



Bishop's Cleeve Village Hall The Tithe Barn

Chairman's annual report 2010

Registered charity #301465

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The Chairman's Annual Report 2009

1 Introduction

1.1 Governing Document

This document is the annual report for the accounting year January to December 2009 by the Chair of the Trustees and Volunteer Management Committee of the Bishop's Cleeve Village Hall, registered Charity 301465, under the trust deed dated 13th November 1953. This report covers activities since the last AGM report, of September 2009, up to and including September 2010, is to be presented to the Annual General Meeting of the trust held at the Tithe Barn on Monday 20th September 2010. A copy of this report will be available on the web site under "Governance".

The Tithe Barn is a grade II listed building owned by the people of Bishop's Cleeve for which the Custodial Trustees are Bishop's Cleeve Parish Council.

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

There were no changes proposed, applied for, or granted since the last report.

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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 six were elected, one appointed by the Parish Council and two 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.

The Volunteer Management Committee is responsible for the day to day running of the Tithe Barn as a Village Hall, for its continued maintenance, and for planning for its improvement and future use.

The trustees who have served the trust since the last AGM 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
James Habgood	Parish Council appointee
Lenora Smith	Playgroup appointee
John Andrews	User representative

Since the last AGM Jim Stevenson stood down in February. The Trustees would like to thank him for his efforts on behalf of the Committee and wish him well for the future, and would also like to thank him for his continued support in printing of the monthly A3 diary sheets.

2.2 Parish Council

The Parish Council have supported the Volunteer Management Committee in the project to build an extension to provide compliance with the Disability Discrimination Act (DDA) for the Village Hall. In compliance with the Borough's conditions for a grant, the Parish Council, as custodial trustees, have had the Tithe Barn professionally valued at £1,500,000, and subsequently registered the Tithe Barn with the Land Registry.

2.3 Professional advisors and services

BANKERS: NatWest Bank plc, 31 Promenade, Cheltenham, Glos, GL50 1LE. Sort Code; 60-05-16, Account; Bishop's Cleeve Village Hall, 24310484. The account signatories are Judith Gibbins and John Beattie. James Habgood has made application to be added to the list of signatories.

SAVINGS BANK: Charity Bank, 194 High Street, Tonbridge, Kent, TN9 1BE

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SOLICITORS: Andrew Chapman, Baileys Solicitors, 7 Royal Crescent, Cheltenham GL50 3DF.

ACCOUNTANTS: Burchall Business Services, 1 St Margaret's Terrace, St Margaret's Road, Cheltenham, GL50 4DT.

INSURERS: Ansvar, St Leonards Road, Eastbourne, East Sussex, BN21 3UR (CCP2214397)

INSURANCE BROKER: M Wood Insurance Services 115-125 Oxford Street, Pontycmmmer, Bridgend, CF32 8DE (BISH02CY01)

2.4 Licenses

The Trustees have obtained an extension to the premises license for the 'off sales' of alcohol to allow stall holders to sell bottled drinks at the Farmer's and Craft Market.

3 Staff

3.1 Caretaker

Duane Pargeter continues to be the caretaker. He is part time and the Trust's only paid employee. Weekly meetings have been instigated this year to improve staff management. A new check list for first time hirers and an exit check list have been drafted and laminated for the Caretaker to use when showing hirers round the building. This will hopefully help to keep the Barn tidier and help reduce the energy consumption.

3.2 Bar

During the year Tom Madden resigned from being the Designated Premises Supervisor (DPS) after over ten years of committed service. The Trustees presented Tom with an engraved tankard in grateful thanks and recognition of his efforts for the Tithe Barn.

The Trustees have signed a new contract with a new licensee, Leigh Norwood, who took over from Tom as DPS on 18th August 2010. Leigh can be contacted through the web site. The trustees introduced a new charge for the bar (see below under 'Fees'), and since the soft drinks suppliers removed their equipment in a very unprofessional way, the Trustees have decided to change to bottled soft drinks and have thus procured a double lockable soft drinks cooler that can be used in the new bar when it moves to the extension.

4 Governance

4.1 Policies

All the Trust's policies including the bookings policy, conditions of hire, health and safety policy, equal opportunities policy, child protection policy and risk assessment have been reviewed during the year and are now available for inspection on the web site under "Governance". A new evacuation procedure and revised exit procedure have also been drafted.

