

# This document contains the Chairman's and Treasurer's Report as well as the Refurbishment Programme

## Chairman's Report

This report covers the operating year 01.04.2020 – 31.03.2021

The composition of the Village Hall Committee during the year, has been as follows

Ian Knights            Chair  
Malcolm Ayres      Vice Chair  
Graham Bennett    Treasurer  
Chris Balchin, Iain Coleman, Steve Renvoize, Sally Yalden

Kate Knight            Bookings Secretary

This has been a very disjointed year regarding the use of the Hall, with a number of partial/full lockdown closures.

Malcolm Ayres and Kate Knight ensured the hall was Covid compliant during the periods it was in use.

As a result of the Covid restrictions, some user groups disbanded but we have seen use of the hall return to pre-pandemic levels, albeit with some changes in user groups.

In order to fulfil our legal obligations, meetings were held via Zoom, with decisions relating to minor administrative matters being made through on-line discussion.

During the year, a major refurbishment project was undertaken. This was overseen by Malcolm and Chris, who also undertook many smaller elements of the works.

The Village Hall' refurbishment has been a major focus since 2014 and we're very fortunate to have these two colleagues, who have borne the brunt of these works.

Details of works are included in the Appendix and will be covered at the end of this Report.

The Braishfield Pantry, a limited company, of which the Village Hall is the sole shareholder, has proved to be an enormous community resource during the pandemic. I wish to thank all those involved in ensuring that The Pantry functioned so impressively during the lockdown periods.

In addition, I'd like to thank Ruth and Alex Macleod, who with Christine Scrivener, continue to maintain and develop the welcoming garden area outside the Village Hall and Pantry. To all those who contributed to the provision of both the Pantry canopy and café tables/ seating, used by so many visitors to the village, I'd also give my thanks on behalf of the Committee.

Finally, I'd like to express my gratitude to all members of the committee, who give up their time to facilitate the smooth running of the Hall, linking with our user groups and other members of the Braishfield community.

## Braishfield Village Hall Refurbishment Programme

The refurbishment of the Braishfield Village Hall is being completed in phases. The table shows the works carried out from 2014 to date. We hope that you will agree that they have resulted in a much more welcoming environment for hirers to enjoy.

<b>Phase 1</b>	<ul style="list-style-type: none"> <li>Install air sourced heating to replace the electric panels in Main Hall and provide heating to Foyer.</li> </ul>	Completed late 2014
<b>Phase 2</b>	<ul style="list-style-type: none"> <li>Build an extension to the Hall to house the Shop/Pantry.</li> </ul>	Completed early 2016
<b>Phase 3</b>	<ul style="list-style-type: none"> <li>Refurbishment of the toilets and install a shower cubicle</li> <li>Upgrade power distribution box in Foyer cupboard</li> </ul>	Completed mid 2017
<b>Phase 4</b>	<ul style="list-style-type: none"> <li>Renew felt and battens on west side of roof</li> </ul> <p><b>Refurbish Foyer and Community Rooms:</b></p> <ul style="list-style-type: none"> <li>Raise the ceiling in Community Room</li> <li>Install sky lights in Community and Foyer ceilings</li> <li>Replace all lighting with LED units, some dimmable</li> <li>Install air source heating in Community Room</li> </ul>	Completed 2019
<b>Phase 5</b>	<ul style="list-style-type: none"> <li>Create new kitchens for Hall and Shop and install new kitchen units and appliances</li> <li>Build a Store Room to north of Main Hall</li> <li>Replace plastic entrance canopy with oak structure</li> <li>Install cabling for sound system and hearing loop</li> <li>Renew felt and battens on east side of roof and replace fascia/soffits with uPVC</li> </ul> <p><b>Main Hall:</b></p> <ul style="list-style-type: none"> <li>Replace windows with uPVC with electric openers</li> <li>Remove lighting trunking and install dimmable LED downlights and ceiling panels</li> <li>Replace Emergency Exit doors</li> <li>Sand and reseal Floor</li> </ul>	Completed 2020
<b>Phase 5a</b>	<ul style="list-style-type: none"> <li>Replace Emergency Exit doors at back of stage</li> <li>Repair steps and replace railings.</li> </ul>	Completed 2021
<b>Remaining Work</b>	<ul style="list-style-type: none"> <li>Install loop amplifier for the hearing impaired (£1500)</li> <li>Install sound system (speakers and PA system) (£1500)</li> <li>Install projector In Community Room (£1500)</li> <li>Install spotlight frames on each side of hall (£500)</li> <li>Refurbish Stage - Remove side flats and install black curtains to side and rear, replace ceiling tiles, install basic stage lighting for non BMADs use (£3500)</li> <li>New chairs for Community Room (£2000)</li> </ul>	<p>To be completed during 2022</p> <p>Total estimate £10500</p>

## Treasurer's Report for year ended 31 March 2021

As a result of Covid 19 the hall was open for letting for only a few months of the year resulting in letting income received of £2,641. However, because the hall is liable to business rates it received Business Support Grants of £19,907 from Central Government (paid through TVBC) to help us financially through the pandemic.

