

West Hoathly Village Hall Management Committee Clerks Hall Report February 2024

Points to note and actions since the last meeting

Since the last meeting in October 2024

- The flat boiler has been serviced.
- As a result of a leaking valve, a new tap has been installed in the kitchen.
- The faulty light on the side path has been fixed.
- Repairs have been made to the oven controls.
- There has been another report of blocked drains, the blockage has now been cleared.

Hall Hire

Invoices were issued in January/December for the Autumn term. – there is one payment outstanding.

Since January, Preschool have been running full day sessions on Tuesdays and Thursdays. After Easter, they will extend this to include Mondays.

Agenda Items

Item 6: To receive feedback following the visit to West Sussex Records Office and agree next steps

On Tuesday 6th February members of the Council visited the Records Office in Chichester where we were provided with a tour of the building. After the tour members of the Council met with County Archivist, Wendy Walker and Collections Manager, Jennier Mason to discuss how the Records Office may be able to assist the Council in managing the storage of the Local History Archive.

Next Steps- to agree to invite the Collections Manager to visit the Village Hall to view the archive material and advise what may be suitable for the Records Office to store. The Records Office are only able to accept original documents.

Item 7: To receive an update on the replacement fire door work and agree next steps

Repairs have been made to the existing fire doors. It was agreed to obtain quotes for replacement. – committee to receive an update on where we are with this and agree next steps.

Item 8: To consider items in need of refurbishment in the Village Hall

The committee should consider areas that may need refurbishment in preparation for agreeing a proposed budget for 2024-25

Item 9: Budget documents have been sent via email.

Detailed Receipts & Payments by Budget Heading 11/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1100 Flat Rent	5,900	6,600	700			89.4%	
1200 Hall Hire	7,429	8,675	1,246			85.6%	
1400 Interest Received	126	0	(126)			0.0%	
1500 Grants & Donation Received	1,000	0	(1,000)			0.0%	
Income :- Receipts	14,455	15,275	820			94.6%	0
Net Receipts	14,455	15,275	820				
120 Cleaning							
4100 Cleaning	3,036	3,590	554		554	84.6%	
4110 Cleaning Supplies	92	300	208		208	30.5%	
4120 Window Cleaning	210	350	140		140	60.0%	
4130 Garden Maintenance	44	200	156		156	22.0%	
Cleaning :- Indirect Payments	3,382	4,440	1,058	0	1,058	76.2%	0
Net Payments	(3,382)	(4,440)	(1,058)				
130 Fire Safety							
4200 Pat Testing	150	150	0		0	100.0%	
4210 Emergency Lighting Testing	48	150	102		102	32.0%	
4220 Fire Safety	195	300	105		105	64.9%	
Fire Safety :- Indirect Payments	393	600	207	0	207	65.5%	0
Net Payments	(393)	(600)	(207)				
140 General Maintenance							
4300 Hall Repairs and Maintenance	1,707	4,700	2,993		2,993	36.3%	
4310 Flat Repairs and Maintenance	292	800	508		508	36.5%	
4330 Piano Tuning	75	80	5		5	93.8%	
General Maintenance :- Indirect Payments	2,074	5,580	3,506	0	3,506	37.2%	0
Net Payments	(2,074)	(5,580)	(3,506)				
150 Heating							
4400 Boiler Servicing	329	300	(29)		(29)	109.7%	
4410 Heating Oil	1,113	2,500	1,387		1,387	44.5%	
Heating :- Indirect Payments	1,442	2,800	1,358	0	1,358	51.5%	0
Net Payments	(1,442)	(2,800)	(1,358)				

Detailed Receipts & Payments by Budget Heading 11/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>Utilities & Contracts</u>							
4320 PHS Contracts	346	400	54		54	86.4%	
4500 Electricity	578	1,200	622		622	48.2%	
4520 Water Charges	352	800	448		448	44.0%	
4530 General	66	200	134		134	32.8%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	169	210	41		41	80.6%	
4560 Website	45	100	55		55	45.0%	
4580 Planning & Fees (Flat staircas	719	3,900	3,181		3,181	18.4%	
Utilities & Contracts :- Indirect Payments	<u>2,395</u>	<u>6,960</u>	<u>4,565</u>	<u>0</u>	<u>4,565</u>	<u>34.4%</u>	<u>0</u>
Net Payments	<u>(2,395)</u>	<u>(6,960)</u>	<u>(4,565)</u>				
<u>999</u> <u>VAT Data</u>							
515 VAT on Payments	731	0	(731)		(731)	0.0%	
VAT Data :- Indirect Payments	<u>731</u>	<u>0</u>	<u>(731)</u>	<u>0</u>	<u>(731)</u>		<u>0</u>
Net Payments	<u>(731)</u>	<u>0</u>	<u>731</u>				
Grand Totals:- Receipts	<u>14,455</u>	<u>15,275</u>	<u>820</u>			<u>94.6%</u>	
Payments	<u>10,417</u>	<u>20,380</u>	<u>9,963</u>	<u>0</u>	<u>9,963</u>	<u>51.1%</u>	
Net Receipts over Payments	<u>4,038</u>	<u>(5,105)</u>	<u>(9,143)</u>				
Movement to/(from) Gen Reserve	<u>4,038</u>						

Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended 31st March 2023		Current Year Ended 31st March 2024
	Receipts	
6,600.00	Flat Rent	5,900.00
6,600.00	Sub Total	5,900.00
	Operating Income	
8,896.59	Income	8,554.93
497.63	VAT Data	0.00
15,994.22	Total Receipts	14,454.93
	Running Costs	
3,978.91	Cleaning	3,381.55
756.85	Fire Safety	392.77
5,118.12	General Maintenance	2,074.07
2,734.26	Heating	1,442.19
4,048.27	Utilities & Contracts	2,395.49
1,429.52	VAT Data	730.87
18,065.93	Total Payments	10,416.94
	Receipts and Payments Summary	
15,534.44	Opening Balance	13,462.73
15,994.22	Add Total Receipts(As Above)	14,454.93
31,528.66		27,917.66
18,065.93	Less Total Payments(As Above)	10,416.94
13,462.73	Closing Balance	17,500.72
	These cumulative funds are represented by:	
7,683.21	Current Bank A/c	10,595.27
0.00	Deposit Account	0.00
5,779.52	Deposit Account	6,905.45
13,462.73		17,500.72
	Reserve Balances are represented by:	
-2,071.71	Current Year Fund	4,037.99
15,534.44	General Reserves	13,462.73
13,462.73		17,500.72

Signed : _____ (Chairman) _____ (RFO)