

Broadwell Evergreen Hall

Registered Charity No. 1206901

Trustees' Annual Report

1st January 2024 – 31st December 2024

Names of Trustees:

Mrs Helen Esplin

Chairperson

Mr Roger Drury

Trustee

Mrs Pauline Lee

Treasurer

Mrs Wendy Morris

Bookings Manager

Sources of advice and support

Bank: Lloyds Bank, Newerne Street, Lydney

Gloucestershire Rural Community Council (GRCC); Action for Communities in Rural England (ACRE); Coleford Town and District Councils.

Governance

Evergreen Hall was established as a Charitable Incorporated Organisation (CIO) on 6th February 2024.

The land on which the hall stands was originally sold by the Crown to the church in 1891.

On 15th November 1971 the land and building were sold to the then Trustees of the hall for £550. The trustees hold the deeds for both sales; and the Evergreen management committee is responsible for maintaining the land and the building.

Appointment of Trustees

The Governing Document sets out the appointment of trustees and the management of the charity.

Trustees are elected at the Annual General Meeting held in January. Four trustees were elected at the establishment of the CIO and serve either 3 or 4 years. The trustees form the management committee which carries out the day to day activities of the hall, and the group welcomes further volunteers onto that committee.

Risk Management

The Evergreen Hall is insured with respect to property damage (buildings insurance) by Ansvar Insurance (£289,740 cover). It is insured with the same company with respect to contents (up to £12,500), public liability (£2,000,000), employers' liability (£10,000,000), money in transit (£5000), personal accident assault (£10,000) and legal expenses (£250,000).

The management committee recognises that it is under a legal obligation to protect the building, its users and any employees through adequate and appropriate insurance.

A Fire Safety Risk Assessment is updated annually by the committee's fire safety officers as required by law.

Fire fighting appliances are inspected annually under contract with the supplier.

Volunteers from the committee carry out other regular maintenance checks.

Objectives of the charity

The provision of a village hall for the benefit of the inhabitants of Broadwell and beyond without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

The use of the hall for meetings 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.

The trustees consider these objectives 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.

Principal activities in pursuit of Objectives

The hall is in use every day of the week for a variety of activities including Rainbows, Brownies, Girl Guides, yoga, dance school, textile group, music and spoken word performances, and boot camp fitness.

The hall is available for hire for private functions including children's parties, funeral teas, village social functions, a rehearsal space, and fayres.

The hall is also used as a polling station for local, PCC and general elections.

Funding strategy

The trustees manage the budget on a self-financing basis. The contributions made by the users of the hall are set to achieve this.

Volunteers' effort

Management costs are kept to a minimum through the use of volunteers for regular maintenance and care of the hall. The management committee meets on a monthly basis.

Volunteer effort is estimated at 400 hours per annum.

Achievements in 2024

Occupancy of the hall is at 83% as bookings are in place for every day of the week.

We received a government levelling-up grant of £9024 in May to replace the ceiling.

As this is our inaugural year as a charity we have been learning best practice and ensuring we are competent to run this charity.

Reserves policy

We had 7287.54 in the bank as unrestricted funds at the year end. Our policy is to maintain unrestricted reserves of 50% of annual budget expenditure, a total of £4500.

Future plans

Continue to replace parts of the building and furniture as needed.

Establish a health and safety policy.

Set up an energy audit.

Trustee annual report

Helen Esplin

3rd February 2025

EVERGREEN HALL					
Accounts Feb 2024 to Dec 2024	Registered Charity No 1206901				
Receipts	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Last Year £
Grants and Donations	9524			9524	7265.5
Hire of Hall	10114.68			10114.68	2210.01
Fundraising Events	1254			1254	
Interest					
Interest-free loan	3140			3140	1000
Total Receipts	24032.68			24032.68	10475.51
Payments					
Interest -free loan	3140			3140	
Rates and water charges	642.12			642.12	770.03
Energy	1655.05			1655.05	1584.63
Insurance	1262.6			1262.6	1254.27
Cleaning	1100			1100	1200
Building Maintenance	11970			11970	1432.4
Administration					
Cost of fundraising	101.68			101.68	
Total Payments	19871.45			19871.45	6241.33
Net of receipts(payments)	4161.23			4161.23	4234.18
Cash funds last year end 31 st Jan 24	4880.31			4880.31	685.94
Cash funds this year 6 th Feb to 31 Dec 2024	9041.54			9041.54	4880.21
Cash at Bank 31 st Dec 24	9041.54				