



# MARKSBURY VILLAGE HALL

## 2021 Plan

75, The Street, Marksbury  
Bath, BA2 9HP

Charity Number: 304580



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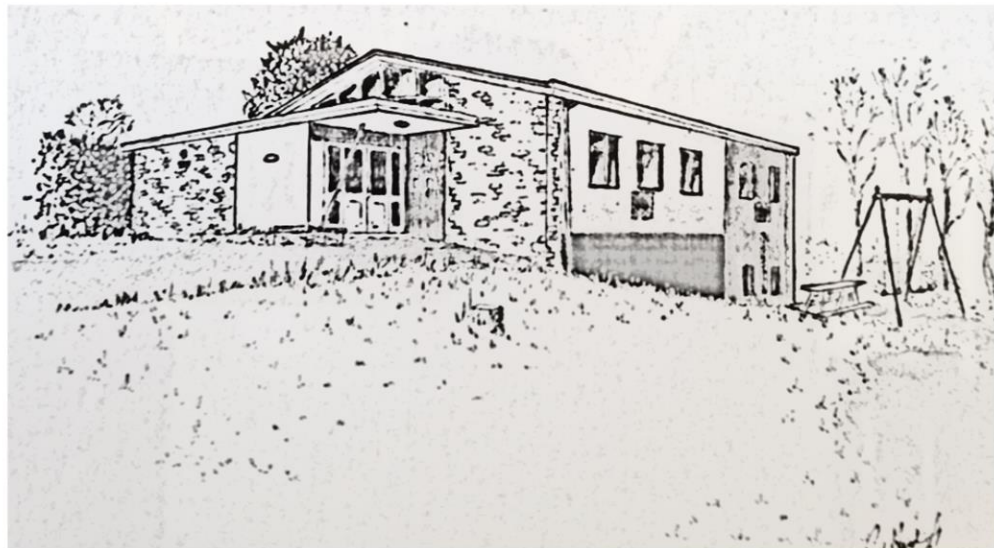
# Foreword

This plan sets out the vision for Marksbury Village Hall highlighting its purpose as a charity, serving the residents of the Civil Parish of Marksbury. It also sets out the ownership of the hall and associated land, how the charity is governed and managed, along with our long-term strategies and immediate plans for reporting period Nov 2020 to Sep 2021.

Its purpose is to guide the actions and decisions of the Management Committee for events, fundraising and improvement initiatives. It will also help communicate the charity's vision, objectives, strategies and plans to the Charity Commission, represented user groups, donors and residents. It will also form the basis of future bids for grants and make the workings of the committee more transparent.

Whilst this plan is the second year of a five-year horizon, it will be reviewed and updated annually along with the budget, following each Annual General Meeting. This will ensure that it reflects the views of the Management Committee and residents.

This plan will be shared via the website, Facebook, and be available in the Village Hall. It will also be shared at the Annual General Meeting and sent to represented organisations. Details on how to get copy will be displayed in the notice board outside the hall.





## KEY FACTS

- Residents 400
- Households 157
- Average age 41
- Employed 70%
- Retired 13%

## Background

A group of local residents decided in January 1954 to raise money for a new village hall in Marksbury and the first committee was elected to start raising money. A major source of funds was the Marksbury gymkhana - the first of which was held in April 1954 - and the annual flower show. A suitable site was found and purchased in 1957. The hall itself was opened on 28 October 1961 and formally established as a charity in 1963 under a Deed of Trust.

In less than 10 years, £7,000 had been raised and a new village hall built. We now enjoy the benefits of the hard work, enthusiasm and vision of the original committee members and volunteers. The Village Hall has now served the community well for nearly sixty years. The greatest compliment we can give these original residents is to all do our little bit to make their vision a reality. This plan therefore sets out not only our plans for the coming year, but our vision to sustain and improve the hall - hopefully for the next sixty years.

## Charitable Purpose

The Trust Deed defines the charitable purpose of Marksbury Village Hall which is to provide a village hall for the residents of the 'area of benefit', for meetings lectures classes and other forms of recreation and leisure-time occupations with the object of **improving the conditions of life** of the community.

The area of benefit comprises the Civil Parish of Marksbury, covering the villages of Marksbury, Stanton Prior and Hunstrete, and its neighbourhood. This includes the surrounding villages of Corston, Newton Saint Loe, Priston, Farmborough, Chelwood and Compton Dando.

