



# Bishop's Cleeve Village Hall The Tithe Barn

## Chairman's annual report 2009

Registered charity #301465

# HALLMARK



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standard scheme  
for village halls

### The Chairman's Annual Report 2009

#### 1 Introduction

##### 1.1 Governing Document

The annual Chairman's report, for 2008/2009 of the Trustees and Volunteer Management Committee of the Bishop's Cleeve Village Hall, registered Charity 301465, under the trust deed dated 13<sup>th</sup> November 1953, to the Annual General Meeting of the trust to be held at the Tithe Barn on Monday 28<sup>th</sup> September 2009. A copy of this report will be available on the web site under "*Governance*".

##### 1.2 The Aims and Objectives of the trust

The main aims of the trust as set out in the trust deed are;

- That the Tithe Barn should be held on trust for the benefit of the inhabitants of the parish of Bishop's Cleeve, without distinction of sex or political or religious or other opinions. It should be used for the purpose of Physical and mental training, recreation and social, moral and intellectual development through reading and recreation rooms, library, lectures, classes and recreation and entertainments or otherwise (Para 1), and
- That monies obtained from hiring out rooms at the barn are to be used for the upkeep and improvement of the Tithe Barn, to repair and insure the building or furniture and effects, and pay rent, rates, taxes, salaries etc, as well as buy furniture, games, books, magazines, newspapers, periodicals and other literature and means of recreation (Para 11).
- To manage the business of the management committee in accordance with the trust deed.

The trustees have published a draft 'plain English' version of the trust deed (available on the website) for the benefit of the Volunteer Management Committee, however, in all matters of legality the original document should be used.

##### 1.3 Changes to the Trust Deed

In May this year the Charity Commission accepted the trustee's formal proposal to change the date of the AGM from April as set out in the trust deed, to September, hence it is 17 months since the last AGM. This was done to reduce the work of the treasurer since our financial year ends in December, and since it fits better with the Charity Commission's own timetable for the submission of reports in October of each year.

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### 2 Trustees

#### 2.1 The Volunteer Management Committee – The Trustees

The charity is administered by the Volunteer Management Committee, of whom seven were elected, two were appointed by the Parish Council and three appointed by their users group. Members of the Voluntary Management Committee, whether elected, appointed or co-opted, are trustees of the Village Hall trust, and as such are required by law to act in the best interest of the trust and not the body that appointed them or from which they were co-opted.

As chair, I would like to thank my fellow Committee members for all their effort and support for the Village Hall at the Tithe Barn. The whole Volunteer Management Committee have put in a considerable amount of work this year in helping to improve the Barn and to plan for the future, as well as its day to day running.

The trustees who have served the trust during the past year and a half are;

John Beattie	Chair
Judith Gibbins	Treasurer and allotments secretary
Jim Stevenson	Maintenance Team
Sandra Raven	Maintenance Team and Caretaking
Peter Richmond	Maintenance Team – Grounds
Margaret Harborne	Secretarial support
Sarah Hewitson	Events secretary
Phil Taylor	Parish Council appointee
James Habgood	Parish Council appointee
Lenora Smith	Playgroup appointee
John Andrews	User representative
Claire Gladden	User representative

During the 17 months since the last AGM we have to report the resignation of Claire Gladden, Sarah Hewitson, and as of this month, Phil Taylor, who has stepped down as Parish Council appointee. The Committee would like to thank them for their efforts on behalf of the Committee and wish them well for the future.

#### 2.2 Parish Council – The Custodial Trustees

The Parish Council have supported the Volunteer Management Committee in the project to build an extension to provide DDA compliance for the Village Hall. They supported an approach to the Borough to obtain a loan (which was not taken up), and the award by the Borough of a Capital Grant. In order to comply with the Borough's conditions for the grant, the Parish Council, as custodial trustees, are in the process of registering the Tithe Barn with the Land Registry.

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### 3 Staff

Duanne Pargeter continues to be our caretaker. He is part time and the trusts only paid employee. The grounds are maintained on contract by 'Garden Matters' of Bishop's Cleeve.

### 4 Governance

#### 4.1 Policies

Revised bookings policy, conditions of hire, health and safety policy, along with an equal opportunities policy, child protection policy and all other policies of the trust are now available for inspection on the web site under "Governance".

#### 4.2 HallMark

In October 2008 the Volunteer Management Committee was successful in attaining Level 1 accreditation of the HallMark scheme, for the accreditation of trust governance. This was accompanied by a grant of £120 from the Lottery towards the administrative costs of achieving Level 2. The Committee are keen to gain level 2 accreditation, which will involve a review of the trust's policies, and the Committee would be grateful for volunteer support to undertake this. The Chair of Trustees, John Beattie, has been appointed a volunteer inspector for the HallMark scheme by the GRCC.

