

St Margaret's Hall  
Management Committee  
Minutes of Annual General Meeting

Saturday, 10 May 2014. 0930.

**1. Present**

John Macdonald (Chair), Gareth Cherry (Treasurer), Maria Hawkins, Vicky Franklin, Keith Norman, Sarah Warren (Secretary).

**2. Apologies**

Chris Bailward (Deputy Chair), Sally Collins, Emilie Gordon, Paddy Hughes, Jacqueline Pyne, June Wood.

Paddy Hughes has regrettably had to retire from the trusteeship after many years of service. JM outlined Paddy's contribution to the Hall and will write a letter of thanks on behalf of the Committee.

**3. Minutes of previous AGM held on 11 May 2013**

Previously circulated, signed.

**4. Matters arising from the minutes**

None.

**5. Chair report.**

Previously circulated. (JM had thought the report was needed in the approved format for the Charity Commission; JP explained that as our turnover is less than £10,000 we are required to file an audited statement of account, but not a report). The report will remain in the minutes for future reference and will revert to the previous style for next years report. JM read out the salient points.

***St Margaret's Village Hall. Horsington***  
*Lower Road, Horsington, Templecombe. BA8 0EH.*  
*Registered Charity No.304561*

[horsingtonvillagehall.co.uk](http://horsingtonvillagehall.co.uk)

*Awarded Hallmark 1*

***Trustees' Annual Report***

*6 April 2013 to 5 April 2014*

*Trustees*

*Chris Bailward - Deputy Chair*

*Gareth Cherry - Treasurer*

*Sally Collins - Primary Key holder*

*Vicky Franklin*

*Emilie Gordon - Bookings Secretary*

*Maria Hawkins*

*Paddy Hughes  
John Macdonald - Chair  
Keith Norman - South Cheriton Football Club  
Jaqueline Pyne - Charity Commission - WI  
Sarah Warren - Secretary  
June Wood - Parish Council*

*Chair of the Trustees:  
John Macdonald  
Orchardleigh  
Horsington  
Templecombe  
BA8 0EG  
E-mail: johnanedmac@aol.com*

*Sources of advice and support  
Bank: HSBC. Wincanton  
Community Council for Somerset  
South Somerset District Council  
Horsington Parish Council  
Paul White - Accounts Examiner*

### **Governance**

*St. Margaret's Hall was established as a charity on 12 March 1940. The Hall was the gift of the Bailward Family, who owned the land and built the original building in 1907. Part of the land and the store room extension was granted to the charity on a 99 year lease at a peppercorn rent which expires in 2100. The Village Hall Management Committee is responsible for the day to day running of the Hall and keeping the building in good state of repair. The Hall was awarded Hallmark 1 Status again this year.*

### **Appointment of Trustees**

*The Trust Deed governs the appointment of trustees and the management of the charity up to a maximum of 18 trustees.*

*At present there are 12 Trustees. Trustees are elected at the Annual General Meeting. The Trustees make up the Village Hall Management Committee. Where possible the Trustees should be selected from the regular user groups of the Hall. The Management Committee wishes to strengthen its numbers and is looking for additional members.*

*The Trustees form the Management Committee of the Village Hall which has the power to co-opt up to 5 further trustees on an annual basis.*

### **Policies and Procedures**

*To guide the Management Committee in exercising its duty of care to members and users of the Hall the Trustees are issued with copies of the Trustees' Starter Pack and appropriate officers are issued with an Officers Booklet in which these procedures are laid out.*

### **Hiring Agreement**

*Use of the Village Hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The Conditions of Hire sets out and identifies the respective responsibilities of each party to the agreement. The conditions of hire have been rewritten recently in accordance with latest good practice and are available in the Hall or electronically on the Village Hall website. The rewritten Hiring Agreement is awaiting ratification by the committee at it's next meeting.*

### **Licences**

*The Hall has a Premises Licence. The Hall does not have a licence for alcohol. If required hirers may apply for a TEN from the local authority. The Hall is not licensed by the Performing Right Society for live and recorded music.*

### **Risk Management**

#### **Insurance**

*The Village Hall is insured with respect to property damage (buildings insurance) by Aviva Insurance. It is insured with the same company with respect to contents public liability employers' liability and legal assistance.*

*The Management Committee recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.*

