



East Worlington Parish Hall

East Worlington, Crediton, Devon EX17 4TS

Charity Number 267969

Trustees' Annual Report

May 2015 to May 2016



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A. Summary of Achievements 2015 / 2016

- i Our achievements are more than the actions and activities we have undertaken during the year - they are the impact we have made on our stated vision, values and purpose.
- ii We have:
 - a. Completed Phase 1 of our Hall's Conservation and Improvement Programme, which includes re-thatching, installing underfloor heating and conserving the Hall to maximise its heritage potential.
 - b. Continued to sustain the contribution of skills, time, energy and focus from those (Committee and Community Volunteers) committed to the broader vision for the Hall as a Community Hub and a Heritage Learning Centre.
 - c. Continued to gain support and encouragement from Community Organisations, including the Parish Council, Parochial Church Council, Chulmleigh Academy Trust and Women's Institute, in recognition of the work that contributes to a successful Parish Hall.

B. East Worlington Parish Hall Treasurer's Report 2015-2016

1. Following on from last year this has been another fantastic year for fundraising for the hall with over £45,000 raised from grants, donations and fundraising. The crocus and cream teas event was once again our best fund raiser netting £1,150 over the two days. Of course fund raising from our regular events has been down a bit this year due to the hall being out of action for several months and this has also affected income from hall hire. We hope to see this bounce back once the hall is back in action and I know the monthly brunch will be welcomed back by the community. Well done to all involved in all our events, it really makes a big difference.
2. The major expenditures this year were of course the restoration and thatching work. This work has gone extremely well and, apart from an increase in costs due to a redesign of the oil tank and the tank housing to meet building regulations, has come in on budget. It should be noted that the sums paid to our main contractor are subject to a 5% retention which is payable a year following contract completion and so the amount paid so far does not fully reflect the true cost. It is important that the retention figure is ring-fenced in the bank to cover this future bill. There are currently insufficient funds in our bank accounts to complete the renovation work, but this will be fully covered by the second stage payment from the Heritage Lottery Fund, which has been requested.
3. There are still financial challenges ahead. The heating of the hall will be an outgoing that has not been required in the past and we will need to ensure that the income of the hall is sufficient to cover this and the cost of ongoing maintenance and repair. The proposed kitchen works will be a significant cost for which major fund raising will be required and of course we need to start to fund raise for the next re-thatch in twenty years.
4. The accounts were examined and duly signed off by Sean Hartrey, chartered accountant. Many thanks to Sean.

Miya Bond, Honorary Treasurer

May 2016

C. Annual Accounts 2015 -2016

- i The approved Accounts for 2015 / 2016 are located at [Appendix 8](#)

D. Financial Management and Probity

- i Trustees are very aware of their responsibility for the Charity's funds and have established systems, procedures, protocols and processes to ensure good financial management and probity.
- ii An Honorary Treasurer is elected every year at the AGM. The Honorary Treasurer provides reports at the AGM and at each full Committee meeting and is open to questioning and points of clarification. The AGM and Committee meetings are open to the public and minutes are taken at all meetings.
- iii A Finance Policy provides a framework for the financial business of the Hall.
- iv Best value principles are applied to all expenditure and estimates are gained and the purchases agreed (as outlined in the Finance Policy) before funds are spent.
- v Two signatories are required for expenses from the current account. Any funds moved from the deposit and savings accounts have to be approved by the full Committee.
- vi The accounts are brought to each Committee meeting for Committee monitoring and to enable budget scrutiny.
- vii The annual accounts are approved by an independent examiner and brought to the Committee at the AGM for approval. The annual accounts are published in the public domain on the Parish Hall website. <http://www.eastworlingtonparishhall.btck.co.uk/Accounts>
- viii The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR), and this is complied with.
- ix The annual accounts for this year are attached at [Appendix 8](#).

E. Financial Supporters and Project Funding

- i The table below show the people and organisations that have offered financial support to provide sufficient funds to enable us to achieve Phase 1 of our Conservation and Improvement Project.

