

East Worlington Parish Hall Fund

Accounts 1-4-2017 to 31-3-2018

	2017/18	2016/17
Income less Expenses (All)	£ 17,454.89	-£ 39,236.39
Income less Expenses (Unrestricted)	£ 17,454.89	-£ 26,605.79
Income less Expenses (Restricted)	£ -	-£ 12,630.60
 Income (Unrestricted)	 £ 70,034.07	 £ 47,582.31
Bank Interest	£ 65.53	£ 47.55
Donations	£ 2,867.93	£ 2,173.66
Fund Raising	£ 4,267.47	£ 5,235.32
Gift Aid	£ 658.00	£ 635.75
Grants	£ 58,721.50	£ 36,740.00
Hire of Equipment	£ 30.00	£ 20.50
Hire of Hall	£ 2,859.63	£ 1,860.53
Monthly draw	£ 564.00	£ 624.00
Other income	£ 0.01	£ 45.00
Sales	£ -	£ 200.00
 Expenses (Unrestricted)	 £ 52,579.18	 £ 74,188.10
Capital Expenditure	£ 9,327.16	£ 1,716.49
Cleaning	£ 382.50	£ 344.25
Consumables	£ 165.46	£ 41.76
Fund Raising Expenses	£ 2,128.75	£ 2,252.75
Insurance	£ 1,029.64	£ 893.97
Kitchen Equipment	£ 14,620.48	
Kitchen Project	£ 20,047.79	
Licences	£ 117.82	£ 136.56
Maintenance	£ 137.20	
Monthly draw	£ 393.00	£ 268.00
Office supplies	£ 86.00	£ 97.16
Other Expenses	£ 1,252.66	£ 535.91
Renovation and Restoration Project (note 1)	£ 1,611.89	£ 66,151.42
Rent Paid	£ 0.10	£ 0.10
Utilities	£ 1,278.73	£ 1,749.73
 Income less Expenses (Restricted)		
<u>Thatching Appeal</u>		
Income (Restricted)		£ 294.40
Thatching Appeal Donations		£ 294.40
Expenses (Restricted)		£ 12,925.00
Thatching (note 2)		£ 12,925.00

Statement of Assets and Liabilities

	1st April 2018	1st April 2017
Accounts Payable	£ -	
Accounts Receivable	£ 765.63	£ 498.75
Cash Account	£ 158.63	£ 186.21
Current	£ 22,628.47	£ 13,478.41
Maintenance Fund	£ 2,959.52	£ 3,950.14
Thatching Fund (Restricted) (note 2)	£ 1,000.00	£ -
Working Deposit Account	£ 14,026.65	£ 5,970.50
	£ 41,538.90	£ 24,084.01
Balance difference 1 April 2017 - 1 April 2018	£ 17,454.89	



Patrick Dwen
Honorary Treasurer



Sean Hartrey
Independent Examiner

Notes

1. Not included in Renovation and Restoration Project is the 2.5% retention on building works, a sum of £2,582.15 + vat at 31st March 2017.
2. To ensure funds for the next rethatch of the hall it has been agreed by the Parish Hall committee to transfer between £500 - £1,000 to the restricted thatching fund from each year's reserves. The precise amount to be decided by the committee at the AGM each May.
3. The expenditure shown under Kitchen Equipment was provided by the Batsworthy Cross Wind Farm Community Fund.

Independent examiner's report to the trustees of East Worlington Parish Hall Trust

I report to the trustees on my examination of the accounts of the East Worlington Parish Hall Trust (the Trust) for the year ended 31 March 2017.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Sean Hartrey

Relevant professional qualification or membership of professional bodies (if any): MAAT

Address: SKYLANDS THELBRIDGE CREDITON DEVON EX17 4SJ

Date: 30/4/18



East Worlington Parish Hall

East Worlington, Crediton, Devon EX17 4TS

Charity Number 267969

Trustee's Annual Report

May 2017 to May 2018



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A. Summary of Achievements 2017 – 2018

- i. Our achievements are more than the fulfilling of the activities and events we run, they are the impacts we have made on our stated vision, and priorities for the year.
- ii. In May 2017 we set five strategic priorities for the year.
 - a. To secure a strong and committed Board of Trustees;
 - b. To improve the usage and positive experience of users;
 - c. To offer facilities, activities and services that support the concept of Community Hub;
 - d. To ensure the Hall is conserved, its heritage importance realised, and it fulfils a function as a Heritage Learning Centre;
 - e. To secure business viability through good business planning and management.
- iii. We have:
 - a. Maintained the strength of governance by retaining and recruiting a multi-skilled board of Trustees / Management Committee who are dedicated to achieving community accountability and effective governance and management of the Parish Hall.
 - b. A Hall that is now a warm and attractive environment with historical charm and appreciated by users and visitors, as a result of conservation and improvement work in the previous year. During the year we have improved the kitchen environment with major kitchen refurbishment and conservation work. Feedback from users is very positive and has encouraged more use of the facility.
 - c. Continued to provide a range of different social, recreational and educational activities which have contributed to the social interaction and well-being of our community. The Hall has been used by a range of community organisations and interest group in support of their purpose and activities. This use of the Hall is good evidence that we continue to achieve a strengthening of our Community Hub ambitions.
 - d. We have further conserved the Hall through work on the part of the building used as a kitchen which has enhanced the Hall's heritage value and added to the building's future integrity. The Hall's Trustees / Management Committee are providing governance of a heritage project supported by the Heritage Lottery fund which is adding to the Hall functioning as a Heritage Learning Centre.
 - e. We have continued to ensure the Hall is financially viable through a range of fund-raising activities and through increases in hiring out the Hall. Income in the year has exceeded expenditure for the running of the Hall.
- iv. A review of the impact of the year in relation to our vision confirms we continue to contribute to an active and engaged community that cares about the Parish Hall and the role it has in contributing to community well-being and cohesion. New residents provide vital feedback of the way they appreciate the opportunity to meet other residents through the activities and events at the Parish Hall.

