

West Hoathly Village Hall Management Committee Clerks Hall Report February 2021

Points to note and actions since the last meeting

- The hall floor has now been sanded and lacquered.
- The broken velux blackout blind has been replaced.

The water in the men's washroom stopped running last month, debris was cleared from the pressure reducing valve and it is now running again.

It has been noted that there are possible damp issues in the rear annex by the fire call point and the girl's bathroom. The roof gully and water hopper appear to be blocked. The handyman will assess the work needed.

The PIR light by the front entrance has also stopped working. The handyman will look at this although the bulbs have recently been replaced. The bulbs do not appear to last long, and the dated design also makes them hard to locate.

Village Hall Flat

- To obtain the necessary EPC certificate the loft insulation has been improved and energy efficient light bulbs have been fitted.
- The kitchen and lobby work has now been completed.
- A new tenancy is shortly due to commence on the Flat.
- The Chimney leak is booked in for repair.

Hall Hire

Hall hire has continued to be impacted by restrictions, no hall users were running sessions for the month of November except for preschool who continued to use the hall until the Christmas break.

Karate, Yoga and Brownies recommenced some sessions in December.

The Hall has not been used by any users since 26th December when tier 4 restrictions were introduced, followed by national lockdown.

Green Homes Grant

[Green Homes Grant: make energy improvements to your home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/campaigns/green-homes-grant)

For Information

Future Village Hall Refurbishment

Other work identified when funds are available includes

1. **Committee room & office windows.** The frames are soft and will require replacing in the near future.
2. **Stage Area.** This area was left out of the main refurbishment work due to cost. The handyman has painted the walls but the stage area would benefit from a review and work carried out to the stage lighting, the ceiling and flooring.

3. **Store Room.** The store room off the stage could benefit from being repainted.
4. **Energy efficiency improvements.** The front porch area is damp and would benefit from further energy improvements e.g. replacing the doors between the porch area and the stage and replacing/repairing the porch windows and door and window surrounds. This would also improve the heating of the Main Hall.

Leanne Andrews 09 February 21

Detailed Receipts & Payments by Budget Heading 31/01/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1100 Flat Rent	4,400	6,600	2,200			66.7%	
1200 Hall Hire	3,254	7,000	3,747			46.5%	
1300 Equipment Hire	5	0	(5)			0.0%	
1400 Interest Received	5	0	(5)			0.0%	
1500 Grants & Donation Received	10,000	0	(10,000)			0.0%	
Income :- Receipts	<u>17,664</u>	<u>13,600</u>	<u>(4,064)</u>			<u>129.9%</u>	<u>0</u>
Net Receipts	<u>17,664</u>	<u>13,600</u>	<u>(4,064)</u>				
<u>120</u> <u>Cleaning</u>							
4100 Cleaning	2,340	3,150	810		810	74.3%	
4110 Cleaning Supplies	204	300	96		96	68.1%	
4120 Window Cleaning	208	300	92		92	69.3%	
4130 Garden Maintenance	280	400	120		120	70.0%	
Cleaning :- Indirect Payments	<u>3,032</u>	<u>4,150</u>	<u>1,118</u>	<u>0</u>	<u>1,118</u>	<u>73.1%</u>	<u>0</u>
Net Payments	<u>(3,032)</u>	<u>(4,150)</u>	<u>(1,118)</u>				
<u>130</u> <u>Fire Safety</u>							
4200 Pat Testing	60	100	40		40	60.0%	
4210 Emergency Lighting Testing	60	100	40		40	60.0%	
4220 Fire Safety	110	250	140		140	43.8%	
Fire Safety :- Indirect Payments	<u>230</u>	<u>450</u>	<u>220</u>	<u>0</u>	<u>220</u>	<u>51.0%</u>	<u>0</u>
Net Payments	<u>(230)</u>	<u>(450)</u>	<u>(220)</u>				
<u>140</u> <u>General Maintenance</u>							
4300 Hall Repairs and Maintenance	2,720	2,000	(720)		(720)	136.0%	
4310 Flat Repairs and Maintenance	125	500	375		375	25.0%	
4330 Piano Tuning	65	70	5		5	92.9%	
General Maintenance :- Indirect Payments	<u>2,910</u>	<u>2,570</u>	<u>(340)</u>	<u>0</u>	<u>(340)</u>	<u>113.2%</u>	<u>0</u>
Net Payments	<u>(2,910)</u>	<u>(2,570)</u>	<u>340</u>				
<u>150</u> <u>Heating</u>							
4400 Boiler Maintenance	125	250	125		125	50.0%	
4410 Heating Oil	289	1,250	961		961	23.2%	
Heating :- Indirect Payments	<u>414</u>	<u>1,500</u>	<u>1,086</u>	<u>0</u>	<u>1,086</u>	<u>27.6%</u>	<u>0</u>
Net Payments	<u>(414)</u>	<u>(1,500)</u>	<u>(1,086)</u>				

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>Utilities & Contracts</u>							
4320 PHS Contracts	309	350	41		41	88.3%	
4500 Electricity	464	1,200	736		736	38.7%	
4520 Water Charges	357	800	443		443	44.6%	
4530 General	403	200	(203)		(203)	201.7%	
4540 AIRS Hall Service Subscription	0	150	150		150	0.0%	
4550 Performing Rights	0	150	150		150	0.0%	
4560 Website	68	100	33		33	67.5%	
Utilities & Contracts :- Indirect Payments	<u>1,600</u>	<u>2,950</u>	<u>1,350</u>	<u>0</u>	<u>1,350</u>	<u>54.3%</u>	<u>0</u>
Net Payments	<u>(1,600)</u>	<u>(2,950)</u>	<u>(1,350)</u>				
Grand Totals:- Receipts	<u>17,664</u>	<u>13,600</u>	<u>(4,064)</u>			<u>129.9%</u>	
Payments	<u>8,186</u>	<u>11,620</u>	<u>3,434</u>	<u>0</u>	<u>3,434</u>	<u>70.5%</u>	
Net Receipts over Payments	<u>9,477</u>	<u>1,980</u>	<u>(7,497)</u>				
Movement to/(from) Gen Reserve	<u>9,477</u>						