



Semley Village Hall

Charity Number: 305567

Trustees' Annual Report for the period April 1st 2021 to March 31st 2022

**Prepared in accordance with Charities Statement of Recommended
Practices (FRS 102) dated October 2019**

Prepared by: David Perry, Treasurer and Trustee
Antony C. Duthie, Chair of Management Committee and Trustee

Authorised for Issue during the Annual General Meeting held 11th January 2023

Issued by: Antony C. Duthie
Chair: Semley Village Hall Management Committee

Date: 11th January 2023

1. Objectives and Activities

1.1 Purpose

The purpose of Semley Village Hall, as stated in the Declaration of Trust signed by Sir Gerald Grove on October 20th 1959, is for the use of the inhabitants of Semley and the neighbourhood without distinction of sex or of political or religious or other opinions and in particular for use for meetings lectures or classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

1.2 Main Activities

The main activities of Semley Village Hall occurring between April 1st 2021 and March 31st 2022 are summarised below. More detail can be found in Annex A.

1.2.1 Community Use

COVID-19 continued to adversely affect community use of the hall during the period April 1st 2021 to March 31st 2022, although much less than it did so in the previous year.

UK Government Tier 2 restrictions remained in place on April 1st 2021 and the hall remained closed, except for the pre-school activities, until May 17th 2021. It re-opened for public events, with social distancing / limits on numbers, on May 17th 2021.

The first public event at the hall was the Sedgehill & Semley Parish Council Annual Meeting on May 17th 2021 where many attendees wore face coverings. This was followed by band practices resuming on May 21st, the first private party on July 23rd, and a community engagement event for Wessex Internet on September 13th. Semley Village Stores, a community shop, held its AGM on October 14th and the Semley Village Fete committee met on December 8th.

Having given notice in March 2021, South Hills ceased pre-school operations on May 27th 2021. Golden Acorns of Chilmark commenced pre-school operations on June 7th 2021, after the half term holiday, to ensure continuity of pre-schooling for local children.

There were few private bookings throughout the summer and autumn and numbers attending Jazz Night on October 9th were lower than expected.

The UK Government "Plan B" making wearing of face coverings compulsory, and display of COVID signage, came into effect on December 10th 2021. There were no private / party bookings leading up to Christmas in-line with messaging from UKG to reduce mixing. Band practices continued due to them being a limited number in a single social group.

"Plan B" ended on 27th January 2022 and all COVID restrictions ended 24th February 2022 enabling hall usage to return to pre-COVID levels.

1.2.2 Improvement Projects

The building and facilities at Semley Village Hall are continually improved as funding allows and are prioritised against community needs.

Telephone, broadband internet access, and WiFi were installed for the pre-school and other hall users by BT/Openreach during October 2021. This was subsequently upgraded to highspeed broadband (25MB/Sec), new router/hub and 4G back-up, and digital phone with unlimited calls in March 2022. Two digital phone handsets for the hall and kitchen were also purchased.

The largest project was the installation of Audio-Visual (A-V) equipment and Hearing Loop into the hall. Commencing during the summer of 2021, it included cladding metal tie bars in the hall with wood to create support beams for the A-V equipment and electrical sockets, electrical work, purchase and installation of A-V equipment, and installation of new blinds. It was completed in early 2022.

Projects to ensure the hall remained fit for purpose included installation of a new kitchen base unit to enable the pre-school's filing cabinet to be placed in the kitchen, purchase of a replacement microwave cooker, purchase of additional bistro tables, replacement of window latches in the hall, kitchen and toilets, and installation of a door closure on the door to the play area. The ground in front of the play area road-side fence was prepared and seeded with grass. Concurrently, a ditch and bank were constructed on the right-hand side to improve water run-off from the road into the culvert that runs under the fence.

Several small projects ensured the premises remained COVID-Secure, safe, and fit for purpose including replacement of worn and lost COVID signage, installation of undershelf panelling in the hall to protect pre-school equipment and improve tidiness, painting wood panelling in hall and kitchen wall, and installing UPVC cladding behind coat hooks in lobby to improve cleanliness.

