



BISHOP'S CLEEVE  
TITHE BARN

# Bishop's Cleeve Village Hall The Tithe Barn

## Chairman's annual report for the year Jan – Dec 2013

Presented at the AGM 15<sup>th</sup> September 2014

Registered charity #301465



HALLMARK



a quality  
standard scheme  
for village halls



## The Chairman's Annual Report for the year 2013

### 1 Introduction

#### 1.1 Governing Document

This document is the annual report for the accounting year January to December 2013 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 13<sup>th</sup> November 1953. This report covers activities since the last AGM report, of September 2013, up to and including August 2014, and is to be presented to the Annual General Meeting of the trust to be held at the Tithe Barn on Monday 15<sup>th</sup> September 2014. 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 its management and 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, its 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 one was 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
Parish Council Rep	Vacant
Maintenance Team – Grounds	Peter Richmond
Maintenance team - building	Andrew Reece
Playgroup appointee	Lenora Smith
User representative	John Andrews
User representative	Kelvin Freer – now resigned

During the year a Trustee Kelvin Freer resigned. Four new Trustees came forward in December 2013, Martin Thomas (who is looking after the maintenance), Matt Rachael (who is looking after the automatic booking process and the web site), Ed Munro (who was looking after security, but who had to bow out temporarily due to work) and Sam Newman (who is looking after the modernisation of the stage area with the assistance of the community involvement initiative of the Co-Operative Society with whom he is employed)

### **2.2 Volunteers**

Two volunteers continue 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

### **2.3 Parish Council**

The Parish Council continue to support the Volunteer Management Committee and are to appoint a representative to the volunteer management committee in September.



## 2.4 Professional advisors and services

**BANKERS:** The Trustees hold a bank account with LloydsTSB Sort Code 30-91-87 account number 046080960 to which BACS payments can be made and the account operated on the internet with two signatories, the treasurer Judith Gibbins and the chair of trustees John Beattie, and internet access to inspect the account is available to the booking secretary Cheryl Parsons.

**SAVINGS BANK:** COIF 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:** Oncover Insurance Ltd, Oncover® Insurance Services Ltd, Alpha Lodge, 15 Gretton Road, Gotherington, Cheltenham, Glos. GL52 9EP

**INSURERS:** Hannover Re (Combined) & Markel UK (Trustees Liabilities) Markel (UK) Limited, 8th Floor, Riverside West, Whitehall Road, Leeds, LS1 4AW.

**SUPPLIERS:** The Trust benefits from accounts held at Cleeve Supplies Ltd, Tobyfield Road, Bishop's Cleeve GL52 8NN; and Macdonalds Traditional Cobblers and Key Cutters 9b Tarlings Yard bishop's Cleeve GL52 8RN.

## 2.5 Licenses

The Trustees pay the annual fee for the premises licence to Tewkesbury Borough Council.

## 3 Staff

### 3.1 Caretaker

The cleaning of the Tithe Barn continues to be undertaken by 'Done and Dusted'.

### 3.2 Bar

Leigh Norwood of Favourite Beers, 105 Hewlett Rd Cheltenham, Gloucestershire GL52 6BB 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 liaise with GRCC to help get the Barn up to scratch for *HallMark3* would be welcomed.

#### 4.3 Associations and Memberships

The Trust continues to be a member of Gloucestershire Rural Community Council (GRCC) [who held their 2013 AGM in the Barn]; the Gloucestershire Association of Voluntary and Community Action (GAVCA); and Cheltenham and Tewkesbury Volunteer Centre (CVC).

The Trust is also represented on the Neighbourhood Community Group run by Borough Councillor Sue Hillier-Richrdson.

The Trust continues 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.

### 5 Activities of the Charity

#### 5.1 Bookings

The Tithe Barn is used by 31 groups, classes and clubs. There are 5 regular dance groups, 7 exercise classes, 6 children's activities, 9 adult groups or classes, and the now famous Cleeve Concerts.

