



# Trustees' Annual Report for the period

Period start date				Period end date		
From	1st	Jan	2016	To	31st	Dec 2016

## Section A Reference and administration details

Charity name

Montacute Village Hall

Other names charity is known by

n/a

Registered charity number (if any)

304587

Charity's principal address

Wash Lane

Montacute

Postcode

TA15 6XA

### Names of the charity trustees

Trustee name	Office (if any)	Dates acted if not for whole year	Committee Role
Julie Surney	Chair		Committee
Anita Jewell-Harrison	Deputy Chair	– June 16	Committee
Neil Warren	Treasurer		Committee
Fern Saxon	Deputy Chair		Committee
John Woodhouse		– July 2016	Committee
Richard Talley	Deputy Chair		Committee
Gaynor Talley	Deputy Chair	– Aug 2016	Committee

Sub-contractors:

Cleaner	Paid position 2 hrs weekly
Window Cleaner	Donated by volunteers
Gardener	Donated by volunteers
Large event & training set up	Donated by volunteers
Washing of laundry	Donated by volunteers

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	1966 Trust Deed June 2015 Supplement to Trust Deed
How the charity is constituted	The Charity and its property are administered and managed in accordance with this constitution by the members of the Committee (source: Supplement to Trust Deed)

Trustee selection methods

Members will be elected for a period of up to one year, but may be re-elected by the Committee after the Group's AGM however this is not mandatory, as continuation of service will apply if the elected representatives wish to continue in post. A committee vote will determine if the committee is to extend or remain the same. Committee members will be active 'Friends' of the village hall. If no notification is received then there will be no vote held.

(source: Supplement to Trust Deed)

## Section C Objectives and activities

The Charity's objectives ("the objects") are for the purposes of a village hall for the use of the inhabitants of the Parish of Montacute and its surrounding villages without distinction of gender, sexual orientation, age, disability, nationality, race, political, religious or other beliefs for meetings, training, performances, lectures and classes or other forms of recreation in the interests of including but not limited to: social welfare, adult education, business growth in the community and with the objectives of improving the conditions of life for the inhabitants of the Parish and integrating people in the wider area to community activity.

(source: Supplement to Trust Deed)

**Summary of the objects of the charity set out in its governing document**



**Summary of the main activities undertaken for the public benefit in relation to these objects ; ALL carried out in hall during this period**

Montacute Village Hall provides a vital resource for Montacute and surrounding villages, providing a community hub and supporting services by enabling a meeting place for the following:

**Meetings:** County Speedwatch, Local School Governors, District Council, County & National Elections, County Council, Somerset Social Services, Somerset County Council, Police Commissioners Elections, Church Interviews

**Training:** Child Protection, First Aid, Local Adoption and Fostering Services Support, Social Services Training, Teaching (Team Teach), Discrete Specialist Education Courses, residential care and specialist units inset training, Somerset Adult Education course, National Trust Volunteer, National Trust Staff Training

**Performances:** Pantomime by local amateur dramatics pantomime committee, National Trust Dance, Choir Concert, Rural Tour by National Artists

**Outside Speakers:** Speakers including local and national gardening interest, worldwide travels, social services lectures, National Trust, National Portrait Gallery/National Trust, MP Marcus Fysh, Somerset Radio Live recording community onsite

**Classes:** Table Tennis, Advanced Table Tennis, Pilates, Afternoon Yoga, Baby Yoga, Football Circuit Training for Youths, Relaxation & meditation, Watercolour Painting

**Corporate:** National Trust training venue, National Trust staff & volunteer meetings, County Council, Social Services Education, Private Business bookings, School Governors

**Private Birthday Parties & Events:** children's parties, surprise family parties, bands, Christening, Blessing party, Wedding anniversary, Wake

**Clubs:**

- Wednesday Club focussed on companionship and friendship for elderly members of the community
- Bridge Club
- Gardening Club
- Women's Institute
- Songtime for babies & toddlers
- Choir
- Village Café
- Village Agent
- Watercolour Painting Drop in Club
- Table Tennis Club
- Advanced Table Tennis Club

