
Fawkham Village Hall - Annual Report for 2020

The Parish Council became the sole trustee of the village hall charity in November 2019 following the retirement of the Management Committee. Although no costs were incurred to amend the charity deed and register the changes with the Charity Commission, £156 of solicitor's fee were incurred as a result of the bank's requirements when opening a new charity bank account.

Covid Pandemic

For much of 2020, the hall had to be closed due to Government restrictions, but it was available to hirers when possible. Hall users were refunded any deposits or future hire payments they had made during periods of closure. The charity received a £10,000 Covid-related grant in May 2020. The hall was inspected weekly when closed to check for any issues.

Refurbishment

An extensive refurbishment took place during 2020, including a new kitchen, new ladies/gents/accessibility toilets, new instant water heaters in each toilet and in the kitchen, the installation of a baby changing unit, new flooring throughout, new LED lighting, new steel external fire doors, new cork boarding for notice boards and internal redecoration. Funding came from three sources: £7,000 from the Parish's Community Infrastructure Levy money (which is money charged on development within the parish); a Kent County Council Member's Grant of £10,000 from David Brazier; £10,000 from a Covid-related grant and the balance of £1,957 from the hall's funds. External redecoration was also agreed, with work to take place in spring 2021, necessitating the lowering of the hedge.

Review of Prices

A review of hire charges was undertaken in 2020, including a comparison with those of other halls in the area. As a result, prices were increased from January 2021, although they remain competitive. A reduced price is available for Fawkham residents. Full details can be found here:<https://fawkhampc.org.uk/village-hall/>.

Website

The content of the previously separate FVH website now appears on the new FPC website, on which the hall has its own pages, covering information about the hall and how to hire it, plus the regular clubs and classes which use the hall. This can be found here: <https://fawkhampc.org.uk/village-hall/>.

Policies and Procedures

The booking form was updated following the change in management, a risk assessment has been conducted, the first aid supplies reviewed/replenished and a health and safety folder is being prepared to meet current legislation.

A Covid Risk Assessment was prepared to meet Government requirements during the pandemic.

New signage compliant with current requirements for the emergency exits, fire doors, etc was installed following the redecoration/refurbishment work.

The annual fire inspection and electrical inspection were both completed with no issues arising.

The hall is insured for buildings, contents and public liability. Following a review of the market, the insurance company was changed.

Following a review of the market, the electricity supply was moved to Utilita in December, and the water supply switched to EverFlow, following poor customer service from the previous supplier.

Repairs and Maintenance

During refurbishment, the rear kitchen wall was found to require extensive repair to the wooden framing which had rotted, and the external boarding was replaced with upvc cladding.

The guttering, fascias and soffits were inspected and various missing or damaged sections replaced at a cost of £185.

Sadly, petty vandalism resulted in the gents' loo window having its outer glazing smashed. This was repaired at a cost of £85.

The main hall door lock was replaced as some hirers had reported issues gaining access.

The lower half of the kitchen windows were covered with an opaque sheeting to obscure the view of the unattractive area to the rear of the kitchen, at a cost of £36.

The fencing to the side of the kitchen was repaired and a padlocked gate installed to give access to the rear of the kitchen. This cost was met by FPC.

The inspection/manhole cover at the bottom of the disabled access ramp was damaged by vehicles and was raised above the surface, representing a trip hazard. A new cover was installed and made flush with the surrounding surface. This cost was met by FPC.

Accounts for 2020

The income and expenditure account for 2020 shows that expenditure exceeded income by c.£4,300 due to the costs of refurbishment.

A new bank account was opened in the name of the sole trustee and online banking processes put in place, which require dual authorisation. All funds were transferred from the previous Management Committee's bank accounts and these accounts were closed.

Regular Hirers for 2021

Eight different clubs and classes are currently run at the hall, which is in use every weekday, for a total of 16 hours (some term time only):

Adult Dance class
Aerobics
Bowls
Children's music class
Children's dance class
Furniture Restoration
Taekwondo
Tai Chi

Forecast Income and Costs for 2021

Current income from regular hirers is forecast for 2021 to be around £7000, with additional income expected for one-off bookings for parties and events. The hall also received £275 in payment for its use in local elections in May 2021.

The forecast annual running cost of the hall is around £4500-5000 a year, and so the hall is forecast to retain a healthy surplus, which will build up its reserve funds again following the refurbishment expenditure during 2020.

In addition, the hall charity applied for/received a number of further Government Covid support grants via Sevenoaks District Council in 2021, which are anticipated to total around £7000.

The FVH charity also has been set up to receive contributions via AmazonSmile, which will result in further ongoing income, albeit of a small amount.

Laura Evans
Chair of Fawkham Parish Council, sole trustee of Fawkham Village Hall registered charity
number 802536
June 2021