B. Treasurer's Report 2017 – 2018

- i. Another good year for Hall fundraising with income of over £70K of which £58.7K was received in grants. The Jazz night was again the single biggest event, although the brunch brought in the best overall total even with the hall closure while the kitchen was refurbished. Crocus & Cream Teas was down on last year as we only had one Sunday event instead of the normal two events, even so it still raised a very creditable £488.00. Pub and quiz nights were again popular and brought in a nice steady income. Well done to all involved in our events, their work and freely given time is really appreciated, without this none of the progress made could have been achieved.
- ii. The major expenditure this year was the Kitchen Project which came in on time and budget and has further enhanced the quality of the Parish Hall as an attractive and welcoming community hub. There is still some conservation work to be done as part of the project, but this was deferred until August due to the inclement weather while the builder was on site.
- iii. We are still holding a 2.5% retention from the restoration work carried out in 2016 and this needs to be ring-fenced in the bank to cover any future bill.
- iv. Fundraising obviously continues for future projects including external rendering to the building, replacement windows and ultimately redesign and replacement of the entrance foyer, toilet and storage facilities. This work is all currently in hand and hopefully we can continue the same success we have enjoyed over the last 3 years.
- v. General fundraising will be needed year on year to cover heating, lighting, water etc. and to continue to reserve funds to again replace the thatch in another 20 years.
- vi. The accounts were examined and duly signed off by Sean Hartrey, chartered accountant. Many thanks once again to Sean.

Patrick Dwen
Honorary Treasurer
May 2018

C. Annual Accounts 2017 – 2018

- i. Annual accounts for 2017/2018 are located at [Appendix 7](#)

D. Financial Management and Probity

- i. Trustees are very aware of their responsibility for the Charity's funds and have established systems, procedures, protocols and processes to ensure good financial management and probity.
- ii. An Honorary Treasurer is elected every year at the AGM. The Honorary Treasurer provides reports at the AGM and at each full Committee meeting and is open to questioning and points of clarification. The AGM and Committee meetings are open to the public and minutes are taken at all meetings.
- iii. During the year the holder of the post of Honorary Treasurer changed and a new Trustee was appointed who has fulfilled the role effectively and efficiently during the year.
- iv. A Financial Policy provides a framework for the financial business of the Hall.
- v. Best value principles are applied to all expenditure and estimates are gained and the purchases agreed (as outlined in the Financial Policy) before funds are spent.
- vi. Two signatories are required for expenses from the current account. Any funds moved from the deposit and savings accounts must be approved by the full Committee.
- vii. The accounts are brought to each Committee meeting for Committee monitoring and to enable budget scrutiny.
- viii. The annual accounts are approved by an independent examiner and brought to the Trustees / Committee at the AGM for approval. The annual accounts are published in the public domain on the Parish Hall website.
<http://www.eastworlingtonparishhall.btck.co.uk/Accounts>
- ix. The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR), and this is complied with.
- x. The Trustees / Management Committee thank Patrick Dwen, Honorary Treasurer, for the dedicated work he has undertaken during the year to ensure the Parish Hall fulfills its commitment to effective and efficient financial administration, and management, and achieves probity.

E. Honorary Secretary Report

- i. Throughout the year Rachel Jenkins, Honorary Secretary, has provided excellent effective and efficient administrative support for the Committee.
- ii. This has ensured the records of the business of the Parish Hall Committee are accurate and well maintained.
- iii. The Committee's meetings agendas and minutes are displayed in the public domain on our website <http://www.eastworlingtonparishhall.btck.co.uk/MeetingDatesAgendasMinutes>
- iv. During the year there has been six Committee meetings and one extra-ordinary meeting.

F. Booking Secretary Report

- i. Throughout the year Lorna Manton, Booking Secretary, has provided an excellent service ensuring the bookings for the Hall are well managed and hirers are compliant with the hire agreement and Parish Hall policies associated with use.
- ii. The Hall has been used frequently in support of the Parish Hall Committee's Community programme including monthly brunches, quiz nights and social nights when the Hall becomes the 'Laughing Cockerel' for pub nights.
- iii. The Hall continues to provide a vital venue for Parish Council, Parochial Church Council and Parish Hall Committee meetings.
- iv. A regular weekly booking has been a Pilates class, and this has proved to be very popular.

