

The Village Hall

MILBORNE ST ANDREW

Milborne St Andrew Village Hall Annual Report

January 2019 to December 2019

Registered Charity: 301153

Governance

President

Eric Crichton

Trustees and User Group representatives

Pam Shults - Chair and Church Representative

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

Ed Frost - Treasurer

Sarah Ryan - Secretary and Yoga group and Artsreach representative

Susan Dawson - special responsibility for hygiene and cleaning

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

Linda Wright – Women's Institution representative

Gren Elphinstone Davis - special responsibility for grounds maintenance

Rose Frost (since May 2019) Food and Wine representative

Non trustees including additional user group representatives

Paul Tasker - Ladybirds Playgroup Chair

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

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

The hall continues to be hired on a regular basis by groups established in the village such as the Women's Institute, Garden Club, 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 Sensory Meadow including the bike track. The Queen Elizabeth II field is used for many different outdoor sports, play and social occasions.

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 February 2019 – January 2020

- Work to trees as recommended in the tree survey was completed
- Following complaints about footballs landing in the Causeway and nearby properties investigations were carried out to establish costs and viability of replacing the existing fencing. Although in principle the committee felt that new fencing could be erect, the cost of doing so would not be viable as the current finances were not able to support this. It was agreed that if grants could be obtained then the committee would be glad for new fencing.
- As a spin-off of the consultations with local residents and due to several minor incidents of vandalism, the local neighbourhood constables were consulted and supported the new Anti-Social Policy.
- Engagement with parents following some incidents of non-malicious vandalism, including repair to the towers of the climbing frame and replacement of a broken window.
- A solicitor has been engaged to move forward the transition of assets to the new charity
- The committee agreed to donate the 'fit station' to the Sports Club.
- The film nights and the Artsreach events continue to be popular and generate income.
- Two new people were voted on as trustees
- Sales of drinks during film nights and other events has proved to be popular and brings in additional income.

Future Plans and Targets for the year ending 2019

To complete the conversion of the Charity to become a Charitable Incorporated Organisation.
 To replace the children's balance equipment and ensure that other equipment is fit for purpose
 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 explore refurbishment of the kitchen

Financial review of 2019 and Budget for 2020

The Statement of Assets below covers the 12-month period 01/Jan/2019 to 31/Dec/2019. The Trustees are grateful to Elizabeth Humphrey for preparing the Statement.

Total income was down compared to 2018, this caused by an early payment for rent for a 2019 booking which went into the 2018 accounts. This was compensated for, in part, by increased income in other areas. Total expenditure for the year was similar to that for 2018.

Comparing 2018 and 2019, significant points are:

- Taking into account the early payment noted above, rental income was similar 2018/2019.
- Income from the sale of refreshments was significantly increased.
- Income from Milborne Movies was significantly increased.
- The Parish Council increased their grant for grass cutting from £500 to the actual cost of £1144.
- Expenditure on the maintenance of the Hall was massively down on 2018 but more than matched by the cost of maintenance and repairs to the playground surface, the zip wire and the area around it and the maintenance and replacement of the swings.

Once again, income from the hire of the Village Hall has been used to pay for the upkeep of the Playpark and other outside facilities which are used by the community and for which no charges are levied. The Trustees are grateful that the Parish Council has recognised this community use by increasing their grant this year for grounds maintenance.

In 2020:

- Trustees agreed that there should be no increase in rent for hirers although the discount currently offered for advance payment would be discontinued.
- The hall is in good repair and no major maintenance expenses are expected.
- The updating of the kitchen facilities will again be considered
- The balance walk in the playground is showing signs of wear and may need to be replaced/refurbished.
- A number of utility contracts are due for renewal in 2020 and efforts will be made to reduce on-going costs with more competitive arrangements.

Edwin Frost, Treasurer

MILBORNE ST ANDREW VILLAGE HALL
Registered Charity No. 301153

Statement of Assets
2019 (1/01/19 - 31/12/19)

2018	2019
Building and land at cost	£ 8,855.18
Cash in hand	£ 65.09
Bar float	£ 60.00
Film float	£ 30.00
Nationwide building society	
Santander current a/c	£ 30,902.95
Total assets @ 31.12.18	£ 39,913.22
	£ (3,429.49)
	£ 36,483.73

PLUS (Income - Expenditure) for year

Income	2019	2018
Rents	£ 13,184.23	£ 18,288.29
Milborne Movies	£ 1,353.50	£ 869.90
Rent from Scottish Power for pole	£ 17.33	£ 17.33
Fund raising	£ 71.00	£ 12.00
Donations	£ 611.20	£ 572.74
Bar	£ 2,569.20	£ 1,671.49
Grants		
Parish Council	£ 1,144.00	£ 500.00

Expenditure	2019	2018
Water rates	£ 192.83	£ 151.86
Electricity	£ 1,180.58	£ 1,076.37
Gas	£ 805.23	£ 861.62
Insurance	£ 2,330.95	£ 2,209.81
Licences	£ 544.48	£ 364.95
Sundries	£ 388.53	£ 666.25
Cleaning and caretaking	£ 3,655.74	£ 3,446.61
Fund raising expenses	£ 294.00	£ 12.00
IT costs	£ 252.00	£ 303.92
Films	£ 1,183.50	£ 1,004.42
Bar	£ 1,205.85	£ 916.12
Repairs & maintenance		
Play repairs	£ 6193.23	£ -
Grounds maintenance	£ 3089.97	£ 1,246.86
General hall maintenance	£ 931.7	£ 8,632.55
Capital expenditure		
CCTV (2)	£ 131.36	£ 873.16
Crockery	£ 22,379.95	£ 21,766.50
Excess of income over expenditure	£ (3,429.49)	£ 165.25
	£ 18,950.46	£ 21,931.75

Independently verified as a true and fair record of the income and expenditure of Milborne St Andrew Village Hall for the year ended 31 December 2019 and their financial position at that date.


Auditor's name:

Date: 14-Mar-20

#NAME?