

MESSING VILLAGE HALL

Registered Charity No.301367

**Report of the Trustees
for the year ended 30 April 2020**

Address (Chair):

9 Lodge Road Messing CO5 9TU

Website:

www.messingvillagehall.org.uk

Governing Document and Objectives

Messing Village Hall's governing document is a Trust Deed contained within a Conveyance dated 27th June 1951. This Deed established the Village Hall as a charitable trust.

The objectives, as set out in the Trust Deed, are the provision of a village hall for the benefit of the inhabitants of the parish of Messing and its immediate vicinity without distinction of sex or political, religious or other opinions.

The Trustees consider that the main activities of Messing Village Hall are in accordance with the objectives and that they are of public benefit. The Trustees have had regard to the guidance issued by the Charities Commission on public benefit.

Trustees

There are six Trustees on the Messing Village Hall Committee.

Patricia Craig tendered her resignation in May 2019. The Committee would like to express its thanks for all the hard work she has carried out for the benefit of the Village Hall and people of Messing. She worked on the Committee for 6 years as its Chairperson and later as its Treasurer and always with enthusiasm. Following Patricia Craig's resignation from the Committee, Justina Rhodes has successfully taken over the role of Treasurer.

In January Steve Smith had to step back from being a full Committee member but did not wish to resign as he is hoping to return to resume his role. The Committee are grateful that he has retained responsibility for the hirings calendar and look forward to his return as a full member. The Committee would also like to thank Sarah Ward and Paula Clark who are dealing with new hirings.

The roles carried out by the Committee members are, as follows:

Mary Mann	Chair
Justina Rhodes	Treasurer
Steve Smith	Bookings Manager
Sarah Paula	Temporary Bookings Managers (non-Trustees)
Julia Scott	Secretary and PCC representative
Andrew Lucas	Buildings Manager
Bob Suckling	Maintenance Manager and PC representative

The Trust Deed sets out the manner of appointing the Trustees, who also constitute the Management Committee of the Village Hall. Trustees are elected each year at the Annual General Meeting. The Management Committee has the power to co-opt further Trustees.

Implications of Covid 19

Following the Government announcement of March 23rd to close certain premises Messing Village Hall was closed to help prevent the spread of Covid 19.

Signage was placed on the entrance doors of the hall advising people of the situation and explaining how they should best protect themselves from catching the virus. The hall has remained closed.

The Government have not arrived at a date for the reopening of village halls, but the Committee are beginning to prepare for this eventuality. A risk assessment will need to be undertaken to identify all risks relating to the transmission of Covid 19 and appropriate measures taken to alleviate those risks. This will be a challenging time for the Committee, but it is confident that it will result in the safe reopening of the hall as soon as the Government releases the restrictions. Initially only a few hirers will be able meet the strict criteria set out in the risk assessment. The Committee will of course be guided by Government advice before making decisions regarding which activities can safely use the Hall.

Finance

The Trustees have set a reserves policy which requires funds to be maintained at a level which ensures that the Hall's activities could continue during a period of unforeseen difficulty and cover unforeseen expenditure on building maintenance or urgent equipment replacement. The calculation of the required reserves is an integral part of the Committee's planning, budget and forecast cycle

Due to COVID-19 and the closure of the hall on 20th March 2020, a review of finance health was carried out and shared with the Trustees on 21st March showing a 6-month forecast based on no income from hirers. The Trustees agreed that there were sufficient funds to cover the lack of income and confirmed that during the closure, repairs and maintenance already proposed be carried out. Specifically replacing the Hall Front Doors and decorating the Main Hall. The expenditure will be reported on in the next Annual Report.

Due to COVID-19, a grant was donated to Messing Village Hall of £10,000 on 23rd April 2020 under the Retail, Hospitality and Leisure Grant eligibility criteria, processed by Colchester Borough Council. Under guidance from the RCCE, the grant will be held in reserve to manage the longer-term impacts of COVID-19 on the village hall and wider community.

The Charity had £46,240 in the bank as unrestricted reserves at the end of the prior financial year. There are no restricted funds in hand.

The Village Hall made an excess of receipts over expenditure in the year ending 30th April 2020 of £7,377. This compares with £7,492 in the previous year. All transactions are recorded in SAGE accounts system and where possible, receipts and payments are made through BACS to improve real-time processing.

The Regular Hirer rates which also apply to residents of Messing remain as £12 per hour for the Main Hall, £7 per hour for the Meeting Room. A review of rates will be planned for 2022 unless triggered beforehand.

Repairs and increasing maintenance costs are anticipated in the next 12 months. These have been budgeted for. The Committee aim to ensure that all works take place with minimum disruption to the hirers.

Policies and Procedures

The Committee continues to review its policies, systems and procedures during the year.

The Committee are currently working on creating a risk assessment to reduce the risk of transmission of Covid 19 in anticipation of the reopening of the hall.

Village Hall Activities up to 23rd March

The Committee wish to thank the regular hall hirers for their continued support and for the positive feedback it has received, both from them and the hall users. Most daytime calendar slots are now booked, to the point where potential hirers are unfortunately being turned away.

Through its regular hirers the hall provides the following activities:

Clubbercise	Various yoga classes	Pilates and Posture Pilates	Art Club
Book Club	Wine Club	Carpet Bowls	Dog Training

The Village Hall is also host to many regular private hirings in both the Main Hall and Meeting Room. These cover a wide range of activities including, drama classes for home educated children, training events for Safehouses Fostering Services and a quilting group.

The Village Hall continues to provide a venue for many and varied occasional hirings, from birthday parties to large charity raising events.

