



Shaw Playing Fields and Village Hall Trust

2024 Annual Report to Charity Commission

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Dated: 15th September 2024

Version 1.0

Introduction

1. Shaw Playing Fields and Village Hall is a key facility in the village of Shaw but adds value to the George Ward Estate in Melksham and the adjacent village of Whitely with high usage by football teams, community groups, organisations and private hire. It has a wide variety of facilities and is nestled within the heart of Shaw near Melksham, Wiltshire. The aim is to provide a warm, safe, welcoming and well-equipped village hall which is available at reasonable rates to anyone who wishes to hire it and playing fields that are in regular use.
2. The trust supporting the Shaw Playing Fields and Village Hall has been in existence since the closure of the Beltane School over 50 years ago with the trust established to run the facilities since 1962.
3. The ongoing challenge for the trust is continually maintain and improve the facilities so that they remain inclusive to the community providing as widespread as possible usage of the facilities and support the community with recreational facilities. The hall and playing fields continue to have a high volume of usage and utilisation has improved since a new booking system has been setup.
4. Since the last report, there has been an uplift in resources in support of the hall. In particular the following changes have been made since the last report:
 - a. **Painting.** The hall is currently being repainted with the bulk already complete.
 - b. **Kitchen Upgrade.** This is in progress and will be completed by the end of the year.
 - c. **CCTV.** This has been installed due to security issues but the coverage needs to be increased with more cameras.
 - d. **New Maintenance Manager.** This has been a key gap for the last 4 years and a retired local maintenance manager has been an energetic and valued addition to the committee.
 - e. **New Field Ops Coordinator.** The manager of a local football team has become our new field ops co-ordinator; which has been a big change and as a user has a different perspective which is ideal for the committee. Recent changes have included a part Football Association funded upgrade of the goalposts, which are now mobile and can be moved off the pitch and used for training in different locations on the playing fields, which will reduce wear in the goal mouths.
 - f. **Lunch Club.** Unfortunately, the Lunch Club on Wednesday has ceased due to lack of support but will be replaced an extra set of classes for the pre-school, which means that all week the hall is busy both during the day and in the evening.
5. Unless specified, in the main works to the hall are in part funded through grants from Melksham Without Parish Council, who have been generous in support of the hall or through user generated income. Until the lease is renewed it is hard to get additional funding from many bodies.
6. During 2024 the trust was run by 6 trustees, 3 volunteers and 1 Melksham Without Parish Council (MWPC) representative. This will increase because two of the new committee members have agreed to become trustees.

7. The trusts finances continue to remain strong with strong community usage ensuring the trust and the facilities remain viable.

8. The key short-term challenge for the trust is the extension of the lease for the hall that runs out in 2025. The length of the next lease being negotiated is 100 years. The challenge ahead is meeting the reduction of emissions that the UK government has committed to and the hall was not built to modern standards such as Berryfield Village Hall, south of Melksham. This will mean changes for the hall and the playing fields where we will need significant investment over the next 20 years meet the aspirations of government and still meet the aspirations for the people of Shaw and Whitley. With this in mind prior to signing the lease a full survey has been completed so the committee are taking on the facility with a known baseline; it is hoped the new lease will be signed before the end of the year.

Patrick Hunt
Secretary
30 Oct 2024

Annexes

- A. Background to Shaw Hill Village Hall
- B. AGM Treasurers Report for 2023
- C. AGM Accounts for 2023