**Other**

- Craft Show
- Montacute Open Gardens 2016
- Strictly Come Dancing Montacute 2016
- Christmas Fayre & Father Christmas

- Book signing
- Charity Event Church events; harvest supper, interviews





## COMMUNITY

### Montacute Friends & Donation by Contribution

Contribution made by  
volunteers & retail

#### Friends of Montacute

A '**Friend**' of the Charity is an opportunity open to any person resident in the village or in a surrounding village who is interested in furthering the 'objects' in the village. A 'Friend's' contribution may be, but not limited to, made by fundraising, support, participation, event co-ordination or contribution, hall user and/or donation.

As the restoration work continued we became more involved in clubs and the setting up of more events to fund the growing need for new resources; to make this happen we have had a great response from our appeals for support in 2016 we have extended our group of volunteers to include a much wider community who regularly roll up their sleeves to set up the hall, put up the hall marquee, wash-up, bake cakes, run events etc.

Examples of the generosity of our retail/trade friends in the community included (please note this is not a full list!):

- Plumbing work was donated at cost price by local plumber Andy Burns
- Electrical work was donated at cost price by local electrician Jesse Spencer
- Hamdon Windows supplier of cost price accessible doors
- Repair to double glazing windows/new glaze; free
- Carpentry work donated at cost price by local carpenter and builder Cliff Dunston
- Christmas Trees donated by Brimsmore Garden Centre
- Garden Plants donated by Greensleeves Garden Centre
- Hall chairs donated by the Carnival Committee
- Hall chairs donated by Open Gardens Event 2016

We recognise that some people in the community are unable to support the hall physically due to their health, we have been overwhelmed by some who support by rallying around by donating books or china. We have visited many people in their homes where we have been provided with lovely feedback and how the articles in the Montacute Magazine have provided a lifeline to make them feel involved in Village Hall life as they once were. We have put on a car to hall service where we now offer lifts to elderly and disabled who may find it difficult to access events.

**Summary of the main achievements of the charity during the year****Events**

Fundraising events have provided us huge community success:

**The Open Gardens Event**

This event is usually organised by a committee of volunteers over a July weekend every other year throughout the village, in aid of the Village Hall. Twenty-seven villagers opened their beautiful gardens on either one or both days, not only to local villagers but also to a wider public from much further away. Some gardens were absolutely stunning while others were rather more “work in progress” but all had something of interest to share. We are grateful that a local farmer lent a field for use as a car park (which was staffed both days by volunteers) and more volunteers staffed the village hall to provide an ambitious range of refreshments including ploughman’s lunches and cream and high teas. The Village Hall was decorated and there were a number of stalls selling arts and crafts, ice cream, preserves, jewellery and plants. In total the event raised £4,341.48. Thanks due to all the volunteers who helped and especially to all the villagers who opened their gardens and to the organisers of this very successful and worthwhile community event. On evaluation of the event we owe increased visitor success to social media marketing and good signage for lunches and teas which significantly increased funds.

**Christmas Craft Fayre with special Guest Father Christmas!**

For the Christmas season we were looking to create an event which truly injected Christmas spirit to the village more than raising funds. We were delighted to turn our modest hall into a Christmas wonderland and glittery grotto for our Father Christmas and Elves. Father Christmas and his Elves worked tirelessly in preparation and on the day itself to bring a truly exceptional experience, present production and Christmas crowd and parking control.

We were bowled over by the volume of crafters, traders and artisans who wanted to join us for the event, giving us the opportunity to showcase a wide range of products and produce available in our local area for the festive season. The artisan pizza makers who brought their mobile wood-fired pizza oven provided a fantastic al fresco eating experience for the event, perfect for a bright winter's day.

The amazing turnout and positive feedback we received both following and on the day itself, showed us how well received the event was by locals and makes all the effort worthwhile. Father Christmas appeared centre stage and gave over 190 children a present, magical reindeer food and a very happy ho, ho, ho!

