

# TRUSTEE OF WEST HOATHLY VILLAGE HALL

North Lane, West Hoathly, RH19 4QG  
Charity Registration Number: 305328

## **Project to replace the access staircase to the Flat above West Hoathly Village Hall and provide a Local History Archive Store.**

### **Background**

The Parish Council is Sole Managing Trustee of West Hoathly Village Hall which is a charitable trust.

Over 20 years ago the 1-bedroomed flat above the Hall, which was originally created for the Hall Caretaker, was re-purposed as a flat for rent.

Rent for the flat is kept low and there is a preference for it to be rented to someone who lives or works locally. The current tenant has been paying £550 per month. He has now given notice to leave (end November 2020) so a new tenant will be sought at a rent of £600 per month (which recognises the further work which has been identified to be carried out).

For comparison: Checking the RightMove website in October 2020 a recently refurbished 1 bedroomed flat to rent in Turners Hill was being advertised for £675.

The rent for the flat provides a regular income for the Village Hall which allows the Hall Management Committee to keep the hall hire charges low to encourage use by local groups (which may otherwise be unable to afford to continue) and by residents for private parties and fundraising activities.

On a regular basis the Hall is used by a Community Pre-School 4 mornings a week, as well as a Parent and Toddler Group, 2 WI groups, Girl Guiding Rainbows and Brownies, a Youth Club and various fitness groups (Circuit Training, Pilates, Karate and Table Tennis).

The Hall has also hosted a Village Market and annually is used for a Local History Exhibition and a Flower and Produce Show.

Many of these activities would not be possible without the Hall being available at the current low rates.

### **Hall Refurbishment Programme**

Starting in 2014, using reserves and grant funding, the main Hall has been refurbished through a series of projects:

- **Upgraded kitchen (£14,540** paid for from Hall Reserves)
- **New heating system (£20,623** from reserves and grant funding)
- **New chair and table store, boiler room and external shed (£16,849** from grant funding)
- **New lighting system (£5,646** from grant funding)
- **New fire doors (£5,263** from grant funding)
- **Redecoration and curtains (£5,795** from grant funding).

## **Flat Refurbishment Programme**

Some updates were made to the flat in 2009, but for several years only necessary maintenance was carried out. In 2018 the Trustees embarked on a programme of upgrades and have:

- **Refurbished the flat windows to improve energy efficiency (£2,285 paid for from Hall Reserves)**
- **Upgraded the bathroom to incorporate a shower (£9,176 paid for from Hall Reserves).**
- **Radiators.** Over the last few years the radiators in the flat have been upgraded to more modern ones.

There is one outstanding but essential project to be carried out which is to replace the access staircase to ensure compliance with current health and safety requirements.

At the same time the Hall Committee has proposed creating a small lobby area at the top of the stairs to improve the energy efficiency of the Flat.

## **Financial Overview for the Village Hall**

In the last 2 years Hall receipts have been in the region of £15,000 of which £6,600 has come from Flat rent. The amount from Hall hire has been in the region of between £8,000 and £9,000.

Payments in 2017-18 were £17,400 of which £7,600 was on refurbishment projects. Removing the one-off project expenditure, Hall running costs were in the region of £10,000 giving a deficit between receipts from Hall hire only and running costs of £1,000.

Payments in 2018-19 were just over £20,000 of which £9,000 was spent on refurbishment work to the Flat. Removing project expenditure, the deficit between receipts from Hall hire only and the costs for running the Hall was £2,000.

Without the rent and uninterrupted tenancy of the Flat the Hall would be in deficit and Hire charges would need to be increased to cover the running costs of the Hall.

The major refurbishment work in the Hall and Flat over the last few years has been carried out using Hall Reserves along with grants from WSCC and MSDC.

Due to the improvements to the Hall and Flat the Hall reserves were depleted, and the Hall held insufficient funds to undertake any further major project work. At the time this project was first discussed it was anticipated that it would take 4-5 years to build up sufficient funds to undertake the staircase replacement.

## **Impact of Covid-19**

The Hall closed in March 2020 due to the Covid-19 pandemic. During this time costs were kept to a minimum and, with the continuous income from the flat and a Covid-19 grant of £10,000, the Hall has added to its reserves.

## **Current Financial Position**

Balance at the end of October £26,628

Income to date £15,787

Expenditure to date £4,885

### **Anticipated costs between now and the end of the Financial Year**

Over Christmas the Hall floor will be re-lacquered and a new replacement blind is to be fitted. These will cost in the region of £1,500

Hall Cleaning costs to the end of the Financial Year will be around £1,500. There is likely to be a further requirement for oil.

