

# **Donyatt Village Hall**

Registered Charity No. 304530

## **Trustees' Annual Report**

22<sup>nd</sup> April 2020 – 21<sup>st</sup> April 2021

Secretary to the Trustees:

Mrs. Anne Beveridge

1 Kings Cottage, Donyatt, Ilminster,

Somerset TA19 ORQ

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### **Names of Trustees**

Mr Mike Toop	Chairman and Building Supervisor
Mr Bill Porritt	Parish Council and Treasurer
Mrs Anne Beveridge	Elected and Secretary
Mr Phil King	Elected and Booking Sec.
Mr Mike Grabham	Parochial Church Council
Mrs Rebecca Liptrott	Elected and Social Club

### **Sources of advice and support**

Bank: Nat West, 10 East Street, Ilminster, TA19 OAA.

Solicitors: Humphries Kirk, 17 Market Place, Crewkerne, Somerset TA18 7JU.

Community Council for Somerset: Victoria House, Victoria Avenue, Taunton.

South Somerset District Council; Donyatt Parish Council; Somerset County Council.

### **Governance**

Donyatt Village Hall was established as a charity by a Trust Deed dated 11<sup>th</sup> December 1978.

The hall was built in 1925. Although the building and land is the freehold property of the Charity, the Parish Council of Donyatt continues to be the Custodian Trustee of the Charity.

The Village Hall Management Committee is responsible for keeping the building in a good state of repair suitable for use by the community.

## **Appointment of Trustees**

The Trust Deed governs the appointment of the Managing Trustees and the management of the charity. The Parish Council of Donyatt is the Governing Trustee and is the proprietor in the Title Absolute section of the Register of Title. Managing Trustees are elected at the Annual General Meeting usually held in April or May. Each regular user group is invited to nominate two representative members/trustees. The Trustees form the Management Committee of the Village Hall which has the power to co-opt two further Trustees on an annual basis. Trustees receive no remuneration. Out of pocket expenses on behalf of Donyatt Village Hall are repaid.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Health & Safety Policy
  - Risk Assessment, Fire Risk Assessment, Fire Safety checks.
- Equality of Opportunity Policy
- Hiring Policy
- Child Protection Policy
- Environmental Policy
- Financial Policy
- GDPR – In process of adopting

Copies of all policies are given to new Trustees as part of their Welcome Pack

## **Hiring Agreement**

Use of the Village Hall is subject to a Hiring Agreement which must 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.

## **Licences**

All Trustees are authorised to sign the Alcohol Authorisation Form after satisfying themselves that the hirer has been advised of the requirements placed on them to comply with the licensing regulations.

The hall is licensed by both the Performing Rights Society and the PPL for live and recorded music. The Village Hall charity is registered with South Somerset D.C. under the Small Societies Gaming Act 2005.

### **Risk Management - Insurances.**

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 insurance, underwritten by Zurich under the Community First Village Halls Scheme, underwent a thorough review during 2014-2015. The building valuation was updated in 2014-2015 with the inventory of contents reviewed in 2019. The valuations for insurance purposes are increased in line with inflation as advised by the insurance company. The inventory is updated when new items are purchased for the hall and added to the insurance valuation when appropriate. Cover now comprises: Building; Contents; Business Interruption; Public and Products Liability; Hirer's Liability; Employers Liability; Personal Accident. A Trustee and Trust Fund Indemnity Insurance continues giving existing trustees and potential new trustees protection of their personal assets.

### **Building Issues**

- Portable electrical appliances are tested by qualified personnel as required.
- The mains electrical installation is checked by a qualified engineer as required.
- A Fire Safety Check is carried out quarterly by a Committee member on the basis of the Fire Risk Assessment, reviewed annually by the Committee as required by law.
- Fire extinguisher maintenance is carried out on an annual basis.
- 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 Donyatt without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions
- Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

