

Isle Abbotts Village Hall Committee

Registered Charity No 281418

Trustees' Annual Report

6th April 2017 to 5th April 2018

Clerk to the Trustees

Mrs Janet Smith

Badbury House
Isle Abbotts Taunton
Somerset
TA3 6RS
Tel: 01460 281178

Names of Trustees

Mrs Susan Vickery	Acting AGM Chairperson/Committee Member
Mrs Janet Smith	Secretary
Mr David Sutcliffe	Treasurer/Choir Rep
Mrs Emily Watts	Bookings Secretary
Mrs Amanda Hughes	Committee Member
Mrs Maureen Boyman	Social Committee Rep
Mr Tim Westworth	Committee Member

Mrs Carolyn Furniss

Committee Member

Mr Tony Habberfield

Parish Council Rep

Mrs Susan Robson

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@southsomerset.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 Abbotts 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 wether 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

Renewed this year - every 3 years

Hallmark 2

Renewed this year - every 3 years

Having been delayed from 2015/16

Appointment of Trustees

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

The 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 who has the power to co-opt up to two further Trustees on an annual basis. The Trust Deed of Isle Abbotts Village Hall does not allow more elected Trustees than elected Representatives but having taken advise, 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 and 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.

3.

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 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 for us to keep a record to ensure we do not exceed our allowance. If we exceed our annual allowance we have to purchase an annual premises licence to include alcohol. The PPL and PPR 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 hirer 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 anyone 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 Allied Westminster Insurance Service with a rebuild of £309,000.00 to include outbuildings policy number VH88/0047440/8572055 Telephone number 01937 845245, contents to include outbuildings and marquee £48,000.00 to include all ancillary equipment whilst stored in a locked metal container at Stoneford Farm. Public Products, Pollution Liability has a limit of indemnity £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 £1000 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.
- The 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 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 interest 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 mornings, quizzes, fitness classes, parish council meetings and fundraising activities, The playgroup closed in 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.
- It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The current running cost without any major works or maintenance are approximately £3,000. The major costs are the insurance £859.10 and electric £574.93. The playgroup closed in July 2016 and the loss of income did have an impact so Hall hire charges were modestly increased from January 2017.

Volunteer 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 a few years ago to have the format of a Management Committee and a Social Committee, 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 as several of the Social Committee will be standing down at the end of the year after many years of dedicated work.

During the year the Social Committee has run various fund raising events Origami, wire, driftwood and flower workshops a Chinese evening, Harvest lunch and a very successful Village Show and combined with the Church, Santa Express.

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

We have regular Tia Chi sessions and Choir use of the hall.

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 off the ground.

2017/2018 – Achievements

This is the first complete year without the playgroup revenue and we have managed to keep finances in good order. We have economised where possible and have not had any major maintenance work to contend with. Therefore we will need to maintain current fund raising efforts in future.

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 lost from Playgroup was about £2,002 per annum and so this fund allows time for action to be taken. We have budgeted very carefully and cut all unnecessary spending, bearing in mind, we have not had any major maintenance issues to date and with the help of committee members and villagers minor issues have been resolved. We also

modestly increased Hall Hire costs and of course with the hard work by everyone involved in our fund raising events we have successfully maintained our funds in this financial year. If however long term matters cannot be resolved this fund 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, 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.

2018/2019 – Future Plans

- Continue to maintain the fabric of the building and replace/maintain the contents.
- Continue to maintain the marquee.

Spare capacity in the Hall is promoted via a website set up by the Rural Community Council <http://someretrcc.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 Susan Vickery

Position : Acting AGM Chairperson

Date 16/5/18

Notes on Isle Abbots Village Hall Accounts 2019-20

1. **Accounts:** One **General** (or Community) Account (no. 00537500) handles all daily transactions. A **Trust Reserve Fund** (called the Number 1 account 63664449) holds money for a rainy day and attracts tiny interest. One Sub-account is for the **Marquee** (20505404). In addition the Treasurer holds a small pot of money as **Petty Cash**. All transactions for the General Account are shown on **Spreadsheet A**. The other two accounts are shown below in Notes 1&2, all details being confirmed in Bank Statements 1-31 in Arch file. Background info on transactions is also to be found in the Arch file in its different sections (Regular/Special events, utilities etc).

Note 1: **Trust Reserve Fund** received bank interest to value of £10.94 in December for the whole year (Bank Statement B22) but was otherwise untouched.

Note 2: **Marquee Account:**

Acc 20505404 Opening bal 6 Apr 2019		£2,968.79
MARQUEE USE	Receipts	Costs (Repairs)
Bank interest	5.48	
Closing bal 5 Apr 2020		£2,974.27

Note 3: **Petty Cash Account:** There has been minimal spend this year, as grasscutting (previously a significant cash cost) is now done voluntarily by Roger Boyman (many thanks to him):

PCash Op balance Apr'19		10.29
Closing balance Apr '20		10.29

Note 4: **Bank interest** We pay no bank charges to Barclays for any of our accounts but in return the interest we receive on our three accounts is modest or nil. It is not proposed to seek higher interest returns by switching to possible new accounts.

2. **Profit & Loss Spreadsheet B:** This spreadsheet shows the **true running costs** of the hall (about £45 per week). It shows the income from **regular events** (eg choir, the Tai Chi group etc) plus the **special events** run or overseen by the Social Committee and Bookings Manager. Comparisons with previous year 2018/9 are shown in italics in right hand column (when appropriate). A gain/surplus of **£3,167.82** is shown at bottom of spreadsheet. *See Para 4 below.*

Note: The cash sum of £40 from Tai Chi could not be banked before lockdown. Invoice 97 for £45 (choir in March) remains unpaid.