Along with subscriptions and other expenditure committed costs to the end of the year anticipated costs are in the region of £4,000

Since September several regular Hall users have started using the Hall again. With the impact of a further lockdown income from Hall Hire for this term will be around £1,200.

Depending on how quickly a new flat tenant can be found there may be some loss of income from flat rent.

Assuming no further income (hall hire or rent) or large expenditure between now and the end of the Financial Year the Hall is likely to end the year with just over £24,000.

### **Other Hall related Improvements**

Other work identified to be carried out in the Hall in the short to medium term includes

- **Committee room & office windows.** The frames are soft and will require replacing in the near future.
- **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.
- **Store Room.** The storeroom off the stage could benefit from being re-painted.
- **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 warmth of the Main Hall.

Note: following the Bluebells Development there is an amount of \$106 money allocated to improvements to the Village Hall (£7,680). This needs to be spent on projects that are beneficial to hall users. The energy efficiency improvements would probably be an acceptable use of this money.

### **Local History Archive Store**

At the same time as the Hall Management Committee were looking at replacing the staircase the Parish Council has been in discussions with the Local History Archive and the Management Committee of the Village Hall about a new storage area for the Local History Archive.

The physical archive is currently stored in a resident's outhouse and discussions have taken place to consider the long term future of this archive.

The Parish Council has agreed that the physical archive should be kept local so that the annual exhibitions can continue and it is accessible to interested people. The only possible space identified for this would be the old chair and table store under the Flat access staircase. This would require damp proofing and fitting out before it can be used.

These 2 projects are therefore linked as the proposed store is the space under the flat staircase.

## **Way Forward**

Both projects were discussed at the Parish Assembly held in March 2019 and those present supported the two initiatives and proposed that they continue to be pursued.

Quotes for the 3 sub projects have been sought and the best quotes were:

- Replacement of the current wooden staircase to the flat (**£9,495**)
- Change the entrance to the flat to provide a small lobby area at the top of the stairs which will include moving the current internal corridor kitchen wall (**£4,781**)
- Upgrade the current storage space under the external stairs to provide a store suitable to home the Local History Archive (**£14,486**).

Note: there are some follow up questions to ask and some extra electrical work to be costed so these values are likely to increase slightly.

There is also a need to provide some storage for bulky items currently kept in the old chair and table store. It had been considered that some type of movable storage unit that could be kept on the stage (and removed if necessary) might be a solution but as yet no obvious practical means of doing this has been identified. It may need to be a bespoke solution. Either way there will be some cost impact.

## **Total Costs are therefore £28,462 (£31,308 for contingencies)**

The costs associated with the flat are likely to be around £16,000 (including a contingency sum).

It is possible that some grant funding may be available to carry out the work to the old chair and table store so that the Local History Archive can be relocated and made more accessible to the wider community.

However, it is unlikely that grants would be available from external bodies for any refurbishment work to the Flat as this is a commercial enterprise and offers no direct improvement or enhancement to the facilities available to users of the Hall.

The Hall Management Committee applied to the Parish Council for grant funding prior to getting more detailed costings. The amount requested was £27,500.

The Parish Council agreed in principle to provide grant support for the project. However, as the Parish Council does not have large reserves available to fund such a project. It would therefore need to apply to the Public Works Loan Board for a loan. This was agreed in principle by the Parish Council.

If £27,500 was borrowed over 10 years the annual repayment to the Parish Council would be £3,130. This amount was budgeted for in the 2020-21 budget. When agreeing in principle the Parish Council stated that £27,500 was the maximum amount it would look to borrow.

## **Next Steps for application of a loan**

### **Appoint Contractors to carry out Work**

- Clarify points on quotes

### **Progress with funding**

- Prepare a business case for the work
- Consult the Community
  - Agree wording to consult
  - Promote via Hub and Facebook, also on noticeboards?
- Grant funding
  - Look for possible funders
  - Submit application for local history archive store
- PWLB funding
  - Discuss with SSALC
  - Resolution at PC
  - Submit request to DCLG via SSALC

### **Address other issues impacted**

Storage for bulky items currently in old chair and table store

### **Possible Wording for consultation**

West Hoathly Parish Council wish to know whether the community support the Parish Council taking out a loan to a maximum value of £27,500 repayable over 10 years to fund necessary improvements to the flat above West Hoathly Village Hall so that the Hall can continue to be rented out at competitive hire charges. The commitment for the annual budget is £3,130 which has been allocated in the precept for 2020-21.

Should the Parish Council support the future of the West Hoathly Village Hall with an annual budget commitment of £3,130 for the next 10 years.

Yes

No

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Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 31 October 2020

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/10/2020 Unity Trust Current 21,405.92

**21,405.92**

Other Cash & Bank Balances

**5,221.65**

**26,627.57**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**26,627.57**

All Cash & Bank Accounts

1 Current Bank A/c 21,405.92

Other Cash & Bank Balances 5,221.65

**Total Cash & Bank Balances 26,627.57**

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## Detailed Receipts &amp; Payments by Budget Heading 31/10/2020

## 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	3,850	6,600	2,750			58.3%	
1200 Hall Hire	1,714	7,000	5,287			24.5%	
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>15,574</u>	<u>13,600</u>	<u>(1,974)</u>			<u>114.5%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>15,574</b></u>						
<u>120</u> <u>Cleaning</u>							
4100 Cleaning	1,860	3,150	1,290		1,290	59.0%	
4110 Cleaning Supplies	204	300	96		96	68.1%	
4120 Window Cleaning	138	300	162		162	46.0%	
4130 Garden Maintenance	270	400	130		130	67.5%	
Cleaning :- Indirect Payments	<u>2,472</u>	<u>4,150</u>	<u>1,678</u>	<u>0</u>	<u>1,678</u>	<u>59.6%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(2,472)</b></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>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(230)</b></u>						
<u>140</u> <u>General Maintenance</u>							
4300 Hall Repairs and Maintenance	438	2,000	1,563		1,563	21.9%	
4310 Flat Repairs and Maintenance	0	500	500		500	0.0%	
4330 Piano Tuning	65	70	5		5	92.9%	
General Maintenance :- Indirect Payments	<u>503</u>	<u>2,570</u>	<u>2,068</u>	<u>0</u>	<u>2,068</u>	<u>19.6%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(502)</b></u>						
<u>150</u> <u>Heating</u>							
4400 Boiler Maintenance	125	250	125		125	50.0%	
4410 Heating Oil	207	1,250	1,043		1,043	16.6%	
Heating :- Indirect Payments	<u>332</u>	<u>1,500</u>	<u>1,168</u>	<u>0</u>	<u>1,168</u>	<u>22.1%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(332)</b></u>						

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2020

## 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 &amp; Contracts</u>							
4320 PHS Contracts	309	350	41		41	88.3%	
4500 Electricity	282	1,200	918		918	23.5%	
4520 Water Charges	357	800	443		443	44.6%	
4530 General	87	200	114		114	43.3%	
4540 AIRS Hall Service Subscription	0	150	150		150	0.0%	
4550 Performing Rights	0	150	150		150	0.0%	
4560 Website	45	100	55		55	45.0%	
Utilities & Contracts :- Indirect Payments	<u>1,079</u>	<u>2,950</u>	<u>1,871</u>	<u>0</u>	<u>1,871</u>	<u>36.6%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,079)</u>						
Grand Totals:- Receipts	<u>15,574</u>	<u>13,600</u>	<u>(1,974)</u>			<u>114.5%</u>	
Payments	<u>4,616</u>	<u>11,620</u>	<u>7,004</u>	<u>0</u>	<u>7,004</u>	<u>39.7%</u>	
<b>Net Receipts over Payments</b>	<u>10,958</u>	<u>1,980</u>	<u>(8,978)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>10,958</u>						

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Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 31st October 2020

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Last Year Ended 31st March 2020		Current Year Ended 31st October 2020
	<b>Receipts</b>	
6,600.00	Flat Rent	3,850.00
<b>6,600.00</b>	Sub Total	<b>3,850.00</b>
	<b>Operating Income</b>	
7,960.14	Income	11,723.70
928.72	VAT Data	213.44
<b>15,488.86</b>	Total Receipts	<b>15,787.14</b>
	<b>Running Costs</b>	
4,090.97	Cleaning	2,472.33
197.30	Fire Safety	229.58
3,445.70	General Maintenance	502.50
902.12	Heating	332.03
3,106.63	Utilities & Contracts	1,079.43
1,001.03	VAT Data	269.58
<b>12,743.75</b>	Total Payments	<b>4,885.45</b>
	<b>Receipts and Payments Summary</b>	
<b>12,980.77</b>	<b>Opening Balance</b>	<b>15,725.88</b>
15,488.86	Add Total Receipts(As Above)	15,787.14
28,469.63		31,513.02
12,743.75	Less Total Payments(As Above)	4,885.45
<b>15,725.88</b>	<b>Closing Balance</b>	<b>26,627.57</b>
	<b>These cumulative funds are represented by:</b>	
10,509.43	Current Bank A/c	21,405.92
5,216.45	Deposit Account	5,221.65
<b>15,725.88</b>		<b>26,627.57</b>
	<b>Reserve Balances are represented by:</b>	
2,745.11	Current Year Fund	10,901.69
12,980.77	General Reserves	15,725.88
<b>15,725.88</b>		<b>26,627.57</b>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)