

**Isle Abbotts Village Hall
AGM
at the Village Hall**

Wednesday 18 May 2016 at 7.30pm

Attendees:

Jo Pavey-Morris	Chair/Treasurer	Robbie & Susan Robson
Maureen Boyman	Secretary/Bookings Secretary	David & Jackie Jay
Tracy Lanfear		Trevor & Liz Lockley
Steve Morris		Jenny Byrom
David Sutcliffe		Sue Steele
Emily Watts		Kath Phillimore
Tim Westworth		Janet Smith
		Sue Vickery
		Lesley Sutcliffe

1. Apologies

Mandy Hughes

2. Minutes of the last AGM

The minutes of the last AGM 14 May 2015 were read & approved.

Proposed by Lesley Sutcliffe and seconded by Steve Morris.

Jo Pavey-Morris duly signed the minutes.

3. Chair's Report

Jo read her report for the year 2015/2016 which can be found on the website www.isle-abbotts.org.uk/PDFs/VHAGMminutes.pdf

Jo thanked all those involved with the Village Hall – Committee members, volunteers and function attendees - for all their assistance and support.

4. Treasurer's report and presentation of accounts

Jo circulated the annual finance report for 2015/2016 showing an opening balance of £12,539.80 as of 6.4.15 and a closing balance of £14,953.56 as of 5.4.16.

The £14,953.56 has been allocated to the following accounts

General Account	£3,409.10
Trust Reserve Account	£5,427.68
Marquee Account	£3,648.06
Repair Account	£1,840.00
Wellbeing/Grant Account	Nil
Petty cash	£ 36.12

5. Appointment of Elected Members

Jo Pavey-Morris stood down as Chairperson and Treasurer and Maureen Boyman stood down as Secretary and Bookings Secretary. The other members were happy to continue – Mandy Hughes, Tracy Lanfear and Emily Watts. These members were proposed by Sue Steele and seconded by Robbie Robson.

Janet Smith and Sue Vickery were newly elected and proposed by Lesley Sutcliffe and Jenny Byrom.

Officer posts to be elected at the committee meeting following the AGM.

6. Notification of Appointment of Representative Members

The following representatives will continue – David Sutcliffe for the Singing Group, Tim Westworth for the Playgroup, Steve Morris for the Parish Council. Maureen Boyman will be the Social Committee Representative. The PCC have not nominated a representative for the fourth year.

Sue Steele announced that she was giving up the running of Coffee & Chat and gave her outstanding money to Jo. Emily Watts has agreed to help Kath Phillimore carry on with the monthly Coffee & Chats.

7. Date of next AGM

Wednesday 10 May 2017 at 7.30pm in the Village Hall

Meeting closed at 8.15pm

Chairperson's Signature _____ **Date** _____

Isle Abbotts Village Hall Committee

Registered Charity No 281418

Trustees' Annual Report

6th April 2015 to 5th April 2016

Clerk to the Trustees:

Mrs Maureen Boyman

Celandine

Isle Abbotts Taunton

Somerset

TA3 6RR

Tel: 01460 282919

Names of Trustees

Mrs Jo Pavey- Morris	Chairman
Mrs Maureen Boyman	Secretary/Booking Secretary
Mrs Jo Pavey- Morris	Treasurer
Miss Tracy Lanfear	Committee Member
Mrs Amanda Hughes	Committee Member
Mrs Emily Watts	Committee Member
Mr Tim Westworth	Playgroup Representative
Mr David Sutcliffe	Choir Representative
Mr Stephen Morris	Parish Council Rep
No Representatives from:	PCC – Church or Social Committee

Sources of advice and support

Bank: Barclays, Taunton

Surveyors:

Contact: Andrew Hayes (Court Design and Conservation, The Coach House, Lighcliffe Private Road, Staplegrove, Taunton, Somerset, TA2 6AJ

Somerset Community Council:

Contact: Nicola Greenslade: Victoria House Victoria Street, Taunton, TA1 3FA:
Tel 01823 331222 or email: Nicola@somersetccc.org.uk.

Area Development Officer (North):

Contact: Charlotte Jones: Contact Details: charlotte.jones@ **south somerset.gov.uk** or Tel: 01935 462251

District Councillor:

Contact: Mrs Susan Steele, Colliers, Isle Abbots Taunton, Somerset, TA3 6RH. Tel: 01460 281345

Parish Council:

Contact: Chairman Mr Anthony Habberfield – Tel: 01460 281253

Governance

Isle Abbots Village Hall Committee was established by a Trust Deed dated 16th October 1980.

