



# East Worlington Parish Hall

East Worlington, Crediton, Devon EX17 4TS  
Charity Number 267969

## Trustees' Annual Report

May 2016 to May 2017



## Contents

A. Summary of Achievements 2016 / 2017 .....	3
B. East Worlington Parish Hall Treasurer's Report 2016-2017 .....	3
C. Annual Accounts 2016 -2017 .....	4
D. Financial Management and Probity .....	4
E. Honorary Secretary .....	5
F. Bookings .....	5
G. Financial Supporters and Project Funding .....	5
H. Health and Safety Annual Report .....	6
I. Compliance .....	6
J. Actions in Pursuit of Our Objectives .....	7
Strategic Plan .....	7
Strand 1 – To Preserve the Integrity of the Building .....	7
Strand 2 – To Ensure the Parish Hall Maintains Financial Viability .....	7
Strand 3 – To Promote the Parish Hall as an Infrastructural Asset for the Community .....	8
Strand 4 – To Secure a Customer-Focussed Approach .....	8
Strand 5 - To Secure the Sustainability of the Hall as a Community Facility .....	8
Strand 6 – To Promote and Support the Health and Well-being of the Community .....	8
K. Parish Hall Committee Activities 2015/2016 .....	9
L. Thatching Appeal .....	10
M. Heritage Project .....	10
N. Conservation and Improvement Projects .....	11
O. Repairs and Maintenance .....	11
P. Volunteer Contributions .....	11
Q. Marketing and Publicity .....	12
R. The Future .....	13
R.1. Context .....	13
R.2. Objectives .....	13
R.3. Commitments .....	13
R.4. Plans .....	14
Appendix 1: Strategic Plan 2015 - 2018 .....	15
Appendix 2: Trustees .....	17
Appendix 3: Appointment of Trustees .....	17
Appendix 4: Governance .....	17
Appendix 5: Committee Structure .....	18
Appendix 6: Policies for the Parish Hall .....	19
Appendix 7: Annual Accounts 2016 / 2017 .....	20

## **A. Summary of Achievements 2016 / 2017**

- 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. Continued to provide a community facility for community use and contributed to the social interaction and well-being of our community by providing a range of different social, recreational and educational activities.
  - b. Maintained the strength of governance by retaining and recruiting a multi-skilled board of Trustees / Management Committee who are dedicated to achieving community accountability and effective management of the Parish Hall.
  - c. 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.
  - d. Continued to gain support and encouragement from Community Organisations, including the Parish Council, Parochial Church Council, Chulmleigh Academy Trust and Women's Institute.

## **B. East Worlington Parish Hall Treasurer's Report 2016-2017**

- i. This has been an excellent year for fundraising for the hall with around £42,000 raised from grants, donations and fundraising. The crocus and cream teas event, once our main fund raiser was put into second place by a spectacular £1430 from the Jazz night and not far behind was the incredibly popular Antiques evening. Once again fund raising from our regular events, the Sunday Brunch and Pub Nights, 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. Well done to all involved in all our events, it really is appreciated and makes an enormous difference.
- ii. The major expenditures this year, like last, were the restoration and thatching work. The main building work is now completed and the hall is now a wonderful asset to the community. This completion of this project has been a tremendous achievement and, perhaps somewhat rare building work, has not gone over budget.
- iii. It should be noted that the sums paid to our main contractor were subject to a 2.5% retention which has not yet been paid. It is therefore important that the retention figure is ring-fenced in the bank to cover this future bill.
- iv. The future of the hall continues to be a financial challenge. The heating of the hall will be an ongoing expense 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 project will be a significant cost for which major fund raising will be required and of course we need to continue to fund raise for the next re-thatch in twenty years.
- v. The accounts were examined and duly signed off by Sean Hartrey, chartered accountant. Many thanks once again to Sean.

Miya Bond  
Honorary Treasurer  
May 2017

## **C. Annual Accounts 2016 -2017**

- i The approved annual accounts for 2016 / 2017 are located at [Appendix 7](#)

## **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.
- viii The Trustees / Management Committee thank Miya Bond, Honorary Treasurer, for the dedicated work she has undertaken during the year to ensure the Parish Hall fulfills its commitment to effective and efficient financial administration, and management, and achieves probity.

## **E. Honorary Secretary**

- i. Throughout the year Rachel Jenkins, Honorary Secretary, has provided excellent effective and efficient administrative support for the Committee.
- ii. This has ensured the records of the business of the Parish Hall and the Parish Hall Committee are accurate and well maintained.
- iii. The Committee's meetings agendas and minutes are public displayed on our website  
<http://www.eastworlingtonparishhall.btck.co.uk/MeetingDatesAgendasMinutes>
- iv. During the year there has been six Committee meetings and one extra-ordinary meeting.

