

BURTLE VILLAGE HALL
Registered Charity 1164684

TRUSTEES' ANNUAL REPORT

1st January 2016 – 31st December 2016

Correspondence address:

Burtle Village Hall
Burtle Road
Burtle
Bridgwater TA7 8NB

Telephone: 01278 287837 email: burtlevillage.co.uk

Trustees

Officers:

Chairman	Tony Spiller
Vice Chairman	Steve Allen
Treasurer	Ginny Rideout
Secretary	Jonathan Mansfield-Ross
Bar Manager	Jonathan Mansfield-Ross
Bookings Secretary	Tracey Fear
Hall Manager	Bill Dean

Committee Members:

Jane Allen
Richard Dallimore
Anne Lush
Alan Parr

Bankers: Santander UK

GOVERNANCE

Burtle Village Hall is a registered charity number 269598 governed by a scheme dated 30th June 2003 which replaced a conveyance dated 28 February 1948. The 2003 scheme was incorporated on 25th 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) was transferred to the commercial arm which traded separately during 2016 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 a 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 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 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 there was a new Hall in Edington! The people from the lottery had obviously not realised that Burtle was a very strong independent community. During all this 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 had devised an innovative design using straw bales, sheep fleece and old wine bottles to build 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 straw bales.

Robin is a very charismatic fellow and he quickly gained the support of the local community. 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.

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 and others who brought a willingness to learn new skills. The 'new' Hall which comprises main Hall complete with large stage with a small green room/store, meeting room, well equipped kitchen, 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.

The Hall was awarded Hallmark 1 by the Community Council for Somerset in October 2014, Hallmark is an award scheme for quality of management administration and compliance with legislation relating to community buildings.

Trustees

The trustees are responsible for the 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 no loans or mortgages to service as all the costs of the building work were covered by fundraising, donations and grants.

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 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 form the management committee of Burtle Village Hall and carry out the duties involved in running the Hall. The Management Committee does have the power to co-opt a further two trustees if required.

Each trustee serves for a period of one year and may be re-appointed. The Management committee usually meets on the second Monday 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 staffed by volunteers from the Management Committee.

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, anniversary parties etc.

Cafe Burtle is held in the Hall once a month giving villagers the opportunity to meet up with friends and neighbours over a cup of tea or coffee and a homemade cake.

The Hall is the home of Burtle Babies Mother and Toddler group, Burtle Silver Band and Bad Players the village Pantomime group. Burtle Garden Club holds the Annual Flower Show in the Hall each August. 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 organises occasional events for the benefit of the village and to raise much needed funds for maintenance and refurbishment..

Hall Bookings

These are made 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 near future. An events calendar is in place helping prospective hirers to see when the Hall is available.

Licenses

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 licensed by the Performing Rights Society (PRS) for live music and Phonographic Performance Ltd (PPL) for the playing of recorded music such as CDs.

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 (£560,568 cover). It is insured with the same company with respect to contents (£16,191), public liability (£5 million), employers' liability (£10 million), Trustee indemnity (£100,000) and legal expenses (£100,000).

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.

Maintenance Matters

The Hall has a Volunteer Maintenance manager who 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 (Scott FPS) and Fire Alarm System are inspected and serviced under their respective contracts.
- Security Alarm System is regularly inspected and serviced
- Regular 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.
- Hall users are required to record all accidents in the Accident Record Book.

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 £650 per month are met. Any surplus is transferred to the reserves. Trustees make regular checks to ensure that hire charges remain comparable with other halls in the area. During 2016 the discounts for local groups and for individuals from the village were again reviewed. Trustees aim 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. In addition the Hall pays for cleaning services. A considerable amount of trustees' time is devoted to dealing with the ever increasing burden of compliance with regulations and Health & Safety regulation governing community buildings. The Hall Manager and the Trustees have this year spent significant effort to ensure all certificates are up to date.

2016 ACHIEVEMENTS AND SETBACKS

The trustees work hard to make the Hall attractive to hirers and to promote it wherever possible. **Total revenue** for 2016 was comparable with 2015 with the main source of income again coming via the commercial arm. The hall was well used by local groups for meetings and fund raising events. The Annual Children's Christmas party was well attended and very much enjoyed by the children and adults and actually managed to make a profit due to the hard work of the organisers who raised sponsorship and funds in advance.

Cafe Burtle continues to be supported as a monthly social gathering for the village and sales of refreshments and homemade cakes continues to provide a regular income and much needed opportunity for the community to meet.

