



TRUSTEES' ANNUAL REPORT

MAY 2013 TO MAY 2014

East Worlington Parish Hall
East Worlington
Credon
Devon
EX17 4TS



Email: worlingtonparishhall@gmail.com

Website: <http://www.eastworlingtonparishhall.btck.co.uk/>

The Parish Hall is held in Trust and leased from the Parish Council with the current lease expiring in 2034.

Names of Trustees

Steve Baber	Chair /Elected
Campie Hurst-Bannister	Vice-chair / Elected
Miya Bond	Honorary Treasurer / Elected
Jude Coldwell	Honorary Secretary / Elected
Winnie Corley	W.I. Representative
Brian Edwards	Elected
Liz Guppy	Co-opted
Sandy Haughton	Elected
Sheila Hockley	Elected
Terry Pullen	Academy / School Representative
Philip Risdon	Parish Council Representative

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.

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”.

Committee Structures

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.

A. Heritage Project Sub-Committee

- i During the year the Parish Hall Committee formed a Heritage sub-committee with the remit of supporting a Heritage Lottery Grant application and with a focus on conserving the Parish Hall and developing its potential as a local Heritage Centre.
- ii 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.

A1 The Heritage Project Sub-Committee Membership

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

B. Community Activities Sub-Committee

- i During the year the Parish Hall Committee formed a Community Activities Sub-Committee to undertake the work of establishing and implementing a community activities programme that increased the use of the Hall and supported income. The Community Activities Programme includes Monthly Community Brunch, Community Lunches, Pub Games Evenings and a Quiz Night.
- ii This Sub-Committee is accountable to the full Committee and reports on its work and the activities at each full Committee meeting.

B2 The Community Activities Sub-Committee Membership

- Steve Baber
- Jude Coldwell
- Brian Edwards
- Campie Hurst-Bannister
- 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)

C. Business Development Sub-Committee

- C1 During the year the Parish Hall Committee formed a Business Development Sub-Committee to engage in the work necessary to enable the Hall to be financially viable and raise sufficient funds for improvements and essential repairs and maintenance.
- C2 This Sub-Committee is accountable to the full Committee and reports on its work and the activities at each full Committee meeting.

C3 Business Development Sub-Committee Membership

- Miya Bond
- Campie Hurst-Bannister
- Jude Coldwell
- Steve Baber

Policies of 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 |

Actions in Pursuit of Our Objectives

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

A. Strategic Plan

- i The Parish Hall Strategic Plan 2011 – 2015 (Appendix 1) continues to provide the structure and focus of the work of the Parish Hall Committee.
- ii Building on the progress made in previous years the main milestones achieved during this year are:

A1 Strand 1 – To Preserve the Integrity of the Building

- i There has also been significant work on developing the capacity and ability to support the conservation of the building. A Conservation Project Plan has been developed and much of the preparation work in readiness for conservation work has been completed. Richard Boxall (Chartered Building Surveyor), a community volunteer, has contributed significantly to the plan and ensuring the necessary permissions and tenders are in place. Listed Building Consent and Building Control Approval have been secured. A Heritage Project Sub-committee has been established and has become very active during the year in developing the heritage importance of the Hall and its setting. The main challenge for implementation is sufficient funding.
- ii Work to improve the kitchen facilities continues and the kitchen use has increased during the year.

A2 Strand 2 – To Ensure the Parish Hall Maintains Financial Viability

- i During the year the previous Honorary Treasurer left the Committee and Miya Bond now holds that position. Miya has put much work into learning about the accounts of the Parish Hall and establishing process and protocols to continue to ensure good financial management. Some of this work has resulted in an updating of the Parish Hall's Finance Policy.
- ii There has been a review of our necessary annual outgoings and a comparison to our annual income generation. The review has indicated a need to update our charging policy and establish a new business plan.
- iii Much work has gone into grant application during the year. While there have been disappointments there have been successes and during the year grants from the Community Council of Devon (£5,000) and Big Lottery Awards for All (£8,750) have been secured adding to the previously secured grants from Devon County Council (£4,000) and East Worlington Parish Council (£500). During the year there has been an evaluation of the business needs of the Parish Hall and the extent to which it can income generate sufficiently to meet the running costs of the Hall independent of grants (Strand 2). Dependence on grants which are applied for annually leaves the Parish Hall in a financially vulnerable position and a firmer sustainable business approach is necessary to meet future running costs.

A3 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 An increase in community events organised by the Parish Hall Committee has enabled greater opportunities for community social interactions and supported community cohesion.

