**Portesham Village Hall Management Committee**

**Annual General Meeting: 28/10/20  
Chair’s Report**

**Chairs:** Martin Clerk

Colin Roper

**Treasurer:** Lesley Balmer

**Secretary:** Tina Miller

**Hiring Officer:** Keith Brignell

**Elected Trustees**: Robin Joliffe, Colin Roper, Keith Brignell, Tina Miller

**Appointed Trustees**: Maureen Adams (Scouts), Lesley Balmer (Bridge Club), Martin Clerk (Badminton Club), Mary Cutting (Scouts), Geoffrey Haine (Diamond Club), Margaret Hamilton (Lunch club), Phil Lannon (Table Tennis Club), Pip Roper (WI) Clive Rowland (Bowls Club), Marsha White (Internet Café).

We welcomed Phil Lannon as a Trustee in January 2020.

**Finance**  
Portesham Village Hall’s financial situation remains secure (see attached Treasurer’s Report). The accounts follow Charity Commission guidance and are examined by an independent qualified accountant. The committee has prioritized the preservation of its reserves this year, in order to ensure that future routine maintenance and capital expenditure is not jeopardized.

**Developments in 2019/20**

The annual report to the Charity Commission was submitted and accepted in February 2020.

Business was as usual from the AGM at the start of the cycle until Lockdown, with the hall being well used and bookings buoyant. We closed in March in line with Government requirements and the summer was spent getting the Hall into a *Covid Secure* condition ready for re-opening on September 14. We have been supported in that work by the organisation Action with Communities in Rural England (ACRE) which has provided advice and guidance throughout this period. Their web address is: acre.org.uk.

We were closed in total for nearly six months, during which time we received no income, while our outgoings remained constant, We were therefore pleased to receive a Government grant of £10,000, payable to community centres to cover income loss during that period. This has secured our financial position for this year.

Routine maintenance work during this cycle has included regular weekly checks on the fabric of the building, heating, and lighting, as well as regular flushing through of the water pipes to prevent Legionnaire’s disease. Cleaning has continued weekly, with some deep cleaning of the kitchen and other areas taking place. Our thanks to our cleaner Deanna for her continued commitment to the Hall during this difficult period.

We have maintained contact with our insurance company to advise them of the hall’s closure and re-opening.

The gardens have been regularly tidied since lockdown was partially lifted in July and the grass cut.

The Hardy room has had new windows fitted.

The Portesham Volunteers have now fitted the bike racks and done some clearing in the back garden ready for it to be turfed when weather and Covid conditions allow.

**HIRING**

Following our re-opening on 14 September, we have three hirers making regular bookings.

They are the Pilates classes on alternate Wednesdays, Zumba on Thursdays, and exercise classes on Fridays. The Portesham Surgery’s flu vaccination programme is also making intermittent use of the Hall and we hope this will continue as other vaccination programmes are rolled out. The Post Office has returned to its usual weekly slot and, while business has been slow to start with, they remain happy with the arrangement.

We are not currently permitted to hire to groups where there is a significant risk of people mingling, which has had the effect of preventing most of our other regular activities.

Civic business is permitted, and the hall is booked as a polling station in May (for the Police & Crime Commissioner Elections).

We have had enquiries from several prospective hirers, which suggests that, when permitted, the hall will be a popular venue again. However, currently we cannot accept bookings needing the kitchen which is out of use. Similarly, the trustees took a decision not to accept bookings from hirers not known to us because of the importance of a mutually trusting relationship in respect of track and trace and cleaning.

The Portesham Picture Palace endeavoured to show a screening for the end of September but there were too few takers to make it viable. Another attempt will be made for the end of October.

**CONCLUSION**

I would like to thank the Trustees for the considerable efforts they have made this year to ensure that the Hall is safe to use and contributes, as far as possible, to the wellbeing of the community.

Martin Clerk

Chair

26.10.20