Minor activities included relocating the designated smoking area away from main door, painting the exteriors of the main and emergency exit doors, replacing the seat cushions and seat backs on bench seats in the hall, installing "cube" storage for children's clothes bags and a new notice board in the lobby, and boxing in the electric meter and fuse boards in the lobby. The roof of storage shed was also repaired after felt blew off in gales, and brambles to the rear of the premises were cleared retaining a wood pile for insects / reptiles.

The play area was inspected by RoSPA on May 18th 2021 and the subsequent report indicated that there were no issues requiring immediate attention. Several activities were still undertaken to improve the Play Area and ensure it remained safe. Accessibility was improved by relocating the bench seat and installing a new raised flower bed and relocating the existing raised flower bed to the front of play area, constructing a new gravel path from the hall emergency door (to the play area) to the front of the hall, and installing a second gate latch to allow the entrance gate to be held open for push chairs. "No Parking / No Photography" signage was installed on the front fence to improve safeguarding.

Market research and planning associated with reducing energy usage throughout the premises commenced.

A complete list of activities is detailed in Annex A.

1.2.3 Health & Safety

Risk Assessments for Health & Safety, Hygiene, Fire and COVID-19 were reviewed to ensure they remained up to date. COVID-19 policies, Hirers Agreement and Leaflets were updated to reflect updated COVID-19 policies.

The First Aid Box and COVID-19 First Responder Box were checked prior to re-opening May 2021. The annual Fire Safety inspection was conducted in September 2021.

During May 2021, the pre-school advised that evidence of damp was appearing in the small toilet. Prokil Ltd. inspected the toilet and advised that water could be trapped between lino and floor, or under the floor due to the high water table. Subsequently, the lino was removed, and a dehumidifier used to remove the damp. The damp returned in March 2022 and inspection of the drain from the small toilet identified a displaced joint. Replacing the drain was quoted to cost £1,900 and a second opinion was sought. The subsequent advice provided in April 2022 was that the drain was not leaking, and the issue was more likely due to the high volume of waste-water caused by the pre-school. This was addressed during the period April 1st 2022 to March 31st 2023.

1.3 Public Benefit

Pursuant to its defined purpose, Semley Village Hall provides benefit to the public as defined in the guidance issued by the Charity Commission on public benefit.

1.4 Contribution made by Volunteers

Volunteers make a vital contribution to the management and upkeep of Semley Village Hall as well as planning, organising and managing a variety of events held at the hall. However, attributing an economic value to the contribution of general volunteers, prevents the inclusion of their contribution in the statement of financial activities. The names of volunteers are recorded in Annex B.

Volunteers make up the Management Committee that includes specified roles of Chairperson, Bookings Secretary and Treasurer. All are Trustees.

Volunteers take care of day-to-day maintenance and also help organise and deliver fund raising events. Five (5) volunteers were also involved in improvement projects that took place during the period included making new seat cushions, manufacturing a new notice board, oversight of nesting boxes, and provision of matting for a new path in the play area.

2. Achievements, Performance and Future Plans

2.1 Main Achievements and Performance

The metrics used to judge the main achievements and performance are usage of the hall, income from various sources, and expenditure on capital improvements that will benefit the community in the future.

2.1.1 Usage

Despite continuing COVID-19 restrictions on April 1st 2021, Semley Village Hall was still used by South Hills and then Golden Acorns to provide pre-school activities for local children, and by private individuals and community groups. The pre-school operated throughout term-times compared with only 89 days the previous year.

Availability for private hire increased from 3 months to 10½ months, but usage remained initially low due to government guidance and ongoing public concern about transmission of COVID-19. However, by year-end, hall hire had returned to pre-COVID levels.

Community events and meetings were once again held at the hall, although attendance was limited due to Government guidelines and ongoing public concern. This was clearly demonstrated by low attendance at the “Jazz in the Village” event held in October 2021.

The play area remained open for the 12-month period.

Accordingly, the benefits that the village hall provided to the local community returned to levels considered to be slightly less than during pre-COVID years.

2.1.2 Income

Income for the period was £29,663.18 compared with £17,538.74 for the previous year; an increase of 69% and significantly exceeded expectations.