A4 Strand 4 – To Secure a Customer-Focussed Approach

- i Progress has been made in readiness to install and improved heating system with plans drawn up, Listed Building consent and Building Control approval confirmed and tenders for the work secured. Funding remains the challenge to implementation

A5 Strand 5 - To Increase the Space Available for Activities and Events

- i Improved storage of tables through the purchase of stacking tables with a mobile storage unit.

A6 Strand 6 – To Promote and Support the Health and Well-being of the Community

- i This year has seen further development of activities designed to support the health and well-being of the community.

Compliance

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

A. Electrics

- i PAT of appliances has been completed within the 12 month period
- ii Testing of the hard wiring and consumer units has been completed in this 12 month period.

B. Fire Risk Assessment

- i A Fire Risk assessment is in place and this is reviewed annually. Separate Fire Risk Assessments are undertaken for activities different from the general activities covered by the generic Fire Risk assessment.

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.

D. Asbestos

- i An asbestos survey has taken place and a report and management plan have been produced. A copy is held in the Parish Hall and all contractors and volunteers working on the maintenance, repairs and improvements of the Hall are informed about the Asbestos Report findings. Asbestos was found in three areas as follows: Main Hall Cement ceiling lining; Stage Area Cement ceiling lining; Main Building Insulating board soffit boards to entrance area and all were confirmed to be in good condition and required no attention unless disturbed as part of works.

E. Play Music

- 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

F. Insurance

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

Electrical Installations and Safety Annual Report

- i Following recent work to the electrical consumer unit an interim solution to isolate all circuits ensured protection for users. A necessary full upgrade work to the consumer unit and associated electrical infrastructure will be undertaken when the Hall's Improvement and Conservation Plans are implemented.
- ii All portable electrical appliances have been tested and although it is not a legal requirement it is suggested that they are re-tested in the 12 months.
- iii The Fire Safety Policy has been reviewed and is still valid for the next 12 months (May 2014 to May 2015). As there have been no changes to the building the policy does not need updating.
- iv A review of the Fire Risk Assessment has been carried out and this confirms it remains current and appropriate since there have been no changes to the building or its use.
- v Regular inspections of the Fire Extinguishers, signage and evacuation routes are carried out. Testing of the fire alarm system is done and a log book is maintained.

*Brian Edwards
Health and Safety Officer
May 2014*

Use and Users

- i The main user of the Parish hall continues to be East Worlington Primary School who uses the Hall on a regular basis for PE, Games, Drama, and Music. The school also book the Hall for plays, parties, and occasional meetings.
- ii The Parent Teacher and Friends association have used the Hall for discos and other events they run.
- iii The pre-school have used the Hall for fund-raising events.
- iv The Church has used the hall for meetings, and events including the Harvest Supper, an Antiques Evening for fund-raising, and the Annual Summer Fete.
- v The Parish Council hold their meetings at the Hall.
- vi The Hall is used as a Polling Station.
- vii Different community organisations and groups use the Hall. These are Worlington W.I.; the Photographic Group; Sunday Club; Table Tennis; and Pilates
- viii The Hall has been hired occasionally for private parties and celebrations and functions, including funerals.
- ix There is a significant capacity for greater use of the Hall and our research suggests when the internal conditions in the Hall, including better heating are improved, the Hall will have greater community use.

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 2.

East Worlington Parish Hall Treasurer's report 2013-14

- i This has been a fantastic year for fundraising from events run in the hall. As can be seen from the annual summary the unrestricted income for this year more than doubled. This is mainly due to the fundraising income from one off events and the community programme of Community Lunches, Sunday Brunch, Games and Quiz nights boosting money raised from £1220.85 in 2012-13 to £3,710.81 this last year. Attached to this report is a summary of the income from events in 2013-14. A fantastic well done to all involved in arranging events and a big thank to all the many helpers. In addition, of course this year we have launched a monthly draw, which has already raised nearly £300. *(It should be noted that the income does not include £166.50 of outstanding invoices on April 1st for the hire of the hall, which has now been received, and £43.79 which is the Gift Aid on donations.)*
- ii Where we did less well this year compared to last was with donations. In 2013-14, the thatching appeal was launched and this raised over £1,800; this year donations only amounted to £130 and this is the main reason why the total income for the year of £2,338.83 is down on last year's £2,694.22.
- iii The only major expenditure this year was the purchase of 12 new tables and carrying trolley to replace the old Parish Hall tables that were in very poor condition. The £1,330.13 cost of these was covered by two Parish Council grants totalling £845.58 and the remaining £485.55 with funds from the profits from the community programme events.
- iv The accounts were examined and duly signed off by Lt-Col Peter Townsend MBE. However I have been informed that due to ill health this will be the last year that Lt-Col Peter Townsend will be examining the accounts and on behalf of myself and the Parish Hall Committee I wish to extend sincere thanks to both Peter and Paula Townsend for their assistance in producing these annual accounts.