We increased our capacity to rent out stall space by purchasing a marquee from donation, which is now being hired for weddings, christenings and events.





### **Strictly Come Dancing Montacute**

Supported by the generous donation of hosting the evening by 'Strictly Jive Somerset' we opened our doors to an evening of dance and tuition. The glitter ball shone on many enthusiastic dancers who enjoyed sharing skills with other who were new to dance. A great evening had by all and several people are now having lessons to keep up the pace!

### **How expenditure has supported resources:**

Further quantitative research provided us with a trend that identified that users only used the hall as it was convenient not because it was a nice place to be. In June 2015 a development plan was established which led to the following projects and tight financial governance which directed expenditure to address the objectives of the hall:

**Accessibility Project:**

Following an SSDC 'Access to All' assessment of the site, the committee were informed that we needed to be proactive and make swift changes to become accessible to all. The 60's building constrained us to narrow door openings and limited ramping. The site was not wheelchair friendly as pathways suffered from significant concrete cracks, and paths were not of wheelchair width around the site. The 'accessible' toilet did not conform to legislative specifications. Plans were made to install a new surface to the whole site as well as provide a wheelchair width opening front door, a disabled call button, an accessible toilet and more modern facilities removing old leaking urinals to convert a second bathroom into unisex facilities.

The project was hampered by very limited access for trades to access the site, no skip could negotiate the narrow lanes and concrete was wheelbarrowed down the winding lane. Hard work and determination has provided an accessible site that can be enjoyed for many years. Many thanks to the SSDC and the community support we were given by both Jo Roundell Greene & Teresa Oulds.

**Commission donation by local artists**



We have extended our mix of local artists displaying and selling work in the hall, this provides a 20% commission rate on everything sold. In 2016 we have sold original paintings, prints of paintings, mugs, cards, jewellery, knitted original hats, multi-media original art work.

### **Jams & Chutneys, Second hand Books & DVD Sales**

A great idea and donation of some wonderful jams and chutneys has provided us an additional source of income. This is displayed on attractive shelves and provides a nice homely feel to the hall where new hall users are drawn to the display. Books and DVD have been donated by local people where they have sold, swapped and come back for more!



### **Audio project**

In order to generate additional revenue it was identified that the hall was not attracting corporate and training income due to the lack of audio resources. An appeal went out to the community and corporate organisations to support a need for a projector. We were successful in securing a donation of a digital projector along with an 8ft projector screen & loan of an offsite projector (to be made available to hire), tape decks, amplifier and two speakers. A further amplifier has been provided on loan from a local resident to improve quality of the combined system.

A group of friends of the hall met every week to plan and install the audio system where we are now able to provide a service to hall users where they can run a laptop computer through the digital projector ports or enable a dvd to show films (via licence) on the big screen. This project has been extended further as we are now offering facilities for training and corporate meetings; this revenue has stabilised income

at the hall enabling us to discount charity and local events. Due to demand from users needing to use their laptops or connect to the internet for Skype or to email we have installed WiFi. Going live in early 2017 this will provide us with an additional source of income as corporate and training events will be charged an additional fee to use the facility. This has already been greeted by an increase in bookings with a predicted growth in local meetings and business use for 2017.



**Storage:** A large storage shed has been installed to provide vital storage for the hall. During Panto season the shed stores all of the baby and toddler toys to free the backroom space. For the remainder of the year spare chairs, tables and a table tennis table are stored securely.

**Table Tennis:** Reviewing club activity in the hall it was decided to provide an opportunity for a club to be established that was accessible to all and that appealed to any age group. A bid for a table tennis table was made to the Table Tennis Association UK and we won! We took delivery of a new table, bats, balls and support by the association. We repaired an old table to start a small voluntary club and soon discovered that this became overwhelmingly popular. We bought another table as we were asked to hire privately throughout the week as well as being asked to extend to book another day to open another club for advanced players.

