



Orwell Village Hall
Registered Charity No. 300416
Trustees' Annual Report
2023-2024

Names of Trustees

Leslie Daw	Roger Daw
Chris Randall	Barry Sharman
Ian Rumbold	Dave Titchmarsh
Mark Collins	Derek Skipper
Andrew Pulham	Orwell Parish Council (x3 Cllrs)
Dorothy Turner	
Val Rees	

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/June. 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 is 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 Hiscox UK. 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 and surrounding communities 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 and surrounding communities.

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.

2023/24 Achievements (Chairman's Statement)

The VH Management team are very pleased with the overall progress we have made throughout the year in continuing to maintain and improve the facilities in the hall. This has been a major benefit to the community, and we hope users will appreciate the improvements we have made.

As was the case last year we have been using village hall funds to improve the facilities, our major expenditure in 2023/24 being for the stage curtains, which we believe have significantly improved the overall impression and image of the main hall. We have made other important improvements to the audio/video system and have installed a baby changing facility in the Committee Room toilet. We have replaced the back door and installed a key code lock to enable separate entry to the Committee Room avoiding the need for users to enter through the hall.

We remain pleased that the use of the hall has picked up well after the pandemic had passed, despite losing one or two regular users.

We look forward now to make further improvements and to continuing to maintain the facility for all.

I continue to act as interim, temporary Chairman (as well as Treasurer), but we would very much appreciate further support as there are just the three of us at the moment. Any volunteers for Chair would be very warmly welcomed. Having said that, we would like to thank the community and in particular all Trustees for their valued support.

Future Plans

The VH management team aim to continue the development of the facilities at the hall, some of which have been implemented by the time this report is issued. Specifically, in 2024/25 we will explore the possibility of renovating and re-painting the exterior of the building and replacing the external storage shed (Harold) which is coming to the end of its useful life.

Treasurer's Statement

We would like to express our special thanks to Vicki Tatum-Horsfield for preparing our annual accounts, although I have been unable to give Vicki sufficient time to complete them for this meeting. Attached you will find unaudited accounts and I will circulate separately the final versions once the accounts have been signed off.

Bookings have continued to grow for this year as we acquire new regular and occasional users. Total income of £11,661 was nearly £2,000 more than we achieved last year and sufficient to cover our day-to-day operating costs.

I still have one or two outstanding payments for 2023, but I am not unduly worried about them.

The unaudited statement of accounts for 2023/24 can be found at Appendix A.

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

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

Signature

Full name Mark Collins

Position Chairman

Date 6 June 2024