



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	04	2016	<b>To</b>	31	03	2017

## Section A Reference and administration details

Charity name

Worton & Marston Village Hall

Other names charity is known by

Library Hall

Registered charity number (if any)

248792

Charity's principal address

Church Lane  
Worton  
Devizes  
**Postcode** SN10 5SH

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Veronica Franklin	Chair		
2	Pauline Crisp	Treasurer		
3	Jo Banks	Secretary		
4	Jeff Stocks			
5	Suzanne Bonfield		Co-opted Feb 2017	
6				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

### Name of chief executive or names of senior staff members (Optional information)

n/a

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document Trust Deed

(eg. trust deed, constitution)	
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected by members of the wider management committee which is drawn from the user base of the village hall.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Worton & Marston Village Hall is a member of Wiltshire Village Halls Association & benefits from the advice provided by the Wiltshire Village Halls advisor.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

Provision and maintenance of a village hall:

- for the use of the inhabitants of the Parishes of Marston and Worton,
- for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

### **Provision of a village hall for the use of the inhabitants of the parishes of Worton & Marston**

The village hall is available to all members of the community to use for children's parties, weddings, wakes and social events. During the year it is the venue for the annual newcomers party, the Church's village supper, the Link scheme's annual quiz night. It is the venue for Worton Parish Council's monthly meetings & is used as a polling station for all local & general elections. In addition, the equipment in the village hall is available to use by members of the community and is used for the School Fete every year.

### **Provision of a village hall for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants**

The village hall is used on a regular basis for a number of leisure & learning activities including:  
 Weekly Brownies & Rainbows groups  
 Weekly toddlers group  
 Weekly dog training  
 Monthly gardening club

Monthly WI meeting  
Monthly ladies group

During 2016, a celebration tea party was held in April for the Queen's 90<sup>th</sup> birthday and the hall was also the starting and finishing point for the village Monster Scarecrow Trail which took place on October 29<sup>th</sup>.

### **Maintenance of a village hall**

Since the last AGM (26<sup>th</sup> April 2016), the following has been undertaken by the maintenance team and others:

1. The six-monthly tests of the emergency lighting were completed in June 2016 and February 2017 by Alarms & Electrical (Devizes) Ltd. and all three fluorescent tubes progressively replaced.
2. The annual PAT (Portable Appliance Testing) was completed in July 2016 by APT Electrics Ltd. of Devizes with no issues.
3. The security light outside the Boiler Room was replaced by Tim Smith as it had failed.
4. The threshold strip between the Main Hall and the Inner Lobby was replaced as it was damaged.
5. Fitted 'blinking plates' to electrical outlets in the Main Hall and Inner Lobby as a safety measure.
6. Investigated the 3kW Sadia Water Heater in the loft after a query at last year's AGM. The temperature of the hot water cannot be reduced further as it is already at the minimum (60 Celsius).
7. Tim Smith fitted a new light in the 'Worton Toddlers' cupboard after a request from Hilary Hams at last year's AGM.
8. The radiators in the Inner Lobby, Gents and Ladies toilets were re-connected to the heating system by Jim Forrester in September 2016 and subsequent leaks rectified. No further issues with the heating system has been reported since.
9. Maintenance day (14<sup>th</sup> January 2017) where the following was completed. The Inner Lobby cleaning cupboard painted. The windows and cills washed. The Main Hall walls, radiators, cross-braces, etc. washed. The loft floor swept and the insulation re-fitted where required. The school-side boundary hedge was cut back to a manageable size including cutting down trees to the same height. The area around the oil tank was cleared and the Bus Stop cleared of all vegetation. Four 'Jumbo' bags were subsequently filled with the arisings and taken to the dump. Further arisings / compost heap to be cleared at a future date.
10. The Inner Lobby door handle was replaced as it would not open on occasion.
11. The annual test of the fire equipment was completed in February 2017 by Devizes Fire Protection Ltd. with no issues.
12. Work by Gaiger Bros. to re-furbish the toilets was started as planned on Thursday 30<sup>th</sup> March 2017 and is scheduled to complete on Friday 28<sup>th</sup> April 2017. The Village Hall remains closed for the

duration of the works. A Maintenance Day is planned for Saturday 29th April 2017 to complete the decoration and fitting-out of the toilets.

#### **Public Benefit**

We are mindful of our responsibility to run our charity in a way that is beneficial to the public; and to demonstrate this in accordance with the Charities Act 2011:

- 1) There must be an identifiable benefit or benefits
- 2) The benefit must be to the public – or a section of the public.

We confirm that our activities support our objectives as outlined above.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All people involved in activities undertaken for and on behalf of the village hall are volunteers. The main contributions are:

##### Organising & helping at fundraising events

10 people regularly help at events giving around 5 hours of their time at each event. Over the year, this amounts to around 200 hours of volunteer effort.

##### Helping with the maintenance

5 people help with the regular maintenance programme and during this year each has given over 15 hours of their time. In addition, there are a further 5 or 6 people who help out on an ad hoc basis each giving around 2 or 3 hours of their time.

This is in addition to the time given by each of the Trustees.

The Trustees would like to thank (in no particular order):

Keith & Primrose Wright, June Mason, Pam Woods, Mark & Jane Fisher, Jane Loveys, Joy Stokes, Pam Rendall, Douglas Crisp, Dot & Bill Francis, Cheryl Hailstone, Chris & David Johnson & Paul Sperring.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the year, the village hall has been used for:

? private hirings by members of the community

c. 10 public village events

c. 25 sessions for Brownies

c. 25 sessions for Rainbows

c. 25 sessions for Toddlers

c. 94 sessions for dog training

10 meetings of the gardening club

10 meetings of the WI

5 meetings of the ladies group

8 meetings of the Parish Council

### Fundraising

The focus this year has been on fundraising for the next major renovation project mentioned above. A fundraising campaign Spend a Penny for this has been designed. Grants have been sought & agreed from Worton Parish Council, Marston Parish Council, Devizes Area Board & Wiltshire Community Foundation. There have also been significant community fundraising events undertaken including a Loo 'Lympics sports day in July, the Monster Trail in October, Xmas Bazaar in December, a live music gig & jumble sale in March. All of these events have been very well supported by the local community and people from further afield. In addition we have signed up to an online fundraising platform, Easyfundraising.

### 200 Club

In the 2016/17 year 119 people joined the 200 club. This resulted in a profit of £708 (after prize money had been paid). As agreed by the Trustees in the beginning of the year, all this money was put aside to fund the Loo Project (Spend a Penny Campaign). 21 different people won prizes, with one person winning twice and one winning three times!! The drawer was made each month by a variety of people (often children) and always in the presence of a second person to corroborate the results. Trustees have registered to run the lottery for another year and hope to increase numbers.

### Other achievements

In October 2016, the Trustees applied for and were successful in achieving Hallmark 2, the quality accreditation scheme for village halls.

### Future Plans

The Trustee's attention remains on improving the interior of the hall with a specific focus on the cloakroom facilities. The work required to provide disabled access will be carried out in April 2017 as referred to in the maintenance report above.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The Trustees of the village hall have deemed that they do not have sufficient funds to hold any in reserves.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Pauline – might you be able to complete this section please. Just what you would have included in a Treasurer's report.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		