



Prospect of Camelot Castle 15 Aug 1723

William Aubrey

Trustees' Annual Report

April 2021 – March 2022

Management Committee

Trustees

- | | |
|-------------------|--|
| • Paul Farrer | Chairman |
| • Hilda Connolly | Vice Chairman and nominee of St Thomas a Becket church |
| • David Cosham | Treasurer |
| • Amanda Pash | Secretary |
| • Samantha Davey | Events Lead |
| • Alison Norton | Bookings and events Support |
| • Julie Scrancher | nominee of WI |
| • Mike Semmons | nominee of 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 20th 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 each year.

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 and will be posted on our website when it is realised

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.

Licence

The Hall has a new Premises Licence (number tbc) granted by South Somerset District Council in January 2022. This governs the hall capacity, the types of activity for which the hall can be used, when the premises are open and when and where alcohol can be served.

Insurance

The hall is insured by Allied Westminster (Insurance Services) Ltd with a Village Guard 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. The Wyvern Jubilee Morris Dancers holds practice sessions in the hall, there is regular Pilates and, from time to time, other community events.

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.

Running Costs

These are kept to a minimum by volunteer efforts, which cover basic maintenance, tending the Playing Field 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 2022-2023

During this year, the Trustees and volunteers successfully set about securing the financial viability of the Hall along with greater engagement of the local community, all achieved with the backdrop of the Covid pandemic which continued until July/August 2021

By the start of May 2021, the Hall was on a sound financial footing and a space fit for community events. During the year, and all within changing government Covid-19 rules and guidelines, the committee has:

- Raised funds and installed a new kitchen and appliances
- Invested in signage to welcome users of the playing fields and advertise upcoming events;
- Invested in a projector screen;
- Invested in a wide-format printer to enable larger posters to be displayed in local villages;
- Invested in a new football goal;
- Installed fibre broadband;
- Continued to publish and deliver door to door a monthly village hall newsletter;
- Published a village calendar using photographs taken by villagers;
- Continued to run the village 150 Club to raise funds;
- Held regular Coffee Mornings – the Village Café;
- Held a competition for the best Christmas lights display;
- Held face-to-face Bingo events
- Held a Christmas Carol fund-raising event for the local church;
- Held an informative talk on Royal Yacht Britannia;
- Hosted a Pop Up Indian restaurant
- Created a regular village walking group
- Created a link with Amazon Smile so people can donate with every purchase they make on Amazon;

- Held a late Summer Fete and evening BBQ, attended by several hundred people from surrounding villages
- All of March's fundraising is being donated to support Ukraine

Our Halloween event had to be cancelled due to an outbreak of Covid.

Whilst fundraising is key to ensure the hall's self-sufficiency, the Committee believe that events should remain affordable and enjoyable for all the community and therefore are happy to hold events that may make small amounts of money if the community is engaged.

For our larger events we have delivered leaflets to North Cadbury, Sutton Montis, Compton Pouncefoot and Sparkford. For the Fete and BBQ, we erected signs all over the local area and acknowledge that this helped drive attendance. We use www.nextdoor.com and Facebook encourage all villagers to like, share and comments to magnify the promotion of our events.

The committee is also mindful that we have a responsibility for upkeep of the playing fields. To that extent we have taken on responsibility for the grass and hedge cutting, with the Parish Council committed to offering partial financial support. The playing fields are the only local amenity for young people to play and therefore we strive to keep the grounds playable in all seasons

Building upon the success of the previous year we have been very encouraged by the support from the villagers and friends.

As Chairman, I would personally like to express my gratitude to the selfless, tireless, uncomplaining hard work of the committee without which none of these events would be the success that they are. We welcome more volunteers so please don't hesitate to ask what is involved.

The committee wishes to thank the community for its support and for engaging in our activities, for their many raffle and tombola prize donations and of course for the tireless baking for the Village Café and other events.

We would also like to express our thanks to those who have supported the Hall in their own way:

- Nick Miles for playing field maintenance and his help at all our events;
- Richard Hawkins for voluntary grounds maintenance;
- Tony Reed for keeping the mole population at bay;
- Gavin Beckey for cleaning the windows;
- Graeme Allen for leading the decorating of the outside of the Hall and repairing the porch roof;
- Wessex Internet for installing full-fibre broadband at nominal cost;
- North Cadbury Village School for the Christmas Tree;
- The Village Stores and the Camelot for selling tickets on our behalf;
- The many villagers who loan Gazebos for events
- Clayton Smith for his display of tractors at the Fete and storage of Hall equipment;
- Scott Austin and Chris Davey for constant DIY in the Hall;
- Jamie Montgomery for cheese and much of the Fete's infrastructure;
- Teals, Chapel Cross Tea Rooms and the Camelot for prizes.
- Hunts Foodservice for donating food and other items for last year's Fete and BBQ
- Morrisons for donating prizes and many other items during the year
- Yeovil Ales and King Brain Cider for their generous pricing of beverages for last year's Fete and BBQ

In January, we hosted a meeting attended by representatives of all the local Village Halls with two objectives:

1. To understand each others' key events and what we can do to support each other
2. To identify interest in a joint effort to plan for the Jubilee Beacon

Whilst there was support for collaboration, it is an initiative that will need constant communications as each village tends to look inwardly first. One of the reasons for the investment in a printer is to offer other villages low-cost printing for posters and leaflets.

