



BISHOP'S CLEEVE
TITHE BARN

Bishop's Cleeve Village Hall The Tithe Barn

Chairman's annual report for the year 2011

Presented at the AGM 24th September 2012

Registered charity #301465



HALLMARK



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standard scheme
for village halls



The Chairman's Annual Report for the year 2011

1 Introduction

1.1 Governing Document

This document is the annual report for the accounting year January to December 2011 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 2011, up to and including August 2012, is to be presented to the Annual General Meeting of the trust held at the Tithe Barn on Monday 24th September 2012. A copy of this report will be available on the web site under "Governance".

The Tithe Barn building 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, but for which the Village Hall Trustees, known as the Volunteer Management Committee, are responsible for the upkeep.

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), 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.



2 Trustees

2.1 The Volunteer Management Committee – The Trustees

The charity is administered by the Volunteer Management Committee, of whom x 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.

Those who have served as trustees since the last AGM are;

Chair	John Beattie
Treasurer	Judith Gibbins
Secretary	Vacant
Maintenance Team lead	Will Taylor (co-opted July 2012)
Maintenance Team and Caretaking	Sandra Raven (retired August 2012)
Maintenance Team – Grounds	Peter Richmond
Secretarial support	Margaret Harborne
Parish Council appointee	Andrew Reece (as of July 2012)
Playgroup appointee	Lenora Smith
User representative	John Andrews
User representative	Kelvin Freer

2.2 Volunteers

A number of volunteers have offered to support the Management Committee but not as trustees. The trustees are grateful for their help and support over the last year.

Booking secretary	Cheryl Parsons
Allotments Secretary	Ruth Low

The Trustees would like to thank Gill Dawson who stood down as Booking Secretary for her tireless efforts in controlling the booking process, and Lesley Parrish who took the job on until family commitments meant that she too had to resign. The trustees would like to thank Cheryl Parsons for taking the role on mid year.

2.3 Parish Council

The Parish Council continue to support the Volunteer Management Committee and in particular the extension and refurbishment project to provide compliance with the Disability Discrimination Act (DDA), and the replacement of and Main Hall windows.



2.4 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.

During the year the Trustees opened a second bank account with LloydsTSB who were able to offer internet access to the account to enable the management of funds when transfers are made into and out of the account by BACS. The account is with LloydsTSB Sort Code 30-91-87 account number 046080960; address. The account signatories are the treasurer Judith Gibbins and the chair of trustees John Beattie, and internet access only to the booking secretary Cheryl Parsons.

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

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.

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

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

2.5 Licenses

The Trustees have obtained a change to the premises license to take account of the move of the bar from the entrance foyer to the first floor of the new extension. All other terms and conditions remain the same.

3 Staff

3.1 Caretaker

In April 2012 Duanne Pargeter tendered his resignation. The Trustees would like to thank him for his efforts during the years that he was caretaker at the Tithe Barn and wish him well for the future.

The cleaning aspect of the caretaker's duties have been let to a local cleaning firm 'Dune and Dusted' who attend the Barn three times per week; the key holding aspect of the caretaker's duties has been taken on by the Trustees; and the maintenance aspects of the caretaker's duties have been taken on by Will Taylor.

3.2 Bar

Leigh Norwood continues as the Designated Premises Supervisor for the Tithe Barn, and he can be contacted through the web site.



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, risk assessment, evacuation procedure and exit procedure are being reviewed following the completion of the extension and refurbishment. The current policies are available on the web site under "Governance" and any assistance in revision would be gratefully received by the Trustees.

4.2 HallMark

Following the award of *HallMark2* in October 2010, the trustees are now looking to obtain *HallMark3*. A volunteer to assess the requirements and help get the Barn up to scratch for *HallMark3* would be gratefully received.

4.3 Associations and Memberships

The Trustees continue to be a member of Gloucestershire Rural Community Council (GRCC) [who are holding their 2012 AGM in the Barn]; the Gloucestershire Association of Voluntary and Community Action (GAVCA); and Cheltenham and Tewkesbury Volunteer Centre (CVC).

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

4.4 Logo

Following the adoption of the logo which has helped to establish a publicity identity for the Village Hall, a new strap line has been adopted "*run by volunteers for the benefit of the community*" in an attempt to show that it is not a commercial organisation and to encourage others to volunteer to help run the Village Hall and preserve the built heritage in Bishop's Cleeve.

