

# **Oake & District Village Hall and Recreation Ground**

Registered Charity 205829

## **Trustees' Annual Report 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016**

### Names of Trustees

Mr D Sedgwick	Chair
Mr J Sharland	Vice chair
Mrs K Horton	Secretary
Ms P Archer	Treasurer
Mrs S Earthrowl	
Mrs B Snell	
Mrs T Bellamy	
Mrs L Lean	
Mr B Collins	
Mrs H Weller	

## **Governance**

The charity was established by a trust deed dated 20<sup>th</sup> 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:

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Child Protection; Energy and Environment; Fundraising, Health and Safety  
Equal Opportunities; Vulnerable Adults; Financial

## **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 £1,000,894 cover, Property Owners Liability £5,000,000, Contents £57,535 Public Liability £5,000,000, Employer's Liability £10,000,000, Business Interruption £69,964, Legal Expenses £100,000, and Trustees Liability £1,000,000.

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**

Gas appliances and portable electrical appliances are tested by qualified personnel regularly.

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 now in place.

Firefighting appliances are inspected annually under contract with the supplier.

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Volunteers from the Committee carry out other regular maintenance where appropriate.

### **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.

### **2015/2016 Achievements**

The hard work of the committee has resulted in another very successful year for the hall. Receipts from Hirings and Fundraising have been well

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maintained, whilst Payments have been contained in line with previous years.

The Hallmark 2 &3 Community Buildings grade with the Community Council for Somerset was achieved in the year.

### **Reserves Policy**

The Charity has over £51,000 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 have been successful in recruiting several new members during the year, which it is felt will ensure the continuing healthy of 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