The biggest success has been the friendships that have formed from people from all over the village (the majority not having used the hall before) and on evaluation of the club indicating the improved health benefits. This club has rolled over into 2017 where the leader of the group provides regular coaches and will enter the advanced players into the

league where other clubs will play in Montacute.



**Toys:** Following a local charity car show in Martock a bid was made winning £1,000 for children's play equipment and special needs sensory toys. This has been a huge boost to the hall's facilities as we are able to run support groups for children with special needs, provide the popular Songtime group with new resources and hire out resources for children's parties.



### Recycling

Through environmental planning and a policy document we trialled installing recycling bins to each bathroom and kitchen; we have now fully adopted this method. We have a general waste bin outside but actively encourage hall users to think before throwing away rubbish or ask them to take it home with them. We have increased recycling by 100% this year; volunteers separate for the weekly collection



Where possible we use recycled products for all events and general hall use, we have switched to environmentally friendly products.

### **Web development**

Requests for electronic booking have increased demand led to the development of a website with visible online calendar. Web pages have been added to incorporate news of events <https://montacutevillage.wordpress.com/whats-on/>

This has led to the majority of our hall users making enquiry via email or booking through using the website. This is currently managed by our committee and has cost no money to set up as all time has been donated.

### **GiftAid**

After a long application process we are now eligible to claim for GiftAid. A process of request for residents who have contributed via donation has been undertaken in 2015 where in 2016 inputting into the database will provide us with rebate for funds. Treasurer will be busy claiming back what we can apply for but this will be worth the time as already we have much support by the donor sponsors who have completed the relevant authority.

### **Policies**

<https://montacutevillage.wordpress.com/village-hall/policies/> and policy for the following:

1. Fire Drill & Evacuation
2. Vulnerable Persons Policy
3. Child Protection Policy to include DRB request for groups
4. Good Practice for Bouncy Castle Use
5. Equality & Diversity Policy
6. Environmental Policy
7. Health & Safety Policy
8. Finance Policy
9. Fundraising Policy
10. Voluntary Policy
11. Complaints Policy
12. Conflict of Interest Policy
13. Conditions of Hire
14. Booking Form
15. Trustee Handbook

**Section E****Financial review****Brief statement of the charity's policy on reserves**

The agreed value to remain in the bank to keep us buoyant was agreed by committee in Feb 2015 as £2500 per annum to include electricity, insurances, sub contacting staff, licences, electrical and fire extinguisher assessments and general maintenance costs; this has been achieved again this year. Major Project expenditure has been necessary to provide our users with an accessible venue. Please see financial accounts pg 13.

Additional costs this year have included a music licence (as none existed).

**Details of any funds materially in deficit**

n/a

**Section F****Other information****Fire Regulations**

After a risk assessment of the site a number of areas of risk were identified and an action plan developed. All actions are now complete.

Bristol Fire Ltd provided us with an inspection of site where we passed and were certified for 1 year.

**Financial Accounts**

In 2016 we developed additional revenue streams to be able to supplement club income to provide financial stability, these include selling jams, extending range of commission income, extending and promoting training courses for businesses and booking of hall through corporate use. This meant that we are able to offer local club users a discounted rate of £5.00 per hour with a further discount for local charities at £4.50 per hour.

The booking system introduced in 2015 has been particularly successful as hall users are able to see availability online and can simply email or phone booking through; this is tracked to payment via the accountancy package and invoicing of corporate users through a purchase order system. There are no lost payments or unbilled users in 2016.

Fundraising activity and donation has provided modern resources that are now inviting to hall users and repeat bookings; **187%** Increase in profit from bookings 2014 & 70% increase on 2015 bookings.



