



BISHOP'S CLEEVE  
TITHE BARN

# Bishop's Cleeve Village Hall The Tithe Barn

## Chairman's annual report for the year 2010

Presented at the AGM 19<sup>th</sup> September 2011



Registered charity #301465





## The Chairman's Annual Report for the year 2010

### 1 Introduction

#### 1.1 Governing Document

This document is the annual report for the accounting year January to December 2010 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 2010, up to and including August 2011, is to be presented to the Annual General Meeting of the trust held at the Tithe Barn on Monday 19<sup>th</sup> September 2011. 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 and 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 five 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	James Habgood / John Beattie
Treasurer	Judith Gibbins
Secretary	Vacant
Maintenance Team lead	Vacant
Maintenance Team and Caretaking	Sandra Raven
Maintenance Team – Grounds	Peter Richmond
Secretarial support	Margaret Harborne
Parish Council appointee	Peter Richmond
Playgroup appointee	Lenora Smith
User representative	John Andrews

Since the last AGM James Habgood was elected Chair at the first meeting of the trust's year in September 2010, but felt he was unable to continue after May 2011. John Beattie agreed to take on the Chair's role until the 2011 AGM.

### 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	Gill Dawson
Allotments Secretary	Ruth Low
Maintenance team	Carolyn Mortimer-White
Committee member	Kelvin Freer

### 2.3 Parish Council

The Parish Council continue to support the Volunteer Management Committee and in particular the project to build an extension to provide compliance with the Disability Discrimination Act (DDA) for the Village Hall.



## 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. Whilst James Habgood has made application to be added to the list of signatories, his name will now be removed from the list.

**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 make the sale of alcohol more manageable. The time that the premises can be open remain 9am to midnight, however, the hours during which alcohol can be sold are now 10am to 11.30pm any day of the week.

## 3 Staff

### 3.1 Caretaker

Duane Pargeter continues to be the caretaker. He is part time for 20 hours per week and is the Trust's only paid employee. Weekly staff meetings have been reinstated to improve staff management.

### 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 have been reviewed during the year and are now available for inspection on the web site under "Governance".

A number of changes have been made to the bookings policy and conditions of hire which have been published on the website and are recorded in the relevant minutes of meetings. They include; The time by which a booking must be paid in full has been increased from three to six weeks before the date of the booking; the maximum capacity of the hall when people are sat to table has been set at 120 leaving the maximum capacity for theatre style

seating at 150; the charges for setting up and decorating the hall for a wedding on a Friday evening have been rationalised; a separate after event cleaning fee is not longer offered as a paid for service since hirers have always been expected to leave the hall as they find it.

#### **4.2 HallMark**

In October 2010 the Trustees were successful in attaining **HallMark2** certification for the governance of the Village Hall. The certificate is mounted in the foyer.

#### **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 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.

The trustees have resigned from membership of the National Council of Voluntary Organisations (NCVO) since they were not able to contribute to the organisation and did not derive sufficient benefit to justify the annual fee.

#### **4.4 Logo**

In November 2010, the trustees were pleased to have been selected by Nurtured Communications of Chipping Camden, who offered to design a new logo for the Tithe Barn, shown on the front of this report. This has been adopted by the trustees and has given a new fresh appearance to the Tithe Barn as it moves into the next phase of its life with the new extension and lift access to the Main Hall. A new website layout has been published employing the new logo, and all documentation has been redesigned to give an overall new look to the Village Hall.

### **5 Activities of the Charity**

#### **5.1 Bookings**

The Tithe Barn is used by 23 groups, classes and clubs. Seven dance groups have regular weekday bookings, nine exercise classes, three children's activities, one old people's activity and two women's activities and a Sunday Market for the whole village. The average utilisation for the year to date for week days during term time has dropped to just over 25% of available hours. However, the level of bookings is down due to the loss of the Long Room and the delay in being able to let the School Room and the New Bar. This should improve after Phase 2 is complete. Utility for the weekends is higher than last year at an average figure of 33% of the available hours or 55% of available days.

The Barn was used as a polling station in May.

The ground floor of the Barn was used for the month of May 2011 for an eye clinic run by the local Stoke Road NHS surgery.



Moving from St Michael's Hall, Age UK has established their weekly support for the elderly in the ground floor Meeting Room.

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 Regular Users**

The Playgroup continues to meet in the Tithe Barn. They were successful in getting OFSTED approval for their use of the new room in the extension and during the year they have moved into the ground floor room of the extension, now known as The School Room. They have adopted half of the Long Room to store their equipment, freeing up the office and gas meter out building.

A new Yoga class and a second Zumba group have started during the year.

## **5.3 Events**

### **5.3.1 Farmer's and Craft Market**

In July 2010 the trustees, under James Habgood, started a monthly Sunday Farmer's and Craft market on the third Sunday of the Month. The first year's operation was a great success providing very facility with the village and also bringing funds into the Barn. James continued to run the market, increasing the number of Sundays that it operated after he stood down as Chair, but he has now relinquished his leadership of the market and it closed for the summer.

