

**Compton Dundon and Littleton Village Hall  
Namely The Meadway Hall  
Annual General Meeting  
Tuesday March 12th 2024**

**Report of the Management Committee**

The aim of this report is to give a picture of the way in which the Management Committee of the Meadway Hall work to provide facilities for social and educational use by the residents of Compton Dundon and the surrounding area as stated in our Charitable deeds.

The name of the charity is Compton Dundon and Littleton Village Hall and the registration number is 304522. The address of the hall is:

The Meadway Hall, Ham Lane, Compton Dundon. TA11 6PQ.

The address of the hall for the charity is that of the hall chairperson:

Janet Davies of Ferndale, Peak Lane, Compton Dundon. TA11 6PE

The Charity Trustees for the year 2023/2024 have been:

Chairperson – Janet Davies – 100+ Club and the WI

Vice Chairperson – Tiffany Kearton – Elected

Secretary – Greg Jones & Cricket Club

Treasurer – Gary Millner taken over from Simon Dore - Elected

Booking Secretary – Tracey Hole

Minutes Secretary – Angie Roberton – Elected

Ally Dore – Village Lunch Club

Fay Ridgill - Gardening Club

Helen Miles - Toddler Group

Lynne Sandbach – Short Mat Bowls

Kevin Fleming – Parish Council

Bryan Leyshon – Elected

Pete Matthews – Elected

Angela Harper – Co-opted

Will Carney – Co-opted

Craft Club has had no representative.

The object of the charity is, in the interests of social welfare, to improve the conditions of life of the inhabitants of the area of benefit without distinction of political, religious or other opinions and the maintenance of: A Village Hall for use by the inhabitants, including use for meetings, lectures and classes, other forms of recreation and leisure-time occupation and a recreation ground for use by the inhabitants. Ways of meeting this objective is that we have various groups for villagers to partake with, namely The Garden Club, The Village Lunches, Short Mat Bowls, Women's Institute, Walking football, Line Dancing, Toddlers & Baby Group and CAMEO (come and meet each other) and various other groups.

The use of the Meadway Hall continues to develop and change – both by regular users and individual bookings. More information about this will be given in the bookings report. Our aim is for bookings to cover the cost of running the hall and that additional maintenance and improvement to the building and its surroundings should be financed by fundraising events.

The treasurer has continued to provide a monthly expenditure report. Gary will discuss this further in his report.

Bookings report – Tracey will discuss this in her report.

The trustees have a responsibility to have in place certain policies such as child protection, equal opportunities, data protection and privacy policies for safeguarding the public and the management committee. Regular checks, tests and maintenance of electrical equipment, central heating boiler, fire extinguishers and fire alarms are made. Risk assessments are also in situ. During the year the trustees have kept up to date with initiatives and responsibilities relevant to Village Halls. Much information is provided through the Community Council for Somerset and by the Charity Commission.

Hallmark is a quality standard scheme for the management of community buildings such as our hall providing a benchmark for a well managed hall. We were previously awarded levels 1 and 2 however after 3 years they expire and need to be reapplied for, we also applied this year for level 3 as well and were awarded levels 1, 2, and 3. The certificates are displayed in the foyer.

It is important to continually maintain and improve the hall and external areas. Monthly reports are discussed as to what is needed to be done. The main hall and foyer has been replaced with LED to improve the lighting and reduce energy usage. We now have new curtains in the main hall and meeting room to match the stage curtains. A projector has been installed in the main hall above the stage. It is hoped that an independent group will organise films. The meeting room also has a projector which is widely used by speakers at various meetings. The hall now holds a television licence. The meeting room has circular clusters on the ceiling to improve the acoustics. Wall panels have been discussed to further improve the acoustics for speech clarity. Villagers have been asked to submit photos of village scenes to cover the wall panels. The trustees will then decide which scenes to use.

Kevin conducted a comprehension village survey as to how many use the hall and for what purpose also ideas for future activities and community projects. Due to the feedback from residents we are continuing to adhere to many of the suggestions subject to our financial position.

The car park edges are been weeded and tidied up yet again, however this is an ongoing project to ensure the area remains tidy.

During the summer months the flower troughs and borders continue to be managed by trustee Fay, many thanks to her.

Various other inside and outside work continue to be adhered to. The Parish Council supports the village hall by covering the cost of grass cutting. The Solar panels continue to be an added income with the excess generated units paid into our bank account. Lynda Lofthouse a previous trustee she has kindly continued to monitor the solar panels output which we are very grateful.