The Hall was originally the village school, built circa 1877 and in 1976 there were three options available to the Village to either give it up, let the County Council sell it, pay a much increased rent or buy the building. The bold step was taken to purchase and refurbish the Hall utilising grants available, the invaluable help by members of the Community and the Village Hall Committee.

Hallmark 1 To be renewed this year – every 3 years

Hallmark 2 To be renewed this year – every 3 years

Appointment of Trustees

The Trust Deed governs the appointment of Trustees and the management of the charity.

Trustees are elected at the Annual General Meeting held in May: each Trustee serves for one year however they are eligible to be re-elected. In addition, each regular user group nominates one representative who then automatically becomes a Trustee and the user group should provide the name of their representative one month prior to the AGM. The Trustees form the Management Committee of the Village Hall which has the power to co-opt up to two further Trustees on an annual basis. The Trust Deed of Isle Abbots Village Hall does not allow more Elected Trustees than Elected Representatives but having taken advice, as we do not meet this criteria, as long as we have actively tried to obtain more Representatives, which we have, then we can continue as a Committee.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and hirers of the Hall, the following policy statements have been adopted:

- Health & Safety Policy
- Equal Opportunities Policy
- Child Protection Policy
- Vulnerable Adults Policy

Copies of these policies are included in the Trustees' Welcome pack and on the Village website www.isle-abbotts.org.

Hiring Agreement

Use of the Village Hall, equipment and marquee are subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The Hall has a Premises Licence which does not allow permission for the sale of alcohol. We can apply for an alcohol licence for individual events as and when required. This is called a TENS licence. The maximum we are allowed annually is 12 and this includes any applications made by hirers. Hirers have to obtain our permission as stated in our hire agreement to apply for a TENS licence in order that we can keep a record to ensure we do not exceed our annual allowance. If we exceed the annual allowance we have to purchase an annual Premises Licence to include alcohol. The PPL and PPR Licence have been renewed. These licences allow us to play music/videos to include live performances in the Hall. The licence will also extend to cover the hirers of the Hall who are represented on the Village Hall Committee and are a "not for profit" organisation such as private functions where it is by invitation only and there is no entry fee, but anybody who hires the Hall for commercial purposes which includes other charities and fund raisers must have their own licence/s. We do not have a TV licence.

Membership of the Somerset Community Council – Membership Number: 10078

Risk Management

Insurance

The Village Hall is insured with respect to property damage (buildings insurance) by Allianz Insurance with a rebuild of £240,757 to include outbuildings Policy Number: AV/51807 through Aon: Telephone number 0845 6001682. The contents are insured with the same company as follows: Contents to include outbuildings £13,143 and cover for the marquee for £25,000 to include its ancillary equipment whilst stored in a locked metal container at Stoneford Farm. Public, Products, Pollution Liability insurance has a Limit of Indemnity of £5,000,000 and Employers' Liability a Limit of Indemnity of £10,000,000, Legal Expenses £250,000,

Trustees Indemnity £100,000. The Property Damage Excess is £100 increased to £1,000 for subsidence and £500 for the Utilities Extension.

The Hall insurance covers the hirer for any third party damage sustained whilst using the Hall as a result of negligence. All hirers should ensure they have the correct insurance in place. We do not hold any responsibility for the hirers legal liability for property damage or personal injury .

The Management Committee recognises that it is under a legal obligation to protect the building, its hirers and employees through adequate and appropriate insurance.

Building Issues

- A building condition survey was undertaken by Andrew Hayes of Court Design and Conservation in December 2009 and all findings have now been addressed to date with the exception of moving the earth/gravel away from the wall in the small garden on the roadside as it is above the damp course. This work is being carried out during during week 28th May 2016 to include the outside boundary wall between Cuff's Orchard and the Village Hall and any necessary re-pointing/cracks to the main building.
- Gas appliances and portable electrical appliances to include the marquee are tested by qualified persons annually and are up-to-date.
- The mains electrical installation as legally required will be checked by a qualified engineer every 5 years. The next inspection will be March 2020.
- A Fire Safety Risk Assessment is updated annually by the Committee.
- Fire fighting appliances are inspected annually under contract with the supplier.
- ROSPA inspection is annually – Slide/Play Equipment inspection is up-to-date. Satisfactory.

