

## **Campton Village Hall Management Committee**

Registered Charity No. 270676

### Chairman's Annual Report

1<sup>st</sup> January 2020– 31<sup>st</sup> December 2020

#### Names of Trustees

|               |                          |
|---------------|--------------------------|
| Keith Holland | Chair                    |
| Angela Baker  | Treasurer / Secretary    |
| Liz Bishop    | Fundraising Co-ordinator |
| John Ayres    | Bookings Co-ordinator    |
| Joe Longson   | PC Representative        |

### **(i) Governance**

Campton Village Hall was established as a charity by a Trust Deed & Lease dated 23 March 1970 between the St Albans Diocese, the Parochial Church Council of Campton and the Parish Council of Campton.

The Lease was renewed in 2012 and the Trust Deed continues in operation.

The Hall was built sometime during the 1800's and sold to the Church by the Osborn family of Chicksands on the 7th July 1873 when it was used as the Village School until 17th June 1936. It was then used as the Sunday School for a number of years. It was then sold to the PCC in July 1959.

In the most recent Parish Plan (2010-2015) the Village Hall was seen as a key community asset. Parishioners were keen to see that the Village Hall remained and that it should be supported by the community.

### **(ii) Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. Trustees are elected at the Annual General Meeting in each year.

In addition, the trust deed states up to 6 representative members should be elected from groups who are each able to nominate one trustee. These are the PCC, Parish Council, Football Club, WI, Youth Club and Evergreen. (WI, Youth club and Evergreen no longer exist).

The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 5 further trustees at any properly constituted meeting of the Committee throughout the year.

All members are required to retire at the end of the AGM but may then be re-elected or re-appointed. 2016 was the first occurrence for a number of years where we had at least 6 members available for election at the start of the year and, with numbers being maintained throughout the year, and the same occurred in 2017 and 2018. However, four members stood down during 2019 and recruitment of new members has met with limited success. The present Committee of four will almost certainly be reduced further by 2021 and additional volunteers would be very welcome indeed.

The Trust Deed confirms that new groups may appoint a representative member by the

vote of a majority of not less than two thirds of all the committee members.

The Trust Deed requires all members to sign in the minute book of the committee a declaration of acceptance and willingness to act for the Trust. The Committee is required to hold at least two ordinary meetings a year. The Chair of the Committee must be elected at the first meeting in each year after the AGM. The Committee may appoint a Vice chair.

Voting shall be determined by way of simple majority; the Chair has a casting vote.

### **(iii) Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which should 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.

### **(iv) Insurance**

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance. The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster VillageGuard (£384,341 cover increased due to the Building Cost Re-assessment completed). It is insured with the same company with respect to public liability (£10,000,000) employers' liability (£10,000,000), libel and slander (£100,000).

### **(v) Building Issues**

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer.
- A Fire Safety Risk Assessment will be carried out bi-annually.
- Fire fighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

### **(vi) Objectives of the Charity**

- Provision of a village hall for the benefit of the inhabitants of the Parish of Campton without distinction of political, religious or other opinions.
- Use of the village hall for 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 inhabitants of Campton

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

- The hall continues to be used for a variety of activities, including casual hire for events and parties and regular hire for sporting and social events.
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and fund raising fairs.

### **(vii) Volunteers' Effort**

Management costs are minimised through the use of volunteers who are the Trustees on the Management Committee. Volunteer time is given each week to cover routine tasks such as bookings, management and routine maintenance. In addition, trustees give considerable time each month for meetings and organising and running fund raising events.

### **(viii) 2020 Review**

The year was dominated by the Covid pandemic and its effects on social gathering.

Consequently the hall has been closed during much of the year.

Funds are in a relatively healthy state largely due to the £10,000 government grant.

We took the opportunity to bring forward planned redecoration of the hall, so when we are able to reopen, hirers will see a refreshed facility.

I would like to thank all members of the Committee for their work during the course of the year. All time and effort volunteered is very much to be applauded.

### **(ix) Financial Statement**

During 2020 the Charity recorded a much-reduced level of activity, and of course, income. Also it has not been practicable to run the 100 Club for the time being.

However, the Treasurer's Report shows that we have assets in excess of £24k even after significant spending on smartening up the hall.

The Trustees are responsible for the maintenance of the village hall and from time to time this will involve major works in excess of cash reserves held. On identifying such major works, fundraising/grants will usually be undertaken with the object of meeting the costs in full or part (i.e. without needing a loan). Such funds would be restricted.

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act).

**(x) Future Plans**

The Village Hall should be able to meet its on-going financial obligations through regular hirings, once allowed. We will, however, continue to explore fundraising and grant opportunities and The Committee also recognises the need to be proactive in marketing the hall effectively and continuing to seek additional new hirers for the hall.

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Name**

**Position CHAIR**

**Friday 26th March 2021**