

WOODHAM PARISH HALL – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

Woodham Parish Hall has applied for capital grant funding of £12,412 to cover the costs of replacing single glazed windows with double glazed units. The current single glazed windows are metal loadbearing, and experience with the windows previously replaced is that lintels with replacement brickwork above will need to be installed. The quotes have therefore include the cost of lintels. The venue's heating bills will be reduced as a result, which in turn will increase the financial sustainability as well as reducing the Hall's environmental impact.

The Hall is used by a wide range of community groups including Woking Active Retired Bowls Club, Zumba Fitness, First Position Pilates, Martial Arts, Friary Brass Band, Children's parties & family celebrations.

The application represents the second phase of a building improvement project. The first phase has seen the replacement of the hall toilets and windows and the installation of a new balustrade, funding for which was partly provided by Woking Borough Council and partly gained through considerable fundraising by the Hall users. The applicant has confirmed that proposals represent the final phase of the work and that further funding would not be sought from the Council.

Whilst the applicant has demonstrated the importance of the proposals, it is felt that in light of the Council's current financial situation, along with the Group having received funding through the Community Grants Scheme for the current year, no grant should be awarded.

Recommendations

The Executive is requested to:

RESOLVE That no grant be awarded.

Reason for Decision

In light of the Council's current financial situation, and taking into account the support awarded for the current financial year, a further contribution cannot be justified.

The Executive has authority to determine the above recommendations.

Background Papers:

2021/22 Application Form.

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

Woodham Parish Hall – Application For Financial Assistance

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

Woodham Parish Hall – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	<p>Woodham Parish Hall was built in 1938. At its opening ceremony, the Vicar stated the Hall's "main purpose was to give opportunity for deepening acquaintanceships and promoting friendliness amongst everyone." (Woodham Parish Magazine, February 1939). Today, the Hall is the only community building in Woodham and it is still fulfilling its original purpose. It is used by a wide range of community groups including:</p> <p>Sport & Fitness:</p> <ul style="list-style-type: none"> • badminton (West Byfleet Ladies Badminton + Woodham Ladies Badminton) • bowls (Woking Active Retired Bowls Club) • fitness (Zumba Fitness + Moves Fitness + First Position Pilates) • martial arts (Martial Arts All Styles / Spirit Combat) • football (Little Kickers Woking) • dance (Vacani School of Dance) <p>Music:</p> <ul style="list-style-type: none"> • Friary Brass Band • Rock Choir <p>Community:</p> <ul style="list-style-type: none"> • Indian (Syro Malabar Catholic Church) • Portugese (Latin Party + Latin Dance) • Travelling (Light and Life Church) <p>Civic:</p> <ul style="list-style-type: none"> • Residents Association • Polling Station <p>Other:</p> <ul style="list-style-type: none"> • Children's parties & family celebrations • Dog training (Canine Decorum) <p>These groups had to pause during the height of the Covid-19 lockdown, but are gradually returning from September 2020.</p>
1.2 Employees	1, a part time administrator who woks three mornings a week. The roll includes managing the booking of the Hall.
1.3 Volunteers	<p>6. The oversight is undertaken by the Parochial Church Council of All Saints, Woodham of six people, who are unpaid volunteers. The Chair is the Vicar, who is an office holder on a stipend, rather than an employee on a salary.</p> <p>Cleaning and maintenance of the Hall is undertaken by a combination of a cleaning company, volunteers for decorating, and qualified contractors for electrics, gas or building works.</p>
1.4 Clients/Users	1,000, comprising: 500 male

Woodham Parish Hall – Application For Financial Assistance

	<p>500 female 700 resident in Woking 50 aged 0-5 50 aged 6-10 100 aged 11-18 400 aged 19-65 400 aged 65+</p> <p>Hall hire charges:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Summer</th> <th style="text-align: center;">Winter</th> </tr> </thead> <tbody> <tr> <td colspan="3"><u>Weekly Rate</u></td> </tr> <tr> <td>Regular users</td> <td style="text-align: center;">£15 per hour</td> <td style="text-align: center;">£16 per hour</td> </tr> <tr> <td>Commercial users</td> <td style="text-align: center;">£20 per hour</td> <td style="text-align: center;">£22 per hour</td> </tr> <tr> <td colspan="3"><u>Weekend Rate</u></td> </tr> <tr> <td>All users</td> <td style="text-align: center;">£22 per hour</td> <td style="text-align: center;">£25 per hour</td> </tr> </tbody> </table> <p>These hire rates are currently under review due to increased cleaning costs from Covid-19.</p> <p>The numbers of hall users is currently uncertain because groups are only returning to use the hall in September 2020, so the below figures are pre-Covid of regular hall hirers:</p> <ol style="list-style-type: none"> 1. Sporting activities <ul style="list-style-type: none"> Bowls Club: 25 adults (13 women, 12 men) Badminton Clubs: 25 adults (20 women, 5 men) Fitness (Moves Fitness & Zumba): 35 adults (30 women, 5 men) Martial arts: 10 adults, 20 children (20 male, 10 female). Dog training: 10 adults (5 male, 5 female). 2. Non-sporting activities is about 100 regular users e.g. for the band and choir groups etc; and more than a thousand occasional users for children's parties etc. 		Summer	Winter	<u>Weekly Rate</u>			Regular users	£15 per hour	£16 per hour	Commercial users	£20 per hour	£22 per hour	<u>Weekend Rate</u>			All users	£22 per hour	£25 per hour
	Summer	Winter																	
<u>Weekly Rate</u>																			
Regular users	£15 per hour	£16 per hour																	
Commercial users	£20 per hour	£22 per hour																	
<u>Weekend Rate</u>																			
All users	£22 per hour	£25 per hour																	
1.5 Members	None.																		
1.6 Sum Requested	£12,412 (Capital)																		
1.7 Project	<p>In the funding year 2020/21 a grant from the Woking Borough Council was made towards the cost of new toilets and windows for Woodham Parish Hall. That work was completed in August 2020 and the Hall is very grateful to the Council whose funding helped to make this possible. As a result of this work one side of the building now has double glazed windows.</p> <p>The other three sides of the building have single glazed windows, many with rotten frames and broken glass. The Hall would therefore like to replace them with double glazing to match the front. This would have the environmental benefit of reducing heating costs as well as making it a more attractive building for community use.</p> <ul style="list-style-type: none"> ○ East side – 4 double glazed windows needed: ○ West side – 4 double glazed windows needed: 																		

