

The Lopping Endowment

Chairman's Report to the Annual General Meeting 2019

This is my report for the year since the last AGM. The reporting period is April 2018 to March 2019. It is presented with the annual financial report, January 2018 to December 2018.

We have tackled a wide range of activities and, once again, have suffered from not having the full complement of Directors. However, in the last few weeks we have added two new Directors. Paul Mercer replaces Ron Heath as an assumed Director. Paul brings his experience as an architect and in public sector project management. Jayna Jogia replaces Steve Pewsey as the Town Council representative.

Hall usage – The income from bookings has increased yet again, by nearly 40%. This means that in the last five years the income has increased from £18,820 to £60,200. Nett of VAT. During the last year we changed the rules for payment, whereby users are now required to pay in advance. This has had a massive effect on the level of new outstanding debts, which have decreased to virtually zero.

The hall is becoming fully booked at certain times of the week and we are having turn some potential customers away.

Rate review – The room hire rates will be increased by 3% this year from 1 April, in line with CPI. Last year the rates were increased by 5% to cover the two years before.

Rent review – The rent that we receive from our two tenants is reviewed every 5 years. There was no increase in the last year. The next review is due in 2021.

Works Completed

Health and Safety Assessment – Last year we had a professional Health and Safety Assessment carried out by Peninsula Business Services. We have carried out all of the recommendations and have a monthly report from our Health and Safety officer, Les House.

Fire Risk Assessment – We have had a Fire Risk Assessment carried out by a professional Fire Risk Assessor. We have carried out all his recommendations and more.

CCTV installation – Thank you Alan Martin for installing a closed-circuit TV system to allow the Hall Manager to monitor the entrances and hallways from the desk in the office. It is hoped that this will improve security and reduce the risk when the hall manager is working on their own.

Main Hall – Lighting – We have replaced the old and obsolete main hall lighting with a modern, computer-controllable LED system. There are 3 circuits, white uplights, white fill-in downlights with emergency lighting incorporated and coloured wall washing lights. These lights will cost less to run and will require less maintenance than the old lights (No more climbing ladders to change a light bulb).

Main Hall – Window – The large window at the end of the hall has been refurbished. It is now double glazed. The rotten wood has all been replaced and the frame is sound both inside and outside. The Curtains now run on an electric curtain track.

Main Hall – Doors – The three doors that serve the main body of the hall have been replaced with fire doors.

Rear Fire Exit Door – The door that leads from the bottom of the stairs of the Main Hall fire escape to the rear of the building has been replaced.

Roof Inspection – The roof has been inspected and several defects have been found. They will be tackled later in the year when the weather improves. None are urgent.

Current Works

Kitchen – We have started the renovation of the kitchen. By the time of the AGM I expect the work to be complete. The work has revealed many defects in the fabric of the walls and floor. These have increased the cost and the time for the refurbishment. We expect the new kitchen to maintain the current 5-star rating that we have with the Food Standards Agency. The kitchen has two ovens, two microwave ovens and glass and dishwashers plus cold storage. This will allow us to improve the offer to users who want to prepare and reheat food for small to large events.

Bar – We had not originally planned to renovate the Bar this year. However, we have received a very generous donation from the Buckley family in memory of their mother and father, Pat and Roy Buckley. This has enabled us to renovate the Bar which we have named Buckley's in their honour. The Bar and Kitchen will be formally opened by the Mayor of Loughton on the 29th April.

Chairlift to Willingale Room – We are improving the access to all public rooms by people of reduced mobility. I expect to have installed a chairlift to give access to the Willingale Room by the time of the AGM. We have received a grant from Epping Forest District Council as a 50% contribution to the installation.

Town Council grant – We have received grants from the Town Council towards the provision of a fire escape chair and the installation of a public defibrillator.

Future Plans

Main Hall – This summer, we will close the hall and refurbish and decorate the main body of the hall. The plaster will be stripped off and the walls will be rendered and plastered. We will take the opportunity to bury all the unsightly cabling. Following that we will renovate the floor and Proscenium arch.

These works and future works will require money. We have been able to fund the recent work from our income, a generous bequest, small grants and a bank loan. However, if we are to maximise the use of the hall by the local community, we will need to pursue other funding arrangements. We will be pursuing funding from commercial and charitable organisations.

As we move out of the renovation phase, we shall also start to place more emphasis on organising events that serve the charitable aims of our original charter.

I would like to thank my fellow Directors (Trustees), Stephen Radley and the Hall Management Team for their help and support over the past year and look forward to the changes we expect to make in the coming year.

Mike Walker - Chairman

March 2019

Current Directors

Mike Walker	Chairman	Elected
Jayna Jogia	Local Council representative	
Martin Howarth	Treasurer	Assumed
Alan Martin		Elected
Karen Rogers		Elected
Paul Mercer		Assumed

Secretary

Stephen Radley

Current Employees

John Mahoney	Hall Manager
Les House	Deputy Hall Manager
Diane Peters	Assistant Hall Manager