

MAYFORD VILLAGE HALL – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

Mayford Village Hall on Saunders Lane, Mayford is available for hire by local organisations, clubs and societies. There are two employees: a Letting Officer (12 hours) and a Cleaner (14 hours) who are supported by eleven volunteers who act as Trustees, are responsible for the running of the Hall and attend monthly meetings to make decision regarding the control and management of the Trust premises.

The Applicant estimates that, pre-Covid-19 restrictions, approximately 300 individuals used the facilities each week. Charges are reviewed by the Trustees annually and are set out on the Hall's website. Since Covid-19, usage of the Hall has fallen significantly and even now the facilities are only being used by the regular hirers; private events and parties are not currently held.

The Trustees have applied for funding of £27,500 to cover any losses that may have been incurred as a result of the Covid-19 restrictions to-date and up until Christmas. The sum represents just under 75% of the annual running costs of £37,000.

The Council is not in a position to cover the losses incurred by this or any other organisation during the Covid-19 crisis. The Group successfully applied for funding of £10,000 through the Government's discretionary funding scheme established to help organisations with the impact of the restrictions and, whilst not covering all the Group's losses, will have met a substantial element. The grants programme is aimed at projects to be undertaken during the financial year for which funding is available (in this case 2021/22) and cannot be used to bolster an applicant's reserves or offset losses in a previous year. It is therefore recommended that the application is not supported.

In considering the application, it has been noted that the Group has some concerns over the age of the Hall's roof. The possibility of the Council assisting with the cost of roof repairs or replacement have been discussed; however, the Club is not in a strong enough financial position at the moment to consider a project of such a scale.

Recommendations

The Executive is requested to:

RESOLVE That no grant be awarded.

Reason for Decision

The Council's discretionary funding programme is to support projects in the 2021/22 financial year and cannot be used to offset any losses incurred as a result of the Covid-19 restrictions.

The Executive has authority to determine the above recommendations.

Background Papers:

2021/22 Application Form.

Mayford Village Hall – Application For Financial Assistance

Reporting Person:

Ray Morgan, Chief Executive
Extn: 3333, Email: ray.morgan@woking.gov.uk

Contact Person:

Frank Jeffrey, Democratic Services Manager
Extn: 3012, Email: frank.jeffrey@woking.gov.uk
Doug Davern, Democratic Services Officer
Extn: 3018, Email: doug.davern@woking.gov.uk

Portfolio Holder:

Cllr Simon Ashall
Email: cllrsimon.ashall@woking.gov.uk

Shadow Portfolio Holder:

Cllr Will Forster
Email: cllrwill.forster@woking.gov.uk

Date Published:

2 December 2020

Mayford Village Hall – Application For Financial Assistance

| 1.0 Summary of Application | |
|-----------------------------------|--|
| 1.1 Status and Aims | <p>Mayford Village Hall was formed in 1947 and is managed by a committee of unpaid Trustees.</p> <p>The object of the MVH Trustees Committee is to maintain the village hall for the communal benefit of the village and its surrounds. The Management Committee aims to provide first class hall facilities at an affordable cost to voluntary organisations serving the community, private functions and commercial businesses.</p> |
| 1.2 Employees | 2, comprising the Letting Officer (12 hours/week) and the cleaner (14 hours/week). |
| 1.3 Volunteers | <p>11 Trustees. The Trustees are responsible for the running of the hall and attend monthly committee meetings to make decisions that ensure the hall is available for hire by local clubs, organisations, societies and private individuals.</p> <p>When appropriate the Trustees use their expertise to carry out minor maintenance to the interior and exterior of the hall to ensure it is always available for hire.</p> |
| 1.4 Clients/Users | <p>The hall is available for public hire. To encourage use of the community venue by local people, Mayford residents receive a 20% discount to the normal hire fees.</p> <p>The applicant has advised that it is impossible to give a breakdown of users when approximately 15,000 people attend the hall on a weekly, monthly or one off basis each year. It is estimated that there is probably an even mix of male and female users of all ages within this figure.</p> <p>Ethnic minorities, disabled and children also use the facilities. Both access routes have ramps and there are disabled facilities available.</p> <p>The HLL is also used regularly as a polling station.</p> |
| 1.5 Members | Not applicable. |
| 1.6 Sum Requested | £27,500 (Revenue) |
| 1.7 Project | The Trustees have applied for £27,500 to replenish the dwindling income and reserves. The funding would enable the Trustees to cover any unforeseen major project such as the possible replacement of the existing main hall timber shingle roof that is 40 years old, leaking and past its life time. |
| 1.8 Cost breakdown: | <p>The figure of £27,500 is based on the following assumptions:</p> <ul style="list-style-type: none"> ○ MVH running costs/month @ £1,700 x 6 months (March - Sept 2020 shutdown) = £10,200 ○ Refunded cancelled bookings due to Covid lockdown = £7,250 ○ Projected loss of revenue (using 2019 figures + 3%) from Sept - Dec 2020 = £10,000. <p>Prior to the Covid-19 pandemic, the Trustees arranged for the main hall roof to be surveyed and instructed a local roofing contractor to</p> |