BACKGROUND TO SHAW VILLAGE HALL TRUST AND FUTURE VISION

LOCATION

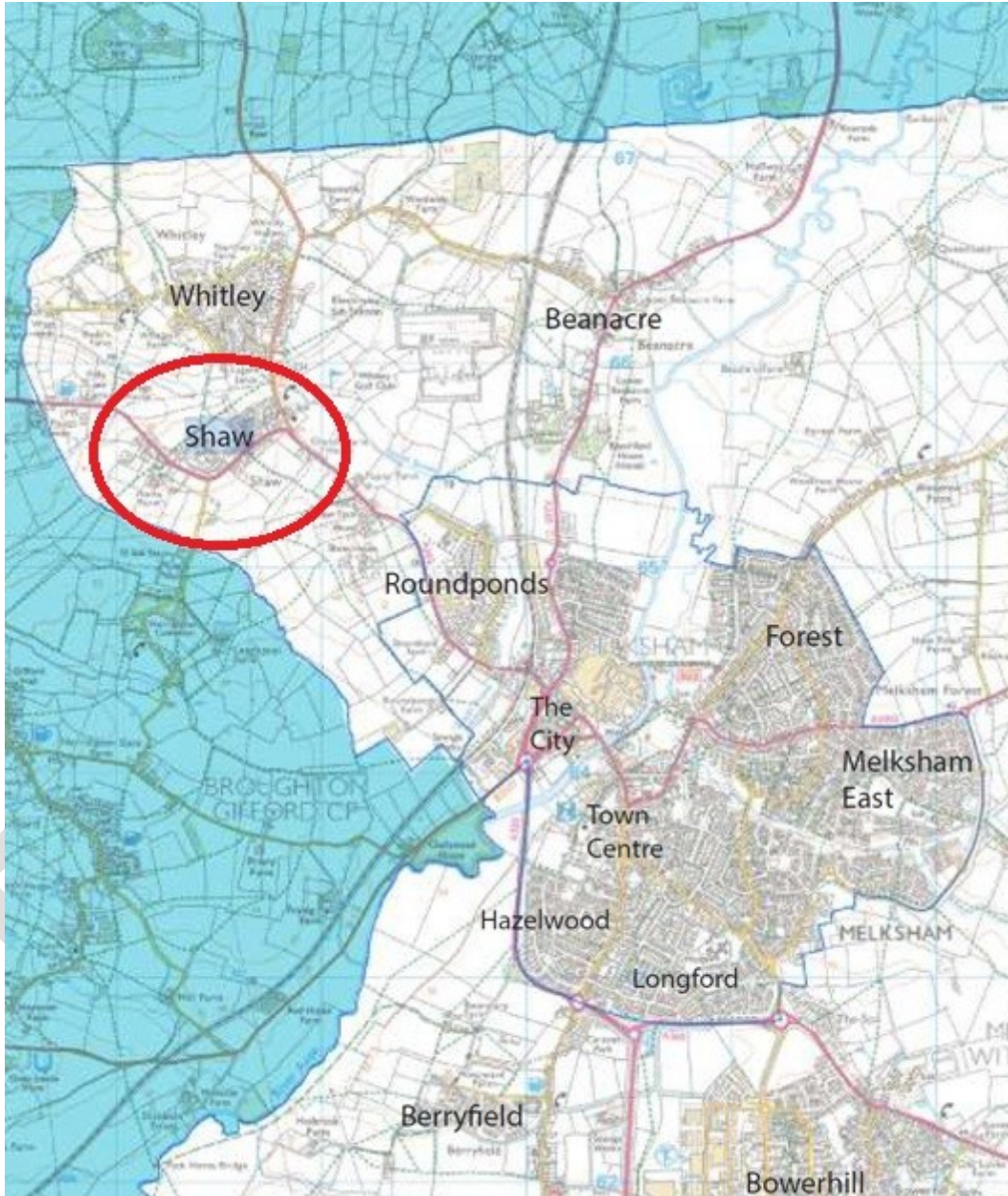


Figure 1 – location of Shaw within Melksham Without Parish

History

1. Shaw is a village located outside of Melksham, Wiltshire and sits within the Melksham Without Parish Council; with Whitley being a separate but close village, which has no facility like Shaw's Village Hall and Playing Fields. Shaw and Whitley are separated by the South Brook stream and farm land. In 1952 the property known as the Shaw Hill Playing Field and Village Hall was part of Beltane School grounds. In January 1953 the

property was conveyed from Beltane School Ltd to the Melksham without Parish Council for the use and benefit of all in the Melksham Without Parish that includes both villages at Shaw and Whitley.

2. The Shaw Hill playing field sold by Beltane School to Melksham Without Parish Council 20th September 1952 and the Shaw Hill Playing Field and Village Hall demised to the Trustees (30-year lease) on 20th June 1958. The trust's governing document is the 'Deed of Declaration' dated 31 December 1962 and the trust obtained Registered Charity status in 1967. The present building was completed in 1976 and replaced the old school pavilion, which was a wooden structure.



