

East Knoyle Village Hall Annual Review for Year ending 2019

Charity Number 305509



East Knoyle Village Hall
Annual Report for year ending March 2019
Charity number 305509

Members of the East Knoyle Committee (Trustees)

David Jenkins	Chairperson and appointed representative of the Wine Club
Lizzie Gascoyne	Appointed representative for the Village Choir
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
John Scattergood	Representative from the Village
Vacant	Representative from the Village
Vacant	Representative from the Village

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 2019.

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.

Committee function in 2018-2019

The Village Hall Committee met every two months during the year, with a lively agenda to discuss the Village Hall finances and progress on our business plan for the year. It is a small Committee led by our Chairperson that tries to make improvements to the Village Hall while managing the budget prudently on behalf of the Village.

There are lots things that the Committee would like to do if it had the funds and this year, it has made several improvements or it has projects in hand that will improve the Hall for its users. However, following last year's Annual General Meeting the Committee were disappointed that this year, that all the vacancies for representatives from the Village willing to join the Committee as Village Representatives was not filled. The Committee hopes that next year (2019-2020) that some people will come forward to help and bring ideas that meet the needs of residents in respect of the Village Hall, either as a Village Representative on the Committee or as volunteers to help raise money so that the Hall so it continues to improve and be a facility in the Village for all to enjoy.

The Committee would like to thank those that have given up their time this year to support the Hall.

Achievements and Performance

- a) 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. 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 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.

- b) 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.
- c) The Pilates class continues on a Monday night where several members of the Village attend on a regular basis.
- d) A new Yoga Class also commenced a week, which again is very popular but needs a bit more support.
- e) Each month from September for seven months, a film is shown and good value tickets are sold through the community Village shop, at the door and on line. This is very popular within the Village, with more than 60 folk attending the Hall to watch each film. The baked potatoes with fillings, wine and ice creams are regularly sold from the kitchen and are really appreciated.
- f) 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.
- g) The Village Vegetable and Flower show was hosted at the Hall in the August last year, and was a great success. It was a not such a nice day as it was raining, but nearly all the Village residents attended and there was a similar number of entrants as previous years. The Committee got together and made tea and cakes served on the lawn, which proved to be a good fundraising event.
- h) 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. Seven draws take place each year. Each participant pays £12 per year and has a chance of winning £50 from a draw. The Committee is extremely grateful to the organisers of the 200 Club.
- i) 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.
- j) 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. Both quiz nights raised £ 1,741 in total.
- k) A very successful Karaoke night was also held that raised £433. Participants found the evening great fun.
- l) John Scattergood joined the Committee as Village Representative and has been quite an asset, he organised with the help of others a very successful Art Exhibition in the Hall with some of the profit from the sale of works going to the Village Hall Fund which amounted to £2,000. 23 artists were from East Knoyle who supported the exhibition which was well attended. The Committee would like to thank Scott Bolton for supplying the screens to exhibit the painting.

- m) 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. In 2018 the Committee will continue to look at ways of promoting hiring the Hall through social media and websites.
- n) In 2018 we joined an online directory promoting Village Halls for use as wedding celebrations venues. The Village Hall Wedding Company was developing a website and creating a directory of venues that could be used for wedding receptions. We had hoped to join this as wedding receptions raise a considerable amount of income for our Hall, but it does not seem to have come into fruition.
- o) Another of our objectives was to explore getting the Village Hall ancient windows repaired by a specialist glass company. We are pleased to report that Salisbury Cathedral Glass will be removing the old windows in May 2019 and taking them to their workshop for repair. This has been made possible by a grant of £3,000 given by the Garfield Weston Foundation and some of the legacy money given by Ms Glenn Coates; the legacy money will be used to pay for the repair as this falls within the terms of her gift. This should go some way to preserve the windows and improve loss of heat.
- p) The Committee said it would explore the possibility of replacing the curtains with thermally lined thick curtains within the Hall and Medieval room so that they 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 has decided to wait and review this proposal again in 2019 – 2020 plans once the windows had been repaired.
- q) The Committee reported that they would explore improvements to the toilets. 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 plan to initially create a unisex toilet for the disabled where the ladies toilet is currently situated and improve the men's toilet when funds are available, although just replacing the urinals would make a dramatic improvement in the men's toilet. The matter of creating a unisex toilet is in hand but there has been a delay in obtaining three reasonable builders quotes. In the meantime, they have applied for one small grant and are looking to approach other grant funders once the costs are known.
- r) The Committee reviewed the lighting in the main Hall to see whether it can be improved but have decided that it is satisfactory for the present time.
- s) The Wi-Fi is up and running in the Hall and seems to be appreciated, however we do not have any evidence of how it is being used. It is expensive at £70 per month, so the Treasurer will undertake a survey in 2019-2020 on its benefits and usage to ascertain whether it is value for money. The external telephone that was in place has been removed as it was not being used.
- t) The Committee considered whether it was worthwhile and affordable to put an entrance to the side of the stage. It was agreed that installing a side entrance to the stage would be a major undertaking and planning permission would have to be