5 Activities of the Charity

5.1 Bookings

The Tithe Barn is used by 26 groups, classes and clubs. 7 dance groups have regular weekday bookings, 11 exercise classes, 5 children's activities, and 3 women's activities.

The average utilisation for the year to date for week days during term time is just over 25% of available hours. However, the level of bookings is down to only 41% of weekend days. This low utility of less than every other weekend is due to the effect of the building works. This is expected to rise now that the works are complete and the Barn is an even more handsome and usable venue.

In the year we lost the AgeUK regular booking due to limitations of storage and the disruption of the building works. They have since found a suitable venue elsewhere. We also lost 2 exercise classes for the same reason.



5.2 Regular Users

The Playgroup continues to meet in the new School Room at the Barn.

A new Tai Chi, Baby Signing, Baby Massage, Bridge Club and Patchwork and quilting class have started during the year.

5.3 Events

5.3.1 Farmer's and Craft Market

The monthly Sunday Craft and Food Barn Market took a break over the summer and is starting again in September for the run up to Christmas.

5.3.2 Theatre and Arts

Air in G. The Trustees hosted an Arts in Rural Gloucestershire (the Arts Council funded Air-in-G scheme) evening for a prize giving for young theatrical entrepreneurs run by Air-in-G.

Cleeve Youth Theatre held a very success event, the Story of the Willow Pattern, which was an excellent production very well received.

Cleeve Players held a successful Scottish Night in February.

SWARD held a very successful fundraising evening in support of the costs of the Judicial Review of the GCC's planning decision for the extension of the use of Wingmoor Farm toxic landfill for another 25 years.

The Trustees would again 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.

5.3.3 Bishop's Cleeve Street Fair

The Tithe Barn played a full part in the July 2012 'Bishop's Cleeve Street Fair' again this year, with trustee Sandra Raven again represented the Tithe Barn Management Committee on the Street Fair planning committee. During the Street Fair the opportunity was taken to show people round the new extension and to recruit new trustees to the management committee. Following Sandra's resignation, a volunteer to act as liaison between the Village Hall and the Street Fair would be much appreciated by both groups.

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 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 2011 to December 2011 are available for inspection on the web site or a paper copy can be provided if requested.

Edited village hall running accounts, show a total income of £45,769 (an increase of £4,530 on last year) and expenditure of £31,953 (an increase of £3,835 on last year). This gives a carry forward of £13,816 (an increase of £695 on last year). These figures are for the normal day to day running of the Tithe Barn only, and do not include any reserves, one-off exceptional items, or any fundraising or expenditure on the extension and refurbishment. Full figures with all details will be found in the treasurer's report.

6.1.1 Income

The trusts accounts closed in December 2011 and are published separately. Figures for the period from January to August this year show that. The sources of income to August 2012 (figures for the year 2011, 2010 and 2009 are shown in brackets) are;

	2012	2011	2010	2009
Regular hirers	55%	50%	44%	54%
Single hirers	22%	31%	31%	30%
Ground rent	21%	16%	24%	16%

Bar fees account for 2% of income down from 3% last year.

6.1.2 Expenditure

The main expenditure is;

	2012	2011	2010	2009
Energy	34%	23%	26%	34%
Wages & Cleaning	25%	29%	25%	33%
Insurance	11%	6%	9%	9%
Gardening	8%	6%	8%	11%
Maintenance	13%	23%	17%	16%
Rates and services	3%	3%	3%	3%
Licences	2%	4%	4%	5%
eight other categories				

Notes; These 2012 figures are for 8 months only, 2011, 2010 and 2009 figures are for a full year. Insurance payments are paid monthly and licenses are not yet all charged.

6.1.3 Other

On completion of Phase 3 of the extension and refurbishment the trustees have agreed to reinstate the requirement to retain a reserve of £5,000.

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 and the refurbishment are being funded and built.

6.2 Fees

No change has been made to the fees this year due to the difficulties of the building works. There is now a need to completely overhaul the fee structure to take into account the extension, the refurbishment, the additional rooms, the financial climate, the continuing building requirements, and the need to be self supporting. This will be done for application at the start of the New Year.

