



*Prospect of Camelot Castle 15 Aug 1723*

*William Stuckey*

## **Trustees' Annual Report**

**April 2020 – March 2021**

### **Management Committee**

#### **Trustees**

- |                  |  |
|------------------|--|
| • Phillip Jones  | Chairman   |
| • Hilda Connolly | Vice Chairman and nominee of St Thomas a Becket church |
| • David Cosham   | Secretary  |
| • Samantha Davey | Treasurer and bookings secretary                       |
| • Janet Bradford | WI nominee   |

No trustee was nominated by the South Cadbury & Sutton Montis Parish Council

#### **Volunteer**

- Scott Austin Policies including Health & Safety

#### **Sources of Advice and Support**

- Community Council for Somerset, Viney Court, Viney Street, Taunton, TA1 3FB
- Somerset Community Foundation, Yeoman House, Shepton Mallet, BA4 6QN
- SPARK Somerset, Units 3 & 4, The Courtyard, Bowdens Farm, Hambridge, TA10 0BP
- South Cadbury & Sutton Montis Parish Council
- South Somerset District Council, Petters Way, Yeovil, BA20 1AS
- ACRE (Action with Communities in Rural England), Corinium Suite, Cirencester Office Park, Tetbury Road, Cirencester, Gloucestershire, GL7 6JJ
- The Charity Commission, Redgrave Court, Merton Road, Bootle, L20 7HS,
- Unity Trust Bank, Four Brindley Place, Birmingham, B1 2JB

#### **Governance**

South Cadbury Village Hall, sometimes known as "The Pavilion", was established by a Trust Deed and Lease dated 21st September 2001, with a subsequent Deed of Variation dated 4th February 2002.

The hall was erected in 1980 by South Cadbury villagers on land leased at a peppercorn rent from the Montgomery family. It was later modernised and officially re-opened by Mrs E. Montgomery in 2003. A 35-year lease on the land was granted on 20<sup>th</sup> November 2001.

#### **Appointment of Trustees**

The Trust deed governs the appointment of Trustees and the management of the charity. Three trustees are elected at the AGM and may stand for re-election. One trustee nomination is requested from each of the Parish Council, the Woman's Institute and St Thomas a Becket church. These six trustees form the basis of the management committee for the hall and may co-opt two further people to be trustees on an annual basis.

**Policies**

In exercising their duty of care to users of the hall, the management committee has developed a full range of policies, the most important of which are:

- Covid-19
- Data Protection
- Health & Safety
- Hall hire
- Legionella
- Safeguarding

During the year, inspections were conducted for Fire Safety, Electrical Appliance Compliance and the Playing Equipment. Remedial work was undertaken as required.

Copies of policies are available on request.

**Hire of the Hall**

As many people as possible are encouraged to make use of the hall. The Hiring Agreement sets out the terms and conditions, indicating the obligations of both the management committee and hirers. South Cadbury villagers are able to hire the hall at a preferential rate.

**Licences**

The Hall has a Premises Licence (002887) granted by South Somerset District Council. This governs the hall capacity, the types of activity for which the hall can be used and when events must close in the evening. Currently there is no alcohol licence, but this will be investigated in the future.

**Insurance**

The hall is insured by Allied Westminster (Insurance Services) Ltd with a VillageGuard policy number VH 88/0047440/BS73648 and covers the following values:

• Buildings (all risks)	£225,000	Excess £250
• Contents (all risks)	£ 8,000	Excess £250
• Playground equipment	£ 40,000	Excess £250
• Trustee indemnity	£250,000	Excess £250
• Public liability	£10,000,000	
• Employer's liability	£10,000,000	
• Legal expenses	£100,000	Excess £250

The Hall management committee recognises its obligation to protect the fabric of the building and play area and all those using the Hall and its facilities. Consequently:

- Electrical appliances are checked annually by DL Crease Ltd
- Electricity installation is checked every five years by DL Crease Ltd
- A Fire Risk Assessment is conducted annually by Vale Fire Safety Ltd
- Fire extinguishers and blankets are inspected annually by Vale Fire Safety
- Legionella prevention checks are made and logged monthly.
- Playground equipment is checked annually by the Play Inspection company

Any remedial work identified by these checks is dealt with immediately. Copies of safety certificates are displayed on the notice boards.

**Objectives of the Charity**

To make available the Hall to inhabitants of South Cadbury and Sutton Montis parishes without discrimination for uses such as social gatherings, meetings, lectures and recreation to improve the quality of life of the community.

**Principle Use of the Hall**

The Hall is used for a variety of regular meetings, including the monthly Village Café, South Cadbury and Sutton Montis Parish Council and the local W.I. Our Morris Men group holds practice sessions in the hall and, from time to time, child playgroups, jumble sales and Church Lent and Harvest lunches are held. Post Covid we are looking to establish and an expanding range of village social events and welcome ideas.

The hall is available for hire for private functions.

**Funding**

It is the aim of the trustees that the Hall is self-financing and recognizes that, for major improvement projects, fund-raising from wider sources might be necessary.

**Management Costs**

These are kept to a minimum by overwhelmingly volunteer efforts, which cover basic maintenance, cleaning and safety checks.

In addition to the time given by the management committee to run the Hall and attend and organize many of its activities, the Hall is fortunate to be supported informally by a wide spectrum of village volunteers.