A new monthly Sunday Food and Craft market, the Barn Market, is to open on 16<sup>th</sup> October this year. This will be run a group of stall holders with the full support of the trustees.

### **5.3.2 Air in G**

The Trustees have hosted an Arts in Rural Gloucestershire (the Arts Council funded Air-in-G scheme) concert in October by the amazing jazz singer Cate Cody.

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 2011 'Bishop's Cleeve Street Fair' again this year with trustee Sandra Raven 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.

### **5.3.4 Other events**

Cleeve Players had a successful Scottish Evening; Cleeve Youth Theatre had a successful theatrical presentation; and the Cheltenham Muscular Dystrophy Group had a success



evening with the 'Chip Shop Boys', to whom the trustees made the Hall available at a reduced rate to the benefit of the charity. The trustees were pleased to make The School Room available to John Burton to give a thank you party to Mike Ralls now that he and his wife have left the village for pastures new. The party was to thank Mike for all the work he has done for Bishop's Cleeve in collecting historic photographs and setting up a website to display them. Now that he and his wife have left the village, responsibility for the website has been taken on by John Burton.

## 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 2010 to December 2010 are available for inspection on the web site or a paper copy can be provided if requested. The accounts show a total income of £41,239 (an increase of £1,391 on last year) and expenditure of £28,118 (an increase of £3,975 on last year). This gives a carry forward of £13,121 (a reduction of £2,584 on last year). These figures are for the normal day to day running of the Tithe Barn and do not include any reserves and do not include one-off exceptional items, the extension, or fundraising for the extension. Full figures with all details will be found in the treasurer's report.

#### 6.1.1 Income

The trusts accounts closed in December 2009 and are published separately. Figures for the period from January to August this year show that ground rents are down due to the Post Office no longer requiring the space to store their delivery bicycles. This represents a full year loss of income of £2,750. We have rented further car park space to a local business and are negotiating with other local business to use the Barn's car park during the working week.

The sources of income to August 2011 (figures for the year 2010 and 2009 are shown in brackets) are;

 Regular hirers	50%	(44%	54%),
 Single hirers	31%	(31%	30%)
 Ground rent	16%	(24%	16%).

It is of note that since the bar fees have been increased to £50 per bar, payable to the Barn, this now accounts for 3% of income up from 1% last year.

#### 6.1.2 Expenditure

The main expenditure is;



 Energy	34%	(26%	34%),
 Wages	28%	(25%	33%),
 Insurance		(9%	9%),
 Gardening	4%	(8%	11%),
 Maintenance	19%	(17%	16%),
 Rates and services	3%	(3%	3%),
 Licences		(4%	5%),
 eight other categories			

Notes; These 2011 figures are for 8 months only, 2010 and 2009 figures are shown in brackets. Insurance payments are paid monthly and licenses are not yet all charged.

### 6.1.3 Other

The trustees continue to agree to waive the requirement to retain a reserve of three months income (approximately £9,000) to allow the extension project to be completed. The reserve is to be restored as soon as funds become available.

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

Minor adjustments to regularise the fee structure for hiring rooms in the Village Hall were made in May and June and have been posted on the web site. The next review will at the first meeting after this AGM to be brought into force in January 2012.

## 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 occasional places). The facility has also been offered to the Stoke Road Surgery (2 places) and Bovis Homes (South West).

### 6.3.2 Post Office

As of June 2011 the Post Office no longer required storage for their delivery cycles. They arranged for the storage cage to be removed and the area made good at the end of June.

### 6.3.3 Electricity Supply

E-On continue to pay a fixed £5 pa for the electric sub station under their 99 year lease. During the year they have repaired the Cotswold stone wall and made good the boundary with the Kings Head.

## 7 Allotments

Ruth Lowe continues to act as volunteer ex-committee Allotment Secretary, and she can be contacted through the web site. The allotments continue to thrive with all allotments



rented out. Thanks to some allotment holders offering to give up part of their plots (ie dividing a plot into 2) there are now 22 allotment holders. There is still a strong demand for allotments but the waiting list is down to 3.

## 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. Phase 2a was completed in August 2011 commissioning the lift stairs and the doors to the Main Hall. Two new rooms are now available for hire. The rooms will be called "The School Room" and "The New Bar".

The planning for Phase 3, the completion of the project, has started and is hoped it will be completed early in 2012. The funds available will also allow us to undertake some refurbishment of the Barn including repairing the roof and replacing the heating boilers, one of which has recently failed.

### 8.2 The Funding

It is with pleasure that the Trustees note that they have received an anonymous gift of £3,000 specifically for the new kitchen, or 'Serving' as it will be known. This added to the £2,000 grant from Bovis will allow the Serving to be completed.

