

Campton Village Hall Management Committee

Registered Charity No. 270676

Chairman's Annual Report

1st January 2023 – 31st December 2023

Names of Trustees

Keith Holland Chair

Liz Bishop Secretary/100 Club Co-ordinator

Daria Taylor Treasurer

John Ayres Bookings Co-ordinator

Ormond Taylor Committee Member

Deborah Maggs Church Representative

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'. In the Neighbourhood Plan (2021) it was listed 'an important hub for community events'.

(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. The committee presently consists of six members, but John Ayres has given notice that he'd like to relinquish the role of Bookings Secretary by the end of 2024. We continue to seek his replacement, and additional committee members.

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 (£399,715 cover). 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 club 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 for meetings and organising and running fund raising events.

(viii) 2023 Review

The year was one of steady usage of the Hall. Funds are in a reasonably healthy state.

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

2023 has been another good year for the Village Hall. The Committee's officers, Liz, Daria and John have carried out their tasks with great diligence.

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).

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)). The accounts will be checked independently.

(x) Future Plans

The Village Hall should be able to meet its on-going financial obligations through regular hirings together with the 100 Club contribution. We will, however, continue to ex-

plore other 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. To aid this process the Committee seeks to improve facilities we can offer, e.g wi-fi connectivity, and is open to suggestions from our regular hirers as to improvements to the building.

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

Signed on behalf of the charity's trustees

Signature(s)

Name

Position CHAIR

3rd April 2024