

## Trustees' Annual Report 2022-2023

### Names of Trustees

Helen Lawler	Chair
Annette Hennessy	Secretary
Dave Tasker	Treasurer
Ian Saunders	Booking Secretary
Ian Hilton	
Mike Welburn	
Ben Crossley	Field Broughton Parochial Council
Geoff Wightman	Lindale and Newton-in-Cartmel Parish Council

### 2022-23 Achievements

#### Use and events

This year it feels we are finally moving on from the effects of Covid. Generally, there has been an upturn in use and involvement with the Hall. However, the Committee continue to initiate and support more events than in the past in order to encourage the recovery.

There has been a real community focus this year, something for everyone from big music events, to quizzes which challenged our brains, and chats over coffee, and cake. The summer benefited from two events: the Queen's Jubilee Big Lunch with entertainment from the Village Players followed by V-Fest in August. This event which had been postponed for two years was well worth the wait - a successful celebration of local music, food and beers and was very well attended, and showed the potential of the garden to host larger events.

Autumn was enlivened by the Oktoberfest Bierkeller followed by a Xmas Retro social, and traditional carol singing with mulled wine and cider. In March we shook off the winter blues with the visit of Steel Rhyme - a brilliant night of entertainment from superb musicians. It showed that this kind of quality of event can be fully supported.

Locally Produced has continued to be held on the last Saturday of every month. Thanks to all those who contribute, volunteer and assist on a regular basis to make this a valued, lively and regular event in the social calendar.

#### Community role

We appreciate that the Hall is there for more than just social occasions and this year we have extended our community role by:

- sponsoring basic life skills training.
- purchasing essential equipment to keep the Hall running during emergencies in consultation with the community and other agencies in Cumbria. This was in specific response to the impact of Storm Arwen, and how the Village Hall might be more useful in emergencies.
- donating £300 to the Cumbria Community Foundation Winter Warmth appeal- resulting in £600 by the time it was match funded.
- there was also a community engagement group during the year, thinking of additional ways the Hall might be of use in the community.

We recognise that the Hall's primary purpose is for the benefit of the community, and in order to be a successful it depends very much on the support, and goodwill of the community. We are grateful for that in a number of ways, as well as attendance at events, two other aspects need to be acknowledged.

#### Volunteers' Effort

The Hall requires roughly 1200 hours of volunteer committee time, i.e. 100 hours per month, to look after the governance, maintenance, special improvement projects and running of the Hall. In addition, we rely on voluntary community contribution, for example, organising raffles, planting flowers, running events, decorating the Hall for events, maintenance, and distributing flyers.

#### Financial contributions

We also want to acknowledge that the Hall's income is dependent on fund raising and donations by individuals running events. Locally Produced has been a consistent contributor to funds, and donations have been received from the Quiz, Oktoberfest, Xmas Retro Social and V-fest. The donation from V-Fest has allowed the Hall to purchase some high quality music equipment for events. A significant donation was also received from WRS which we have reserved to improve community resilience. 2022-23 has continued to see good support for the fundraising 200 Club.

#### Communications

One of the objectives set for this year was to improve our communications. This has been achieved by further developing the website, including an Instagram link and having a more integrated approach to the production of publicity material for flyers, the email newsletter and the Community Newsletter from Field Broughton. There is now a network of volunteers to deliver regular flyers.

#### Improvement to facilities

The building is in good condition after the major improvements of last two years. This has continued with:

- recovering the chairs and purchasing additional ones
- basic health and safety improvements to the car park and the step down to the toilet and the porch
- improvements to the garden
- purchase of awnings
- painting the eaves of the building

The Hall has been maintained to a high standard with regular essential checks on electrical and fire equipment. Although now no longer a requirement, we are continuing the COVID cleaning regime in order to maintain the highest standards of safety. There continues to be a commitment to reuse and recycle.

It is a priority to keep the Hall as simple to use as possible, with high quality equipment where possible, and with enough catering equipment for events. This year we have purchased:

- additional music equipment,
- a new microwave
- additional catering equipment

#### Future Plans

We have agreed to build on the progress made this year and continue steadily in the direction we have been heading. Therefore, the objectives for 2023-24 which are proposed for confirmation by the new Committee are:

- Building
  - no major works have been identified, we will work to continue to improve the usefulness of garden area and create more storage
  
- Community
  - continue to encourage use of the Hall and community interest in it
  - explore the creation of a new group to further this, reducing the amount of direct action by the Committee in initiating and implementing events
  - continue to create a wider network of volunteers, especially to help with maintenance, Locally Produced and publicity
  - explore the potential for additional music events, and becoming a venue on the Highlights Rural Touring Scheme
  
- Resilience
  - continue to review and develop how the Hall might be of better service in times of extreme difficulty
  - increase the resources it can offer and promote them. Encourage wider initiatives by anyone to increase community resilience e.g. making the Hall and its publicity methods freely available
  
- Resources - to support this work we will
  - set aside a budget to be agreed by the new Committee
  - revisit the provision of an internet connection
  - continue to communicate the potential of the Hall through more use of social media
  - assess how large events can be accommodated and supported in the future
  
- Governance
  - develop succession planning to attract new Trustees and co-optees
  - continue to review and improve governance systems
  
- Finance
  - Implement recommendations from the recent independent scrutiny and
  - explore ways of earning more interest on cash reserves
  - introduce and maintain an asset register
  - keep a signed delivery note of any major purchase

## Commitment to good Governance

### Management Strategy.

We will maintain the Strategy as revised and agreed in 2022, as the basis for our accountability. This is supported by our Annual Report, our objectives, policies and procedures, the report to the Charity Commission, the minutes of meetings, and decisions taken.

