



The Street, Melksham, Wiltshire, SN12 8PN

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 during the year reported 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) 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
- 10) Line-Dancing



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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 several improvements to facilities being made whilst maintaining a substantially balanced budget.

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

- creation of a new stage-side storage cupboard
- renewal of exterior fascia boards
- painting the outside of the Hall
- modification of the kitchen door to a "stable door" more suitable for toddler/pre-school use
- fitting outside ashtray and letterbox
- adding locks to kitchen storage cupboards

The **maintenance/improvement projects** in progress (as at the end of the period reported here) included:

- toilet renovation (still at the planning / drawings stage)

The three fundraising events held by the Hall were also successful. The **30th Annual Bonfire & Fireworks Night** was well-supported and the weather was fine. Takings were much increased at £10,045, mainly due to a change in admissions policy. The event 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 for the ongoing toilets refurbishment project.

The **Christmas Concert** was again well-attended with several families bringing young children as hoped. The **Race Night** was also successful, with takings being up slightly on the previous year.

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).*

The Hall's **Premises Licence** (granted in November 2005 by West Wiltshire District Council) continued with no issues. The licence includes an extension which allows the Hall to sell alcohol under the supervision of our trained Designated Premises Supervisor without the need for individual magistrate's licences for each event.



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5 Plans for the Future

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

- pursuing a major project to refurbish both the ladies and gents **toilets**, including disabled access and baby-changing facilities

6 Overview of Accounts & Financial Situation

The Hall's financial accounts for the year ended 31st August 2008 are attached. The expenditure on electricity (£2,100) is as a result of an over-compensation to previous periods of underpayment in the direct debit amount set by the supplier. The management committee estimates that a realistic value for electricity consumption per year is £1,500 - £1,600.

In general, the Hall's finances are considered to be "healthy" and "stable" and slowing accumulating to help fund the toilets refurbishment project. Maintenance costs have been well-controlled and spending on new items has been limited, in the main, to essentials. The committee is aware that even if they are successful in securing grant funding for larger projects such as the modernisation of the toilets, most grantors will require the Hall to meet some percentage of the overall costs, so any excess of income over expenditure that can be accrued in the run-up to this expenditure will be useful. At the moment, revenue from recycling is being subsidised by Hills Waste (same total as previous year). In the coming year (2008-9) we expect revenue from recycling (only cardboard and plastic bottles) to drop.

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
30th March 2009