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4.2 HallMark

In October 2008 the Trustees were successful in attaining HallMark-1 certification for the governance of the Village Hall. An inspection under HallMark-2 has been agreed with the inspectors for Monday 4th October 2010.

4.3 Associations and Memberships

The Trustees continue to be a member of Gloucestershire Rural Community Council (GRCC) the Gloucestershire Association of Voluntary and Community Action (GAVCA), and Cheltenham Volunteer Centre (CVC) (having been amalgamated with the Tewkesbury Volunteer Centre), but have decided to withdraw from the National Council of Voluntary Organisations (NCVO) on the grounds that insufficient benefit was gained from the subscription and the Trustees felt that they had not been able to make any contribution to the organisation.

The Trustees continue to derive considerable benefit from participation in the GRCC Village Hall forum and the Chair is part of the GRCC a HallMark visitor team.

5 Activities of the Charity

5.1 Bookings

5.1.1 General

During the year there has been an increased use of the web site, with hirers downloading the contract/booking form rather than it being posted out by the booking secretary, however, establishment of availability is still done over the phone. It is hoped that the new web based calendar will allow this too to be undertaken over the internet. However, there will always be a need to talk with the booking secretary.

5.1.2 Bookings

The Tithe Barn is used by 16 groups, classes and clubs. Four dance groups have regular weekday evening bookings, except on Fridays which are kept clear for weekend bookings. The average utilisation for week days during term time has recovered to 42% from last year's average of 38%. However, the level of bookings is down due to the heavy snows in January, the building works, and the economic climate.

For this calendar year the weekend utilisation was significantly above that for last year, though still no more than 40% at best and typically 30%. January and February had only 10% utilisation.

5.1.3 Booking matters

Earlier in the year a hirer's weekend deposit was retained due to the poor state that the hall was left in. This is the first time that this has been necessary for a number of years.

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Noise from dances in the Main Hall has become an issue for those using the Meeting and Long Rooms on mid week evenings. The Trustees are looking into the possibilities for soundproofing the ceiling during Phase 3 of the extension development.

The Trustees have discussed with Cleeve Players the options available to them to provide a permanent home to the players. Discussion are ongoing and are feeding into considerations for Phase 3 of the extension development which will include improvements to, or provision of, the stage, changing rooms, lighting, etc.

The Barn was used as a polling station in May.

The committee would like to thank Gill Dawson for the time and effort that she puts into being the ex-committee Booking Secretary.

5.2 Events

5.2.1 Farmer's and Craft Market

In July 2010 the trustees, under James Habgood, have started to host a monthly Farmer's and Craft Sunday market on the third Sunday of the Month. The first two markets have been a great success providing a very popular facility for the village and also bringing funds into the Barn. A separate section has been added to the web site specifically for the Farmer's Market.

5.2.2 Air in G

The Trustees, led by James Habgood, have hosted two Arts in Rural Gloucestershire (the Arts Council funded Air-in-G scheme) acts; 'Dark Tales of Gloucestershire' at Halloween on 31st October 2009, and a puppet show 'Journey of Turtle' on 26th March 2010. Details can be found on the web site. Two acts have been booked for the coming year, the next will be another 'Jazz at the Barn' evening, on Friday 22nd October, featuring Cate Cody's 'Great American Song Book'. The Trustees 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.

5.2.3 Bishop's Cleeve Street Fair

The Tithe Barn played a full part in the June 2010 'Bishop's Cleeve Street Fair' again this year. The opportunity was taken to show people round the new extension, which was generally extremely well received.

6 Finances

6.1 The Accounts

The accounts have been prepared by our accountants 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

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Payments basis. On cost grounds, the trustees have chosen that the accounts are examined by an independent qualified accountant, rather than an auditor.

The accredited accounts for January 2009 to December 2009 will be available for the AGM and will be able to be inspected on the web site or a paper copy can be provided if requested. The accounts show a total income of £39,848 and expenditure of £24,143. This gives a carry forward of £15,705. These figures are for the normal day to day running of the Tithe Barn and do not include one-off exceptional items, the extension, or fundraising for the extension, full details will be found in the treasurer's report.

6.1.1 Income

This report covers the more recent activity since the accounts closed. The Tithe Barn's income is roughly similar to last year with a significant dip at the beginning of the year due to the snow and the difficulties of living with building works. However, the rate has picked up again now that works have stopped.

The Trustees have decided to not allow any bookings for July and August 2011 in the hope that funding will become available and all the internal works that would disrupt users can be completed in those 8 weeks.

The sources of income for 2010 (2009 shown in brackets) are;

- from regular hirers 50% (54%),
- from single hirers 27% (30%) and
- from ground rent 23% (16%).

This shows a reduction in regular hirers of 4% and single hirers of 3% and an increase in dependence on ground rents of 7%.

6.1.2 Expenditure

Payments are similar to last year but are heavily biased to energy costs partly due to the inefficient way the Barn is set up, but also due to significant changes to the tariff. This latter has now been reduced.

The main expenditure is;

- Energy 37% (30%),
- Wages 27% (29%),
- Insurance 11% (11%),
- Gardening 6% (10%),
- Repairs and maintenance 6% (14%),
- Rates and services 3% (3%),
- Licences 4% (5%), plus
- eight other categories 6% (9%).

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Notes; 2010 figures are for 8 months only, 2009 figures are shown in brackets, and since insurance payments changed from a one off payment to monthly direct debit the 11% for 2009 is discounted.

6.1.3 Other

The trustees agreed to waive the requirement to retain a reserve of three months income (approximately ~£9,900) to allow Phase 1 of the extension to be started. The reserve is now being restored over the rest of the year.

During the year the Trustees undertook a review of their insurance needs and changed the Barn's insurers to Ansvar through the brokers M Wood Insurance Services, Bridgend. The new policy has been upgraded to include Trustees indemnity and covered the requirements of the building of the extension.

The Trustees have bought 100 quality retractable ball point pens inscribed with 'The Tithe Barn' to sell at £3 each, available from Courtyard Books and will be available at the AGM.

The Trustees have bought further tables to replace those damaged beyond repair.

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.

6.2 Fees

The fees for hiring rooms in the Village Hall have not been increased since January '09, and a list of the fees is published on the web site. Considering the financial climate and the potential disruption due to the building of Phases 2 and 3 the Trustees have postponed reviewing the fees until the first meeting after this AGM.

With the change in licensee, the Trustees have agreed that they should charge a fee for the provision of a bar of £50 per occasion. This fee is to be paid to the Trustees with the deposit and will be set against licensing and the energy charges of running the bar.

6.3 Ground Rents

6.3.1 Car Parking

Car parking during the working week has been let to Capita plc (25 places) and Cleeve Picture Framing (2 occasional places). The facility has also been offered to the Stoke Road Surgery (2 places).

6.3.2 Post Office

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

6.3.3 Electricity Supply

E-On continue to pay a fixed £5 pa for the electric sub station under their 99 year lease.

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7 Allotments

During the year Ruth Low volunteered to be the ex-committee Allotment Secretary, and she can be contacted through the web site. The allotments continue to thrive with all allotments rented out. There is still a strong demand for allotments with a waiting list of 7.

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, which has not significantly changed since 1956, has progressed well during the year. Phase 1 was completed in February 2010, providing us with a secure water tight shell with an installed lift and most first fix works complete. However, whilst the lift is commissioned there are no stairs and no flooring and so it is not safe to allow public access at this stage.

In association with the Project Manager and the Architect the Trustees have attempted to reduce costs and improve the look of the Main Hall by modifying the first floor south facing windows, however, they now find themselves in 'contravention of planning'. Following a visit by the Borough Conservation Officer and both the Planning Officer and the Planning Enforcement officer, the Borough has insisted that the windows must be replaced with like-for-like, including the double glazing, to both comply with the grade II listing and to provide a one hour fire wall for the disabled refuge. However, the Borough has allowed the work to be delayed until Phase 2 is funded. The cost of restoration, above what was planned for the windows, will be of the order of £200 to remove the bricking to the west window that looks out onto the side of the lift, and £1,000 to replace the double glazing. The Trustees decided not to appeal against the decision.

Following an attempted break into the extension ground floor external doors, it has been found that the specification for the door bolts and lock on the emergency exit has not been met, and further that the specification itself is inadequate to provide an emergency exit. It has been agreed with the contractor that the two doors will be provided with new styles that will provide top and bottom bolts on both doors and emergency exit crash pads on both doors. These are yet to be fitted, in the mean time the door handles have been additionally equipped with a chain and padlock.

The three remembrance plaques have been reinstated on the west wall, and the old cider press has been located in the west lawn near the road.

The Fire and Security alarm controls panels have been moved to the left of the electricity as part of the extension programme, allowing the new electrical control gear to be installed and to allow a new cupboard to house the electricity control gear to be built in the future. A new illuminated light switch for the main hall has been fitted by the control panels making it more noticeable to those leaving the building. The opportunity was taken, during

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modifications for the extension, to fit an emergency gas cut-off valve located in the kitchen. A map of the services supply and mains valves has been provided.

8.2 The Funding

The project total cost is £467,392. The final spend on the building works of Phase 1 was £272,938 plus £7,000 retention, which is an increase in cost of Phase 1 of £4,938 (<2%) due to difficulties encountered during the build and minor specification changes. Phase 1 was completed in February and to date a total of £338,252 has been spent, including building costs, professional fees, Borough charges, legal fees, inspections and all other costs. For full details see the Treasurer's report.

The following grants and donations towards the extension have been received:

Bishops Cleeve Parish Council	£23,000
Bishop's Cleeve WI fund raising	£5,000
Dean's Lea planning gain (Section 106)	£100,690
Grundon Waste Management Ltd	£10,000
Bernard Sunley Foundation	£2,000
Gloucestershire Environmental Trust (With monies provided by Cory Environmental Ltd)	£15,000
The Tithe Dance Club	£200
Capita plc Bishop's Cleeve	£2,000
Garfield Weston Charitable Trust	£7,500
George Lewis Footwear	£250
Bovis Homes plc (towards a fitted kitchen)	£2,000
Total	£167,640
Tewkesbury Borough Council (20 year loan to be drawn down at 20% of invoices)	£80,070
Total	£247,710
Drawn down from TBC for Phase 1	£64,904
Remaining to be drawn down for Phases 2&3	£15,166
Cash in hand or on deposit (Currently held by the Treasurer against the extension)	£39,346
This includes a 'Retention' of	£7,000

The Volunteer Management Committee have raised £145,055 from fund raising and management of Tithe Barn revenue, this leaves a short fall to complete the project, including 5% contingency due to the break in works, of £75,000, which is the subject of applications made or in preparation.

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Thus far the Trustees have been awarded 54% of the project in grants, of which they have drawn down 50%. 82% of the total costs have now been raised, of which the Trustees have raised 31%. The spend to date is 73% of the total costs, however with cash in hand and grants yet to be drawn down this leaves 16% to find. Professional fees have been 16% of the total project cost. Of the grants applied for the Trustees have had a 29% success rate.

It should be noted that the terms of the grant awarded by Tewkesbury Borough Council state that it is a 20 year loan to the trust that will be written off at the end of the term if all the conditions of the loan are complied with, and that the Borough are required to take a charge on the property to the value of the loan that, will expire in 2030. This charge has now been made and appears on the deeds held by the Solicitor.

8.3 Thanks

The Trustees would like to thank Martin Ryder our Project Manager for his continued support for the project; Jim Stevenson, who although retired as a Trustee has continued to work for the extension and is managing the production of the Sponsors Recognition board to be hung in the extension; and Ms Antonia Coles who has volunteered to develop designs and colour schemes for the extension and the Phase 3 redecoration of the Barn and has developed a set of display boards of the history and proposals for the extension.

9 General Issues

9.1 Improvements and Maintenance

9.1.1 General

The level of work has been reduced this year to free up funds for the extension. However, under the Maintenance Sub Committee, general maintenance has been efficiently undertaken as it became necessary, but with the resignation of Jim Stevenson the sub committee is left shorthanded. The Trustees would like to thank Jim for his efforts in drawing up a detailed costed maintenance programme collating detailed information on all aspects of the care of the Barn.

9.1.2 Energy

The Trustee's main expenditure is the Tithe Barn's utility requirements of electricity, gas and water. The electricity tariff was excellent for three years, but the contract was for four years and the tariff went to a 'recovery' rate for the final year. The current tariff is now at a more reasonable rate. Efforts are also being made to reduce consumption wherever possible.

