

**MESSING VILLAGE HALL**

Registered Charity No.301367

**Report of the Trustees  
For  
for the year ended 30th April 2021**

**Address (Chair):**

9 Lodge Road Messing CO5 9TU

**Website:**

[www.messingvillagehall.org.uk](http://www.messingvillagehall.org.uk)

## **Governing Document and Objectives**

Messing Village Hall's governing document is a Trust Deed contained within a Conveyance dated 27<sup>th</sup> 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 five Trustees on the Messing Village Hall Committee.

Steve Smith is still unable to return as a full time Committee member but does 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 managed new hirings. Unfortunately, Paula Clarke is unable to continue in this role. The Committee appreciate all her hard work and support during the past year. Fortunately, Clare Bell has taken over the responsibility, for which the Committee is very grateful. Julia Scott has also reluctantly handed in her resignation. Her role has yet to be filled but is at present being performed by Mary Mann and Justina Rhodes.

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

Mary Mann	Chair
Justina Rhodes	Treasurer
Steve Smith	Bookings Manager
Sarah Ward Clare Bell	Temporary Bookings Managers (non-Trustee)
Vacant	Secretary
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.

## **Village Hall Activities following the 3 UK Coronavirus lockdowns**

### **First lockdown**

The Hall closed on 20<sup>th</sup> March in advance of the Government announcement of a nation-wide lockdown on 23<sup>rd</sup> March. During this period of closure, the Committee devised a Covid risk assessment and a set of restrictions relating to Covid security. The content of these documents was informed by Government guidelines and advice issued by ACRE and RCCE.

The Hall reopened on 4<sup>th</sup> July.

Copies of the Covid risk assessment and Covid security guidelines were sent to all hirers requiring them to read and sign thereby indicating compliance with the content of the documents.

The list of hirers who returned were as follows:

Aly - Yoga  
Michelle - Hatha Yoga  
Jackie - Pilates  
Jane - Dog training  
Gary - Marital Arts  
Louise- Drama exams

### **Second lockdown**

The Hall closed on 5<sup>th</sup> November and reopened 2<sup>nd</sup> December.

The list of hirers who returned were as follows:

Those named above  
Lauren - UPLA  
Helen Goodwin- Martial arts  
Anne-Art Club  
Zoe- Yoga

### **Third lockdown**

The Hall closed 6<sup>th</sup> January.

On 22<sup>nd</sup> February, the Government issued a roadmap detailing steps leading to the lifting of lockdown. Following the 2<sup>nd</sup> step on 12<sup>th</sup> April, Louise and her young person's drama group returned. The Committee were also pleased to welcome a new hirer, Victoria Wiseman, who runs the Captain Fantastic Toddler Group.

The 3<sup>rd</sup> step is due to start on 17<sup>th</sup> May after which we are expecting the steady return of most of the Hall's hirers. The 4<sup>th</sup> and final step is planned for the 21<sup>st</sup> June when the Committee would hope that all hirers feel confident to return.

### **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.

During the Financial Year 2020, the Hall re-opened to hirers where it was possible to do so following the guidelines on what activities could take place in the hall and how many could be accommodated. The Trustees agreed to reduce the hire rates by 50% to encourage hirers to return to the Hall whilst understanding that their income would be impacted by the number of people allowed to take part in some activities. The meeting room was closed during 2020 with the only the main hall available to hire. To ensure the Hall was covid-19 secure, additional expenses were paid out to meet all mandated risk guidelines.

The Trustees agreed to progress the planned maintenance activities for the Hall whilst the hall was closed to hirers, having the hall repainted and replacing the front doors.

The Charity had £53,312 in the bank as unrestricted reserves at the end of this financial year. There are no restricted funds in hand.

The Village Hall made a loss with expenditure over receipts as of 30th April 2021 of £10,295. This compares with £7,377 in receipts plus the £10,000 grant 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.

Repairs and maintenance costs are expected 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 updated the Covid Risk Assessment and Covid Conditions of Hire to include revised Government guidelines.