G. Health and Safety Report

- i. Phase 2 of the Conservation and Improvement Plan has now been completed, with the installation of the new kitchen and associated building works. During phase 2, the Hall was partly out of use for approximately two months. New emergency exit lighting was installed above the external door and is the same specification as the exit lighting in the main Hall.
- ii. Insurance and regulations require all electrical systems/equipment are installed and maintained in a safe condition and that electrical systems are professionally checked on a regular basis. All the kitchen electrics were upgraded and replaced to ensure compliance with regulations.
- iii. The Fire Safety Policy is reviewed annually to ensure it is valid for the next twelve months
- iv. The Fire Risk Assessment is reviewed annually to ensure it remains valid.
- v. The Fire Safety Log Book to continue to be maintained.
- vi. The Fire Extinguisher for the kitchen has been mounted on the wall and the fire alarm panel was relocated during the refurbishment.
- vii. The accident book is kept on the premises and no accident/incidents have been recorded.
- viii. Concerns have been raised about the condition and safety of the external render to the building. It was thought this does not pose a significant personal risk but work is scheduled to replace this in the coming months along with replacing two windows.

H. Financial Supporters and Project Funding

- i. We are very grateful to all the organisations that have provided financial support towards our conservation and improvement projects.
- ii. The following organisations have made a financial contribution during 2017 / 2018:
 - a. Angela Gallagher Memorial Fund
 - b. Awards for All
 - c. Devon Community Foundation – Batsworthy Wind Farm Community Fund
 - d. Devon County Council
 - e. East Worlington Parish Council
 - f. Garfield Weston
 - g. Heritage Lottery Fund
 - h. Mercers' Company – Charter 600 Charity
 - i. North Devon Council
 - j. Trusthouse Charitable Foundation
 - k. Knights of Witheridge

I. Actions in Pursuit of Our Strategic Objectives

- i. The Parish Hall Strategic Plan 2015 – 2018 has continued to provide the structure and focus of the work of the Parish Hall Committee during this year.
- ii. Building on the progress made in previous years the main milestones achieved during this year are:

1. Strand 1: Preserve the Integrity of the Building

- i. There is a long-term Conservation and Improvement Plan for the building, which has a clearly identified phased development and implementation programme. This Plan continued to provide a strategic framework for detailed short-term conservation, improvement and maintenance projects.
- ii. Phase 2 of the Hall Conservation and Improvement Plan, which includes the conservation and refurbishment of the kitchen part of the building, was completed during the year.
- iii. Maintenance and cleaning work has helped maintain the Hall in good condition.
- iv. Fund-raising through activities, grant applications and donations continued throughout the year and these have a significant role in preserving the integrity of the building.

2. Strand 2: Ensure the Parish Hall Maintains Financial Viability

- i. During the year the postholder of role of Honorary Treasurer has changed with the responsibility transferring from Miya Bond to Patrick Dwen. The Committee thanked Miya for all her work and contribution to the management of the Hall's financial processes and procedures. Patrick has made an effective contribution to the financial business of the Hall during the year.
- ii. The Committee having good and accurate financial information which enable them to monitor income and expenditure at each Committee meeting and make appropriate decisions.
- iii. Our Charging Policy is in place to secure appropriate income from lettings.
- iv. We have a Business Plan for 2014 - 2019.
- v. We continue to research grant opportunities and make applications as appropriate. The work of Judith Kauntze, a volunteer community fund-raiser, continues to make a significant difference in applying securing a range of grants and donations.
- vi. As part of our Marketing and Promotions Strategy we continue to use our Parish Hall website, Facebook, Twitter and community email distribution to publicise the Parish Hall, project development work and events. We also produce fliers and posters for community events run by the Parish Hall Committee. These strategies aim to ensure the community are well-informed and our income and fund-raising events are well supported.

3. Strand 3: Promote the Parish Hall as an Infrastructure Asset for the Community

- i. The Hall remains a venue for meetings for community organisations, including East Worlington Parish Council, Worlington Parochial Church Council, and East Worlington Parish Hall Trustees / Management Committee.
- ii. East Worlington Primary School utilise the facilities to support their curriculum provision, music and drama performances, fund-raising events and large group meetings.
- iii. The Hall, as the only community facility in the locality, continues to play an important support role by being available for hire for community activities and interest groups.
- iv. The Hall continues to provide important opportunities for the community interaction and community cohesion through the different events and activities available at the Hall many organised by East Worlington Parish Hall Management Committee.
- v. The Hall is an integral part of the Parish Resilience (Emergency) Plan and will provide a venue and facilities in the event of a local 'emergency'.

- vi. The installation of audio/visual equipment has greatly increased the Hall's ICT capacity.
- vii. The Parish Hall Committee maintain an ambition for the installation of broadband and this is a priority for the future based on financial viability

4. Strand 4: Secure a Customer Focused Approach

- i. An open, accessible and friendly culture has been continued to be achieved and this has enabled users and visitors to feel welcomed and valued.
- ii. We continue to provide open information about the Parish Hall and the activities and events through our communication channels, including, community noticeboards, website, newsletter, social media and our community e-distribution network.
- iii. We maintain policies that support customer safety and well-being, including, health and safety, fire safety, and safeguarding.
- iv. Our Trustees / Committee are members of our community and are focused on providing the best facilities and services for the community.
- v. We listen to our community and our community are engaged in shaping decisions about improvements to the facility and the activity programme.
- vi. We have a very effective and efficient and well managed booking and hiring system which enables booking of the Hall to be community friendly and easy.

