committee Report to the 2021/22 Annual General Meeting on 23rd May 2022

The village hall continues to be operated according to the principles contained in the deed of 1st May 1951, although since that date it has become a charity registered with the Charities Commission and also has to comply with relevant legislation relating to that.

It is the function of the Badby Village Hall Management Committee (BVHMC) to ensure that the hall is used for the benefit of the residents of Badby and Fawsley Parishes and the immediate vicinity. As such it is responsible for keeping the hall in good order and ensuring that it meets all relevant regulatory and legal requirements relating to village halls. It is also responsible for ensuring that the finances of the hall, which is self-funding, are competently managed.

The committee consists of 2 elected members and up to 10 additional members can be appointed by local organisations as defined in the 1951 deed. It is to be noted that local organisation appointees do not represent that organisation and must always act in the best interests of the Village Hall, while conforming with charity commission regulations, and the principles of the deed. A further 3 members, who are not affiliated to any particular organisation, can also be co-opted by the committee.

At the 2021 AGM Ken Morris was re-elected to the committee and has continued in the position of Chairperson. Peter Cooper was also re-elected to the committee and has continued in the position of Treasurer and Invoicing Secretary. Since then the Committee has co-opted Chris Lofts as a committee member.

Therefore the committee for the 2021/22 year comprised: -

Ken Morris	Chair	Elected	also a trustee
Peter Cooper	Treasurer	Elected	also a trustee
Zelda Shapter	Minutes Secretary	Horticultural Society	
Janet Cooper	Committee	Parochial Church Council	
Richard Piner	Committee	Parish Council	also a trustee
Helen Love	Committee	Parish Council	
Patricia Plaskett	Committee	Badby & District Film Society	
Ann Cotton	Committee	W.I.	
John Hammons	Committee	Badby Photographic Society	
Monique Shortt	Committee	Art Group	
Kay Purnell	Committee	Co-opted	
Karen Alexander	Committee	Co-opted	
Chris Lofts	Committee	Co-opted (joined 28 March 2022)	

Sue Blundell continued as caretaker throughout 2021/22.

As predicted in the 20/21 report, 21/22 has been a difficult year with the Coronavirus pandemic dominating the most part of the 21/22 management of the Hall. Lockdowns meant the Hall had to be closed for long periods of time and Bluebell Teas, our main fundraising event, had to again be cancelled in 2021. It is doubtful if many people realised just how long the problems would last, however by the end of 21/22 things were definitely improving and normal hiring of the Hall had resumed, and a clear commitment was made to go with Bluebell Teas in May 22. However, despite this and the absence of any other fund-raising activities our financial concerns have been partially alleviated through the provision of government grants, which are detailed in the Treasurer's Report. Throughout the pandemic the committee have tried to maximise use of the Hall whenever opening was permitted, within regulations prevailing at any particular time. Unfortunately, these efforts produced very little additional rental income, but we can say that no opportunity to utilise the Hall was passed over. Unfortunately, we are still far from achieving historical rental income as many societies have not reformed after Covid and currently rental income is insufficient to run the Hall without fund-raising activities. This is again covered in the Treasurer's report.

During 21/22 routine maintenance in the form of repairing and repainting the windows on the Courtyard Lane side of the Hall was undertaken. While the repairs to the windows were carried out by a local tradesman the painting was done by two committee members, so saving a considerable sum of money. The Committee is grateful for these members efforts and commitment of time. Furthermore, some emergency roof repairs were carried out at considerable expense. However, the major maintenance work done in 21/22 was the upgrading of the fire exit signs and the replacement of some defective emergency lighting and fire alarm activation switches. This work followed a fire safety inspection by an independent consultant. Other work done in 21/22 included the addition of power points in the foyer which will allow some form of portable heating to be used when hirers are using the foyer area to sell tickets etc. We are also now able to make internet connection available to hirers for a small cost.

Looking forward, issues to be addressed in 2022/23 include the re-organisation/re-fitting of the storage room. The aim is to take non-food/catering/cleaning related items out of the Committee Room and kitchen area. Indeed the whole issue of storage still needs to be reviewed in terms of what we offer to regular hirers. However, the most important issue in 22/23 will be increasing the number of hirers particularly through the day.

Finally, the committee would like to thank all hirers for their custom and always appreciate suggestions from them and others for realistic improvements to the hall and its management.