Alan Evans Memorial Trust	£1,000
Awards for All - Big Lottery Fund	£9,400
Bernard Sunley Charitable Foundation	£2,000
Community Council of Devon (now Devon Communities Together)	£5,000
Community Self-fund Raising	£21,000
Devon County Council	£7,300
Devon Masonic Group	£4,000
East Worlington Parish Council	£500
Friends of West Worlington Church	£1,000
Garfield Weston Foundation	£15,000
Golden Bottle Trust	£1,000
Heritage Lottery Fund	£65,200
Leonard Laity Stoaite Charitable Trust	£700
Norman Family Charitable Trust	£500
North Devon Council	£300
Pilgrim Trust	£5,000
Tanner Trust	£3,000
Veneziana Fund	£1,000
Viscount Amory Trust	£10,000

F. Role of Honorary Secretary and Booking Administrator

- i. Historically the Honorary Secretary role and the Booking Administrator role have been undertaken by one person. As part of our Committee's on-going review in 2015 we concluded that the best solution to Parish Hall administration was to have two roles, namely Honorary Secretary and Booking Administrator. The Committee are extremely grateful to Rachel Jenkins who now fulfils the Honorary Secretary role and to Lorna Manton who fulfils the Booking Administrator, both having strengths that provide effectiveness and efficiency to the administration requirements of the Parish Hall.

G. Report on Hall Administration and Use

- i. The Conservation and Improvement Project has required the Parish Hall Committee to meet more often than the scheduled committee meetings. During the year there were 4 additional Extra-ordinary meetings and these have all been minuted and decisions recorded.
- ii. Our minutes are public displayed on our website
<http://www.eastworlingtonparishhall.btck.co.uk/MeetingDatesAgendasMinutes>
- iii. Work on the Hall's Conservation and Improvement Project started in October 2015 and this prevented any Hall community use for the rest of the year.
- iv. Prior to Hall closure, in the period May 2015 to October 2015 the Hall continued to provide a vital community facility for events, activities, meetings and services.

H. Report by Judith Kauntze – Volunteer Fund-raiser

i. East Worlington Parish Hall - Funding for the Future

- a. **Phase 1 is near completion** as this report is written, although funding is very tight and a short-fall identified for light-fittings. The District Council have provisionally promised £300 and the County Council and Devon Communities Together approached for top-up grants to cover these expected costs of iro £1,000. Other grant giving bodies will not accept applications for works in progress. Should further funds be required, provided they are reasonably limited, could be sourced by private loans within the community.
- b. **The Grand Opening** will take place on Friday 3rd June and the community and school involvement, together with the wider publicity gained and the printed material devised, will provide excellent support for future grant applications.
- c. **Grant Giving bodies** have mainly three Grant giving meetings annually; these take place in the Spring, Summer and Autumn. Feedback from previous applications reveals that there is huge demand across the board and the Trusts/Foundations generally only approve grants to iro 18% of applications and those successful only awarded a portion of their application 'ask'.
- d. **Experience shows** that applications directed through the Heritage route are more successful than 'community improvement' streams.
- e. **Although a large number of grant giving bodies** have already been approached for Phase 1, with good success in the Heritage sector; the list is not yet exhausted and new avenues being constantly researched. Funding applications for Phase 2 and 3 can be delivered with a focus on their requirements. Previous grant givers have been invited to the Grand Opening, with a couple actually attending and they will be given special attention on the day. Previous grant givers will also be approached again for the on-going works.
- f. **The 'community improvement' sector**, although not significantly successful to date, will be targeted specifically for Phase 2 and 3 as they are obviously highly relevant for the improvements to the foyer, toilets, kitchen etc. Research indicates however that their average grant size is smaller than in the heritage sector.

Judith Kauntze
4th May 2016

I. Health and Safety Annual Report

- i With the implementation of phase one of the conservation/improvement programme, the hall has been out of commission since October 2015, excluding a short period prior to Christmas. This has meant the building contractor has held the main responsibility for Health and Safety whilst the contractors have been working on site.
- ii There are no outstanding issues to report for this period and the responsibility for Health and Safety will be handed back to the management Committee once the current works are completed and the contractors are off site.
- iii During the renovation, asbestos containing materials have been removed from the hall. This means the buildings asbestos register will need to be updated.
- iv New emergency lighting is being installed, so once completed the Fire Safety Policy and Fire Risk Report will have to be reviewed and updated accordingly to ensure they are still valid.
- v The Fire Safety log book will be updated once the Hall has been re-opened.

Brian Edwards

12th May 2016

J. Compliance

- i The Parish Hall aims to achieve compliance in all respects.
- ii The following have been undertaken during the year.

