

# Isle Abbotts Village Hall

## AGM

Wednesday 17th May 2017 at 7.30 pm

### Attendees

Maureen Boyman	<b>Acting Chairperson</b>	Susan Robson
Janet Smith	<b>Secretary</b>	Robbie Robson
David Sutcliffe	<b>Treasurer</b>	Trevor Lockley
Liz Lockley		Tony Habberfield
Mandy Hughes		Lesley Sutcliffe
Carolyn Furniss		Susan Vickery

### Apologies

Emily Watts	Tim Westworth
Carolyn Pix	Bob Pix

### 2. Minutes of the last AGM

The minutes of the last AGM were read and approved. Proposed by Liz Lockley and seconded by David Sutcliffe.

Maureen Boyman duly signed the minutes.

### 3. Chairs Report

Maureen Boyman read the report for the year 2016/2017 which can be found on the website [www.isleabbottswb@gmail.com](mailto:www.isleabbottswb@gmail.com)

Maureen 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

David circulated the annual finance report for 2016/2017 showing an opening balance of £14,380.96 and a closing balance of £13,150.84 as of 5th April 2017. The £13,150.84 has been allocated to the following accounts:-

General Account	£5,027.93
Trust Reserve Account	£5,447.60
Marquee Account	£2,623.58
Petty Cash	£ 51.73

### 5. Appointment of Elected Members

Tracy Lanfear and Susan Vickery stood down. Mandy Hughes, Janet Smith and

Emily Watts wished to continue and were proposed by Lesley Sutcliffe and seconded by Susan Vickery. Tim Westworth and Carolyn Furniss wished to stand and were proposed by Maureen Boyman and seconded by Mandy Hughes.

**6. Notification of Appointment of Representative Members**

The following representatives will continue - David Sutcliffe for the Singing Group and Maureen Boyman for the Social Committee. Tony Habberfield will now represent the Parish Council and Susan Robson will be representative for the PCC. Susan Vickery will be a representative for fitness.

**7. Date of next AGM**

Wednesday 16th May 2018 at 7.30pm at the Village Hall.

Meeting Closed at 8.00pm.

**Chairperson's**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# **Isle Abbotts Village Hall Committee**

Registered Charity No 281418

## **Trustees' Annual Report**

6<sup>th</sup> April 2016 to 5<sup>th</sup> April 2017

Clerk to the Trustees:

Mrs Janet Smith  
Badbury House  
Isle Abbotts Taunton  
Somerset  
TA3 6RS

Tel: 01460 281178

### **Names of Trustees**

Mrs Maureen Boyman	Acting AGM Chairman/Social Committee Rep
Mrs Janet Smith	Secretary
Mr David Sutcliffe	Treasurer/Choir Rep
Mrs Emily Watts	Bookings Secretary
Miss Tracy Lanfear	Committee Member
Mrs Amanda Hughes	Committee Member
Mrs Susan Vickery	Committee Member
Mr Tim Westworth	Playgroup Representative
Mr Stephen Morris	Parish Council Rep
No Representatives from:	PCC – Church

## **Sources of advice and support**

**Bank:** Barclays, Chard

### **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/Caroline Gough: Victoria House Victoria Street, Taunton, TA1 3FA: Tel 01823 331222 or email: Nicola@somersetccc.org.uk.

### **Neighbourhood Development Officer (Communities (Tues-Thurs)):**

Contact: Chereen Scott: Contact Details: chereen.scott@southsomeset.gov.uk or Tel: 01935 462377

### **District Councillor:**

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

### **Parish Council:**

Contact: Chairman Mr Anthony Habberfield – Tel: 07967 802058

### **Governance**

Isle Abbots Village Hall Committee was established by a Trust Deed dated 16<sup>th</sup> 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

Having been delayed from 2015/2016

## **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, if we do not meet this criteria, as long as we have actively tried to obtain more Representatives 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](http://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) through Aon Insurance with a rebuild of £297,575.65 to include outbuildings Policy Number: VH/M/000683: Telephone number 01908 302202. The contents are insured with the same company as follows: Contents to include outbuildings and marquee £30,780 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 £100,000, 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.
- 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 Abbotts 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 singing group, coffee morning, quizzes, fitness classes, parish council meetings and fundraising activities. The playgroup closed July 2016.
- 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 £3,000 and we had a mild winter. The major costs are the insurance £868.94 and electric £686.64. The playgroup closed July 2016 and loss of income will have an impact. Hire charges had not been increased since January 2014 so it was felt necessary to do so this January.



## **Volunteers' Effort**

There are no management costs other than stationery. 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.

During the year the Social Committee has run various fund raising events – workshops & talks – driftwood, floral card making, winter customs and origami. We celebrated Somerset Day and the Queen's 90<sup>th</sup> birthday. We had a Greek evening, Pig Racing and combined with the Church to run Santa Express Fair day.

Coffee and Chat has proven a great success again and still has a regular attendance of 16 or more. The charge remains at £2.00. Any beneficiary of a raffle is disclosed when the tickets are sold as required by the Charities Commission.

Tai Chi and Zumba sessions have been introduced and proven successful. A monthly quiz during the winter organised by villagers has also proved successful.

If anyone would like to organise a regular user group which would benefit the welfare of the community please let us know. We may be able to help you get it off the ground.

## **2016/2017 - Achievements**

- Repairs to outside wall, exterior of Hall and earth moved from front garden to expose the damp course.
- Equipment has been replaced when necessary.
- The shed roof has been re-felted.
- 40 chairs have been purchased at a cost of £1,008. The closure of the Play Group gave us the use of the storeroom and so now all the new chairs and the 16 upholstered old chairs and all the tables are now stored inside. The old chairs are in the shed and will be used for outdoor events.

## **Reserves Policy**

We continue to hold a reserve of approx. 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. The income which we have lost from the Play Group was about £2,002 and so this 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.

### **2017/2018 - Future Plans**

- Continue to maintain the fabric of the building and replace/maintain the contents.
- Continue to maintain the marquee. We already have reserve funds for this expenditure. Plan to replace 4 side panels with 6 window panels. Purchase more guy ropes and pegs when required.

Spare capacity in the Hall is 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](http://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 Maureen Boyman**

**Position: Acting AGM Chairman**

**Date 17/5/2017**