

The Village Hall

MILBORNE ST ANDREW

Milborne St Andrew Village Hall Annual Report

January 2018 to December 2018

Registered Charity: 301153

Governance

President

Eric Crichton

Trustees and User Group representatives

Pam Shults - Chair and Church Representative

Ed Frost - Treasurer

Sarah Ryan - Secretary and Yoga group representative

Susan Dawson - special responsibility for hygiene and cleaning

Ian Karley - special responsibility for electrical advice and the Players representative

Sandie Sach - special responsibility for the supply of drinks at events

Linda Wright - WI representative

Gren Elphinstone Davis - special responsibility for grounds maintenance

Julie Johannsen – Food and Wine Club representative

Non trustees including additional user group representatives

Liz Dyer - Ladybirds Playgroup

Alison Riddle - Booking secretary

Jenny Balcon - Wednesday Club/Lunch Club/Scouts representative

Structure and Governance

The Committee

The organisation aims to adhere to the recommendations of the Charity Commission.

The Village Hall is governed by a committee consisting of trustees and user group representatives; some of the latter are not trustees and have no voting rights. Trustees are voted onto the committee at the annual general meeting; new applicants have an informal interview prior to election or post-election. Most trustees also represent a group who are frequent hall users. However, some committee members choose not to be trustees but wish to attend to represent their user group. Those who do not wish to be trustees can be invited to attend meetings but have no voting rights and may be asked to leave if business topics are not relevant to their User Group.

There are nominated members who have a dedicated management role, including the chairperson, secretary and treasurer. Other members have allocated responsibilities including booking secretary, events organiser, maintenance representative, etc. (see list of members)

The Meetings

The meetings are held on a monthly basis usually on the third Wednesday of the month. The meetings are informal but structured. An agenda is circulated in advance of the meetings to all relevant members. Matters on the agenda are discussed including the finance statement and reports from the treasurer; votes are taken when actions are required. Only Trustees are allowed to vote; non-trustees may be asked to leave the meeting if matters are confidential or irrelevant to their

MAKING A DIFFERENCE

user group. Notes are kept of the meetings and are published on the village website once agreed and signed off.

An Extra Ordinary Meeting may be called if necessary. Email 'conversations' are used and if necessary, agreement of actions required is confirmed using this medium.

Administration

The committee aims to ensure that the users of the hall and surrounding grounds are kept safe and risks are managed. There are annual inspections of all aspects that are recommended by the Health and Safety Executive, including general risk assessments, fire assessments, electrical and building features. A portfolio of policies has been created to address important issues such as safeguarding, risk avoidance and those related to management for example, a code of conduct, complaints procedures, etc.

The Charity Commission accepted the application to become a Charitable Incorporated Organisation (CIO) which will be completed once the current charity's assets are transferred.

Objectives

The existing charity exists to:

1. Promote the intellectual, social and physical welfare of the inhabitants of Milborne St Andrew irrespective of their race, creed or physical ability.
2. Provide a range of facilities that will improve the conditions of life within the community including the use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation.

At the suggestion of the Charity Commission the renewed object for the new CIO charity is to be: - *The object of the CIO is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Milborne St Andrew without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.*

Achievements of Objectives

The hall continues to be hired on a regular basis by groups established in the village such as the Women's Institute, Garden Club, Scouts, Ladybird Playgroup, Yoga group, Players, etc. And for regular and one-off meetings such as the Parish Council, Neighbourhood Planning Group, the Village Hall Committee, etc. The hall is hired by individuals and by groups for one off functions e.g. child and adult parties, presentations, etc. There are regular social functions such as film shows, Artsreach presentations, amateur play productions and pantomimes, etc.

The grounds surrounding the hall are used extensively by all villagers who access the facilities such as the play park equipment, the Multi Use Games Area and the newly established Sensory Meadow including the bike track. The Queen Elizabeth II field is used for many different outdoor sports, play and social occasions.

Summary of Achievements February 2018 – January 2019

- The interior and exterior of the village hall was repainted
- A tree survey was completed
- A replacement aluminium double doored exit was installed and some double glaze window panels replaced
- Additional hygiene and sanitary systems were introduced
- Following investigation and consultation the decision to keep the car park locked was overturned and local residents agreed to be more considerate to hirers' needs.
- A survey of regular hall users showed that no kitchen refurbishment was required.

- The film nights and the Artsreach events continue to be popular and generate income.

Future Plans and Targets for the year ending 2019

To employ a solicitor to transfer all assets to complete the conversion of the Charity to become a Charitable Incorporated Organisation.

To refurbish the zip wire and swings

To ensure the building remains in good order

To continue to promote the use of the hall by hirers to ensure viability of the facilities.

To resolve ongoing car park issues

Financial Review 2018 and Budget for 2019

The Statement of Assets below covers the 12-month period 01/Jan/2018 to 31/Dec/2018. The Trustees are grateful to Elizabeth Humphrey for preparing the Statement.

Total income and total expenditure have been more or less equal over the year leaving the total assets almost unchanged Dec 2017 to Dec 2018.

