

Trustees' Annual Report for the year 31st July 2019 – 2nd September 2020

Fontmell Magna Village Hall (301129)

Funding

As at the end of the financial year 1st May 2019 – 30th April 2020, the charity had funds totalling £37,863.24, an increase over the previous year of £13,679.32*

Of this, £28,609.98 is available for expenditure on the hall in relation to building maintenance or urgent furniture or equipment replacement. £4,860.01 is earmarked for Tennis, and £4,393.25 is earmarked for the Play Area.

It is the strategy of the committee, as trustees, to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this, with reserves used for one-off maintenance expenditure. Village Hall income, ignoring tennis court fees and any grants or donations, was £9,626.12 (an increase of £771.15 from last year). In the absence of any grant from the village fête and the loss of income from Hall Hire it will be important to increase this figure through additional fundraising during 2020/21.

The cost of running the Hall was £11,564.48 (an increase over last year's £9,293.12 due to increases in Inspection & Service Charges, Maintenance and Electricity (5 invoices in one year). We have changed electricity supplier to Good Energy, who are now also dealing with our FIT payments, and electricity costs over the year are beginning to reduce.

The PV panels generated £980.25 an increase of over £200 on previous years.

Note: * £10,000 was received as a one-off State Aid Grant as a result of the forced closure of the Hall due to Covid-19.

2019/20 achievements and updates

The Village Hall has had a few Trustee changes this year with the resignation of Pippa Bealing from the role of Bookings Manager. Kim Masters stepped up to take on the role at Vice President in addition to her role as Playground Rep in September 2019 and Sian Highnam was elected as a Trustee taking on the role of Bookings Manager.

During this lockdown period our dear President, Leo Williams, passed away. He had been involved in the Village Hall at all levels and lastly in the role as President. He will be sorely missed by us all.

The Village Hall closed on Monday 23rd March but we are pleased to be welcoming back some of our regular user groups this Autumn. Sian has been keeping in contact with all our hirers during lockdown and sending them regular updates.

Thanks also to Louise Murchie for getting the Tennis Court ready for action when it re-opened in early May. It is still being offered Free of Charge to all users.

Once again, the focus this year has been on raising funds, primarily for the updating of the playground. The Playground Appeal was set up in October 2018 in order to replace the equipment and surface. During 2019/20 it has spent £485 on maintenance. The Appeal Fund now stands at £4,393.25.

Grants from the winding up of the Fete Committee along with the Village Tea Party brought in £1,093.55 in Summer/Autumn 2019 and the Second Christmas Fayre raised £1,646.38 slightly down on last year. Other fundraising efforts are taking place through grant applications and the Fundraising Cookery Book is making steady progress and will be launched in time for the Christmas Fair which is being brought forward to Saturday 17th October 2020. Applications for Grants towards new playground equipment and other items continue.

We started 2020 with the launch of the Community Lunches which were exceptionally well attended. This was run as a not for profit event and at present there is a small surplus of £42.71 towards the next Community Lunch. These lunches will be returning to the hall as soon as we can safely do so

Improvements to the hall have included the repair of the roof and toilets and the hall is due to be repainted throughout soon.

The hearing loop was installed and has made a noticeable difference. We ran a drop-in session in January to demonstrate how the hearing loop works and once the Hall re-opens, we will provide training for the regular Village Hall users.

Superfast Fibre Broadband was installed in August. We successfully applied for a Government Voucher in April to cover the installation cost. We paid a one-off payment of £700 to cover the VAT and a monthly charge of £5. A good Wi-Fi connection is something that our user groups and hirers have been keen to have for some time now so we are very pleased to have fibre at 100mbps. Wi-Fi access will be included in the hire charges for 2020 and hire charges will remain the same as they were pre-lockdown.

We are still in the process of creating our own website which will show a calendar of availability and allow us to link to all social media platforms promoting the village hall, the regular events, as well as a venue for wedding receptions and birthday parties. We were working on this with volunteers from Clayesmore School but this has stalled due to Covid-19.

Governance

Fontmell Magna Village Hall is a charity, originally called the 'Fontmell Magna Village Hall and Playing Field Charity', regulated under a Scheme approved by the Charity Commissioners dated 25th June 1987. Under the Scheme, the charity is administered and managed by the Management Committee as charity trustees in accordance with the terms of the Scheme.

Following the completion of the new Village Hall in 1997, the Charity Commissioners approved an Amending Scheme dated 23rd March 1998. This Amending Scheme clarified the name of the charity as 'Fontmell Magna Village Hall (301129)' and also allowed the trustees to set its own 'Rules of Procedure' (as long as these did not conflict with the Scheme). Soon after the trustees agreed such Rules of Procedure. Revised Rules of Procedure were agreed in November 2011.

The land on which the Village hall stands, as well as most of the grassed area and most of the tennis court is leased (under a Lease dated 25th April 2005) by the Parish Council to the trustees for 99 years from 31st December 2003 in return for an annual rent of £1 (if demanded). The rest of the land, including the car park, overflow car park and under 12's Play Area, is owned by the trustees and vested under the Scheme in the Official Custodian for Charities.