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

- Sadly, due to the global Coronavirus Covid19 pandemic, the hall has been closed for the whole of the 2020/21 financial year, apart from a small number of hires of the outside space by the U3A Guitar Group during the summer when restrictions allowed.
- The hall, during normal times, is regularly used throughout the year for a variety of activities including: Village Hall fundraising events (e.g. Bingo Nights and Quiz Nights), Social Club events (e.g. fortnightly Whist Drives, Skittles Evenings, Flower Show), Carols by Candlelight, Big Breakfast and Market (monthly, now run by Gemini Carnival Club), Tea Cosy (monthly), Somerset Beekeepers, Dog Training. Yoga classes twice a week and occasionally at weekends. Various U3A groups studying subjects such as Philosophy, History and Art Appreciation, Archaeology, Guitar group and Past Times. The Village Hall Committee and the Parish Council for their regular meetings. Some commercial use e.g. Polling station for local and national elections and public meetings. The Committee is confident these regular hirers will resume once restrictions are lifted and it is safe for them to do so.
- The hall is also usually available for hire for private functions including: young children's parties (very popular each year), wedding receptions, birthdays, anniversaries, funeral wakes, and regular village social functions e.g. Christmas, Easter and All Saints' Day Celebrations, plus fundraising events by other village/local organisations such as the Church e.g. Church Christmas Fayre, Easter Ploughman's and Harvest Lunch.

### **Funding Strategy**

It is Committee policy to keep running costs within Hall hire income. The hire charges paid by users of the Hall are set to usually achieve this. This year has been unprecedented and therefore the Committee took the decision to freeze hire fees, from 1<sup>st</sup> January 2021, to encourage previous hirers to resume and encourage new hirers once the restrictions are lifted and it is safe to do so. Donyatt parishioners will also continue to receive a significant discount. Capital improvements are financed by money raised by fundraising activities, donations and grants, where available.

## **Volunteers' Efforts**

Management costs are kept to a minimum through the use of volunteers. The Trustees contract up to 4 hours of Hall cleaning per week. On occasions additional duties are undertaken by the cleaners at the committee's request and additional costs approved. Volunteer time has continued during this year, albeit in a slightly different way. During the first month of the pandemic, Lockdown 1 (March 2020) the Booking Secretary and Treasurer spent time sadly cancelling bookings and refunding hirers. General maintenance of the hall took place when safe to do so throughout the year, plus overseeing larger projects whilst the hall was empty of hirers. Other routine tasks such as secretarial, financial and general administration and grant funding applications also continued. Trustees also continued with socially distanced meetings when allowed to do so, moving to "Zoom" meetings during the Lockdown 3 (January 2021 onwards). No Fundraising has taken place this year other than the 100 Club monthly draw for which tickets were sold prior to the first lockdown.

## **2020 – 2021 Achievements**

Following the major improvements during previous years, this year has again been one of consolidation.

- Redecoration of the foyer and toilet rooms by painting contractor.
- Main hall wooden floor completely refurbished by flooring contractor.
- Improvements to underside of the stage sections, to make it easier to move, safer and to prevent further damage to the wooden floor.
- Main hall north wall completely stripped, replastered and decorated, with new noticeboard.

## **Reserves Policy**

The charity has had a policy of holding a minimum of £4,500 in Reserve.

The Trustees are responsible for the maintenance of the Village Hall and from time to time this will involve works in excess of cash reserves held. On identifying any such works, additional fundraising is usually undertaken with the object of supporting any available grant funding that may be available. This year, no fundraising was able to take place, however in March 2020 the Treasurer completed an application for the government Coronavirus Covid19 grant of £10,000, which was granted and received.

**Future Plans**

After the major improvements of the last few years the building is in good shape. It provides an excellent facility for a wide range of activities for both the village residents and village social groups. It has, during previous years, proved a successful venue for various celebratory parties requiring catering facilities. The major item remaining on the Trustees "wish list" (from FY 2019/20, delayed due to the Coronavirus Covid19 pandemic) is the car park, for which a grant of £2,250 was awarded by the Parish Council at the beginning of the FY 2020/21, towards 50% of the cost of commissioning a study to consider options for the improvement of the car park facilities. It is hoped that this project can gain momentum during the next financial year.

**The Trustees declare that they have approved the Trustees' report above.  
Signed on behalf of the Charity's Trustees.**

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<b>Full name</b> Anne Beveridge	Mike Toop
<b>Position</b> Secretary	Chairman
<b>Date</b>	