

**Compton Dundon and Littleton Village Hall
Namely The Meadway Hall
Annual General Meeting
Tuesday March 11th 2025**

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 2024/2025 have been:

Chairperson – Janet Davies – 100+ Club and the WI

Vice Chairperson – Tiffany Kearton – Elected

Secretary – Greg Jones & Cricket Club

Treasurer – Gary Millner Elected

Booking Secretary – Tracey Hole

Minutes Secretary – Brian Leyshon– Elected

Fay Ridgill - Gardening Club

Helen Miles - Toddler Group

Lynne Sandbach – Short Mat Bowls

Kevin Fleming – Parish Council

Pete Matthews – Elected

Will Carney – Co-opted

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 Bowles, Women's Institute, Walking football, Line Dancing, Toddlers & Baby Group and CAMEO (come and meet each other) and various other groups. Sadly the Repair Cafe has ceased due to lack of support. The trustees were represented with a display at the Church Flower Festival.

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. The Community Buildings membership certificate is displayed in the foyer. 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 have been awarded all three levels and 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. 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. So far this year we have purchased three soundproofing pictures for the meeting room to enhance the acoustics. Fitted a bike rack to the rear of the hall. Purchased extra tables. Bought a large television for the balcony room and fitted a keycode combination lock to the door. A mobile bar is now in situ in the meeting room, one small piece is fixed the other two parts are movable. The main hall floor has been resurfaced. A portrait of King Charles III was received from the Government and is now hanging in the foyer. A key safe is now outside the hall to enable hirers to enter. Louis Marsh has agreed to take charge of the film shows which has so far been held monthly and well attended. The Village Heritage Group held a film night in June hosted by John Gordon for people to attend which was also well attended.

The stage curtains were damaged during a party and have now been repaired. The ceiling tiles in the foyer continue to have water stain marks even after replacing with new ones, this has been looked into and no tiles or lead appear to be damaged. Smoking and vaping is prohibited in all areas inside the hall.

We have ongoing improvements that will be adhered to in due course such as refurbishment of the toilets, replacing the fencing outside the meeting room and car park security.

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.

At times cars are left in the car park for several days which can cause a problem for users of the hall. We do try to locate the owners and ask them to remove their vehicles as we are not responsible for any damage caused to park vehicles.

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

The 100+ club now consists of 200 tickets and continues to provide a source of income; tickets were sold from November to January for £10 each. The draw takes place monthly March – December and the amounts have increased due to the extra 50 tickets sold.

The Village Lunches are now in their 14th 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 2nd 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.

At the Village Show this year in August the hall will be celebrating its 25th anniversary and events are being planned.

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
11/3/2025

Compton Dundon & Littleton Village Hall Annual Accounts 2024

Opening Bank Balance & Cash Held **£102,382.38**

Income from Charitable Activities

Regular Hires	£21,147.26
Ad Hoc Hires	£16,196.00
Fundraising	<u>£2,870.05</u>
	£40,213.31
Donations	£12,278.78
Trading Activities	£2,397.73
Bank Interest	£2,408.30
Total Income	<u>£57,298.12</u>

Cost of Charitable Activities

Buildings & Maintenance	£19,407.35
S E Contractors	£12,703.00
Administration Costs	£999.12
Return of Bonds & Deposits	£5,065.00
Fundraising Costs	£800.00
Restricted Funds	£318.00
Bank Charges	<u>£60.75</u>
	£39,353.22
Surplus from Charitable Activities	£860.09
Surplus from Other Activities	<u>£17,084.81</u>
Surplus all Activities	£57,298.12

Closing Bank Balance **£120,376.23**

Reserves Policy

The Building Insurance and Rebuilding Costs are £2,129,376.23

Reserves are Allocated as follows;

Cash Held £120,376.23

Operational Reserve	£31,000.00
Operational Reserve	£15,000.00
Emergency Building Reserves	£52,000.00
Capital Project Fund	<u>£22,376.23</u>
Operational Liquidity	£120,376.23

FEBRUARY 9, 2025

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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