3. **Balances:** The opening and closing balances are as follows:-

	Apr 6th 2019	Apr 5th 2020
General Account	£ 9,550.90	£ 12,718.72
Trust Reserve Acc	£ 5,468.99	£ 5,479.93
Marquee Acc	£ 2,968.79	£ 2,974.27
Petty Cash	10.29	£ 10.29
TOTAL Funds	£ 17,998.97	£21,183.21

4. Comments: The regular hire of the hall continued sustainably with the choir (under new direction of Chris Strong), Tai Chi and the new Wellbeing group all enjoying support. Coffee and Chat on the first Wednesday of each month (10.30am) continued (thanks to Emily Watts). Special Events included an excellent Easter Bunny Trains Day – many thanks to Martin & Barbara Rickitt and to the combined team of PCC and Village Hall helpers. A willow workshop in May was followed by a Quiz in June and a great Harvest Supper with live ceilidh band in October. Some new festoon lighting was purchased for the Harvest event. Then a pop up meal in December, a Whist Drive and Burns Night in January completed the social programme before the Covid Lockdown was imposed on 23 March.

5. Budgeting: While a good surplus was achieved again this year thanks to the hard work of many people – special thanks to the Social Committee members – it is best not to be complacent. Who knows when social activities can be resumed safely in our hall? We have applied for a government grant to compensate for the shortfall in fundraising this summer. Thanks to Jo Pavey for her help over this. Fortunately we have not needed any major repairs to our buildings and some running costs remain static.

David Sutcliffe
Treasurer 15/6/2020

Notes on Isle Abbots Village Hall Accounts 2019-20

1. **Accounts:** One **General** (or Community) Account (no. 00537500) handles all daily transactions. A **Trust Reserve Fund** (called the Number 1 account 63664449) holds money for a rainy day and attracts tiny interest. One Sub-account is for the **Marquee** (20505404). In addition the Treasurer holds a small pot of money as **Petty Cash**. All transactions for the General Account are shown on **Spreadsheet A**. The other two accounts are shown below in Notes 1&2, all details being confirmed in Bank Statements 1-31 in Arch file. Background info on transactions is also to be found in the Arch file in its different sections (Regular/Special events, utilities etc).

Note 1: Trust Reserve Fund received bank interest to value of £10.94 in December for the whole year (Bank Statement B22) but was otherwise untouched.

Note 2: Marquee Account:

Acc 20505404 Opening bal 6 Apr 2019		£2,968.79
MARQUEE USE	Receipts	Costs (Repairs)
Bank interest	5.48	
Closing bal 5 Apr 2020		£2,974.27

Note 3: Petty Cash Account: There has been minimal spend this year, as grasscutting (previously a significant cash cost) is now done voluntarily by Roger Boyman (many thanks to him):

PCash Op balance Apr'19		10.29
Closing balance Apr '20		10.29

Note 4: Bank interest We pay no bank charges to Barclays for any of our accounts but in return the interest we receive on our three accounts is modest or nil. It is not proposed to seek higher interest returns by switching to possible new accounts.

2. **Profit & Loss Spreadsheet B:** This spreadsheet shows the **true running costs** of the hall (about £45 per week). It shows the income from **regular events** (eg choir, the Tai Chi group etc) plus the **special events** run or overseen by the Social Committee and Bookings Manager. Comparisons with previous year 2018/9 are shown in italics in right hand column (when appropriate). A gain/surplus of **£3,167.82** is shown at bottom of spreadsheet. *See Para 4 below.*

Note: The cash sum of £40 from Tai Chi could not be banked before lockdown. Invoice 97 for £45 (choir in March) remains unpaid.

3. **Balances:** The opening and closing balances are as follows:-

	Apr 6th 2019	Apr 5th 2020
General Account	£ 9,550.90	£ 12,718.72
Trust Reserve Acc	£ 5,468.99	£ 5,479.93
Marquee Acc	£ 2,968.79	£ 2,974.27
Petty Cash	10.29	£ 10.29
TOTAL Funds	£ 17,998.97	£21,183.21

4. Comments: The regular hire of the hall continued sustainably with the choir (under new direction of Chris Strong), Tai Chi and the new Wellbeing group all enjoying support. Coffee and Chat on the first Wednesday of each month (10.30am) continued (thanks to Emily Watts). Special Events included an excellent Easter Bunny Trains Day – many thanks to Martin & Barbara Rickitt and to the combined team of PCC and Village Hall helpers. A willow workshop in May was followed by a Quiz in June and a great Harvest Supper with live ceilidh band in October. Some new festoon lighting was purchased for the Harvest event. Then a pop up meal in December, a Whist Drive and Burns Night in January completed the social programme before the Covid Lockdown was imposed on 23 March.

5. Budgeting: While a good surplus was achieved again this year thanks to the hard work of many people – special thanks to the Social Committee members – it is best not to be complacent. Who knows when social activities can be resumed safely in our hall? We have applied for a government grant to compensate for the shortfall in fundraising this summer. Thanks to Jo Pavey for her help over this. Fortunately we have not needed any major repairs to our buildings and some running costs remain static.

David Sutcliffe
Treasurer 15/6/2020