

Evenley Village Hall



Five Year Plan November 2016 to 2021

Contents

- Preface
- 1. Executive Summary**
- 2. Village Hall Details**
- 3. Village Hall's Purpose**
- 4. Mission**
- 5. Background and Achievements To Date**
- 6. Current Use of the Hall**
- 7. Asset Appraisal**
- 8. SWOT Analysis**
- 9. Operational Arrangements**
- 10. The Market**
- 11. Immediate Goals**
- 12. Finance**
- 13. The Next Four Years**
- 14. Marketing & Promotion**
- 15. Conclusion**
- Appendix I: Village Halls Comparison Pricing
- Appendix II: Potential Improvements to Evenley Village Hall
- Appendix III Schedules attached to the Conveyance made on 27 October 1960 between Antony William Allen and the Parish Council of Evenley

Evenley Village Hall Five Year Plan

Preface

Nothing in this document is implied as criticism of previous trustees who have carried out excellent work for over 50 years.

In January/February 2016, after taking advice, Evenley Parish Council (EPC) decided that the division of responsibilities between Evenley Parish Council (EPC) and Evenley Village Hall Management Committee (EVHMC) needed to change and that the Deed of Trust had not been updated. After consultation with *Northants CALC* it was decided that EPC had, by assuming responsibility for the insurance and external maintenance of the VH, been acting outside its powers. They were advised that there should be a clear division of responsibility between EVHMC, maintaining and managing the village hall as a community facility and the EPC who hold the land as Custodial Trustee. One of the outcomes of this change was the PC would no longer automatically fund the village hall but would consider applications for grants towards major expenditure.

At the Evenley Village Hall AGM in May 2016, several new councillors were elected to EVMHC as trustees.

The legal clarification represented a significant change for EVHMC. How will the village hall finance itself in the future? Does the hall meet its responsibilities as set out by the Charity Commission? Village halls exist with the purpose of meeting the needs of users and beneficiaries within their community. Social and economic factors are altering the demographics of many villages. People's interests and tastes also change over time. The challenge for trustees is to adapt - to reflect any such changes in their community. Does the hall still meet the needs of the community? What direction will the village hall now take?

With a large proportion of the management committee being new trustees, it was decided that a five year plan would be written to encompass all the important relevant information required and set out its future direction of travel. The plan could also be used to support fund raising initiatives. This is that plan.

1. Executive Summary

Evenley's village hall is a charitable community facility whose activities are prescribed by a Deed of Trust and the Charity Commission and must be for the benefit of the community. The hall is managed by the Evenley Village Hall Management Committee (EVHMC), all volunteers.

The main building was originally a school, erected in 1834 and became the village hall in 1960. Since then it has undergone a variety of extensions, structural changes and redecoration. Due to the age of the building, ongoing maintenance is required and consideration is needed for more extensive maintenance work such as replacing the slate roof. There is no telephone line or broadband connection in the hall.

The hall is underutilised. All mid-week afternoons are free of regular bookings and there are approximately 50 mid-week evenings free across the year, but not on one regular day of the week. All Saturdays and Sundays are free of regular bookings.

It is considered to be a strength that many users and visitors of the village hall are generally satisfied with what it offers and believe that it meets the needs of the community. However, this is not an opinion shared by all; for some the hall is not a venue of choice. There is a problem quantifying this belief because it is not known how many potential hall users have been lost to other venues or how many new users would have been attracted to use the village hall had it been different. A further strength of the village hall is that historically it has made a small annual surplus. A clear weakness is the prospect of rising maintenance costs, due to the age of the building, static income and the end of funding guarantees by the Parish Council. There is an opportunity for the EVHMC to take a fresh look at the buildings décor, layout and facilities, to see how it could be made a more appealing venue, taking on board feedback from frequent users such as the Evenley Arts Co-ordinator. However, in going through this process, the EVHMC should not lose focus of what the village hall is there to do. The most significant threat to the hall is the need to reroof the old building at some time in the future; the cost of which could reach £40,000.

Evenley Village Hall is not run as a profitable business venture (although a surplus is desirable) but the EVHMC needs to be aware of competitive alternatives. There are Pubs, Hotels and Sports Clubs offering function room hire, meeting facilities and entertainment. Whilst there are one or two small local communities such as Mixbury, Hinton in the Hedges and Juniper Hill that do not have a facility, there is also a plethora of village halls within a six mile radius of Evenley. Their offering and uses are typical of a community venue and not significantly different to Evenley Village Hall.

Evenley Parish demographics show that the village has a higher number of older residents than the county average. There are many additional activities that could be considered. Events, Societies and activities in the village hall are heavily dependent upon people from outside Evenley.

EVHMC's first year aims are primarily housekeeping matters such as ensuring that the hall operates safely, the deed of trust is up to date and workable, the booking system is fit for purpose and work towards creating a five year plan.

As has been the policy of all previous trustees, over the next four years EVHMC will focus its attention on maintaining and enhancing the hall to improve facilities for existing users and attract new users. This will be done in a challenging financial environment. Apart from routine maintenance which continues to be carried out as required, there is a list of specific repair work required, which was identified in a building condition survey carried out by Loring Brown and commissioned by the Parish Council at the start of 2016. This work will be scheduled into the ongoing maintenance - over the next three years and includes replacement of roof flashings, chimney flashings, rain water system and external decoration. The replacement of the roof is considered a longer term aim (three to five years minimum) for which substantial funds need to be raised.

A range of enhancement options under consideration is set out in appendix II.

2. Village Hall Details

Evenley Village Hall is situated on the corner of Broad Lane and The Green. It has no formal postal address, telephone number or email; all communications are via its Trustees (see section 9). It is classed as a 'significant building' located within the village's conservation area, but is not a listed building. Details about the village hall are included on the Parish Council website.

The Hall is registered as a charitable community facility which is available to the public of Evenley and surrounding area for community-related recreational activities (Charity Registration No 304189).

Like other village halls, Evenley Village Hall has charitable status because it is held in trust to be used for purposes set out by the Recreational Charities Act 1958. A building for use as a village hall was originally gifted to Evenley Parish Council, who are the Custodial Trustees. This was sold to raise funds to purchase the existing village hall building which is managed by the Evenley Village Hall Management Committee (see later section on background and history).

For Evenley Village Hall to maintain its charitable status, the EVHMC must ensure that

- The village hall provides facilities for recreation or other leisure time occupations.
- It meets social welfare requirements of the Recreational Charities Act 1958 such as 'the facilities are provided with the object of improving the conditions of life'.
- The facilities of the village hall are available to the public.
- The organisation is altruistic in nature.
- The facilities are set up to meet certain social needs i.e. disabled access and lavatory.
- The village hall meets the public benefit requirements

3. Village Hall's Purpose

The village hall's purpose is clearly set out in the Deed of Trust. It is for the use of the inhabitants [residents] of Evenley and the neighbourhood without distinction of race, religion, ethnicity, sex, sexual orientation, disability or age* and in particular, for use for meetings, lectures and classes and for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the residents.

*Note: EVHMC currently operate a policy of no bookings for 18th or 21st birthday parties.

The Charity Commission's requirement is that activities in the hall will benefit the local community. More information is available from www.gov.uk/government/organisations/charity-commission.

For Evenley Village Hall, under the heading 'What does the charity do?' the Charity Commission's register lists arts, culture, heritage, science, amateur sport and economic development. Under the heading in the register 'Who does the charity help?', it lists children and young people, elderly people, people with disabilities, other charities and voluntary bodies and the general public. Finally, under the question 'How does the charity operate?' it states that Evenley Village Hall 'provides buildings/facilities and open spaces'.

EVHMC may allow the village hall to be occasionally used by private or commercial users providing a payment is made [to at least cover expenses] and its use does not interfere with the activities that are set out in the Deed of Trust.

The requirements of the Charity Commission and Deed of Trust therefore shape the organisation's mission statement

4. Mission

EVHMC aim to provide a first class, safe, accessible, well maintained and well-presented village hall, to be used for social, recreational, educational and leisure activities with facilities which will be to the benefit of and meet the needs and desires of Evenley residents and hall's users. EVHMC will endeavor to meet the hall's annual running costs from the income from activities, including the occasional private or commercial events, providing this is in keeping with the interests of our own community. EVHMC will seek funds from donations, fund raising and grants to cover the cost of major capital projects to ensure the village asset is maintained and well presented.