- a) Heating: Destratification fans for the Main Hall ceiling have been delivered and will be fitted shortly. This should reduce the heating demand by re-circulating the hot air that has risen into the roof space.

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A professional review of the heating system was undertaken during the year, which showed that the boilers were nearing the end of their useful life (this has been included in the costed maintenance programme).

- b) Lights: The light switch for the main hall has been improved and instruction made clearer so that the lights should not be left on all night so often.

The light fittings in the main hall have not functioned well and bulbs last only a few weeks. The Trustees are looking to replace the Main Hall lighting with more efficient equipment, but housed in fittings in keeping with the building.

A movement detection system has been fitted to the foyer and the corridor for safety reasons, but the Trustees are considering using this in other communal areas, such as the lavatories, to save electricity.

- c) Bar: Improvements to the management of the bar should also reduce consumption since four coolers have been reduced to one which is not required to be run continuously.

Further energy saving measures are to be investigated such as increasing the efficiency of the bar's cooled room.

9.1.3 Minor works

- a) New soap dispensers have been installed in the lavatories.

9.2 The Weather Vane

As reported last year Les Cattell volunteered to repair the weathervane. This is now complete and the trustees would like to give our grateful thanks to Les for his superb job, and to the Gloucestershire Fire and Rescue Service for putting it back up for us. The Trustees would also like to thank Jim Stevenson for managing this project and putting together a montage of photographs and explanation about the history and repair of the vane which can be seen hung in the Meeting Room.

The Gloucestershire Fire and Rescue Service put the vane back up for us 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 invited 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. There is a link to their website from the front page of the Tithe Barn web site.

9.3 Gardens and Grounds

The long term plan for the improvement of the appearance of the grounds continues, with our thanks to thank Peter Richmond and our contractor 'Garden Matters' of Bishop's Cleeve, the for improvements made so far.

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A wire mesh fence has been fitted in the top car park on the boundary with the King's Head.

9.4 Vandalism and Security

Whilst we have suffered some vandalism during the last 12 months, specifically a door ripped off one of the kitchen units and a fire lit outside the north doors, it has been at lower levels than previously. The Police are always informed of acts of vandalism and nuisance and the Trustees have a collection of incident numbers.

9.5 Web Site and Marketing

The web site continues to be updated regularly and carries all the information that is required to make a sensible decision to hire and download the application form. The site also carries all the policy documents and other governance information. During the year there have been 4,566 visitors to the web site visiting 6,875 times, an average of 12 visitors per day.

Justin Munro continues to develop an online booking system for us, but has not been able to give the time he would like to the project due to his work commitments and his recent marriage.

The interim website provides information on what is on at the Barn, and gives all the information needed about the Village Hall and the progress of the extension. www.cleevetitehbn.org.uk.

9.6 Catering

The Trustees have been approached by two caterers who would like to be the Tithe Barn's 'preferred' caterers and are willing to pay for the privilege. Discussions are continuing into the options.

10 The Future

10.1 Business Plan

The business plan to address the development of the Village Hall at the Tithe Barn when the extension is completed is continuing to be drafted. Any support in this task would be gratefully received.

10.2 The Built Heritage

The Trustees are still considering the development of a historical display about the Barn to improve the accessibility to the village's built heritage, but has not been able to give adequate time to the project whilst the extension is being built. Any support for this project would be gratefully received.

10.3 Trustees vacancies

With the loss of a trustee this year, more pressure is put onto those remaining. Clearly the more trustees the lighter the load on each individual. Vacancies on the committee include;

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secretary, minute secretary, and maintenance team. Specific short term projects include, funding raising, developing the business plan, producing a historical display, drawing up an inventory, drafting a maintenance manual for all the systems and functions of the Tithe Barn, etc.

Volunteering does not mean a life sentence, completing a single task would be of considerable help to the Trustees, could be undertaken ex-committee (as currently is the case for the bookings secretary and allotments 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 in Bishop's Cleeve.

John A C Beattie

Chairman of Trustees and the Volunteer Management Committee,

Bishop's Cleeve Tithe Barn, Cheltenham Road, Bishop's Cleeve, Glos GL52 8LU

September 2010