

Blewbury Village Hall Executive Management Committee

Report of the Chairman of Trustees and Accounts for the Financial Year Ending 30th September 2022

Operations

The 2021/22 financial year was the first full year of operations for the community venue since the completion of the refurbishment and closures owing to covid restrictions. We were delighted to welcome back most of our previous users and see some new users of the lovely new facilities.

A number of “big events” returned to Blewbury Village Hall over the 2021/2022 year as the community enjoyed the freedom to get together again after the restrictions of the pandemic. Largest of these was the Blewbury Players Pantomime, which happened in the last week of January 2022. In July 2022 the Village Hall also saw its first use as a licensed civil wedding venue.

However, despite the resurgence in bookings and activities at the Hall, the pandemic has resulted in some longer-term changes to attitudes on attending community events and consequently some different patterns of usage for the Village Hall, which we are still getting used to.

To all accounts and purposes the refurbishment was completed two years ago and we have now had a good period of operating the new facilities. Based on this experience a few small changes have been made to make things work better. A few items of outside work associated with the refurb still need to be done - primarily improved external storage and the installation of a bike rack.

The on-line booking system is working well and Tony Salter is continuing to make changes to improve performance as new issues arise and/or Hallmaster make changes to the way the system works.

Since the end of the last calendar year, the first Village Hall user group meeting has been held. We hope this will be the first of many and that this forum will help drive the use of the Hall and the further development of the facility in the way that the community and its many clubs and societies, needs.

Governance

Discussions are still ongoing on ways of rationalising the management of the Village Hall, run by the management committee of the Blewbury Village Hall charity, and the Clubhouse, run by the Parish Council. There has been little progress since the last AGM, although it is now clearer what can't be done.

Management and Staff

The Trustees that have made up the VHMC since the last AGM are:

Bruce Gibson (Chairman); John Ogden (Vice Chairman); Meirion James (Financial Officer); Dermot Mathias and Lydia Inglis (PC nominations); Roger Murphy, Tony Salter, Karen Forman and Penny Brassell (co-opted June 2022).

Bruce Gibson and Meirion James gave notice at the last AGM that they would be standing down as Trustees at, or before, the 2023 AGM. They will both be standing down at the 2023 AGM. Tony Salter, an existing Trustee, has already taken over the responsibility of Financial Officer. Lydia Inglis has also resigned as a Trustee to concentrate on her work as a Parish Councillor. Three potential new Trustees have been identified and their appointment will be considered at the AGM. All other Trustees have agreed to remain on the management committee.

The Village Hall continues to employ just one temporary member of staff, our cleaner, Jayne Newman.

The Chairman would like to thank departing Trustees, Meirion and Lydia, for their hard work and good advice during their time as Trustees and to thank all Trustees and staff for their time and good work over the review period. The Chairman would also like to thank those Trustees that are remaining on the management committee and the individuals that have agreed to join the management committee as new Trustees for their commitment, which ensures that the management of Blewbury Village Hall is in good hands.

Financial

This financial year has seen a return to “normal” operating conditions. In fact in some respects “better than normal” as the release of pent-up demand for family and community events created by refurbishment and covid closures was reflected in strong bookings. The Doctor’s surgery also came back into use after the end of covid restrictions, contributing £4K in rental income.

This has meant a strong revenue stream for the Village Hall, but also increased operating costs as we learn how to manage the new situation. There have also been some unexpected costs associated with changing things done during the refurbishment, which didn’t really work and also maintenance items that can be put down to lack of usage following the refurb (eg blocked drains).

Total income for the FYE 30/09/22 was £20,497, with costs of £17,788, giving a net operating surplus of £2,709. However when exceptional items are included (+£240 donation and -£1,910 refurbishment related costs) the overall surplus for the year was reduced to £1,040.

Comparison with the previous year has little value as the covid hit period was unrepresentative of normal operating conditions.

A copy of the accounts for the financial year ending 30th September 2022 is included in this report as Annex A.

Moving Forward

Priorities for the VHMC for the immediate term are:

1. Bed in the new management committee, elect a new Chair and establish other roles and responsibilities.
2. Produce a new business plan to attract new users and retain existing ones.
3. Continue to engage with users, through the user group and other forums, to drive that business plan.
4. Improve storage facilities, so that new activities can be accommodated.
5. Build an on-going maintenance programme to maintain the high level of amenity provided by the refurbished Hall.
6. Recruit a caretaker, or employ a maintenance services company, to ensure that regular maintenance is undertaken.

Bruce Gibson,
Chairman, Blewbury Hall Executive Management Committee, March 2023

Addendum

At the Blewbury Village Hall AGM held 13 March 2023 three Trustees stood down from the Village Hall Management Committee (Meirion James, Lydia Inglis and Bruce Gibson) and three new Trustees were appointed - Andrew Forman, Kate Mitchell and Tony Mather. At the first meeting of the new Village Hall Management Committee, Andrew Forman was elected Chairman of the Committee.

Annex A – Blewbury Village Hall Accounts FYE 30th September 2022

Year to 30-Sep-22		Previous Year
Operating Receipts		
Lettings invoiced	15,190.74	3,023.50
Surgery Rent	4,000.00	0.00
PO rent	1,200.00	1,200.00
Building Society interest	72.23	644.73
Sale of equipment / stock	34.15	80.00
Covid Grant		9,907.00
	20,497.12	14,855.23
Operating Expenses		
Electricity	3,300.00	3,065.98
Water	311.15	
Administrator /Booking clerk	3,412.50	2,411.00
Maintenance	2,793.41	699.59
Insurance	2,502.11	2,404.60
Cleaning staff	2,387.00	2,377.00
Broadband	512.09	460.80
Cleaning material	303.00	70.68
Office expenses	219.63	80.00
Mobile phone	140.52	124.99
Refuse collection	850.32	639.12
New equipment	340.90	1,470.76
Subscriptions	279.00	273.40
Piano removal	234.00	
Performing rights	132.00	131.04
Window cleaning	70.00	
Wedding licence		2,250.00
Reopening ceremony		809.30
Covid costs		638.64
	17,787.63	17,906.90
Net operating surplus		-3,051.67
Refurbishment items (not included above)		
	Donations	240.00
	Repairs to gents loo	-1,909.68
	-1,669.68	
Overall surplus		1,039.81

Bank Account Reconciliation

(1/10/21 - 30/9/22)

	2020-21 Accounts	Accruals b/f	Opening Balance	Closing Balance	Change
Current	16,929.28	2,802.97	19,732.25	4,212.54	-15,519.71
Lloyds Savings	n/a	n/a	0.00	18,000.00	18,000.00
Refurbishment	1,924.30	-1,660.47	263.83	254.62	-9.21
Building Society	24,077.15	0.00	24,077.15	24,149.38	72.23
Accruals	n/a	n/a	-1,142.50	-2,646.00	-1,503.50
	42,930.73	1,142.50	42,930.73	43,970.54	1,039.81