

Oake & District Village Hall and Recreation Ground

Registered Charity 205829

Trustees' Annual Report 1st April 2016 to 31st March 2017

Names of Trustees

Mrs H Weller	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	

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:

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

Noise Policy

M. Weller 26/7/2017

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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 Ansvr Insurance: with respect to Buildings insurance £1,040,930 cover, Property Owners Liability £5,000,000, Contents £59,606, Public Liability £5,500,000, 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.

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.

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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.

2016/2017 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 maintained, whilst Payments have been contained in line with previous years. The hall was redecorated internally during the year, at a cost of £4891. We were sorry to lose the services of our Chair of several years; Mr D Sedgwick. However we are pleased to welcome Mrs H Weller to the position.

Reserves Policy

The Charity has over £50,000 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.

W. S. D. 26/9/2017

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Future Plans

The committee wish to continue to offer an excellent facility to the village, and assist with any community projects where possible.

The Trustees declare that they have approved the forgoing report.

Signed on behalf of the charity's Trustees

Signature: 

Full Name

Mrs H Weller

Position

Chairman

Date

26/9/2017