There are many other village halls in the immediate vicinity of Marksbury, including one at Stanton Prior within the parish itself. Many of these halls offer better facilities than Marksbury Village Hall and are therefore more attractive to users and more importantly the residents in the area of benefit. The charity should therefore seek to complement these other village halls, whilst at the same time reinvigorating our own to better serve the needs of residents.

The Village Hall serves two broads needs of the community:

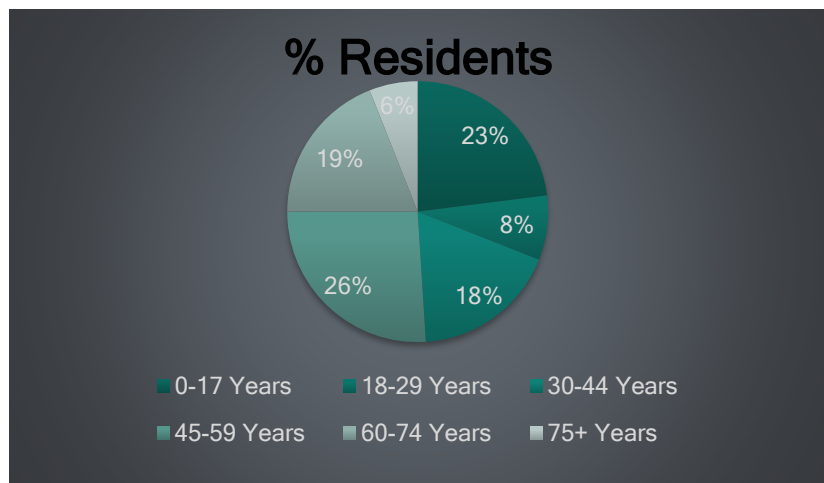
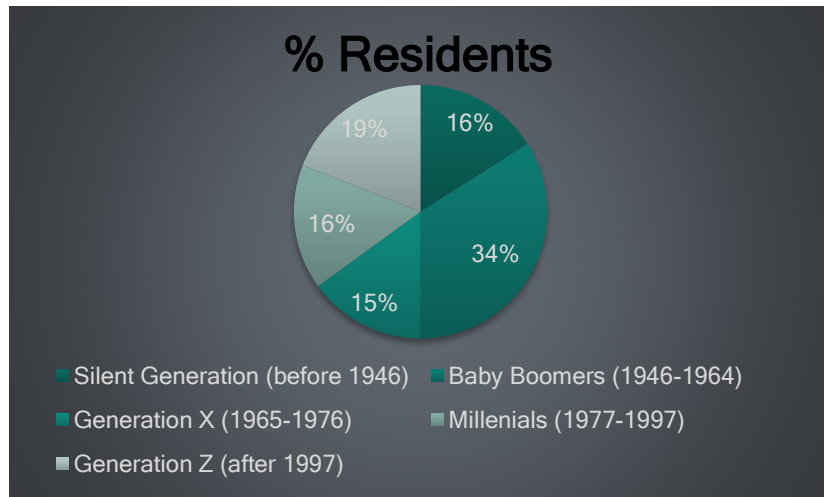
- ❖ Provide buildings, facilities and open space for communal use; and
- ❖ Provide communal facilities for recreation and leisure activities.

Regular users of the hall include:

- ❖ Womens Institute
- ❖ Marksbury Church
- ❖ Marksbury School
- ❖ Marksbury Billiards & Snooker Club
- ❖ Somerset Morris
- ❖ Table Tennis Club

The hall is also used by many local residents of the parish and other private organisations outside the parish under private hire arrangements.

A resident survey conducted in November 2017 received responses from 30% of the households in the parish, highlighting that almost all those who responded wanted the Village Hall to continue. However, many felt that its facilities were dated, neglected and in need of restoration or replacement. Almost all wanted a wider range of alternative events to be held at the hall.



## Ownership

The village hall and associated land including the playground is held in trust for the charity. The hall is held by the Official Custodian for Charities which is part of the Charity Commission and the playground by the original trustees pending the legal work necessary to also transfer this to the Official Custodian. The Management Committee (as the charity's trustees) do not own the hall and it can't be disposed of without the permission of the Charity Commission.



