**Colwall Village Hall**

**Annual Report of Colwall Village Hall Management Committee**

**Year ending 31 March 2021**

Colwall Village Hall is a registered Charity (No 1016958) established by the trust deed dated 15th January 1993. The Charity was established to manage the facility for the community and thereby enhance village and community life for the inhabitants of Colwall and environs through their use of the Hall.

The address of the charity is Mill Lane, Colwall, Malvern, Worcs, WR13 6EQ

The day to day running and upkeep of the Village Hall is the responsibility of the trustees (Village Hall Management Committee). There are nine trustees, five of whom are elected for a maximum period of five years, two appointed by the parish council plus a representative of the Church Room Trustees (landlord of the village hall) and the Colwall Players (major user of the hall). A Secretary is appointed by the committee, who may or may not be a member of the committee (trustee). The officers of the committee are elected at the first committee meeting following the AGM which is held in June each year. The Management Committee can appoint a maximum of 2 co-opted members during the year.

The Members of the Management Committee during the current year and the body they represent (where applicable) were: -

Iain Young: Chairman - Elected

Phil Kendrick: Vice-Chairman - Elected

John Mills: Treasurer - Elected

Sally Neville: Booking Clerk - Elected

Marcus Allen: Elected

Irene Bentley: Colwall players

Wendy Cottam: Colwall Parish Council

Rod Lane: Colwall Parish Council (Secretary)

Rachel Buckland: The Church Room Trustees - landlord

The hall is available for hire by organisations and individuals in accordance with a standard hire agreement at the scale of charges current at the time. These charges are reviewed annually and designed to make the hire of the venue competitive with similar venues and to keep in step with inflation. There are discounted rates for regular users and volunteer-led educational purposes.

The scale of charges is set with the aim that the operation is self-financing and to provide a modest surplus to meet significant repairs and replacements over and above normal running costs. Money is then transferred into the dedicated Furniture & Equipment Fund and the Major Renovations Fund. All equipment and buildings renewals are to be met from any operating surplus remaining after this transfer.

The charity has two part-time members of staff; a cleaner and a self-employed caretaker. The Booking Clerk receives expenses, but otherwise all trustees act voluntarily.

The officers of the management committee are responsible for all administrative duties and confer regularly by electronic means to make decisions on the day-to-day running.

The full management committee meets typically every couple of months to review the overall status and for forward planning, but may also vote electronically where a decision on some matter needs to be made urgently. (Meetings this year have mainly been remote, using Zoom)

The Hall is available to hire throughout the year. Regular users are typically: the Local Amateur Dramatics Group, the Horticultural Society, the Village Society, the Arts Society (Malvern Hills), two Bridge clubs, an Indoor Bowls club, Pilates and Yoga groups,

Art Classes, Admiral’s Café (dementia group) Colwall Flicks and the Colwall Parish Council.

This year the activities in the hall and its use have been severely curtailed by the coronavirus pandemic. The first national lockdown was declared only days before the start of the 20-21 reporting year and although we had a period of trading, from September, albeit limited, we were locked down again from the beginning of 2021 and as of the end of the reporting year, have not resumed normal business. As such our main income, the premises hire was down by over 85%, as was our equipment hire. While our water and electricity costs were lower, our gas costs were similar as we maintained heating over the winter to protect the building. We have been fortunate in receiving five COVID support grants from the government via Herefordshire council plus a smaller one from the Parish Council totalling just over £20,000. These have helped us to counteract the lack of income and to continue to support our two contracted staff. I am pleased to say that despite the rather traumatic year, we ended with a small surplus.

Being forced to close enabled us to do some improvement work, without interrupting any of the hire programme that would have undoubtedly been necessary in a normal year. A major refurbishment of the toilets was undertaken paid for principally by a grant from Awards for All. As part of this upgrade we also introduced a number of water saving measures. In addition we installed LED lighting in the toilets and other parts of the building as part of our plan to continue to improve our green credentials. This followed the installation of a more efficient gas central heating boiler the previous year. We also continued the improvements to the kitchen with new worktops and other cosmetic work. Thanks to donations from the parish council and two of our regular users we were able to fully fund the installation of more efficient blackout blinds for better appreciation of lectures and films during daylight hours. We have also been pursuing the possibility of installing one or two electrical vehicle charging points in the car park for the benefit of the village. The technicalities of both the installation and operation and securing funding for this however are proving to be a bit of a challenge.

As at the time of writing, even though we may be able to begin some sort of normal operation from May 17th, it looks as though many of our users may not return until September when we hope there will be few if any COVID restrictions. This will mean that the income we might hope for in 21-22 could be about 50% down on that of 2019-20. Whether we get any further assistance from the government remains to be seen.

Iain Young (Chairman) 15-04-21