I.a Electrics

- i New consumer unit, infrastructure armoured plated cabling in main Hall, and new sockets and light fittings.

I.b Fire Risk Assessment

- i A fire smoke alarm is fitted to the building
- ii A Fire Risk assessment is in place and this is reviewed annually.
- iii Separate Fire Risk Assessments are undertaken for activities different from the general activities covered by the generic Fire Risk assessment.

I.c Electric Safety and Fire Safety Monitoring

- i We have a Committee member with a Health and Safety monitoring and reporting responsibility. He has experience of Health and Safety in the workplace. He undertakes monthly checks on the electrics and fire safety equipment and reports to the Committee at each Committee meeting.
- ii No checks have been made by the Committee during the Conservation and Improvement work as in line with the JCT contract with the main contractor the Hall falls under his responsibility.

I.d Asbestos

- i An asbestos survey has taken place and a report and management plan are in place.
- ii As part of the Conservation and Improvement work asbestos based products were removed from the main hall under licence with an authorised contractor.

I.e PlayMusic

- i The Hall is required to have a PPL and PRS certificate to enable music to be played legally and such a licence has been purchased.

I.f Insurance

- i The Hall maintains an insurance policy which includes public liability.

K. Actions in Pursuit of Our Objectives

- i The Committee engages in a range of activities to ensure the objectives and priorities for the charity are fulfilled.

Strategic Plan

- i The Parish Hall Strategic Plan 2015 – 2018 ([Appendix 1](#)) continued to provide the structure and focus of the work of the Parish Hall Committee during this period.
- ii Building on the progress made in previous years the main milestones achieved during this year are:

Strand 1 – To Preserve the Integrity of the Building

- i There is a long-term Conservation and Improvement Plan for the building, which has a clearly identified phased development and implementation programme.
- ii Phase 1 of the Hall Conservation and Improvement Programme has been nearly completed and this include the rethatching of the Hall and the installation of underfloor heating.
- iii A Heritage Project Sub-committee has continued to be very active during the year and continues to research and secure the evidence that confirmed the heritage importance of the Hall and its setting.
- iv Maintenance and cleaning work has helped maintain the Hall. This has not taken place between October 2015 and May 2016 due to the conservation and improvement work.
- v Fund-raising through activities, grant applications and donations continued throughout the year.

Strand 2 – To Ensure the Parish Hall Maintains Financial Viability

- i Miya Bond (Honorary Treasurer) has put much work into securing good financial management. This has resulted in the Committee having good and accurate financial information which enable them to monitor income and expenditure at each Committee meeting.
- ii Our charging policy has been reviewed and increases have been implemented to secure greater financial viability on lettings.
- iii We have a business plan for 2015 - 2018.
- iv We continue to research grant opportunities and make applications as appropriate. The work of Judith Kauntze, a volunteer community fund-raiser, continues to make a significant difference in applying securing a range of grants and donations.
- v As part of our Marketing and Promotions Strategy we have used of our website, Facebook, Twitter and community email distribution to publicise the Parish Hall, project development work and events. We also produce fliers and posters for community events run by the Parish Hall Committee.

Strand 3 – To Promote the Parish Hall as an Infrastructural Asset for the Community

- i The Hall remains a venue for meetings for community organisations, including East Worlington Parish Council, Worlington Parochial Church Council, and Worlington W.I.
- ii The Hall continues to be hired for activities and groups e.g. Pilates and Photography Group. It is anticipated that hiring for activities and events will increase when the conservation and improvement plans are completed.
- iii The continuation of community events organised by the Parish Hall Committee has enabled greater opportunities for community social interactions and supported community cohesion.
- iv Work on the development of the East Worlington Parish Resilience Plan is progressing and the draft plan identifies the importance of the Parish Hall in the case of a local 'emergency'.

Strand 4 – To Secure a Customer-Focussed Approach

- i An open, accessible and friendly culture has been achieved and this has enabled users and visitors to feel welcomed and valued.
- ii Progress has been made to improve the internal conditions of the Hall, a need identified in our community survey.
- iii Our booking system has been refined and is now managed by a member of the Committee with Booking Administration as a designated responsibility.
- iv We listen to our community and our users and respond to feedback and ideas.

