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## **Fawkham Village Hall - Annual Report for 2022**

The Parish Council became the sole trustee of the village hall charity in November 2019 following the retirement of the previous Management Committee.

The hall hiring has continued to pick up following the Covid pandemic and there is currently a good usage of the hall with some new dance class regular hirers. The hall also received a grant from SDC for the sum of £2667 in March 2022.

### **Refurbishment/Repairs/Maintenance**

Extensive internal refurbishment took place during 2020. External redecoration was undertaken in 2021 when the hall's exterior was repainted at a cost of £1035.

The hall continues to regularly receive great feedback on its fresh appearance and facilities so it is important to maintain this.

Two projects were completed for the hall this year: the installation of CCTV in July (£1893.60) and a defibrillator was purchased in October (£1241.00). Both of these were funded by the Parish Council's CIL funds. In 2021, there were a number of instances of fly tipping at the hall in the Fawkham Parish Council car park. With CCTV having now been installed at the hall, the hope is this will not happen again

The hall's yearly electricity inspection was carried out by CDH Electrical at a cost of £230.00. CDH Electrical also put in a new electrical supply at a cost of £518.00 for the defibrillator and CCTV. The annual fire inspection was also undertaken and necessary equipment replacement was made.

### **Water Meter Reading**

There have been continuous issues with the reading of the water meter for the hall, which is situated close to the road in the verge, and becomes buried under mud due to vehicles being driven over it. In summary, it seems that every 6 months a Councillor will now need to clear and read the meter and the Clerk is to then submit the reading. The supplier, Everflow, state they cannot carry out a meter reading due to the access to the meter continually being blocked by the mud/leaves around it. An attempt will be made to mark and protect the location of the water meter.

### **Review of Prices**

Hall hiring prices remain competitive. A reduced price is available for Fawkham residents. Full details can be found here: <https://fawkhampc.org.uk/village-hall/>.

In November, the hall moved onto a new electricity contract with British Gas following the expiry of the previous fixed-term contract. Due to extremely high electricity charges, the Trustee agreed in February 2023 that an electricity surplus of £10 per hour would be added to the hire price for ad hoc hirers only and that a full discussion on this would be held at the Hall

AGM in May 2023. The Clerk also informed the regular hirers of the electricity price increases to try and limit usage to help with the issue.

## **Website**

The hall has its own pages on FPC's website, 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/>.

It has been agreed that the clerk will prepare a short video tour of the hall as a way of saving money, instead of showing potential hirers round the hall.

## **Policies and Procedures**

A number of amendments/additions were added to the regular hiring agreement including the maximum capacity for the hall which was calculated by the Trustee to be 160 people. The safeguarding clause and the need for public liability insurance for all hirers has also been looked into and this task continues, following which the booking form will be updated to reflect any changes.

A risk assessment was carried out in March 2022. Following the hall risk assessment a number of action points were identified. WJ Property Services carried out some maintenance jobs at the hall including: painting a white line on the curb at the back of the hall to improve safety and highlighting this as a hazard, installing a new latch on the lobby cleaning cupboard and replacing a broken lock on the regular hirer cupboard. New signs were created and put up by the Clerk ensuring children did not enter the kitchen or the storage cupboard and also highlighting how many chairs could be stacked safely to decrease risks in those areas of the hall. A new entrance mat was also purchased for the hall.

There were issues with a former regular hirer and non- payment of hall fees on time so some aspects of the hiring agreement have also been amended slightly to learn from these issues.

The hall is insured for buildings, contents and public liability with Zurich. This insurance policy is for a 5 year long term undertaking.

## **Accounts for 2022**

The income and expenditure accounts for 2022 show that income exceeded expenditure leaving a healthy balance of £4797.96 (£2130.96 excluding grants received).

## **Regular Hirers for 2023**

A number of different clubs and classes are currently run at the hall, which is in use every weekday, for a total of 14 hours 30 minutes (most term time only):

Adult Dance classes

Children's weekend dance classes

Furniture Restoration

Karate

## **Forecast Income and Costs for 2023**

Current income from regular hirers is forecast for 2023 to be around £6786 with additional income from one-off bookings for parties and events, which have increased significantly. The

Trustee also reviewed the election hire cost and increased this from £275 to £400 and the hall will receive this payment for its use in the local election in May 2023. Ad hoc hire booking fees for 2023 currently stand at £1613.00 (as at May 2023) with further bookings expected during the remainder of the year.

The forecast annual running cost of the hall has increased significantly due to the rise in the price of electricity. The running of the hall has now almost doubled and we therefore anticipate the running costs to be around £8830. Even with these costs, the hall is forecast to retain a healthy surplus taking into account both regular hirer and ad hoc bookings.

AmazonSmile has unfortunately closed now so the hall will no longer receive small donations from this service.

Laura Evans

Chair of Fawkham Parish Council, sole trustee of Fawkham Village Hall registered charity number 802536

May 2023