The average utilisation for the year to date for week days during term time is just over 40% of available hours for the Main Hall, 23% for the New Bar, 41% for the School Room, 12% for the Meeting Room and 8% for the Committee Room.

#### 5.2 Regular Users

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

#### 5.3 Events

##### 5.3.1 Theatre and Arts

Cleeve Concerts. The concerts continue to attract capacity audiences for national and international artists, and the Tithe Barn is gaining a reputation for being an excellent county music venue.

Air in G. held their annual promoters evening at the Barn

Cleeve Players. A successful Scottish Night was held in February.

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. Following the demise of the Book Shop this summer, tickets will still be available at George Lewis Footwear and at the Lowry's coffee bar in Tarlings Yard.



### 5.3.2 Bishop's Cleeve Street Fair

The Tithe Barn played a full part in the July 2014 'Bishop's Cleeve Street Fair' again this year, including hosting the presentation of the funds to the guides, scouts, Air Cadets and Army Cadets. A volunteer to act as liaison between the Village Hall and the Street Fair would be much appreciated by both groups.

### 5.3.1 Bishop's Cleeve Big Picnic

A lunch time event was organised by Tewkesbury Borough Council, Bishop's Cleeve Parish Council and Sovereign Housing and a number of organisations that meet in the village. It was held on the Nottingham Road playing field and was designed to introduce new comers into the village to the facilities and opportunities available in Bishop's Cleeve. The Tithe Barn was represented and displayed brochures and leaflet from various of the regular hirers as well a brochures on how to hire, hoe to be a trustee and the wedding package. It was a successful event that may be held annually at various locations round the village.

## **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 2012 to December 2013 are available for inspection on the web site or a paper copy can be provided if requested.

The Annual accounts show an income for the year to Dec 2013 of £62,571 an increase of £18,503 on the previous year, due to the significantly reduced income in the year Jan – Dec 2012 due to the building works and the increased interest in the new hireable rooms in the year Jan – Dec 2013.

The expenditure in the year to Dec 2013 was £35,870 an increase of £5,319 on the previous year. This gave a surplus in year of £26,701, most of which is committed to the replacement of the dormer windows.

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 2013 and are published separately. The relative income from various sources, Including for the period from January to August 2104 are show below;



	2014	2103	2012	2011	2010	2009
Regular hirers	49%	50%	52%	51%	44%	54%
Single hirers	32%	31%	28%	29%	31%	30%
Ground rent	17%	15%	18%	16%	24%	16%
Bar Fes	2%	5%	2%	4%	1%	0%

### 6.1.2 Expenditure

The main expenditure is;

	2014	2013	2012	2011	2010	2009
Energy	5%	28%	26%	23%	25%	30%
Cleaning	35%	26%	21%	30%	30%	34%
Insurance	0%	5%	14%	6%	9%	9%
Gardening	8%	7%	7%	6%	7%	9%
Maintenance	27%	19%	17%	23%	17%	14%
Rates and services	5%	5%	2%	3%	3%	3%
Licences	13%	6%	9%	4%	4%	5%
eight other categories						

Note; The 2014 figures are for the months January to August only, the 2013, 2012, 2011, 2010 and 2009 figures are for a full year. Insurance payments are paid annually and licenses are only partly charged.

### 6.1.3 Other

The committee would again like to thank Judith Gibbins for the time and effort that she puts into keeping our finances in good order, particularly during the four phases of the extension and the refurbishment project.

## 6.2 Fees

The Trustees increased the fees from 1<sup>st</sup> April 2013 in line with inflation.

## 6.3 Ground Rents

### 6.3.1 Car Parking

Numbered spaces continue to be hires by Bovis Homes (12 spaces during the working week), Capita plc (25 places – which they have allowed spare places to be used by visitors to the Stoke Road Surgery) and Cleeve Picture Framing (2 places). The latter relocated in June 2014 and so two spaces are available for hire.