Strand 5 - To Secure to Sustainability of the Hall as a Community Facility

- i We have Committee members with a range of skills that enable the Hall to function effectively and efficiently. As volunteers the Committee make a significant contribution to securing the Hall's role within the community.
- ii The Committee actively seek local community members who may join the Committee to ensure there is a succession plan and future sustainability can be achieved.
- iii An annual programme of activities and events organised by the Parish Hall Committee was devised and implemented, to contribute to the sustainability of the Hall as a Community Hub.
- iv During the year the ambition of the Hall being a heritage learning centre took a further step forward with the conservation work undertaken on the Hall and the activities undertaken by the Worlington Heritage Group.

Strand 6 – To Promote and Support the Health and Well-being of the Community

- i The work on the Hall has prevented the Hall being used for activities, event and services that support the health and well-being of local residents.
- ii We continue to support the the provision of range of activities that enable local residents to benefit as a fundamental purpose and outcome of the Hall as a community facility. With the Hall out of use during the year we have received a significant range of feedback how much members of the community have missed attending events and activities at the Hall.

L. Parish Hall Committee Activities 2015/2016

L 1 Monthly Draw

- i During the year the Parish Hall Monthly Draw continued to run. The administration arrangements of the Draw have been improved through the voluntary services of Paul Guppy
- ii Details of the Monthly Draw are on the Parish Hall website <http://www.eastworlingtonparishhall.btck.co.uk/MonthlyDraw> In summary people can 'purchase' a draw number for £1.00 each with a minimum entry of 12 draws (12 months). A number is drawn every month at the Community brunch and the winning number for each month wins half the value of the total number of entries for that month.

L 2 Monthly Community Brunch

- i The monthly Sunday Brunch continued until October 2015 (when the Hall conservation and improvement work started). A special Christmas Brunch was held on 13th December during an interval in building works.
- ii This monthly activity is only achieved through the support of a team of volunteers who work in the kitchen and serve the customers. This has proved to be popular and well attended. It provides another opportunity for members of our community to meet each and socialise. It also raises funds to reinvest in the Parish Hall as a community facility.

L 3 Community Lunches

- i We continue to offer a Community Lunch. We aim to provide the lunch three times a year. It is possible to offer this community lunch through the services of Chulmleigh Academy Trust college kitchen team who continue to provide an excellent meal which is enjoyed by all who attend.
- ii Due to the conservation and improvement work at the Hall it was only possible to hold the lunch once this year on 17th June 2015.
- iii This has proven to be popular with our community and while offering a good meal also enables members of the community to meet each other and socialise. It also raises funds to reinvest in the Parish Hall as a community facility.

L 4 Pub Games Evening

- i We continue to offer our ever popular Pub Games evenings during the year however it has been impossible to provide these while the Hall has been closed for conservation and improvement work. We held an evening on 12th June and during an interval in building works held a Christmas event on Saturday 19th December. The events have been well attended and they provide an opportunity for the community to socialise; have a drink; and enjoy a supper. It also raises funds to reinvest in the Parish Hall as a community facility.

L 5 Cream Teas in Association with National Gardens Scheme at East Worlington House.

- i East Worlington House opened its gardens again this year as part of the National Garden Scheme. As part of the experience available for visitors the Parish Hall Committee provided cream teas and cakes as part of our fund-raising work. Due to the conservation and improvement work on the Hall the event was held in the adjacent school. We offer thanks to Chulmleigh Academy Trust for providing support for this event in this way. The event was on two Sundays and was extremely successful in terms of numbers of visitors and in terms of income for the Parish Hall.

L 6 Quiz Night

- i The ever popular annual community quiz was held again during the year and thanks go to Michael Wall who continues to provide his services as the Quizmaster. While the quiz can be competitive it is also an enjoyable and fun evening held in good spirit. An annual cup and prize is provided for the winning team. There is also a 'booby prize' for the team with the lowest score. All in good fun. It also raises funds to reinvest in the Parish Hall as a community facility.
- ii Due to the work on the Parish Hall the quiz was held in East Worlington Church and it proved to be a very successful event.

L 7 Christmas Tree at the Hall

- i. This year we again had a Christmas Tree with Christmas Lights outside the Hall. The light turning on was on 9th December and our Guest of Honour was Cilly Sue Croft. The pupils of East Worlington Primary school sang carols which created a good Christmas atmosphere. Mince pies and warm drinks were also provided to add to the celebration.

