

## **1 Objectives**

The objectives of Broughton Gifford Village Hall (BGVH) are to:

- provide a meeting place for local community groups
- to encourage and support local groups within the village across the entire age range e.g. toddlers/pre-school, youth club, friendship club, women's institute etc.
- to maintain clean & functional premises
- to ensure that the facilities provided comply with the latest regulations (e.g. fire, health & safety, licensing act etc.)
- to improve facilities where possible
- to receive hiring fees from Hall users and to fund-raise when necessary to ensure income stays on a par with expenditure

## **2 Strategies for Achieving Objectives**

The strategies employed to achieve these objectives were:

- to maintain a hall management committee of elected members and representatives from regular user groups
- to assign key management roles i.e. chairperson, secretary, treasurer, bookings clerk to individuals
- to hold regular (monthly) management committee meetings with minutes (including agreed actions on individuals) being issued prior to the next meeting
- to review the financial position of the hall at the monthly meetings
- to source local (volunteer) help where necessary, in the interests of minimising costs
- to maintain its website ([www.bgvh.co.uk](http://www.bgvh.co.uk)) with up-to-date information on the facilities available at the Hall and details of regular user groups etc
- to hold an Annual General Meeting (advertised in the Village Magazine and on the Hall's website) open to all villagers

## **3 Activities**

In addition to providing occasional facilities for birthday parties, dances and Parish Council meetings etc. the Hall provided a meeting place for the following regular users:

- 1) Friendship Club (members over 60-years of age that live within the village)
- 2) Gardening Club
- 3) Piecemakers (patchwork quilt/embroidery)
- 4) Pre-school (OFSTED registered with three paid staff)
- 5) Short-Mat Bowls
- 6) Skittles (Ladies)
- 7) Toddlers (parents and children aged 0-to-3)
- 8) Youth Club
- 9) Women's Institute

The management committee also organised three (3) fund-raising events:

- 1) Bonfire & Fireworks Night
- 2) Christmas Concert (with music provided by a local brass band)
- 3) Race Night (random horse races on DVD)

and continued its "200-Club" fund-raising lottery.

## **4 Achievements**

The year was a positive one for the Hall, with usage being maintained at around previous years' levels and with many improvements to facilities being made whilst maintaining a substantially balanced budget.

The Hall's biggest maintenance issue this year was related to the repair of a **broken sewer pipe** that is routed across a nearby brook. After repair, it was then found out that a tree root had penetrated the pipe between the Hall and the brook, preventing flow. Repairing this was a large job, involving removal of the tree and much excavation.

The **maintenance/improvement projects** undertaken and completed this year included:

- replacement of three (3) main Hall electric heaters
- completion of PA-system with two (2) "walkabout" radio microphones
- new sign for front wall of Hall
- replacement of industrial-style gas cooker with new electric hob / gas oven
- new floor heater for kitchen

The three fundraising events held by the Hall were also successful. The **29<sup>th</sup> Annual Bonfire & Fireworks Night** was well-supported despite a torrential downpour of rain and some issues with youths later on. It also generated a surplus of income over expenditure, allowing some donations to be made to groups that helped with the running of the event and also allowing the Hall to retain some funds. The **Christmas Concert** was not so well attended as usual, possibly due to it being too far away from Christmas and it starting too late for children. (Next year's event will be a week nearer Christmas and hopefully start earlier). The **Race Night** was very successful, helped by a good performance from a hired-in MC. Over £860 was raised for the Hall.

The fundraising **200-Club** lottery continued to be well-received by villagers. *Two hundred villagers each pay £10/year to the Hall and every month two £10 prizes are drawn. Twice a year, additional prizes of £40, £100 and £250 are paid which, in line with Government guidelines, allows the Hall to keep £980 (49% of total takings).*

In November 2005 the Hall was also awarded a **Premises Licence** from West Wiltshire District Council. The licence includes an extension which allows us to sell alcohol under the supervision of our trained Designated Premises Supervisor without the need for individual magistrate's licences for each event.

On the house-keeping side, the management committee finalised their move to have all income/expenditure (including that from traditional sub-accounts such as the 200-Club and Bonfire night) passing through one main bank account. This makes the Hall's accounts easier to audit and more transparent to outsiders.

## **5 Plans for the Future**

In addition to maintaining the Hall in a clean and useable condition and seeking to expand the use of the Hall, the Management Committee's plans for the coming year include:

- improving **storage** for items held at the Hall by regular user groups
- providing more **chairs** and **tables**
- starting a major project to refurbish both the ladies and gents **toilets**, including disabled access and baby-changing facilities

## **6 Overview of Accounts**

The Hall's financial accounts for the year ended 31<sup>st</sup> August 2006 are attached. Some commentary may help the reader's interpretation.

- 1) The substantial decrease in "Donation" revenue (£240, compared to £2,370 in 2005) was entirely due to a special initiative to help cover the costs of the kitchen refit during 2005.
- 2) The £1,995 declared as income minus the £900 declared as expenditure from the "200-Club" is in excess of the £980 referenced in section 4 above because certain monetary prizes had yet to be paid on 31<sup>st</sup> August 2006.
- 3) The apparent decrease by a factor of nearly five in electricity costs for 2006 compared to 2005 is incorrect because a large rebate from the electricity supplier was received during the 2006 year to offset direct debit based overcharging in the previous year.

The management committee will continue to monitor the Hall's financial situation and recommend further fundraising and/or hiring fee increases if appropriate during the coming year.

Report prepared by:

*Andy Rumble*

Management Committee Chairperson  
14<sup>th</sup> June 2007