5. Background and Achievements To Date

The original village hall was 23 The Green (now the village shop) which was gifted to the Parish Council by conveyance from a Mr Allen in 1960). Evenley Village Hall Management Committee was established in 1962 and the newly formed committee started the process of selling 23 The Green (for £300) to acquire the old school building (for £850), which is now known as the village hall. The Parish Council contributed £75, being the proceeds from a plot of land (the Pound) and £1,200 was borrowed from The National Council of Social Services to support the purchase and cover the conversion costs, which was repaid over a period of 8 years.

The main building of the old school was built in 1834. The village hall has been managed by an elected management committee for over 55 years and its membership has changed many times over this time. Their efforts have ensured that the hall has been maintained and has developed to meet the needs of the community. Sometime before 1994, a small extension was added to create male and female toilets. Later, in 2000 the complex was further developed with modern toilets including a disabled toilet, changing facilities and a shower room.



This was funded by the National Lottery Fund (£52,525), SNC (£20,000) and village events (£27,000). In 2004 a storage room was added (replacing an old garage) along with the entrance link funded by the National Lottery Fund (£16,400), SNC (£5,500), Trust for Oxon Environment (£4000), Lloyds TSB Foundation (£2,000) and the village hall (£1,100).



Over time there have been upgrades of the electrical circuits, lighting, heating and plumbing and the purchase of audio visual equipment and speakers. Major redecoration took place in 2003, 2007 and 2012; damp proofing work was carried out in 2014 and 2015 and new chairs and curtains were last purchased in 2016. Some of these projects received grants, in particular from WREN (Waste Recycling Environmental) who provided funding for the damp proof work in 2014/15. There have also been generous donations of equipment from both individuals and clubs/societies, including the gift of various kitchen appliances, cutlery and crockery, the brass sundial on the front of the building and the pull-down projection screen.

Evenley Village Hall has become a successful venue for wellbeing including keep fit activities, CPR training [the village hall houses the Village Defibrillator which is on the Emergency Services 999 database], social events, clubs and society gatherings, discos, dances and concerts featuring both local and nationally known artists.

Early in 2016, it emerged that the legal relationship and division of responsibilities between Evenley Parish Council (EPC) as the Custodial Trustees and Evenley Village Hall Management Committee (EVHMC) as the Management Trustees, were flawed and that the Deed of Trust had not been followed or updated. A clear division of responsibility between the Management Committee, responsible for maintaining and managing the village hall as a community facility and the Parish Council who hold the land, as Custodial Trustee, needed to exist. As a consequence, EVHMC is now responsible for all insurance costs and all external repairs and maintenance costs, which had previously been funded by the Parish Council which is now unable to provide any financial support for the village hall, other than a small charitable grant. This represents a 'step change' in the finances and management of the village hall.

6. Current Use of the Hall

Allowing for Christmas/New Year there are approximately 25 Monday evenings, 25 Tuesday

evenings, all Saturdays and all Sundays which are free of regular bookings. There are ad-hoc parties, which tend to be seasonal and take up daytime slots at weekends; CPR training is undertaken 3 to 6 times per annum, usually on a Tuesday, Wednesday and Saturday; the Gardening Society holds an annual plant sale on a Saturday morning in May and the village hall is used as a Polling Station at election times. EVHMC meet four times per annum, including the AGM.

The hall is regularly used as follows:

Day Time Use			
Activity	Day	Time	Comments
Pilates	Monday	09.30 – 11.30	Weekly
Village Lunch	Tuesday	11.45 – 13.30	Monthly
Tai Chi	Wednesday	10.30 – 11.15	Weekly
Sing and Sign	Thursday	10.00 – 11.30	School term time only
Yoga	Friday	08.00 – 10.00	Weekly
Tennis Table	Friday	15.00 – 16.30	Weekly
Cricket Club	Saturday*	13.00 – 18.00	May to August only

*Only changing room and showers

All mid-week afternoons, all Saturday and Sunday times are free of regular bookings

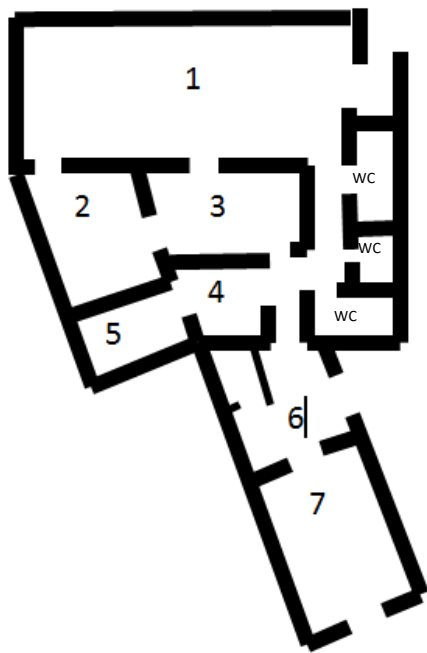
Evening Use			
Activity	Day	Time	Comments
Film Club	Monday	20.00 – 22.00	c9 times per annum
EPC	Monday	18.45 – 21.00	c9 times per annum*
ERA AGM	Monday	18.00 – 20.30	Once per annum
EVHMC	Monday	19.30 – 21.00	3 – 4 times per annum
Flower Club	Tuesday	19.30 – 21.30	c10 times per annum
Gardening Society	Tuesday	19.30 – 21.30	c9 times per annum
Bridge	Wednesday	19.30 – 10.00	Weekly
Pilates & Tai Chi	Thursday	19.00 – 21.00	Weekly
Cricket Club	Saturday	18.00 – 20.00	May to August only

7. Asset Appraisal

Evenley Village Hall consists of an entrance foyer off which there is access to a storage facility, external bin store and central corridor. From the central corridor, there is access to male, female and disabled toilets, a changing room with separate shower room, the main hall and an inner 'meeting' room. At the back of the complex, with access from the main hall and the inner 'meeting' room is a kitchen.

The main hall (1) is the primary function room. It has windows of one third depth along one wall, dimmable and zoned lighting, a theatre style lighting bar for performances and overhead projector.

The kitchen (2) is quite large and domestic in nature with refrigerator, oven, dishwasher, microwave oven, a range of kitchen units, warming cupboard, overhead storage cupboards and sink unit. The main heating boiler is located in the kitchen.



1. Main Hall
2. Kitchen
3. Inner Meeting Room
4. Changing Room
5. Shower Room
6. Foyer/Main Entrance
7. Storage Room

The inner meeting room (3) is used to store chairs when they are not being used in the main hall. This room has no windows and with doorways accessing the main hall, main corridor and kitchen: it is not an ideal space for small meetings and no one can remember it ever being hired out in recent history. It can be used as a catering annex for larger functions in the main hall.

The changing room (4) was designed as a changing facility for the cricket teams but it doubles as a cloakroom for events in the main hall. The room has high level windows.

The shower room (5) was designed with cricketers in mind, but is a facility available to anyone using the village hall e.g. after exercise classes.

The foyer (6) is a functional space to greet visitors during functions and use as a reception area for paying guests. The foyer has access to an external bin store, seen through the glass partition.

The storage room (7) accommodates village hall equipment, ERA equipment and Parish Council records.

The village hall has a variety of equipment. There are 77 chairs (65 new of which four are specifically for the disabled and 12 old chairs kept in the storage barn), several six foot long folding tables, a modular staging facility, step ladders for maintenance purposes and the full range of catering equipment (cutlery, pots, pans, cups, saucers, bowls, plates etc.).

There is no telephone line or broadband connection and therefore no Wi-Fi internet connections in the hall.

The building is clearly a major asset of the village. It has been surveyed on a couple of occasions to assess its condition. The first time was in 1994, by the Aylesbury Partnership and the second in 2016 by Loring Brown. A number of faults were identified with recommendations that these be addressed via the normal maintenance program. Due to the age of the building, observations were made about

the roof structure and the need to consider replacement some time in the future. Concerns were also expressed about the possibility of rising damp although no evidence was present.

8. SWOT Analysis

A SWOT analysis helps an organisation determine where it stands on four key strategic areas enabling it to better determine what changes should be made. Strengths and Weaknesses are generally internal looking, whereas Opportunities and Threats focus on external matters.

<p>Strengths</p> <ul style="list-style-type: none"> • Users of the hall and its facilities appear happy and feel it meets the needs of the community • Functional building in an attractive setting • Located in the centre of the village • Adaptable for a variety of community purposes • Disabled access • Regular bookings for hall • Hall is the right size for many users and current demand • Contribution from members of the Management Committee • Historically the hall makes a small surplus • There is a reserve fund as a contingency to cover significant unexpected expenditure • Having a part time paid cleaner 	<p>Weaknesses</p> <ul style="list-style-type: none"> • It is not the venue of choice for all • Maintenance costs will increase over time due to the age of the building • Dependent upon part time volunteer management • No employed caretaker • Major repairs may require the hall to close resulting in loss of income. • Occasional users limit room availability for more regular users • Expenditure is getting closer to income • Limited car parking space • No dedicated bar space • Small meeting room has limitations • Acoustics in the main hall are an issue for some users • Not suitable for some sports activities • Layout not easily to reconfigure
<p>Opportunities</p> <ul style="list-style-type: none"> • Improve promotion to utilise underused capacity. • Review pricing policy • Take a fresh look at the building's décor, layout and facilities to make it a more attractive venue • Explore fund raising options • Explore grants • Consider development of a new hall • Expanded 100 Club 	<p>Threats</p> <ul style="list-style-type: none"> • Major repairs and maintenance will be required within the next five to ten years • Major repairs may require the hall to close resulting users finding alternative venues and not returning to Evenley. • Size of hall may limit bookings • Lose focus of the purpose of the village hall • Other organisations can offer what the village hall offers but can do it better

9. Operational Arrangements

The Deed of Trust provides for a combination of elected trustees, appointed trustees' representatives and co-opted committee members appointed to the management committee, all having full trustee status. The current EVHMC consists of:

Mike Boshier	Elected Trustee responsible for internal maintenance
Kirsty Burnham	Elected Trustee, Booking Clerk and responsible for hall cleanliness
Maddie Furnival	Elected Trustee and representing the Parochial Church Council
Chris Hart	Appointed Trustee representing the ERA and responsible for external maintenance
Eric Millard	Elected Trustee, Chair and responsible for Health & Safety
Tony Stevens	Elected Trustee and Treasurer
Joyce Stevens	Appointed Trustee representing the Gardening Society
Karen Walker	Elected Trustee, Booking Clerk and responsible for hall cleanliness
Sue Waller	Elected Trustee, Vice Chair, Minute Secretary and responsible for the Village Hall Club

The following documents are in use;

- Terms and Conditions of Room Hire
- Health and Safety Policy
- Risk Assessment
- Asbestos Report and Risk Assessment
- Legionella report and Risk Assessment
- COSHH Policy

The Deed of Trust can be found at Appendix III.

10. The Market

10.1 Demographics

From the Office of National Statistics, data produced in 2013 it showed that 62% of Evenley residents were over 45 and 34% were over 60. The average for South Northants is 46% over the age of 45 and 16% over 65. Clearly Evenley has a more mature profile of inhabitants and an older age profile than the county average.

The web site *Streetcheck*, using data collected from the last census indicates that 40% of the population in Evenley fall into the top two socio economic groups AB and C1. Just over half of home occupiers own their home outright, with no mortgage liability. Evenley is an affluent village.

10.2 Residents Opinions

In formulating a vision for the future with longer term goals, it is important that the views of Evenley Parish residents and regular hall users are taken into consideration. A specific questionnaire, sent to all residents, asking their views was considered, but this would have been time consuming, would be costly and would solicit views from individuals who do not use the village hall and are never likely to. In any case, a broader exercise was carried out by the Parish council in 2014, when 280 households were invited to respond to a questionnaire during the process of formulating a Parish Plan and Design Statement. Over 160 responses were received.

Their views can be summarised as follows;

- 91% of respondents identified the village hall as an important amenity (96 people saying it was very important and 52 saying it was important)
- 45% of respondents thought there were sufficient cultural and social events. 13% felt that there should be more. 35% didn't know
- 46% of respondents thought that a display space for residents' art, photography or craft was a good idea, including renting the space for external exhibitors. 21% did not like this suggestion. 25% did not know
- A few respondents said no additional activities were needed in the village but this was a minority view. The range of suggestions was wide and varied

One consequence of the Parish Council's 'Parish Plan and Design Statement' was the appointment of an Evenley Arts Co-ordinator, a role currently performed by Kevin O'Regan. This is a voluntary post dedicated to improving arts provision in the village of Evenley to enhance the sense of community. Whilst Kevin has staged events in the Church, his garden and his home, he is a significant patron of the village hall and his specific views are summarised separately below.

- The overall view from young people in the village was 'there is not enough to do'.

When asked what further activities in the village hall should be considered it generated a comprehensive set of responses as follows.

- | | |
|--|--|
| • Music/Drama | • Lectures, particularly local history |
| • Chess Club | • Table tennis |
| • Language conversation group (French) | • Cookery demonstrations |
| • Literary Evenings | • First Aid/Emergency life saving training |
| • Art evenings | • Talks on arts, cinema and music |
| • Quizzes | • Race Night |
| • Investment Club | • Casino Night |
| • Social evenings – bring your own CD | • Involve Evenley in Brackley Music Festival |
| • Genealogy | • Use of touring arts group |

Several respondents commented that they did not know what classes were available and what events were being staged in the village hall; communication was clearly an issue. It should be recognised that EVHMC are only providing a facility, not organising events but the Evenley Arts Co-ordinator has addressed some of these suggestions.

It is recognised that the continued success of the village hall is dependent upon neighbours remaining happy with the activities provided, ensuring that noise and light pollution does not adversely affect them and hall users enter, leave and park on the site considerately.

10.3 Regular Hall Users Opinions

Arts Co-ordinator

In his last report to the Parish Council, the Evenley Arts Co-ordinator stated that an analysis of ticket sales over the previous two years suggested events had only sold out because of people coming

from outside the parish. He gave the example that less than half of the tickets for the pantomime had been sold to Evenley residents.

Kevin's report also identified that it was the same core of people who were supporting Evenley Arts events and there were many households in the Parish from which no one had ever attended an event. His analysis indicated that only 23% of households had someone attend at least one event. The core attendance came from approximately 40 households out of 260 in the parish.

In support of this, it is estimated that only 50% of attendees of the wellbeing sessions, run from the village hall, are Evenley residents. Approximately 60% of members attending Gardening Society meetings are from Evenley, the rest are from outside the village and only 25% of those attending the Flower Club are from Evenley.

In a separate interview for this business plan, Kevin shared his broader views about the village hall. For the events he has organised and attended, the hall is an ideal size. A good atmosphere can be created without the hall being filled to capacity. Extending the hall was discussed and Kevin said that creating a bigger venue might be a problem, not only to create a good atmosphere, but also sound distortion if the extended hall was not a uniform shape. He added that sight lines from audience to performers might be compromised if there were blind corners and support pillars.



Kevin expressed concern that having a larger improved facility would not necessarily attract greater demand. He said that attendances to the current range of events provided in the village hall were probably limited due to lack of interest rather than inadequate facilities.

Kevin said the décor could be enhanced and lighting improved. Ideally the lighting bar would be replaced with a more modern lighting system that could be used to illuminate performers at one end of the room as well as on the side, with a central control panel.

It is Kevin's opinion that the kitchen is an asset but the facilities should be enhanced, in particular by the provision of a larger oven.

He feels that a fixed stage, as they have at some village halls, was limiting and the current modular staging available in Evenley Village Hall was more versatile.

There is an outstanding request from Kevin, on behalf of Evenley Arts, to have a curtain backdrop for performers, which he thinks would also improve the acoustics of the hall.

Other clubs, societies and user groups have been contacted for their opinions and have responded as follows;

Film Club

The Film Club appreciated the new chairs which have been a great success for the Film Club. They have a number of issues that they would like to see addressed. The primary issue is the quality of the main halls acoustics. A technical appraisal to support this request has been provided to EVHMC.

The Film Club would also like to see the projector maintained by EVHMC such as spare bulbs and cleaning the filter. Ideally they would like to the hall to acquire a new projector; they say modern ones are brighter with bigger picture. They have concerns about the screen. The current one does not always stay down or go up at first few attempts and if there was a new projector, a larger screen would be required.

