

Cofton Village Hall Annual Report for 2021-22

1. Introduction

Cofton Hackett Parish Council (CHPC) acquired Cofton Village Hall from St Modwen at the end of August 2019 and the hall started being used in September 2019. CHPC signed the lease with Cofton Village Hall CIO (CVH) in October 2019. This report covers the running of the hall from April 2021 through to the end of March 2022, which was the financial year end for the CIO.

The hall is managed by a local company and is overseen by the Trustees of CVH. During the period from March 2021 through to the end of March 2022 the activities of the hall have been disrupted somewhat by Covid-19. The hall observed all the relevant regulations associated with the pandemic and has been operating normally since Autumn 2021.

Currently CVH has 7 Trustees, Keith Duncan, Craig Naughton, Shelagh O'Loughlin, Mike Pattison, John Slack, Kath Stanczyszyn and Roger Westbury. The Trustees are currently looking to identify further individuals who would like to contribute to the management of the hall as Trustees. Please do not hesitate to contact Sam Chatterley, or any of the Trustees, via the website www.coftonvillagehall.org if you would be interested in joining us as Trustees.

In 2021 a Management Committee was setup with the dual goals of firstly, involving both hirers and users of the hall in facility management ideas and decisions, and secondly, to increase the involvement of the local community in using the hall for community events and encouraging volunteers to participate in activities associated with the hall. The Management Committee is chaired by Sam Chatterley who would be pleased to hear from anyone who would be interested in learning more and potentially joining this committee.

2. Annual Meeting

The Annual Meeting of CVH for 2021-22 is scheduled to take place at on 14th July 2022 at Cofton Village Hall at 7:30pm.

3. Financial Viability

CVH came through the financial year 2021-22 in a robust position. We were extremely fortunate that we could control our costs and simultaneously take advantage of the Government grants that were available to small businesses. In total we received Covid-related grants of nearly £20,000 via Bromsgrove District Council. Income from hires fees was just under £10,000. A summary of the Receipts and Payments accounts are presented on page 4.

4. Weekly Sessions Offered

Hire of the facility is available from 8am until 10pm Monday to Sunday, sessions may occasionally be extended until 11pm for special events. Request for late night parties and weddings are no longer accepted.

All rooms can be hired for a minimum of 1-hour apart from party hire which is a minimum of 4 hours. All hire times must include set-up and clean-up time.

Discounts are offered for 4-hour slots and for Cofton Hackett residents.

5. The percentage occupancy in the weekly sessions of residents of Cofton Hackett parish

CVH have not been collecting detailed data on the total number of users of the hall but the table below indicates the number of times the hall has been hired by residents living in the Parish and those not. The data is for hires from April 2021 to March 2022 (inclusive).

Apr 22 - Mar 22	Number of hirers	Percentage of hirers	Number of hires	Percentage of hires
Cofton Residents	40	42%	81	29%
Resides outside Cofton	96	58%	200	71%
Total	136	100%	281	100%

We've seen a 12 percentage point increase in hirers from Cofton Hackett and a 19 percentage point increase in hires from Cofton Hackett versus the previous accounting year. This change is mainly due to party and event hires that have returned post lockdown.

Even when the hirer is from outside the parish, many attendees will still be local.

6. The range of activities undertaken

Adults

Yoga & Pilates - Holly, EAPP, Power Yoga.

Dance & Fitness – Zumba.

Weight Management – Slimming World, WW

Arts & Crafts – Sew Easy & Sew Together.

Other – French Classes.

Children

Stay and Play – Story Play, Bunny & Blossom, Tots Play

Music & Singing – Colourstrings

Dance/Drama – Star Project, Street Dance.

Clubs – Brownies

Family

Religious Groups – The Foundry (Bi-weekly)

Weekends are reserved for family/children's parties and one-off events

7. An indicative summary of proposed future activities

The hall still lacks activities for our senior residents, the management team are looking to funding opportunities and support to bring the following activities to the area.

Quizzes, Tea Dances, Bridge Club, Table Tennis, Line Dancing.

We'd hoped to start a community garden with ownership given over to local residents, but there was a lack of interest and commitment. The Management committee would be happy to talk to anyone who may be interested in leading this project.

8. Details of how the Trust has publicised its activities

To appeal to a wide spectrum of our local community CVH Trustees have used a variety of forms of communication to publicise its activities.

- Cofton Village Hall Facebook page & other community Facebook pages
- Church - the former vicar was one of the Trustees and the local church are regular users of the hall. The hall is included in the welcome pack provided by the local church to new residents, informing them of local services *etc.* that are available.
- Flyers delivered to every household to promote events.
- Cofton Village Hall website which includes contact details of the Hall Manager and Trustees.

**Final Receipts and Payments Accounts for financial year 2020-2021 and
Draft Receipts and Payments Accounts for financial year 2021-2022**

	2021-22	2020-21
Receipts		
Hall hires	61,198	9,755
Grants and donations	21,235	28,363
Total receipts	82,433	38,118
Payments		
Hall management services	32,430	19,574
Marketing and promotion	180	396
Utilities	5,051	3,618
Consumables	1,518	625
Insurance	843	822
General administration	821	974
Professional	480	720
Bank charges and financial	72	75
Property costs	9,687	3,953
Sub-total	51,083	30,758
Asset purchases		
Hall set up	1,938	-
Equipment and furniture	10,790	5,502
Sub-total	12,728	5,502
Total payments	63,811	36,260
Net of receipts/(payments)	18,622	1,859
Cash funds last year end	35,346	33,487
Cash funds this year end	53,968	35,346
Net cashflow	18,622	1,859

Schedule 1 Tenant's Obligations

Obligations on the Trust:

- 1) To produce an annual report:
- 2) To hold an AGM, which is open to residents, to discuss the annual report. The report should include details of:
 - 3) A statement of the Trust's financial viability
 - 4) The number of weekly sessions offered.
 - 5) The percentage occupancy in the weekly sessions of residents of Cofton Hackett parish (*target minimum: 25%*)
 - 6) The range of activities undertaken in the previous year.
 - 7) An indicative summary of proposed future activities.
 - 8) Details of how the Trust has publicised its activities

If dissatisfied, residents would then have 60 days to register a vote of no confidence in the Trust. To do this a letter must be sent to the Parish Council with the names and addresses of the 50 signatories and outlining the reasons for the vote. The reasons for the vote must explicitly relate to the above obligations of the Trust.

If the Parish Council receives such a letter:

A committee is formed to remedy the issues, chaired by a Parish Councillor and involving Trust members

The Trust is given six months to rectify the issues

The committee reports to the Parish Council in writing after no longer than six months of the date of receipt of the letter triggering the vote of no confidence.

On receiving the report, the Parish Council determines whether the remedies are in place and decides whether there has been a breach of the lease.