Objectives of the Charity

As stated in the 1987 Scheme, the objectives of the charity are:

"The provision and maintenance of a village hall, recreation ground and facilities ancillary thereto for the use of the inhabitants of the Parish of Fontmell Magna and its immediate vicinity without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of the life of the said inhabitants".

Principal activities in pursuit of objectives

The hall is in use most days of the week for a variety of activities including Archive Society, Art Group, Carpet Bowls, Fontmell Magna & District Society, Garden Club, Moviola, North Dorset Wildlife Trust, Pilates, Tae Kwon-Do, Yoga and Zumba. It is also used as a Polling Station. The hall is available for hire for private functions including parties, wedding receptions, village social functions and occasional fund-raising events. One of the storerooms houses the village archives, and the Archive Society holds an Exhibition in the hall every two years (next Exhibition - July 2019).

Appointment of trustees

The Committee consists of 12 trustees. Five trustees are elected and serve for a maximum of three years (although they may be nominated for re-election). Elections take place at the Annual General Meeting held in July. In addition, there are seven representative members - one representative member is appointed annually by each of the seven organisations that the Committee decide are regular and frequent user groups. The trustees form the Management Committee of the Village Hall which has the power to co-opt up to three further trustees on an annual basis. A President may also be appointed each year, but is not part of the Committee and is not a trustee.

Names of trustees

Elected Trustees	Representative Trustees
Chairman – Rosie-Anne Yates (25/7/18)	Archive Society - Roger Hillman (23/7/14)
Vice Chairman – Kim Masters (25/9/19)	Art Group - Annie Smale (26/6/00 – 2/9/2020)
Secretary – Lisa Le Druillenec (25/7/18))	Carpet Bowls – Gerry Bone (29/7/15)
Treasurer - Dick Stainer (1/5/14)	Fontmell Society – Michael Hobbs (23/7/14)
Bookings Manager – Sian Highnam (25/9/2019)	Garden Club – Stephanie Bird (29/7/15)
	Moviola – Alison Main (3/7/13)/Libby Gendall
President – Vacancy	Play Area – Kim Masters (25/7/18)
	Tennis Court – Louise Murchie (31/10/18)

As well as the AGM on 31st July 2019, the trustees held 6 committee meetings: on 25th September 2019 (6 trustees), 6th November 2019 (9 trustees), 22nd January 2020 (11 trustees), 4th March 2020 (8 trustees) 6th May 2020 – by Zoom Videoconferencing (11 trustees) and 1st July 2020 – by Zoom Videoconferencing (8 trustees). An additional meeting to discuss the re-opening the Village Hall was held on 26th August (11 trustees). The 2020 AGM was postponed until 2nd September to allow for a Public Meeting at the Village Hall (Covid-19 restrictions permitting).

Dick Stainer (who was due for re-election in July 2020) has agreed to continue in the role of Treasurer for at least one more year.

Policies and procedures

The Health & Safety Policy and Risk Assessment was reviewed in July 2020, and there was a RoSPA inspection of the Play Area (October 2019).

Hiring agreement

Use of the village hall is subject to a hiring agreement (updated in June 2014 with Special Conditions of Hire added in July 2020) which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (not including alcohol) with North Dorset District Council. The hall is licensed by PPL PRS Ltd for live and recorded music.

Insurance

The Lease dated 25th April 2005 requires the trustees to cover the full cost of reinstating the hall, including site clearance, professional fees and VAT. The trustees also recognise that they are under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Accordingly, the village hall is insured with respect to property damage (buildings insurance) and contents by Allied Westminster 'VillageGuard'. The levels of cover are set out in the accounts.

There is also public liability cover of £5,000,000, employers' liability cover of £10,000,000 and trustee indemnity cover of £100,000.

Maintenance checks

- The mains electrical installation and portable electrical appliances are checked every five years. The last inspection was by Owen Brockway on 4th December 2019.
- The fire alarm is tested twice a year and the security alarm once a year, by Partnership. The emergency lights are tested once a month by the Caretaker.
- The CCTV is maintained by Secure Alarms, Poole.
- Firefighting appliances are inspected annually under a contract with Bourne-Romsey Fire Protection (last inspection March 2019) The 2020 inspection is delayed due to Covid-19.

Providers

Electricity Provider: Good Energy

Caretaker: Pat Guy

Independent Examiner: Roy Foster

Bank: Lloyds plc and Ecology Building Society

Tennis court: First Serve /Louise Murchie

Electrics: Owen Brockway Partnership

Security Alarm & Fire Alarm: Partnership
Fire Equipment Check: Bourne Romsey
General Maintenance: Perry & Sons
Outdoor equipment/fencing: Steve Radley
Septic Tank: Rob Beale
Grass/hedge cutting: Gary Payne

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

Signed on behalf of the charity's trustees: