

West Hoathly Village Hall Management Committee Clerks Hall Report October 2020

Points to note and actions since the last meeting

Over the summer break

- the Hall boiler has been serviced
- the annual PAT, emergency lighting and smoke alarm testing was carried out
- the annual fire extinguisher testing was also carried out.

The Hall boiler stopped working this month and the pump has had to be replaced.

One of the velux blackout blinds has broken – the motor no longer works so the blind does not get pulled up correctly. This is also to be replaced

The spotlighting track on the stage has now been removed. This will need to be replaced.

A Covid-19 risk assessment and guidelines and extra conditions for groups hiring the Hall has been prepared.

A Covid-19 grant of £10,000 has been received from MSDC

Expenditure to end September 2020

Cash Book Position

| | |
|---|----------------|
| Opening Balance 1 st April 2020 | £15,726 |
| Receipts Received | £15,237 |
| Payments Made | £4,104 |
| Closing Balance 30 th September 2020 | £21,637 |

- **Income**

£1,714 was from hall hire.

£10,000 was the Covid-19 Grant

VAT Reclaimed for 1st January 2020 to 31st June 2020 was £213.

- **Payments**

Main expenditure has been on Hall cleaning and utilities.

Hall Hire

Since September the Hall has started to be used again by regular hirers. Karate started running sessions again in August and Pre-School came back at the start of September. Since then Pilates has re-started on a Wednesday and Friday and a new Yoga group is running on a Monday evening although they know they have been made aware that they will need to re-consider the options as and when the Wi and the PC come back to face to face meetings. (The recommendation for PCs is to continue with virtual meetings at the current time).

Brownies and Table Tennis are also re-starting in October.

The main issue with more groups using the Hall is concern that other users may not be adequately cleaning the Hall after use.

Review of quotes for the Flat access staircase, archive store and flat lobby.

A request for a quote was sent to 4 specialist companies (2 who had provided an estimate previously) for the Flat access staircase and 3 builders for the archive and flat lobby.

These will be circulated to committee members before the meeting

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 re-painted.
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.

Helen Schofield
13th October 2020

Detailed Receipts & Payments by Budget Heading 30/09/2020

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 | 3,300 | 6,600 | 3,300 | | | 50.0% | |
| 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>15,024</u> | <u>13,600</u> | <u>(1,424)</u> | | | <u>110.5%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>15,024</u> | | | | | | |
| <u>120</u> <u>Cleaning</u> | | | | | | | |
| 4100 Cleaning | 1,560 | 3,150 | 1,590 | | 1,590 | 49.5% | |
| 4110 Cleaning Supplies | 106 | 300 | 194 | | 194 | 35.4% | |
| 4120 Window Cleaning | 103 | 300 | 197 | | 197 | 34.3% | |
| 4130 Garden Maintenance | 240 | 400 | 160 | | 160 | 60.0% | |
| Cleaning :- Indirect Payments | <u>2,009</u> | <u>4,150</u> | <u>2,141</u> | <u>0</u> | <u>2,141</u> | <u>48.4%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(2,009)</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 | 60 | 250 | 190 | | 190 | 24.0% | |
| Fire Safety :- Indirect Payments | <u>180</u> | <u>450</u> | <u>270</u> | <u>0</u> | <u>270</u> | <u>40.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(180)</u> | | | | | | |
| <u>140</u> <u>General Maintenance</u> | | | | | | | |
| 4300 Hall Repairs and Maintenance | 239 | 2,000 | 1,761 | | 1,761 | 11.9% | |
| 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>304</u> | <u>2,570</u> | <u>2,266</u> | <u>0</u> | <u>2,266</u> | <u>11.8%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(304)</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> |
| Movement to/(from) Gen Reserve | <u>(332)</u> | | | | | | |

Detailed Receipts & Payments by Budget Heading 30/09/2020

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 160 Utilities & Contracts | | | | | | | |
| 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 | 1,079 | 2,950 | 1,871 | 0 | 1,871 | 36.6% | 0 |
| Movement to/(from) Gen Reserve | (1,079) | | | | | | |
| Grand Totals:- Receipts | 15,024 | 13,600 | (1,424) | | | 110.5% | |
| Payments | 3,904 | 11,620 | 7,716 | 0 | 7,716 | 33.6% | |
| Net Receipts over Payments | 11,120 | 1,980 | (9,140) | | | | |
| Movement to/(from) Gen Reserve | 11,120 | | | | | | |