The Committee is pleased to support the work of the Friends of Messing Church by continuing to waive the charge for the hire of the Village Hall. This year the decision was also made to waive the hire charge for the Parish Council as they are a non-profit organisation who play a vital role in village life.

It is difficult to predict how the closure of the hall due to Covid 19 will affect the number and variety of hirings. The Committee is trying to maintain contact with its regular hirers and will liaise with them on the conditions that will need to be met before classes can resume.

Village Hall Website

The Committee continued to review and update the Conditions and Booking forms in line with any changes that needed to be made. All hirers have been contacted and in signing have agreed to adhere to them.

The Committee wish to thank Geoff Jackson for his continuing support in maintaining and updating the website.

Hall Maintenance

There have been ongoing problems over the last few years with a roof leak at the junction with The Old School House. This was initially thought to be due to the valley gutter being blocked with debris from the adjoining roof. Despite the gutter being cleared regularly, the leak continued and there was water damage to the ceiling. After further investigation, the leak was traced to a crack in the lead valley gutter. This has now been repaired, and the damaged ceiling has been repaired and redecorated. Repaired 03 October 2019

The hall main doors were looking the worse for wear. Whilst still secure, the Hall main doors were suffering badly from the effects of being in direct sun. Glazing seals were perished and lifted allowing condensation to form in the glazed areas and the veneer on external faces had lifted allowing moisture to gather and make things worse. A local firm of carpenters (ideal Carpentry from Easthorpe) will replace the doors of an identical style. Rather than use varnish, the carpenters have recommended that the new doors be prepared with multiple coats of high-specification UV-protection oil on all surfaces. This will be renewed probably twice yearly in an attempt to improve the lifespan of the doors.

Work on the external drains was necessary in the past few months. A small hole appeared alongside the access cover near the gate, and it was thought to have been created by rodents. A pest control specialist was consulted and, after baiting, confirmed that rats were present. He suspected that there was a break in the drain underground and a drainage specialist was employed to carry out a CCTV survey. This confirmed the location of the problem and the drain run between the drain cover and the main sewer was lined to resolve the fault. To date there have been no further problems.

During this period of closure, the hall has been cleaned internally and externally, thoroughly disinfecting all surfaces. Gardening tasks have been carried out in areas around the hall and in front of the boundary wall.

Community Engagement

The main aim of the Village Hall is to provide a service for the community of Messing and Inworth, offering a venue for events which cater for the wide and varied needs of all residents. Sadly, this came to an abrupt halt on 23rd March when all village halls were ordered to close until further notice. The Village Hall plays an important role in the well-being of the residents of Messing and surrounding areas. The Committee therefore will strive to make all necessary arrangements to safely reopen the hall at the earliest possible opportunity.

The Committee had been engaged in talks with a broadband company who wish to provide fibre broadband to residents. However, it has been put on hold until Openreach come and do another survey before installation.

Future Plans

Prepare for the safe re-opening of the Village Hall.

Repainting the main hall

Repair the opening mechanism that operates the front doors

Install new hall entrance doors

The Committee is working to produce a more stream-lined system of internet-based data storage. It is to be hoped that this will provide greater security of data whilst being easily accessible to Committee members.

Declaration

The Trustees declare that they have approved the above report.

Signed on behalf of the Trustees by:

Mary Mann (Chair)

Date:

Registered Charity No.301367

Receipts and payments account
(Unrestricted funds)
For the year ended 30 April 2020

	30 Apr 2020 £	30 Apr 2019 £
Receipts		
Hall hire	14,696	15,309
Electricity generation	1,730	1,837
Bank interest	37	40
Easy fundraising	87	117
Other receipts (see Note 6)	10,025	120
	<hr/> 26,575	<hr/> 17,423
Payments		
Repairs and maintenance	3,517	3,464
Broadband & website	-	-
Lighting and heating	1,418	1,342
Rates and water	276	388
Subscriptions and licences	60-0	477
Insurance	968	947
Cleaning	1,800	1,800
Kitchen and toilet consumables	200	463
Legal and professional	25	-
Other sundry expenses	314	143
Fixtures & Fittings	80	907
	<hr/> 9,198	<hr/> 9,931
Excess of receipts over payments	<hr/> <u>17,377</u>	<hr/> <u>7,492</u>

**Statement of assets and liabilities
at 30 April 2020**

	30-Apr 2020	30-Apr 2019
	£	£
Current assets		
Cash at bank:		
Bank current account	43,404	26,064
Bank premium account	<u>20,213</u>	<u>20,176</u>
	<u>63,617</u>	<u>46,240</u>

	2020	2019
	General	General
	Fund	Fund
	£	£
Balances brought forward	46,240	38,748
Excess of receipts over payments	<u>17,377</u>	<u>7,492</u>
Balances carried forward	<u>63,617</u>	<u>46,240</u>

Notes to the accounts:

1. The accounts have been prepared on the Receipts & Payments Basis.
2. The Village Hall is recognised as an asset but is not recognised in the accounts. In previous years, the Hall was recognised at a nominal £10,000. Title to the property is vested with the Official Custodian for Charities. The reinstatement valuation of the building for insurance purposes was £650,000 as at February 2018.
3. Fixtures and fittings and equipment are also recognised as assets, but not valued in the accounts.
4. There were no liabilities at the year end.
5. All funds are Unrestricted.
6. Due to COVID-19, the government gave funding to local councils to donate to those charities meeting the eligibility requirements under the Retail, Hospitality and Leisure Grant. £10,000 was donated to Messing Village Hall and paid into the current account on 23rd April 2020. The Trustees have consulted with the RCCE who recommend to keep these funds due to the ongoing uncertainty around COVID-19 and the potential continued impact to the Hall income.