Ken Morris
Chair
Badby Village Hall Management Committee.

BADBY VILLAGE HALL MANAGEMENT COMMITTEE

Treasurer's Report to the 2022 AGM, 23 May 2022

Attached are the Badby Village Hall Management Committee (BVHMC) accounts for the financial year ending 13 April 2022.

In summary, the outcomes for 2021/22 were (figures for 2020/21 in parentheses):

Total income	£17,340.12	(£21,175.34)	
Total expenditure	£9,136.22	(£7,256.64)	
Surplus on the year	£8,203.90	(£13,918.70)	

Bank balances at 13 April 2022:

Community Account	£31,889.80	(£23,823.02)	
Money Manager Account	£14,054.82	(£14,051.70)	(expendable)
	£7,500.00	(£7,500.00)	(unspendable endowment)
Unbanked cash & cheques	£134.00	(£0)	
Total assets	£53,578.62	(£45,374.72)	

Income. 2021/22 has been, like 2020/21 before it, exceptional owing to continuing prevalence of Covid. While the Hall has been able to open more this last year, we were still subject to periods of closure or restrictions (mask-wearing, etc.). These constraints and uncertainties have delayed many of our regular users from getting back to a normal programme even now, and some regular users have been unable to reform at all. The income from hiring, at £3,161.50, is therefore both a positive sign that usage is building back up, but a negative sign in that it is still well short of our normal letting income of £5k+.

Sadly, we were unable to organise the fund-raising Bluebell Teas event in May 2021, but we were able to hold a very successful fund-raising Race Night in October 2021, which raised £933.37.
The Government, recognising that venues such as ours were continuing to suffer, awarded further lockdown grants totalling £12,167 during the year, which offset our losses:

Restart Grant 2 - Hospitality, Accommodation, Leisure, Personal Care and Gyms	Awarded £8,000 (6/5/2021)
Additional Restrictions Grant (ARG) – Businesses who have received a restart 2 grant	Awarded £1,500 (26/7/2021).
Omicron Hospitality & Leisure Grant	Awarded £2,667 (18/1/2022)

Expenditure. Throughout the year, costs have continued on caretaking, maintenance, security and repairs as normal, little affected by the Covid restrictions and lower usage. Several major works have been carried out:

- In October 2021, a Fire Risk Assessment was undertaken which led to a number of recommendations concerning fire notices, emergency lighting, fire call points, record-keeping and fire policies. All have been implemented, but the total cost of the Assessment and follow-up work came to £1,540.50.
- In December 2021, emergency work was needed to the roof and guttering adjoining The Old School House, which was causing damp in both buildings. The costs of this came to £966.
- The windows on the Courtyard Lane side of the building have been deteriorating, and all six top ventilators were renovated, at a cost of £677. Two of the lower casements need further work, which was ongoing at the year end.

Sadly, HSBC decided to withdraw its free banking for charitable accounts and we are now charged a monthly fee and for cheque and cash transactions. To minimise these costs, cash and cheques are held to be banked in bulk, but this has led to some cash and cheques unbanked at the year end.

Treasurer's comment on the Accounts. On the surface, the results for the year are good – we made a surplus of in excess of £8k and our total assets stand at over £53k. However, those figures hide a worrying situation – not in the immediate future, but in coming years.

First, this year's surplus is due only to our having received more Covid grants – without those, we would have made a net loss of around £4k.

As things stand now, our annual income from room hirings will not meet our regular outgoings, even if all our current regular users return to their full programmes, as we have lost some users through the pandemic. And we know that costs will increase: our electricity bill (a commercial contract, so uncapped) will increase considerably, we have been told that the discretionary Rates Relief that we have received will stop next year, and we can expect all maintenance work and materials to raise with inflation.

Second, and similarly, our total assets have been boosted by the receipt, over the past two years, of just over £32k in Covid grants; without those our assets would now be at their lowest for many years.

Our target must be to return to a situation where our regular outgoings are more than met by our business of hiring out the Hall. Fund-raising should aim to add value to the Hall through new services and facilities. Until we do reach that position, we will need to draw on our reserves, but recognising that that is not their true purpose – they are to meet our costs for both planned and unexpected costs relating to the maintenance and repair of the Hall. As we have seen this year, these can be considerable, and building costs are rising steeply.

These are the challenges that the Committee will need to address over the coming years.