## Summary of Financial Accounts:

Income £ £28,455 Spending £ £24,650

Operating Account		Income		Expenditure		Notes
		2015	2016	2015	2016	
Hall Bookings	£	4,626.90	£ 7,844.50	£ -	£ 90.00	Bookings increased by 70% on 2015 figures and 187% on 2014 figures. £90 Refund for cancelled pre-paid course
Maintenance	£	-	£ -	£ 4,058.91	£ 3,191.57	Budget decrease due to maintenance program suspended due to accessibility project
Donations	£	2,713.28	£ 400.00	£ -	£ -	Less reliant on donations
Commissions	£	101.68	£ 103.70	£ -	£ -	Sales of artwork
Book Sales			£ 84.50			New idea to generate extra income
Jam Sales	£	-	£ 73.96	£ -	£ -	New idea to generate extra income
Utilities (Electric)	£	428.00	£ 526.00	£ 668.00	£ 862.22	Increase due to additional bookings so therefore hall used more
Insurance	£	47.75	£ 60.76	£ 705.09	£ 720.43	Increase due to backcloth insurance for panto (paid for by panto)
Wages	£	-	£ -	£ 581.25	£ 936.54	2015 figure lower due to a number of months without a cleaner, Trustees cleaning without charge
Events	£	966.68	£ 5,835.67	£ 246.32	£ 2,011.60	Open Gardens, Jane Taylor, Xmas Fayre, Christmas Card Competition, Trinity Choir, Strictly Montacute
Equipment	£	-	£ -	£ -	£ 4,491.86	Tabletennis, Shed, Chairs, Marquee, Tables
Website Income	£	-	£ 85.00	£ -	£ -	Anticipated fee renewal May/June 17
Hall Expense	£	-	£ -	£ 362.46	£ 2,231.36	Internet, bank charges, decorations, printing, refreshments for bookings, hand towels, bin bags, catering, toilet rolls etc
Account Transfer	£	600.00	£ -	£ -	£ -	No transfers between accounts
<b>Hall Total</b>	<b>£</b>	<b>9,484.29</b>	<b>£ 15,014.09</b>	<b>£ 6,622.03</b>	<b>£ 14,535.58</b>	
Project: Kitchen refit	£	-	£ -	£ 2,327.37	£ -	Project completed in 2015
Project: Accessibility	£	6,398.00	£ 3,471.00	£ 3,590.63	£ 8,996.33	Match funding by hall to meet bidding requirements, additional cost for extending the concrete driveway
Project: Sensory Toys	£	-	£ 1,000.00	£ -	£ 1,118.57	Project budget £1300; bid for £1000 donation successful
<b>Project Total</b>	<b>£</b>	<b>6,398.00</b>	<b>£ 4,471.00</b>	<b>£ 5,918.00</b>	<b>£ 10,114.90</b>	Project expenditure covered by 2015 successful bid funding, see current assets operating account 2015
<b>Operating Total</b>	<b>£</b>	<b>15,882.29</b>	<b>£ 19,485.09</b>	<b>£ 12,540.03</b>	<b>£ 24,650.48</b>	Project expenditure covered by 2015 successful bid funding, see current assets operating account 2015
Savings Account		Income		Expenditure		
		2015	2016	2015	2016	
Interest	£	19.18	£ 14.55	£ -	£ -	Interest from Bank
Account Transfer	£	-	£ -	£ 600.00	£ -	No transfers between accounts in 2016
<b>Savings Total</b>	<b>£</b>	<b>19.18</b>	<b>£ 14.55</b>	<b>£ 600.00</b>	<b>£ -</b>	
Current Assets		2015		2016		
		£		£		
Operating Account	£		8,970.28	£	3,804.89	Money remaining after all major project expenditure completed and operational profit
Cash	£		-	£	-	No petty cash is held at any time
Savings Account	£		8,482.66	£	8,497.21	Increase due to Bank interest
Debtors	£		175.00	£	55.00	Hall users that had not paid at year end
Current Liabilities	£		-	£	-	No outstanding payments or invoices
Receipts in advance	£		(105.00)	£	(175.00)	Advanced payments for bookings year ahead
<b>Current Assets Total</b>	<b>£</b>		<b>17,522.94</b>	<b>£</b>	<b>12,182.10</b>	

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Neil Warren	
Full name(s)	Neil Warren	
Position (eg Secretary, Chair, etc)	Treasurer	