Woodham Parish Hall – Application For Financial Assistance

	<ul style="list-style-type: none"> ○ North side – 2 double glazed windows needed: <p>Hall users have reported that in the winter time that the 4 hall gas heaters need to be continually running due to the high amount of heat loss from the building.</p>
1.8 Cost breakdown:	<p>The current single glazed windows are metal loadbearing, and experience with the windows previously replaced is that lintels with replacement brickwork above needed to be installed. Therefore quotes have been obtained for windows which includes the cost of lintels.</p> <p>The favoured contractor replaced the hall toilet windows and installed lintels in the previous project. The costs are:</p> <p>Windows: £5,664 + VAT</p> <p>Structural support: £4,680 + VAT.</p> <p>Total: £10,344 + £2068 VAT = £12,412.</p>
1.9 Community Benefit	<p>Woodham Parish Hall is the only community building in Woodham. It is open to all members of the community and serves a diverse range of community groups of all ages and sectors. The variety of the different groups have been listed above. By replacing the remaining rotten and broken windows, this community facility would be brought up to standard and reduce the environmental impact by making the building more energy efficient.</p>
1.10 Covid-19 Impact	<p>The Hall had to be closed to users during the ‘lockdown’ and only re-opened in September 2020. The impact on the organisation was a complete cessation of income because the Hall is paid for by those who rent it . The impact on those supported by the Hall is that the wide range of community activities have not taken place for several months, to the detriment of the health and wellbeing of about 1,000 people. From September onwards the Hall intends to gradually return to its former levels of service towards the community.</p>

<h3>2.0 Financial Background</h3>	
2.1 Budget	<p>At the time of the application, the Group held approximately £5,000 in the bank.</p> <p>The legal owner of Woodham Parish Hall is the Woodham Parochial Church Council (PCC). The income and expenditure of the PCC cover both All Saints Church and Woodham Parish Hall in a single set of accounts whereby the income and expenditure of the Hall is separately identified. In most years the income of the Hall from rent exceeds the expenditure on maintenance, though on some years this is not the case (e.g. the year when new drains had to be installed). For 2020 Hall rental income dropped due to the Hall being closed during the Covid-19 lockdown, and is only reopening to hall hirers in September 2020, so there is likely to be at best a balanced budget for 2020/21.</p> <p>The Group has submitted a budget for 2020 which shows an anticipated income of £59,044 against an anticipated expenditure of</p>

Woodham Parish Hall – Application For Financial Assistance

	<p>£62,755, resulting in an anticipated deficit of £3,711.</p> <p>Anticipated income includes lettings (£14,000), and fundraising (£45,044). Items of expenditure include utilities (£3,000), waste collection (£700), cleaning (£3,800), pest control (£456), insurance (£1,921), general maintenance (£1,500), and major repairs (£51,378).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2019 which show an income of £129,102 (£113,884 in 2018) against expenditure of £136,190 (£136,990 in 2018), resulting in a deficit of £7,088 (a deficit of £23,106 in 2018). The sum of £100,766 was carried forward at the end of the 2019 year.</p>
2.3 Support over the past five years	<p>2020/21 – £22,694 towards the costs of the improvement work to the balustrade, the lavatories and the windows</p>

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 Yes Yes Yes No No No Yes Yes Yes
3.2 Consultee Comments	None.	
3.3 Assessment	<p>Woodham Parish Hall has applied for capital grant funding of £12,412 to cover the capital costs of replacing single glazed windows with double glazed units. The current single glazed windows are metal loadbearing, and experience with the windows previously replaced is that lintels with replacement brickwork above needed to be installed. The quotes have therefore been obtained for windows which includes the cost of lintels.</p> <p>The favoured contractor replaced the hall toilet windows and installed lintels in the previous project. The costs are:</p> <p>Windows: £5,664</p> <p>Structural support: £4,680</p> <p>Total: £10,344 + £2068 VAT = £12,412.</p> <p>The applicant has confirmed that, once the windows have been</p>	

Woodham Parish Hall – Application For Financial Assistance

replaced, the Hall would not need to apply for funding again. The venue's heating bills will be reduced as a result, which in turn will increase the financial sustainability as well as reducing the Hall's environmental impact.

The application represents the second phase of a building improvement project undertaken by the Hall. The first phase replaced the hall toilets, windows and balustrade in 2020, funding for which was partly provided by Woking Borough Council and partly gained through considerable fundraising by the Hall users, including: a charity boxing match, a Zumbathon and a quiz night.

Notwithstanding the community benefit of the proposal, it is felt that in light of the Council's current financial situation, along with the Group having received funding through the Community Grants Scheme for the current year, no grant should be awarded.

REPORT ENDS