- Both the annual Building Maintenance and Risk Register to highlight the areas which need our early attention have been carried out.

Objectives of the Charity

- Provision of a Village Hall for the benefit of the inhabitants of the Parish of Isle Abbots without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions with everyone being treated equally.
- Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the lives of the inhabitants

Principal Activities in pursuit of Objectives

- The Hall is in use for a variety of activities including pre-school play group, singing group, coffee morning, quizzes, parish council meetings and fundraising activities.
- The Hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and also commercially for business meetings etc

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The current running costs without any major works or maintenance are approximately £3,031.13 and we had a mild winter. The major costs are the insurance £909.18 and electric £1,021.66. If the Playgroup were to disband we still have to heat the Hall, not for so many hours but it will still need to be kept free from damp therefore I would not envisage a great saving. The rental charges were not increased again this year but will continue to be reviewed on an annual basis in order to meet our Trustees responsibilities.

Volunteers' Effort

There are no management costs other than stationery or fuel costs, everything is voluntary and carried out by the Committee and the much needed volunteers.

It was agreed to return to the original format of a Management Committee and a Social Committee a few years ago to enable the Management Committee to focus on managing the Hall and its finances and the Social Committee to organise the social events and hopefully enjoy themselves whilst doing it. This remains successful and volunteers who do not want to be on the Management Committee as a Trustee can be involved in the Social Committee. More volunteers are needed to lighten the load on both Committees.

Coffee and Chat which falls under the umbrella of the Social Committee has proven a great success again and still has a regular attendance of 16 or more. The charge remains at £2.00 and having made a profit again this year it was agreed by the regular attendees that they would contribute towards a new coffee machine with the Village Hall Committee contributing the other half. The end of year balance is £66.67. Any beneficiary of a raffle is disclosed when the tickets are sold as required by the Charities Commission.

The Wellbing Fund of £500 was spent on made to order guards for the storage heaters as requested by the Playgroup and a donation to the Playgroup to assist them financially due a reduction in children attending.

2015/2016 - Achievements

- Repairs to outside wall, exterior of Hall and earth moved from front garden to expose the damp course.
- Replaced equipment when necessary.
- Replace one roof panel, pegs and rope for the marquee.
- We now have one common renewal date for the Main building electrical inspection.
- All the outside lights are now motion sensed as is the internal shed light.
- Repaired roof and unblocked down pipe following winter storm.

Reserves Policy

We continue to hold a reserve of 100% annual revenue budget expenditure for two years as recommended by the Charities Commission. This fund will be available for unforeseen expenditure in relation to building maintenance and running costs should the revenue for the hiring of the Hall take a serious tumble which could happen if the Playgroup disband. The income derived from the Playgroup is circa £1,900. The fund allows time for action to be taken to find an alternative hirer or additional fundraising. If matters are not resolved it provides time to consult with the Community and dispose of the Hall if this is the Communities decision.

The Trustees sole responsibility is to maintain the Village Hall buildings and contents on behalf of the Community and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds will be kept in a separate account until the work is carried out.

2016/2017 - Future Plans

- Replace the chairs. The approximate cost to replace 60 cushioned seated foldaway quality chairs will be £2,332 inc VAT plus a trolley for 60 chairs to allow for storage within the Hall using the same floor space as we use at present. This will be achieved by fundraising.
- Continue to maintain the marquee. We already have reserve funds for this expenditure.
- Continue to maintain the fabric of the building and replace/maintain the contents.

Spare capacity in the Hall will be promoted via a new website recently set up by the Rural Community Council <http://somerstrcc.org.uk/community-buildings-locator/>, Venues 4 Hire www.venues4hire.org and via our own website facility and Parish News.

Without the hard work of the Management, Social Committee, Volunteers who assist with the fund raising, property checks, risk assessment, repairs, painting and not forgetting everyone who attend and support the events, all of the past and present achievements would not have happened and on behalf of the Committee I would like to say a big thank you to you all.

The Trustees declare that they have approved the Trustees' Annual Report as set out above.

Signed on behalf of the Charity's Trustees

Signature(s)



Full name(s) Mrs Joanna Pavey-Morris

Position: Chairman

Date 16/5/2016