

Elford Village Hall Management Committee

Annual Report

to

The Village Meeting

(Period April 2024 to April 2025)

The last period has again been extremely busy for Elford Village Hall with an increase in usage and bookings and hence a consequential higher levels of maintenance and management required.

1) Usage.

The regular bookings have continued to increase with only Friday evenings now being a clear available night.

There remains a steady flow of bookings for special events such as weddings and birthday parties and with a percentage coming from outside the village.... these much higher fees are able to subsidise the parishioners rate.

2) Management.

The Village Hall committee continue to hold regular meetings on a monthly basis throughout the year but furthermore are extremely active during the month with emails and WhatsApp as well as actions.

A budget and cash flow is prepared at the beginning of the financial year and profit and loss and cash flow produced on a monthly basis.

The final set of an accounts are produced at the end of April and submitted to the charities commission.

. We are as always indebted to Adrian Viles for his superb grasp and prudent management of the finances.

Whilst there is a lot of hard work behind the scenes I must again point out that one of the awkward parts of managing the Hall is policing events and the

Hirers to ensure fairness to all and respect of the facilities: this is not always easy and we would ask people to respect us in this role

3) Events.

Whilst it is not necessarily the role of the committee to run events we have over the years held up to 5 different Social events as fundraisers for general or specific items.

This year we held a successful Motown evening in 2024 with a slight change of format providing a bar But no food. A reasonable profit was made especially in consideration of less organisation required by the committee.

However it is hoped that later in the year we will hold an event/ ceremony to celebrate the centenary and the village hall committee full stop

4) Maintenance.

With a continued greater use of the hall comes a greater need for minor maintenance and ultimately larger replacement items.

Further electrical refit was completed this year which largely finished off the ground floor: as reported last year we have taken money out of reserves on the basis that the electrical system was outdated and the repayment period could be as low as 7 years.

Linked to this we upgraded the stage lighting console And cleaned the lights accordingly.

Many of the arms to the armchairs in the Shakespeare room were replaced and thanks go to Polly Embury for her help in that matter.

Regular management included the annual Pat testing, a new first aid kit and a significant health and safety review.

Retrospectively there continues to be a good response to the recently fitted acoustic panels with excellent comments from visiting bands.

Scheduled for the next period is the cyclical internal and external redecoration of parts of the hall

5) Committee

Again the smooth running of the hall has been enabled by the extremely hard work of what is a relatively small committee:

Sue Watkins on all aspects of bookings including show rounds, opening and closing as well as billing, Adrian Viles with all aspects of the finances as well as the business plan and health and safety procedures and Richard Embury super practical skills saving us a fortune with minor repairs and maintenance.

However We have recently learned that our long-standing treasurer Adrian Viles will be stepping down by the end of the year and I would like to take this opportunity to pay tribute to all his hard work.

During my tenure on the Village Hall committee, I have been lucky to have worked with two great treasurers.

Firstly, Christine Corless who took over the accounts during a time of virtual bankruptcy and over saw a period that returned us to solvency and then took on the massive task of overseeing the half £1 million rebuild scheme ensuring that all the little pockets of money were in the right place at the right time to pay the Builders

Adrian then took over having spent 5 years as secretary and he managed the repayment of the rebuild loan taken out personally by the members of the committee and then continued his prudent management to establish the appropriate reserves whilst balanced with funding continuous upgrading projects.

He produces a very accurate budget at the beginning of each financial year, monthly P and Ls and cash flow reports and an audited set of accounts every April.

He would often end a full night behind the bar by disappearing out of the door laden with bags of coins and notes to spend another few hours counting the takings..... I hope the fact he now spends more time in the Channel Islands is totally unrelated.

If this was not enough, he drew up the original and oversees our health and safety plan and created our initial business plan.

A gentleman in every sense many in the village may not even recognise him but we all owe a great debt of gratitude for his 20+ years of service to help running our Village Hall.

These are huge shoes to fill, but we already have some potential replacements who will shadow Adrian to take over in due course.

We will also this year be commemorating the Centenary of the Elford Village Hall management committee. Initially set up in 1925 to raise money, plan and oversee the building of a new Social facility for the village.

6) Thank you.

Again many, many thanks to all the hard work of the Village Hall committee, together with the further support of people like Sarah Embury, Irene Standerwick, Angela Hind and Polly Embury

To all the external and parish hirers who (by and large) treat the hallway with respect and to all those people who have supported me in the role of chairman this year.

Gregory J Watkins

Chairman (2001 to 2025)