



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](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:**



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- 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 increased usage compared to the previous year and several improvements to facilities being made whilst maintaining a substantially balanced budget.

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

- purchase of thirty (30) new chairs
- purchase of four (4) new foldaway tables
- purchase a new headset style microphone for use with existing PA-system
- renewal of the main "Village Hall" sign on the outside of the building
- fitting of new window blinds in the kitchen (with costs of blinds kindly being met by a local chain of opticians ("Haine & Smith"))
- fitting of new diffusers to all main hall lights
- replacement of broken flower tub outside main hall entrance
- renewal of bar area floor (kindly undertaken by Mr. Anthony Stanley of the "Bell on the Common" public house).

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

- creation of a large off-stage storage cupboard (to house items belonging to regular users)
- toilet renovation (still at the planning / drawings stage)

The three fundraising events held by the Hall were also successful. The **29<sup>th</sup> Annual Bonfire & Fireworks Night** was well-supported and the weather was fine, but takings (£3,889) were down £645 on the previous year, which has caused the committee to re-think plans for how money is collected for the 2007 event. 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. The **Christmas Concert** was better attended than previous years, possibly due to it being closer to Christmas, it starting at a time more suitable for children, and it being better advertised around the village. The **Race Night** was successful, but not as well attended as the previous year, reflected in takings being over £200 less.

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 us 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 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
- 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 31<sup>st</sup> August 2007 are attached. Some commentary may help the reader's interpretation.

- 1) The increase of £536 in insurance costs to £1,827 has prompted the committee to review the market and obtain competitive quotations for the next renewal date (July 2008)
- 2) The expenditure on electricity (£1,327) is considered typical and the apparent large increase (by a factor of nearly 4) over the previous year is due to a large rebate from the electricity supplier being received during the 2005-6 year to offset direct debit based overcharging in that year.

The 1<sup>st</sup> September 2006 saw the introduction of **revised hiring fees** for the Hall. The committee set-out to increase hiring revenue by approx. £500/year. The audited accounts for the year show an increase in hiring revenue of £366.

Sadly, one of the Hall's hirers (purporting to be a Mr. Darren Harris) failed to pay (£70) and all the committee's efforts to track him down failed. As a result, the committee is now much stricter on taking deposits and securing payment in advance of events.

In general, the Hall's finances are considered to be "healthy" and "stable". 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. £684 from the insurance company for the sewer repair was therefore most welcome. At the moment, revenue from recycling is being subsidised by Hills Waste (same total as previous year). In the coming year (2207-8) there will be no paper, cans or glass of any description, so revenue from recycling will undoubtedly 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

13<sup>th</sup> June 2008