

**Badingham Village Hall**  
**Low Street, Badingham, Suffolk IP13 8JS**  
**Registered Charity no. 304703**

**Annual Report 2017- 2018**

**Trustees**

Shirley Osborne	Chair, Parish Council
Joyce Probert	Treasurer, Elected/ Kurling Club
Debbie Horrocks	Booking Secretary, Elected
Suzanne Newman	Acting Secretary, Elected
Matt Lunn	Badingham Playschool

**Badingham Village Hall**

**Governance**

Badingham Village Hall was established as a charity by means of a Trust Deed set out in a Conveyance made on the 6th November 1951 between The Saint Edmundsbury and Ipswich Diocesan Board of Finance and The Parish Council of Badingham. The Parish Council of Badingham own Badingham Village Hall, it is the custodian trustee that holds the title to all the property of the Trust.

The original trust deed has not been amended, however the Constitution has been amended twice in recent years to bring it up to date with current requirements, make it easier to read and more relevant to life today. The governance and operating procedures were developed and brought together with the constitution during 2018 to form comprehensive governance of the village hall. The committee are assured that our governing document, which is held by the Charity Commission, is up to date and accurately reflects our responsibilities as trustees.

The objectives of the charity remain as the original trust deed:

*‘The Property (hereafter called “the Trust Premises”) as defined in the Trust Deed, Second Schedule shall be held on trust for the purpose of physical and mental training and recreation and social and moral intellectual development through the medium of reading and recreation rooms, recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Badingham and its immediate vicinity, without distinction of sex, age or of political, religious or other opinions subject to the provisions of these purposes’.*

**Appointment of Trustees and AGM**

The governing document sets out the appointment of trustees and the management of the charity. All trustees whether elected from the Parish of Badingham, appointed by the Parish Council, Community Council or Parochial Church Council or representing a regular user, retire

at the Annual General Meeting and are either re-elected, re-appointed or replaced. The trustees form the Management Committee of the Village Hall. The original Trust Deed and subsequent editions of the constitution state the following:

*'Public notice is to be given 14 or more days before the date of the AGM or at no less than 7 days notice. The notice to be fixed to a conspicuous part of the Trust Premises and or other conspicuous places in the Parish, to notify inhabitants of the Parish of Badingham over 18 years of age, for the purpose of receiving the report and accounts of the Committee, accepting the resignation of members of the Committee and for electing new members'.*

### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care as trustees to providers of services, hirers, and users of the hall the following policies and terms and conditions have been adopted:

- Constitution, Governance and Operational Procedures (2018)
- Terms and Conditions of Hire (2018)
- Code of Conduct for Trustees (2018)
- Conflict of Interest Policy (2017)
- Information for Trustees (2017)
- Complaints Policy and Procedures (2018)
- Health and Safety Policy
- Equality and Diversity Policy
- Children and Vulnerable Adults Policy

### **Risk Management and compliance with regulatory obligations**

#### **Insurance**

As a Management Committee we recognise our responsibilities and legal obligations to protect the building, its users and contractors through adequate and appropriate insurance, risk assessment and maintenance. The village hall is insured by Zurich Insurance PLC. We review the adequacy of this insurance annually.

#### **Regulatory obligations**

Making sure the hall provides a healthy and safe place for people to use is an essential requirement undertaken by the Management Committee, the following is in place.

- The gas boiler and gas bottles are checked and certified annually by qualified personnel
- Firefighting appliances are inspected and certified annually.
- Emergency lighting and fire exits are regularly checked
- Fixed and portable electrical equipment is checked at regular intervals to comply with health and safety recommendations
- The Hall is regularly inspected and an HSE health and safety checklist is used in an annual assessment to assist compliance with regulations

### **Funding strategy and reserves policy**

Our strategy is to maintain the revenue budget on a self-financing basis, that is lettings and other operating income covering overheads and general expenses. Prudent and effective financial control put in place by our Treasurer and a revision of costings during 2017/2018 has enabled savings to be achieved despite increases in utilities and other costs beyond our control. Our draft income and expenditure budget for 2018 /2019 shows a forecast surplus may be achieved. If so we will restrict these funds to be held against future capital expenditure for improvements to the building. Management Committee approval will be needed for any expenditure from the restricted funds.