6.3 Ground Rents

6.3.1 Car Parking

Car parking during the working week continues to be let to Capita plc (25 places) and Cleeve Picture Framing (2 places). Capita have agreed to provide access to some of the car parking space that they hire for the use of visitors to the Stoke Road Surgery. A notice will be put up to that effect. Bovis used the rear car park for a few days during the resurfacing of their own car park, and the Cheltenham Ramblers were allowed to use the rear car park one afternoon due to the change in the Tesco car park restricting use to a maximum of two hours.

6.3.2 Electricity Supply

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

7 Allotments

Ruth Lowe continues to act as ex-committee volunteer Allotment Secretary, and she can be contacted through the web site. The allotments continue to thrive with all allotments rented out with a short waiting list. Discussions with Tewkesbury Borough about the maintenance of the rainwater ditch on the boundary with Orchard House continue. The trustees would like to thank Ruth for her efforts in making the allotments run smoothly.

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, is now complete, including new lighting and heating systems throughout the Barn.

However, the two dormer windows to the Main Hall have proved to be in a poorer condition than was first thought and will need replacing. Conservation and listed building requirements will mean that the dormers will have to be replaced by in line conservation roof lights. Quattro Design Architects have been retained to provide drawings so that the relevant permissions and quotes can be obtained as a prerequisite to obtaining funding. It is expected that this work will take place in the summer of 2013.

Following the completion of the building works a number of minor works are being undertaken to provide a cupboard to cover the water meter in the foyer, and to improve the stage front, the stage window shutters, provide splash backs in the new kitchen and other

improvements to storage for which the Trustees are grateful to cabinet maker Mr Peter Campion for his designs and craftsmanship.

8.2 The Funding

The Trustees are pleased to be able to say that the project has come in on time and under budget. Currently there is a surplus of over £17k that will be used to offset the costs of replacing the dormer windows (Phase 4). The costs of the project to the end of Phase 3 are shown below.

PROJECT COSTS	inc VAT	
Total Phase 1 and 2 fees	£80,232	
Total Phase 1 building costs	£279,898	
Total Phase 2 building costs	£38,519	
Phase 3 Fees	£13,503	
Phase 3 building costs	£178,784	
Phase 3 Trustees minor works	£29,396	
TOTAL PROJECT COSTS	£620,332	
FUNDING		
Total TBC Loan	£80,070	12.91%
Total BCPC Precept grant	£23,000	3.71%
Total Section 106 Dean Farm & Homelands Farm	£320,690	51.70%
Total Grants from all other sources	£21,950	3.54%
Total Landfill Tax Credit Scheme	£25,000	4.03%
Sale of surplus stone	£800	0.13%
Total external funds	£471,510	
Total Trustees Barn funds	£148,822	23.99%
TOTAL FUNDS	£620,332	100.01%

8.3 Surplus Equipment

There was some surplus equipment that was replaced in the refurbishment or was no longer required. It is good to report that this was distributed to various village halls in the area



including Gotherington (Water Heater), Cranham (fridge, cooker and hob), North Cerney (soap dispensers), Wotton Under Edge and North Nibley (light fittings), Blakemore (sink), and Gloucestershire Young Farmers (tables).

8.4 Thanks

The Trustees would like to thank April Church, Robin Copeland and Kate De Costa Grieves our architects, J Martin Ryder our Project Manager and for his continued support for the project, and C JC Bayliss the contractor for their work, their cooperation in working round hirers, and the cleanliness of the site when they are not working.

9 General Issues

9.1 Improvements and Maintenance

9.1.1 General

The level of maintenance work has been reduced again this year to free up funds for the extension.

9.1.2 Energy

The Trustee's main expenditure is the Tithe Barn's utility requirements of electricity, gas and water. Efforts are being made to reduce energy consumption wherever possible.

- a) Heating: A new heating systems have been installed in the extension with underfloor heating on the ground floor and hot water radiators on the first floor. In the Barn a new hot water heating system has replaced the old hot air system. Four forced convector radiators have been installed in the Main Hall and hot water radiators on the ground floor.
- b) Lights: The Main Hall lighting has been replaced with more efficient LED lighting that is fully dimmable.
- c) Bar: The old cooled room cooler has been moved to the new cooled room and the glass washer has been installed in the new bar along with a new bottle fridge and two older bottle fridges.

