

Withersfield Village Hall Management Committee

Report for the Parish Council March 2024

Treasurer's Report -TMM

Bank balance at our last meeting (8/1/24)	£40,820.73
Bank balance at 5 th March 2024	£16,093.08
Barclays a/c.	<u>£30,830.41</u>
Repayment of loan from K Pinder	- £10,000.00
	£36,923.49

Since last meeting we have

Paid out of our current account:	£16,376.06
Received as rentals	£ 2,758.50
Received as grant	£20,000.00

The storeroom is almost complete, it is being used and works well. The fete resources have been moved into the old storeroom.

This has been the last phase of our storeroom extension and the associated costs that go with it. We only have the disabled ramp to finish, sort out the last bit of electrics, this should be under £1,000, so we are just about there financially.

This left just over £45,000 in the bank & CCLA savings account. £30,000 of that is made up from the £10,000 loan, kindly made by K Pinder and £20,000 from the National Lottery, a grant received in January. The £10,000 loan has now been repaid. Additional work still needs to be undertaken as identified in our maintenance plan, including upgrades to the electrics which have been identified in the latest electrical survey undertaken by Farrant's, and the addition of new fire alarm points following a visit by the Fire Service inspector. New work – which we will fund from reserves and from the £20,000 lottery grant include – grasscrete block installation, an improved and separate disabled entrance and sky lantern. Priorities will be agreed at the next meeting on 22 May.

In reviewing our Reserves Policy, it was agreed to raise the level of funds that should always be held in reserve to £5,500 from £4,000 – as contingency to manage unexpected expenditure.

Staff

The VHMC employ 2 staff, the Warden who currently works 4 hours a week, and an Assistant Warden who helps opening/checking after lets. We also pay for a cleaner to undertake a weekly clean of the hall. The Warden has requested a pay review from £12ph to £13.50ph plus an increase in hours from 4 per week to 5 per week. No increase has been given for 2 years. TMM advised that this will amount to approximately an additional £1,000 per annum. An agreed increase to £13 was accepted as well as an

additional hour per week. Our Warden has kindly taken over management of the Face Book page and the VH Website <https://withersfield-villagehall.onesuffolk.net/>

An increase in pay can be covered by an increase in the hourly rate charged to hirers, and the Warden has undertaken a review of other charges levied by local halls.

This increase will be discussed with the Warden, approval sought from the Trustees and hirers notified accordingly. It is anticipated that this change will take place from 1st April – although this may be considered too short notice. An increase of £1 an hour has been applied and all hirers notified.

Extension Update – outturn figures

Withersfield Village Hall Extension Summary as at 26/02/24

Tendered cost against original bill of quantities (not incl VAT)		41011.49
Actual payments made to date Application No. 9		37959.11
Payments pending Application No. 10		3909.17
Provisions In addition:		
Disabled Ramp		500
Labour Materials		200
Estimated Out Turn Cost		41868.28

This final out turn figure includes the following costs not provided for in the original Bill of Quantities

VAT		4199.4
Additional Fire Door		949.18
Programme		25
Floor Covering		1000
Revell Arch		240
Decoration		291.15
Gateway Building Control		900
Hire of Heater and Dehumidifier		217
Shelving		60
Skirting Board		50
Wall Heater		185.99

Lowering of Manhole and new cover		205
Repairs to Brick Castellations and Roof		300
Prints		14.4
New Larger Capacity Distribution Board		800
	Total (inc VAT)	9437.12

The final outturn figure is within the £42,000 agreed by the VHMC, even with the additional works undertaken – including re-felting the existing flat roof.

Following the installation of a new electric capacity distribution board, issues had been found with the existing electricity circuitry.

- The electrician will be at the Hall on Sunday (10th March) to energise the emergency lighting and look at the storeroom lighting.
- Shuttering has been installed for the second stage of the disabled ramp which will be concreted there is then one more stage for final completion.

We are still seeking final sign off for the building from the building inspector. Once secured the insurance company will be notified. For insurance purposes we have undertaken a full electrical survey, which has highlighted improvements needed, these have been agreed and Farrant's will be undertaking asap.

Additional fire points have been proposed following a visit by the Fire Service.

Further repairs need to be undertaken on the existing roof – loose tiles over the committee room and the chimney is also unsafe –it is proposed that the chimney will be taken down.

The remaining fire door next to the kitchen in the hall will need replacing in the future, and this should therefore be added to the planned work schedule.

The Committee discussed expenditure against the £20,000 secured from the National Lottery. SH had been in touch with the Lottery as the bid originally focused on replacing the existing flat roof – but this work had to be done due to a leak being discovered. The Lottery will not fund work already undertaken, so a new plan had been submitted, which has been agreed and includes:

- Sky lantern in the existing flat roof £7,000
- Grasscrete blocks to improve parking facilities. £7,000
- A bespoke disabled entrance. £5,000
- Repairs to roof £1,000

These costs were very provisional and the Committee discussed priorities.

It was agreed that installation of the blocks, accepting DHs kind donation of the actual blocks, should be a priority as the grass was becoming very damaged. TMM has contacted Thurlow Estate for permission and will look to call the office as no response has been received to date.

Discussing costs, TMM felt that a more realistic figure to install blocks on both sides of the green would be in the region of £15,000, added to this would be an approximate cost of £800 for transport of the blocks to the village.

With regard to installation of the roof lantern and the bespoke disabled entrance, TMM will seek quotes. We still have planning permission for the bespoke entrance but this will expire, so needs to be undertaken this year if possible.

Fundraising & Events Report

There are only 2 fund raising events planned for the Village Hall so far.

The Quiz night was held on the **23rd March** and was well attended.

Table Top Sale 14th April – this event was combined with a hall ‘open day’ and regular hirers were invited to come along to talk about their sessions. We did have 9 stall holders but unfortunately not many visitors.

Policies

- a. **Conflict of Interest Policy** – SH presented the updated policy. The Committee approved the policy.
- b. **Equal Opportunities Policy** The Committee approved the policy.
- c. **Complaints Policy** – The Committee approved the policy.
- d. **Reserves Policy** - The reserves identified in the policy have been increased from £4,000 to £5,500 in light of increased costs. The Committee approved the policy.

All Policies will be uploaded onto the website

Withersfield History Project

The website <https://withersfield-villagehall.onesuffolk.net/> now also includes a new ‘History’ section which fulfils the grant requirements of a small lottery grant to mark the Kings Coronation, an outstanding action is to plant a tree and that will be done in the autumn, with the approval of the Thurlow Estate.

Committee Structure

TMM is continuing to undertake the role of Treasurer alongside his role as Chairman. SH has put an advert in the Withersfield News to advertise.

Governance

The Annual Return to the Charity Commission has been submitted for the 2022-2023 year as required. We have secured someone to undertake a financial audit of the April 23-March 24 accounts.

The next meeting would be held on the **22nd May 2024 at 7.00pm** in the Committee Room. SH to book the room. SH reminded colleagues that the **AGM will be on 17th July, 6.45pm**