



Orwell Village Hall
Registered Charity No. 300416
Trustees' Annual Report
2021-2022

Names of Trustees

Ashley Ives
Barry Sharman
Mark Collins
Andrew Pulham
Graham Bunnett
Andrew Stone
Emma Tabor
Leslie Daw

Derek Skipper
Chris Randall
Ian Rumbold
Dorothy Turner
David Titchmarsh
Val Rees
Roger Daw

Sources of advice and support

South Cambridgeshire District Council

Cambridgeshire ACRE

Orwell Parish Council

Governance

Orwell Village Hall was established as a charity by virtue of a Trust Deed dated 30 July 1959.

The Orwell Village Hall Management Committee is responsible for keeping the building in a good state of repair.

Appointment of Trustees

The Trust Deed governs the appointment of Trustees and the management of the charity.

Four Trustees are elected at the Annual General Meeting held in May. In addition, the Custodian Trustee (Orwell Parish Council) nominates three Trustees (formerly five) and regular user groups/village organisations nominate one Trustee. The Trustees form the Management Committee of the Village Hall which has the power to co-opt up to four further Trustees on an annual basis.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to employees (if any) and users of the hall, the following policy statements have been adopted:

Health & Safety Policy

OVHMC offers use of the hall in an appropriate, safe and healthy condition. This is achieved in part by the officers of OVHMC keeping abreast of the relevant health and safety requirements and recommendations. Health & safety requirements are pointed out to hirers at the time of booking and are included in the Terms & Conditions. These are also shown on the Orwell Village Hall website.

The responsibility for the health and safety of users/attendees of the hall during any activity falls to the person who books the hall and signs the booking form unless they appoint an alternative person and notify OVH of that alternative person along with the reasoning for this change. The hirer is advised that it is their responsibility to take appropriate measures to ensure all attendees are familiar with the relevant risks and health & safety practices that will or may be required.

Safeguarding

The committee operates and supports a non-discriminatory approach. The hall is supplied in a fit for purpose condition and meets all known requirements. The following statement included in the T&C. *"The hirer is responsible for the safeguarding of vulnerable people and minors and the implementation of the Disclosure & Barring Service as necessary (ex CRB)."*

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement 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). The hall is licensed by the Performing Rights Society for live and recorded music.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Zurich Insurance plc. The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees (if any) through adequate and appropriate insurance.

Building Issues

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- Firefighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

Objectives of the Charity

- Provision of a village hall for the benefit of the inhabitants of the Parish of Orwell without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants of Orwell.

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 most days of the week for a variety of activities including a table tennis club, women's society, film club, keep fit groups, dance clubs and a local market.

The hall is available for hire for private functions including children's parties, wedding receptions, and village social functions.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The hire fees paid by users of the hall are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum using volunteers for regular inspection and ordinary maintenance of the facilities. Cleaning and significant/specialist maintenance tasks are outsourced.

2021/22 Achievements (Chairman's Statement)

The past twelve months have again been very trying at times, mostly relating to the ongoing presence of COVID-19 (although as far as I'm aware no case of infection has been tracked back to the hall). We, the officers of your hall will continue to monitor Government guidelines and implement actions if and when necessary. We understand that groups may choose to implement additional controls and we again remind you that issues of H&S and risk assessments relating to their specific behaviour is the responsibility of the hirer, not the OVHMC.

I'm sure I speak for the whole committee when I point out that it's rewarding to see the use of the hall increasing. We have a new, regular user holding fitness classes on Monday & Wednesday mornings and we wish Chloe all the best.

We have had frustrations with the ongoing functionality of the broadband connection in the hall. Thanks to considerable effort from Mark Collins, I'm happy to report that the system is at last operational. I join Mark in asking all users if you do experience issues with the broadband, please report this to Mark and don't try to fix it yourself.

The mandatory 5-year fixed wire insulation test was completed along with the PAT testing. Unfortunately, the microwave oven did not pass, and Barry was tasked with finding a new replacement.

The lighting in the Tops Room has been upgraded as step one of the old committee room upgrade programme. You should see more improvements taking place over the coming year.

A fault with a light fitting in the ladies' powder room occurred that resulted in David Titchmarsh finding himself in a predicament. I can confirm that the light has been repaired much to David's relief. While we are on the subject of toilet-related incidents, I can confirm that the disabled toilet alarm has been repaired. I'm sure the committee member who was inadvertently locked in will now be able to sit more comfortably.

We employed a professional (Jackson) to carry out a Fire Risk Assessment as this is a legal requirement. Several small issues were flagged, and these have been rectified. The rear escape route stairs were also flagged as an issue and Barry Sharman is in the process of having this rectified. It was also recommended that we install a fire alarm system. I have been managing this project and the work is planned to take place on the 25th April.

Amongst many non-visible tasks and with some challenges to battle, Andrew has been beavering away. He is responsible in modernising the hall's somewhat archaic governance practices, bringing them into line with 21st century requirements and best practice. Although this is difficult to see now what has changed, I can assure you it will pay great dividends going forward.

Future Plans

The Committee has used this fallow period to embark on a programme of repairs and refurbishment. This programme will continue into 2022/23, with the upgrading of the committee room (now known as the 'Tops Room') and the kitchen and the installation of fibre broadband for the hall.

The imminent installation of a fire alarm system represents a clear step forward on the health and safety front and the officers will engage the services of a grounds maintenance operative on a regular basis to ensure the exterior of the building is also maintained to an acceptable standard.

The Committee will continue to seek opportunities to better market the hall and in particular to welcome new, regular and ad-hoc users. In particular the Committee will seek to promote the Tops Room as a standalone venue for business meetings and similar.

I personally thank Andrew, Barry & Mark for their commitment. These are your officers of your hall. We look forward to working with the full OVHMC in the next year's instalment of repairs and upgrades. Thank you also to OPC for your continued support.

Ashley Ives – Chairman

Treasurer's Statement

I am extremely grateful to Vicki Tatum-Horsfield for producing the year end accounts so professionally and in such a short time. With this report you will find the summary outcome.

We have benefitted from two donations this year: one from The Orwell Players (TOPS) and one from South Cambs District Council, further pandemic support. However, bookings have continued to be affected by coronavirus, which has resulted in several regular users terminating their use of the hall. We appear to have made a small margin but this is only because the revenue figure includes the transfer of funds from our savings account. In fact, despite the grants we have received, we have seen our cash total decline by £2,321.26 (£27,607.55 to £25,286.29). This was in part also due to quite significant costs associated with building maintenance and improvement. Building expenditure included: gutter repairs, improvements to fire and security, fire risk assessment and major upgrades to the electrical facilities. We will have to be vigilant regarding the increased costs of energy in particular.

Despite the disappointing income, due to the generous support we have received in the last two years, we continue to have a sizeable cash reserve of more than £25,000.

We are undertaking further planned expenditure this year, which will probably erode our cash to some extent, but having said that, I think it is becoming clear that the bookings are beginning to recover, although we could do with them improving further now the worst of the pandemic appears to be behind us. We are now accepting bookings for 2023 and it looks like we have resolved the issues we were facing with the internet access. Hopefully this year we will see the promised connection to County Broadband.

Mark Collins - Treasurer

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

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

Signature

Full name Ashley Ives

Position Chairman

Date 20 April 2022