**Review of the 2020-2021**

At the start of 2020, Trustee resignations meant the committee was no longer quorate. An emergency meeting of villagers was held on 4<sup>th</sup> March 2020 to consider the future of the Hall. The meeting was well attended and positive, resulting in a new committee being formed.

Handicapped by the untimely arrival of Covid-19, the new committee decided to start afresh, beginning with meeting compliance requirements, vital fund raising to meet basic running costs and begin much-needed maintenance of the hall. This last task was made extremely challenging by a sequence of lockdown restrictions imposed nationally.

During the year, and all within government guidelines, the management committee has:

- run a medical prescription collection/distribution service for the village;
- organized a village garden refuse collection when local authority provision was suspended;
- published a regular village hall newsletter;
- established a "150 Club" to raise funds;
- held competitions for the best Christmas lights display and best VE Day celebration garden decoration;
- held regular on-line village Bingo;
- published a village calendar using wonderful historical photographs;
- conducted extensive repairs and renewal of Play Area equipment;
- replaced the Porch roof;
- internally re-decorated and re-floored the Hall;
- renewed the Hall's tables and chairs;
- replaced the Hall curtains with blinds; and
- hosted a fund-raising event for the local church.

A series of regular, Covid-safe, coffee mornings (the "South Cadbury Village Café") and cream tea events with occasional raffles, plant and book sales, have been enthusiastically attended by villagers and friends, which has helped fund much of the work done to the hall and playground. Cakes, prizes, plants and books have all been donated by villagers.

The support of the villagers and friends for the Hall has been magnificent. The management committee wishes to put on record their thanks to everyone involved in supporting its efforts, especially Robert Horn and Sally Sargent of the Community Council of Somerset who both have provided crucial guidance in the early days.

**Financial Reserves**

At the beginning of the year the Hall bank account held funds for less than four month's outgoings. Due to the support of villagers and success in obtaining grant funding, the balance at the end of the year was £15,794, which included a refund of almost £1,500 which had been paid by the previous committee for a water leak owing to frozen pipes.

When the Hall is fully re-open, it is the aim of the management committee to establish a reserve fund for unforeseen expenditure.

**Future Plans**

The trustees are aware that the exterior of the Hall needs decorating.

Plans to begin a series of evening social events at the Hall involving catering mean that an upgrade of kitchen facilities and crockery is being considered.

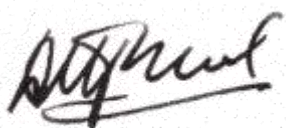
It is the wish of the Trustees to expand the use of the hall and involve the whole village in this development. There will be a post-Covid party on Saturday 4<sup>th</sup> September and another major event to coincide with Her Majesty the Queen's Platinum Jubilee celebrations in May 2022.

**Trustee Approval**

The Trustees declare their approval of this annual report.

Signed on behalf of South Cadbury Village Hall Trustees

Signature



Full name

D. P. JONES



Position

Chairman

Date

17<sup>th</sup> July 2021

Accounts 2020-2021	
<b>Income</b>	
<b>Restricted</b>	
Fund Raising	
Cream Tea	995
Donation	1,300
Grant	3,750
<b>Unrestricted</b>	
Fund Raising	
From prior year	1,137
150 Club	1,370
Calendar	1,117
Donation	536
Garden Waste	170
Village Café	306
Grant	19,431
Hall Hire	
Refund	
Water Leakage	1,492
<b>Income Total</b>	<b>31,603</b>
<b>Expense</b>	
<b>(blank)</b>	
Bank	
Service Charge	-54
Fund Raising	
150 Club	-465
Calendar	-600
Garden Waste	-14
Inspection	
Fire Safety	-316
PAT Test	-101
Playground	-108
Maintenance	
Hall	-8,302
Playground	-4,489
Subscription	-100
Sundries	
Office	-49
Supplies	-258
Utility	
Electricity	-312
Insurance	-598
Water	-44
<b>Expense Total</b>	<b>-15,809</b>
<b>Grand Total</b>	<b>15,794</b>

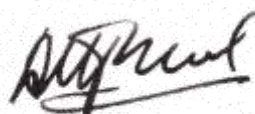
 <b>CHARITY COMMISSION FOR ENGLAND AND WALES</b>		<b>Independent examiner's report on the accounts</b>	
<b>Section A Independent Examiner's Report</b>			
Report to the trustees/ members of	Charity Name: South Cadbury Village Hall		
On accounts for the year ended	31 <sup>st</sup> March 2021	Charity no (if any)	1090738
Set out on pages	1-2		
Responsibilities and basis of report	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.  As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").  I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.		
Independent examiner's statement	I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below) which gives me cause to believe that in, any material respect: <ul style="list-style-type: none"> <li>the accounting records were not kept in accordance with section 130 of the Charities Act; or</li> <li>the accounts did not accord with the accounting records; or</li> <li>the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.</li> </ul> I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.		
Signed:			
Name:	Barry McMaster		
Relevant professional qualification(s) or body (if any):	Bursar of an Independent Prep School that submits audited accounts in accordance with SCRP		
Address:	Pound Cottage Clatfurling Lane North Woodton, DT9 5 JN		
IER	1	Oct 2018	

### Trustee Approval

The Trustees declare their approval of the Accounts 2021-2021.

Signed on behalf of South Cadbury Village Hall Trustees

Signature



Full name

D. P. JONES

Position

Chairman

Date

17<sup>th</sup> July 2021