Other income received consisted of rental income from The Pantry of £1,696, (which included arrears from the previous year), Gift Aid £305 and a completely unexpected refund of solicitor's fees of £40.

We were also delighted to receive a donation from The Pantry of £6,880 together with other smaller donations totalling £31.

Closure of the hall enabled us to proceed with Phase 5 of our refurbishment programme without the need to juggle building work with hirers. This phase resulted in expenditure of £112,787 together with £5,928 for fixtures and fittings, a total of £118,715.

We were very pleased to receive grant funding of £109,753 to help us carry out this work and our appreciation goes to Test Valley Borough Council, ACRE, Braishfield Parish Council and Hants County Council for their financial support with our ongoing project. The shortfall of £9,862 was met from Village Hall funds. Day to day expenditure of the hall, excluding refurbishment, totalled £14,148 and was £4,027 less than the previous year. Although electricity costs were much less due to the closure of the hall, water charges increased as a result of a major leak. Repairs and renewals were significantly less than the previous year and during the Pandemic we didn't need to renew our Performing Rights etc. licence.

Overall income for the year exceeded expenditure by £7,494.

Our assets at 31 March 2021 included;

- a freehold property with an insured value of £1,093,446;
- Share Capital and an Investment Loan to the Braishfield Pantry Ltd of £100 and £8,382 respectively;
- other loans to the Pantry of £1,443;
- bank balances of £16,628 held in four different accounts; and
- cash in hand of £379.

There were no liabilities.

Finally, my thanks go to Richard Groves for acting as Independent Examiner of these accounts.

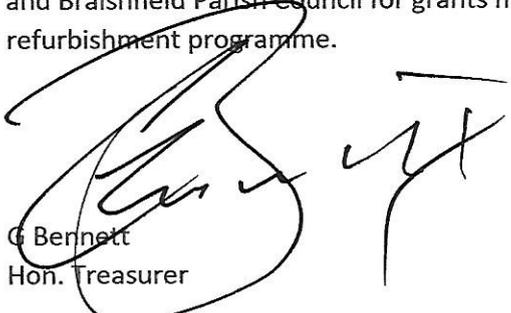
**Braishfield Village Hall****Income & Expenditure Account**

	Year ended 31 March	2021	2020
Letting Fees		2641	17428
Rental Income		1696	
Fundraising			296
Meters		1	82
Interest		3	14
Donations - Pantry		6880	384
- Other		31	50
Gift Aid		305	
Refund - Solicitors Fees		40	
Grants - Rural Payments Agency			11310
- TVBC (CIL)		93853	5585
- TVBC (Covid 19)		19907	
- ACRE		10000	
- Braishfield Parish Council		3500	3500
- HCC		<u>1500</u>	
<b>Total Income</b>		<b>140357</b>	<b>38649</b>
Wages	2806		2442
Sub-contract cleaning	3200		3672
Utilities	2281		3709
Refuse	1804		1702
Postage & Stationery	30		97
Repairs & Renewals	120		2570
Cleaning supplies	154		234
Annual Inspections (Fire / Electrical)	457		549
Insurance, Licence & other	1343		1299
PRS/PPL			192
Professional services	200		
Sundries	122		145
Wreath	21		
Refunds-PY bookings	229		
Advertising			20
Fundraising expenditure			10
Depreciation	1381		1534
Refurbishment			
Build	112787		22615
Fixtures & Fittings	<u>5928</u>	<u>132863</u>	<u>40790</u>
<b>Excess: Income over expenditure</b>		<b>7494</b>	<b>-2141</b>

**Balance Sheet**

	Year ended 31 March		2021	2020
Balance at 31/03/20			1083419	1045007
Excess Income over expenditure			7494	-2141
Balance at 31/03/21			1090913	1042866
Add: Increase to value of freehold				
property			41892	30628
Prior years adjustment				<u>9925</u>
			<b>1132805</b>	<b>1083419</b>
<b>Fixed Assets</b>				
Freehold property (insured value)	Hall		1005253	963449
	Shop		88193	88105
Plant & Equipment b/f		13808		13004
Additions				<u>2338</u>
		13808		15342
Less: Depreciation		<u>1381</u>	12427	<u>1534</u>
				13808
Share capital - Braishfield Pantry			100	100
Investment loan - Braishfield Pantry			8382	8382
<b>Current Assets</b>				
Loan to shop - earlier years donations			1443	1443
Bank:	Current (1)		11876	3496
	Current (2)		2507	1489
	Deposit		49	49
	Investment		2196	2194
Cash in Hand			<u>379</u>	<u>904</u>
			<b>1132805</b>	<b>1083419</b>

The trustees are extremely grateful to TVBC, HCC, ACRE (Action With Communities in Rural England) and Braishfield Parish Council for grants made by them to help with the Braishfield Village Hall refurbishment programme.



G Bennett  
Hon. Treasurer



R Groves  
Ind. Examiner

I certify that this statement of account is a true reflection of the accounting records made available to me.