M. Thatching Appeal

- i The Hall's Thatching Appeal, which raised finances through community fund-raising, grants and donations, reach sufficient funds this year to enable the renewal of the thatch to be undertaken. The estimated cost was £25,200 plus any additional costs for timber, etc. Rethatching started in January 2016 and finished 5th May 2016. Our Master Thatcher was Richard Frost and our thanks are expressed for his work.
- ii The Thatching Appeal now starts again to ensure the necessary finances are available the next time the Hall needs re-thatching.
- iii The renewal of the thatch is built into our Business Plan with the aim of adding to the fund annually.

N. Heritage Project

- i. The Heritage Group was established as a sub-group of the Parish Hall Committee May 2013 to manage and implement our Heritage project.
- ii. The Heritage Project is supported by Heritage Lottery South West.
- iii. The Heritage Group have met monthly throughout the year. Their work has included monitoring progress of the conservation work, researching into local history, including the history of the Parish Hall, further developing a website, working with children at the local primary school on a heritage project, and starting to produce information materials.

O. Conservation and Improvements Project

- i During the year the conservation and improvement work for the Parish Hall. Was undertaken.
- ii The conservation work was an integral aspect of the Heritage Project Plan which achieved Heritage Lottery support.
- iii Richard Slee was commissioned as the main contractor.
- iv Richard Boxall a Chartered Building Surveyor and community volunteer undertook the responsibility of project design and project management.
- v The contract was issued under JCT conditions.

- vi Project methodologies were applied throughout the project.
- vii The project organisational management and monitoring structure is shown at [Appendix 2](#)
- viii Our gratitude goes to all funder who through grants, donations and fund-raising enable our project to become a reality.
- ix A new website has been developed as part of the Heritage Project and this will be further developed as the project progresses. www.ewph.uk

P. Repairs and Maintenance

- i The conservation and improvement work on the Hall has reduced the need from October 2015 to May 2016 to identify any repairs and maintenance needs.
- ii We maintain a Repairs and Maintenance Schedule and prioritised.
- iii A budget is allocated to each piece of repairs and maintenance work and the Committee have continued to support allocation of funds for this purpose.
- iv Ron Moore (volunteer) has continued to ensure the Hall is in good repair and provides invaluable support to the Hall.

Q. Volunteer Contributions

- i The Parish Hall is only able to function because of the dedicated number of volunteers.
- ii All Trustees are volunteers and in fulfilling their role contribute a significant amount of time and expertise.
- iii Volunteers are committed to the work of the sub-committees and make a significant difference in fund-raising and community events.
- iv While a big thank you is given to all the community volunteers who contribute in different ways at different events and activities, special thanks go to:
 - Ron Moore, who is not a Trustee, but attends all full Committee meetings and offers his time and services to support the work of the Committee.
 - Richard Boxall who has undertaken a significant amount of work for the Parish Hall Conservation and Improvement project taking the role of Principal Designer and Project Manager under JCT conditions.
 - Judith Kauntze, who has volunteered as a community fund-raiser and has made a significant and important impact on the grant funding that has been secured for the Parish Hall conservation and improvements. Judith has work with enthusiasm, energy and expertise to make a considerable number of approached and applications to fund-making organisation with a notable level of success.
 - Martin Bond, who has made a valuable contribution by using his skills and expertise to support the development of the new Parish Hall website.
- v The Committee in addition to the limited time available for our paid cleaner have a volunteer group who give the Hall a full clean once a month. Much appreciation is expressed for those who have contributed to this monthly cleaning activity. This monthly clean was suspended during the conservation and improvement work.

R. Marketing and Publicity

- i We have continued to provide information to the community about the Parish Hall and events and activities using a wide range of communication methods which include:
 - a. Quarterly Parish Hall Newsletter
 - b. Parish Hall On-line Magazine <http://www.eastworlingtonparishhall.btck.co.uk/>
 - c. Parish Hall Website www.ewph.uk
 - d. Community Email Distribution Network
 - e. Parish Hall Facebook page <https://www.facebook.com/EastWorlingtonParishHall>
 - f. Parish Hall Twitter [https://twitter.com/](https://twitter.com/EWPHHeritage) @EWPHHeritage
 - g. Articles in the monthly Parish Magazine
 - h. Information on Community Noticeboards
 - i. Heritage Project Diary on Blogspot <http://ewparishhall.blogspot.co.uk/>
- ii We also have a presence on:
 - a. East and West Worlington Community Website <http://www.eastandwestworlington.btck.co.uk/ParishHall>
 - b. the Community Facebook Page <https://www.facebook.com/EastandWestWorlingtonCommunityWebsite>
 - c. the Worlington Community Twitter [https://twitter.com/](https://twitter.com/Webcoordinator1) @Webcoordinator1