#### 4.3 Associations and Memberships

The Volunteer Management Committee is a member of the Gloucestershire Rural Community Council (GRCC), National Council for Voluntary Organisations (NCVO), Gloucestershire Association of Voluntary and Community Action (GAVCA) and the Cheltenham Volunteer Centre (CVC). During the year the Committee has continued to derive considerable benefit from participation in the GRCC Village Hall forum.

### 5 Activities of the Charity

#### 5.1 Usage of the Tithe Barn

The Tithe Barn is used by 17 groups, classes and clubs, with an average utilisation for week days during term time that has fallen from last years average of 42% to 38% for this year. The level of bookings is down 4% due to the economic climate and the disruption caused by the building works. The committee are grateful that the task of booking secretary has been undertaken, ex committee, by Gill Dawson, and the committee would like to thank her for her time and effort that she has put into making the bookings run smoothly over the last year.

For this calendar year the weekend utilisation was above 50% for May and July, above 40% for February and August, above 30% for January, June, September and October, and below 30% for March, April and November (the figures for December are not yet available).

The Barn was used as a polling station in June.

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The Volunteer Management Committee has received a letter from Cleeve Primary School requesting that the Tithe Barn be nominated as their emergency evacuation centre. Agreement in principle was given, and the details are being discussed.

### 5.2 Events

Following Sarah Hewitson's retirement from the committee, event organisation is being lead by James Habgood. The Tithe Barn played a full part in the "Bishop's Cleeve Street Fair" in June '08 and June '09 for which the Volunteer Management Committee was very grateful for a contribution to the extension fund from both events. The opportunity was taken to advise residents on progress with the extension and to run a tombola for the extension fund. The Tithe Barn was used for a very successful "Shires Classic Bike Show" in July '09, which it is hoped will become an annual event. The Cotswold Craftsmen exhibition and sale has become a regular major pre-Christmas event.

The Volunteer Management Committee hosted an Arts in Rural Gloucestershire (the Arts Council funded *Air-in-G* scheme) puppet show "Good Time Bad Time Stories" in November '08 which had a good audience. Two events are to be hosted this season "Dark Tales of Gloucestershire" in October and "Journey of Turtle", a puppet show, in March 2010. Details can be found on the web site. Again the committee would like to thank John and Freda Burton for their continuing support in allowing tickets to be sold through their shops, and in particular for allowing us to use the shop phone as a box office line.

The Volunteer Management Committee has been in discussion with the Cleeve Players over the design of the stage as part of the planning for the next phase of the refurbishment of the Barn.

## 6 Finances

### 6.1 Financial Activities

Since the accounts were closed a contract for £275,000 has been let and work has commenced on the extension to the Tithe Barn.

The following grants and donations towards the extension have been received since last year's AGM:

Bishops Cleeve Parish Council	£23,000
Section 106 from Dean's Lea	£100,658
Grundon Waste Management	£10,000
Bernard Sunley Foundation	£2,000
<b>Total</b>	<b>£135,658</b>

The following grants have been agreed since the last AGM and will be released against specific invoices:

Gloucestershire Environmental Trust	£15,000
Tewkesbury Borough Council	£82,070
<b>Total</b>	<b>£97,070</b>

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Currently the charity holds £158,897 which is held for the extension.

No other major financial activities have occurred.

### 6.2 The Accounts

The accounts have been prepared following the guidance set out in CC15 Charity reporting and Accounting: the essentials. As the charity's annual income is more than £10,000 and less than £100,000, the accounts are prepared on a Receipts and Payments basis. On cost grounds, the trustees have chosen that the accounts are examined by an independent qualified accountant, rather than an auditor. The trusts accountants are Burchall Business Services of 1 St Margaret's Terrace, St Margaret's Road, Cheltenham, GL50 4DT

Setting aside the perturbations in Restricted Funding due to the extension; the income and payments of the charity continue to be stable. Income from rent and ground rent in 2008 was £40,094 and expenditure on upkeep and maintenance was £25,582 in line with previous years. Each year the trustees set aside the surplus of income of expense for major projects (for example the extension, a new boiler, or roof renovation).

During 2008 the trustees replaced the tables and chairs in the ground floor rooms to the value of £1,550, and this amount has been added to the value of the fixed assets.

By transferring the charity's accumulated funds to the CCLA deposit fund for charities £6,515 was accrued in interest in 2008, £4030 of which has been allocated to the extension fund.

The trustee's bankers are the NatWest Bank Ltd, The Promenade, Cheltenham, with whom current and savings accounts are held, and the Charity Bank with whom a high interest savings account is held. The trusts insurers are Allianz Insurance plc, with whom the Tithe Barn has insured the building for £826,005.

The committee would like to thank Judith Gibbins for the time and effort that she puts into keeping our finances in good order, particularly during the time whilst the extension is being funded and built.

