

BURTLE VILLAGE HALL
Registered Charity 269598

TRUSTEES' ANNUAL REPORT

1st January 2017 – 31st December 2017

Correspondence address:

Burtle Village Hall
Burtle Road
Burtle
Bridgwater TA7 8NB

Telephone: 01278 287837 email: chairman@[burtlevillage.co.uk](mailto:chairman@burtlevillage.co.uk)

Trustees

Officers:

Chairman	Steve Allen
Vice Chairman	Vacant
Treasurer	Steve Allen (acting)
Secretary	Vacant
Bar Manager	Tracey Fear
Bookings Secretary	Tracey Fear
Hall Manager	Steve Allen (acting)

Committee Members:

Parish Council Representative	Sandra Bull
Parish Council Chairman	Richard Dallimore
Burtle Babies Rep.	Anne Lush
Committee Member	Helen Kovacs

Non committee volunteers:

Jayne Murray, Bharti Baron, Lyn Goodliffe, Helen Jones

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 2017 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 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 staffed by volunteers from the Management Committee and the village.

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. A new initiative, Grumpy Men's Breakfast Club, was started in 2017 providing a full English Breakfast to men of Burtle and surrounding villages. This was initially supported using a grant from Sedgemoor District Council but is now self-sufficient and raises additional funding for the hall as well as much needed social life for the men.

The Hall is the home of Burtle Babies Mother and Toddler group, Burtle Silver Band and Burtle Garden Club that holds an Annual Flower Show in the Hall each August and regular dance lessons. 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 (£604,522 cover). It is insured with the same company with respect to contents (£17,060), 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.
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- 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 2017 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 and other villagers. The Hall pays for professional cleaning services and ensures all statutory regulations regarding fire, electricity and other services are maintained..

OVERALL VIEW OF THE YEAR AND FUTURE PLANS

2017 was a challenging year with a number of committee members standing down and only a few of the local groups providing representatives. We welcomed Sandra Bull, Helen Jones and Helen Kovacs to the committee who have both been invaluable shouldering many of the regular duties. However, we have been unable to find replacements for the roles of Treasurer, Secretary, Hall Manager and Vice Chairman roles and have instead relied on non-committee members to assist with these duties. Recruitment of additional committee members has been an ongoing task with many potential volunteers dissuaded by the mandatory requirement to be trustees. The committee has been tasked, therefore, to investigate alternative organisational structures and constitutions that would preclude the necessity for ALL committee members to be Trustees whilst retaining the Charity status. It has also become apparent that the benefits/need to run a separate commercial arm when turnover is barely £5000 also need to be reviewed.

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

Chairman – Burtle Village Hall Committee

Date

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Signed on behalf of the charity's trustees

Signature

Full name

Chairman – Burtle Village Hall Committee

Date

**BURTLE VILLAGE HALL
RECEIPT AND PAYMENTS ACCOUNT 2017**

	2017	2016
Opening Balance	8,843	8,598
RECEIPTS		
Function Income	1,972	1,064
Hire of Hall	2,845	2,044
Bank Interest	12	27
Sundry Income	72	27
Donations	211	1,070
Rate Refund	0	261
100 Club	1,236	1,200
Café Burtle	1,912	760
Café Burtle Meat Draw	817	360
Grants	0	450
GMBC	854	0
Profit from Bar	2,300	325
Total Receipts	<u>12,231</u>	<u>7,264</u>
PAYMENTS		
Gifts	182	0
Function Expenditure	831	911
Telephone	482	464
Electricity Charges	1,257	1,200
Insurance	1,849	1,802
Water	102	99
Hall Maintenance	1,836	577
Fire Extinguisher and Pest Control	672	698
Hall Supplies	430	157
Sundry Purchases	12	338
Sundry Overheads	118	290
Cleaning	1,032	634
100 Club Prizes	564	564
Stationary/Printing	494	277
Café Burtle Expenses	610	272
GMBC expenses	510	0
Meat Draw Expenses	305	0
Total Payments	<u>11,286</u>	<u>8,283</u>
Net of Receipts/payments	945	(1,019)
Cash Fund Brought Forward	8,843	8,598
Add Net Receipts	945	
Closing Cash Fund Carried Forward	<u>9,788</u>	
<u>Reconciled by</u>		
Balance at Bank	7,126	8,269
Cash in Hand	40	40
Amounts owed by Burtle V Hall Enterprises	2,556	540
2018 Burtle 100 funds paid in advance	(252)	0
Creditors outstanding at year end	(186)	0
Debtors outstanding at year end	502	12
Small Variance	1	(19)
Closing Balance	<u>9,788</u>	<u>8,843</u>

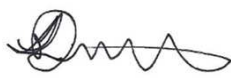
ASSETS

Float for Café Burtle Kept by Maureen (see at	30	30
Float for GMBC (see above)	0	0
Float for Meat Draw (see above)	10	10
Village Hall	500,000	500,000
Fixtures & Fittings	20,000	20,000
Total Assets	529,788	528,843

Prepared by

Steve Allen

Independent Review


Karen Nobes

19/04/2018