S. The Future

Q1 Context

- i Our context has not changed since our last report
- ii Our core purpose is to continue to provide a sustainable, safe and high quality community facility for use and benefit of the local community in line with our charitable objectives.
- iii There are 105 dwellings in the Parish and approximately 220 residents
- iv Our research confirms that the demography of the locality has a higher level of older people than the national average and the Devon average. Children living within the area mainly live in remote dwellings and farms (no close neighbours). The area is sparsely populated, with less than 0.1 persons per hectare.
- v This population profile is unlikely to change within the foreseeable future.
- vi Local research provides evidence of factors affecting well-being including: loneliness; fear associated with an increased inability to cope with maintaining a living environment and isolation from necessary services; concerns about health and illness affecting lives and well-being; concerns about lack of money to meet increasing costs especially travel and food; and limited social and cultural engagement.
- vii There is no: shop, post office, bank, medical service, public house, indoor recreational facility, public transport, vehicle repair garage, petrol filling station, street lighting (an issue in winter), provision of services/activities for children outside school, meeting place except East Worlington Parish Hall. Broadband connection is poor. Mobile phone signal is non-existent to poor. Parish roads are minor roads and during snow fall in winter months the villages and isolated dwellings can be 'cut off' for significant periods of time.
- viii The Parish Hall has been confirmed, by the community, as an important aspect of community life and has highlighted the need to improve the internal conditions, including appropriate heating, to ensure it is fit for purpose, especially during autumn, winter and spring months when the Hall is most needed by the community. This must be addressed to ensure the community can benefit from the facilities of the Hall and in so doing reduce the impact of isolation.

- ix The profile of the community must continue to be monitored and the Trustees / Management Committee respond to any change in need, maximising the opportunity to engage volunteers and contributors in pursuit of the Hall's purpose and objectives.

Q2 Objectives

- i Five main objectives provide the focus for the future plans for the Parish Hall
 - a. To secure a strong and committed Board of Trustees
 - b. To improve the usage and positive experience of users
 - c. To offer facilities, activities and services that support the concept of Community Hub
 - d. To ensure the Hall is conserved, its heritage importance realised and it fulfils a function as a Heritage Learning Centre.
 - e. To secure business viability through good business planning and management.

Q3 Commitments

- i Our commitments continue to be:
 - a. Ensure the hall is properly and fully maintained
 - b. Ensure running costs can be met
 - c. Continue to fund-raise and build reserves to enable the improvement, conservation, repairs and maintenance needs to be addressed
 - d. Continue to have a strong and dedicated management committee that continuously reviews, updates and improves the efficiency and effectiveness of our management processes
 - e. Promote the Parish Hall as a venue of choice
 - f. Continue to monitor the needs of the community and Hall users and respond appropriately
 - g. Value the hall as an important artefact of our local and broader Devonian heritage.

Q4 Plans

- i. The Parish Hall [Strategic Plan 2015 -2018](#) is found at [Appendix 2](#). This will provide the framework for the work of the Trustees / Management Committee over the next three years.
- ii. A Business Plan has been developed to support the Strategic Plan and this will be reviewed annually.
- iii. During the coming year the Marketing and Promotions Plan will be reviewed and refreshed in response to the review.
- iv. Phase 3 of the Conservation and Improvement Plan will be progressed. See the Long Term (10 year) Conservation and Improvement Plan Strategic Framework and Time Frame at [Appendix 8](#).