## **F. Bookings**

- i. Throughout the year Lorna Manton, Booking Secretary has provided an excellent service ensuring the bookings for the Hall are well managed and hirers are compliant with the hire agreement and Parish Hall policies associated with use.
- ii. The long standing annual hire agreement with the school has changed this year with the school preferring to adopt a 'pay as you go' arrangement.
- iii. A regular weekly booking has been a Pilates class and this has proved to be very popular.
- iv. The hall has been used frequently in support of the Parish Hall Committee's Community programme including monthly brunches, quiz nights and social nights when the Hall becomes the 'Laughing Cockerel' for pub nights.
- v. The Hall continues to provide a vital venue for Parish Council, Parochial Church Council and Parish Hall Committee meetings.

## **G. Financial Supporters and Project Funding**

- i. The table below shows the organisations that have offered financial support to contribute to the facilities provided at the Parish Hall during the year. This builds on the excellent financial support in the previous year (outlined in the Annual Report 2015/2016) in support of the conservation and improvement work at the hall.

Awards For All	Audio-visual equipment	£9,960
North Devon Council	Window Blinds	£300

## **H. Health and Safety Annual Report**

- i. The fire safety log book was updated following the re-opening of the Hall last year. Periodic monthly checks of the fire alarms and emergency lighting have been undertaken and a log book maintained.
- ii. Regulations and insurance conditions require all electrical systems and equipment are installed and maintained in a safe condition. The electrical system is professionally checked on a regular basis.
- iii. An accident book is kept on the premises and any accidents/incidents are recorded. There are no such accidents to report for the period.

Brian Edwards

11th May 2017

## **I. Compliance**

- i The Parish Hall aims to achieve compliance in all respects.

### **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.

### **I.d Asbestos**

- i An asbestos report is current and provides the Committee with information confirming that the very limited issue of external soffits in the foyer are of asbestos based product with an extremely low level of risk.
- ii This is only an issue when the product is disturbed in any way by, for example, work on the building. All contractors are informed should the soffits be part of building works.

### **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 license is in place and renewed annually.

### **I.f Insurance**

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

## **J. 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. This Plan continued to provide a strategic framework for detailed short-term conservation, improvement and maintenance projects.
- ii Phase 1 of the Hall Conservation and Improvement Programme was completed during the year and this includes 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 in good condition.
- v Fund-raising through activities, grant applications and donations continued throughout the year and these have a significant role in preserving the integrity of the building.

### **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 is in place to secure appropriate income from lettings.
- iii We have a Business Plan for 2014 - 2019.
- 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 Parish Hall 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. These strategies aim to ensure the community are well-informed and our income and fund-raising events are well supported.

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

- i The Hall remained a venue for meetings for community organisations, including East Worlington Parish Council, Worlington Parochial Church Council, and Worlington W.I.
- ii The Hall continued to be hired for community activities and interest groups e.g. Pilates and Photography Group.
- 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 continued to progress 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 and this has had a positive impact on community satisfaction.
- iii Our booking system has been refined and is 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 the 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 The Hall is now recognised as a 'Community Hub' and continues to be sustained by the excellent support of community volunteers.
- iv An annual programme of activities and events organised by the Parish Hall Committee has been devised and implemented, to contribute to the sustainability of the Hall as a Community Hub.
- v Through Heritage Lottery Funding support the Hall is now recognised Heritage Learning Centre actively supported by Worlington Heritage Group.

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

- i We continue use a holistic definition of health and well-being including, social, emotional, educationally, and physical aspects of life and this is reflected in our Community programme of activities and the range of user groups.
- ii In sustaining the Parish Hall as a viable venue in support of community well-being, we continue to ensure there is a facility within the locality that acts as a Community Hub.
- iii We continue to support the provision of range of activities that enable residents to benefit as a fundamental purpose and outcome of the Hall as a Community Hub.
- iv We continue to receive comments and feedback from members of the community about the value of the Parish Hall and respond appropriately.



## **K. Parish Hall Committee Activities 2015/2016**

### **K1 Monthly Draw**

- i During the year the Parish Hall Monthly Draw continued to run. The administration arrangements of the Draw have continued 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.

### **K2 Monthly Community Brunch**

- i The monthly Sunday Brunch continued throughout the year and continued to be well-supported.
- ii This monthly activity is only achieved through the support of a team of volunteers who work in the kitchen and serve the customers. Our thanks go to all those who provide the support.
- iii It provides another opportunity for members of our community to meet each other and socialise.
- iv It continues to raise funds to reinvest in the Parish Hall as a community facility.

### **K3 Community Lunches**

- i We offered a Christmas Community Lunch which was well-supported and appreciated by those who attended.
- ii It was particularly important event as we were able to invite two previous residents, now in their 80's, who had moved away from the locality and while living in the community for many years had made a significant contribution to the Hall.
- iii This Christmas Community lunch was provided through the services of Chulmleigh Academy Trust college kitchen team who continue to provide an excellent meal.

### **K4 Pub Evenings**

- i. We continue to offer our ever-popular pub style evenings during the year. To give these events some 'pub atmosphere' we now 'turn' the Parish Hall into the Laughing Cockerel.
- ii. Thanks go to all those volunteers who enable these events to be held.
- iii. The events have been well attended and they provide an opportunity for the community to socialise; have a drink; and enjoy a supper.
- iv. The events raise funds to reinvest in the Parish Hall as a community facility.

### **K5 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. 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.
- ii. Our thanks go to the Hurst-Bannisters owners of East Worlington House, adjacent to the Parish Hall who open their gardens for this event.
- iii. Our thanks go to all the community volunteers who support the event through excellent catering and car park duties.

## **K6 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.
- ii While the quiz can be competitive it is also an enjoyable and fun evening held in good spirit.
- iii 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.
- iv The event raises funds to reinvest in the Parish Hall as a community facility.

## **K7 Christmas Tree at the Hall**

- i. This year we again had a Christmas Tree with Christmas Lights outside the Hall.
- ii. On the 10<sup>th</sup> December the lights were officially turned on.
- iii. The children attending East Worlington Primary School decorated it with their own Christmas decorations. This made it very attractive and very seasonal.

## **K8 'Call My Bluff' Antiques Evening**

- i. Exeter Auctioneers and Valuers, Berne Hampton and Littlewood supported the fund-raising for the Parish Hall conservation and improvement work by organising in a 'Call My Bluff' style antiques quiz. For each question there was one antique and three definitions with three different estimates. The idea was to guess which definition and estimate was correct.
- ii. The evening included a meal prepared cooked and served by community volunteers.
- iii. This was a well-attended informative, interesting and enjoyable evening.

## **L. Thatching Appeal**

- i The Hall's undertook the period renewal of the thatch between January and May in 2016. This was funded through extensive effort to raise fund both through fund-raising events organised by the Management Committee and through donations and grants.
- ii Our Master Thatcher was Richard Frost and our thanks are expressed for his work.
- iii The Thatching Appeal now starts again to ensure the necessary finances are available the next time the Hall needs re-thatching.
- iv The renewal of the thatch is built into our Business Plan with the aim of adding to the fund annually.

## **M. 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 and continues to meet as part of the heritage work associated with the Hall's conservation
- ii. Their work has included managing the Heritage Project, 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 producing information materials.
- iii. The Heritage Project is supported by Heritage Lottery South West.

## **N. Conservation and Improvement Projects**

- i The conservation and improvement work for the main hall at the Parish Hall was completed in May 2016.
- ii The Committee's thanks go to Richard Boxall, who project managed the work to bring it in on time and on budget.
- iii Our thanks also go to the main contractor, Richard Slee, and sub-contractors who achieved a quality outcome.
- iv This conservation work was an integral aspect of the Heritage Project Plan which achieved Heritage Lottery support.
- v Work has started on the planning and preparation of the conservation and improvement of the Parish Hall kitchen.
- vi Three estimates for this project have been received and work is now underway to secure the necessary funding.

## **O. Repairs and Maintenance**

- i. We have a Maintenance Policy
- ii. We maintain a Repairs and Maintenance Schedule and prioritise essential work.
- 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.

## **P. 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 projects.
  - 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 Heritage 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 cleaning activity.

## **Q. 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 Heritage Website [www.ewph.uk](http://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/> @Webcoordinator1

## **R. The Future**

### **R.1. 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 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.

### **R.2. Objectives**

- i Five main objectives provide the focus for the 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.

### **R.3. 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.

#### **R.4. Plans**

- i. The Parish Hall [Strategic Plan 2015 -2018](#) is found at [Appendix 1](#). This provides the framework for the work of the Trustees / Management Committee until 2018.
- 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 focus on increasing the income for the Parish Hall through increased use.
- iv. Phase 2 of the Conservation and Improvement Plan will be progressed during 2017/2018. This involves the conservation and improvements to the kitchen area of the building.

# Parish Hall Strategic Plan 2015 - 2018

This Strategic Plan has been developed by East Worlinton 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
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## What we aim to do

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

## Appendix 2: 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
Brian Edwards	Health and Safety	Elected
Lorna Manton	Booking Secretary	Co-opted
Liz Guppy		Elected
Sandy Haughton		Elected
Angie Lunn		School Representative
Philip Risdon		Parish Council Representative
Jonathan Hartford		Co-opted
Shirley Moore		Co-opted

## Appendix 3: 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 4: 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 5: 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 Evenings and a Quiz Night.