### **Hall activities**

The hall is in use on a regular basis by user groups including Badingham Playschool, Badingham Table Tennis, Badingham Kurling, Maypole, Badingham Parish Council and Badingham Community Council. The hall was used for some private functions during the year. Although regular bookings were maintained, the Management Committee believe the hall is under used. The Hall has potential but we agree with feedback from users that the basic facilities are not as should be expected and of an acceptable modern standard. We are aware that we are not facilitating activities for a wide cross section of the local community and this too has to be addressed.

### **Management Committee activities 2017-2018**

Following the AGM in June, 2017 the newly formed Management Committee has settled in our respective roles and we are focused on working as a united committee. We are required by the Charity Commission to work together and avoid conflicts of interest. This is vital to ensure that the Village Hall operates properly and that as a building it is fit for purpose to serve all sectors of the community. Each Trustee is a volunteer, and particularly the work undertaken by the Treasurer, Booking secretary and acting secretary is outstanding. They freely give hours and hours every week to do the sizeable amount of work that is involved in being a trustee of this charity. Without these dedicated members of our community in Badingham working for the good of all, the village hall would not function properly. As Chair and as a Trustee I am extremely grateful for their commitment and support.

During 2017 - 2018, 10 ordinary meetings were held so that Committee members could maintain management standards and transparency in decision making. Records of our meetings are available. We conducted a review of our own village hall and research into other village halls and pre-school establishments based in village halls. This proved to be informative and worthwhile.

We revised and reissued the Terms and Conditions of Hire and allocated storage space to regular users so that the limited storage space available could be best used and the hall cleared each day. Governance and Operating Procedures were written to make it clearer to everyone just how the village hall operates, and together with the Constitution these now form

comprehensive governance of the village hall which is filed with the Charity Commission. We have developed and adopted essential policies covering a Code of Conduct for Trustees, a Conflict of Interest policy and a Complaints Policy and Procedure for users.

We installed a new fire and smoke resistant door, new handles and outside access via the kitchen corridor so that the Hall could have separate access to accommodate playschool and other users at the same time.

We have been in a steady, sound state throughout the past year with operating (lettings) income remaining at a similar level to last year. We moderately increased hire charges, they had been at the same level for several years. We have significantly reduced cleaning costs through outsourcing this work and achieved an overall reduction in operating costs due to a review of outgoings and strict financial control.

A quiz night was held on 3rd April, which raised £92 for the village hall. We thank Mr and Mrs Wolstenholme for organising this event

Whilst it is clear that as a Charity, the Village Hall should gain as much income as possible this has to be balanced with the obligation that '*a village hall is a facility for use by the whole community for a variety of purposes*'. The Management Committee cannot work in isolation; we are required to manage the hall for the benefit of the local community of all ages and abilities and avoid discrimination. We have a duty to ensure that the use of the hall by any user is in proportion and that the hall does not become annexed for one particular use, or that any one user does not predominate over others. We acknowledge that we should not be reliant on a single source of income but that we should be meeting a wide variety of needs and therefore attracting wider sources of income.

### **Future plans**

We will continue to manage and run the hall effectively, ensuring that we can meet the following priorities:

- The hall is properly and fully maintained
- Running costs continue to be met
- We build up appropriate reserves to cover future refurbishment and repairs
- We continue to have a strong and dedicated management committee that continuously reviews, updates and improves our management processes
- We continue to monitor and react to the needs of users and the whole community
- We promote the hall for use by our local community.

The work of the committee is to concentrate on these priorities, and to do this we need to be consistent and share the same goal to improve the hall for the good of all the community.

Shirley Osborne, Chair  
16th October 2018