Comparing 2017* and 2018 significant differences are:

- Income from the hirers of the Village Hall has increased from £16,775 to £18,288
- Income from the bar, hosted by the VH at various events, shows an increase of approximately £750 although most, if not all of this must be attributed to differences in financial recording 2017/2018 since expenditure in this area is broadly similar 2017/2018.
- Income from grants was massively lower in 2018. Grants were obtained in 2017 to support the development of the Playpark. No similar development was undertaken in 2018 and no grants were applied for. The Parish Council continued to support the maintenance of the outside recreational area by a grant of £500.
- The Barn Dance in 2017 raised a considerable amount for Playpark funds. No similar event was held in 2018. (Fund Raising)
- Expenditure on utilities showed a significant increase in 2018. This followed the expiration of a really good contract with E.on in October 2017 and the adoption of a new contract for Gas and Electricity with much higher charges.
- The cost of the Music Licence was renegotiated with PPL PRS to more accurately reflect the type of hirers using the Hall. This resulted in a saving of £270.
- The Village Hall Trustees were pleased to support Remembrance Day Centenary by purchasing a display for the Square and a wreath for the Memorial Stone. (Sundries)
- Expenditure on general Hall maintenance increased this year reflecting the costs of total internal redecoration.
- The Hall Patio Doors were replaced this year. (Capital)
- New CCTV equipment was purchased in 2018 to replace the aged system. The new system will provide higher resolution images and also Infra-red recording at night. When fully operational the IR should remove the need for security lighting which has been shown to be a very significant expense.

* 2017 financial year ran from February to December – 11 months. 2018 on runs January to December – 12 months.

In 2019:

The Village Hall continues to be an attractive and economical venue for village and area activities and events and in 2019 our priorities will be focussed on maintaining the Hall and its surrounding recreational facilities in excellent order and keeping them available and readily accessible for users.

The safety surfaces in the Playpark and under the Zip Wire require significant and expensive refurbishment and a practical solution to providing reliable car parking for Hall users will most likely require a costly solution.

Approaches have already been made to the Parish Council asking them to review (and increase) the grant made to the Village Hall for grounds maintenance to better reflect the community use of these facilities.

MILBORNE ST ANDREW VILLAGE HALL

Registered Charity No. 301153

Statement of Assets

2018 (1/01/18 - 31/12/18)

2017			2018	
Building and land at cost	£ 8,855.18		Building and land at cost	£ 8,855.18
Cash in hand	£ 79.21		Cash in hand	£ 65.09
Bar float	£ 60.00		Bar float	£ 60.00
Film float	£ 30.00		Film float	£ 30.00
Nationwide building society	£ 6,343.43		Nationwide building society	£ -
Santander current a/c	£ 24,380.15		Santander current a/c	£ 30,902.95
Total assets @ 31.12.17	£ 39,747.97		Total assets @ 31.12.18	£ 39,913.22
PLUS (Income - Expenditure) for year	£ 165.25			
	£ 39,913.22			

Income	2018	2017	Expenditure	2018	2017
Rents	£ 18,288.29	£ 16,774.78	Water rates	£ 313.98)
Milbome Movies	£ 869.90	£ 854.55	Electricity	£ 1,076.37	£ 1,569.00
Nationwide interest	£ -	£ 6.34	Gas	£ 861.62)
Rent from Scottish Power for pole	£ 17.33	£ 17.33	Insurance	£ 2,209.81	£ 2,195.97
Fund raising	£ 440.30	£ 2,236.63	Licences	£ 364.95	£ 664.34
Donations	£ 144.44	£ 300.00	Sundries	£ 206.03	£ 9.89
Bar	£ 1,671.49	£ 903.65	Cleaning and caretaking	£ 3,466.61	£ 2,974.86
			Fund raising expenses	£ 22.50	£ 2,314.10
			IT costs	£ 303.92	£ 322.29
			Films	£ 1,004.42	£ 875.80
			Bar	£ 916.12	£ 1,090.10
			Repairs & maintenance		
			Play repairs	£ -	£ 132.00
			Grounds maintenance	£ 1,456.46	£ 1,065.60
			General hall maintenance (1)	£ 4,840.55	£ 1,924.56
			CCTV maintenance	£ -	£ 163.20
			Capital expenditure		
			Sensory Meadow	£ -	£ 195.00
			Play Equipment	£ -	£ 23,842.50
			Shelter	£ -	£ 1,065.00
			CCTV (2)	£ 873.16	£ -
			New Patio Doors	£ 3,850.00	
			£ 21,766.50		
			Excess of income over expenditure	£ 165.25	
			£ 21,931.75	£ 21,931.75	

Commentary:

- (1) Includes internal redecoration.
- (2) New upgraded cameras and recorder.

Independently verified as a true and fair record of the income and expenditure of Milbome St Andrew Village Hall for the year ended 31 December 2018 and their financial position at that date.

Elizabeth Humphrey
 Elizabeth Humphrey
 Date: 31 March 2019