

## **West Hoathly Village Hall Management Committee Clerks Hall Report October 2022**

### **Points to note and actions since the last meeting**

Since the last meeting in June 2022

- The hall boiler has been serviced
- The fire extinguishers have been serviced
- The piano has been retuned
- The annual PAT, emergency lighting and alarm testing has been booked in for the 25<sup>th</sup> October
- The gutters have been cleared by a contractor
- A drain survey has been completed and following the recommendation from the contractor the drains have been jet cleaned.
- Following a leak, the 6 air releasing valves on the heating system have been replaced
- A new wash basin has been installed in the disabled bathroom
- Arrangements have been made for the installation of the baby changing table and repairs to be made to the leak around the WC stack.
- Following S106 money discussions at the last meeting MSDC have indicated that S106 allocated for Community Buildings could be used for the Archive Store Project.

### **Hall Hire**

Invoices were issued in July for the Summer term. – all payments have been received.

West Hoathly Pre-school are now hiring the hall between the hours of 8:00am-3:00pm Monday -Thursday.

### **Agenda Items**

#### **Item 6:**

OA have been instructed to proceed with the Topographical Survey and Feasibility Study. This was planned to take place on Wednesday 5<sup>th</sup> October, however when the member of staff arrived, they had a heavy cold and had not done a covid test. It was agreed that given that access to the Flat and Preschool was required the appointment should be rearranged. Cllr Bob Darvill is in the process of arranging an alternative date for the site visit to take place.

#### **Item 7:**

Local Councils are being asked to consider opening village halls and community buildings up as warm hubs for vulnerable people during the winter months.

With regular bookings in the hall Monday-Friday it may not be practically possible, but consideration could be given to school holidays. The committee need to consider how access to the hall would be obtained and whether councillors would be required to stay in the hall whilst it is open.

**Item 8:**

Martin Robinson, Ken Allfree and the clerk met with the Preschool Chair on Tuesday 27<sup>th</sup> September to discuss some Village Hall improvement work that they require, which includes:

- Installation of a Preschool noticeboard at the Village Hall side door entrance
- Clearance of the plants and weeds in the Village Hall rear garden
- Installation of 2 new gates to meet child safeguarding requirements
- Repairs to be made to existing fencing

The clerk met with a contractor this week to discuss the Village Hall Garden work. The work has been scheduled in for half term.

The clerk will meet with the council handyman next week to discuss the fencing requirements.

**Item 9:**

Work completed:

- Gutters have been cleaned
- Drain survey and jet washing
- New wash basin in the disabled bathroom
- Arrangements have been made for baby change table and WC stack repair.

**Trustees of West Hoathly Village Hall**

**Summary Receipts and Payments for Year Ended 31st March 2023**

| Last Year Ended<br>31st March 2022 |   | Current Year Ended<br>31st March 2023 |
|------------------------------------|---|---------------------------------------|
|                                    | <b>Receipts</b>                                   |                                       |
| 6,350.00                           | Flat Rent   | 3,300.00                              |
| <u>6,350.00</u>                    | Sub Total   | <u>3,300.00</u>                       |
|                                    | <b>Operating Income</b>                           |                                       |
| 4,129.65                           | Income  | 5,236.51                              |
| <u>10,479.65</u>                   | Total Receipts                                    | <u>8,536.51</u>                       |
|                                    | <b>Running Costs</b>                              |                                       |
| 3,507.09                           | Cleaning  | 2,002.67                              |
| 258.83                             | Fire Safety                                       | 0.00                                  |
| 2,310.54                           | General Maintenance                               | 2,340.16                              |
| 1,600.13                           | Heating   | 1,463.10                              |
| 1,709.75                           | Utilities & Contracts                             | 1,149.87                              |
| 508.33                             | VAT Data  | 497.63                                |
| <u>9,894.67</u>                    | Total Payments                                    | <u>7,453.43</u>                       |
|                                    | <b>Receipts and Payments Summary</b>              |                                       |
| <u>14,949.46</u>                   | <b>Opening Balance</b>                            | <u>15,534.44</u>                      |
| 10,479.65                          | Add Total Receipts(As Above)                      | 8,536.51                              |
| 25,429.11                          |   | 24,070.95                             |
| 9,894.67                           | Less Total Payments(As Above)                     | 7,453.43                              |
| <u>15,534.44</u>                   | <b>Closing Balance</b>                            | <u>16,617.52</u>                      |
|                                    | <b>These cumulative funds are represented by:</b> |                                       |
| 10,309.64                          | Current Bank A/c                                  | 11,388.21                             |
| 5,224.80                           | Deposit Account                                   | 5,229.31                              |
| <u>15,534.44</u>                   |   | <u>16,617.52</u>                      |
|                                    | <b>Reserve Balances are represented by:</b>       |                                       |
| 584.98                             | Current Year Fund                                 | 1,083.08                              |
| 14,949.46                          | General Reserves                                  | 15,534.44                             |
| <u>15,534.44</u>                   |   | <u>16,617.52</u>                      |