Routine income rebounded to £8,550.18 compared with £2,788.74 the last year; an increase of 207%. This was due to income from the pre-school increasing from £2,360 to £6,969.25, and income from other hirers increasing from £428 to £1580.00, and interest.

Non-Routine income, from grants and donations and use of the hall as a polling station, increased 43% from £14,750.00 to £21,113.00.

This was primarily due to receiving COVID Restart and Omicron grants from Wiltshire Council for £8,000 in July 2021, £2,096 in September 2021, and £2,667 in February 2022; a total of £12,763.

We also received a £5,000 Community grant from Wiltshire Council, contributing to the purchase and installation of Audio-Visual equipment, in

October 2021. Wiltshire Council also paid £350 to use the hall as a Polling Station in May and August 2021.

Semley Village Stores also donated £3,000 in lieu of the Village Fete.

2.1.3 Routine Expenditure

Routine expenditure increased by 153% to £6,967.28 from £2,671.70 the previous year.

A significant portion of the increase (£1,924.84) was due to electricity costs increasing from £517.95 to £2,442.83 to cover previously incurred costs for the period when bills were based on estimated instead of actual usage. Water costs also increased from £45.77 by £263.21 to £308.98, based on actual readings.

The halls' electricity provider Scottish and Southern Electricity was replaced by Scottish Power to reduce costs. The hall's carbon footprint also reduced due to Scottish Power generating 100% of its electricity from renewable sources.

Garden and cleaning costs increased by £715.61 (74%) to £1,679.36 from £963.75 due to increased cleaning before and after public events, in accordance with UK Government COVID guidelines for re-opening.

Repairs, maintenance, and miscellaneous running costs increased by £497.63 (86%) to £1,277.52 from £687.69 primarily due to increased usage of consumables such as hand towels and paper rolls by the pre-school, and publicity for events.

Insurance costs increased to £520.96 from £406.54, and increase of 28%, due in part to increasing cover for the contents of the hall.

Following free of charge installation of broadband and telephone in October 2021, the monthly line costs through to March 31st 2022 amounted to £324.79.

Following installation of the A-V equipment, Television and Phonographic Performance Ltd. / Performing Rights Society (PPL/PRS) licenses were obtained. These will be annual costs going forward.

2.1.4 Capital Expenditure

Expenditure on improvement projects increased by 40% from £14,916.53 to £20,777.33 commensurate with available funds.

The largest project was the installation of Audio-Visual equipment and Hearing Loop into the hall. This included cladding metal tie bars with wood to create support beams for A-V equipment and electrical sockets (£950.93), electrical work (£957.24), purchase and installation of A-V equipment (£13,195.20), installation of new blinds (£1136.40), and purchase of miscellaneous items (£78.67); a total of £16,318.44).

Building costs (£2013.85) included payment for concrete for the realignment and widening of the entrance path to improve access in March 2021 (£532.20), and proximity lighting (installed in November 2020) to illuminate emergency exits and path to front of hall (£1,422.25). Expenditure on capital goods (£1,766.92) included purchase of a kitchen base unit, shelving and storage units, microwave cooker, additional bistro tables, replacement window latches, door closures, phone handsets, materials for new paths in the play area, and planters for the play area.

Materials for a new fence segregating the play area to improve safeguarding of children attending pre-school were also purchased at a cost of £279.18.

Several smaller projects as noted above ensured the premises remained COVID-Secure, safe, and fit for purpose.

Expenditure was significantly higher than anticipated at the beginning of the reporting period, when there was uncertainty on what the income for the period might be and what funds might be available for capital projects specifically the installation of audio-visual equipment. However, once the certainty and amount of income became clear, the number of projects and their scope was able to be increased in-line with income and thus expenditure exceeded expectations.

2.2 Future Activities and Improvement Plans

Activities at Semley Village Hall are expected to remain at pre-COVID levels so long as there isn't a resurgence of COVID that significantly affects community activities. Further improvements to the premises will be dependent on the availability of funds and prioritisation against need.

2.2.1 Future Activities

Noting that revenues from the pre-school reverted to 2019-2020 levels and revenues from routine hiring surpassed 2019-2020 levels, the current level of activities at Semley Village Hall are anticipated to continue into the period April 2022 to March 2023. This assumption is based on there not being a resurgence of COVID and the pre-school continuing to operate.