5. Strand 5: Secure the Sustainability of the Parish Hall as a Community Facility

- i. Our Trustees / Committee members who are all volunteers contribute a wide range of skills and expertise that enable the Hall to be governed, managed and provide facilities and services effectively and efficiently.
- ii. We have successfully recruited new Trustees / Committee Members when there has been a vacancy, and this continues to strengthen our collective skills set.
- iii. The Hall is valued by the community and continues to function as a Community Hub achieved through excellent of community volunteers.
- iv. Through on-going support of Heritage Lottery Fund the function of the Hall as a Heritage Learning Centre is maintained.
- v. The Parish Hall Committee have sustained an annual programme of community activities and events during the year and this has encouraged and enable new residents to become involved in the community and the Hall.

6. Strand 6: Promote and Support the Health and Well-being of the Community

- i. We continue to use a holistic definition of health and well-being, including social, physical and mental aspects of life, and this is reflected in the facilities we provide and the Community Programme of activities on offer.
- ii. The well-being of the community is important to us and to ensure we contribute to this outcome or community programme continues to be wide-ranging and varied.
- iii. Pilates has continued to be a very popular activity this year and is well supported by community members.
- iv. We actively liaise with other organisation in support of community cohesion and well-being.
- v. We continue to have the ambition that younger people are engaged in the decisions about the Parish Hall and the facilities and services encourage the provision for activities supporting the younger members of our community.

J. Heritage Project

- i. During 2017 we made an application to Heritage Lottery Fund to support the continuation of our conservation and heritage programme.
- ii. The HLF grant application was successful with approved permission to start from 30th June 2017 and completion date of 29th March 2019.
- iii. The Heritage Lottery Project is called:
Conservation and Celebration: A Century Serving Our Community as a Parish Hall
- iv. The approved purposes are:
 - a. Conserve the area of East Worlington Parish Hall that is currently used as a kitchen.
 - b. Improve the existing kitchen so it conforms with current catering standards.
 - c. Create a 'Good Governance' guidance pack for new trustees, produce documents to share project knowledge and skills and train volunteers.
 - d. Create an archive of information about East Worlington Parish Hall.
 - e. Work with local schools, develop an exhibition and hold a celebration event to celebrate the Parish Hall's centenary.
 - f. Develop a timeline on Worlington Heritage website and add photographs, local recipes, project research and investigations to the site.
 - g. Share learning through social media and a blog.
- v. The Heritage Lottery project has four main dimensions, namely:
 - a. Conservation; Research; Learning; and Digital Output

K. Conservation and Improvement Projects

- i. There has been three key conservation and improvements projects during the year.

1. Kitchen

- i. The kitchen project which was a conservation and refurbishment project was the second phase of our longer-term plan to conserve and improve the Hall, (first being the main hall (completed) and third being the foyer, toilets and storage (to be started)).
- ii. The project had different contributing elements and we are grateful to all the grant providers who contributed to the overall achievement of this major project.
- iii. Funding for the project was secured from several sources highlighted in the Financial Supports section of this report.
- iv. The chosen main contractor for the conservation and refurbishment work was Steven Leach, a local builder, ensuring the Hall supports local tradespeople

2. External Render

- i. During the year the external render on the whole building started to show signs of delamination and a specialist building survey confirmed that it was caused by water ingress.
- ii. Three estimates were requested for the renewal of the render and value for money principles applied in choosing the preferred contractor.
- iii. To enable the work to proceed funding was required. We actively applied for grant funding and we were successful with a National Lottery Awards for All grant to address the issues on the front elevation including repair of the two rotten wooden windows.
- iv. The costs for render to the rest of the building was secured through existing funding streams.
- v. The contractor was commissioned during the year with a planned start date of late July 2018.

3. Hall Windows – Front Elevation

- i. The two windows on the front elevation of Hall have shown signs of rot for several years. They are in such a poor condition that they need repair or replacing.
- ii. To be replaced need Conservation Officer support and Listed Building approval. At the time of writing this report this was not forthcoming with the view to a solution being repair.

L. Parish Hall Committee Activities 2017 -2018

i. Barn Dance

- a. We held a barn dance on 10th June.
- b. This was an event offered as part of our Heritage Project.
- c. The band was called Dartmoor Pixie Band.
- d. They are an English country dance band (or Ceilidh Band) from the heart of Devon and are steeped in the musical and dance tradition of Dartmoor.
- e. The event was well attended and enthusiastically enjoyed by all.

ii. Jazz by the River

- a. On 1st July we held a Jazz by the River event.
- b. This was an open-air evening event offered as a major social event and fund-raiser for the Parish Hall.
- c. The band were called Baby Jools and the Jazzaholics.
- d. Revellers brought their own picnics which added to the community and fun atmosphere
- e. As a result of the fund-raising a donation was made the Children's Hospice South West.

iii. Sunday Brunch

- a. The monthly Sunday Brunch continued throughout the year and continued to be well-supported.
- b. This monthly activity is only achieved through the support of a team of volunteers who work in the kitchen and serve the customers. Our thanks go to all those who provide the support.
- c. It provides another opportunity for members of our community to meet each other and socialise.
- d. It continues to raise funds to reinvest in the Parish Hall as a community facility.