The Film Club acknowledge that they only use the hall 9 times a year but point out that at the last showing they had 40 people attending. Also at this event they 'nearly' ran out of wine glasses.

The information on the knobs on the cooker have been wiped clean and probably need replacing.

Bridge Club

The Bridge Club did not respond

Pilates & Well Being

Prehab-Rehab did not respond

Yoga

Michele commented that she was very happy with the facilities, she has no complaints other than the radiator in hall as you walk in does not work. Other than that, all is good.

Gardening Society

The Gardening Society said the hall generally met their needs.

Sign & Sing

Helen Braun said the village hall was perfect for her needs. Her clients are always impressed with the cleanliness of the hall, the equipment and administrative efficiency.

Flower Club

The Flower Club are very happy with the hall and the facilities offered. However they would like to see two or three more tables which they could use when holding workshops. They also made a request for clearer instructions regarding the heating system as it frequently goes off in the middle of their sessions and it gets quite chilly by the end of the meeting.

General Comments from Hall Users

The kitchen could benefit from a central isle providing extra work surface and under storage.

The kitchen would benefit from a larger cooker with five hob rings.

Two small size water boilers would be helpful and safer than the one big urn.

The hall should have a lectern, free standing or desk top.

Find a new location for all notice boards.

Remove all the paper notices held up with *blue-tac* and tape.

The hall would benefit from round tables for functions.



10.4 Other Interested Parties

Evenley Residents Association (ERA)

The ERA are supportive of the EVHMC which is why they put forward Chris Hart to sit on the committee as a Trustee and represent the ERA's views. The ERA believe the Hall should be cared for and looked after, as it is an historic part of the local community and at the same time be available to be used for the benefit of the local community.

Parish Council

Due to the legal structure which now operates, the Parish Council felt they were unable to make direct suggestions about the village hall. However, the Parish Council's Strategic Plan, which was written prior to the change in structure, states that they are committed to a 'structurally sound and well maintained village hall' and to that end commissioned a building survey. At that time, the Parish Council were keen to see a maintenance plan for the hall with a clear financial approach to any significant costs. If eligible, the Parish Council wanted an approach to be made to the HS2 Community and Environment Fund to improve the village hall.

To ensure that the village hall became the 'venue of choice', the Parish Council wanted to work with EVHMC to enhance the appearance and facilities in the hall, incorporate the booking diary into the Parish website (which has been done) and support and promote the use of the village hall.

Evenley Matters

Evenley Matters committee said they would be sympathetic to a request to support the village hall in principle, as they see it is an important community facility with considerable potential for improvement and to this end they have 'earmarked' £1500 of their funds towards an identifiable project, providing the village hall contribute a similar sum. They recently rejected EVHMC's application for funds towards replacing the flat roof, as this was considered to be routine maintenance.

Booking Clerks' Feedback

The only potential booking lost in the last six months was a Brownies 'Sleep Over' event due to health & safety reasons. The feedback to the Booking Clerk is that users have been very satisfied with the facilities on offer.

10.6 Competition

Evenley Village Hall is not run as a profitable business venture (although a surplus is desirable) but the management committee needs to be aware of competitive alternatives which might attract activities and therefore a source of income away from the village hall.

The Red Lion in Evenley is a thriving village pub that makes a broader contribution to the community than just a pub and restaurant. They offer a coffee morning every Wednesday in aid of Air Ambulance, where cake is served, they have quiz nights and offer musical entertainment. In the past, the Red Lion has been used for private parties and to accommodate a large audience, a marquee has been hired. The pub is not everyone's venue of choice.

In the immediate locality, there are several villages with village halls, offering similar facilities and events to those on offer at Evenley Village Hall. Some appear to have more permanent alcohol licensing, which enables the halls to generate additional income.

All of these facilities are functional to serve the local community's needs. However, as described on one village hall's web site, *the hall can be transformed into the place of your dreams using comfortable furniture and fabrics*. This is achieved by hiring in equipment and furnishings as required; an option available to Evenley Village Hall.

Westbury Village Hall is situated about 2 1/2 miles from Evenley. It is a new purpose built facility that doubles up as a sporting pavilion for the adjacent sports field. It offers a main hall plus meeting room. The building also has a community shop and café. They hope to attract wedding parties into the hall.



Aynho Village Hall is situated about 5 miles from Evenley. It is a traditional hall; its origins are unknown but probably a former school building or chapel. It offers a main hall, meeting room and kitchen.

Croughton Village Hall is situated 3 ½ miles from Evenley. It is a relatively new building opened in 2003, doubling up as a sporting pavilion for the adjacent sport field. Croughton also has a reading room which is a separate facility for coffee mornings and charitable events.



Tingewick Village Hall is situated approximately 5 miles from Evenley. Its history is unknown but it appears to be a purpose built community hall dating from the 1930's. It offers a main hall, meeting room, kitchen and bar area.

Charlton Memorial Hall is located approximately 3 miles from Evenley. Built in 1941, like Evenley Village Hall, it has undergone a variety of upgrades and changes over the years and now offers a large modern hall, a second room described as a meeting room which would be suitable for small functions and a kitchen.



In an email survey of local village halls, three responded with specific comments about weddings. Doug Ward, Chairman of Aynho Village Hall said 'as we are in competition with Park House and the Cartwright Hotel, we do not often get requests for wedding receptions'. Colin Whitton, Chairman of Tingewick Village Hall commented 'We are available for weddings but they have become very infrequent. To some extent this is due to our limited facilities but potential hirers are probably opting for the much plusher and expensive locations such as hotels and golf clubs'. The Booking Clerk for Charlton Memorial Hall said the hall is hired for a wedding or significant anniversary party only about twice per annum.

Whilst Evenley Village Hall is a community facility and not a major entertainment centre, it may be used occasionally by private or commercial users to generate income. It is therefore appropriate to consider who else provides facilities in the broader entertainment or leisure sectors, who EVHMC might consider their competitors.

Wedding Venues

According to the 'Guides for Brides' web site, there are 78 venues in the South Northants area. The more local ones to Evenley (within six miles) are, among others:

- Winchester House, Brackley
- Evenley Wood Gardens
- Cartwright Hotel, Aynho
- Whittlebury Hall
- Bignall Park Hotel, Chesterton
- Weston Manor Hotel, Weston on the Green
- Silverstone Circuit
- Silverstone Golf Club
- Buckingham Golf Club
- Buckingham Best Western Hotel
- Huntsmill Farm, Buckingham
- The Great Barn, Aynho
- Aynho Park, Aynho
- Stowe House
- Bicester Golf Club, Chesterton

Entertainment Venues

In addition to the various village halls which can be hired in the Brackley area, rooms for functions can be hired at Brackley Town Hall, Brackley Town Football Club, Brackley Rugby Club, Brackley Bowls Club, The Crown Hotel, The Red Lion (Brackley), The Greyhound Inn and The Bell. This is not an exhaustive list.

Meeting Rooms

Many of the establishments listed above as wedding or entertainment venues offer meeting room facilities with audio visual presentation aids.

11. Immediate Goals (2016/17)

As at October 2016, the EVHMC had six new trustees out of nine and is therefore considered a new committee (Mike Boshier, Maddie Furnival and Tony Stevens providing continuity). In any case, with

the legal relationship between the Custodial Trustee (Parish Council) and the EVHMC changing, the new committee faces new challenges.

The first year priorities needed to be functional rather than aspirational, although the first steps to create a vision for the future are being taken.

Health & Safety documentation has been improved. The Health and Safety Policy has been updated and revised and was reissued in November 2016. The Risk Assessment document previously in use was a generic village hall document downloaded from the Health & Safety Executive web site. The committee felt that a revised risk assessment was desirable. A full risk assessment was carried out and the risk assessment document revised to reflect the specific risks of Evenley Village Hall in 2016. There has never been an asbestos or legionella survey carried out on the village hall and therefore no management plans existed. Professional surveys were commissioned and formal management plans for both have been implemented. A control of hazardous substance policy (COSHH) relating to cleaning products has also been produced.

A building condition survey was commissioned by the Parish council at the start of 2016. The EVHMC has had to consider the report and its recommendations. A number of repairs including roof flashing, chimney flashing, rain water system and external decoration will be scheduled into the ongoing maintenance programme over the next three years. The replacement of the roof is considered a longer term aim (three to five years minimum) for which a substantive fund needs to be raised.