The installation of the Audio-Visual (A-V) system should enable the "Semley Film Club" to be established and screen popular films from September through to March annually. This would allow local people to get involved in the management of the club and enable many in the community to meet regularly.

The A-V system should enable speaker evenings at the hall where topics of interest can be presented to a local audience followed by discussion. The East Knoyle, Sedgemoor and Semley branch of the Royal British Legion and Semley Village Hall are likely to hold one of the first speaker-evening to raise funds.

2.2.2 Future Improvement Plans

Priority will be given to ensuring the hall remains fit for purpose, especially for the pre-school and community events. Future improvements will be funded from pre-school and hire revenue, and much appreciated donations from Semley Fete and Semley Village Stores.

A priority action will be to get a competent drainage contractor to inspect the toilet drain and septic tank, and appropriate action taken to ensure wastewater flows properly into the septic tank for treatment. Any urgent remedial work will take priority over planned improvements noted below.

Assuming funding is available, the planned improvements include reducing energy costs by replacing fluorescent strip lights in the hall and kitchen with dimmable LED lighting, reducing heat loss in the hall and kitchen by installing roof insulation, reducing energy use in the toilets by replacing radiant heaters with lower wattage units, and relocating the hall thermostat control from the lobby to the hall. Purchase of comfortable chairs, required for film nights and other events is also planned.

Although further opportunities to reduce energy usage, costs, and reduce dependency on fossil fuels were identified during the year, including installation of lower wattage heating in the hall (e.g. air source heat pumps), and reducing demand on “grid” energy through renewable energy generation, these will need significant levels of funding and will only be undertaken if funding permits.

3. Financial Review

3.1 Financial Position

The financial position of Semley Village Hall remains strong with routine income from hire fees of £8,550.18 and routine expenditure on day to day running costs of £6,769.28 during the period.

Funds amounting £5,353.01 were held in the Current and Deposit accounts at NatWest Bank at the end of the period satisfying the Management Committee desire that £3,000 is treated as “Reserves”.

The summary accounts for the period April 1st 2020 to March 31st 2021 are shown in Annex C.

3.2 Policy on Holding Reserves

The Management Committee strives to maintain at least £3,000 in the accounts to cover unforeseen expenditure, such as to make urgent repairs not covered by insurance (e.g. a leaking roof) that cannot be deferred until a later date, or to cover unforeseen loss of income.

3.3 Reserves Held

The closing balance of £5,353.01 includes £3,000 that the Management Committee treats as “Reserves”.

3.4 Charity Continuing as a Going Concern

External and internal factors influence the hall as a going concern.

External factors outside of the control of the Management Committee include the public health and economic environment in the UK and local area, the continued use of the hall by Golden Acorns pre-school and continuation of community and private events at, or above, pre-COVID levels from April 2022 onward.

Internal factors under the control of the Management Committee include the (good) condition of the premises, the hire fees charged to users, day to day running costs and the ability to schedule improvements in line with funds available.

Considering all these factors, the Management Committee considers Semley Village Hall to be a “going concern”.

3.5 Principal Sources of Funds

The charity's principal sources of funds during the period April 1st 2021 and March 31st 2022 are noted below.

Type	Amount (£)	Source	Comment
Hire of Premises / Equipment	1,580	Private Individuals	Recovered to Pre-COVID levels
	6,969	Pre-School	
Donations	3,000	Semley Village Stores	In lieu of Semley Fete donation
Government Grants	12,763	Wiltshire Council	Retail & Hospitality COVID-19 Grants
	5,000	Wiltshire Council	Community Grant Audio-Visual Project

Principal Sources of Funds April 2021 to March 2022

3.6 Future Commitments

The only future commitments over and above routine commitments, are the costs associated with registering the lease for the car park, and registering the hall property, with Land Registry. These are expected to be in the order of £400 including professional fees.

3.7 Principal Risks

The identifiable, most damaging risks and uncertainties that could affect financial performance and the plans to manage them are detailed below.

3.7.1 Ongoing Risks

The identified ongoing risks are shown in the following table.

