

**BURTLE VILLAGE HALL**  
**Registered Charity 269598**

**TRUSTEES' ANNUAL REPORT**

1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019

**Correspondence address:**

Burtle Village Hall  
Burtle Road  
Burtle  
Bridgwater TA7 8NB

Telephone: 01278 287837

**Trustees:** Stephen Allen, Ieuan Day, Lyn Goodliffe, Tracy Fear, Sandra Bull

**Management Committee:**

Chair	Lyn Goodliffe
Vice Chair	Helen Jones
Treasurer	Bharti Baron
Secretary	Lyn Goodliffe
Bar Manager	Tracy Fear
Bookings Secretary	Steve Allen
Hall Manager	Ieuan Day
Media/publicity	Jayne Murray

**Community Group Representatives:**

Parish Council Chairman	Richard Dallimore
Harvest Home Representative	Steve Allen
Burtle Babies Representative	Lorraine Simmonds
Friends of Burtle Church Representative	Vacant
Burtle Silver Band Representative	Philip Hamlin

**Bank:** Santander UK

## **Governance**

Burtle Village Hall is a registered charity number 269598 governed by a scheme dated 30<sup>th</sup> June 2003 which replaced a conveyance dated 28 February 1948. The 2003 scheme was incorporated on 25<sup>th</sup> November 2015 to a charitable incorporated organisation (CIO) Charity number 1164684. Amongst other things this enabled the Trustees/committee members to regularise the bar trading (our main source of income) and it also limits the personal liability of Trustees/committee members. In 2016 a commercial arm, Burtle Village Enterprises Ltd, was established. Assets from the bar (stock) were transferred to the commercial arm which traded separately during 2017, 2018, and 2019 - in order to separate profits made from the bar from those of the village hall itself. It was resolved that any profits made by the bar would, at the end of each year, be transferred to the Burtle Village Hall as a donation.

## **Background**

The original village Hall was built in 1939 to serve as a meeting place for residents of the village. Major Luttrell of Edington donated the plot of land and villagers themselves raised the money for the building.

The Church administered the Hall for the first few years but it was soon passed over to an elected Management Committee an arrangement that continues to the present day. The original Hall was a simple single skin wooden building with a shingle roof. Over the years walls and ceiling were lined in an attempt to insulate the building but it remained cold and draughty.

The Hall was extended in the 1960s and the ladies' toilet was moved from the back of the stage to the old kitchen area on eastern side of the Hall. A new kitchen extension was built on the same side of the Hall in line with the front wall and another entrance door was made on the front. This arrangement remained until the major refurbishment in 2008/9. In the 1990s it was realised that the Hall was in serious need of a complete replacement or major updating and fund raising was started. Many events were held in the Hall but it was a long process as the amount required was considered so large.

A planning application was submitted to Sedgemoor District Council in 2004 and permission was granted to demolish the existing Hall and replace it with a steel framed modular building. Following this an application was made to the Lottery Fund for a grant but hopes were dashed when the application was declined because it was deemed there were sufficient local halls to satisfy the community. The people from the lottery had obviously not realised that Burtle was a very strong independent community.

During all this time the Hall was still well used but was deteriorating rapidly. Just as the prospect of a new Hall seemed further away than ever a local man, Robin Howell, who is a retired builder, came forward with an unusual plan for an affordable solution. He proposed an innovative design using straw bales, sheep fleece and old wine bottles to construct a new Hall around the old one. The first step would be to 'drop' an agricultural type roof over the old Hall and extensions. This new roof would be supported on metal posts and the new walls constructed from compressed straw bales with an exterior cladding of clay and wood.

