



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, health & safety 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, details of regular user groups and access to latest policies 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 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) Parish Council
- 11) Line-Dancing



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12) Melksham Bee-Keepers Association

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:

- replacement chain-link fence between car-park & neighbouring paddock (belonging to *The Fox* public house)
- purchase of new cleaning equipment, including vacuum cleaner
- installation of a letter-box
- new (lower level) coat-hooks for pre-school
- new outside light for bar entrance
- some double-glazed window units replaced

Three fundraising events were organised by the management committee.

Unfortunately, the **31st Annual Bonfire & Fireworks Night** was held amidst atrocious weather conditions. Attendance and revenue were well down on previous years and the event only managed to generate a surplus of income over expenditure of £158.

The **Christmas Concert** was again well-attended with several families bringing young children as hoped. It was considered a resounding success by all who helped organise and attend the event.

The **Race Night** was able to generate a surplus of income over expenditure of £450, despite attendance being lower than previous years.

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 Health & Safety

The importance of health & safety is fully recognised by the management committee and the latest health & safety policy document (with a copy of the latest risk assessment) is available on the hall's website.

6 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:

- refurbishing major parts of the **fixed wiring**, including a new trip-switch based distribution board
- pursuing a major project to refurbish both the ladies and gents **toilets**, including a new disabled access toilet with baby-changing facilities

7 Overview of Accounts & Financial Situation

The Hall's financial accounts for the year ended 31st August 2009 are attached which, apart from the £10,000 grant monies received for the toilets' refurbishment project, show a very balanced situation.

Income from hiring fees (regular and occasional users) increased by nearly 8%, whilst maintenance costs were controlled.

In general, the Hall's finances are considered to be "healthy" and "stable" with a deposit account growing (mainly by the acquisition of grants) to fund the toilets' refurbishment project. 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.

Having considered the overall financial position of the Hall and the fact that hiring fees have not been increased for three years, the management committee has decided to increase hiring fees by approximately 5% effective 1st September 2009.

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
24th May 2010