	Risk / Uncertainty	Probability	Mitigation / Plan
3.7.1.1	Closure, financial loss and reputational damage caused by local outbreak of COVID-19 traced back to village hall.	Very Low Vaccinations / boosters reducing potential for outbreak. Closure unlikely based on UK Government "Living with COVID" policy.	COVID-19 Risk Assessment completed, and hall certified "COVID-Secure"; trustees, volunteers, contractors, and users aware of risks of COVID through hire agreement and signage.
3.7.1.2	Loss of hire income due to long term closure due to lockdown caused by variant of COVID.	Extremely Low COVID Boosters assumed to be effective against future variants.	Close premises and reduce ordinary expenditure to minimum required to maintain fabric of the premises
3.7.1.3	Financial and reputational loss due to injury (e.g. broken limb) or infection (e.g. food poisoning) on premises.	Very Low Probability of injury should be no higher than in other community buildings or play areas in rural areas. Number of events where food is served is very low.	Health & Safety, Hygiene, and Fire Safety Risk Assessments completed and policies in place. Trustees, volunteers, contractors and users aware of responsibilities; employee / public liability cover in place.
3.7.1.4	Financial and reputational loss due to abuse of vulnerable people by hall management, volunteers, contractors, and users, using the hall.	Very Low Probability of abuse of vulnerable people should be comparable to other community buildings or play areas in rural areas.	Safeguarding Risk Assessment completed and policy in place. Trustees sign Declaration of Eligibility & Willingness. Trustees, volunteers, contractors, and users aware of responsibilities. Pre-School has Safeguarding Policy and Plans.
3.7.5	Financial and material loss due to theft, wilful or accidental damage to premises	Low Relatively low level of crime in local area, but there have been cases of theft from unlocked and unlit buildings, and graffiti on isolated buildings.	Main entrance door has security lock; number of key holders limited; ad-hoc users return key after each hire; other doors only opened from inside the hall; all entrances visible from road and have proximity lights to deter unlawful activities; insurance cover in place for theft and damage.
3.7.6	Increased operating costs due to increased energy cost	Very High The war in Ukraine has caused significantly higher energy prices. The hall is on a fixed-price electricity tariff until the end of September 2022 but is then likely to increase significantly.	Tariffs will be monitored, and the best chosen in September '22 to minimise increased costs. Energy reducing improvements will be made to the premises as noted in Section 2.2.2. Energy usage will also be closely monitored, and users encouraged to reduce demand.

Identified Ongoing Risks / Uncertainties and Mitigations / Plans

3.7.2 Emergent and Potential Risks

Several emergent and potential risks, primarily resulting from pressures in the UK early-learning sector, and the UK's economic outlook, have been identified and are shown in the following table.

	Risk / Uncertainty	Rationale for inclusion	Mitigation / Plan
3.7.2.1	Loss of income due to reduction in hours, or closure of Pre-School	Although demand for pre-school in Semley is strong, Golden Acorns have difficulty in recruiting full-time staff for Semley resulting in pressures elsewhere in its business. This may result in reduced hours or even closure.	Maintain ongoing dialogue with Golden Acorns and take appropriate steps to make sure it continues to operate at Semley.
3.7.2.2	Loss of income due to significant reduction in hire income	The UK's economic outlook for the period 2022 to 2025 is problematic. This is likely to result in households / individuals having less disposable income resulting in potential reductions in hire income from current users.	Maintain level of current use by holding hire prices at current level (in spite of anticipated increased energy costs) if possible. Identify opportunities to offset potential reductions in income from existing users by promoting the hall to new users as a lower-cost venue for a wide variety of commercial and private activities.

Emergent Risks / Uncertainties and Mitigations / Plans

4. Governance, Structure and Management

4.1 Governing Document

Semley Village Hall is governed by the Trust Deed, made on 20th October 1959, made by Sir Gerald Grove of Sedgehill Manor, Sedgehill, Wiltshire.

4.2 Constitution

Semley Village Hall is a Trust.

4.3 Organisational Structure and Decision Making

The charity is managed by a Management Committee that consists of Elected Members elected at the Annual General Meeting, Representative Members representing stakeholders such as the Parish Council, and Co-opted Members.