The Current Charity

3. The Shaw Playing Fields and Village Hall Trust is a registered charity (no. 305550) with the Charity Commission and is run in lines with their guidance. The village hall and playing fields are already busy and provide varied support to the community starting from pre-school children to those that are retired.

4. The vision for Shaw Playing Field and Village Hall trust as laid out in the strategic plan is to:

Provide an inclusive set of recreational and exercise facilities that help maintain and improve the mental and physical wellbeing of the Shaw and Whitley community.

5. In terms of facilities, these will need to evolve as the communities' interests and needs evolve.

- **Hall.** The hall has one large room with storage at one end. The main user of the hall is the pre-school that also uses the dedicate outside play area to the east of the hall. The main room is used by a variety of clubs and societies along with children’s parties. The small kitchen is fully fitted with storage taken up by regular users. The usage of the changing room will need to be reviewed and over time both the changing rooms and toilets will need to be made gender neutral. A modern and clean kitchen is an essential part of the hall.
- **Playing Field.** The playing field is in regular use by local football teams and there is a children’s play area, seating, multi-activity facility and a fitness frame.

Current Circumstances

6. The village hall and playing fields are already busy and provide varied support to the community starting from pre-school children to those that are retired. However, the hall is now over 50 years of age and starting to show that age; moreover, the building was not designed for a net zero carbon future. In addition, due to the local nature of users, we need to consider the usage of the showers, changing rooms and whether they are still needed. At some stage the changing rooms and toilets, will need to become gender neutral to ensure the hall is inclusive of all potential users. The hall is already accessible to disabled users but there are changes that could be taken to improve the facility for those with differing disabilities.

7. The carbon reduction target of the government is to reduce carbon emissions by 78% by 2035 and net zero by 2050. The hall will need to be consistent with these government aspirations and make changes over the next 20 years that will mean that the village hall remains a viable facility for the local community. The visit for the future has been set out in the Melksham Neighbourhood Plan¹ and the new development at Middle Farm increases the number of people likely to use the hall and playing fields. This is in addition to the people who live in the George Ward housing development, building started in 2016, which whilst in Melksham Council area, with Shaw Village Hall being their closest facility of it’s type.

8. The initial lease was for 30 years and has been gradual extended until 14 Apr 2025 with the last extension completed in April 2011. It is the aim of the committee to work with Melksham Without Parish Council to extended this significantly to 100 years as had been completed for other local village halls.

2. Future Vision

What does good look like in the future

9. The vision for Shaw Playing Field and Village Hall trust is to:

Provide an inclusive set of recreational and exercise facilities that help maintain and improve the mental and physical wellbeing of the Shaw and Whitley community.

¹ https://www.melkshamneighbourhoodplan.org/_files/ugd/fcc864_d62a247950cc423abaa28eadd803eba4.pdf

10. **Safety First.** As a facility that is used by young children and the older generation, safety must be a key consideration at every stage; health and safety must be a priority of trustees.
11. **Facilities.** In terms of facilities, these will need to evolve as the communities' interests and needs evolve.
- a. **Hall.** The hall has one large room with storage at one end. The main user of the hall is the pre-school that also uses the dedicate outside play area to the east of the hall. The main room is used by a variety of clubs and societies along with children's parties. The small kitchen is fully fitted with storage taken up by regular users. The usage of the changing room will need to be reviewed and over time both the changing rooms and toilets will need to be made gender neutral. A modern and clean kitchen is an essential part of the hall.
- b. **Playing Field.** The playing field is in regular use by local football teams and there is a children's play area, seating, multi-activity facility and a fitness frame. More could be made of the area maybe to including some garden beds with pond, additional fitness facilities (eg running path) and outside exercise equipment. In particular the pond would improve the bio-diversity.
- c. **Boundaries.** An ideal location for hedgerows to improve bio-diversity and encourage wildlife.
12. **Services.** By 2035, the stretch target will be for all services² provided to the hall to be carbon zero and over the next decade the hall will use its usage to create an early demand signal to encourage providers to make the necessary changes sooner rather than later. It is to be a consideration when signing all future contracts and purchases.
13. **Reduced Carbon Signature.** Aside from pushing our existing supplier to become carbon neutral, the hall will need to have systems fitted that will allow us to reduce our demand for services such as water and power whilst also reducing our waste. See Annex A.
14. **Events.** The site will continue to be available for events and this includes the use of the playing field over the summer months for other activities aside from football. At present, the site does not have a licence to serve alcohol or allows parties for older teenagers; this defacto policy has been in place for good reason but if the hall usage is to be truly inclusive then as an organisation then there needs to be consider making the hall a useful facility for all age groups. This includes clubs or events focused for teenagers.
15. **Physical Exercise.** As nation, the British are increasingly becoming overweight³ and subsequently in poorer physical health. As a charity that seeks to provide facilities to improve the physical health of the local community, this will need to continue to provide and expand 'free to use or low cost' facilities for the community. This could include licencing use of the site for outdoor exercise classes or additional facilities.
16. **User groups.** There are a wide variety of groups that use the site. The site must remain fit for use for those group including those that are disabled, hard of hearing and in pre-school.