9.1.3 Minor works

Now that the Trustees employ a contract gardener, it is proposed that the 'Gardener's Shed' be emptied, cleaned of gardening chemicals and brought into Barn use as a long term store.

9.2 Gardens and Grounds

The Trustees are very pleased with the high quality of the grounds maintenance work by our contractor 'Garden Matters' of Bishop's Cleeve.

The fence on the boundary with the King's Head now has a higher 'ball proof' mesh, but still needs to be completed to the road edge particularly where it is now exposed with the removal of the Post Office cycle cage.



The trustees want to express their thanks to Peter Richmond for his lead and considerable efforts in maintaining the grounds.

9.3 Vandalism and Security

We have suffered some vandalism during the last 12 months, specifically further damage to the tiles on the gas meter outbuilding. This is a lower level of attack than previous years, and the Police are always informed of acts of vandalism and nuisance and an incident number obtained.

9.4 Web Site and Marketing

The website www.cleevetiteharn.org.uk is regularly kept up to date. Most of the traffic on the website is related to weddings with only 10% going to activities. Comparing the 9 months from January to September 2011 to 2012, the number of 'visits' at 3780 in the nine months is up 33% and new visits (60% of visits) up 20%. The number of pages per visit is up 5%. Whilst 44% only stay for up to 10 seconds, 30 % stay for 1 to 10 minutes. There were about 900 visits from phone or tablet.

Justin Munro continues to develop an online booking system for the Barn website. The web based calendar is now functional allowing users to check for availability from the web site and the Booking Secretary to keep records of bookings and their status.

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 has not progressed during the year, and any support in this task would be gratefully received.

10.2 Trustees vacancies

The management committee remains under strength and would like to recruit a chair person, a secretary, maintenance team member and an office administrator.

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 itself to accommodate them.

10.3 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, and any support for this project would be gratefully received.



11 Conclusion

The Management Committee are committed to providing a first class facility for the village and to the development of the Village Hall at the Tithe Barn, whilst preserving our built heritage. The recently completed project to build and fit out an extension including a lift to provide easy access to the Main Hall, and the refurbishment of the Barn has sympathetically brought the Barn into the 21st Century whilst maintaining its historic appeal; fit 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 2012



CHART 1

showing the annual income for Ground Rent, Block Bookings and Single Hires.
Note the figures for 2012 show only up to August 2012