iv. Monthly Draw

- a. During the year the Parish Hall Monthly Draw continued to run. The administration arrangements of the Draw have continued through the voluntary services of Paul Guppy.
- b. Details of the Monthly Draw are on the Parish Hall website <http://www.eastworlingtonparishhall.btck.co.uk/MonthlyDraw>
- c. In summary people can 'purchase' a draw number for £1.00 each with a minimum entry of 12 draws (12 months). A number is drawn every month at the Community brunch and the winning number for each month wins half the value of the total number of entries for that month.

v. Pub Night

- a. During the year we continued to offer our ever-popular pub style evenings during the year. To give these events some 'pub atmosphere' we now 'turn' the Parish Hall into the Laughing Cockerel.
- b. Thanks go to all those volunteers who enable these events to be held.
- c. The events have been well attended and they provide an opportunity for the community to socialise; have a drink; and enjoy a supper.
- d. The events raise funds to reinvest in the Parish Hall as a community facility.

vi. Heritage Project Launch

- a. In June we received confirmation that we had secured a grant from Heritage Lottery South West in support of the conservation and improvement work on the kitchen area of the Hall and to celebrate a century of the building used as a parish hall.
- b. On 15th September we held a launch event that was well attended by members of our community.

vii. Community Quiz

- a. The ever-popular annual community quiz was held again during the year and thanks go to Michael Wall who continues to provide his services as the Quizmaster.
- b. While the quiz can be competitive it is also an enjoyable and fun evening held in good spirit.
- c. An annual cup and prize is provided for the winning team. There is also a 'booby prize' for the team with the lowest score. All in good fun.
- d. The event raises funds to reinvest in the Parish Hall as a community facility.

viii. Christmas Lunch

- a. We held a Community Christmas lunch on Wednesday 6th December.
- b. The excellent meal was prepared and provided by the kitchen of Chulmleigh Academy Trust.

ix. Christmas Tree Lights

- a. This year we again had a Christmas Tree with Christmas Lights outside the Hall.
- b. On the 8th December the lights were officially turned on by Suzie Pinn, Head of School at East Worlington Primary School.
- c. The children attending East Worlington Primary School decorated the tree with their own Christmas decorations. This made it very attractive and very seasonal.

x. Cream Teas in Association with the National Garden Scheme

- a. East Worlington House opened its gardens again this year as part of the National Garden Scheme. As part of the experience available for visitors the Parish Hall Committee provided cream teas and cakes and is an element of our fund-raising work. The event was on two Sundays and while the weather was not kind for one of the days the overall event was extremely successful in terms of numbers of visitors and income for the Parish Hall.
- b. Our thanks go to the Hurst-Bannisters, owners of East Worlington House, adjacent to the Parish Hall who open their gardens for this event.
- c. Our thanks go to all the community volunteers who support the event through excellent catering and car park duties.

M.Compliance

- i. East Worlington Parish Hall Trustee / Management Committee aim to achieve compliance in all required aspects.

1. Alcohol Licence

- i. East Worlington Parish Hall does not hold a permanent licence to sell alcohol.
- ii. For all events run by East Worlington Parish Hall Committee an individual Temporary Event Notice (TEN) is applied for and confirmed by North Devon Council.
- iii. For all groups hiring the Hall and requiring a licence to sell alcohol it is the responsibility of that group/organisation to apply and secure a TEN licence to sell alcohol.

2. Asbestos

- i. Asbestos surveys have been undertaken by AMS in 2013 (main hall) and 2015 (kitchen and foyer) and they are current.
- ii. The report confirms the soffit on the foyer extension is on an asbestos based product.
- iii. It is judged to be of low risk and not of concern if undisturbed.
- iv. Asbestos was removed from the main hall as part of the improvement work in 2015.
- v. All contractors are informed the Parish Hall's asbestos report.

3. Electrical Safety

- i. A new consumer unit has been fitted in 2016.
- ii. The electrical infrastructure in the main hall and all the fittings were installed in 2016.
- iii. The electrical infrastructure in the kitchen and all the fittings were installed in 2018.
- iv. An Electrical Installation Certificate exists for all work carried out to the hall and kitchen.
- v. All electrical items as regularly PAT tested

4. Fire Risk Safety

- i. A fire smoke alarm is fitted to the building.
- ii. A Fire Risk Assessment is in place and reviewed annually.
- iii. The alarm system is tested regularly.

5. Health and Safety

- i. The Parish Hall Committee maintain a Health and Safety Policy.
- ii. A Health and Safety Risk Assessment is in place and reviewed annually.
- iii. The Committee receive a report on health and safety at each scheduled meeting.
- iv. Separate Health and Safety Risk Assessments are undertaken for specific events that are not fully covered by the generic Assessment.
- v. A Committee member has the responsibility to monitor and reports to the Committee

6. Insurance

- i. The Parish Hall Committee maintain an insurance policy renewed annually which includes public liability.

7. Play Music

- i. The Parish Hall Committee maintains a PPL and PRS licence to enable music to be played legally.
- ii. The licence is renewed annually.

