



**Catterall Village Hall**

## **Catterall Village Hall**

Registered Charity Number 1007196

Garstang Road, Catterall, Preston. PR3 1XN

## **Trustee's Annual Report**

**2020-2021**

## **Welcome by the Chair, Simon Kirkman**

Welcome to the 2020-2021 Trustee's Annual Report for Catterall Village Hall. It is unusual for us to have to prepare a Trustee's Annual Report, although the preparation of an Annual Report for the Annual General Meeting is good practice. The Charity Commission requires a Trustee's Annual Report to be prepared when income in a particular financial year exceeds £25,000. A figure of £25,000 would normally be well out of the reach of a small village hall such as Catterall's but, as a result of facilities such as ours having to close because of Covid 19, we were able to access a number of government grants which were administered by Wyre Council and this took us just over the £25,000 threshold.

Trustees are the people responsible for managing the village hall in accordance with the constitution and with appropriate legislation on behalf of its beneficiaries (the people of Catterall).

There can be a maximum of 14 Trustees (together they form the Village Hall Committee) but, at the time of writing, there are only seven. They are:

**Simon Kirkman (Chair)**

**Jan Finch (Secretary)**

**Kevin O'Hanlon (Treasurer)**

**Joan McKenzie (Bookings Secretary)**

**Amy Holland**

**Carl Boardman**

**Debbie Clift**

At its meeting on 17 November 2021 the Village Hall Committee agreed a number of administrative changes to its governing document, one of which was to the committee membership categories and these changes have been notified to and accepted by the Charity Commission. The Village Hall Committee now consists of eight elected members, four representative members and up to two co-opted members. Catterall Brownies and Catterall Parish Council (as organisations which were given the right to appoint a representative to the committee when the charity was first formed) have retained the right to appoint a representative and there can be a further two representative members.

We are keen to increase the number of Trustees as only half the positions on the committee are filled. Anyone wishing to join the committee must be over 18 years of age and not disqualified from becoming a Trustee by virtue of sections 178-180 of the Charities Act 2011. Please get in touch with one of the current Trustees or contact me through our website <https://www.catterallvillagehall.co.uk>) if you are interested in becoming a Trustee.

The Trustee's Annual Report will, I hope, give readers an insight into what it takes to keep the hall a safe and accessible venue for the benefit of the people of Catterall.

**Simon Kirkman**

**Chair**

## **About Catterall Village Hall**

Catterall Village Hall is a small village hall which was built in the nineties to provide the people of Catterall with a space to meet for classes and other forms of recreation and leisure in order to improve their quality of life. It has a main hall, a small meeting room, kitchen, toilets and two store rooms. The parish council occupies a room in the Hall under licence.

Unfortunately, as a result of the pandemic, the Hall was closed for a large part of this reporting year which runs from October to September. This enforced closure did allow the Village Hall Committee to make sure that maintenance tasks and checks were completed without risk to users or tradespeople, that risk assessments for the building generally, for fire safety and for Covid 19 were completed in readiness and that all required signage and health protection measures were put in place ready for re-opening. These risk assessments are reviewed regularly to ensure they remain appropriate.

The Committee has also taken the opportunity to upgrade some of the plumbing and electrics, with new LED lighting in the main hall, the small meeting room and the large store room. LED panels are highly energy efficient and will contribute to a reduction in energy costs.

The fire alarm has been replaced; a new sign purchased for outside the hall; new fire extinguishers to meet fire safety guidance better have been purchased; there are new water heaters and various plumbing changes to meet legionella guidance have been made; new emergency lighting has been installed and the Village Hall is now wifi enabled.

Unfortunately, not everything has gone to plan. Despite asking our energy supplier (EDF) for a smart meter to be fitted so that the solar panels, erected some six years ago, could be fed in the smart meter has not yet been fitted as (EDF) still have no supply of 3 phase meters such as the one in the Village Hall.

## **Chairman's Report**

It has been a challenging twelve months for Catterall Village Hall Trustees.

All but two of the Committee resigned in March and a number of new Trustees took up position. Given that few of the Committee had previous experience of being Trustees the Committee decided to join Community Futures who could provide advice and guidance on what was required. This support has been invaluable whilst we have been on such a steep learning curve.

Given that it is our legal duty as Trustees to ensure that the committee acts and the hall is operated in full compliance with appropriate legislation I must thank our Secretary, Jan Finch, for the extensive amount of work she has completed in ensuring that we have everything in place to be compliant. I know it has been a huge undertaking on top of the other roles that she has outside the hall. The Committee has met every six weeks or so to keep on top of the workload and all meetings have been held virtually because of covid.

As the roadmap unfolded the Committee began to open the village hall in line with the guidance and I am delighted that we could reassure users old and new that the hall is a first class, safe, accessible, well maintained and well-presented venue. We carried out a Covid-19 Risk Assessment and determined what measures needed to be put in place to allow the safe use of the Hall. Signage abounded in the early days, although this has now been reduced somewhat, and we have provided hand sanitisers and operated with guidance provided by ACRE to the hall.