Decisions are made at Ordinary Meetings of the Management Committee and at Annual General Meetings. When face to face meetings were not possible, decisions were made by the members using e-mail or video conferencing.

4.4 Trustee Selection

The Management Committee including the Elected Members, Representative Members, and Co-Opted Members are Trustees. No other person or external body is entitled to appoint one or more of the charity trustees.

4.5 Training

New trustees are briefed on their roles and responsibilities by the outgoing trustees and are encouraged to read "*The essential trustee: what you need to know, what you need to do*" published by the Charities Commission.

4.6 Property

Land containing 0.126 of an acre or thereabouts, situated at Semley, in the County of Wiltshire, together with the building thereon known as Semley Village Hall, being the land numbered 462a on the Ordnance Survey Map of the district (1925 edition) is vested in the Official Custodian for Charities.

The land and premises are being registered with Land Registry, but this is expected to take time as the "Lost Deeds" process must be followed.

Land containing approximately 0.125 of an acre adjacent and to the rear of the hall is leased until 31st December 2036 and is designated for use as a Car Park. The Lease is also being registered with Land Registry.

Equipment including cooker, micro-wave, fridge and dishwasher is installed in the kitchen. Swings, slide, balance beams and steps, climbing frame, tables and chairs, and mud-kitchen are installed in the play area.

5. Reference and Administrative details

5.1 Charity Name

Semley Village Hall

5.2 Registered Charity Number

305567

5.3 Principal Address

Semley Village Hall
Semley
Nr. Shaftesbury
Dorset
SP7 9AP

5.4 Names of Management Committee / Trustees

The names of the management committee, and were thereby trustees, between April 31st 2021 and March 30th 2022 are shown below.

	Trustee Name	Office	Dates acted if not for whole year
1	David Perry	Treasurer	N/A
2	Antony Duthie	Chair of Management Committee	N/A
3	Andrew Roger	Bookings Secretary	N/A
4	Alanda Becker	Committee Member	N/A
5	Jacki Richards	Committee Member	N/A

No trustee holds title to property belonging to the charity.

5.5 Exemptions from disclosure

There are none.

5.6 Legal

Legal services are provided by:

Blanchards Bailey LLP
Bunbury House
Stour Park
Blandford Forum
Dorset DT11 9LQ

5.7 Banking

Banking services are provided by:

NatWest Bank Ltd.
The Commons,
Shaftesbury,
Dorset,
SP7 8JY

5.8 Insurance

Insurance cover is provided by:


Zurich Insurance Group
Tri-centre 1,
Newbridge Square,
Swindon,
Wiltshire,
SN1 1HN

Insurance cover, based on premises and contents, is assessed and updated annually.

6. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:


.....

David Perry
Treasurer


.....

Antony Craig Duthie
Chair: Management Committee

Date: 11th January 2023

Annex A

Major Activities: April 1st 2021 to March 31st 2022

A.1 Community Use

COVID-19 continued to adversely affect community use of the hall during the period April 1st 2021 to March 31st 2022.

UK Government Tier 2 restrictions remained in place on April 1st 2021 and the hall remained closed except for the pre-school activities until May 17th 2021.

It re-opened for public events, with social distancing / limits on numbers, on May 17th 2021. The first meeting being the Sedgehill & Semley Parish Council Annual Meeting on May 17th 2021 where many attendees wore face coverings.

This was followed by band practices resuming on May 21st, the first private party on July 23rd, and a community engagement event for Wessex Internet on September 13th. Semley Village Stores, a community shop, held its AGM on October 14th and the Semley Village Fete committee met on December 8th.

Having given notice in March 2021, South Hills ceased pre-school operations on May 27th 2021. Golden Acorns of Chilmark commenced pre-school operations on June 7th 2021, after the half term holiday, to ensure continuity of pre-schooling for local children.

There were limited numbers of private bookings throughout the summer and autumn and numbers attending Jazz Night on October 9th were lower than expected.

The UK Government “Plan B” making wearing of face coverings compulsory, and display of COVID signage, came into effect on December 10th 2021. There were no private / party bookings leading up to Christmas in-line with messaging from UKG to reduce mixing. Band practices continued due to them being a limited number in a single social group.