Mayford Village Hall – Application For Financial Assistance

| | |
|-----------------------|--|
| | <p>provide a quotation to replace the existing shingle roof finish. The result was that the 40 year old shingle roof may need to be replaced in the near future so it was important to maintain steady revenue and hold a reserve policy.</p> <p>This is normally funded by hiring the hall regularly each day/week/month to 19 organisations, societies, and clubs during mid-week and private individuals at the weekend. However, during the first 6 months of the year, there has been almost no revenue accruing and £7,250 has been refunded to hirers due to canceled bookings.</p> <p>The Trustees hope to welcome back some of its regular hirers, but so far only 10 have indicated a willingness to return this year. The Hall remains closed to private events or parties.</p> |
| 1.9 Community Benefit | <p>The facilities are normally used by approximately 300 people each week and most of the regular organisations are on a long term hiring commitment.</p> <p>Any forced closure would result in many local and nearby residents needing to find alternative premises to hold their classes, meetings, parties and events etc.</p> <p>The applicant has advised that there has been enough disruption for the population over the last 6 months and the loss of an important venue such as the hall would be further detrimental to their well-being.</p> |
| 1.10 Covid-19 Impact | <p>Mayford Village Hall has been closed since mid-March with the exception of Mayford Preschool for 7 weeks during June and July.</p> <p>Approximately 300 people normally use the hall each week so this has impacted on not only the regular hirers but also weekend parties, discos and other events.</p> <p>The lost revenue and returned booking fees due to cancellations have resulted in a gradual eroding of the Hall's financial resources which could result in possible closure if there was another lockdown and the reserves were required for an emergency such as a new main hall roof covering.</p> |

| | |
|-----------------------------------|--|
| <h3>2.0 Financial Background</h3> | |
| 2.1 Budget | <p>At the time of the application, the Group held £37,500 in the bank. The Hall has a reserves policy to cover any eventuality such as a boiler replacement, electrical upgrade, main hall floor resurfacing and new roof covering to the main hall.</p> <p>The Group has not submitted a budget for 2021/22, advising that the Trustees do not prepare budgets. Under normal circumstances the figures would be a small increase on the 2019-20 income and expenditure. Projected income £34,000 under non-Covid circumstances; probable income £17,000 without party and some regular organisation bookings. Expenditure is approximately £29,000.</p> <p>The Applicant has advised that an application has been made to The National Lottery Community Fund this year though no response has been received.</p> |

Mayford Village Hall – Application For Financial Assistance

| | |
|--------------------------------------|---|
| | In May 2020 the Centre received a £10,000 discretionary Retail, Hospitality and Leisure Grant through the Council. The funds were made available by the Government. |
| 2.2 Accounts | The Group has submitted accounts for 2019 which show an income of £37,925 (£34,744 in 2018) against expenditure of £33,635 (£31,907 in 2018), resulting in a surplus of £4,290 (a surplus of £2,837 in 2018). The sum of £58,759 was carried forward at the end of the 2019 year. |
| 2.3 Support over the past five years | 2017/18 – £650 towards the installation of CCTV equipment |

| 3.0 Assessment of Application | | |
|--------------------------------------|--|--|
| 3.1 Key Information | <ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously | <ul style="list-style-type: none"> Yes Yes No No No Yes No Yes Yes* No N/A N/A |
| 3.2 Consultee Comments | None. | |
| 3.3 Assessment | <p>Mayford Village Hall on Saunders Lane, Mayford is available for hire by local organisations, clubs and societies. There are two employees: a Letting Officer (12 hours) and a Cleaner (14 hours) who are supported by eleven volunteers who act as Trustees, are responsible for the running of the Hall and attend monthly meetings to make decision regarding the control and management of the Trust premises.</p> <p>The Applicant estimates that, pre-Covid-19 restrictions, approximately 300 individuals used the facilities each week. Charges are reviewed by the Trustees annually and are set out on the Hall's website. Since Covid-19, usage of the Hall has fallen significantly and even now the facilities are only being used by the regular hirers; private events and parties are not currently held.</p> <p>The Trustees are applying for funding of £27,500 to cover any losses that may have been incurred as a result of the Covid-19 restrictions. The sum represents just under 75% of the annual running costs of £37,000. The sum would be in addition to the Government's</p> | |

Mayford Village Hall – Application For Financial Assistance

discretionary funding of £10,000 awarded through the Council in May 2020.

The following breakdown of costs has been provided:

- Hall running costs/month @ £1,700 x 6 months (March - Sept 2020 shutdown) = £10,200
- Refunded cancelled bookings due to Covid lockdown = £7,250
- Projected loss of revenue (using 2019 figures + 3%) from Sept - Dec 2020 = £10,000.

The Trustees are therefore seeking a grant in 2021/22 to cover the costs and losses in income incurred as a result of Covid-19, on top of the £10,000 awarded through the Government's discretionary grants scheme. Whilst the application makes clear the money would be to increase the Hall's reserves, the Applicant has drawn attention to the condition of the main hall's roof and the possibility that the roof may need to be replaced at some point, the costs of which would have to be met from reserves.

It is recommended that the application is not supported. Whilst the Hall has no doubt experienced loss of income during the Covid-19 crisis, the Council cannot be expected to pick up the losses incurred by this or any other organisation. The Group successfully applied for funding of £10,000 through the Government's discretionary funding scheme established to help organisations with the impact of the restrictions and, whilst not covering all the Group's losses, will have met a substantial element. The grants programme is aimed at projects to be undertaken during the financial year for which funding is available (in this case 2021/22) and cannot be used to bolster an applicant's reserves or offset losses in a previous year.

REPORT ENDS