Unfortunately vandalism can be a problem and is always reported to the Police. I would urge anyone to please report to a trustee if seeing any wrong doing. Any damaged caused in turn amounts to money having to be made available to repair the damage.

Unfortunately we needed to replace the fire door by the rear of the stage due to vandals trying to gain access.

The hall has been cleaned by Kevin Snell since June 2022 and reports any concerns to the trustees.

The 100+ club consisting of 150 tickets continues to provide a source of income; tickets are usually sold during January and February for £10 each. The draw takes place monthly March – December. Next year I am increasing the number of tickets to 200 due to the ever increasing number of residents in the village and elsewhere to enable more people to purchase tickets, the cost will remain the same £10 per ticket, hence the prize money will increase as well as the income for the hall.

The Village Lunches are now in their 13th year. This project has been developed in partnership with St Andrew's Church to provide an opportunity for local residents to meet and enjoy a meal together. All the work to provide this is done on a voluntary basis with a team of people taking it in turns to cook, serve food etc. Due to a lack of volunteers lunches are every other month until further notice. The lunches have been very successful and are usually held on the last Wednesday of the month. People are asked to book in advance to assist with the catering. It was not planned as a money-making project but the profits made are shared between the hall and the church. The 'Village Lunch' is now registered with South Somerset District Council as a Food Business and the food hygiene inspection awarded a level 5, the highest award possible.

The Christmas Bingo is held on the 2<sup>nd</sup> Saturday in December each year and was very well supported. Many thanks to the trustees and also other individuals for their support for this event to provide another source of income.

We have a Village website which includes information about the hall including the ability to be able to book online. There is a calendar which shows availability. Thank you to Kevin for continuing to update the website.

The Parish Newsletter incorporating The Herald enables news about forthcoming events in the Meadway Hall and the Church to be advertised. Information is also displayed on the village notice boards and the website.

This report is by no means all the trustees have achieved over the past year and as Chairperson I would personally like to thank all the trustees for the time and effort they put into the running of the hall as there is so much work that goes on behind the scenes that keep the hall operational. Their work is very much appreciated and invaluable.

Janet Davies  
Chairperson  
12/3/2024

## **COMPTON DUNDON & LITTLETON VILLAGE HALL**

### **Finance Report for End of Year December 2023**

1. Total Operating Income (including Bank Interest and Petty Cash) for the year 2023 is £65,164.37.  
Total Expenditure for the year (including Petty Cash) for the year 2023 is £57,134.46.  
This provides an operating Surplus of £8,029.91.
2. Total Cash Held in Bank Accounts and Petty Cash is £102,382.38
3. Operating Notes
  - a. A total of 65 invoices have been issued during the year as at the 14<sup>th</sup> December 2023 totalling £16,197.42.
  - b. Of which 7 have yet to be paid totalling £1,258.
    - i. 6 of these were issued on 14<sup>th</sup> December 2023
    - ii. The exception being Invoice 24 which was issued on the 14<sup>th</sup> April 2023, the Booking Secretary is investigating as to whether the event took place.
    - iii. Additionally, 7 invoices were issued throughout the year and paid at an amount less than the invoice total representing a £416 shortfall. It is assumed that the hirer did not utilise the facilities on all the scheduled dates and that the Booking Secretary is satisfied that the income received is correct.
    - iv. 2 invoices were issued throughout the year with amounts being paid greater than the invoice value representing an overpayment of £383. It is assumed that the Booking Secretary is aware of these overpayments and that they are correct and reflect the usage of the facilities.
    - v. 1 invoice was issued and paid in the year, but the event was postponed, and we are holding a Credit Note to the value of £90.
4. Restricted Funds
  - a. The Hall has a restricted fund of £9700 for the projector.
  - b. There is remaining balance of £259.09 in the fund.
5. Outstanding Items
  - a. The only outstanding item to be banked is the Bar cash sales at the Sons of Pitches Event.

G R Millner MBA FCIB Cefa Cemap

Treasurer

28th January 2024

FEBRUARY 7, 2024

**To the Trustees of Compton Dundon and Littleton village hall,**

I am writing to you to confirm I have reviewed your financial statements including Overall summary, Income sheets for regular and adhoc bookings, Expenditure sheet, Donations and invoice record.

My review included but is not limited to;

- Confirming bank statements match the financial statements for each month in the year of 2023 for the following accounts
  - CAF Bank current account
  - CAF Bank Gold account
  - Natwest Bank account
- Random sampling of invoices checked to payments and financial records
- Petty cash counted and checked to balance on financial statements

Yours Faithfully,

**Ben Millner CGMA**

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