The trustees are grateful to note that they are to benefit by £220,000 from the planning gain section 106 of the contract for Homelands Farm, and this funding will allow the trustees to complete the project. Tewkesbury Council issued an invoice to the developer on 25<sup>th</sup> August 2011.

Phase 1 was completed in February 2011 at a cost of £275,425, phase 2a was completed in August 2011 at a cost of £42,992, which totals £388,205 including £69,788 for fees and services (18% of the total costs so far). Phase 3 is expected to cost £220,000 including VAT, building costs, professional fees, Borough charges, legal fees, inspections and all other costs. For full details see the Treasurer's report.

The project has received from the Local Authority £423,760 made up of

 Planning Gain from Deans Farm	£100,690
 Planning Gain from Homelands Farm	£220,000
 A Parish Council Grant	£23,000
 A Borough Loan repayable in 20 years (however, this will be written off if the conditions of the loan are all met)	£80,070



The trustees have to date raised a total of £46,950 from grants, gifts and careful management of the Trusts funds. This sum amounts to a total of 10% of the total project spend.

Grants were received from;

-  Bishop's Cleeve WI
-  The Tithe Dance Club
-  Gloucestershire Environmental Trust with Landfill Tax credit Scheme monies from Cory Environmental Ltd
-  Grundon Waste Management Ltd under the Landfill tax Credit Scheme
-  The Bernard Sunley Foundation
-  Capita Bishop's Cleeve
-  The Garfield Weston Foundation
-  George Lewis Footwear
-  Bovis Homes (South Western Division) Bishop's Cleeve
-  A private gift

### 8.3 Thanks

The Trustees would like to thank Martin Ryder our Project Manager 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 site when they are not working.

## 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.

#### 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: Destratification fans have been fitted in the Main Hall ceiling and have been operating for a few months. This should move hot air collecting at ceiling height back down in to the hall reducing the need for heat.

One of the boilers which was not performing is to be replaced as part of the final phase of the extension and refurbishment project. Until this is replaced the trustees have had to install a number of small electric heaters in the Main Hall to maintain a suitable temperature, but these are very expensive to run.

- b) Lights: The Trustees are looking to replace the Main Hall lighting with more efficient equipment, but housed in fittings in keeping with the building as part of the final phase of the extension and refurbishment project.
- c) Bar: The cooled room's air conditioning unit has been serviced and set to operate at its optimum energy usage (It has been identified as being of such quality that it will



be used for the new cooled room in the extension); The cooling requirements at the bar were rationalised; A new glass washer was installed as the previous one was beyond repair due to its condition and age. All of which will contribute to reducing the energy requirement.

#### 9.1.3 Minor works

Various minor works have been undertaken, the main one being the replacement the water heating boiler in the kitchen.

During the year it was found that the drains for the lavatory for the disabled had been poorly installed and that the drain was not fit for purpose. Since it is to be replaced by two new lavatories for the disabled on the ground and first floor of the extension, it was decided not to spend any money repairing it but to take it out of service until it is removed.

### 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.

Following damage to the new wire mesh fence on the boundary with the King's Head, the landlord of the King's head had a more substantial fence installed. He has been asked to continue the fencing along the boundary, 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 this area.

### 9.3 Vandalism and Security

Whist we have suffered some vandalism during the last 12 months, specifically two attempts to break into the emergency doors in the new extension, the destruction of a heating control sensor on the new extension, and again, damage to the tiles on the gas meter outbuilding. This is a slightly lower level of attack than previous years, and the Police are always informed of acts of vandalism and nuisance.

### 9.4 Web Site and Marketing

A new website has been designed to incorporate the new logo and a new splash page. [www.cleevetitehbn.org.uk](http://www.cleevetitehbn.org.uk). The web site continues to be updated regularly and carries;

-  All the information that is required to make a sensible decision to hire including a downloadable application form
-  Information on what is on at the Barn
-  Information about occasional events at the Barn
-  Reports on the extension project
-  Information about the Village Hall including it's history
-  All the policy documents and other governance information, including this report



Currently links are provided to businesses and services that have used the Barn or who are local to Bishop's Cleeve, or who provide services that might be of use to hirers, all of which carry a non-endorsement caveat from the trustees. During the year the website has received an average of 15 to 30 hits per day, with a number of compliments on the design of the site.

Justin Munro continues to develop an online booking system for the Barn website. An early version of the new web based calendar has been published on the website to allow users to check for availability.

## **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. It was developed a little further by James Habgood, 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, secretary, a maintenance lead and an office administrator. A new tri-fold brochure was produced this year which was well received when distributed at the Street Fair in July.

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, 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.

## **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 current project to build and fit out an extension including a lift and the refurbishment of the Barn is due to complete in early 2012 when the historic Tithe Barn will be 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 2011*