### 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 waiting list of one person. The trustees would like to thank Ruth for her efforts in making the allotments run smoothly.

## 8 The Extension and Refurbishment Project

### 8.1 The Dormers

Work on Phase 4 of the extension and refurbishment project; to replace the two dormer windows in the Main Hall with in-line conservation standard roof lights, the replacement of the fire doors and the replacement of the metal fire escape stair case to the east car park is complete apart from the retiling of the roof. This is to be completed by the end of September. Remedial work has also been undertaken to install a ground water pump in the lift shaft. Repair to the water ingress to the east side of the New Bar continues.

The work was undertaken by C J Bayliss Ltd of Hereford.

The Trustees also had the staircase redecorated and Marc Alexander during the period of the dormer replacement works.

### 8.2 The Funding

The costs of Phase 4 of the project are shown below.

<b>PROJECT COSTS</b>	inc VAT
Professional Fees	£10,684
Building costs	£60,749
Decorating Costs	£1,336
Other Costs	£1,667
<b>TOTAL PROJECT COSTS</b>	<b>£74,437</b>
<b>FUNDING</b>	
Total TBC Loan	£2,118
Total Section 106 Dean Farm & Homelands Farm	£28,064
<b>Total external funds</b>	<b>£30,182</b>
Total Trustees Barn funds	£44,255
<b>TOTAL FUNDS</b>	<b>£74,437</b>

### 8.3 Thanks

The Trustees would like to thank our architects Robin Copeland and Kate De Costa Grieves, and J Martin Ryder (CDM) for their continued support for the project.



## **9 General Issues**

### **9.1 Improvements and Maintenance**

#### 9.1.1 General

The level of maintenance work has been stable over the year

#### 9.1.2 The Car Park

Under Peter Richmond, the rear car park has been levelled by filling the serious potholes with gravel. This has been very successful.

#### 9.1.3 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. The Treasurer's recovery of VAT payments on the Barn's energy bills has been a significant saving in the year.

#### 9.1.4 Minor works

The 'Gardener's Shed' is now being used as the 'Bar Store', with thanks to Andrew Reece for his efforts in clearing out, decorating and fitting out the room.

#### 9.1.5 Decoration

The Trustees were very pleased to accept a gift donated by Rebecca Thorp, a hirer of the Barn, of a 10ft artificial Christmas tree suitable for use in the Main Hall.

### **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 still needs to be completed to the road edge.

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

They would also like to thank Ruth Low and Peter Richmond for their work in having the allotment's southern boundary ditch made safe.

### **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. New security measures have been implemented, including keeping the Meeting Room locked when not in use, which have reduced the level of vandalism and misuse of the building.



A new security alarm control box has been installed with a touch-in touch-out system for weekend users. It also has the facility to set in individual zones allowing other zones to be used, and to call a phone number if the alarm is triggered, but this latter facility has not yet been implemented.

#### **9.4 Web Site and Marketing**

The website [www.cleevetiteharn.org.uk](http://www.cleevetiteharn.org.uk) is regularly kept up to date. A new website is being developed by Matt Rachael with a new booking system, a more modern look and better communication with the Booking Secretary.

### **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 new trustee members.

However, single task volunteers would also be very welcome. 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 development of a historical display about the Barn is being considered by Martin Thomas. The aim would be to improve accessibility to the village's built heritage with special emphasis on interesting school children in the village's history.

### **11 Conclusion**

With the replacement of the dormer windows, fire escape doors and the fire escape stair case in the Main Hall, the final Phase of the project to extend the village hall, provide disabled access and refurbish the Barn has now been completed. This has been well received in the village and the utilisation of the Barn has increased significantly.

The Management Committee remain committed to efficiently managing the Village Hall whilst preserving the village's built heritage to be available for all to enjoy.



BISHOP'S CLEEVE  
TITHE BARN

## Bishop's Cleeve Village Hall -The Tithe Barn

Registered Charity 301465

Annual report for the year 2013

*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 2014*