The booking process has been updated to reflect the current arrangements, such as changes to health and safety documentation and integration with the Parish council web site.

With annual expenditure matching income for the first time in a long period, short term action is required to increase income. The annual review of hall rental rates will be carried out at the January meeting.

12. Finance

This section covers pricing, income and expenditure, grants available to the village hall and fundraising.

12.1 Pricing

Historically, Evenley Village Hall have reviewed charges annually. They were last increased in January 2016. The committee need to consider pricing for 2017, although implementing any change from 1st January is no longer possible. This review should not just be limited to deciding an hourly or sessional rate but should consider the broader issues of who gets free use of the room including setting up time, what we charge for equipment hire, deposits and payments in advance.

On comparing details from other village halls, it shows a varying structure to pricing with rates for non-profit making organisations, commercial organisations, village residents, non village residents and variations of these groups for regular bookings and 'one off' bookings, summer events and

winter events. There are also supplementary charges for setting up time, clearing up and adding in heating during the winter!

Hourly rate hire charges range from £7 (Aynho) for residents through to £22 for non residents (Westbury). Some offer sessional rates ranging from £20 for a three hour session for village residents (Tingewick) to £75 for up to four hours for non-village residents at Aynho.

Outside of the local area pricing structures have been found showing hourly rates for village residents ranging from £12 per hour (Newton Regis Village Hall - Warwickshire) to £25 per hour for non-residents (Cobham Village Hall – Devon).

More information can be found at Appendix I

12.2 Income & Expenditure Forecast

It is difficult to project how many new users will be realistically generated by carrying out enhancements to the village hall or what additional income this would create, but clearly increasing revenue continues to be a primary focus.

If we accept that the annual average running cost of EVH is about £7,500 pa, then we should maintain a sizeable reserve fund to meet at least nine months outgoings. If there was a significant period when the hall could not be used and there was a subsequent loss of business, costs would still have to be met, so having a reserve fund for such a contingency is considered prudent. Should major repairs be required, it would not be reasonable to expect the village hall to fund the full cost of repairs and EVHMC will be required to demonstrate to grant-giving bodies that the community is playing its part. Money put aside in the reserve would be used as 'matched funding' in support of any requests to granting bodies (see note below).

RECEIPTS & PAYMENTS ACCOUNT -	<u>Actual</u> <u>2014/15</u>	<u>Actual</u> <u>2015/16</u>	<u>Projected</u> <u>2016/17</u>	<u>Projected</u> <u>Yrs 2 to 5</u>
RECEIPTS				
Lettings - hire of hall -	6,496.77	6,470.10	7,000.00	7,000.00
"100" Club	1,224.00	1,152.00	1,940.00	2,400.00
Replacement chairs funding	922.77	2,196.23	0.00	0.00
Miscellaneous funding	92.00	5.00	1,900.00	0.00
	<u>8,735.54</u>	<u>9,823.33</u>	<u>10,800.00</u>	<u>9,400.00</u>
PAYMENTS				
Gas	771.18	1,580.00	1,200.00	1,000.00
Electricity	510.62	607.61	700.00	500.00
Water	245.23	313.82	420.00	450.00
Cleaning	1,049.58	1,166.41	1,250.00	1,300.00
Repairs & Maintenance	1,121.86	879.02	2,000.00	2,500.00
Capital Outlay Projects	0.00	0.00	3,800.00	0.00
Insurance	390.31	390.31	1,550.00	1,090.00
Licence Fees Lottery	20.00	20.00	20.00	20.00
Subscriptions ACRE	0.00	40.00	40.00	40.00

New Curtains	0.00	1,642.80	0.00	0.00
New Hand Dryers	0.00	507.00	0.00	0.00
Damp-proof Outlay	814.77	0.00	0.00	0.00
Replacement chairs Outlay	922.77	2,768.31	0.00	0.00
Miscellaneous costs	19.58	96.79	1,200.00	1,000.00
"100" Club - monthly prizes	600.00	600.00	630.00	1,000.00
	<u>6,465.90</u>	<u>10,612.07</u>	<u>12,385.00</u>	<u>8,900.00</u>

Excess of Receipts over Payments	2,269.64			485.00
Excess of Payments over Receipts		(788.74)	(1,585.00)	

NOTES

- No future increase has been applied to the hall charge out rates - the last increase was 01/01/2016 -
- VH 100 Club numbers are increased to 160 by spring 2017, and to 200 in spring 2018
- The only major project forecast in these numbers is roof replacement in 2016
- The resultant re-plastering/re-decorating in the hall is included in Repairs/Maintenance 2017/18
- EVHMC aim to hold a financial reserve of £9000, representing nine months expenditure* (£5,600) as a contingency for the hall to be out of use for major maintenance and a period of build up to return income to previous levels, £1,500 for minor enhancement projects identified in this plan over and above routine maintenance and not supported by grants and £2,000 for 'match funding' for improvements supported by grants. These sums are flexible.

*based upon the average costs of the four years in the table above

SUMMARY OF FUNDS

	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>Yrs 2 to 5</u>
Opening Balance of Funds - April	10,055.14	12,324.78	11,536.04	9,586.04
Excess of Receipts over Payments	2,269.64			485.00
Excess of Payments over Receipts		788.74	1,950.00	
Total Funds Available	<u>12,324.78</u>	<u>11,536.04</u>	<u>9,586.04</u>	<u>£10,071.04</u>

12.3 Grants

Over the past twenty years, the village hall has received significant grant funding from various bodies. These include the National Lottery Fund, South Northants Council, Trust for Oxon Environment, Lloyds TSB Foundation, WREN (Waste Recycling Environmental), Maud Elkington Trust and SNC New Homes Bonus. Evenley Matters contributed £600 towards new seating and in 2016 Evenley Parish Council gave the village hall £634 towards the cost of replacing the flat roof, which was a re-allocation of the insurance saving now that the Parish Council are no longer responsible.

Organisations which have funds to allocate to good causes is not a static situation and can and does change. At present, there are other opportunities which can be investigated, including

- Tesco “Bags of Help” and Waitrose local community grants, funded by 5p bag charges
- East Midlands Heritage Lottery Fund – for heritage, for people, for communities
- London Marathon Charitable Trust – based on sport and physical activity – covers South Northants Area
- Northants Community Foundation for arts, culture, heritage, wellbeing, generally £250 up to £5,000
- Daventry District Council has 3 grant programmes for community groups – covers community projects
- Mid-Counties Co-Op community grants – up to about £2,000
- Northants ACRE – provide information to locate a wide variety of funding organisations, particularly village halls
- South Northants Volunteer Bureau – can provide information on funding from business and the private sector
- Bernard Sunley Foundation
- The Rothschild Foundation
- Inspired Facilities Fund
- UK Power Networks
- Lloyds Bank Community Funding
- YIMBY vy Just Giving Away
- Waitrose Community Trust
- The Co-operative Community Fund

South Northants Council are a great supporter of local projects, with Community Development Capital Grants (for buildings & infrastructure) and New Homes Bonus (for smaller equipment projects). Both depend on sums available at time of application, but Community Capital Grant is made up to 35% of total cost of project, from an annual fund of £175,000 and New Homes is an annual budget based on housing in the area, and again what is available at time of application.

The Grants Officer at South Northants Council is a very professional and helpful contact in advising what is available and when it might become available.

13. The Next Four Years

With the change in relationship between EVHMC and the PC and the appointment of several new trustees, it was considered appropriate to develop a five year plan which would focus the EVHMC’s attention on agreed priorities. Forward planning will also enable clearer budgeting and identify where appropriate funding needs to be secured. During the formulation of this plan, EVHMC considered whether they wanted the village hall to be something different to what it is, however, the committee’s principle considerations was that of ensuring the hall meets its responsibilities as set out by the Charity Commission and Deed of Trust and it is meeting the needs of the community.

An architect was consulted about making structural changes to the building, including removal of the ceiling in the main hall, reverting back to a vaulted ceiling and the possibility of redesigning the layout of the building in order to enhance its functionality. The architect advised that removing the ceiling would cost c£60,000 including VAT and structural changes would cost in excess of £120,000. The committee considered that major changes of this nature would not significantly improve usage

of the hall and this level of expenditure would not give value for money and could not therefore be justified. Major structural change was rejected as a way forward.