8. Premises Licence

- i. The Parish Hall has a Premises Licence issue by North Devon Council.
- ii. Grandfather licence number 015181 (24/11/2005) and minor variation licence number 035146 (06/03/2012).

N. Repairs and Maintenance

- i. We have a Maintenance Policy
- ii. We maintain a Repairs and Maintenance Schedule and prioritise essential work.
- iii. A budget is allocated to each piece of repairs and maintenance work and the Committee have continued to support allocation of funds for this purpose.
- iv. The Trustees / Management Committee receive a report on repairs and maintenance at each scheduled committee meeting.

O. Marketing and Publicity

- i. During the year we have produce fliers to promote the business of the Hall as a venue of choice for hirers. These are displayed at events and activities in the Hall.
- ii. We have continued to provide information to the community about the Parish Hall and events and activities using a wide range of communication methods which include:
 - a. Parish Hall Newsletters
 - b. Parish Hall On-line Magazine <http://www.eastworlingtonparishhall.btck.co.uk/>
 - c. Parish Hall Heritage Website www.ewph.uk
 - d. Community Email Distribution Network
 - e. Parish Hall Facebook page <https://www.facebook.com/EastWorlingtonParishHall>
 - f. Parish Hall Twitter https://twitter.com/_EWPHHeritage
 - g. Articles in the monthly Parish Magazine
 - h. Information on Community Noticeboards
 - i. Heritage Project Diary on Blogspot <http://ewparishhall.blogspot.co.uk/>
- iii. We also have a presence on:
 - a. East and West Worlington Community Website <http://www.eastandwestworlington.btck.co.uk/ParishHall>
 - b. the Community Facebook Page <https://www.facebook.com/EastandWestWorlingtonCommunityWebsite>

P. Volunteer Contributions

- i. The Parish Hall is only able to function because of the dedicated number of volunteers.
- ii. All Trustees are volunteers and in fulfilling their role contribute a significant amount of time and expertise.
- iii. Volunteers contribute to the work of the sub-committees and make a significant difference in fund-raising and community events.
- iv. While a big thank you is given to all the community volunteers who contribute in different ways at different events and activities, special thanks go to:
 - a. Lou and Amanda Mastroddi who continue to support by volunteering their services in support of the repairs and maintenance of the Hall. This has made a significant impact on the condition, management and user environment of the Hall. Lou and Amanda while not Committee members attend Committee meetings.
 - b. Ron Moore continues to offer his time and services with diligence to support the work of the Committee.
 - c. Judith Kauntze, who has volunteered as a community fund-raiser, and has made a significant and important impact on the grant funding that has been secured for the Parish Hall conservation and improvements. Judith has work with enthusiasm, energy and expertise to make a considerable number of approached and applications to fund-making organisation with a notable level of success.
 - d. Martin Bond continues to make a valuable contribution by using his ICT skills and expertise to support the development of the new Parish Hall Heritage website.

Q.The Future

1. Context

- i Our environmental and demographic context has not changed since our last report
- ii Our core purpose is to continue to provide a sustainable, safe and high-quality community facility for use and benefit of the local community in line with our charitable objectives.
- iii There are 105 dwellings in the Parish and approximately 220 residents
- iv During the year there has been some minimal movement of residents with some leaving and new residents moving in to the area.
- v The area is sparsely populated, with less than 0.1 persons per hectare
- vi Our research confirms that the demography of the locality has a higher level of older people than the national average and the Devon average. Children living within the area mainly live in remote dwellings and farms (no close neighbours).
- vii This population profile is unlikely to change within the foreseeable future.
- viii Local research provides evidence of factors affecting well-being including: loneliness; fear associated with an increased inability to cope with maintaining a living environment and isolation from necessary services; concerns about health and illness affecting lives and well-being; concerns about lack of money to meet increasing costs especially travel and food; and limited social and cultural engagement.
- ix There is no: shop, post office, bank, medical service, public house, indoor recreational facility, public transport, vehicle repair garage, petrol filling station, street lighting (an issue in winter), provision of services/activities for children outside school, meeting place except East Worlington Parish Hall. Broadband connection is poor. Mobile phone signal is non-existent to poor. Parish roads are minor roads and during snow fall in winter months the villages and isolated dwellings can be 'cut off' for significant periods of time.
- x The profile of the community continues to be monitored by the Trustees / Management Committee and respond to any change in need, maximising the opportunity to engage volunteers and contributors in pursuit of the Hall's purpose and objectives.

2. Objectives

- i. Five main objectives provide the focus for the 2018 / 2018 plans for the Parish Hall
 - a. To secure a strong and committed Board of Trustees / Management Committee;
 - b. To maintain and improve the building to impact on usage and positive experience of users;
 - c. To offer facilities, activities and services that support the concept of Community Hub;
 - d. To ensure the Hall is conserved, its heritage importance realised, and it fulfils a function as a Heritage Learning Centre;
 - e. To secure financial viability through good business planning and management.