To that end, the hall has been well used since we were able to reopen with various day time activities covering each weekday and clubs, societies and community groups using the hall most evenings with many bookings for private events taking place at weekends. At the time of writing we have belly dancing; jewellery

making; Brownies; chair dancing; an outreach Post Office twice a week; children's dance class; Church not on a Sunday; music class for babies; keep fit and Pilates on a weekly basis. Catterall Gardening Club meets between March and September and there is a monthly coffee morning.

The mobile post office has been a welcome addition to the village hall, with usage by the community being higher than expected at the start. It has also been interesting to have a pop-up charity shop in the small room, and an opportunity to increase the usage of the small room that we have been exploring.

The creation of a website and facebook page has also been a useful route to receive enquiries. I must say a massive thank you to Joan Mackenzie for taking on being point of contact for the bookings, as I know that has been a time-consuming task to schedule everyone in, both old, pre-covid bookings and new ones, plus parties and other such one-offs calling at all times as well.

Thanks must go to the parish council for the support of Gillian Benson (Parish Clerk) and Paul Hartley (Parish Lengthsman) at times through the past year, taking in deliveries and supporting minor maintenance occasionally. Thanks must also go to Catterall in Bloom for the fantastic flower displays that were all around the hall over summer. We must of course also thank Elaine Davis for her cleaning the hall regularly, it is always well presented following her visits.

Thanks go to Amy Holland for the regular health and safety checks too. I know these add a few minutes per week to her busy Brownies sessions! And thank you to the rest of the committee for their inputs and helping get the hall back on its feet during a very busy year! We are looking to recruit new committee members going forwards to help share the load of running the hall, as we currently operate with several vacancies for trustees. We are looking to the whole community to find people who are able to help with the management of the Hall – please contact us if you would like to help.

Finally, I would like to thank our Treasurer, Kev O'Hanlon, who took on the role in the summer when the previous Treasurer resigned after 10 years' service.

I look forward to another successful year for the 2021-22 financial year.

**Simon Kirkman, Chair**

## Treasurer's Report

It is never easy getting to grips with someone else's methodology and, on handover, I spent a considerable amount trying to do so. Having finally got to grips with the system I had to make a number of adjustments as some debits and credits which should rightfully have been included in the 2019-2020 accounts were included in the current year's. Having taken advice from local accountants the adjustments were made and a detailed note prepared to explain the changes. As this meant that the closing balance for 2019-2020 (£18229.98) was different to the opening balance for 2020-2021 (£18266.98) a report was made to the Charity Commission but, as the amount was small, they required no further action to be taken.

The Committee made the decision to move the bank account from HSBC to NatWest given that it offered online banking for community groups and it had a branch in the nearby market town. This was not the simple task it should have been as mistakes were made by the bank which meant the duplication of work. Following a complaint, the issues were resolved and compensation of £250 made into the Catterall Village Hall bank account.

The reserves we have accumulated as a result primarily of the Covid grants will not last indefinitely and it has taken some time to properly understand the Village Hall's running costs. In the coming year we will need to review our income against those running costs and put in place an appropriate charging policy. We will also need to establish earmarked reserves to ensure we have the funds for replacements and improvements, including the much needed improvements to the car park.

We do know that grants are available for some improvements and we will make sure we take advantage of any such funding streams.

The summary of accounts is overleaf.

<b>RECEIPTS</b>							
Hire of Hall			4975.06			3625.00	1350.06
Grants / Transfers/Catterall PC			20620.92			10550.00	10070.92
Fund Raising			0.00			0.00	0.00
Bank /National Savings Interest			0.00			0.00	0.00
			<b>25595.98</b>			<b>14175.00</b>	<b>11420.98</b>
<b>PAYMENTS</b>							
Caretaking / cleaning	960.00			960.00			0.00
Cleaning Materials	38.16			171.30			-133.14
Utilities	1288.00			618.00			670.00
Insurance	669.08			454.95			214.13
Refuse collection	872.40			602.53			269.87
Licences, Audit, Administration	0.00			0.00			0.00
Rates	27.95			262.08			-234.13
Miscellaneous Expenditure	5710.62			177.50			5533.12
Renewals and Maintenance	2284.32			1880.68			403.64
			<b>11850.53</b>			<b>9233.28</b>	<b>2617.25</b>
Excess of Income over expenditure			13745.45			4941.72	8803.73
Balance of funds at 1st October 2020			18266.98			13288.26	4978.72
Current Funds			<b>32012.43</b>			<b>18229.98</b>	<b>13782.45</b>
<b>REPRESENTED BY</b>							
Current Account			32012.43			18229.98	
Cash in Hand/ Deposits / not cleared			0.00			0.00	
			<b>32012.43</b>			<b>18229.98</b>	
Treasurer:							