Parish Hall Strategic Plan 2015 - 2018

This Strategic Plan has been developed by East Worlington Parish Hall Management Committee and outlines the Parish Hall business ambitions and activities between 2015 and 2018

Strategic Objectives	To preserve the integrity of the building	To ensure the Parish Hall maintains financial viability	To promote the Parish Hall as an infrastructural asset for the community	To secure a customer-focussed approach	To secure the sustainability of the Hall as a Community Facility	To promote and support the health and well-being of the community
What we aim to do	<p>Continue to raise funds to enable the periodic renewal of the thatch when required</p> <p>Continue to implement the thatching appeal</p> <p>Implement phase 2 of the Conservation and Improvement Plan</p> <p>Implement phase 3 of the Conservation and Improvement Plan</p> <p>Implement a repairs and maintenance plan</p>	<p>Maintain a business plan and review it annually</p> <p>Implement the Marketing and Promotion Strategy</p> <p>Continue to identify grant funding opportunities and make applications</p> <p>Plan and implement an annual fund-raising programme</p> <p>Access any opportunities for sponsorship, bequest and business community support</p> <p>Maintain the effective and efficient financial structures and procedures</p>	<p>Install Broadband and provide ICT capability</p> <p>Provide a appropriate facility for community meetings and meetings of community organisations</p> <p>Promote and support community cohesion and organisational partnership through a programme offering social interaction and community development</p> <p>Secure the role of the Parish Hall within the Emergency Plan</p>	<p>Ensure information about using the Hall is accessible to all and the booking system is easy</p> <p>Provide facilities that make the use of the hall a comfortable, pleasurable and positive experience</p> <p>Maintain policies that support customer safety and well-being</p> <p>Encourage the community to generate ideas</p> <p>Encourage customer feedback and respond appropriately</p>	<p>To maintain and effective and committed group of Trustees and recruit as necessary</p> <p>To enable the Hall to function by securing postholders in key roles and recruit as necessary</p> <p>To ensure the maintenance of all activities and services that support the Hall as a Community Hub</p> <p>To further develop and maintain the Hall as a Heritage Learning Centre</p>	<p>Encourage community interest groups including the establishment of new ones</p> <p>Encourage, support and provide as appropriate a wide range of learning social and recreational activities</p> <p>Actively liaise with organisations and individuals who support the health and well-being and encourage local provision of their services</p> <p>Encourage young people to actively influence activities and services offered through the Parish Hall</p>

Appendix 2: Project Management and Monitoring Structure

East Worlington Parish Hall Conservation and Improvement Project 2015/2016
Project Management and Monitoring Structure



Appendix 3: Trustees

Name of Trustees	Role on Committee	Appointment
Steve Baber	Chair	Elected
Campie Hurst-Bannister	Vice-chair	Elected
Miya Bond	Honorary Treasurer	Elected
Rachel Jenkins	Honorary Secretary	Elected
Winnie Corley		W.I. Representative and Parochial Church Council Representative
Brian Edwards	Health and Safety	Elected
Liz Guppy		Elected
Sandy Haughton		Elected
Lorna Manton		Co-opted
Terry Pullen		Academy / School Representative
Philip Risdon		Parish Council Representative

Appendix 4: Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. All trustees whether elected or appointed by organisations entitled to representatives, retire at the Annual General Meeting in May of each year and are either re-elected, reappointed or replaced. The AGM (as are all Trustees Committee meetings) is open to the public. The election is by those present who reside within East Worlington Parish and neighbourhood. The Committee has a maximum of seven elected members, and four organisation members and the Committee can appoint three co-opted members.

Appendix 5: Governance

The Parish Hall is a community amenity given in 1910 to parishioners of East Worlington. As of 1920 it was bought by the Parish Council and “held upon trust for the purposes of the village hall for the use of the inhabitants of East Worlington and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex or of political, religious or other opinions, and in particular for the use of 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 said inhabitants”.

Appendix 6: Committee Structure

The Trustees form the Management Committee. The Committee consists of up to seven elected Trustees, four nominated Trustees from representative organisations and the Committee can co-opt up to three co-opted Trustees. The full Committee meet six times a year and has formed sub-committees to enable the work to progress in-between the full Committee meetings.

The members of the sub-committees take a lead role in organising their specific programmes.

All members of the full Committee and Community Members support specific activities by choice and through volunteering.

Heritage Project Sub-Committee

- i. The sub-committee reports to the full Committee through the minutes of its meetings and as a standing agenda item at each full Committee meeting.

The Heritage Project Sub-Committee Membership

- Steve Baber
- Miya Bond
- Liz Guppy
- Sandy Haughton
- Philip Risdon (Parish Council)
- Lorna Manton
- Gavin Manton (co-opted for this sub-committee only)

Community Activities Sub-Committee

- i This Sub-Committee is accountable to the full Committee and reports on its work and the activities at each full Committee meeting.
- ii The Community Activities Programme includes Monthly Community Brunch, Community Lunches, Pub Games Evenings and a Quiz Night.