## Aims & Objectives

The **Vision** for the charity is for Marksbury Village Hall to **improve the lives of residents for generations to come.**

The **Mission** is to: **Use, Sustain, Improve, and Fund the Village Hall to achieve its Vision.** This Mission comprises four strategic objectives.

- ❖ **Use** the hall to the greatest extent to fulfil the charitable purpose,
- ❖ **Sustain** the hall, to ensure it is properly maintained, repaired, insured and is safe to use,
- ❖ **Improve** the hall through a series of short, medium and long-term initiatives so that it remains capable of fulfilling the charitable purpose for years to come, and
- ❖ **Fund** to activities necessary to achieve Objectives 1 to 3 through grants and fundraising activities.

To support this Mission the following five-year targets have been set. Achievement against these will be measured at least annually (supported by a survey of residents) ahead of the Annual General Meeting in October of each year. Progress against these targets will also be reported in the charity's annual report.



### Objective 1

- **Use:** The hall is used to improve the conditions of life for residents
- **Target:** Triple use of hall from less than 10% to 30% by 2022 (09.00-21.00 Mon-Sun)

### Objective 2

- **Sustain:** The hall is sustained for future generations
- **Target:** Complete 100% of planned & unplanned maintenance each year

### Objective 3

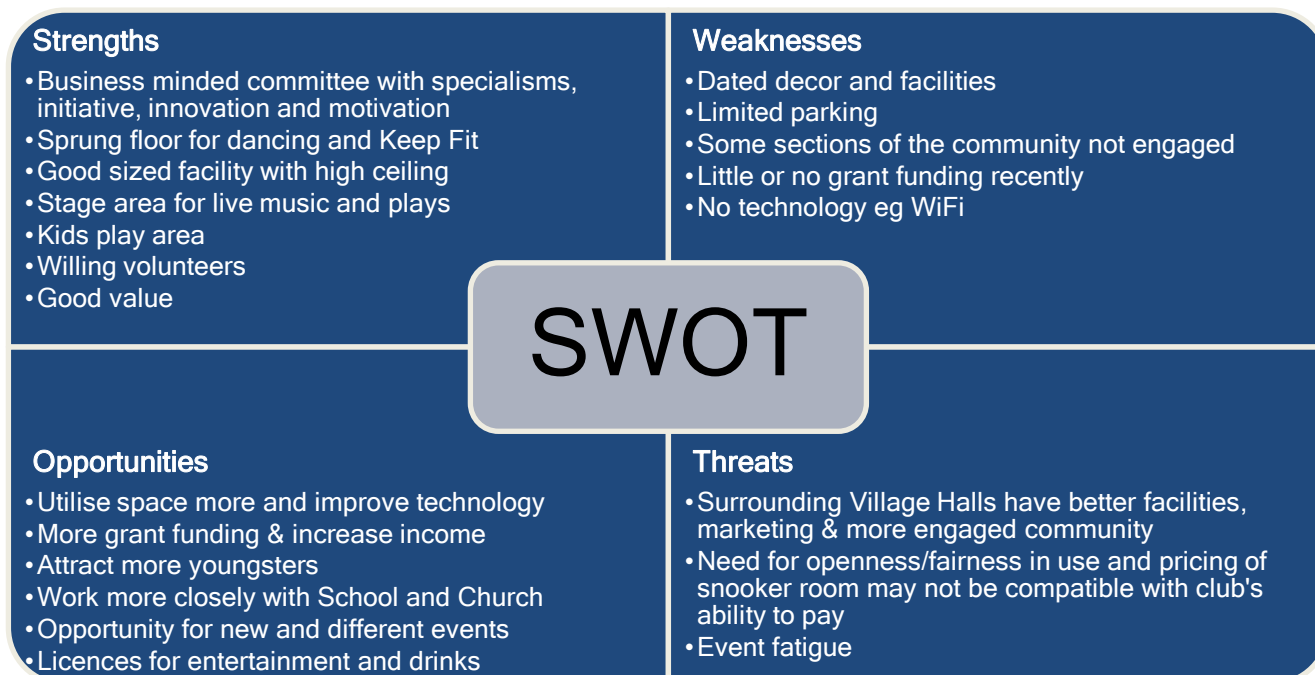
- **Improve:** The hall's facilities are improved
- **Target:** Increase resident satisfaction with the hall to 80% by 2022

### Objective 4

- **Fund:** Adequate funds are raised to achieve Objectives 1 to 3
- **Target:** Double revenues (excl grants) from £10k to £20k pa and raise £20,000 of grants by 2022

## Strategies

To inform the strategies to deliver the objectives, the Management Committee conducted an analysis of the strengths, weaknesses, opportunities and threats of the village hall today.



Four key strategies have been identified as critical to the success of the village hall.



Together they underpin achievement of the four strategic objectives. These strategies will be used by the Management Committee to guide their day to day activities and decisions and inform event planning, fundraising and marketing.

Understanding our approach to events is crucial to the successful achievement of the Vision. The Trust Deed sets out the priority use of the hall, and this will guide the Management Committees approach to private bookings.

- ❖ **Primary** – Highest priority will be given to Management Committee sponsored events fulfilling the charitable purpose. In addition, the hall will be opened up for more regular open access free events for communal recreation, targeted at specific under-represented groups, e.g. children and old age pensioners.
- ❖ **Secondary** – Bookings from local residents will continue to be encouraged and supported including weddings, birthday parties and other private functions.
- ❖ **Tertiary** – Whilst private bookings for use other than for the charitable purpose will continue and remain an indispensable income for the hall, they are a means to an end, not an end in itself – hence will be slightly lower priority than Management Committee sponsored events or local booking. However careful management of bookings should avoid the need to prioritise and enable all these uses to be accommodated.

## Governance & Management

The Trust Deed sets out the rules for how the charity shall be managed including the appointment of the Management Committee at the Annual General Meeting each October. The Management Committee comprises:

- ❖ 4 Elected Members as voted for by residents, filling the important roles of Chair, Vice-Chair, Secretary and Treasurer;
- ❖ 3 Co-opted Members selected by the Elected and Representative Members, and
- ❖ 2 Representative Members being nominated appointees of local organisations and regular users of the hall.



The Management Committee is supported by ad hoc sub-committees led by a Management Committee member, who is responsible for ensuring the sub-committees actions are in accordance with the Trust Deed and charity's rules and regulations. They are also required to report their activities at Committee meetings.

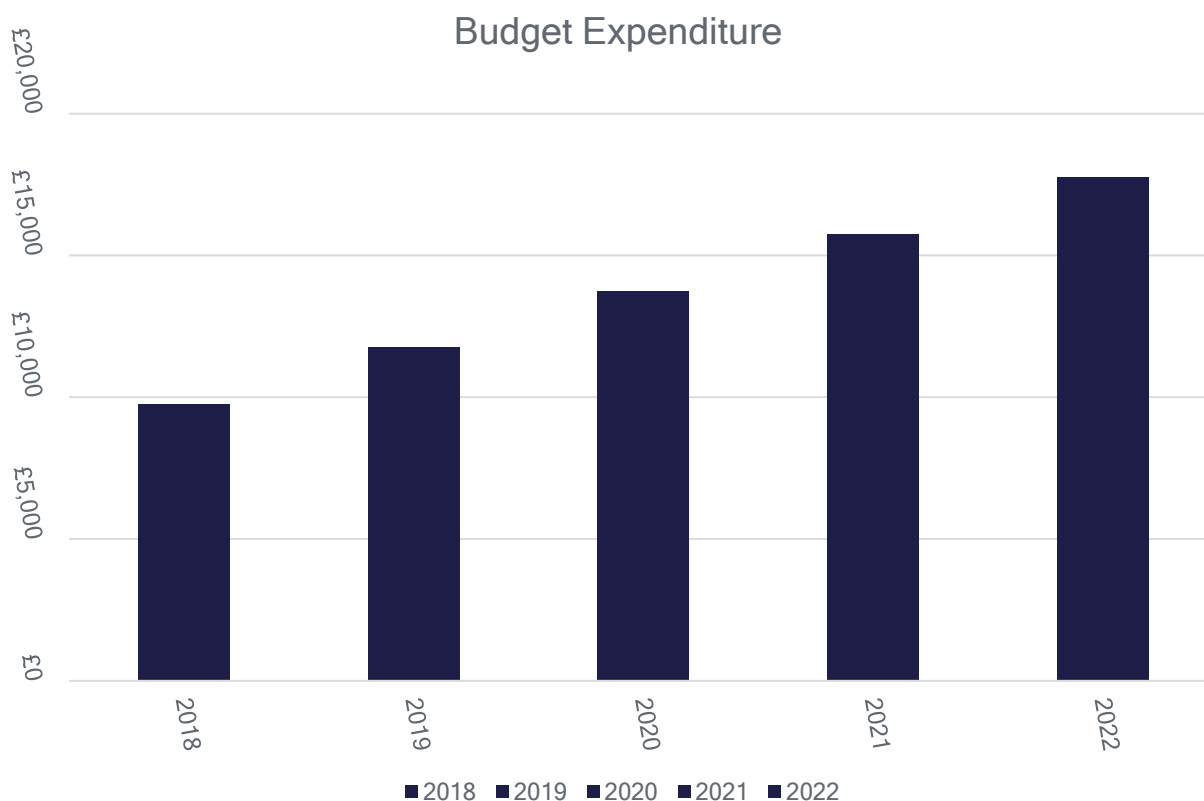
The Charity is also very fortunate in that it is supported by many volunteers who provide invaluable help running the hall and supporting events. Anyone interested in volunteering to help out at one of the many events should contact a member of the Management Committee.



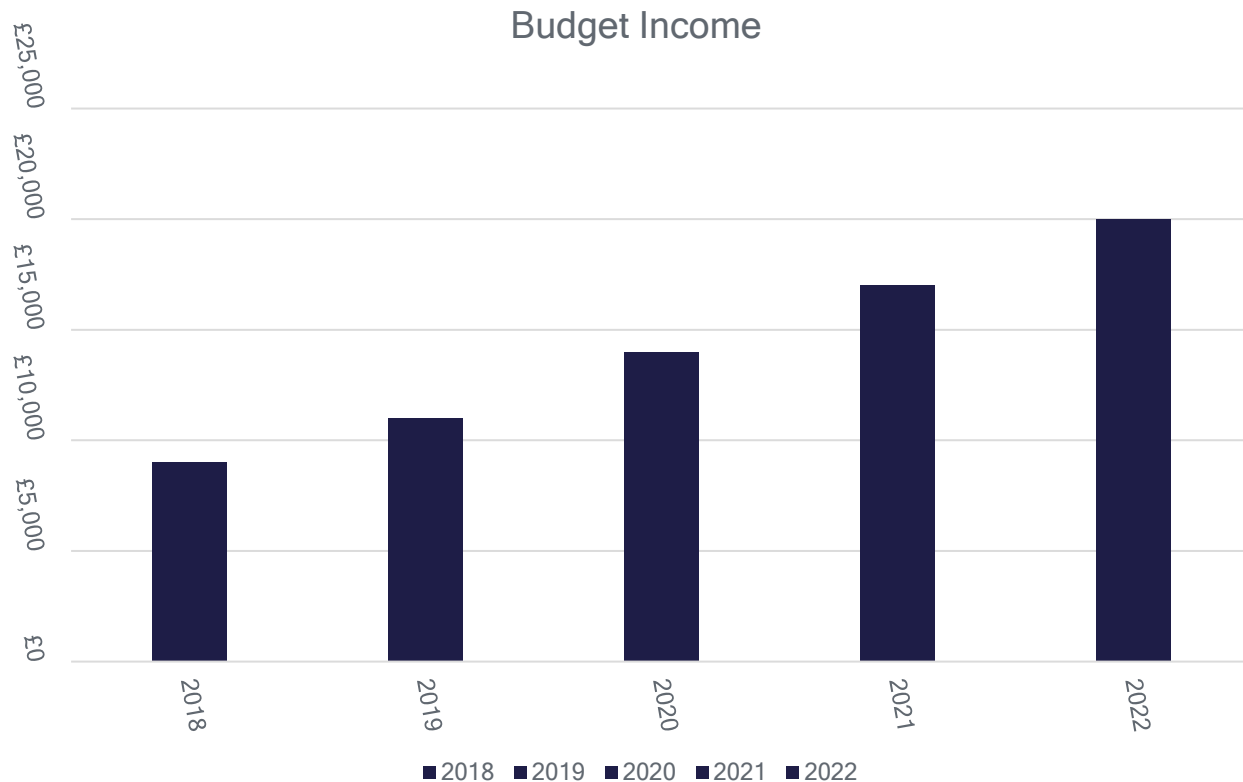
## Finance

Whilst the financial health of the charity is sound with adequate financial reserves, incomes fell 33% in the period from 2013 to 2017 (£12,000 to £8,000) with expenditure broadly flat at £10,000 per annum. In 2018 the Management Committee set themselves the ambitious target to double these revenues over the five years to 2022 (excluding grants) to £20,000 per annum. The Management Committee also aimed to raise at least £25,000 in grants to fund the short and medium-term improvement initiatives set out in the Action Plan later in this document. As at November 2020, this target had already been achieved, with approx £60,000 raised from grants since 2018.