Exploring a new village hall, on an undetermined site on the outskirts of the village and disposing of the existing hall for development as a domestic residence, had been suggested and was considered by the management committee. Development grants may be possible to support this. Whilst a modern, purpose built, village hall has some merits, it is not clear that larger improved premises would meet the community's needs any more than the existing village hall. This option would be dependent upon so many issues that are outside EVHMC control, some of which would be very controversial. It was agreed that this is not a direction of travel that the committee would wish to follow and development of a new hall was rejected as a way forward.

It was agreed that the village hall is generally achieving the objectives set out by the Charities Commission and Deed of Trust, although it is recognised that some events in the village will be held at alternative venues like the Church, Red Lion or in private gardens, simply because that is the users' preference. The village hall cannot be everything to everyone and it is unlikely that this would be different, whatever changes were made to the village hall, but the management committee recognise that enhancements could be implemented to make the hall more attractive and further meet users needs. Ongoing renewals of equipment and furnishings will be required. Over time, the hall will require repainting inside and out and ongoing repairs will be an annual requirement. At some time in the future the roof will have to be replaced but it is not clear whether this will be in the next five years.

As part of the five year plan process, an interior designer was consulted. Typical interior design projects including colour schemes, fittings and furnishings. Clearly the village hall is not a typical project as no furniture is involved and rooms have more than one purpose; for example, when designing a bedroom at home it has one primary purpose where as the main hall in the village hall has to be a gymnasium, a theatre space, a disco, lecture hall etc. Complete interior design for such a space is therefore limited. However, some interesting suggestions were put forward by the designer, some of which appear in the priorities identified by trustees in appendix II.

Grants may be obtained for individual enhancement projects but income will still need to at least be maintained to keep the hall viable.

14. Marketing & Promotion

It is clear that the hall has to be marketed to generate new users . Historically, the village hall has relied on word of mouth. It is clear that this will not be sufficient going forward and a more proactive approach will be required although it will not be desirable to spend money. Some village halls have their own web site whilst others, like Evenley, have a section on the Parish Council web site. Access to information about the village hall on this site is via a link from the 'Facilities & Amenities' tab. The information provided is limited and not dynamic. EVHMC have explored with the Parish Council how this might change and some work is now required.

EVHMC have now set up a Facebook page. This will be used for promotional purposes as well as

supplementing information on the web site. This will give the village hall access to local forums such as *Brackley Gossip Girls*.

A small leaflet has been proposed, which can be used by the Booking Clerks to supplement information given to anyone making enquiries. Ideally, it will become a downloadable document on the Parish Council web site. In addition an A4 leaflet available from dispensers in the hall will be produced.

There are a number of local publications which could be used to promote the village hall. The *Brackley & Towcester Advertiser*, with its sister paper the *Buckingham & Winslow Advertiser*, run a weekly 'Village News' feature. Regular updates on the village hall could be posted in these publications via the Village Correspondent. Other publications include *Life in Brackley*, *Brackley Focus* and *Your Letterbox*, all three being free trade magazines which supplements business adverts with local community news and events.

Whilst the village hall is providing a facility for others to use, a timetable of activities taking place in the hall which are open to public participation, could be promoted with posters on the village notice board.

Similarly, the village hall could use the quarterly Parish Council Newsletter as a means of communication.

The responsibility for marketing will be shared across more than one committee members.

15. Conclusion

Evenley's village hall is a charitable community facility whose activities are prescribed by a Deed of trust and the Charity's Commission and must be for the benefit of the community. EVHMC challenged itself on whether the way the village hall was being operated met this important test and concluded that it did.

Over 90% of respondents to the questionnaire circulated by the Parish Council to all parish residents, as part of creating the village plan, identified the village hall as an important amenity. EVHMC are satisfied that the operation of the hall and its plan for the next four years is respectful of residents' opinion. Regular hall users have indicated that they are more than happy with the facilities provided although some have highlighted improvements that are very specific to their needs. These requests will be considered by EVHMC as part of the plan going forward, balanced against the wider use of the hall and cost effectiveness.

It is recognised that Evenley Village Hall has competition from other village amenities and village halls in the wider surrounding community, sports clubs and commercial venues. It is accepted that some of the other facilities may 'do it better' and it is accepted that Evenley Village Hall cannot be all things to all people.

EVHMC has established a mission statement which sets out the trustees aims including the provision of facilities which will meet the needs of Evenley residents and hall's users.

Evenley Village Hall has operated with a surplus for a number of years but with increasing costs due

to an ageing building and desirable enhancements, the challenge of maintaining a surplus will increase across the next four years. Creating a reserve fund as a contingency is considered sensible financial management; EVHMC will endeavor to meet the hall's annual running costs from its income.

Apart from the regular ongoing annual maintenance of the village hall there are a number of significant repairs required over the next three years which will require financial support from external bodies, not least the potential replacement of the roof on the old building.

EVHMC have considered a range of options for the future of the hall including relocation, redevelopment and enhancement. However, as has been the policy of previous management committees, continuous enhancement and modernisation is considered the best way forward. A list of potential improvements, yet to be approved by the committee or prioritised, is included at appendix II. Some ideas are not expensive and can be funded from the hall's income. Other projects may require additional funding and EVHMC will seek funds from donations, fund raising and grants to cover the cost.

Evenley Village Hall is a valued village asset and will be maintained and well presented on behalf of village residents.

Village Halls Comparison Pricing

1. Local Facilities

Tingewick Village Hall (last revised April 2015)

Hourly rate for non profit making organisations for up to 3 hours is £12, with a reducing scale the longer the hall is booked

Hourly rate for commercial organisations for up to 3 hours is £20, with a reducing scale the longer the hall is booked

Hourly rate for childs party up to 3 hours is £15 with a flat rate of £80 for all day.

Hourly rate for adult party up to 3 hours is £20 with flat rate of £120 for all day.

Aynho Village Hall (last revised April 2013)

Special sessional rate for village organisations i.e. Parish Council £14 per session (up to 4 hours).

Hourly rate for village residents is £7, for any number of hours, no reducing scale.

Hourly rate for non village residents is £8 for any number of hours, no reducing scale.

Sessional rate (up to 4 hours) for child or adult parties for village residents £60.

Sessional rate (up to 4 hours) for child or adult parties for village residents, with set up night before or clear up day after £90 flat rate

Sessional rate (up to 4 hours) space for child or adult parties for non village residents £75.

Sessional rate (up to 4 hours) for child, or adult parties for non village residents, with set up the night before or clear up the day after will be charged at £100 flat rate.

Charlton Memorial Hall

Special sessional rate for village organisations i.e. Parish Council £13 per session (2 hours).

Hourly rate for village residents is £11.50 for any number of hours, no reducing scale.

Hourly rate for non village residents is £15.50 for any number of hours, no reducing scale.

Sessional rate for children or adult parties and other celebrations for village residents £44.

Sessional rate for children or adult parties and other celebrations for non village residents £66.50.

Westbury Community Hall

Special sessional rate for village organisations i.e. Parish Council £13 per session (2 hours).

Hourly rate for village residents is £10 (regular users) for any number of hours.

Hourly rate for village residents is £15 ('one off' users) for any number of hours, no reducing scale.

Hourly rate for non village residents is £20/£22 for any number of hours, no reducing scale.

Weddings from £450

2. Facilities outside area (for comparison)

Cobham Village Hall (Last reviewed April 2016)

Hourly rate for village residents for a 'one off' booking is £20, for any number of hours and £16 for a regular village user.

Hourly rate for non village residents is £25 for any number of hours, no reducing scale.

Sessional rate for child or adult parties and other celebrations for village residents £60.

Sessional rate for child or adult parties and other celebrations for non village residents £75.

Newton Regis Village Hall (Last reviewed April 2016)

Hourly rate for village residents is £12/£13 (winter/summer) for any number of hours, for a 'one off' booking and £16 for a regular user.

Hourly rate for non village residents is £15.50/£17.50 (winter/summer) for any number of hours, no reducing scale.

Potential Improvements to Evenley Village Hall

The following is a collection of ideas EVHMC will consider to improve the village hall for users. The first section includes general ideas about presentation and then more specific improvement options, room by room. Photographs and diagrams have been added for illustrative purposes.