3. Commitments

- i. Our commitments continue to be:
 - a. Ensure the hall is properly and fully maintained;
 - b. Ensure running costs can be met;
 - c. Continue to fund-raise and build reserves to enable the improvement, conservation, repairs and maintenance needs to be addressed;
 - d. Continue to have a strong and dedicated management committee that continuously reviews, updates and improves the efficiency and effectiveness of our processes;
 - e. Promote the Parish Hall as a venue of choice;
 - f. Continue to monitor the needs of the community and Hall users and respond appropriately;
 - g. Value the hall as an important artefact of our local and broader Devonian heritage.

4. Plans

- i. The Parish Hall Strategic Plan 2018 -2021 is found at [Appendix 1](#). This provides the framework for the work of the Trustees / Management Committee until 2021.
- ii. A Business Plan has been developed to support the Strategic Plan and this is reviewed annually.
- iii. During the year 2018 / 2019 the Marketing and Promotions Plan will focus on increasing the income for the Parish Hall through increased use.
- iv. The plan to renew the external render and repair or replace the two windows in the front elevation will be undertaken during the year.
- v. Phase 3 of the Conservation and Improvement Plan will be progressed during 2018/2019. This involves the conservation and improvements to the foyer, toilets and storage area.

R. Appendices

Appendix 1: Strategic Plan 2018 to 2021

Appendix 2: Trustees

Appendix 3: Appointment of Trustees

Appendix 4: Governance

Appendix 5: Committee Structure

Appendix 6: Policies

Appendix 7: Annual Accounts 2017 / 2018

Appendix 1: Strategic Plan 2018 to 2021

To preserve the integrity of the building	To ensure the Parish Hall maintains financial viability	To promote the Parish Hall as an infrastructural asset for the community	To secure a customer-focused approach	To secure the sustainability of the Hall as a Community Facility	To promote and support the health and well-being of the community
Continue to raise funds to enable the periodic renewal of the thatch when required	Maintain effective and efficient financial structures and procedures	Install Broadband and provide ICT capability	Ensure information about using the Hall is accessible to all and the booking system is easy	Maintain an effective and committed group of Trustees and recruit as necessary	Encourage community interest groups including the establishment of new ones
Implement Phase 3 of the Conservation and Improvement Plan – The Foyer, Toilet and Storage Project	Secure the Hall as a venue of choice and maintain effective business planning.	Providing appropriate, quality facilities for meetings of the community and community organisation	Provide facilities that make the use of the Hall a comfortable, pleasurable and positive experience	Enable the Hall to function by securing postholders in key roles and recruit as necessary	Encourage, support and provide as appropriate a wide range of learning, social and recreational activities
Maintain and implement a Maintenance Plan and allocate an annual budget	Implement a Marketing and Promotions Strategy and review annually.	Promote and support community cohesion and organisational partnership.	Maintain policies that support customer safety and well-being	Ensure the maintenance of all activities and services that support the Hall as a Community Hub	Actively liaise with organisations and individuals who support the community well-being and encourage local provision of their services
Initiate and develop a plan for the replacement of all windows at the Hall	Secure funding by identifying grant opportunities and make applications and implementing an annual fund-raising programme	Secure the role of the Parish Hall within the Emergency Plan	Encourage the community to generate ideas and clarify improvement priorities.	Maintain and further develop the Hall as a Heritage Learning Centre	Encourage young people to actively influence activities and services offered through the Parish Hall
Schedule external and internal decoration of the Hall	Explore and access any opportunities for sponsorship, bequests and business support.	Explore the potential to support a community transport solution for better access for all to Parish Hall events	Encourage customer feedback and respond appropriately	Proactively develop an improved parking solution	

Appendix 2: Trustees

i. Our Trustees during 2017/2018

Steve Baber
Campie Hurst-Bannister
Patrick Dwen
Rachel Jenkins
Lorna Manton
Miya Bond
Ray Bassingthwaighte
Philip Risdon
Brian Edwards
Liz Guppy
Sandy Haughton
Jonathan Hartford
Shirley Moore
Angie Lunn

Appendix 3: Appointment of Trustees

- i. The Trust Deed governs the appointment of trustees and the management of the charity. All trustees whether elected or appointed by organisations entitled to representatives, retire at the Annual General Meeting in May of each year and are either re-elected, reappointed or replaced. The AGM (as are all Trustees Committee meetings) is open to the public. The election is by those present who reside within East Worlington Parish and neighbourhood. The Committee has a maximum of seven elected members, and four organisation members and the Committee can appoint three co-opted members.

Appendix 4: Governance

- i. The Parish Hall is a community amenity given in 1910 to parishioners of East Worlington. As of 1920 it was bought by the Parish Council and “held upon trust for the purposes of the village hall for the use of the inhabitants of East Worlington and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex or of political, religious or other opinions, and in particular for the use of 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”.