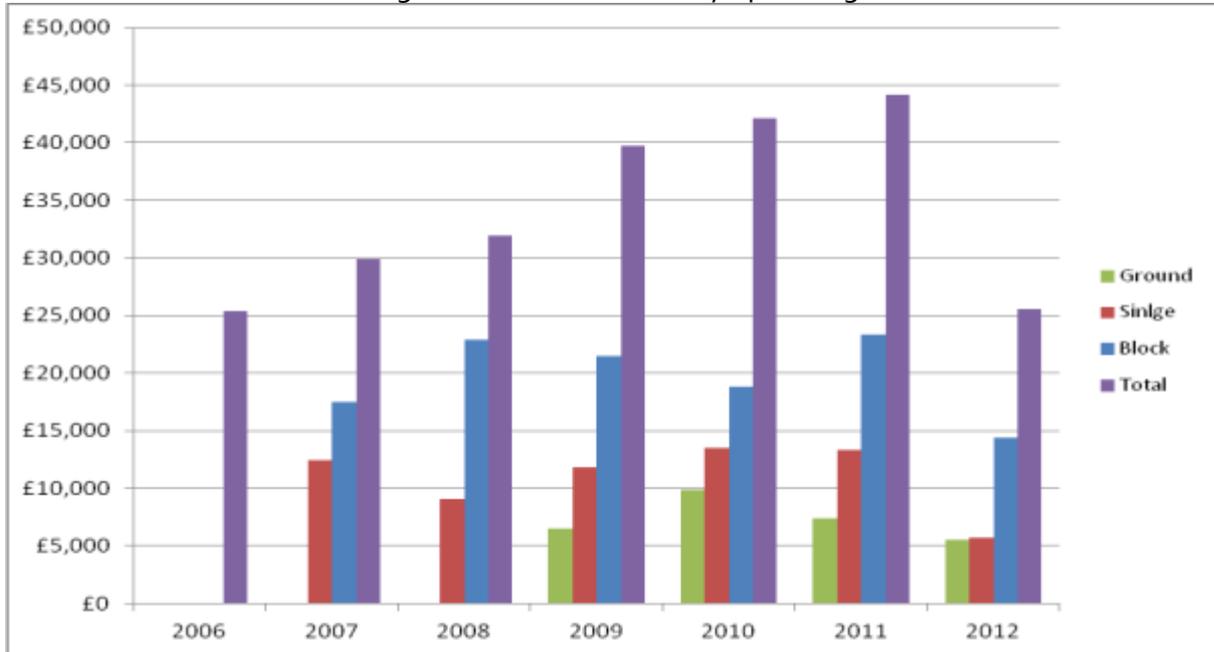
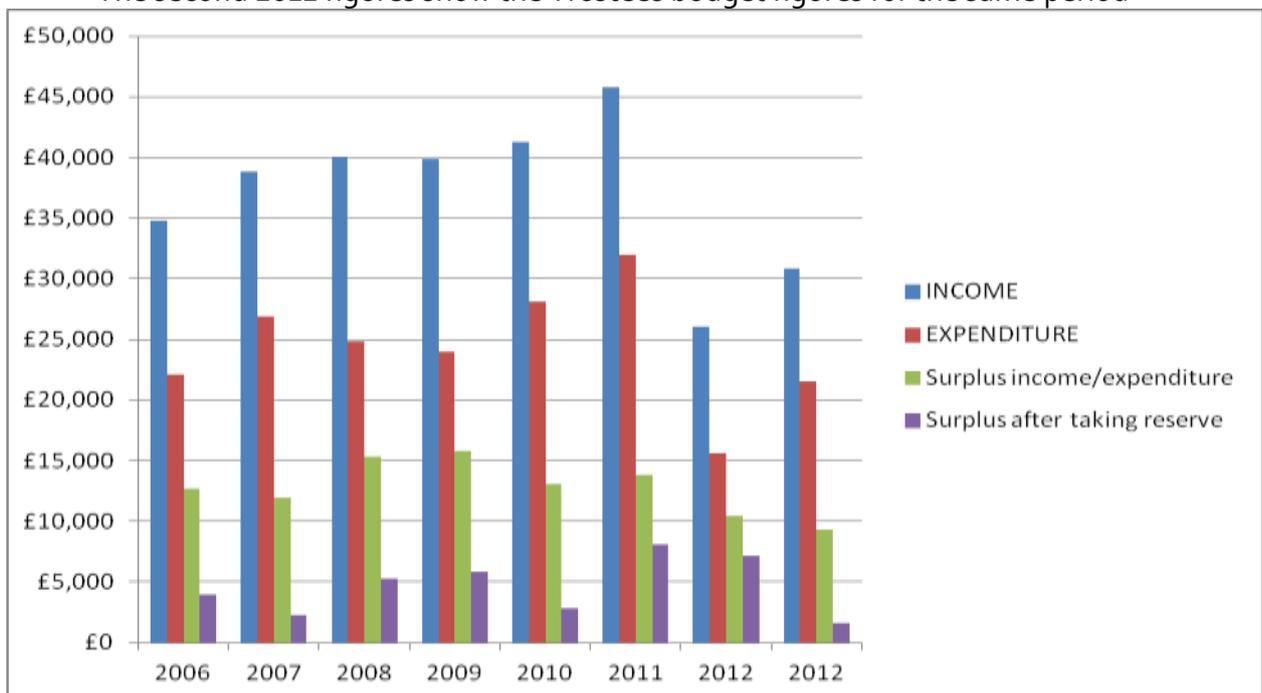


CHART 2

Showing the Income and Expenditure figures
Note the 2012 figures only cover January to July
The second 2012 figures show the Trustees budget figures for the same period





CHARTs 4 and 5

Show the breakdown of Income and Expenditure

Note as the Caretaker resign part way through the year, an element of staff costs will show in the pie chart, though this will be replaced by Cleaning Costs in future years