The Community Activities Sub-Committee Membership

- Steve Baber
- Jude Coldwell
- Brian Edwards
- Mark Edmonds (co-opted for this sub-committee only)
- Barbara Edwards (co-opted for this sub-committee only)
- Liz Baber (co-opted for this sub-committee only)

Fund-raising and Promotions Sub-Committee












- i This Sub-Committee is accountable to the full Committee and reports on its work and the activities at each full Committee meeting.

Fund-raising and Promotions Sub-Committee Membership

- Judith Kauntze (co-opt for this sub-committee only)
- Campie Hurst-Bannister
- Miya Bond
- Steve Baber

Appendix 7: Policies for the Parish Hall

The Parish Hall has a framework of policies to support its business. The following are those approved by the Committee and currently in place.

- | | |
|---|---|
|  Health and Safety Policy |  Finance Policy |
|  Fire Safety Policy |  Charging Policy |
|  Equality and Diversity Policy |  Equal Opportunity Statement |
|  Compliments and Complaints Policy |  Safeguarding Policy |
|  Green Policy |  Policy in Respect of Fair Trade |
|  Conservation Policy | |

Appendix 8: Annual Accounts

East Worlington Parish Hall Fund

Accounts 1/4/2015 - 31/3/2016

	2015/16		2014/15	
Income less Expenses (Unrestricted)	-£ 31,973.53		£ 62,286.57	
Income (Unrestricted)	£ 48,255.49		£ 70,336.41	
Community Service	£	214.44	£	4,253.44
Donations	£	1,984.71	£	883.24
Electricity Meter	£	190.00	£	42.00
Fund Raising	£	1,295.00	£	3,505.25
Gift Aid	£	370.00	£	93.79
Grants	£	41,425.00	£	58,285.00
Hire of Equipment	£	21.00	£	60.75
Hire of Hall	£	1,936.25	£	2,495.50
Interest Income	£	397.09	£	197.44
Monthly draw	£	372.00	£	480.00
Sales	£	50.00	£	40.00
Expenses (Unrestricted)	£ 80,229.02		£ 8,049.84	
Capital Expenditure	£	465.56	£	723.62
Cleaning	£	237.50	£	367.20
Community Service Expenses	£	93.75	£	1,647.85
Consumables	£	6.74	£	34.80
Fund Raising Expenses	£	245.00	£	905.62
Gift Aid	£	-	£	0.87
Insurance	£	997.71	£	823.43
Kitchen Equipment	£	398.00	£	-
Kitchen project	£	379.20	£	-
Licences	£	111.60	£	234.20
Monthly draw	£	224.50	£	233.50
Office supplies	£	184.75	£	331.45
Other Expenses	£	242.69	£	150.45
Renovation and Restoration Project	£	76,057.07	£	1,863.99
Rent Paid	£	0.10	£	-
Repairs and Maintenance	£	-	£	96.86
Utilities	£	584.85	£	636.00
Income less Expenses (Restricted)				
<u>Thatching Appeal</u>				
Income (Restricted)	£ 577.75		£ 213.00	
Thatching Appeal Donations	£	577.75	£	175.00
Transfer from Arts Group			£	38.00
Expenses (Restricted)				
Income less Expenses (All Funds)	-£ 31,395.78		£ 62,461.57	

Statement of Assets and Liabilities

	1st April 2016	1st April 2015
Accounts Payable	£ -	-£ 39.00
Accounts Receivable	£ 230.50	£ 340.50
Cash Account	£ 239.09	£ 454.23
Current	£ 10,977.72	£ 2,699.45
Maintenance Fund	£ 18,347.50	£ 18,605.58
Thatching Fund (Restricted)	£ 1,580.55	£ 1,232.80
Working Deposit Account	£ 31,945.04	£ 71,422.62
	<u>£ 63,320.40</u>	<u>£ 94,716.16</u>

Balance difference 1 April 2014 - 1 April 2015-£ 31,395.78

Miya Bond
Honorary Treasurer

 7/5/16

Sean Hartrey
Independent Examiner

Notes

1. Not included in Renovation and Restoration Project is the 5% retention on building works, a sum of £2,612.04 + vat at 31st March 2016.