Miya Bond
Honorary Treasurer
May 2014

Grant Applications

- i During the year a number of grant applications have been made with some success.

Reaching Communities - Lottery	£0
Community Council of Devon	£5,000
Awards for All -Lottery	£8,785
Clothworkers' Foundation	£0
Henry Smith Charity	£0
Trusthouse Charitable	£0
North Devon District Council	£300
Parish Council TAP Funds	£250

Parish Hall Committee Activities 2013/2014

A. Monthly Draw

- i During the year the Parish Hall Monthly Draw was launched. 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. The draw started in March and by May has 38 entries.

B. Monthly Community Brunch

- i During the year a monthly Sunday Brunch was launched with the contribution of a team of volunteers who work in the kitchen and serve the customers. The menu includes Bacon Baps; Sausage Bap; Vegetarian Bap; Extra fried egg on any of the above; Croissant; Hot Toast; Unlimited Tea, Coffee; and Orange Juice. 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.

C. Community Lunches

- i We continue to offer a Community 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. 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.

D. Pub Games Evening

- i During the year we have launched a Pub Games evening with plans to run the event approximately every two months. We have hosted two well attended events to-date and they provide an opportunity for the community to socialise; play pub games, including darts and skittles; have a drink; and enjoy a supper. It also raises funds to reinvest in the Parish Hall as a community facility.

E. Cream Teas Associated 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 opened its doors to offer cream teas and cakes. 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 Improvement and Conservation Programme.

F. Annual 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.

Thatching Appeal

- i The Hall's thatched roof will need replacing within the next 2 years. The current estimates are between £26,000 and £30,000. A re-thatching appeal fund was launched in 2012 and this provides the opportunity for people to donate by 'purchasing' a bundle of thatch for £5.00. This is intended to raise the funds for the thatching materials. We have now sold 200 bundles and still need to sell 1600 bundles.

Improvements - Community Hub

- i In the Community Survey about the Parish Hall conducted in 2012 the community identified the heating as the main priority for improvement. This is further supported by the conditions survey which identified the need to address issues of dampness and wood decay under the floor. This year has continued to progress our plans to make these necessary improvements. The main activities have been about establishing detailed building plans and specification, gaining necessary permissions, tendering for prices and fund-raising. As the only community facility in the locality the hall plays an important role and with the improvements can more significantly develop its function as a Community Hub as defined in our Business Plan.

Conservation – Heritage Centre

- i During the year our plan to conserve the Parish Hall as an example of our heritage has further developed.
- ii Our plans are stimulated by the local community's recognition of the importance of the hall as a feature of our local heritage and the ambition to ensure all the building's features, that represent that heritage, can be viewed, learned from and are conserved, and by the opportunity to secure funds for the conservation of the Hall and its heritage through, for example, Heritage Lottery funding.
- iii The Heritage Plan has a number of dimensions: Management and Governance; Capital Work - Building Conservation; Research, Investigation and Interpretation; Production of Heritage Learning Materials and Resources; Learning as Part of the Project e.g. cob walling, thatching, traditional timber construction; Linking with Local Schools; Learning in the Hall, through the building itself and through a Heritage Exhibition; and as a Heritage Hub to support learning about the heritage of associated with the local environment and community.
- iv The Heritage Sub-Committee are co-ordinating the development and implementation of the plan.

Repairs and Maintenance

- i The repairs and maintenance needs have been identified throughout the year and added to the Repairs and Maintenance Schedule and prioritised. Ron Moore (volunteer) has continued to ensure the Hall is in good repair and provides invaluable support to the Hall. 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.
- ii The following work has been undertaken during the year:
 - a. Outside cupboard – new lock fitted and door post replaced
 - b. Main entrance – replaced vertical door stop on left hand side of entry
 - c. Fuse box cupboard – cut door in half, fitted two new hinges plus hasp and staple and padlock
 - d. Turned and added support to two kitchen shelves after bowing occurred
 - e. Replaced hook and eye on stairs to stage to stop movement
 - f. Rehung right hand curtain on stage
 - g. Cut eight trestles to enable them to be stacked on top of each other for ease of storage.