### **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**

Maintenance at the Village Hall has been able to continue during lockdown, and the opportunity has been taken to carry out additional work whilst the Hall was out of use.

The main entrance doors were replaced in the summer with new doors in the same style. The automatic door closer had failed in the spring, and a replacement was fitted to the new doors in June. The closer has detectors which

prevent the door closing if the doorway is obstructed and complies with the latest legislation.

To comply with Covid-19 legislation, wall-mounted hand sanitised dispensers were purchased and installed in the hall and corridor. Paper towel dispensers were also installed in the toilets as the hot-air hand dryers were not to be used. A lock was installed on the kitchen door to prevent the kitchen being used during lockdown. The external lighting at the rear of the hall was replaced with lights that incorporate movement detectors, providing illumination to the path to enable one-way circulation during the restrictions.

During the second closure the opportunity was taken to have the main hall fully decorated and all the sound baffles were taken down and cleaned. After this was completed the Meeting Room was also fully decorated

The Fibre Wi-Fi system serving the village was previously served by a radio link from the church tower to Colchester. The system was upgraded in the summer and now has a high-speed fibre connection. The fibre equipment is now housed within the Village Hall from where it links to the distribution equipment on the church tower. As a consequence of this, the Village Hall now has a very fast Wi-Fi internet connection.

The annual servicing of the intruder alarm, fire alarms and fire extinguishers has been carried out as normal. The air-source heat-pump which supplies all the heating for the hall also had its annual service in June. PAT testing was carried out on all appliances during this period.

## **Future Plans**

Carry out repairs to some of the windows externally, prior to redecoration. Other items of work are under discussion, including the possibility of landscaping at the rear of the Hall.

It is now coming up to ten year since the hall was refurbished and extended, and additional maintenance or servicing will be necessary for some items.

Host a village event to commemorate ten years since the Hall's refurbishment and celebrate the community spirit so much in evidence during the Covid pandemic.

## **Declaration**

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 2021**

	<b>30-Apr 2021 £</b>	<b>30-Apr 2020 £</b>
<b>Receipts</b>		
Hall hire	1617.00	14,696
Electricity generation	2187.54	1,730
Bank interest	9.23	37
Easy fundraising	0	87
Other receipts	0	10,025
	<hr/>	<hr/>
	3,814	26,575
<b>Payments</b>		
Repairs and maintenance	5,128	3,517
Fixtures & Fittings	2,934	80
Broadband & website	-	-
Lighting and heating	1,103	1,418
Rates and water	160	276
Subscriptions and licences	534	600
Insurance	981	968
Cleaning	1,800	1,800
Kitchen / Toilet Consumables	94	200
Legal and professional (6)	90	25
Other Sundry Expenses	47	314
Covid-19 Related Expenses (7)	1237	
	<hr/>	<hr/>
	14,109	9,198
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<b>Excess of receipts over payments</b>	<b><u>-10,295</u></b>	<b><u>17,377</u></b>

**Statement of assets and liabilities  
at 30 April 2021**

	<b>30-Apr 2021 £</b>	<b>30-Apr 2020 £</b>
<b>Current assets</b>		
Cash at bank:		
Bank current account	33,099	43,404
Bank premium account	20,223	20,213
	<b>53,322</b>	<b>63,617</b>
	<b>53,322</b>	<b>63,617</b>
	<b>2021 General Fund £</b>	<b>2020 General Fund £</b>
Balances brought forward	63,617	46,240
Excess of receipts over payments	-10,295	17,377
<b>Balances carried forward</b>	<b>53,322</b>	<b>63,617</b>
	<b>53,322</b>	<b>63,617</b>

**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 the COVID-19 funding of £10,000 received in April 2020, the income for Financial Year 2019 was over the £25,000 income threshold that requires an external audit of the accounts. £90 was paid to the RCCE for the audit.
7. To re-open the Hall during Financial Year 2020, additional costs were incurred to make the Hall Covid-19 secure and meet risk regulations. These were tracked as 'Covid-19 Expenses' to separate from the normal running costs of the hall.