General Improvements

Decoration

Redecoration should include softer, warmer colours and could have split décor either above and below the dado, emphasised dado with colour split, or contrasting coloured walls. Plain walls with fabric wall panels could help brighten up the hall and would help with the acoustics.

Pictures

Improve the range of artwork in the main hall and introduce pictures to the corridors. Three options were put forward

- Use the majority of existing pictures but have them reframed in matching frames and mounts.
- Invite a local art group to display their pictures for either a fee or a commission when the picture is sold. Besides being a source of income this would add colour and variety although the number of pictures would have to be stipulated and any sold or removed would have to be replaced immediately to avoid unsightly empty spaces and picture hooks.
- Hold a photographic competition with the subject matter being Evenley and the best ones would have their photographs framed and displayed in the village hall.
- Use decorative panels in the main hall instead of pictures

Flooring

The flooring in the entrance hall, inner hall and kitchen could be improved using non slip wood effect flooring, which would give a warmer, more homely effect, whilst continuing to be easy to keep clean.

Area Specific Improvements

External

Mark out car parking spaces with white lines.

Section off 'pointed area' of car park, which cannot really be used for parking, perhaps with sleepers or planters and create a seating area with picnic style tables/benches.

Put some large pots with shrubs/bulbs in the car park providing their location does not reduce car parking space.

Find possible location for an external bin store.

Decorate externally all window frames, eaves and doorways (in 2018)

Secure fallen, slipped and loose slates.

The brick party wall between the current bin store area and No 1 The Green needs attention.

Storage Barn

Sort out storage areas (including cupboards in inner hall) and establish which organisations store equipment etc., how much space they are allocated and who should control this.

More racking could be installed and infrequently used equipment could be stored off the floor. Some items are never used and could be thrown away. This could make more floor space available and possibly more chairs could be kept in there freeing up the kitchen annex room as a seating area.

Entrance Hall

Bin storage is clearly a priority issue. Bins should not be kept in the entrance hall. Two main suggestions have been made

- Build an external storage area in the front of the building, providing this does not reduce car parking. If this option was chosen all the debris in the open area, currently used for bin storage, could be removed and replaced with a large plant tub with shrub, which would remove the need for screening or curtains.
- Replace single door to current bin store area with double doors to make access easier and replace external earth/gravel ground surface with hard standing to facilitate easier manoeuvrability of bins. If the bins are to remain in the current store, screening them from view is desirable. This could be achieved with curtains across the doors – perhaps a light voile material to screen but maintain the light. An alternative could be erecting all the notice boards in the entrance hall, covering the rear glass wall or doors.

The main entrance doors need either a face lift or replacement. UPVC doors would minimise maintenance and would be more serviceable but would this be allowed on a building of special interest within the conservation area?

The entrance lobby can feel cold and damp; could some form of heating be installed?

Inside the lobby, all the woodwork (including the bench) requires rubbing down and varnishing or painting with a light/pale heritage colour.

Erect a large custom made sign saying 'Welcome to Evenley Village Hall' on the rear brick wall.

Install a few randomly placed shelves or holders for pot plants on the rear wall.

Purchase a large wooden pedestal to stand a planted pot.

Improve and update the floor covering.

Changing Room

Replace fixed benches with portable storage, which could be kept in the shower room when not in use by the cricket team, allowing the space to have an alternative use i.e. village library with moveable book cases.

Redecorate the changing room

Corridors

Update flooring

Re-decorate

Remove notice boards and replace with pictures

Small Meeting Room

Stop referring to it as the small meeting room and call it the Kitchen Annex

Redecorate

Update flooring

Put all notice boards in this room

Main Hall

Redecoration

Get the floor professionally cleaned and treated.

Purchase a curtain backdrop for performers, which will also help to improve the acoustics of the hall. Could the curtain match the existing ones?

Update main lighting to include adjustable brightness, dimming facility and mood lighting.

Have lighting and sound controls inside the main hall rather than in the cupboard in the kitchen annex or introduce good remote control facilities.

Replace the current lighting bar with a more modern system that could be used to illuminate performers at the end of the room as well as on the side.

Kitchen

Upgrade kitchen and appliances

- Commercial dishwasher?
- An island unit with cupboards under.
- Larger cooker
- Larger 10 litre water boiler

Consider complete new kitchen

Introduce a 'Dutch Door' with shelf replacing the doors between the kitchen and kitchen annex to create bar.

Alternatively introduce serving hatch to improve safety when serving hot food to the hall. This could also act as a bar facility.

Update flooring

Equipment

The following equipment could be purchased

- Several small round stackable tables.
- Large round white cloths for the tables.
- New overhead projector.
- Extend sound system to possible 4 balanced speakers.
- New larger projector screen.
- Broadband/Wifi link

Schedules attached to the Conveyance made on 27 October 1960 between Antony William Allen and the Parish Council of Evenley

THE FIRST SCHEDULE (as amended - March 2017)

Clause1: Village Hall

1. The property hereby conveyed (hereinafter called “the Trust Property”) shall be held upon trust for the purposes of a Village Hall for the use of the inhabitants of Evenley and the neighbourhood (hereinafter called the area of benefit) without distinction of sex or of political, religious or other opinions, and in particular the use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.
2. The Charity hereby created (hereinafter called the “Foundation”) shall, except as in this Deed provided, be administered in conformity with the provisions of this Deed under the title of the Evenley Village Hall by the Committee of Management hereinafter constituted, who shall be the administering Trustees thereof.

Clause 2: the Custodian Trustees

Evenley Parish Council shall be the custodian trustee of the Foundation and the provisions of subsection 2 of section 4 of the Public Trustees Act, 1906 shall apply to the said Council and to the Committee, respectively, in like manner as they apply to the Public Trustee and managing trustees.

Clause 3: Committee of Management

1. The Committee of Management (herein after called the “Committee”) shall consist of Elected and Representative Members and may include Co-opted Members.
All such members of the Committee are charity trustees for the purpose of charity law.
2. Six Elected Members of the Committee (other than those appointed under clause 5 to fill casual vacancies) shall be elected at the Annual General Meeting to be held as in this Deed provided for a term of office commencing at the end of the Annual General Meeting at which they are elected and expiring at the end of the Annual General Meeting in the following year.
3. One Representative Member of the Committee shall be appointed by each of any **three** such appointing organisations as are set out in the Second Schedule and their names shall be notified by each appointing organisation to the Secretary of the Committee. They shall, except in the case of such members appointed to fill casual vacancies, be appointed before the Annual General Meeting in any year for the term of office commencing at the end of the Annual General Meeting next after their appointment and expiring at the end of the Annual General Meeting in the following year.

4. The Committee shall have power to co-opt not more than six members to hold office until the end of the Annual General Meeting following their co-option.
5. Any competent member of the Committee may be reappointed or re-elected.

Clause 4: Additional Members

In the event of any application for representation on the Committee being received from any existing or newly-formed organisation operating in the area of benefit, the Committee may, upon a resolution supported at a duly constituted meeting of the Committee by the votes of a majority of not less than two-thirds of all the members of the Committee, allow such organisation to appoint a Representative Member of the Committee in the same manner as if such organisation had been specified in the Schedule to this Deed.

Clause 5: Casual Vacancies

Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and, if in the office of Representative Member, it shall be notified as soon as possible to the proper appointing organisation. A casual vacancy in the office of Elected Member may be filled by the committee and in the office of Representative Member by the proper appointing organisation.

A Member appointed to fill a casual vacancy shall hold office only for the unexpired term of office of the Member whose place he is appointed.

Clause 6: Failure to Appoint

The proceedings of the Committee shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any Member.

Clause 7: Declaration of Members

No person shall be entitled to act as a Member of the Committee whether on a first or on any subsequent entry into office, until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Deed.

The Committee must give each new member, on their first appointment, a copy of this Deed, and any amendments to it, and a copy of the Charity's latest report and statement of accounts.

Clause 8: Members Not to Be Personally Interested in the Foundation

Except with the approval in writing of the Charity Commission, no Member of the Committee or his or her spouse, shall take or hold any interest in any property belonging to the Foundation, otherwise than as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Foundation.

Clause 9: Determination of Membership

Any member who is adjudged bankrupt, or who makes a composition or arrangement with his creditors, or who is incapacitated from acting, or who communicates in writing to the Committee a wish to resign, shall thereupon cease to be a Member.