### Appointment of Trustees

The Trust Deed governs the appointment of Trustees and the management of the charity. During 2020-21 the wording of the Deed regarding the make-up of the committee was updated to reflect current needs. No further changes have been made.

This year the Committee has had 8 Trustees from the previous committee with no new Trustees. Both the reserved positions have been filled (one for Field Broughton Parochial Council and one for Lindale and Newton-in-Cartmel Parish Council) and their attendance has been valued.

### Buildings

The buildings and land are now registered with the Land Registry and the original title deed and proof of land registration are now stored with Jackson Solicitors in Ulverston. We continue to make the Hall's governance as transparent and accountable as possible via information on the website, and regular review of policies and procedures.

### Policies and Procedures

To guide the Trustees in exercising their duty of care to volunteers and users of the Hall, the following policy statements and procedures exist. Since last year we have accepted some new policies and procedures and we have drawn up a regular process of review.

Current	Agreed	Review
Risk Management Policy	Oct 2017	Due for review 23-24
Investment Policy	Oct 2017	Due for review 23-24
Policy for Managing Volunteers	Oct 2017	Due for review 23-24
Data Protection and Information Policy and Procedures	November 2021	Reviewed November 22
Financial Policy Policy and Procedures	April 2021	Reviewed February 22
Reserves Policy and Procedures	April 2021	Reviewed February 22

Conditions of hire	January 2022	Due for review 23-24
Safeguarding Policy and Procedures	May 22	Due for review May 23
Equality and Diversity Policy and Procedures	May 22	Due for review May 23
Complaints Policy and Procedures	May 22	Due for review May 23
Health and Safety Policy and Procedures	June 22	Due for review May 23
Trustee Policy and Procedures	May 23	Due for review May 24
Environmental/sustainability Policy and Procedures	To be written 23-24	

#### Using/Hiring the Hall

Use of the 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. This year there has been a review of pricing policy and increases brought in for the first time in 10 years. This has allowed us to move to a more flexible pricing arrangement, to reflect increased costs and the current environment.

#### Licences

The hall is registered with the local authority for small society lotteries. Where events are being held which involve the sale of alcohol a Temporary Event Notice is obtained.

#### Insurance

The committee recognises its legal obligation to protect the building, its users and any employees through adequate and appropriate insurance. The village hall is insured with Alliance Westminster, current provision is:

- Buildings £602,259 re evaluated 2023
- Contents for £11,269 updated 2023
- Public liability £10,000,000 ( including slander £100,000 and hirers liability £2,000,000)
- Employees' liability £10,000,000
- Legal expenses £10,000

#### Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The contributions made by all users of the hall are set to achieve this.

With turnover under £25k it is not a legal requirement to have the Financial Reports and records externally examined, however, the Committee have decided, in the interests of best practice and transparency, that the Financial Reports and records from the end of the 21/22 Financial Year will be externally and independently examined.

#### Reserves Policy

The Village Hall Committee will regularly review its reserves position and policy, considering the current level of reserves, expenditure plans and the relevant risks associated with budgeted income streams. This review will take place at the beginning of each financial year in conjunction with the budget setting process and will be returned to during the course of the year should circumstances change and require a revision to plans.

The adopted Reserves Policy is set out below:

- The budget process should establish what the annual running costs of the Village Hall are and a sum equal to two years of running costs will then be maintained in the Village Hall's current account with the objective of having enough funds to maintain the Hall and its activities in the event of income being completely curtailed.
- Further funds will be left in the current account to cover the budgeted one-off project spend for the following financial year, that amount to be agreed through the acceptance of the proposed budget. The current years project budget to be determined by the amount of Reserve funds available, taking into account any foreseen long-term needs for growing and retaining reserves (e.g. a roof fund).
- Where the budgeted running costs (i.e. budgeted costs excluding budgeted one-off project costs) exceed the budgeted income for the following year, an amount equal to that deficit will also be left in the current account.
- Any surplus to the above amounts, as established at the beginning of the Financial Year as part of the budget setting process, will be transferred to the reserve / savings account which are to be set aside as a sinking fund to fund long-term maintenance costs (e.g. a roof fund) or future years one-off projects as deemed affordable at the time in the light of the long-term maintenance plans.
- Any unexpected one-off maintenance or project activity and related expenditure not covered in the budget will be funded from the reserves that exist in the Village Halls Reserves accounts.
- The total reserves balance at the end of the 22/23 Financial Year is £ 21,059.15. The current account balance is £12,281.32. The budget setting for the 23/24 Financial Year will be undertaken at the beginning of the new year, and an appropriate transfer to the savings/reserve account will be made in line with the Reserves Policy noted above.
- The Trustees are responsible for the maintenance of the village hall and from time to time this may involve major works far in excess of cash reserves held. On identifying such major works, fundraising or applications for grants are undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

#### Aims of the Charity

'Shall be held in trust for the purposes of a village hall for use of the inhabitants of Newton in Cartmel and the neighbourhood distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, and in particular for use for meetings, lectures and classes or other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants'. Extract from the Trust Deed 1971

The Trustees consider these aims to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year. For example,

the Hall is available for use most days of the week for a variety of activities. Since restrictions have been relaxed the hall has been regenerated as part of the community, for example with yoga classes, talks, entertainments, village social functions, Girl Guides, Lent Courses, music rehearsals, quizzes, Parish Council meetings, cycling club, a monthly 'Locally Produced' market, and carol singing.

The Hall is also available for hire for private functions including children's parties, wedding receptions, funeral teas etc.

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

Signed on behalf of the charity's Trustees

Signature (s)

**Full name(s)** Helen Lawler

**Position** Chair

**Date**