

**East Knoyle Village Hall**  
**Annual Report for year ending March 2018**  
**Charity number 305509**

**Members of the East Knoyle Committee (Trustees)**

David Jenkins	Chairperson and elected representative of the Village
Lizzie Gascoyne	Appointed representative for the Village Choir
Helen Roddy	Elected representative from the Village
Bob Roddy	Elected representative from the Village
Ian Gurney	Appointed representative for Moviola and the RBL
Philip Lever	Appointed representative for the Masons
David Webster	Appointed representative from St Mary's Parochial Church
Alistair Campbell	Appointed representative from East Knoyle Parish Council
Tarn Winstone	Appointed representative from the Entertainers of East Knoyle

**Appointed Officers**

Roger Standingford	Honorary Treasurer
Jill Caudle	Honorary Secretary
Nicki Sturrock	Lettings Secretary*

**Advisers**

Bankers	Midland Bank, Shaftesbury, Dorset
Independent Examiner	Chris Sandford – Accountant

**Contractors**

Paul Naish	Caretaker
Barbara Piquet	Gardener

\* Member of the Committee

The constitution of the Committee is comprised of those elected at the Annual General Meeting, i.e. representatives of the Village, co-opted and those nominated by user groups in the Deed of Gift called 'organisations'. User groups are defined as any organisation or group of people who regularly use the Hall. Members of the East Knoyle Village Hall Committee (EKVHC) must be resident in the Parish of East Knoyle and over 18 years old.

**Annual Report**

East Knoyle Village Hall Committee presents its Annual Report on the proceedings, management and activities of the Hall generally, together with Financial Statements for the year ended 31 March 2018.

**Aims and purposes**

The Parish Council own the Village Hall but the East Knoyle Village Hall Committee administers it. The Governing document is a Deed of Gift. The Committee manage the Hall for the use of the inhabitants of East Knoyle and surrounding area. This is undertaken without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupations, to improving the conditions of life for the community.

The Committees purpose is to carry out any other activities that further these objectives. In addition, they are required to purchase, take on lease, hire or otherwise acquire any property or rights, which are suitable or required for the EKVHC's activities. The Committee is required to ensure insurance of all kinds is in place and to employ or engage staff as

considered appropriate for the proper conduct of EKVHC's activities. The Committee also has the responsibility to liaise with other voluntary sector bodies, local authorities, UK government departments and agencies, and other bodies, with a view to furthering EKVHC's objectives. In order that the Hall remains viable the Committee are required to take such steps as may be deemed appropriate for raising funds for EKVHC's activities and to communicate with the residents of the Village, promoting the use of the Hall, maintaining and improving the condition of the Hall and equipment.

### **Achievements and Performance**

During the year, our Village Hall has continued to offer a good quality venue for meetings, parties, lunches, supper parties, concerts and quizzes. This year we hosted numerous meetings, several parties, funeral teas and a musical evening in early February that raised a considerable amount of funds. The Wiltshire Wildlife Trust hired the Hall for several interesting talks and presentations that were attended each time by about 20 of the Village residents. The darts and games club meets regularly as do T@3. These events are really appreciated by a lot of residents that generally do not get out as it enables them to meet others. The Village Hall is the ideal venue for these events. The Wren's wine club meets regularly at the Village Hall, to sample lovely regional wines and discuss important matters of the day while eating a delicious lunch using the Hall's kitchen.

The Hall was used as a polling station for the general election enabling residents of the Village to vote. Both the Parish Council and Wiltshire Council used the Hall during the year.

A new Pilates class started on a Monday night where several members of the Village attend on a regular basis.

Each month from September for seven months, a film is shown and good value tickets are sold through the community Village shop or at the door. This is very popular within the Village, with more than 60 folk attending the Hall to watch each film. The kitchen facilities are much appreciated, as baked potatoes with fillings, wine and ice creams are regularly sold.

This year the Village Choir has continued to hire the Hall for regular practices and lovely voices can be heard coming from the Village Hall each Friday night.

The Village Vegetable and Flower show was hosted at the Hall in the August last year, and was a great success. It was a lovely sunny day and nearly all the Village residents attended. The Committee got together and made tea and cakes served on the lawn, which proved to be a good fundraising event.

The 200 Club continues to raise funds to help with the maintenance and development of the facilities for the Village Hall and without them, the Hall finances would struggle. At the end of this financial year, there are 130 participants in the club from 73 households within the Village. Seven draws take place each year. Each participant pays £12 per year and has a chance of winning £50 from a draw.

The local Mason's Lodge have been supportive to the Hall this year, hiring the Hall on a regular basis and providing small grant for the hire of the Hall for the Village Fruit and Vegetable Show.

The Committee with the help of Andy Hutson and Kevin Stow and other volunteers organised two very successful quiz nights with supper this winter, one was a general quiz while the other a musical quiz, each was a complete sell out.

## **Building and fabric**

The Committee are grateful for the excellent work carried out by the Caretaker, Paul Naish. This year saw a reduction in expenditure for the maintenance and repairs within the Hall.

The contract to service the boiler was tendered this year and a new service provider appointed. The plumber who previously maintained the boiler had moved away.

The garden continues to be enjoyed by all who use the Village Hall and those that pass by thanks to Barbara Piquet who is engaged to maintain the flowerbeds and Michael Howell who mows the lawn on a regular basis. The car park has also proved a very useful facility for walker and for fundraising as each walker donates to the Village Hall.