Date 15/04/17



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Operating Account	Income		Expenditure		Notes
	2015	2016	2015	2016	
Hall Bookings	£ 4,626.90	£ 7,844.50	£ -	£ 90.00	<p>Bookings increased by 70% on 2015 figures and 187% on 2014 figures. £90 Refund for cancelled pre-paid course</p> <p>Budget decrease due to maintenance program suspended due to accessibility project</p> <p>Less reliant on donations</p> <p>Sales of artwork</p> <p>New idea to generate extra income</p> <p>New idea to generate extra income</p> <p>Increase due to additional bookings so therefore hall used more</p> <p>Increase due to backcloth insurance for panto (paid for by panto)</p> <p>2015 figure lower due to a number of months without a cleaner, Trustees cleaning without charge</p> <p>Open Gardens, Jane Taylor, Xmas Fayre, Christmas Card Competition, Trinity Choir, Strictly Montacute</p> <p>Tabletennis, Shed, Chairs, Marquee, Tables</p> <p>Anticipated fee renewal May/June 17</p> <p>Internet, bank charges, decorations, printing, refreshments for bookings, hand towels, bin bags, catering, toilet rolls etc</p> <p>No transfers between accounts</p>
Maintenance	£ -	£ -	£ 4,058.91	£ 3,191.57	
Donations	£ 2,713.28	£ 400.00	£ -	£ -	
Commissions	£ 101.68	£ 103.70	£ -	£ -	
Book Sales	£ -	£ 84.50	£ -	£ -	
Jam Sales	£ -	£ 73.96	£ -	£ -	
Utilities (Electric)	£ 428.00	£ 526.00	£ 668.00	£ 862.22	
Insurance	£ 47.75	£ 60.76	£ 705.09	£ 720.43	
Wages	£ -	£ -	£ 581.25	£ 936.54	
Events	£ 966.68	£ 5,835.67	£ 246.32	£ 2,011.60	
Equipment	£ -	£ -	£ -	£ 4,491.86	<p>Project completed in 2015</p> <p>Match funding by hall to meet bidding requirements, additional cost for extending the concrete driveway</p> <p>Project budget £1,300; bid for £1000 donation successful</p> <p>Project expenditure covered by 2015 successful bid funding, see current assets operating account 2015</p>
Website Income	£ -	£ 85.00	£ -	£ -	
Hall Expense	£ -	£ -	£ 362.46	£ 2,231.36	
Account Transfer	£ 600.00	£ -	£ -	£ -	
Hall Total	£ 9,484.29	£ 15,014.09	£ 6,622.03	£ 14,535.58	

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Savings Account	Income		Expenditure	
	2015	2016	2015	2016
Interest	£ 19.18	£ 14.55	£ -	£ -
Account Transfer	£ -	£ -	£ 600.00	£ -
Savings Total	£ 19.18	£ 14.55	£ 600.00	£ -

Interest from Bank  
No transfers between accounts in 2016

Current Assets	2015		2016	
	£	£	£	£
Operating Account	£ 8,970.28	£ 3,804.89	<p>Money remaining after all major project expenditure completed and operational profit</p> <p>No petty cash is held at any time</p> <p>Increase due to Bank interest</p> <p>Hall users that had not paid at year end</p> <p>No outstanding payments or invoices</p> <p>Advanced payments for bookings year ahead</p>	
Cash	£ -	£ -		
Savings Account	£ 8,482.66	£ 8,497.21		
Debtors	£ 175.00	£ 55.00		
Current Liabilities	£ -	£ -		
Receipts in advance	£ (105.00)	£ (175.00)		
Current Assets Total	£ 17,522.94	£ 12,182.10		

## AUDITOR'S CERTIFICATE

I certify that in accordance with the books, records and explanations presented to me the above accounts represent a true and fair view of the income and expenditure of Montacute Village Hall for the year ended 31 December 2016.

Treasurer

Signed:

Name:

Date:

Auditor

Signed:

Name:

Date: