Donyatt Village Hall

Registered Charity No. 304530

Trustees' Annual Report

1st April 2025 2025 – 31st March 2026

Secretary to the Trustees:

Mr Philip King

Tel: E-mail: philking1750@yahoo.co.uk

Names of Trustees

Mr Mike Toop - Elected. Chairman and Building Supervisor

Mr Bill Porritt - Elected. Treasurer

Mrs Rebecca Liptrott - Elected

Mr Philip King – Elected, Secretary and Booking Secretary.

Names of Additional Management Committee Members

Mrs Sandra Parsons – Elected

Ms M Adams - Elected

Mr Malcolm Hastings – Representative Social Club

Mrs Ann Hancox – Co-opted Member

Sources of advice and support

Bank: Nat West, 26-27 Fore Street, Taunton TA1 1JQ
Solicitors: Humphries Kirk, 17 Market Place, Crewkerne, Somerset TA18 7JU.
Community Council for Somerset: Fitzwarren House, Queen St, Taunton TA1 3UG.
Somerset Council; Donyatt Parish Council.

Governance

Donyatt Village Hall was established as a charity by a Trust Deed dated 11th December 1978.

The hall was built in 1925. Although the building and land is the freehold property of the Charity, the Parish Council of Donyatt continues to be the Custodian Trustee of the Charity.

The Village Hall Management Committee is responsible for keeping the building in a good state of repair suitable for use by the community.

Appointment of Trustees

The Trust Deed governs the appointment of the Managing Trustees and the management of the charity. The Parish Council of Donyatt is the Governing Trustee and is the proprietor in the Title Absolute section of the Register of Title. Managing Trustees are elected at the Annual General Meeting usually held in April or May.

Each regular user group in the Parish is invited to nominate two representative members/trustees. The Trustees form the Management Committee of the Village Hall which has the power to co-opt two further Trustees on an annual basis. Trustees receive no remuneration. Out of pocket expenses on behalf of Donyatt Village Hall are paid.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Health & Safety Policy
- Risk Assessment, Fire Risk Assessment, Fire Safety checks.
- Equality of Opportunity Policy
- Hiring Policy
- Safeguarding Policy
- Environmental Policy
- Financial Policy
- DPA and GDPR Policy

Copies of all policies are given to new Trustees as part of their Welcome Pack

Hiring Agreement

Use of the Village Hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The Hiring Agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

All Trustees are authorised to sign the Alcohol Authorisation Form after satisfying themselves that the hirer has been advised of the requirements placed on them to comply with the licensing regulations.

The Performing Rights Society (PRS), the PPL for live and recorded music and the MPLC for showing movies and television programmes licence the hall**.** The Village Hall Charity is registered with Somerset Council under the Small Societies Gaming Act 2005.

Risk Management - Insurances.

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

The Village Hall insurance, underwritten by Zurich under the Community First Village Halls Scheme, underwent a thorough review during 2014-2015. The building valuation was updated in 2014-2015 with the inventory of contents reviewed in 2021. The valuations for insurance purposes are increased in line with inflation as advised by the insurance company. The inventory is updated when new items are purchased for the hall and added to the insurance valuation when appropriate. Cover now comprises: Building; Contents; Business Interruption; Public and Products Liability; Hirer's Liability; Employers Liability; Personal Accident. A Trustee and Trust Fund Indemnity Insurance continues giving existing Trustees and potential new Trustees protection of their personal assets.

Building Issues

- Portable electrical appliances are tested by qualified personnel, as required.
- The mains electrical installation is checked by a qualified engineer, as required.
- A Fire Safety Check is carried out quarterly by a Committee member on the basis of the Fire Risk Assessment, reviewed annually by the Committee.
- Fire extinguisher maintenance is carried out on an annual basis.
- Volunteers from the Committee carry out other regular maintenance checks.

Objectives of the Charity

Provision of a Village Hall for the benefit of the inhabitants of the Parish of Donyatt without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions. Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

Principal Activities in Pursuit of Objectives

Various departments of Somerset Council & the NHS use the facilities for meetings seminars and training, principally because it is easy to get to and free car parking is provided. A company that provides training to staff working in the social services field use the facilities several times a month and are our highest users. These commercial users contribute significantly to the running costs of the facilities.

The Hall is used regularly used throughout the year for a variety of activities including: Village Hall fundraising events (e.g. Bingo Nights), Social Club events (e.g. fortnightly Whist Drives, Flower Show), Big Breakfast (monthly, now run by Gemini Carnival Club), Yoga classes once or twice a week, the Village Hall Committee and the Parish Council for their regular meetings. Some commercial use e.g. Polling station for local and national elections and public meetings. The Committee has seen our regular hirers resume their bookings moving forward into 2025 and beyond.

The hall is also available for hire for private functions, including children's parties (very popular each year), wedding receptions, birthdays, anniversaries, funeral wakes, The hall is also used for regular village events, for example, Christmas, Easter and All Saints' Day Celebrations, the Annual Village Flower Show. In addition fundraising events by other village/local organisations such as the Church e.g. the Church Christmas Fayre, Easter Ploughman's and Harvest Lunch.

Funding Strategy

It is Committee policy to keep running costs within Hall hire income. The hire charges paid by users of the Hall are set to achieve this. After maintaining the hire charges for two years (2024 and 2025) the Committee decided to increase hire rates from 1st January 2026 by approximately 10%. Donyatt Parishioners continue to receive a significant discount. Capital improvements are financed by money raised by hire charges, fundraising activities, donations and grants, where available.

Volunteers' Efforts

Management costs are reduced through the use of volunteers. The Trustees contract up to 4-6 hours of Hall cleaning per week and contract a gardener to cut grass, hedges, clean external paving etc. The cleaner

and gardener, at the committee's request and additional approval of costs, undertake additional duties. Volunteer time has continued during this year. General maintenance of the hall takes place when the facilities are not in use in order to safeguard users and minimise disruption to hirers. Other routine tasks such as secretarial, financial and general administration and grant funding applications also continued. The Management Committee meetings are held at approximately 6-week intervals with intermediate meetings of the fundraising subcommittee held when necessary. The fundraising has taken place this year in the form of Bingo evenings, 100 Club monthly draw, Spring and Autumn Fairs and a 100th Anniversary Dance celebrating the opening of the Hall in 1925. The Committee decided not to continue with the 100 Club in 2026 due to a decrease in the number of ticket holders resulting in very little profit for the amount of administration required.

2025 – 2026 Achievements

The main expenditure during the year on improvements was the purchase of 80 new chairs to replace the ones purchased following the major refurbishment and extension of the Hall in 2020. The cost of the new chairs was approximately £4,500 and the Committee are extremely grateful for the continued support of the Parish Council who awarded a grant of £2,000 towards the new chairs.

Replacement of the Pedestrian double gates from the car park was funded from a bequest made by Gerry Compton in his Will.

Reserves Policy and Project Funding

The charity has had a policy of holding a minimum of £4,500 in Reserve. The trustees are responsible for the maintenance of the Village Hall and from time to time this will involve works in excess of cash reserves held. Additional fundraising may be undertaken upon identification of such works and assistance from grant giving bodies are sought.

Future Plans

After the improvements of the last few years the building is in good shape. It provides an excellent facility for a wide range of activities for

both the village residents and village social groups. It has, during previous years, proved a successful venue for various celebratory parties requiring catering facilities.

A major item that had been on the Trustees wish list is the surfacing of the car park. Following research into the possibility it has been decided to put this on hold due to the high cost (in excess of £60,000) and practicalities of dealing with rainwater run-off.

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees.

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Full name Philip King	Mike Toop
Position Secretary	Chairman

Date ??th April 2026