Peter Cooper, BVHMC Treasurer 3 May 2022

Badby Village Hall Management Committee

Registered charity no. 304158

Receipts & Payments Account for the year 14 April 2021 to 13 April 2022

Receipts	Unrestricted Funds	Restricted Funds	Endowment Funds	2021/22	*2020/21*
Income from lettings	£3,161.50			£3,161.50	*£1,130.50*
School House Land Rent	£100.00			£100.00	*£100.00*
Fundraising – Bluebell teas	-			-	-
Fundraising – Race Night	£1,888.50			£1,888.50	-
Grants – Charities Aid funding match (Bluebell Teas)	-			-	-
Grants – Other (Note 1)	£12,167.00	-		£12,167.00	*£19,907.42*
Other donations (Note 1)	£20.00			£20.00	*£30.00*
Bank interest (HSBC Money Manager Account)	£3.12			£3.12	*£7.42*
Total Receipts for the year (Gross income)	£17,340.12	-	-	£17,340.12	*£21,175.34*
Payments					
Maintenance & general expenses (inc Covid19)	£3,418.65			£3,418.65	*£2,563.40*
Refurbishment and equipment purchase	£827.29			£827.29	*£994.60*
Caretaker costs	£1,664.00			£1,664.00	*£1,696.00*
Rates	-			-	-
Utilities	£1,289.27			£1,289.27	*£1,227.89*
Insurance	£786.72			£786.72	*£568.42*
Costs of Fund-raising - Bluebell teas	-			-	-
Costs of Fund-raising - Race night	£955.13			£955.13	-
Subscriptions - ACRE / PPL PRS	£172.00			£172.00	*£206.33*
Bank charges (HSBC Community Account)	£23.16			£23.16	-
Miscellaneous	-			-	-
Total Payments for the year	£9,136.22	-	-	£9,136.22	*£7,256.64*
Net increase / (decrease) in funds	**£8,203.90**	-	-	**£8,203.90**	*£13,918.70*
Transfers between Funds	-	-	-	-	
Total funds last year end	£37,874.72	-	£7,500.00	£45,374.72	
Total funds this year end	**£46,078.62**	-	**£7,500.00**	**£53,578.62**	

Assets and liabilities at 13 April 2022

Cash Funds (Bank accounts)	Unrestricted Funds	Restricted Funds	Endowment Funds (Note 2)	Total 2021/22
HSBC Community Account (11372475)				
Balance at 14 April 2021	£23,823.02			£23,823.02
Receipts	£17,203.00			£17,203.00
Payments	(£9,136.22)			(£9,136.22)
Transfers between funds				-
Balance at 13 April 2022	£31,889.80	-	-	£31,889.80
HSBC Money Manager A/c (11372483)				
Balance at 14 April 2021	£14,051.70		£7,500.00	£21,551.70
Receipts	£3.12			£3.12
Payments	-			-
Transfers between funds				-
Balance at 13 April 2022	£14,054.82	-	£7,500.00	£21,554.82
Total cash funds (bank accounts)	£45,944.62	-	£7,500.00	£53,444.62
Other Assets (Note 3)				
Unbanked cash, cheques, credit notes, etc. (Note 4)	£134.00			£134.00
Invoices issued (Note 4)	£117.00			£117.00
Liabilities				
Uncashed cheques, Outstanding invoices (Note 5)	-			-

Signed **Signed**

Chairman Date: Treasurer Date:

Notes

1 Grants and Donations comprise three grants of £8,000, £1,500 and £2,667 from WNC in respect of the Covid-19 lockdown and a private donation of £20.

2 The charity holds as a Permanent Endowment Fund the sum received when The Old School House was sold in 1973. Income from investment of the Fund is expendable and incorporated into the income to the General (Unrestricted) Funds of the charity.

3 Under a Conveyance of 1 May 1951 , Badby Parish Council is the Custodian Trustee and holds the title deeds for the Hall and land; Badby Village Hall Management Committee is entirely responsible for the management of the property and other assets, and liable for the running of the charity and decision-making.

4 Cash and cheques were received for some Jan–Mar quarter hirings but were awaiting banking until other outstanding invoices were paid, to minimize bank charges. Invoices issued do not count towards the Assets under the Receipts & Payments accounting method.

5 There were no outstanding invoices received or claims on the funds at the year end.