² This includes gas, electricity, water , waste disposal and ground maintenance.

³ https://www.bbc.co.uk/food/articles/britain_diet#:~:text=The%20UK%20is%20one%20of,14%20percent%20of%20British%20adults

17. **Dog Walking/Ramblers.** Many dog walkers continue to use the playing fields both to walk their dogs and to access the fields beyond which contain public footpaths⁴ that are part of the existing walking routes. This is entirely within the philosophical direction of the trust but this only remains whilst fouling by dogs continues to be cleared by their owners. Signage could be improved to allow the car park to be a base for those taking their dog for a walk or going on a walk within the locality.

18. **Security.** Along with safety, ensuring the site's security is an important consideration to ensure facilities are not wilfully damaged and the investments are protected.

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⁴ https://www.melkshamneighbourhoodplan.org/_files/ugd/fcc864_0a64ada2cf7d47209ae1e75e3b8d6fc9.pdf

Treasurer's Report to Shaw Village Hall AGM for period 1 Jan - 31 Dec 2023

1. Introduction

I present the accounts for Shaw Village Hall and Playing Field Management Committee for the year 2023. The accounts show by way of comparison, the corresponding figures for the previous accounting period.

2. Income from Hall Hire. *Income from regular hall hire such as Pre-school remains constant. Unfortunately after over 40 years, Friendship Club has now folded. Ad Hoc bookings continue to increase through our online booking system.*

3.

4. Income from Pitch Hire. *As well as normal income, we also had hire of the field for 6 weeks for a summer club.*

5. Playing Field Maintenance. *Slight increase due to having spiking and other maintenance work done.*

6. Building Work. *Our major expenditure was the work required on the damaged wall. Fortunately this was compensated by the insurance company as well as a grant from MWPC.*

7. Hall Insurance. *Slight increase in premiums between years (noting that this will increase by £23 in 2024).*

8. Utilities. *Being a registered charity the energy companies reviewed the tariffs we were paying a couple of years ago. They concluded that we were on the best plan for electricity, but British Gas found a better rate for both the standing and unit charges. This was then fixed until January 2024 so we have been protected from the recent rises.*

9. BT/Telecoms World. *The cost for BT includes the hall Broadband. After an initial cost of £120 for setting up the new hall booking system, we pay a monthly charge of £11.99*

10. Conclusion. *Despite major expenditure, I conclude the accounts are robust.*

Shaw Village Hall and Playing Field Statement of Income and Expenditure - 1 January 2023 to 31 December 2023

