

# The Village Hall

MILBORNE ST ANDREW

## Milborne St Andrew Village Hall Annual Report

January 2020 to December 2020

Registered Charity: 301153

### **Governance**

#### President

Eric Crichton

#### Trustees and User Group representatives

Sarah Ryan - Chair and Yoga group and Artsreach representative

Ian Karley – Deputy Chair, special responsibility for electrical advice and the Players representative

Ed Frost - Treasurer

Linda Wright - Secretary and Women's Institute representative

Susan Dawson - special responsibility for hygiene and cleaning, on Covid subcommittee

Sandie Sach – Covid subcommittee

Barbara Rawlings – Covid subcommittee

Gren Elphinstone Davis - special responsibility for grounds maintenance

Rose Frost - Food and Wine representative

Tanya Head

#### Non trustees including additional user group representatives

Paul Tasker - Ladybirds Playgroup Chair

Alison Riddle - Booking secretary

Jenny Balcon - Deputy Treasurer, 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

MAKING A DIFFERENCE

may be asked to leave the meeting if matters are confidential or irrelevant to their 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 in the year of the Pandemic**

Until the arrival of the pandemic, the hall continued to be hired on a regular basis by groups established in the village such as the Women's Institute, Garden Club, Ladybirds 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 was hired by individuals and by groups for one-off functions e.g. child and adult parties, presentations, etc. There were regular social functions such as film shows, Artsreach presentations, amateur play productions and pantomimes, etc.

However, for most of 2020, the Hall stood empty. Even Ladybirds Playgroup stopped. A Covid Subcommittee did very good work, keeping up to date with changing government policy, and putting into place appropriate ways of doing things. We continued to clean the Hall and monitor it, and replaced some defunct CCTV.

The grounds surrounding the hall, usually used extensively by all villagers accessing the facilities such as the play park equipment, the Multi Use Games Area, the Sensory Meadow and the bike track, were not used during the months of lockdown, although their maintenance continued. When this was eased, it was good to see children there again. The Queen Elizabeth II field, usually used for many different outdoor sports, play and social occasions, saw hardly any use apart from outdoor AGMs for the Parish Council and the Village Hall Committee. Still, during this time, the old goalposts were removed and replaced by a much better static one, thanks to the initiative of a villager. Also, deteriorating parts of the log balance walk were renewed, and a gate was replaced.

The Committee, after a 3-month break, started monthly meetings again on Zoom in June. The AGM had been postponed from its usual April date, and we had it finally in August, socially distanced in the field. We said a sad goodbye to Pam Shults who had been such a good Chair, and who had brought all our policies up to date for us before she left.

## **Policies**

These are available on the village website; they will be updated regularly

- Anti-Social Action
- Code of Conduct for Committee Members
- Compliments and Complaints
- General Data Protection Regulations
- Disciplinary
- Equal Opportunities
- Health and Safety
- Risk Assessment
- Safeguarding
- Whistle Blowing

## **Summary of Achievements 2020**

- Replacement of goalpost
- Repair of gate
- Repair of log balance walk
- Full repair of CCTV
- Formation of Covid subcommittee which worked out how to open the hall safely when it was allowed, and put in place what was necessary
- Updating of all policies
- Purchase of two card readers for when we are allowed to reopen for Artsreach events, films etc.
- Closer cooperation with the Parish Council established
- Covid-safe venue provided for Ladybirds playgroup

## **Future Plans and Targets for the year ending 2020**

To complete the conversion of the Charity to become a Charitable Incorporated Organisation.

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, in accordance with government Covid-secure guidelines.

To explore refurbishment of the kitchen

## **Financial Review 2020 and Budget for 2021**

The Statement of Assets below covers the 12-month period 01/Jan/2020 to 31/Dec/2020. The Trustees are grateful to Elizabeth Humphrey for preparing the Statement.

The Covid 19 crisis had a major effect on the finances of the village hall with rental income massively reduced as regular users other than the Ladybirds Playgroup were unable to meet. There was very little additional income from the Bar and Film nights etc. Fortunately, we were able to access the Retail, Hospitality and Leisure Grant provided by Dorset / HM Gov't.