Appendix 5: Committee Structure

- i. The sub-committee have been created to undertake specific task in relation to the business of the Parish Hall.
- ii. **The sub-committee structure for 2017/2018 was as follows:**
 - a. **The Heritage Project Sub-Committee**
 - Steve Baber
 - Miya Bond
 - Liz Guppy
 - Sandy Haughton
 - Philip Risdon (Parish Council)
 - Lorna Manton
 - Gavin Manton (co-opted for this sub-committee only)
 - b. **The Community Activities Sub-Committee**
 - Steve Baber
 - Brian Edwards
 - Shirley Moore
 - Mark Edmonds (co-opted for this sub-committee only)
 - Barbara Edwards (co-opted for this sub-committee only)
 - c. **Fund-raising and Promotions Sub-Committee**
 - Judith Kauntze (co-opt for this sub-committee only)
 - Campie Hurst-Bannister
 - Miya Bond (Honorary Treasurer)
 - Steve Baber
 - d. **Conservation, Improvement and Maintenance Group**
 - Steve Baber
 - Jonny Harford
 - Ray Bassingthwaigthe
 - Campie Hurst-Bannister
- iii. **The proposed structure for 2018/2019 is as follows:**
 - a. **Community Activities Sub-Committee**
 - Steve Baber
 - Brian Edwards
 - Shirley Moore
 - Mark Edmonds (co-opted for this sub-committee only)
 - Barbara Edwards (co-opted for this sub-committee only)
 - Liz Guppy
 - Sandy Haughton
 - b. **Business and Fund-raising Sub-Committee**
 - Judith Kauntze (co-opt for this sub-committee only)
 - Campie Hurst-Bannister
 - Steve Baber
 - Patrick Dwen (Honorary Treasurer)
 - c. **Conservation, Improvement and Maintenance**
 - Steve Baber
 - Jonny Harford
 - Ray Bassingthwaigthe
 - Campie Hurst-Bannister
 - Lou Mastroddi (co-opt for this sub-committee only)
 - Amanda Mastroddi (co-opt for this sub-committee only)

Appendix 6: Policies

- i. Financial Policy
- ii. Compliments and Complaints Policy
- iii. Environmental Policy (Reviewed 2017)
- iv. Equal Opportunities Policy Statement
- v. Fair Trade Policy
- vi. Fire Safety Policy
- vii. Green Policy
- viii. Safeguarding Policy
- ix. Living with Disability and the Parish Hall
- x. Data Protection

Appendix 7: Annual Accounts 2017/2018

- i. The annual accounts are shown on the following pages.

East Worlington Parish Hall Fund

Accounts 1-4-2017 to 31-3-2018

	2017/18	2016/17
Income less Expenses (All)	£ 17,454.89	-£ 39,236.39
Income less Expenses (Unrestricted)	£ 17,454.89	-£ 26,605.79
Income less Expenses (Restricted)	£ -	-£ 12,630.60
 Income (Unrestricted)	 £ 70,034.07	 £ 47,582.31
Bank Interest	£ 65.53	£ 47.55
Donations	£ 2,867.93	£ 2,173.66
Fund Raising	£ 4,267.47	£ 5,235.32
Gift Aid	£ 658.00	£ 635.75
Grants	£ 58,721.50	£ 36,740.00
Hire of Equipment	£ 30.00	£ 20.50
Hire of Hall	£ 2,859.63	£ 1,860.53
Monthly draw	£ 564.00	£ 624.00
Other income	£ 0.01	£ 45.00
Sales	£ -	£ 200.00
 Expenses (Unrestricted)	 £ 52,579.18	 £ 74,188.10
Capital Expenditure	£ 9,327.16	£ 1,716.49
Cleaning	£ 382.50	£ 344.25
Consumables	£ 165.46	£ 41.76
Fund Raising Expenses	£ 2,128.75	£ 2,252.75
Insurance	£ 1,029.64	£ 893.97
Kitchen Equipment	£ 14,620.48	
Kitchen Project	£ 20,047.79	
Licences	£ 117.82	£ 136.56
Maintenance	£ 137.20	
Monthly draw	£ 393.00	£ 268.00
Office supplies	£ 86.00	£ 97.16
Other Expenses	£ 1,252.66	£ 535.91
Renovation and Restoration Project (note 1)	£ 1,611.89	£ 66,151.42
Rent Paid	£ 0.10	£ 0.10
Utilities	£ 1,278.73	£ 1,749.73
 Income less Expenses (Restricted)		
<u>Thatching Appeal</u>		
Income (Restricted)		£ 294.40
Thatching Appeal Donations		£ 294.40
Expenses (Restricted)		£ 12,925.00
Thatching (note 2)		£ 12,925.00

Statement of Assets and Liabilities

	1st April 2018	1st April 2017
Accounts Payable	£ -	
Accounts Receivable	£ 765.63	£ 498.75
Cash Account	£ 158.63	£ 186.21
Current	£ 22,628.47	£ 13,478.41
Maintenance Fund	£ 2,959.52	£ 3,950.14
Thatching Fund (Restricted) (note 2)	£ 1,000.00	£ -
Working Deposit Account	£ 14,026.65	£ 5,970.50
	£ 41,538.90	£ 24,084.01
Balance difference 1 April 2017 - 1 April 2018	£ 17,454.89	



Patrick Dwen
Honorary Treasurer



Sean Hartrey
Independent Examiner

Notes

1. Not included in Renovation and Restoration Project is the 2.5% retention on building works, a sum of £2,582.15 + vat at 31st March 2017.
2. To ensure funds for the next rethatch of the hall it has been agreed by the Parish Hall committee to transfer between £500 - £1,000 to the restricted thatching fund from each year's reserves. The precise amount to be decided by the committee at the AGM each May.
3. The expenditure shown under Kitchen Equipment was provided by the Batsworthy Cross Wind Farm Community Fund.