Disappointingly there was no appetite to assist with the planning and delivery of the Platinum Jubilee Beacon event.

At each committee meeting we review the events we run and their success or otherwise in an attempt to achieve continual improvement. These learnings will help us improve events for the future and overall we can derive a great deal of satisfaction in what has been achieved this year

Financial Report

Our financial position has continued to improve throughout the year. Despite investing around £20,000 in upgrades to the hall and playing fields, we have finished the year with an increase of nearly £5,000 in funds.

Last year, we mentioned our intent to establish a reserve fund for unforeseen expenditure. Although we have dealt with many maintenance needs, the management committee has decided to allocate £10,000 to the reserve. This amount is sufficient for a year's regular outgoings plus significant unexpected costs.

Future Plans

To complete the Hall's infrastructure, we will invest in:

- Storage within the Hall
- A Projector
- PA/AV system for events
- Outside lighting, which will be timed and activated by a light sensor, for the Next Event sign on Chapel Road and for use when an event is being held and entrance is required from the side gate from Court View)
- Reinforced grass walkway from the official car park at Court View to the hall
- CCTV to cover the entrances and playground
- Website

We re mindful that we are a small village and other communities have their own facilities so do not feel that we should embark on any major structural improvements for the time being.

We will continue with a full calendar of events that are advertised in our newsletters and will be on the new website.

We are making plans for the Jubilee which will be communicated soon. We welcome all volunteers to assist.

Trustee Approval

The Trustees declare their approval of this annual report.

Signed on behalf of South Cadbury Village Hall Trustees



Signature

Full name

OLIVER PAUL FARRER

Position

Chair

Date

19.04.22

Financial Report 2021-2022	
	Grand Total
Income	
Restricted	£6,477
Grant	£6,477
Unrestricted	£42,552
Brought Forward	£15,794
Fund Raising	£10,141
Grant	£15,917
Hall Hire	£700
Morris Dancers	£300
Pilates	£138
WI	£140
Private	£122
Expense	
One-off	-£20,516
Donation	-£494
Thomas a Becket	-£494
Fund Raising	-£46
Improvement	-£19,976
AV	-£286
Car Park	-£277
Furniture	-£6,232
Hall	-£1,148
Kitchen	-£8,749
Licence	-£357
Marketing	-£2,506
Playground	-£90
Power	-£330
Recurring	-£8,048
Annual Inspection	-£240
Fee	-£99
Fund Raising	-£5,341
Improvement	-£222
Kitchen	-£222
Maintenance	-£674
Subscription	-£160
Utility	-£1,313
Income Forecast	
Unrestricted	£296
Fund Raising	£186
Hall Hire	£110
Pilates	£110
Expense Forecast	
One-off	-£796
Donation	-£796
Ukraine	-£796
Grand Total	£19,965

Analysis of Fund Raising Events

Fund Raising Events 2021-2022				
	Unrestricted	One-off expense	Recurring expense	Net
Fund Raising	£10,327.22	-£46.11	-£5,341.34	£4,940
2109 Fete & BBQ	£4,258.43		-£2,554.64	£1,704
2111 Bingo	£266.50		-£105.37	£161
2112 Xmas	£379.51		-£91.12	£288
2201 Britannia talk	£420.00		-£103.50	£317
2202 Indian Pop-Up	£877.00		-£488.91	£388
2203 Bingo	£400.50		-£43.69	£357
150 Club	£1,455.00		-£570.00	£885
Village Café	£1,383.45		-£37.98	£1,345
Calendar 2021	£92.00			£92
Calendar 2022	£772.00		-£427.00	£345
Amazon	£20.33			£20
Paypal	£2.50			£3
Supplies		-£46.11	-£493.12	-£539
Food/drink on hand			-£28.70	-£29
Marketing			-£397.31	-£397
Net	£10,327.22	-£46.11	-£5,341.34	£4,940

Independent Examiner's Report on the Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
South Cadbury Village Hall

On accounts for the year
ended

31st March 2022

Charity no
(if any) 1090738

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and
basis of report

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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- 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 2008 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.

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:

Date: 18/04/2022

Name: Chris Chandler

Relevant professional
qualification(s) or body
(if any):

ACIS