In addition, the Management Committee set out their plans for more radical and transformational long-term (5 to 10 years) improvements to the hall in 2018 following a period of consultation with residents.



The budgeted incomes and expenditures for the five years between 2018 and 2022 are shown above and on the following page. The finances will be monitored by the Management Committee during each Committee meeting. To date, excluding fundraising and refurbishment costs, have been on track, but 2020 and beyond will be very challenging.



## Risks

The following key risks have been identified and will be mitigated and managed as described:

- ❖ Fire, theft and other damage to the hall – Fire risk assessment, updated hire agreement, routine vigilance and appropriate insurance cover.
- ❖ Insufficient income to operate – Fundraising sub-committee to ensure adequate funds are raised. Improvement initiatives may need to be postponed until sufficient funds are available.
- ❖ Inadequate maintenance of the hall and its equipment – Caretaker to be appointed to ensure unplanned maintenance is carried out. In addition, a programme of planned maintenance will be scoped, costed and carried out.
- ❖ Accidents, injury and harm to health – Safety risk assessment with identified safety actions addressed or being addressed.

## Policies & Procedures

The following key documents currently exist or are being developed setting out the charity's policies and procedures:

Policies	Other Documents
<b>Policy 001: Making Decisions</b>	Trust Deed
<b>Policy 002: Delegated Authority</b>	Safety Risk Assessment
<b>Policy 003: Health &amp; Safety</b>	Fire Safety Risk Assessment
<b>Policy 004: Bookings Policy</b>	Fire Evacuation Plan
<b>Policy 005: Code of Conduct</b>	
<b>Policy 006: Finance &amp; Accounting</b>	
<b>Policy 007: Data Protection</b>	



# Action Plan

## EVENTS

Action No.	Action	Due Date	Lead
	A programme of events for 2021 will be published on WhatsApp and Facebook.		

## IMPROVEMENTS

An improvement plan was developed in 2018 setting out a three-phase approach to improving the hall over a 5-year period. Phases 1 and 2 have been completed on time. Phase 3 will commence in 2021.

# "OUR PLAN"

"Our Plan" is part of the 5 year blueprint for Marksbury Village Hall. Its main purpose is to make the hall fit for purpose for our community's benefit and safeguard it for future generations.

## Phase 1: by end 2018

*"Essential works."*

We will raise funds and use some of the hall reserves to make essential improvements to keep the hall safe and useable for all.

- Essential building repairs
- Basic electrical repairs & PAT test
- Fire safety testing
- Health & Safety requirements
- Heating system repairs / upgrade
- Outside key-safe and light fitting
- Deep cleaning and tidy-up
- New fridge
- Clean up the outside appearance
- Signage to front of hall
- New website and online booking

## Phase 2: by end 2020

*"Medium term improvement"*

Significant fundraising and grant applications will enable us to invest in facilities so that the hall can truly become the heart of the community.

- Hall ceiling and decoration
- Complete re-wire
- Kitchen re-fit
- More electrical sockets
- New, more flexible lighting
- Stage decoration and curtain
- New window curtains / blinds
- WiFi capability
- Audio / visual equipment
- Decorate entrance hall way
- New roof covering

## Phase 3: by end 2022

*"A legacy for future generations."*

Increasing ongoing income will enable us to consider longer term investments; improving the lives of residents for generations to come.

- New tables and chairs
  - Toilet facility improvements
  - New, attractive fencing outside
  - New car parking surface
  - Better play equipment
- Community consultation to agree future needs e.g.
- Use of basement room
  - New roof / solar panels
  - New facilities / building changes



THIS HISTORIC STONE  
FROM THE OLD HOUSE OF COMMONS  
WAS PRESENTED BY  
SIR EDWIN LEATHER M. P.  
APRIL 1963