	2023	2022		2023	2022
<u>Balance at start of the year</u>	£	£	<u>Expenses</u>	£	£
Treasurer's Account	306.37	1,051.28	Hall Maintenance	833.62	3,757.80
Business Account	16,514.03	14,186.12	Pitch Maintenance	5,243.64	4,290.49
	16,820.40	15,237.40	Building work	10,790.40	7,411.20
<u>Receipts</u>			Electricity	876.00	836.00
Regular Hall Hire	9,057.00	9,406.00	Gas	891.42	1,290.72
Ad-Hoc Hall Hire	3,302.50	2,547.50	Water	324.50	194.00
Ad-Hoc Hall Hire			Aquasafe	1,410.00	1,506.00
Business A/c	70.00	50.00	B.T.	444.00	444.00
Field hire	2,305.00	1,000.00	Telecoms		
Equipment Hire	0.00	0.00	World	143.88	18.56
Fundraising/Summer Fete	0.00	51.30	Waste Disposal	807.62	912.59
Insurance	9,610.88	0.00	Wilts Council (Tax)	0.00	0.00
Grants Current Acct	8,000.00	7,000.00	Cleaner	2,959.50	2,892.00
Grants Savings Acct	0.00	6,000.00	Cleaning/minor maint costs	280.82	207.18
Donations	0.00	500.00	Insurance	1,194.14	1,049.18
Bank Interest	183.30	7.91	MWPC Rent	10.00	10.00
	32,528.68	26,562.71	Accountant	90.00	90.00
			CAWS donation	0.00	0.00
			Stationery/Postage	15.00	62.99
				26,314.54	24,972.71
			Balance at 31st December		
			Current Account	677.21	306.37
			Savings Account	22,357.33	16,514.03
				23,034.54	16,820.40

Receipts

	Field Hire	Pymt FPI		Pre-school	Pmt Type	Friendship Club	Sheet No		Whist	Pmt Type	J Giles Pilates	Sheet No	K Veakin's Pilates	Sheet No	In2Dance	Sheet No	Yoga	Ad-Hoc Hall Hire
Football Bradshaw	50.00	03/02/2023	January	510.00	FPI	90.00	FPI	Jan	96.00	FPI	108.00		96.00		96.00			322.50
Football Harrison	100.00	06/03/2023	February	360.00	FPI	120.00	FPI	Feb	96.00	FPI	72.00	FPI	48.00	FPI	72.00			40.00
Football Bradshaw	50.00	11/04/2023	March	540.00	FPI	150.00	FPI	Mar	120.00	FPI	108.00	FPI	48.00		96.00			325.00
Football Harrison	50.00	25/04/2023	April	240.00	FPI	90.00	FPI	Apr	72.00	FPI	72.00	FPI	12.00	FPI				135.00
Football Harrison	50.00	02/05/2023	May	450.00	FPI	150.00	FPI	May	96.00	FPI	96.00	FPI	36.00					387.50
Football Dykes	60.00	23/05/2023	June	480.00	FPI			June	120.00	FPI	96.00	FPI	48.00	FPI	96.00			602.50
Football Dykes	60.00	24/05/2023	July	270.00	FPI	120.00	FPI	July	96.00	FPI	96.00	FPI	48.00	FPI	48.00			160.00
The Cosy Kitchen	25.00	06/06/2023	August					Aug	120.00	FPI	36.00	FPI						330.00
Football Dyer	120.00	07/07/2023	Sept	510.00	FPI	120.00	FPI	Sept	96.00	FPI	48.00	FPI			96.00			160.00
Football Burbidge	120.00	10/07/2023	Oct	360.00	FPI	120.00	FPI	Oct	96.00	FPI	108.00	FPI			96.00			720.00
Football Bradshaw	60.00	17/07/2023	Nov	510.00	FPI	150.00	FPI	Nov	120.00	FPI	72.00	FPI			60.00		105.00	85.00
Football Hunter	60.00	18/07/2023	Dec	330.00	FPI	90.00	FPI	Dec	96.00	FPI	36.00	FPI			24.00			35.00
IMS Summercamp	640.00	27/07/2023																
Football Hartrey	120.00	01/08/2023																
Football Bull	60.00	04/08/2023																
Football Brown	60.00	07/08/2023																
Football Cooper	60.00	11/08/2023																
Football Burbidge	60.00	14/08/2023																
Football Dyer	120.00	17&29/08/2023																
Football Bradshaw	60.00	31/08/2023																
Football Cooper	60.00	11/09/2023																
The Cosy Kitchen	20.00	05/10/2023																
Football Bradshaw	180.00	18/10/2023																
Football AFC Corsham	60.00	04/12/2023																