Clause 10: Meeting of Committee

The Committee shall hold at least two ordinary meetings in each year and may hold such other ordinary meetings as may be required. A special meeting may be summoned at any time by the Chairman or any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.

Clause 11: Chairman and Vice-Chairman

The Committee, at their first meeting in each year after the Annual General Meeting, shall elect one of their number to be the Chairman of their meetings and may elect one of their number to be Vice-Chairman. The Chairman and Vice-Chairman shall continue in office until their successors are respectively elected.

If the Chairman is absent from any meeting, the Vice-Chairman (if any) shall preside; otherwise the Members present shall, before any other business is transacted, choose one of their number to preside at that meeting.

Clause 12: Voting

Every matter shall (except as in this Deed provided) be determined by the majority of the Members present and voting on the question. In case of equality of votes the Chairman of the meeting shall have a second or casting vote.

Clause 13: Annual General Meeting

1. There shall be an Annual General Meeting in connection with the Foundation which shall be held in the month of May each year or as soon as practicable thereafter.
2. All inhabitants of the area of benefit of 18 years of age and upwards shall be entitled to attend and vote at the Annual General Meeting.
There shall be a quorum when at least six people, from the area of benefit are present at an Annual General Meeting.
3. Annual General Meetings shall be convened by the Committee. Public notice of every Annual General Meeting shall be given in the area of benefit at least seven days before the date thereof by affixing a notice to some conspicuous part of the Trust Property or other conspicuous place in the area of benefit and by such other means as the Committee shall think fit.

4. The Chairman of Annual General Meetings shall be the Chairman of the time being of the Committee. In his/her absence the Vice-Chairman (if any) shall take the chair but if neither is present, the persons present shall, before any other business is transacted, appoint a Chairman of the Meeting.
5. The Committee shall present to each Annual General Meeting the report and accounts of the Foundation for the preceding year.
6. The Management Committee may convene a Special General Meeting within 21 days of receiving a written request so to do, signed by not less than 10 inhabitants of the area of benefit, giving reasons for the request. Public notice must be given of any such meeting, specifying the business to be discussed, in the same way as for an Annual General Meeting.

Clause 14: Application of Income

After payment of any expenses of administration, the net income of the Foundation shall be applied by the Committee in one or other or both of the following ways:

- a. in the maintenance, upkeep and insurance of the Trust property and the payment of rates, taxes and other expenses in connection therewith and its use for the purposes specified in this Deed;
- b. in otherwise fostering the purposes specified in this Deed.

Clause 15: Repairs and Insurance

The Committee shall keep in repair and insure against fire, burglary, public liability and other insurable risks, all the buildings of the Foundation not required to be kept in repair and insured by the lessees or tenants thereof.

Clause 16: Surplus Cash

Any sum of cash at any time belonging to the Foundation and not needed as a balance for working purposes shall be treated as capital and invested.

Clause 17: Further Endowments

The Committee may receive any additional donations or endowments for the general purposes of the Foundation.

Clause 18: Minutes, Accounts and Annual Return

The Committee shall provide and keep a minute book and books of account.

The Management Committee shall comply with its obligations under the Charities Act 2011 with regard to

- a) The keeping of accounting records for the Charity
- b) The preparation of annual statements of account for the Charity
- c) The auditing or independent examination of the statements of account
- d) The transmission of the statements of account to the Charity Commission

Copies of the statements of account should also be sent to the Parish Council of any parish within the area of benefit or to the Chairman of the Parish Meeting of any such parish where this no Parish Council.

The Committee shall comply with its obligations under the Charities Act 2011 with regard to the preparation of an annual return and its transmission to the Charity Commission.

Clause 19: Use by Other Bodies or Persons

1. Subject and without prejudice to any use by the Committee for the purposes specified in this Deed, the Trust Property may be used, in accordance with any rules made by the Committee under Clause 22, for the said purposes, by such bodies or persons as the Committee determine free of rent but subject to a payment in respect of the expenses of and incidental to the maintenance and use of the Hall, and otherwise upon such terms as may be agreed.
2. The Committee may from time to time permit the Trust Property to be used otherwise than for the purposes specified in this Deed, subject to a payment sufficient at the least defray the expenses incidental to the use in each case, but so as not substantially to interfere with its use for the said purposes.

Clause 20: Mortgages and Charges

The Committee may wish with the consent of the Official Custodian for Charities from time to time by mortgage or otherwise obtain such advances on the security of the Trust Property or any part thereof as may be required for maintaining, extending or improving the same or any part thereof or erecting any building thereon or for the work carried out therein and may continue or repay in whole or in part and from time to time any existing mortgage or charge on the Trust Property.

Clause 21: Liquidation and Disposal of Trust Property

If the Committee decides at any time that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the Trust Property in whole or in part for the purposes stated in Clause 1, it shall call a meeting of the inhabitants of the age of 18 years or upwards of the area of benefit, of which meeting not less than 21 days' notice (stating the terms of the Resolution which will be proposed thereat) shall be posted in a conspicuous place or places on the Trust Property and advertised in a newspaper circulating in the area of benefit. If such decision shall be confirmed by a majority of three-quarters of such inhabitants present at such meeting and voting, the Committee

may let or sell the Trust Property or any part thereof, on such terms as may be approved by the Committee in accordance with the provisions of Sections 117-123 of the Charities Act 2011.

All moneys arising from such letting or sale (after satisfaction of any liabilities properly payable thereout) shall with such consent as aforesaid be applied either in the purchase of other property approved by the Committee and to be held upon the trusts for the purposes and subject to the provisions hereinbefore set forth (including this power) or as near thereto as circumstances will permit or towards such other charitable purposes or objects for the benefit of the area of benefit as may be approved by the Charity Commission. Meanwhile such monies shall be invested, and any income arising therefrom shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income thereof in like manner as an addition to and to be applied as the capital of such investments or shall be used for any purpose for which the income of the Trust Property may properly be applied.

Clause 22: Rules and Regulations

Within the limits prescribed by this Deed, the Committee from time to time may make and alter rules and regulations for the conduct of their business and the summoning and conduct of their meetings, the deposit of money at a proper bank, the custody of documents, and in particular with reference to:

- a. the terms and conditions upon which the Trust Property may be used in accordance with the provisions of this Deed and the sum (if any) to be paid for such use;
- b. the appointment as Secretary (to hold office at their pleasure) of one of themselves without remuneration or some other fit person at such remuneration as the Committee may determine;
- c. the appointment of an Auditor, Treasurer, and such other unpaid officers as they may consider necessary and the fixing of their respective terms of office;
- d. the engagement and dismissal of such paid officers and servants as the Committee may consider necessary and
- e. the number of Members who shall form a quorum at meetings of the Committee; provided that the number of Members who shall form a quorum shall never be less than one-third of the total number of the Members for the time being.

Clause 23: Questions under Deed

Any question as to the construction of this Deed, or as to the regularity or the validity of any act done or about to be done under this Deed, shall be determined conclusively by the

Charity Commission, upon such application made to it for the purpose as it thinks sufficient.

Clause 24: Amendment of Trust Deed

Subject to the provisions of this clause, this Deed may be amended.

With the exception of an amendment made by virtue of Clause 4, any other amendments must be

made by a resolution passed at either the Annual General Meeting or a Special General Meeting. The notice of the meeting must include notice of the resolution, setting out the terms of the amendment(s) proposed. No amendment shall be made which would vary this Clause.

The prior written approval of the Charity Commission shall be obtained to any amendments which would –

- a) vary Clause 1.1 (objects), Clause 8 (members not to be personally interested), and Clause 21 (disposal of Trust Property).
- b) vary the composition of the Committee or the terms on which members hold office (other than amendments made under Clause 4.
- c) change the name of the Charity.
- d) vary the powers of investment exercisable by the Committee.

The Committee shall –

- a) promptly send to the Charity? Commission a copy of any amendment made under this Clause.
- b) keep a copy of such amendment with the Deed.

Clause 25: Interpretation

The Interpretation Act, 1978, applies to the interpretation of this Deed as it applies to an Act of Parliament.

THE SECOND SCHEDULE

Evenley Organisations:-

The Parochial Church Council

The Committee of the Cricket Club

The Gardening Society

The Bridge Club

The Film Club

The Residents Association

THE THIRD SCHEDULE

The said Cicely Spencer and Reuben Fenwick