#### **Building Issues**

*The outside fabric of the building has undergone a major overhaul during the year. The roof has had all the loose and damaged tiles replaced. The exterior has been repainted and where necessary the damaged wood has been replaced. The building can now be considered watertight.*

*Where the floor was repaired two years ago there have been issues caused by the excessively wet winter. Where the floor was distorted this issue has been resolved with the coming of the drier weather.*

*Portable electrical appliances are tested by qualified personnel annually.*

*The mains electrical installation is checked by a qualified engineer every 3 years; due in 2016.*

*A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law. Fire fighting appliances are inspected annually. The Committee is grateful to the Parish Council for it's continued efforts in monitoring and maintaining the Hall surrounds.*

#### **Objectives of the Charity**

*Provision of a Village Hall for the benefit of the inhabitants of the Parish of Horsington without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions. Use of the Village Hall is for meetings, physical and mental recreation and social, moral and intellectual development with the object of improving the social conditions of the life of the inhabitants.*

*The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.*

#### **Principal Activities in pursuit of Objectives**

*The Hall is in use for most days of the week for activities such as Pilates, Badminton, Dance, Upholstery and Art. The nearby Primary School has utilised the Hall for the annual production of it's play. The Hall was used for the local elections last May.*

*There have been parties, wedding receptions, wakes and fund raisers held in the Hall.*

*The changing rooms are utilised by the increasingly successful South Cheriton United Football Club. Presently there are 7 youth teams and two adult teams. The Hall has seen an increase in feedback and as a result business from our website.*

### **Funding Strategy**

*It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The contributions made by users of the hall are set to achieve this. At present the Hall runs with a positive cash flow even with our very competitive hire rates.*

### **Reserves Policy**

*The Charity had £16,000 in the bank as unrestricted reserves at the year end. This year the reserves were reduced due to the upgrading of the exterior of the building. The reserves are available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. The Trustees are responsible for the maintenance of the village hall.*

### **Volunteers' Effort**

*Management costs are kept to a minimum through the use of volunteers for regular maintenance. Volunteers from the Committee carry out other regular maintenance checks. Volunteers carry out one major spring clean of the building a year, outside and in.*

### **Future Plans**

*The Trustees are aware that the Village Hall is less energy efficient than it might be and has resolved to undertake an assessment as to what improvement can be made. Specifically to ascertain ways of evenly distributing the heat in a hall with a high ceiling.*

*Spare capacity in the Hall is promoted via a website maintained and edited by the Deputy Chair of the Committee.*

## **6. Treasurer's report**

Previously circulated with spreadsheet and unaudited Statement of Account. John Fleming has been away for some time and Paul White, who previously has completed the task prior to John Fleming, has kindly consented to examine the Accounts.

*St Margaret's Hall continues to be in a strong financial position with £12,882.46 in accumulated funds. This is after £3,886 was spent on redecoration through the cause of the year as well as an additional £1391 being spent on roof and external woodwork repairs. Income was also lower by 38% year-on-year principally as a result of no fund raising village dinner through the course of the financial year and an 88% drop (£981) in income from the art classes/art workshops that are run out of the hall.*

*The hall continues to be in a position whereby routine repairs/maintenance are easily met as well as being able to afford any major works. Ensuring we have a fund raising dinner once per financial year will definitely benefit the hall on an on-going basis.*

## **7. Bookings report**

*The Village Hall continues with all its usual classes and activities. The WI, Parish Council meetings and the Election Polling Station, which gives it a healthy, steady income. We have a few adult parties and the usual children's parties. There have been a number of enquiries from the website which is fantastic. We have recently had an enquiry from a lady who is putting on a musical evening in the summer, which will be good for the village hall and hopefully an enjoyable evening out for many villagers as well. Everything is running smoothly, with nothing else to report.*

## **8. Sport's report**

*It has been a case of so near so far for the South Cheriton United Football Club, with three teams finishing third in their leagues, those being our Under 18's, 11's and 10's. Our Under 15s finished 4<sup>th</sup> in their league and reached a Cup Final only to lose. Our Under 18's finished runner up in their league and beat the team that won it, being the only team to do so. Our Senior Side after being promoted last season finished in mid table in their league. We also ran a reserve side this year which has struggled and are currently second bottom with one game still to play. We are hoping to run three new teams next year, those being Under 9's and 6's.*

*The club is flourishing with, in all, over 150 players.*

## **9. Resignation of Committee**

The committee resigned.

The AGM ended at 10am.