Achievements

- 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.
 - a. Social interaction benefits from increased community participation in the planning, implementation and attendance at an increased number social and recreational events.
 - b. Increased positive impact on community cohesion through attendance of community members from the spectrum of the community profile at Parish Hall organised events.
 - c. Increase in income from fund-raising events (as outlined in the Honorary Treasurer Report) and the investment in the facilities of the Hall to the benefit of users, e.g. new tables, better equipped kitchen.
 - d. A discernable increase in 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, contributing the progress towards the vision in real and practical terms, e.g. plans and planning, contribution of a diverse range of skills and expertise, heritage project development, social programme development, and grant applications and fund-raising activities.
 - e. Greater effectiveness and efficiency of the management and administration of the Parish Hall through the further development of policies and working practices that increase the 'business' approach to the Parish Hall and the greater use of Information and Communication Technology.
 - f. Continued support and encouragement from Community Infrastructural 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.

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 undertakes a large amount of repairs and maintenance work is invaluable in ensure the Hall is maintained in good order.
and
 - Richard Boxall who has undertaken a significant amount of work in developing the plans and specification necessary for the Parish Hall Conservation and Improvement, ensuring necessary permissions are gained and generally providing project management
- v During the year the Committee decided in addition to the limited time available for our paid cleaner that a volunteer group would give the Hall a full clean once a month. Much appreciation is expressed for those who have contributed to this monthly cleaning activity.

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 Website <http://www.eastworlingtonparishhall.btck.co.uk/>
 - c. Community Email Distribution Network
 - d. Parish Hall Facebook page <https://www.facebook.com/EastWorlingtonParishHall>
 - e. Parish Hall Twitter <https://twitter.com/> @EWPHHeritage
 - f. Articles in the monthly Parish Magazine
 - g. Information on Community Noticeboards
- 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

Future Plans and Objectives

- i 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.
- ii 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 farm (no close neighbours). The area is sparsely populated, with less than 0.1 persons per hectare.
- iii 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.
- iv 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.
- v This profile is unlikely to change within the foreseeable future.
- vi 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. The profile of the community must continue to be monitored and the committee respond to any change in need, maximising the opportunity to engage volunteers and contributors in pursuit of the Hall's purpose and objectives.

Objectives

- i Four main objectives provide the focus for the future plans for the Parish Hall
 - a. To further develop the Parish Hall as a business orientated organisation
 - b. To revise the charging policy and hiring agreement in response to the review
 - c. To improve the usage and experience of users by improving the internal conditions
 - d. To ensure the Hall is conserved, its heritage importance realised and it fulfils a function as a Heritage Learning Centre.

Commitments

- i Our commitments are to:
 - 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.

Parish Hall Strategic Plan 2011 - 2015

This Strategic Plan has been developed by East Worlington Parish Hall Management Committee and outlines the Parish Hall business ambitions and activities between 2011 and 2015

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 increase the space available for activities and events	To promote and support the health and well-being of the community
<div>What we aim to do</div>	<p>Replace the thatched roof</p> <p>Treat woodworm in roof</p> <p>Treat wet rot under the floor</p> <p>Implement a repairs and maintenance plan</p> <p>Decorate internally and externally</p> <p>Make any necessary improvements to facilities including the kitchen and the toilet</p>	<p>Introduce a Marketing and Promotion Strategy</p> <p>Create the capacity to explore grant funding</p> <p>Review the Charging Policy</p> <p>Secure effective and efficient financial structures and procedures and implement a financial software programme</p> <p>Maintain a business plan and review it annually</p>	<p>Promote community cohesion and organisational partnership</p> <p>Provide a place for community meetings</p> <p>Ensure the Parish Hall meets the needs of the community within the limitations of its strategic, legal, and financial framework</p> <p>Clarify and 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>Review the heating arrangements and improve as appropriate</p> <p>Maintain policies that support customer safety and well-being</p> <p>Encourage the community to generate ideas</p> <p>Encourage customer feedback</p>	<p>Review current use of space</p> <p>Improve storage arrangements including chairs, tables and other equipment</p> <p>Explore other options to increase storage space</p> <p>Encourage creative thinking to identify options for increased activity space relevant to identified need</p>	<p>Encourage community interest groups</p> <p>Encourage learning and personal development activities</p> <p>Encourage emotional and physical well-being activities</p> <p>Encourage events that facilitate social engagement</p> <p>Encourage young people to actively engage with Parish Hall management and activities</p>

Appendix 2 East Worlington Parish Hall Annual Accounts 2013 – 2014

2013/14

2012/13

Income less Expenses (Unrestricted)

