# Broadwell Evergreen Hall

Registered Charity No. 1206901

Trustees' Annual Report

1st January 2025 – 31st December 2025

| | Names of Trustees: |
|---|---|
| Mrs Helen Esplin | Chairperson |
| Mr Roger Drury | Trustee |
| Mrs Pauline Lee | Treasurer |
| Mrs Wendy Morris | Bookings Manager |

## Sources of advice and support

Bank: Lloyds Bank, Newerne Street, Lydney

Gloucestershire Rural Community Council (GRCC); Action for Communities in Rural England (ACRE); Coleford Town and District Councils.

### Governance

Evergreen Hall was established as a Charitable Incorporated Organisation (CIO) on 6th February 2024.

The land on which the hall stands was originally sold by the Crown to the church in 1891.

On 15th November 1971 the land and building were sold to the then Trustees of the hall for £550. The trustees hold the deeds for both sales; and the Evergreen management committee is responsible for maintaining the land and the building.

### Appointment of Trustees

The Governing Document sets out the appointment of trustees and the management of the charity.

Trustees are elected at the Annual General Meeting held in January. Four trustees were elected at the establishment of the CIO and serve either 3 or 4 years. The trustees form the management committee which carries out the day to day activities of the hall, and the group welcomes further volunteers onto that committee.

### Risk Management

The Evergreen Hall is insured with respect to property damage (buildings insurance) by Ansvar Insurance (£297274 cover). It is insured with the same company with respect to contents (up to £12,500), public liability (£2,000,000), employers' liability (£10,000,000), money in transit (£5000), personal accident assault (£10,000) and legal expenses (£250,000).

The management committee recognises that it is under a legal obligation to protect the building, its users and any employees through adequate and appropriate insurance.

A Fire Safety Risk Assessment is updated annually by the committee's fire safety officers as required by law.

Fire fighting appliances are inspected annually under contract with the supplier.

Volunteers from the committee carry out other regular maintenance checks.

## Objectives of the charity

The provision of a village hall for the benefit of the inhabitants of Broadwell and beyond without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

The use of the hall for meetings and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

The trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

## Principal activities in pursuit of Objectives

The hall is in use every day of the week for a variety of activities including Rainbows, Brownies, Girl Guides, dance school, textile group, music and spoken word performances, and boot camp fitness.

The hall is available for hire for private functions including children's parties, funeral teas, village social functions, a rehearsal space, and fayres.

The hall is also used as a polling station for local, PCC and general elections.

## Funding strategy

The trustees manage the budget on a self-financing basis. The contributions made by the users of the hall are set to achieve this.

## Volunteers' effort

Management costs are kept to a minimum through the use of volunteers for regular maintenance and care of the hall. The management committee meets on a monthly basis.

Volunteer effort is estimated at 400 hours per annum.

## Achievements in 2025

Occupancy of the hall is at 80% as bookings are in place for every day of the week.

Improvements to the building continued: a new front door was installed in December (this included a small grant from the Coop); the car park was resurfaced in part.

We received a visit from the energy assessor at the council.

We continued to receive free services from friends, family and hall users as their contribution towards a community hall. This included the car park improvements, a boiler service and various small jobs e.g. installation of a key lock.

## Reserves policy

We had £10705 in the bank as unrestricted funds at the year end. Our policy is to maintain unrestricted reserves of 50% of annual budget expenditure, a total of £4500.

## Future plans

Continue to replace parts of the building and furniture as needed.

Establish a health and safety policy.

Set up training in safeguarding practice.

Trustee annual report

Helen Esplin

27 Sep 2026

| EVERGREEN HALL | | | | | |
|---|---|---|---|---|---|
| **Accounts 1ST JAN 2025 TO DEC 31ST 2025** | **Registered Charity No 1206901** | | | | |
| **Receipts** | **Unrestricted Funds £** | **Restricted Funds £** | **Endowment Funds £** | **Total Funds £** | **Last Year £** |
| Grants and Donations | 174 | | | 174 | 9524 |
| Hire of Hall | 8812 | | | 8812 | 10114.68 |
| Fundraising Events | 88 | | | 88 | 1254 |
| Interest | | | | | |
| Elec Board | 2.5 | | | 2.5 | 0 |
| Interest free loan | | | | | 3140 |
| **Total Receipts** | 9076.5 | | | 9076.5 | 24032.68 |
| **Payments** | | | | | |
| Interest -free loan | 0 | | | 0 | 3140 |
| Rates and water charges | 718.46 | | | 718.46 | 642.12 |
| Energy | 2234.78 | | | 2234.78 | 1655.05 |
| Insurance | 1325.98 | | | 1325.98 | 1262.6 |
| Cleaning | 1170 | | | 1170 | 1100 |
| Building Maintenance | 1963.09 | | | 1963.09 | 11970 |
| Administration | | | | | |
| Cost of fundraising | 0 | | | 0 | 101.68 |
| **Total Payments** | 7412.31 | | | 7412.31 | 19871.45 |
| | | | | | |
| Net of receipts(payments) | 1664.19 | | | 1664.19 | 4161.23 |
| | | | | | |
| Cash funds last year end 31st Dec 24 | 9041.54 | | | 9041.54 | 4880.31 |
| Cash funds this year 1st Jan 25 t0 31st Dec 25 | 10705.73 | | | 10705.73 | 9041.54 |
| | | | | | |
| Cash at Bank 31st Dec 2025 | 10705.73 | | | | |
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