#### **The Community Activities Sub-Committee Membership**

- Steve Baber
- Brian Edwards
- Shirley Moore
- Mark Edmonds (co-opted for this sub-committee only)
- Barbara Edwards (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 6: 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.

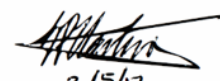
- 📄 Health and Safety Policy
- 📄 Fire Safety Policy
- 📄 Equality and Diversity Policy
- 📄 Compliments and Complaints Policy
- 📄 Green Policy
- 📄 Conservation Policy
- 📄 Finance Policy
- 📄 Charging Policy
- 📄 Equal Opportunity Statement
- 📄 Safeguarding Policy
- 📄 Policy in Respect of Fair Trade

**Appendix 7: Annual Accounts 2016 / 2017**  
**East Worlington Parish Hall Fund**  
**Accounts 1-4-2016 to 31-3-2017**

	2016/17		2015/16	
<b>Income less Expenses (All)</b>	-£	<b>39,236.39</b>	-£	<b>31,395.78</b>
<b>Income less Expenses (Unrestricted)</b>	-£	<b>26,605.79</b>	-£	<b>18,973.53</b>
<b>Income less Expenses (Restricted)</b>	-£	<b>12,630.60</b>	-£	<b>12,422.25</b>
<b>Income (Unrestricted)</b>	£	<b>47,582.31</b>	£	<b>48,255.49</b>
Bank Interest	£	47.55	£	397.09
Community Service			£	214.44
Donations	£	2,173.66	£	1,984.71
Electricity Meter			£	190.00
Fund Raising	£	5,235.32	£	1,295.00
Gift Aid	£	635.75	£	370.00
Grants	£	36,740.00	£	41,425.00
Hire of Equipment	£	20.50	£	21.00
Hire of Hall	£	1,860.53	£	1,936.25
Monthly draw	£	624.00	£	372.00
Other income	£	45.00		
Sales	£	200.00	£	50.00
<b>Expenses (Unrestricted)</b>	£	<b>74,188.10</b>	£	<b>67,229.02</b>
Capital Expenditure	£	1,716.49	£	465.56
Cleaning	£	344.25	£	237.50
Community Service Expenses			£	93.75
Consumables	£	41.76	£	6.74
Fund Raising Expenses	£	2,252.75	£	245.00
Insurance	£	893.97	£	997.71
Kitchen Equipment			£	398.00
Kitchen Project			£	379.20
Licences	£	136.56	£	111.60
Monthly draw	£	268.00	£	224.50
Office supplies	£	97.16	£	184.75
Other Expenses	£	535.91	£	242.69
Renovation and Restoration Project (note 1)	£	66,151.42	£	63,057.07
Rent Paid	£	0.10	£	0.10
Utilities	£	1,749.73	£	584.85
<b>Income less Expenses (Restricted)</b>				
<b><u>Thatching Appeal</u></b>				
<b>Income (Restricted)</b>	£	<b>294.40</b>	£	<b>577.75</b>
Thatching Appeal Donations	£	294.40	£	577.75
<b>Expenses (Restricted)</b>	£	<b>12,925.00</b>	£	<b>13,000.00</b>
Thatching (note 2)	£	12,925.00	£	13,000.00

<b>Statement of Assets and Liabilities</b>	1st April 2017	1st April 2016
Accounts Payable		£ -
Accounts Receivable	£ 498.75	£ 230.50
Cash Account	£ 186.21	£ 239.09
Current	£ 13,478.41	£ 10,977.72
Maintenance Fund	£ 3,950.14	£ 18,347.50
Thatching Fund (Restricted) (note 3)	£ -	£ 1,580.55
Working Deposit Account	£ 5,970.50	£ 31,945.04
	<b>£ 24,084.01</b>	<b>£ 63,320.40</b>
<b>Balance difference 1 April 2016 -1 April 2017</b>	<b>-£ 39,236.39</b>	

  
 Miya Bond 2-5-2017  
 Honorary Treasurer

  
 2/5/17  
 Sean Hartrey  
 Independent Examiner

#### Notes

1. Not included in Renovation and Restoration Project is the 2.5% retention on building works, a sum of £2,582.15 + vat at 31st March 2017.
2. For clarity in this year's accounts it has been decided to separate the amount spent on thatching from other restoration and renovation building work. For parity and to allow comparison, this separation is also shown in the previous year's figures.
- 3 To ensure funds for the next rethatch of the hall it has been agreed by the Parish Hall committee to transfer between £500 - £1,000 to the restricted thatching fund from each year's reserves. The precise amount to be decided by the committee at the AGM each May.