With the help of Community Council for Somerset match funding grants were secured from Somerset County Council and Sedgemoor District Council. Planning consent for the revised design was obtained by Burtle Parish Council and work was set to begin. The work took almost eighteen months to complete during which time the Hall never closed and activities carried on amongst the building work. The project came in on budget of £150,000. This could not have been achieved without the support of the whole community both young and old many of whom brought their skills or a willingness to learn new skills. The 'new' Hall which comprises a main Hall complete with large stage with a small green room/store, a separate small meeting room, well equipped kitchen, separate bar and up to date toilet facilities, was opened on 20 June 2009. The Hall is fully accessible to those with disabilities. The new roofing arrangement also made a large upstairs storage area. The Hall is energy efficient with its thick straw bale walls and sheep fleece insulation in the loft and a heat exchange system for ventilation and heating. An outside ramp with rails was added in 2014 for disabled access.

### **Trustees**

The trustees are responsible for the overall management of the Hall, its finances and for keeping the building in a good state of repair. This responsibility is made easier by the fact that the innovative design, the generosity of local people and businesses and the use of so much voluntary labour kept costs to a minimum with the result that there are no loans or mortgages to service as all the costs of the building work were covered by fundraising, donations and grants. In 2017 the Trustees delegated responsibility for the day to day running of the hall to an elected Management Committee.

### **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 each year. In addition, certain local organisations who regularly use the hall, have a right to appoint a trustee. Trustees appointed by local groups are full trustees with all the same rights and responsibilities as elected trustees and when voting or acting as a trustee of the Hall are required to act in the best interests of the Hall. Not all of the organisations elect to appoint a trustee. There is one ex-officio trustee, the Chairman of Burtle Parish Council.

The Trustees have delegated day to day running of the hall to a Management Committee made up of Trustees and other committee members elected at the Annual General Meeting and non-elected representatives from the designated community groups. The Management Committee are required to carry out the duties involved in running Burtle Village Hall and are accountable to the Trustees. The Management Committee usually meets on the third Wednesday of each month in the Village Hall. These meetings are open to the public.

## **Objectives of the Charity**

The trust deed states that:

‘the object of the charity is the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants’

## **Principal Activities in pursuit of Objectives**

The Hall is the social hub of the village and is fully licensed with a well-stocked bar, run and staffed by volunteers from the Management Committee and other villagers. Many different types of events organised by local groups take place in the Hall and the Hall is also well used for private celebrations such as birthday parties, wedding receptions, funeral teas, and anniversary parties.

Cafe Burtle is held in the Hall once a month on a Saturday morning giving villagers the opportunity to meet up with friends and neighbours over a cup of tea or coffee and a homemade cake. There are local craft stalls, and regular attendance by the Community Police Officer, Councillors and even the local MP. A new initiative, the Community Coffee Shop, was started in 2019 and is held once a month on a Wednesday morning. This provides another gentler social environment for people to meet and chat with refreshments and cakes. It raises funds for local charities as well as the village hall. The Grumpy Men’s Breakfast Club, was started in 2017 providing a full English Breakfast to men of Burtle and surrounding villages. This was changed in 2018 to allow men, women and children to attend the Breakfast mornings. Later in 2019 it was decided to restrict this monthly breakfast to a few times during the year linked with certain themes, and this is still popular.

The Hall is the home of Burtle Babies Mother and Toddler group, and to the Burtle Silver Band. Weekly dance classes for children, Pilates and private dance bookings are also run in the hall providing both community services and much needed regular income. Monthly Parish Council meetings are also held in the Hall.

The Management Committee fulfils its primary objective of the provision and maintenance of a Village Hall and also organises regular events for the benefit of the village and to raise much needed funds for maintenance and refurbishment.

## **Hall Bookings**

These are made primarily by telephone and email at the moment. A new village website has been developed and it is hoped to incorporate an electronic booking system in the future. An events calendar is in place helping prospective hirers to see when the Hall is available. A Booking form, booking rates, Health and Safety Policy and Terms and Conditions are sent to each prospective hirer – all of these were reviewed and updated in 2018.