	2,305.00			4,560.00		1,200.00		1,224.00		948.00		336.00		684.00		105.00		3,302.50
Grants and other Receipts		Date Rec'd	Savings A/c Interest															Ad-Hoc Hall Hire
MWPC	8,000.00	04/04/2023	Jan	6.92														
	8,000.00		Feb	8.42														
			Mar	7.62														
McLarens Ins Payment	9,610.88	30/08/2023	Apr	10.51														
	9,610.88		May	12.73														
			Jun	14.08														70.00
Fundraising			Jul	15.51														
			Aug	17.19														
Donations			Sep	19.82														
			Oct	20.63														
			Nov	24.36														
			Dec	25.51														
				183.30														70.00

Expenditure

Hall Maintenance

Pmt Date Name Service

06/02/2023	J Boorer	Pre-school table	166.38
13/02/2023	N Fitzgerald	Pre-school sensor alarm	12.30
23/02/2023	G Williams	Downpipe bracket	9.90
23/02/2023	Pre-school	Drain guard	5.43
16/03/2023	B&W Fire and Safety	Fire equipment inspection and PAT	92.04
20/03/2023	J Boorer	Hire of Shaw School hall for AGM	33.61
04/04/2023	M Booth	G Williams gift	27.95
19/04/2022	G Williams	Light Bulbs	6.59
01/08/2023	EJD Electrical	Smoke alarm supply and fit	19.75
24/08/2023	Roundstone Catering	Water Boiler service	207.90
25/09/2023	EJD Electrical	Replace faulty outside floodlight	123.77
02/10/2023	M Booth	Telephone batteries	8.00
16/10/2023	Fenn Street Designs	Hall on-line Booking System	120.00
			833.62

Waste Disposal (Hills Waste Solutions)

Jan	56.06
Feb	42.05
Mar	56.06
Apr	51.65
May	86.70
Jun	55.86
Jul	71.76
Aug	86.70
Sep	71.28
Oct	86.70
Nov	71.52
Dec	71.28
	807.62

Cleaner

Pmt Type

FPO	252.00	Jan
FPO	246.00	Feb
FPO	168.00	Mar
FPO	192.00	Apr
FPO	150.00	May
FPO	324.00	Jun
FPO	303.00	Jul
FPO	300.00	Aug
FPO	246.00	Sep
FPO	312.00	Oct
FPO	25.50	Nov
FPO	186.00	Nov
FPO	255.00	Dec
	2,959.50	

Building Work

24/08/2023	Rigg Construction	Repair of gable wall	10190.40
29/08/2023	Rigg Construction	Provision of heras fencing	600.00
			10790.40

Aquasafe Environment

Month	
Contract 2023 - 2024	1410.00
	1410.00

Cleaning/Minor Maint.

FPO	0	Jan
FPO	89.24	Feb
FPO	23.40	Mar
FPO	28.65	Apr
FPO	9.55	

Field Maintenance 2023

Type	Name	Service	
FPO	JH Jones & Sons	Ground maintenance, January	379.97

Donation to CAWS	
Hall Insurance	1,194.1

					4		May
					90.0		Jun
FPO	JH Jones & Sons	Ground maintenance, February	379.97	Accountant	0	FPO	28.01 e
FPO	G Williams	Top soil	12.00	MWPC Rent	10.00	FPO	31.05 July
FPO	JH Jones & Sons	Ground maintenance, March	379.97			FPO	5.00 Aug
FPO	JH Jones & Sons	Ground maintenance, April	379.97	Stationery/Postage		FPO	10.80 Sept
FPO	JH Jones & Sons	Ground maintenance, May	379.97	Diary/paper	15.00	FPO	20.30 Oct
FPO	JH Jones & Sons	Ground maintenance, June	379.97		<u>15.00</u>	FPO	0 Nov
FPO	JH Jones & Sons	Ground maintenance, July	583.97			FPO	34.82 Dec
FPO	JH Jones & Sons	Ground maintenance, August	379.97				<u>280.82</u>
FPO	JH Jones & Sons	Ground maintenance, September	379.97				
FPO	JH Jones & Sons	Ground maintenance, October	379.97				
FPO	JH Jones & Sons	Goal mouth repair	288.00				
FPO	JH Jones & Sons	Ground maintenance, November	379.97				
FPO	JH Jones & Sons	Spiking	180.00				
FPO	JH Jones & Sons	Ground maintenance, December	379.97				
			<u>5,243.64</u>				

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