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

## Detailed Receipts &amp; Payments by Budget Heading 11/10/2022

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>100 Income</b>                        |                        |                       |                          |                          |                    |              |                         |
| 1100 Flat Rent                           | 3,300                  | 6,600                 | 3,300                    |                          |                    | 50.0%        |                         |
| 1200 Hall Hire                           | 3,852                  | 7,000                 | 3,148                    |                          |                    | 55.0%        |                         |
| 1300 Equipment Hire                      | 46                     | 0                     | (46)                     |                          |                    | 0.0%         |                         |
| 1400 Interest Received                   | 5                      | 0                     | (5)                      |                          |                    | 0.0%         |                         |
| 1500 Grants & Donation Received          | 1,334                  | 0                     | (1,334)                  |                          |                    | 0.0%         |                         |
| Income :- Receipts                       | <b>8,537</b>           | <b>13,600</b>         | <b>5,063</b>             |                          |                    | <b>62.8%</b> | <b>0</b>                |
| <b>Net Receipts</b>                      | <b>8,537</b>           | <b>13,600</b>         | <b>5,063</b>             |                          |                    |              |                         |
| <b>120 Cleaning</b>                      |                        |                       |                          |                          |                    |              |                         |
| 4100 Cleaning                            | 1,560                  | 3,150                 | 1,590                    |                          | 1,590              | 49.5%        |                         |
| 4110 Cleaning Supplies                   | 103                    | 300                   | 197                      |                          | 197                | 34.2%        |                         |
| 4120 Window Cleaning                     | 140                    | 300                   | 160                      |                          | 160                | 46.7%        |                         |
| 4130 Garden Maintenance                  | 200                    | 400                   | 200                      |                          | 200                | 50.0%        |                         |
| Cleaning :- Indirect Payments            | <b>2,003</b>           | <b>4,150</b>          | <b>2,147</b>             | <b>0</b>                 | <b>2,147</b>       | <b>48.3%</b> | <b>0</b>                |
| <b>Net Payments</b>                      | <b>(2,003)</b>         | <b>(4,150)</b>        | <b>(2,147)</b>           |                          |                    |              |                         |
| <b>130 Fire Safety</b>                   |                        |                       |                          |                          |                    |              |                         |
| 4200 Pat Testing                         | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4210 Emergency Lighting Testing          | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4220 Fire Safety                         | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |
| Fire Safety :- Indirect Payments         | <b>0</b>               | <b>450</b>            | <b>450</b>               | <b>0</b>                 | <b>450</b>         | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Payments</b>                      | <b>0</b>               | <b>(450)</b>          | <b>(450)</b>             |                          |                    |              |                         |
| <b>140 General Maintenance</b>           |                        |                       |                          |                          |                    |              |                         |
| 4300 Hall Repairs and Maintenance        | 2,191                  | 3,680                 | 1,489                    |                          | 1,489              | 59.5%        |                         |
| 4310 Flat Repairs and Maintenance        | 80                     | 500                   | 421                      |                          | 421                | 15.9%        |                         |
| 4330 Piano Tuning                        | 70                     | 70                    | 0                        |                          | 0                  | 100.0%       |                         |
| General Maintenance :- Indirect Payments | <b>2,340</b>           | <b>4,250</b>          | <b>1,910</b>             | <b>0</b>                 | <b>1,910</b>       | <b>55.1%</b> | <b>0</b>                |
| <b>Net Payments</b>                      | <b>(2,340)</b>         | <b>(4,250)</b>        | <b>(1,910)</b>           |                          |                    |              |                         |
| <b>150 Heating</b>                       |                        |                       |                          |                          |                    |              |                         |
| 4400 Boiler Maintenance                  | 140                    | 250                   | 111                      |                          | 111                | 55.8%        |                         |
| 4410 Heating Oil                         | 1,324                  | 1,900                 | 576                      |                          | 576                | 69.7%        |                         |
| Heating :- Indirect Payments             | <b>1,463</b>           | <b>2,150</b>          | <b>687</b>               | <b>0</b>                 | <b>687</b>         | <b>68.1%</b> | <b>0</b>                |
| <b>Net Payments</b>                      | <b>(1,463)</b>         | <b>(2,150)</b>        | <b>(687)</b>             |                          |                    |              |                         |

## Detailed Receipts &amp; Payments by Budget Heading 11/10/2022

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>160 Utilities &amp; Contracts</b>       |                        |                       |                          |                          |                    |              |                         |
| 4320 PHS Contracts                         | 330                    | 350                   | 20                       |                          | 20                 | 94.4%        |                         |
| 4500 Electricity                           | 317                    | 1,200                 | 883                      |                          | 883                | 26.4%        |                         |
| 4520 Water Charges                         | 111                    | 800                   | 689                      |                          | 689                | 13.8%        |                         |
| 4530 General                               | 18                     | 500                   | 482                      |                          | 482                | 3.6%         |                         |
| 4540 AIRS Hall Service Subscription        | 120                    | 150                   | 30                       |                          | 30                 | 80.0%        |                         |
| 4550 Performing Rights                     | 209                    | 150                   | (59)                     |                          | (59)               | 139.3%       |                         |
| 4560 Website                               | 45                     | 100                   | 55                       |                          | 55                 | 45.0%        |                         |
| Utilities & Contracts :- Indirect Payments | <b>1,150</b>           | <b>3,250</b>          | <b>2,100</b>             | <b>0</b>                 | <b>2,100</b>       | <b>35.4%</b> | <b>0</b>                |
| <b>Net Payments</b>                        | <b>(1,150)</b>         | <b>(3,250)</b>        | <b>(2,100)</b>           |                          |                    |              |                         |
| Grand Totals:- Receipts                    | <b>8,537</b>           | <b>13,600</b>         | <b>5,063</b>             |                          |                    | <b>62.8%</b> |                         |
| Payments                                   | <b>6,956</b>           | <b>14,250</b>         | <b>7,294</b>             | <b>0</b>                 | <b>7,294</b>       | <b>48.8%</b> |                         |
| <b>Net Receipts over Payments</b>          | <b>1,581</b>           | <b>(650)</b>          | <b>(2,231)</b>           |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>1,581</b>           |                       |                          |                          |                    |              |                         |