## **Publicity**

The Management Committee prepares, publishes and distributes a free monthly Newsletter to every household in the village. There is a dedicated Facebook page which is very popular, especially with the younger residents, which is used to advise about upcoming events and community issues. In 2018 the Committee also prepared a 'Welcome booklet' to be given to new residents in the village introducing them to the various groups and facilities in and around Burtle. There is also a regular email sent to those that have 'opted-in' to receive it, the email list was updated following the new GDPR regulations introduced in 2018. A new Data Protection Policy (GDPR) and Privacy Notice were put in place in 2018. The Management Committee have made a concerted effort to increase publicity and marketing which has resulted in new rental income and generally more awareness.

## **Licences**

The Hall has a Premises Licence issued by Sedgemoor District Council governing the provision of entertainment to the public and the sale and supply of alcohol. The licence is held by the trustees who are collectively responsible for its administration.

The Hall is registered with Sedgemoor District Council under the Food and Hygiene Ratings Scheme and has received a 5\* grading, the highest. The hall is not registered as a 'food business', as limited food and refreshments are prepared and served on the premises. The main two women who organise the kitchen for events renewed their 'Food and Hygiene' Level Two Awards in 2019

The Hall holds a combined Music Licence - Performing Rights Society (PRS) for live music and Phonographic Performance (PPL) for the playing of recorded music such as CDs – Licence Account 01628866.

## **Risk Management**

The Management Committee recognises that it is under a legal obligation to protect the building, its hirers and volunteers through adequate and appropriate insurance.

The Hall is insured with respect to property damage (buildings insurance) with ANSVAR - Insurance (£650,055 buildings cover).

It is insured with the same company with respect to contents (£18,028), Public Liability (£5 million), Employers' Liability (£10 million), Trustee Indemnity (£250,000) and Legal Expenses (£250,000).

Subject to certain conditions, hirers who have no public liability cover of their own are included under the Hall's public liability insurance. This cover does not extend to commercial hirers.

A new and more comprehensive Risk Assessment of the Hall was undertaken in December 2018.

## **Maintenance Matters**

The Hall Manager as well as dealing with day to day maintenance issues, ensures that:

- Portable electrical appliances are tested by qualified personnel periodically as required by law
- Safety Risk Assessments are carried out as necessary
- Fire Fighting Appliances and Fire Alarm System are inspected and serviced under their respective contracts
- Security Alarm System is regularly inspected and serviced
- Regular monthly Maintenance checks are made
- A log is kept giving the name of company with whom the Village Hall has a contract and details of all visits both routine and call outs are recorded with details of the outcome
- A new comprehensive Maintenance File was put in place in 2018 which includes all aspects of maintenance, all logs, all details of tradesmen used, all assessments, and all documentation
- Hall users are required to record all accidents in the Accident Record Book. The Accident/Injury forms were updated in 2018

In 2019 the front of the hall was given a ‘facelift’. The original wooden front had weathered since the hall refurbishment in 2009 and was badly stained in some parts. The work was done with only the cost of the materials needed, as all the labour was provided by Committee members. Local villagers supplied the scaffolding and the use of an industrial power washer. The front of the hall was prepped and washed and it looks like new! Hopefully this will last another ten years. New Security Cameras with active CCTV were installed in autumn 2019 following security issues in some other village halls.

## **Compliance**

Throughout 2018 and 2019, the Management Committee has reviewed every one of its existing Policies and Procedures. New Policies and Procedures have also been put in place to make sure that Burtle Village Hall is compliant with new legislation. Policies and procedures are no good as paper exercises and so it is important to monitor them to make sure they are working practice. All Policies and Procedures will be reviewed every three years or earlier if required by practice and/or change of legislation

- Terms and Conditions for Hirers – updated May 2018
- Hire Charges document - updated June 2018
- Booking Form – updated and new receipt Form – June 2018
- Data Protection Policy (GDPR) and Privacy Notice – June 2018