### 6.3 Fees

The fees for hiring rooms in the Village Hall were increased in line with inflation in January '09, and a list of the revised fees is attached to this report and can be found on the website. A minor change to the fee structure was introduced during the year for the occasion when the hire of the car park was the key part of the hire. An interim charge of £50 is to be levied if the main hall is not required for the booking, but its hire is prevented by the use of the car park. This will be reviewed with the next fees review for January 2010.

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### 6.4 Ground Rents

#### 6.4.1 Police

The request by the local Police for space in our car park to house a temporary office whilst their current office in Cheltenham Road is being redeveloped has not been taken any further. This may have been overtaken by the plan to build a new Police headquarters on the outskirts of Bishop's Cleeve.

#### 6.4.2 Car Parking

Bovis have withdrawn from their rental of part of the car park during the working day. Car parking has now been let to Capita plc who is based at Zurich Insurance at the Grange in Bishop's Cleeve.

#### 6.4.3 Post Office

The Post Office continues to rent space for the storage of delivery cycles.

#### 6.4.4 Electricity Supply

The Electric sub station has been upgraded this year and some of the stone work repaired, however vandalism has damaged some of the stone work and the Parish Council, with whom EOn have a rental agreement, are to request that the Cotswold stone walls can be repaired before further damage occurs.

### 6.5 Donations in kind

The Volunteer Management Committee would like to acknowledge with gratitude the gift from Zurich Insurance of a new desk, drawer pedestal, and chair for the office at the Tithe Barn.

The tables on the ground floor have been replaced with folding tables on a storage trolley. The old fixed leg wooden tables were provided to the Cheltenham Furniture Recycling Project.

### 7 Allotments

The allotments continue to thrive with all allotments rented out. It has been possible to provide allotments to two more people as two existing tenants were willing to release a proportion of their plots. The waiting list has one person on it as demand for allotments in the village has been met by the parish increasing the number available in Evesham road.

Unfortunately one of the new tenants was unable to maintain their allotment, and the weeds became a nuisance to the other tenants; this allotment has now been allocated to a new tenant.

The committee would like to thank the Allotment Secretary, Judith Gibbins, for all her work. She can be contacted through the website.

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## 8 The Extension

### 8.1 The Building

The project to build an extension to house a lift and other requirements for DDA compliance, as well as the refurbishment of the village hall not significantly changed since 1956 has progressed well during the year. Following the receipt of three tenders, Mr Martin Ryder was selected to as Project Manager, as well as Quantity Surveyor and CDM, to manage the project for the trustees.

As agreed with our architect, Church Architectural, the project was taken to the point of successfully gaining Listed Building consent and Planning permission in May 2008. Subsequently the Volunteer Management Committee has appointed Quattro Design Architects, Gloucester, to take the project to completion.

After selecting from five tenders, C J Bayliss (Hereford) Ltd were the chosen contractor and building work started on Monday 22<sup>nd</sup> June 2009, and at the date of this meeting the roof is nearly complete and the external works nearing completion. The break through between the extension and the main hall is due to take place during half term week beginning 26<sup>th</sup> October.

A meeting with regular users was held in October '08 to canvas views on the new extension. Subsequently meetings with the architects have been held in Gloucester, and following the start of work monthly site meetings have been attended by a trustee. Extraordinary trustees meetings have been held as required to make decisions and notes of the meetings are held with the minutes of monthly Volunteer Management Committee meetings.

It is hoped that the reinstatement and relocation of the three remembrance plaques and of the old cider press will be completed in this phase of the work.

### 8.2 The Funding

The project has been costed at £458,665 of which £117,580 has been spent under a contract for phase 1 of the work of maximum value of £275,000 not including professional fees, Borough charges, inspections and other costs.

The Volunteer Management Committee have raised £140,819 (31%) from fund raising and Tithe Barn revenue, and have sought and been awarded £232,728 (51%) in grants, of which £97,070 is yet to be released against specific invoices. A further £21,415 (5%) has been applied for and the short fall of £63,750 (14%) is the subject of applications in preparation. Thus far we have received 29% of the grants applied for.

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### 9 General Issues

#### 9.1 Improvements and Maintenance

##### 9.1.1 General

Under the Maintenance Sub Committee, general maintenance has been efficiently undertaken as it became necessary. The Committee would like to thank the Maintenance Sub Committee, in particular Jim Stevenson, Sandra Raven and Peter Richmond for all the time and effort they have put in to keeping the building up to standard.

A complete survey of the building has been commissioned and undertaken by listed building experts Bartosh and Stokes. This report will form the basis of a costed and timed maintenance plan to allow the Committee to budget for future maintenance needs including such large value items as the roof and the heating system.

The concrete path by the main hall fire escape has been repaired and the fence on the northern boundary with the King's Head is currently being addressed.