“Plan B” ended on 27th January 2022 and all COVID restrictions ended 24th February 2022. Initially hall usage remained lower than pre-COVID levels, but then recovered.

A.2 Improvement Projects

The building and facilities at Semley Village Hall are continually improved as funding allows and are prioritised against community needs.

The following COVID related projects were undertaken to ensure the hall remained COVID Secure:

- Worn and lost COVID Signage was replaced. “If showing signs of COVID” notice located by main door

- Undershelf panelling to protect Nursery Equipment and improve tidiness of main hall was installed and painted.
- Walls above wood panelling in hall were painted.
- Kitchen wall behind new base unit was painted.
- UPVC cladding was installed behind coat hooks in lobby.

The following significant projects to improve the fabric of the building and premises so they remain fit for purpose were also undertaken:

- Installation of Audio-Visual (A-V) System and Hearing Loop
 - Installed wood beams around metal tie rods to support A-V projector and electrical sockets
 - Installed pelmet and roller blinds over Pre-School display boards to improve safeguarding of children's materials and notices and improve picture quality.
 - Installed blackout blinds – December 2021
 - Installed A/V equipment and Hearing Loop – February 2022
 - Obtained TV License and PPL/PRS License
 - Obtained quotes for dimmable LED lighting
- Purchased 3 Bistro Tables for “Jazz in the Village” event
- Replaced windows locks in hall, kitchen and toilets
- Replaced corner cupboard with base unit to enable Pre-School filing cabinet to be located in kitchen
- Prokil Ltd. investigated source of damp / mould in toilets
 - advised that water could be trapped between lino and floor, or under the floor; provided guidance
 - Removed lino and installed dehumidifier to remove damp in floor
 - Inspected drain from small toilet to Inspection Chamber and identified displaced joints; obtained quote to replace (£1,900); sought alternative contractor that subsequently advised issue was probably due to high usage by nursery.
- Constructed bank / ditch on right hand side of car park to improve water run-off into drain
- Prepared ground and sowed grass on area 2.2m wide in front of fence
- Raised mains stop cock / meter access cover near railway line
- Installed Broadband and WiFi for hall users:
 - BT installed broadband into hall – October 2021
 - Installed broadband extension cable and box – December 2021
 - Upgraded broadband to 25MB/Sec and Digital Phone with unlimited calls; new router/hub and 4G back-up installed

The following minor activities were also undertaken to maintain and improve the premises:

- Relocated designated Smoking Area to side of hall away from main door
- Painted exteriors of main and emergency exit door
- Replaced seat cushions and seat backs on bench seats
- Install closing mechanism and relocated latch (higher) on door to play area
- Installed additional shelf for cleaning materials / equipment in storeroom
- Widened windowsill for additional storage in storeroom

- Installed “cube” storage unit for children’s clothes bags; relocated hooks to storage room door in Lobby
- Boxed in electric meters and fuses in Lobby.
- Installed new Notice Board in Lobby
- Repaired roof of storage shed (felt blew off in gales)
- Cleared brambles to rear of hall; retaining wood pile for insects / reptiles

The following activities were undertaken to ensure the Play Area remained safe and COVID-Secure:

- Moved bench seat to front of play area
- Inspection undertaken by RoSPA on May 18th 2021
- Installed “No Parking / No Photography” signage to improve safeguarding
- Installed new raised bed and moved / refilled existing raised bed
- Installed new gravel path from emergency hall door to front of hall
- Installed second gate latch to allow gate to be held open for push chairs

The following activities were undertaken to improve the hall website:

- Moved to TSO Host to reduce costs
- Revised website primary content
- Took photos / obtained photos from Golden Acorns for website

A.3 Health & Safety

The following activities were undertaken during the period April 1st 2020 to March 31st 2021:

- Hirers Documentation
 - Updated Hirer’s Agreement and Leaflets to reflect updated Safety / COVID-19 Policies as of May 17th, in September and also December
- Safety Policy Documentation
 - Updated Safety Policy and Risk Assessment for COVID-19 ready for full re-opening on May 17th 2021 and then again in September
- Privacy Policy
 - Drafted Privacy Policy for review
- Signage
 - Installed new Fire Exit sign in hall by door to play area
 - Installed new Food handling sign in Kitchen
- Installed Proximity Infra-Red (IR) light on right hand side of front wall to illuminate emergency exit path

Annex B

Volunteers: April 1st 2021 to March 31st 2022

The following people volunteered at Semley Village Hall.