A Health and Safety inspection was undertaken in January 2018, and although this is not compulsory, the Committee felt it was prudent that it took place and all proved satisfactory.

## **Financial review**

The Village Hall relies for its income largely from lettings to members of the Village, their friends, and acquaintances and from the occasional hirer from outside the Village; it only has very limited investment income. The total lettings for this year were down which resulted in an income of £4,850 compared with the total lettings of £8,369 for last year. This equates to 50% loss in our income compared with last year. This is explained partly because Jazzercise, the company that held a regular exercise class in the Hall decided to discontinue classes in East Knoyle.

Letting the Hall for wedding receptions usually raises £500 for a weekend, unfortunately, there were no wedding receptions this year, however as you will note in our plans we hope that income from wedding receptions it will increase in 2018.

We were lucky enough to receive several small donations that helped our income. However, as reported at several of the Committee meetings, expenditure would have exceeded income had it not been for the donation from the 200 Club of £1200 for which we are very grateful.

## **Reserves policy**

It is the wish of the Committee and the Treasurer to maintain a balance on unrestricted funds available to meet routine expenditures of around three months unrestricted payments, to smooth out fluctuations in cash flow and be available to meet emergencies.

## **Plans for 2018 - 2019**

Our vision is for the Village Hall to continue to prosper, offering a wide range of facilities to meet the expectations and demand of the hirers and offering a place where all of the Village can meet, congregate and use the facilities. We want to offer new interesting opportunities for all residents and visitors to our Village.

The future of the Village Hall relies upon usage and possible diversification and the Committee is working hard to encourage this, including new lettings and raise sufficient funds so that we are able to maintain the building. In 2018 -2019, subject to available funds the Committee plan to do the following:

- a) The Village Hall has a Facebook page where activities and events are advertised, promoted and information about the Hall is easily accessible. The page has approximately

60 regular followers. We plan to continue to promote the Village Hall explore other ways of promoting hiring the Hall this coming year and increase our following where possible.

b) We have recently joined on online directory promoting Village Halls for use as wedding celebrations venues. Each Village Hall on the website will have its own page, which will include an image directory of our Village Hall and facilities. The website is completely free and the organisation will donate 10% of its advertising revenue generated on our Village Hall's page to our Hall. An inspirational blog and social media activity will encourage visitors to our website and we will try to engage the media and local press to raise the profile of our Village Hall as a venue for wedding receptions. The Village Hall Wedding Company is currently developing a website and writing to invite them to be part of this directory when they launch and we hope to join this as wedding receptions raise a considerable amount of income for our Hall.

c) The ancient windows continue to leak and let in the draft particularly in the Medieval Room. Last year we were successful in gaining a very small grant towards installing double-glazing. However, the Committee has considered the matter further as there is a problem with the unevenness of the wall making it difficult to install secondary glazing, and the double glazing glass that was proposed to be installed has been found to blow. The Committee therefore has reconsidered its plans to install secondary or double-glazing for now and plans to approach a specialist glass company to repair the windows and broken panes. This should go some way to preserve the windows and improve loss of heat. Some of the legacy money given by Ms Glenn Coates will be used to pay for the repair as this falls within the terms of her gift.

d) The Committee will explore the possibility of replacing the curtains with thermally lined thick curtains within the Hall and Medieval room that are all the same in design and colour. The curtains currently are different in the Hall and the Medieval Room and only single lined. The Committee believes that it will not only improve the look of the Hall but also will reduce the drafts and reduce the heating bills slightly. The curtains are likely to be expensive, so it may not be achieved this year and will be dependent on funds.

e) The Committee are looking to make improvements to the toilets this year. They are currently just satisfactory; however, the disabled toilet and the handwashing facilities in the women's toilets are very dated and need upgrading. The Committee plans to use some of the legacy and to apply for a grant to upgrade the men's toilet and create unisex toilet for the disabled.

f) The strip lights and the spotlights in the main Hall are old, the Committee plan to review the lighting in the main Hall to see whether it can be improved.

g) Wi-Fi has been installed and an external telephone. The rationale for the installation was that it was hoped that it would encourage more residents and non-residents to hire the Hall. It is expensive to maintain so the Committee will undertake a survey of usage in the coming year.

h) The Hall has an excellent and useful stage, but stage users have to climb a stepladder to enter the stage from the front. The Committee intends to undertake a feasibility study to see whether it would be worthwhile and affordable to put an entrance to the side of the stage. Installing a side entrance to the stage would be a major undertaking and planning permission would have to be obtained.

**Planned Fundraising**

The Village Flower and Vegetable show will take place again in August, the Committee plan to provide the teas and refreshments again. Two quiz nights are planned to take place over the next year.

Armistice celebrations – the Hall is going to be hired on a regular basis for meetings for the celebrations. A show will be staged by the Entertainers of East Knoyle and the Committee at the Village Hall in November and the Committee will do all it can to facilitate these celebrations for the Village.

The Committee would like to thank those that have given up their time this year to help with the fundraising events. The Committee are always looking for ideas and help to raise funds and would welcome help and ideas to do so.

Approved by the Village Hall Committee and signed on its behalf by

Signed.....

David Jenkins  
Chair of the Village Hall Committee

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