

The Village Hall

MILBORNE ST ANDREW

Milborne St Andrew Village Hall
Annual Report

January 2017 to December 2017

Registered Charity: 301153

Governance

President

Eric Crichton

Trustees and User Group representatives

Pam Shults - Chair and Church Representative

Lynda Turner - Treasurer from 1st January 2017

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 booking clerk until November and event planning

Linda Wright - WI representative

Amy Tanswell – until October 2017

Gren Elphinstone Davis - special responsibility for grounds maintenance

Sarah Fox - special responsibility for event planning during 2016 and Parish Council Representative

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 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)

Amy Tanswell retired at the end of September 2017 due to personal commitments. She was highly valued as a member of the committee and for her energy in organising fundraising events.

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

MAKING A DIFFERENCE

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 media.

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 aversion and those related to management for example, a code of conduct, complaints procedures, etc.

The Committee was in the final stages of converting to a Charitable Incorporated Organisation which will be completed once the current charities 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 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, Youth 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 2017 – January 2018

Thanks to the band of volunteers who have given their time and efforts to ensure that the hall and field have been maintained and kept fit for purpose. Gifts of equipment for the children's play area and the fields were made by a generous donor.

The Sensory Meadows were funded by the Postcode Lottery Trust and include some benches, walking and cycle paths. Planning permission was finally given for the retrospective creation of a cycle path and for erection of a shelter as well as new play equipment.

The new children's play tower with new footings was installed thanks to a Tesco Bags of Help grant to part fund a children's multi use play tower. Some S106 money has also been allocated for these projects which will part fund replacement and repairs to other playground equipment.

Additional functions such as a Barn Dance and the quiz were organised by some members of the Committee and raised significant amounts of money which will be used to pay for the play equipment repairs and replacement.

The Committee have written new policies, procedures and Risk Assessment formats have been finalised. A survey of the building was undertaken following which minor repairs and replacements have been made, with ongoing elements. The exterior of the hall was repainted.

Future Plans and Targets for the year end 2018

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

To seek funding for additional new playground equipment and of repair and replacement of existing items.

To seek advice and plans for a kitchen refurbishment.

To ensure the building remains in good order by addressing all elements of the previous recommendations of the survey.

To repaint the interior of the hall.

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

Financial Review 2017 and Budget for 2018

The Statement of Assets below covers the period 01/Feb/2017 to 31/Dec/2017 – 11 months. This reflects the change in the Hall's financial year that will now run from 01/Jan to 31/Dec. The Trustees are grateful to Elizabeth Humphrey for preparing the Statement.

The surplus of Income over expenditure for 2017 of £1,864.46 has increased the Hall's total cash assets to £30,892.75. £15,000 of this sum is regarded as a strategic reserve.

Particular points to note are:

- Rental income has increased by more than £3,000, reflecting a significant increase in use rather than an increase in Hall hire rates.
- Grants received totalled more than £21,000 and this and funds raised at events organised by Trustees and friends of the Hall have enabled significant improvements to be made to the Playpark and to the surrounding outside area for the benefit of our whole community.

The financial priorities for 2017 – 2018 are expected to be

- Interior and exterior building refurbishment following a thorough survey
- Repair and replace specific pieces of equipment for the play park
- Replacing fencing around the playing fields where it is too short or deteriorated

MILBORNE ST ANDREW VILLAGE HALL

Registered Charity No. 301153

Statement of Assets

2017

| | | | | |
|--------------------------------|------------------|--|--------------------------------|------------------|
| Building and land at cost | 8,955.18 | | Building and land at cost | 8,955.18 |
| Cash in hand | 134.43 | | Cash in hand | 79.21 |
| Bar float | 60.00 | | Bar float | 60.00 |
| Film float | 30.00 | | Film float | 30.00 |
| Nationwide building society | 6,337.09 | | Nationwide building society | 6,343.43 |
| Santander current a/c | 22,466.76 | | Santander current a/c | 24,380.15 |
| Total assets @ 31.01.17 | 37,983.46 | | Total assets @ 31.12.17 | 39,847.97 |
| Plus excess of income | 1,864.51 | | | |
| | 39,847.97 | | | |

| Income | Current | Previous | Expenditure | Current | Previous |
|-----------------------------------|------------------|-----------------|-----------------------------------|------------------|-----------------|
| Rents | 15,628.76 | 12560.23 | Water rates | 330.55 | 177.75 |
| Milborne Movies | 854.55 | 1136.50 | Electricity | 655.11 | 723.94 |
| Nationwide interest | 6.34 | 12.19 | Gas | 558.14 | 643.51 |
| Rent from Scottish Power for pole | 17.33 | 0.00 | Insurance | 2,195.97 | 1,887.23 |
| Fund raising | 1,848.13 | 2351.00 | Licences | 664.34 | 708.53 |
| Donations | 300.00 | 581.35 | Sundries | 37.26 | 111.32 |
| Bar | 1,292.15 | 4396.77 | Cleaning and caretaking | 3,027.91 | 3,143.20 |
| | | | Fund raising expenses | 1,501.02 | 2,452.06 |
| | | | IT costs | 322.29 | 322.78 |
| | | | Film | 939.80 | 1,121.05 |
| Grants | | | Bar | 873.19 | 1,923.79 |
| North Dorset District Council | 8,910.69 | 0.00 | | | |
| Parish Council | 500.00 | 500.00 | Repairs & maintenance | | |
| Groudworks | 12,000.00 | | Play repairs | 132.00 | 78.00 |
| Postcode Lottery | | 4500.00 | Grounds maintenance | 1,065.60 | 1,578.48 |
| | | | General hall maintenance | 1,924.56 | 848.40 |
| | | | CCTV maintenance | 163.20 | - |
| | | | | | |
| | | | Capital expenditure | | |
| | | | Sensory meadows | 195.00 | 1,814.00 |
| | | | Play equipment | 23,842.50 | |
| | | | Shelter | 1,065.00 | |
| | | | Dishwasher | | 877.38 |
| | | | Benches | | 1,076.40 |
| | | | Buffer | | 460.00 |
| | | | Extension repairs | | 2,870.00 |
| | | | | | |
| | | | | 39,493.44 | |
| | | | Excess of income over expenditure | 1,864.51 | |
| | 41,357.95 | | | 41,357.95 | |

Independently verified as a true and fair record of the income and expenditure of Milborne St Andrew Village Hall for the 11 months ended 31 December 2017 and their financial position at that date.

Elizabeth Humphrey

14 April 2018