- Health and Safety – updated August 2018
- Risk Assessment – December 2018
- Safeguarding and Protecting Children and Vulnerable Adults – January 2019
- Equality and Equal Opportunities Policy – March 2019
- Complaints Form – May 2019
- Media Policy – December 2019

### **Financial Strategy**

The trustees have agreed a formal Financial Policy which sets out their responsibility for the prudent management of Hall funds. It is the objective of the trustees to maintain income at a level which ensures that basic running costs approximately £800 per month is met. Any surplus is transferred to the reserves. Currently the Reserves stand at just under £10,000. Trustees make regular checks to ensure that hire charges remain comparable with other halls in the area and in 2017 the discounts for local groups and for individuals from the village were reviewed. From June 2018, all users of the Hall are now paying the same hire charges with a 20% discount for local resident groups. The Committee aims to ensure that local residents and groups benefit from discounted charges on a fair and equal basis and to particularly assist groups that will enhance village life during their ‘start up’ period.

### **Volunteers’ Efforts**

The running costs are kept as low as possible by the continuing generosity of the village and the voluntary work of trustees and other villagers. The Hall pays for professional cleaning services and ensures all statutory regulations regarding fire, electricity and other services are maintained.

### **Hallmark**

The Hall was awarded Hallmark One by the Community Council for Somerset in October 2014. Hallmark is a nationally recognised Quality Standards scheme for village halls. It recognises good quality of management administration and practice and ensures compliance with legislation relating to community buildings. Unfortunately, this Award had lapsed but the new Committee appointed in April 2018 made this a priority and worked hard to meet the assessment criteria and external validation. The Management Committee applied for Hallmark One and Hallmark Two accreditation in February 2019, with a subsequent visit and report in June 2019. They were rewarded for their hard work by achieving Hallmark One and Hallmark Two. In addition to these Awards, Burtle Village Hall was surprised and delighted to being awarded the ‘District Hall of the Year’ for Sedgemoor in 2019.



## **OVERALL VIEW OF THE YEAR**

2019 was a successful year on many fronts. We were delighted to be able to keep the same Committee with just the change of Chair. This gave both continuity and progression in their roles and responsibilities. The previous year's Committee had shown an enthusiasm for tackling projects and had displayed a great feeling of camaraderie – this continued in 2019 as they rose to the challenge of keeping our wonderful hall alive and prospering. The Management Committee now has more Trustees, although we do still have some members who are unwilling to act as Trustees for personal reasons. This group work well together and operate within the constitution. This Management Committee is made of representatives elected at the AGM and representatives from the community groups.

A new Committee member was elected at the April AGM in 2019 and after a few months took over as the Hall Manager, releasing the Hall Manager to concentrate on the post of Bookings Secretary – he had been covering two roles in the previous year. The Vice Chair who became Chair in April 2019 has been covering the role of Secretary – the previous Secretary had to resign due to a new work role. The Management Committee hope to address this and add a new member in April 2020.

A number of successful events were held during the year including a Burns Night, Cider and Cider Brandy Tasting, BBQ, Pork and Cider evening, music and general Quiz Nights, Rugby screening of the World Cup Semi-Final and Final with Breakfasts, and a Summer Fete. This is in addition to a monthly Café Burtle, the monthly Community Coffee Shop, and the Breakfast Club. Our adverts in the Polden Post (local monthly magazine), Newsletter, Facebook and Web site produced results. In the autumn we had regular weekly booking from a Children's Dance Group, a Pilates Class, the Burtle Silver Band rehearsals, and a private dance practice session. We also benefited from several cycling groups using the hall as a base over the summer. There has been an increase in one-off bookings, including meetings for English Heritage and other regional organisations.

The rental income has increased dramatically over the last two years putting the Hall in very good shape financially, the income from rental alone accounting for almost half of the annual running costs. The remainder of the income comes from fund raising events and bar receipts. The Management Committee runs the Burtle Village Hall 100 Club which adheres to the gambling rules and regulations, with a one-off yearly payment for a number and monthly cash prizes. This also raises funds for the Hall.

