

Oake & District Village Hall and Recreation Ground

Registered Charity 205829

Trustees' Annual Report 1st April 2013 to 31st March 2014

Names of Trustees

Mr D Sedgwick	Chair
Mrs K Horton	Vice chair
Mrs B Snell	Secretary
Ms P Archer	Treasurer
Mr C Bishop	
Mrs S Earthroll	
Mr J Sharland	
Mr J Bimson	

Governance

The charity was established by a trust deed dated 20th May 2002

Appointment of Trustees

The trust deed governs the appointment of committee members who are the charity trustees. It allows for 5 elected members together with appointed members for user organisations. The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re-appointed.

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 formulated:

Health & Safety Policy

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Child Protection Policy
Vulnerable Adults Policy

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

The hall has a Premises Licence and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music

Risk Management

Insurance

The village hall is insured with Ansvar Insurance: with respect to buildings insurance £962,121 cover, Property Owners Liability £5,000,000, Contents £56,407, Public Liability £5,000,000, Employer's Liability £10,000,000, Business Interruption £34,982, and Legal Expenses £100,000.

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

Building Issues

A building condition survey has been completed following the end of the year. Gas appliances and portable electrical appliances are tested by qualified personnel annually.

The mains electrical installation is periodically checked by a qualified engineer within the 5 years period as required by law.

A Fire Safety Risk Assessment is under review by the Committee .

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Firefighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee carry out other regular maintenance

Objects of the Charity

The object of the charity is, in the interests of social welfare, to improve the conditions of the lives of the inhabitants of the area of benefit, without distinction of political, religious or other opinions, by the provision and maintenance of a village hall and recreation ground.

Principal Activities in Pursuit of Objectives

The hall is in use most days of the week for a variety of activities and is available for hire for private functions.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

Volunteers' Efforts

Management costs are minimised by the input of many voluntary hours by the Committee Members and Booking Secretary throughout the year, in general running activities and organizing various fundraising events.

2013/2014 Achievements

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The hard work of the committee have resulted in a very successful year for the hall , Receipts from Hiring's and Fundraising have been well maintained, whilst Payments have been contained in line with previous years.

A "Birthday Party" was held during the year for local residents and users of the hall to celebrate the charity's 10 years in being.

Reserves Policy

The Charity has over £46,000 in bank current and savings accounts as unrestricted reserves at the year end. These balances are available for unforeseen expenditure in relation to building maintenance or equipment and fixtures replacements. It is the Trustee's policy to maintain unrestricted reserves equivalent to at least annual revenue.

Future Plans

The committee are working towards achieving the Hallmark I Community Buildings grade with the Community Council for Somerset, together with the related legalities and standards required of a village hall.

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's Trustees

Signature:

Full Name

Mr D Sedgwick

Position

Chairman

Date