The Hall is a popular venue for children's birthday parties, weddings and wakes and this provides a steady source of income. Parents are often made aware of the Hall and its facilities from attending Burtle Babies.

OVERALL VIEW OF THE YEAR AND FUTURE PLANS

2016 was a challenging year with a much need injection of new members to the committee with drive and enthusiasm. Sadly the Chairman, Tony Spiller, stood down in October due to poor health and Steve Allen assumed the role. In December our secretary and bar manager also resigned to changing circumstances and pressure of work, the roles have not yet been filled. The running of the bar has been accomplished through several volunteers sharing the work and this has been satisfactory. Our cleaner also stepped down after many years of service and was awarded a presentation for her hard work. A new local cleaner was found and is working well.

Our Hall Manager has spent significant time, not only on routine maintenance, but also ensuring that all certificates and regular tests are up to date. As part of the fire risk assessment the attic space was tidied up and a large amount of rubbish removed and re-cycled. Additional lockable cupboards have been added to safeguard cleaning materials from children and unauthorised use.

The Hall is a valuable asset to the village and the trustees will continue to do their best to ensure that it is kept in good repair and remains available for everyone to enjoy but we do need more people to come forward to join us.

ACKNOWLEDGEMENTS

The trustees would like to thank the residents 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



Full name

STEVE ALLEN

Position

Chairman

Date

24/4/17

Independent Examiners report on the accounts

BURTLE VILLAGE HALL

Year Ended 31st December 2016

SET OUT ON PAGES 2 AND 3

The charity's trustees are responsible for the preparation of accounts

The charity's trustees consider that an audit is not required for this year under section 43(2) of the charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 43 of the 1993 Act to follow procedures laid down in the general directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act and to state whether particular matters have come to my attention.

My examination was carried out in accordance with the general direction given by the Charity Commission . An examination of the account records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items of disclosures in the accounts and seeking explanation from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination ,no matter has come to my attention

1 Which gives me reasonable cause to believe that in any material respect, the requirements:

***to keep accounting records in accordance with section 41 of the 1993 Act; and**

***to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met.**

Signed



DATE 04/04/2017

Name ARTHUR CROKER

Certified Practising Accountant

**4 TOR VIEW
CHEDDAR
Somerset
BS27 3NQ**

**BURTLE VILLAGE HALL
RECEIPT AND PAYMENTS ACCOUNTS**

RECEIPTS

	Total FUNDS £	last Year £
Function Income	1064.33	1888.50
Hire of Hall	2044.15	2783.40
Bar Takings		8384.92
Bank Interest	27.43	15.29
Sundry Income	27.00	1368.33
Donations	1070.00	154.70
Rate Refund	261.29	
100 Club	1200.00	
Café Burtle meat Draw	360.00	
Donation from Bar	325.10	
Grants	450.00	200.00
Café Burtle	<u>759.78</u>	<u>1173.69</u>
Total Receipts	7589.08	15969.13

PAYMENTS

Function Expenditure	910.80	864.94
Rates		261.29
Telephone	463.59	505.18
Electricity Charges	1199.87	1686.47
Insurance	1802.44	2057.38
Water	99.35	97.86
Fire extinguisher and Pest Control	697.62	194.88
Hall maintenance	577.26	2745.00
Kitchen Expenses	157.24	195.28
Bar Expenses (stock)		4363.72
Bar Licence & Costs		1177.68
Sundry Purchases	337.86	874.00
Sundry Overheads	290	846.00
Cleaning Materials	634.09	889.15
100 club prizes	564.00	
Capital Expenditure		1121.00
Stationery	276.74	29.00
Correction to stock costs from previous year		149.45
Café Burtle Expenses	272.49	484.52
Materials new Hall		
Total payments	<u>8283.35</u>	<u>18543.49</u>
Net of receipts/payment	<u>-694.27</u>	<u>-2574.36</u>
Transfer between Funds		
Cash fund last year end	<u>9537.11</u>	<u>11172.52</u>
Cash Fund this year end	8842.84	8598.16

STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31ST DECEMBER 2016

Other Monetary Assets	Unrestricted Funds £	Restricted £
Assets retained for the Charities own use		
Float for café Burtle Kept by Maureen	30.00	
Village Hall	500,000.00	
Fixture & Fittings	20,000.00	

Signed by one or Two Trustees

Signature

Print Name

Date

Treasurer:



Ginny
Rideout

24/04/17

Chairman



S. Allen

24/4/17