

From: Church Hall Management Committee

To: PCC St Peter and St Mary Fishbourne: March 2019

CHURCH HALL – APCM REPORT 2018/19

(i) Introduction

This paper from the Hall Management Committee provides APCM with an annual report on various issues relating to St Peter’s Place.

In summary, the Committee is pleased to report that the hall continues to be well used, with daily “Regular User” bookings throughout the week. On the busiest weekdays there can be up to 4 groups using the hall.

Church usage has increased and there is a good level of “occasional” usage over the weekend period. In December, the 5-hour Friday morning “Toddler Sense” group cancelled as the organiser had found an alternative hall that could accommodate her 5 days a week. Fortunately, an exercise group have taken a 3-hour slot from 9am – 12pm.

(ii) Income and Expenditure

Overall, occupancy rates remain consistent at around 51% and the following table shows Income and Expenditure figures for the first 4 years of operation;

HALL INCOME and EXPENDITURE COMPARISONS

| | <u>2015[^]</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|-------------|-------------------------|-------------|-------------|-------------|
| INCOME | 15154 | 18756 | 20472 | 20844 |
| EXPENDITURE | 9423* | 11807** | 12663*** | 13955 |
| “SURPLUS” | £ 5730 | £ 6949 | £ 7809 | £ 7363 |

[^] Hall open for 11 months

* % of electric costs of £1675 need to be added

** % of electric costs of £2190 need to be added

*** % of electric costs included

The slightly higher expenditure figure for 2018 was due largely to significant costs relating to; (i) the breakdown of the fan motor on the Air Source Heat pump that supplies hot water and heating - £500 and; (ii) the replacement of an air pump on the Klargestor (cess pit) – also in the region of £500. Both items were out of Warranty. Additional costs were also incurred in setting up a “Service Contract” for the Air Source Heat pump, particularly important given the fact that the original installers have gone out of business.

The figures for the first 2 months of 2019 indicate a positive start to the year.

(iii) Maintenance and “Sink Fund”

In February 2019 the Hall had been in operation for 4 years and it is fair to say that, given the level of usage, the general condition of the premises is good. A further repainting of the lower walls in the main hall and entrance foyer was undertaken during 2018, with the main problem being the marks left when tables and chairs are stacked away. To combat this, a dado rail has been fitted and a table trolley purchased to house the small grey tables – resulting in significantly fewer marks on the walls.

With the PCC’s support it is hoped to undertake a “professional” re-decoration throughout the building – probably over the summer - once the relevant quotations have been obtained and in line with recommendations made in February 2018. Quotes have also been received for “post and rail” fencing to the north of the hall – adjoining the public footpath – to prevent dog walkers straying into the grassy area around the hall. It is hoped to undertake the work in the next quarter.

The PCC has long accepted the need for a “sinking fund” to ensure that sufficient monies from the operating surplus are “set aside” to meet expenditure on refurbishment and/or replacing key equipment. The Klargester and Air Source Heat pump breakdowns are unfortunate examples of just such expenditure. With the Hall entering its fifth year of operation, the Management Committee undertook an exercise to identify potential replacement costs for the various facilities and assets in the hall – a figure of around £14k over a ten-year period. Whilst admittedly, a somewhat crude analysis, the purpose had been to identify potential costs over coming years.

(iv) Criminal damage

On a negative note, on Saturday 29th December the fan motor housing, located outside the building, had been pushed over and was lying on the grass. Damage to a door handle on the main hall, likely to be an attempt to force an entry, was also found. It appears that these incidents happened overnight on the 28th/29th December and the matter has been reported to Police. Fortunately, the fan motor housing was righted, and, after a re-set, the system functioned normally without the need for an engineer to attend.

(v) Thanks

Finally, our thanks are due to; the Management Committee – Alison Stirling, Karen Dower and Alan Frost; to Alison Stirling our Booking Secretary; and to our two cleaners, Ann and Peter. Their energy and commitment have made this another successful year for St Peter’s Place.

Mike Lewis
Chairman
St Peter's Place Hall Management Committee
24th March 2019