

# Campton Village Hall Management Committee

Registered Charity No. 270676

## Chairs' Annual Report

1<sup>st</sup> January 2010 – 31<sup>st</sup> December 2010

### Names of Trustees

Katie White	Chairman
Gail Sharp	Secretary
Felicity Brown	Treasurer (until 1/12/10)
Maryika Wilding	Bookings Secretary
Sharon Khan	Rep
Lee Hamilton	Parish Council Rep
Linda Bryant	Committee Member (part year only)
Daniel White	100 Club coordinator

## **Governance**

Campton Village Hall was established as a charity by a Trust Deed & Lease dated 23 March 1970 between the St Albans Diocese, the Parochial Church Council of Campton and the Parish Council of Campton. The Lease expired in 2000 however the Trust Deed continues in operation.

The Hall was built sometime during the 1800's and sold to the Church by the Osborne family of Chicksands on the 7th July 1873 when it was used as the Village School until 17th June 1936. It was then used as the Sunday School for a number of years. It was then sold to the PCC for £140 on the 3rd July 1959.

## **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity.

Three trustees are elected at the Annual General Meeting held in March or as soon as possible after then each year.

In addition, the trust deed states up to 6 representative members should be elected from groups who are each able to nominate one trustee.

These are the PCC, Parish Council, Football Club, WI, Youth Club and Evergreen

The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 5 further trustees at any properly constituted meeting of the Committee throughout the year.

All members are required to retire at the end of the AGM but may then be re-elected or re-appointed.

The Trust Deed confirms that new groups may appoint a representative member by the vote of a majority of not less than two thirds of all the committee members.

The Trust Deed requires all members to sign in the minute book of the committee a declaration of acceptance and willingness to act for the Trust.

The Committee is required to hold at least two ordinary meetings a year

The Chair of the Committee must be elected at the first meeting in each year after the AGM. The Committee may appoint a Vice chair.

Voting shall be determined by way of simple majority, the chair has a casting vote.

## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which should be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. It was intended that this be reviewed during 2010, however this has been rolled over into 2011 due to the volume of other work that has been undertaken during 2010.

## **Risk Management**

### **Insurance**

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

The village hall is insured with respect to property damage (buildings insurance) by Allianz Cornhill Insurance (£1,000,000 cover). It is insured with the same company with respect to contents, public liability (£5,000,000) employers' liability (£10,000,000), libel and slander (£500,000 and legal assistance.

### **Building Issues**

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer.
- A Fire Safety Risk Assessment will be carried out annually as required by law.
- Fire fighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

## **Objectives of the Charity**

Provision of a village hall for the benefit of the inhabitants of the Parish of Campton without distinction of political religious or other opinions

- Use of the village hall for 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 inhabitants of Campton

### **Principal Activities in pursuit of Objectives**

The hall continues to be used for a variety of activities, including casual hire for events and parties and regular hire for sporting and social events.

- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and fund raising fayres.

### **Volunteers' Effort**

Management costs are minimised through the use of volunteers who are the Trustees on the Management Committee. Volunteer time is given each week to cover routine tasks such as bookings, management and routine maintenance. In addition, trustees give considerable time each month for meetings and organising and running fund raising events.

### **2010 Achievements**

The net funds available at the end of 2010 are £27, 887.82. This compares less favourably with the previous year where the funds were £32,107. The net funds have reduced by the sum of £4,219.34 and this is considered further in the Acting Treasurer's Report.

This year has seen some further encouraging progress in relation to the lease for the Village Hall. However progress has again halted and it is unclear whether matters can progress to a conclusion.

The hall was extensively redecorated during 2010 with the help and support of Bedfordshire Community Payback and extensive volunteer time from the Committee. This has dealt with some important maintenance and external and internal decoration issues.

A Mad Hatter's Tea Party was held on 14 November 2010, and raised funds for the hall in the sum of £367.08 or £333.78. It was not possible to confirm the precise sum.

The 100 Club has continued to be a successful and important fundraiser for the Village Hall.

I would like to thank all members of the Committee for their work during the course of the year. I appreciate that at times this can be a thankless task and all time and effort volunteered is very much appreciated.

### **Reserves**

The charity had the following sums in its accounts at the year end:

- 100 Club – £1,026.40
- High Interest - £24,406.99 (compared to £23,397.00 in 2009)
- Current - £2,454.43 (compared to £7,312.12 in 2009)

This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement.

The Trustees are responsible for the maintenance of the village hall and from time to time this will involve major works in excess of cash reserves held. On identifying such major works, fundraising/grants will usually be undertaken with the object of meeting the costs in full or part (i.e. without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

### **Future Plans**

The Trustees need to reach a finalised position with the lease of the village hall. The hall is in need of renovation work, and this has been hampered by the need to finalise the Lease, however I am hopeful that this may reach a conclusion.

The finances of the Hall are a concern following the relocation of preschool from the Village Hall who were an anchor tenant for the hall

until the summer of 2009. The Committee needs to turn its mind to considering the medium term financial future for the Village Hall. This will include ensuring that fundraising and grant opportunities are explored fully and that we are proactive in marketing the hall effectively and seeking new hirers for the hall.

Encouraging progress has been made in relation to Governance items. However this remains an item that needs to be prioritised and finalised.

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s) KATIE WHITE**

**Position CHAIR**

**Date Monday 21 March 2011**