£ 2,208.83

£

981.78

Income (Unrestricted)

£ 7,888.65

£

4,918.69

Fund Raising (Note 1 See
Restricted)

£ 1,919.65

£ 832.85

Community Service Income (Note
2)

£ 1,791.16

£ 388.00

£

3,710.81

Hire of Hall

£ 1,622.00

£ 1,514.00

Hire of Equipment

£ 26.00

£ 71.50

Donations

£ 80.15

£ 106.95

Gift Aid (Note 3)

£ 231.75

£ 186.25

Grants

£ 1,545.58

£ 529.52

Interest Income

£ 120.36

£ 219.98

Meter Payment

£ 230.00

£ 236.00

Sales

£ 10.00

£ -

Monthly draw

£ 312.00

£ -

Jubilee Income

£ -

£ 833.64

Expenses (Unrestricted)

£ 5,679.82

£

3,936.91

Fund Raising Expenses

£ 510.19

£ 133.67

Community Service Expenses
(Note 2)

£ 926.05

£ 265.43

Gift Aid

£ 0.26

£ -

Monthly draw

£ 18.49

£ -

Repairs and Maintenance

£ 478.46

£ -

Rent Paid

£ 0.10

£ 0.10

Insurance

£ 828.93

£ 785.59

Capital Expenditure

£ 62.43

£ 1,053.48

Licences

£ 146.80

£ 299.49

New tables

£ 1,330.13

£ -

Utilities

£ 521.50

£ 491.00

Secretary

£ 38.19

£ -

Cleaning

£ 256.20

£ -

Consumables

£ 51.36

£ -

Statutory inspections (Note 4)

£ 201.24

£ -

Other Expenses (Note 5)

£ 309.49

£ 74.51

Jubilee Expenses

£ -

£ 833.64

Income less Expenses (Restricted)

£ 130.00

£

1,712.44

Arts Group

Income (Restricted)

£ -

£

-

Expenses (Restricted)

£ -

£

-

Balance carried forward

£ 38.00

£

38.00

Page

1

East Worlington Parish Hall Fund (continued)

Thatching Appeal

Income (Restricted)		£	130.00		£	1,888.96
Gift Aided Thatching Appeal	£	70.00		£	907.00	
Thatching Appeal	£	60.00		£	981.96	

Expenses (Restricted)					£	998.53
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Balance carried forward		£	1,020.43		£	890.43
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Improve & Conserve Project

Income (Restricted)					£	1,000.00
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Expenses (Restricted)					£	177.99
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Balance carried forward		£	822.01		£	822.01
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Income less Expenses (All Funds)		£	2,338.83		£	2,694.22
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Statement of Assets and Liabilities at 1 April 2013

Cash Balance	£	-
Current Account Balance	£	2,033.66
Working Deposit Account Balance	£	8,063.99
Thatching/Maintenance Account Balance	£	19,669.19
Uncleared Cheques (£89.48, £60.00 & £0.10)	-£	149.58
	£	<u>29,617.26</u>

Statement of Assets and Liabilities at 1 April 2014

Cash Balance	£	43.14
Current Account Balance	£	2,298.58
Working Deposit Account Balance	£	9,301.32
Thatching/Maintenance Account Balance (Note 6)	£	19,752.22
Deposit from 2012/13 not included in last year's accounts	-£	132.00
Uncleared outgoing cheques	-£	171.75
Uncleared incoming cheques	£	864.58
	£	<u><u>31,956.09</u></u>

Balance difference 1 April 2013 - 1 April 2014

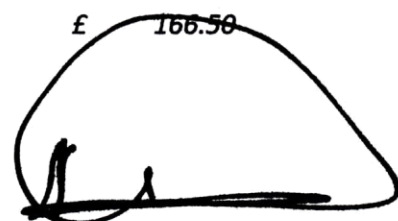
Accounts receivable at the end of year

£ 2,338.83

£ 166.50



Miya Bond
Honorary Treasurer



Lt-Col Peter Townsend MBE
Independent Examiner

0805/14

Notes

Note 1: The Committee are in the process of applying for major funding to improve & conserve the hall.

Note 2: Refers to community events run to provide income to purchase improvements for the hall. This year the sums raised were used to purchase new tables

Note 3: includes £226.75 gift aid on 2012-13 donations Note 4: electrical and fire safety

Note 5: accounts software, asbestos survey, and miscellaneous kitchen items

Note 6: includes £130 restricted income to be transferred to Thatching Account