Management Committee and Trustees

Mrs. A. Becker	
Mrs. J. Richards	
Mr. A. Duthie	Chair
Mr. D. Perry	Treasurer
Mr. A. Roger	Bookings Secretary

Improvement Projects and Maintenance

Mr. B. Coward	General maintenance and grass area at front of hall
Mrs. A. McAndrew	Made new Seat Cushions
Mr. C. McAndrew	Made new Notice Board
Mr. D. Morgan	Provided oversight of Bird Boxes
Mr. S Pocock	Donated matting for path in play area

Annex C Financial Accounts for April 1st 2021 to March 31st 2022

SEMLEY VILLAGE HALL FINANCIAL STATEMENT 1 APR 2021 - 31 MARCH 2022

BALANCE B/F:		£3,232.44
INCOME		£29,663.18
Routine income	Hall hire Nursery Interest	£1,580.00 £5,969.25 £0.93 <u>£8,550.18</u>
Extraordinary income	Donations* Grants** Polling station	£3,000.00 £17,763.00 £350.00
* Village Shop - Wiltshire CC		<u>£21,113.00</u>
EXPENDITURE		£27,542.61
Routine expenditure	Garden & Cleaning Electricity Insurance Telephone Fire Inspection Water Internet & Website Repairs & Maintenance Membership fees Unallocated	£1,679.36 £2,442.83 £520.96 £324.79 £38.12 £308.98 £126.72 £1,277.52 £50.00 £0.00 <u>£6,769.28</u>
Non-Routine Expenditure	Building Works Playpark Car Park Professional services Capital goods Cap Ex AV Covid 19	£2,013.85 £279.18 £90.00 £182.40 £1,766.92 £16,318.44 £122.54 <u>£20,773.33</u>
Change Balance		£2,120.57 £5,353.01
Routine activity		
Income		£8,550.18
Expenditure		£6,769.28
		<u>£1,780.90</u>
Bank Account Breakdown		
Current		£3,345.32
Deposit		£2,007.69
CLOSING BALANCE		£5,353.01

	Last Year	Change	% v Last Year
BALANCE B/F:	£3,282.67		
INCOME	£17,538.74	£12,124.44	69.13%
Routine income	Hall hire Nursery Interest	£428.00 £2,360.00 £0.74 <u>£2,788.74</u>	269.16% 195.31% 25.68% 206.60%
Extraordinary income	Donations* Grants** Polling Station	£3,000.00 £11,750.00 £0.00 <u>£14,750.00</u>	0.00% 51.17% 43.14%
EXPENDITURE	£17,588.23	£9,954.38	56.60%
Routine expenditure	Garden & Cleaning Electricity Insurance Telephone Fire Inspection Water Web Hosting Repairs & Maintenance Membership fees Miscellaneous	£963.75 £517.95 £406.54 £0.00 £38.12 £45.77 £0.00 £687.69 £50.00 £0.00 <u>£2,671.70</u>	74.25% 371.63% 28.14% 153.37%
Non-Routine Expenditure	Works Playpark Car Park Professional services Capital goods Cap ex AV Covid 19	£0.00 £280.40 £6,250.21 £0.00 £690.53 £0.00 £7,695.39 <u>£14,916.53</u>	2,013.85 -0.44% -98.56% 39.26%
Change	-£49.49	£2,170.06	-4384.85%
Balance	£3,233.18		
	* Mainly due to continued under-estimates previously		
Routine activity			
Income	£2,788.74	£5,761.44	206.60%
Expenditure	£2,671.70	£4,097.58	153.37%
	<u>£117.04</u>	<u>£1,663.86</u>	<u>1421.62%</u>
Bank Account Breakdown			
Current	£2,225.68	£1,119.64	50.31%
Deposit	£1,007.50	£1,000.19	99.27%
CLOSING BALANCE	£3,233.18	£2,119.83	65.56%