Expenditure in 2020 was well down on that of 2019 mainly because we had no major projects to finance (we spent £6,000 + on the playpark in 2019) and also because of "holidays" in regular payments for rates, IT and Water. Obviously, the amount spent on gas and electricity was also reduced compared to 2019 because the VH was closed. Spending on cleaning increased by a third in response to the demands of Covid 19. Contracts for Gas and Electricity were renegotiated in October and the new rates should reduce expenditure in these areas by 25% -30% over the next three years.

The Parish Council took over responsibility for the grass cutting of the field etc. as part of their village-wide contract, consequently no expenditure nor income is recorded for this item in 2020.

Overall, the Retail, Hospitality and Leisure Grant (Dorset / HM Gov't) comfortably compensated for the reduction in "normal" income and we ended the year with a healthy bank balance, almost £5,500 greater than at the beginning of the year.

In 2021 there is still a great deal of uncertainty as to when and if we will return to normal activities. No major expenditure is planned although we have concerns about the state of the main hall floor which are currently being professionally investigated. Refurbishment of the kitchen is still on the agenda but very much pushed to the side for the time being.

No changes in the hall hire rates are planned for 2021.

Edwin Frost (Treasurer), March 2021

**MILBORNE ST ANDREW VILLAGE HALL**  
Registered Charity No. 301153

**Statement of Assets**  
**2020 (1/01/20 - 31/12/20)**

	<b>2020</b>	<b>2019</b>
<b>2019</b>		
Building and land at cost	£ 8,855.18	
Cash in hand	£ 65.09	
Bar float	£ 60.00	
Film float	£ 30.00	
Santander current a/c	£ 27,473.46	
<b>Total assets @ 31.12.19</b>	<b>£ 36,483.73</b>	
PLUS (Income - Expenditure) for year	£5,439.00	
	<b>£ 41,922.73</b>	

	<b>2020</b>	<b>2019</b>
<b>Income</b>		
Rents	£ 7,178.76	£ 13,184.23
Milborne Movies	£ 183.00	£ 1,353.50
Rent from Scottish Power for pole	£ 17.33	£ 17.33
Fund raising	£ 205.80	£ 71.00
Donations	£ 21.96	£ 611.20
Bar	£ 509.67	£ 2,569.20
<b>Grants</b>		
Parish Council	£ 10,000.00	£ 1,144.00
DCC (Covid 19)		
	<b>£ 18,116.52</b>	<b>£ 18,950.46</b>
<b>Expenditure</b>		
Water rates	£ 110.77	£ 192.83
Electricity	£ 799.35	£ 1,180.58
Gas	£ 669.21	£ 805.23
Insurance	£ 2,416.14	£ 2,330.95
Licences	£ 20.00	£ 544.48
Sundries	£ 386.08	£ 388.53
Cleaning and caretaking	£ 4,449.16	£ 3,655.74
Fund raising expenses	-	£ 294.00
IT costs	£ 127.83	£ 252.00
Films	£ 199.20	£ 1,183.50
Bar	£ 261.71	£ 1,205.85
<b>Repairs &amp; maintenance</b>		
Play repairs	£ 1,222.00	£ 6,193.23
Grounds maintenance	£ 107.79	£ 3,089.97
General hall maintenance	£ 1,172.14	£ 931.70
<b>Capital expenditure</b>		
Plastic Chairs + Goal Posts	£ 736.14	
Crockery	-	£ 131.36
<b>Total Expenditure</b>	<b>£ 12,677.52</b>	<b>£ 22,379.95</b>
Excess of income over expenditure	£ 5,439.00	-£3,429.49
	<b>£ 18,116.52</b>	<b>£ 18,950.46</b>

**Total Income £ 18,116.52 £ 18,950.46**

Independently verified as a true and fair record of the income and Expenditure of Milborne St Andrew Village Hall for the year ended 31st December 2020 and their financial position at that date.

Signed:



Dated:

6 April 2021