obtained. At present there are insufficient Village Hall funds to undertake this work and it was considered not cost effective for the amount of usage it would get.

Building and fabric

The Committee are extremely grateful for the excellent work carried out by the Caretaker, Paul Naish who through his work saves us considerable amount of money. Regrettably, after several years Paul has informed the Committee that he will be discontinuing his services from the beginning of May so that he can spend more time with his family. He will be missed. The Committee are in the process of engaging a new Caretaker/Cleaner.

The garden continues to be enjoyed by all who use the Village Hall and those that pass by thanks to Barbara Piquet maintains the flowerbeds and Mark Howell who mows the lawn on a regular basis.

The Village Hall car park has also proved a very useful facility for walkers and other visitors to the Village. A small donation is made by the users of the car park and this year it raised £61 towards our funds.

A Health and Safety inspection was undertaken in January 2019, and although this is not compulsory, the Committee felt it was prudent that it took place and all proved satisfactory.

A new policy for Safeguarding was approved in March 2019 and changes are being made to the lettings forms. The new policy will be displayed in the Village Hall.

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 up this year which resulted in an income of £6,270 compared with the total lettings of £4,850 for last year. This is an increase in income of £1,420 compared with a loss of last year. However, the Committee agreed a very small increase to the hire charges slightly as they were concerned there would be insufficient income to cover the general running costs.

Letting the Hall for wedding receptions usually raises £500 for a weekend. The Committee is pleased to report that they achieved their goal of increasing the number of receptions held in the Hall as there were several wedding receptions held this year and the Hall is becoming known as a very suitable venue to hold these events.

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 2019 - 2020

- a) 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. From this review it can be seen that a lot has been achieved in 2018-2019. So for the coming year the Committee wants to consolidate what it has achieved and finish some of the projects that it has in hand, such as finish refurbishing the toilets which is a major project in itself. However, in 2019 – 2020 the Committee will:

- b) Explore whether it would be possible to obtain a grant to improve the men’s toilet and if sufficient funds become available, quotes will be obtained to carry out the improvements.
- c) The curtains currently are different in the Hall and the Medieval Room and only single lined. The Committee said that last year it would explore the possibility of replacing the curtains with thermally lined thick curtains within the Hall and Medieval room so that are all the same in design and colour. The Committee will review this proposal in 2019 –2020 once the windows had been repaired in the Village Hall. If it is agreed that the curtains should be replaced, the Committee may need to look for a grant to help with the cost of replacing the curtains as they are likely to be expensive.
- d) The Treasurer will undertake a survey on the benefits and usage of the internet to ascertain whether it is value for money. The Committee will then discuss the matter.
- e) The Village Flower and Vegetable show will take place again in August 2019, the Committee plan to provide the teas and refreshments again.
- f) Two quiz nights are planned to take place over the next year, the general quiz and the music quiz which are very popular and provide a good income for the Village Hall.
- g) The Committee will look for other fundraising ideas as well in order to maintain the Hall to a high standard.

The Chairperson would like to thank everyone who helped raise funds and enjoyed using the Hall and the Committee members who gave up their time to make this year reasonably successful.

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

Signed.....
David Jenkins
Chair of the Village Hall Committee