##### 9.1.2 The Weather Vane

We have been very fortunate in having a volunteer come forward offering to refurbish, repair and re-gild the weather vane. We are grateful for the support of the Fire and Rescue Service who have used their high reach equipment to take the vane down for us. They did this free of charge but invited us to support their efforts in raising money for "Help for Heroes". The Volunteer Management Committee have contributed and attendees at the AGM are invite you to contribute both in thanks for the help with the weather vane but also in thanks for those soldiers who have been injured in our service.

##### 9.1.3 Other maintenance

The loft in the meter cupboard above the playgroup store has been floored and has given the Volunteer Management Committee a useful storage space for historic records and other little used equipment such as Christmas decorations.

Car park markings for a disabled driver have been painted by the front door and further markings to prevent parked cars blocking the northern pedestrian entrance are to be painted shortly.

#### 9.2 Gardens and Grounds

There is a long term plan for the improvement of the appearance of the grounds and background work for this has started. However, the bulk of the work will have to wait until the building works have finished. The committee would like to thank Peter Richmond for his efforts in managing the improvement of the grounds.

The project to have the allotments southern boundary ditch cleared by young offenders is still awaiting a response from the probation service.

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### 9.3 Vandalism and Security

We have again suffered vandalism during the last 17 months, involving smashed windows, smashed roof tiles and the setting of fires against the stone walls. The Police are regularly informed of acts of vandalism and nuisance and we have a collection of incident numbers.

A code lock has been fitted on the ground floor corridor doors to give the playgroup more security. The alarm control box has been moved to a more usable place outside of the meter cupboard.

### 9.4 Web Site and Marketing

An interim website has been developed by the chair and is regularly visited by over 350 unique visits per month. It is updated regularly and carries all the information that is required to make a sensible decision to hire, and download the application form. This has also allowed the chair, the treasurer and the booking secretary to have email addresses for the Tithe Barn which are independent of their private emails and which are easily accessible from the web site. The addresses are admin@, treasurer@ and bookings@ all with the address @cleevetithebarn.org.uk.

Justin Munro continues to develop an online booking system for us. Please continue to use our interim website to find out what is on and get all the information you need about the Village Hall and the progress of the extension on [www.cleevetithebarn.org.uk](http://www.cleevetithebarn.org.uk).

### 9.5 Bar

The contract with Tom Madden continues to work well. He has been invaluable in advising us over the design of the new bar facilities to be installed in the new extension.

### 9.6 Other matters

The payphone has been taken out of the foyer since the phone line has had to be removed during the construction works. Two lines will be reinstalled, one specifically for the lift safety phone, and the other for a pay phone, the location of which is yet to be decided.

## 10 The Future

### 10.1 Business Plan

The facilities required for a 21<sup>st</sup> Century Village Hall are different from those of a 1950's Village Hall and the extension gives the trustees the opportunity to rethink how they comply with the trust deed in the 21<sup>st</sup> century. The Tithe Barn will have at least three new rooms, two in the extension and one formed from the office and the cellar (the old bar becoming the new office) and we can now look at increasing our utilisation by attracting new users. This might include people working from home needing a conference room, possibly providing them with broadband and video conferencing facilities. There is perennial need for storage for regular users, and there will be other changes that can be made. The business plan will address these issues along with the long term plan for the maintenance of the listed building.

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### 10.2 The Built Heritage

The Tithe Barn is part of Bishop's Cleeve's built heritage, and unlike some other listed building is in daily use and accessible to all, however, not enough is made of the heritage. Another aspect of the improvement of the Village Hall could be to provide well designed displays to show why the Tithe Barn was built, how it was built, how it fitted into village life, and why it came to be a village hall; a project that might gain the favour of the Lottery Heritage Fund.

### 10.3 Trustees vacancies

With the loss of three trustees this year, more pressure is put onto those remaining. Clearly the more trustees the lighter the load on each individual.

As well as the effort implied in the ideas outlined in the Business Plan above, the vacancies on the committee also cover the responsibilities of secretary and minute secretary. Other tasks include fund raising and grant applications, support to bookings, the maintenance and grounds team, secretarial and filing duties, to undertake a full inventory, the development of the business plan with its budget and forecasts, the development of the new extension, and to draft a maintenance manual for all the systems and functions of the Tithe Barn.

Volunteering does not mean a life sentence, completing a single task would be of considerable help to the Committee, could be undertaken ex-committee (as currently is the case for the bookings secretary), and would be a useful addition to any CV. If anyone has a particular talent they would like to offer, the committee would be happy to reorganise to accommodate them.

## 11 Conclusion

The Volunteer Management Committee remain committed to the preservation of our built heritage and the development of the Village Hall at the Tithe Barn, and are looking, with the current extension project, to prepare the historic Tithe Barn for another 50 years of successful and sustainable use as a village hall.

John A C Beattie  
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