The Hall is physically in good shape too and over the last two years, the Management Committee have been involved with redecorating the inside of the hall, building and improving areas for storage, reorganising all files and filing cabinets and buying new equipment for the kitchen and bar in order to run more efficiently. A new cleaning



Agency was employed from October 2019 and the hall is now cleaned twice a week - this has improved cleaning standards in the hall and resulted in positive feedback. The outside of the hall has been tidied and cleared, planters added, and the front of the hall has been prepped and washed which has greatly enhanced the appearance.

### **Acknowledgements**

The trustees would like to thank the residents and friends of Burtle their continued support of the Hall. The majority of Hall bookings come from the Parish and local clubs, organisations and individuals who either live in the village or have links with Burtle. Unlike many village Halls, Burtle Village Hall does not receive regular grant support towards running costs and has to be self-supporting.

The trustees acknowledge the continued advice and support received from the Community Council for Somerset.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Name:

Date:

Trustee – Burtle Village Hall

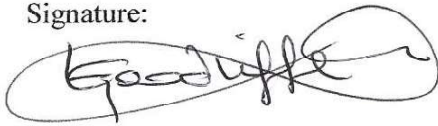
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Signature:

A handwritten signature in black ink, appearing to read 'Goodliffe', enclosed within a large, loopy circular flourish.

Name: LYN GOODLIFFE

Current Chair Burtle Village Hall

Date: 24.02.2020

Trustee – Burtle Village Hall

**BURTLE VILLAGE HALL  
RECEIPT AND PAYMENTS ACCOUNT 2019**

	2,019	2,018
<b>Opening Balance</b>	<b>12,281</b>	<b>9,788</b>
<b>RECEIPTS</b>		
Function Income	2,091	1,668
Hire of Hall	6,148	4,699
Bank Interest	43	39
Sundry Income	0	31
Donations	155	108
Advertising	120	120
100 Club	1,050	1,200
Café Burtle	1,391	1,588
Café Burtle Meat Draw	0	335
GMBC	293	1,103
Community Coffee Morning	203	0
Profit from Bar	2,456	1,900
Total Receipts	<u>13,950</u>	<u>12,791</u>
<b>PAYMENTS</b>		
Gifts	0	160
Function Expenditure	1,554	1,395
Telephone	577	445
Electricity Charges	1,490	1,305
Insurance	1,840	1,872
Water	107	106
Hall Maintenance	2,365	986
Fire Extinguisher and Pest Control	534	502
Hall Supplies	197	408
Training	48	45
Sundry Overheads - Licences	190	110
Charity	62	57
Cleaning	1,575	885
Card Charges	26	0
100 Club Prizes	390	564
Stationary/Printing/ Adverts	583	476
Café Burtle Expenses	285	385
GMBC expenses	67	518
Meat Draw Expenses	0	78
Total Payments	<u>11,890</u>	<u>10,298</u>
Net of Receipts/payments	2,060	2,493
Cash Fund Brought Forward	12,281	9,788
Add Net Receipts	2,060	2,493
Closing Cash Fund Carried Forward	<u>14,341</u>	<u>12,281</u>
<b>Reconciled by</b>		
Balance at Bank	12,497	9,715
Cash in Hand	78	50
Amounts owed by Burtle V Hall Enterprises	878	1,784
2018 Burtle 100 funds paid in advance	0	0
Creditors outstanding at year end	(49)	(96)
Debtors outstanding at year end	937	825
Small Variance	0	3
Closing Balance	<u>14,341</u>	<u>12,281</u>


**ASSETS**

Float for Café Burtle Kept by Maureen (see at	30	30
Float for GMBC (see above)	20	20
Village Hall	500,000	500,000
Fixtures & Fittings	20,000	20,000
Total Assets	534,341	532,281

Prepared by

Bharti Baron

Independent Review

  
Karen Nobes

02/03/2020