

PATCHAM MEMORIAL HALL

Registered Charity 213464

ANNUAL REPORT OF THE TRUSTEES OF PATCHAM MEMORIAL HALL

For the year January 1st 2016 to 31st December 2016

INTRODUCTION

Patcham Memorial Hall is a registered charity in England and Wales, charity number 213464.

In October 2012 a new deed of variation was adopted, which was based on the earlier documents from 1964 and the original document of 1927.

Objects

The Trustees, and the survivors of them, will stand possessed of the said land and buildings and all buildings which might hereafter be erected thereon (all which land and buildings are hereinafter included in the expression 'the trust premises') upon Trust to establish and maintain in perpetuity in accordance with these presents (and subject to the powers and provisions hereinafter contained) a Village Hall for the use of the inhabitants of Patcham aforesaid and otherwise for the benefit of the inhabitants of the said Village as hereinafter appears. (These Objects approved as in original Trust Deed 27 January 1927).

The Trustees' main task, therefore, is the maintenance of the fabric of the Hall, and the generation of income to pay for its upkeep. All members of the Trustee Board give their time voluntarily and receive no benefits from the charity, other than legitimate expenses that can be reclaimed.

The Board of Trustees manages Patcham Memorial Hall and is tasked to meet a minimum of twice a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the organisation is delegated to the officers and various subgroups that are convened as and when appropriate.

The Trustees develop and maintain links with external organisations through membership of AiRS (Action in Rural Sussex) who continue to offer us advice about various legal and operational matters, and the close support of the Patcham Community Association.

Some of the Trustees are also on the boards of other local charities, with no conflict of interest.

TRUSTEES AND OFFICERS for 2016

Trustees are appointed for three years, in order to maintain continuity in decision-making and locus of responsibility; the next re-election is at the AGM 2018. The following people continued in their service to our community in 2016:

| | |
|----------------------|--|
| Elizabeth Storey | (elected / resident /chair) |
| Hugh Woodhouse | (elected / resident /treasurer) |
| Jan Mulreany | (elected/contracted User Group/secretary) |
| Pamela Hubbard | (appointed representative U3A) |
| Mary Taylor | (appointed representative WI) |
| Valerie Lowe Shipley | (elected / resident) |
| John Hogg | Estates Manager and local resident |
| John Williams | Bookings Secretary, previously a user group representative, co-opted as a trustee during the year. |

Resigned as trustees during the year

| | |
|----------------|----------------------------------|
| Sarah Fenn-Tye | (co-opted/contracted User Group) |
| David Hill | (elected / resident) |
| Helen Bowman | (elected /contracted User Group) |

TRUSTEES' ACTIVITIES, ACTIONS and EVENTS in 2016

Committee Work

1. In 2016 the **Trustee committee** continued as eight people – 1 U3A appointed member, 1 WI appointed member, 4 Patcham and area (BN1 8 or 5 postcodes) residents, and 2 user group representatives. There are currently vacancies from last year for second representatives from each of the U3A and WI.

In addition to the AGM in July, the committee met three times during the year, March 10th, 1st July prior to the AGM and September 28th. The Chair managed all three meetings, and the minutes were taken by the charity's Secretary at the committee meetings, and at the AGM.

All Trustees and attendees complete a register at each meeting, which is also used to declare any conflict of interest in agenda items, as required by the Charity Commission. No conflict of interest was apparent. We continue to use a standardised agenda, with Standing Items of Finance, Bookings, Estates, Discussion points and AOB.

In addition the Executive members met to discuss and progress fundraising, bringing in other support from the committee and outside when appropriate. Thanks are due especially to Hugh Woodhouse for coordinating these efforts, researching available sources of funds for charities and initiating and submitting successful applications to the Cooperative Ltd Local Causes fund and the Aviva Community Funds (ref Treasurer's Report for details).

The Charity's **Annual Return** was completed, and accounts submitted, as required by the Charity Commission.

2. The work of the **Estates Sub Committee** became the major item for the whole committee during the year. John Hogg continued to lead on the management of the refurbishment programme, commissioning tenders for work, and the progress of the building as planned previously. An easy access ramp was built to the rear of the property, and a new Fire Door was installed. The committee is relieved that the roof work was successful, and heartfelt thanks are due to John for his management of the task, and to Richard Shipley for continuing to maintain his role as caretaker of the premises. Thanks also due to our building contractor Stewart Jasper, of Jasper Construction, Burgess Hill, for carrying out the work at short notice (once funds had been received), and to a high quality.

As reported last year the Hall's roof insulation remains to be completed, and funds are to be sought for this.

The annual Fire Certificate check has been carried out and the certificate is displayed for public reassurance, along with the licence for the PRS/PPL.

3. The Hall committee has collaborated with the Patcham Post, providing features, photographs and regular updates about the Hall. This was especially related to the two funding applications made during the year, which depended upon local residents and supporters voting for the Hall to receive Aviva funds, and linking Patcham residents who use the Co-op shop with the Coop Community Local Causes scheme, along with Patcham Community Centre and 30th Brighton Scout Group. The Hall is gifted 1% of Co-op members' purchases, if they have signed up to the Local Causes scheme and nominated

the Hall as a beneficiary. It's to be reported on fully in 2017 Report, but we can say that we were very pleased to receive a lot of support for both projects. The Post was vital in publicising this to its readers, for which thanks to its Editor, Joan.

Regular activities at the Hall

A good **programme of regular hiring** has continued, to ensure that the Hall's operational expenses are funded. Zumba, FitSteps, two Swing groups, a European dance club, a Scottish dance group, a weekly Songbirds Choir, several WI and U3A groups for regular and special events, meditation/yoga classes and other educational meetings and talks, and children's craft and school holiday activities.

It is hired on a regular and frequent basis by ballroom and other dance teachers for private and group lessons. It again served as a rehearsal venue for Brighton Festival artists, and was a polling station for the EU referendum. We publicise the Hall through word-of-mouth and through our website to widen access and broaden diversity.

We continue to maintain our links with our Councillors, and other community organisations, eg. committee and groups from Patcham Community Association, and we have been supporting the new Westdene Barn community initiative, offering advice relating to audiences and marketing etc. and regular meeting support.

We were very grateful to receive support from Councillor Lee Wares, who kindly donated the proceeds of a World War 1 Diorama, that had been on display at Patcham Library, and which raised £250 at auction by Wallace and Wallace. Thanks go to local resident Jane Varey who coordinated the sale on our behalf.

The Committee would also like to offer its congratulations to the local WI group on its centenary year, and trust that the relationship will continue with the Hall into its next century!

Priorities

Through the committee's efforts we have managed to keep pace with inflation and increasing prices for utilities. We continue to prioritise stabilising the reserves to support the planned development of insulating the roof and refurbishing the toilet block in the next financial year.

Planning for 2017 and beyond

We would very much welcome people with the time and skills available to help with our fundraising efforts and marketing and publicity, to promote our future development for the Hall. This includes refurbishing the stage equipment including the specialist track and curtaining, and a longterm plan to provide additional storage and toilet facilities in the space at the side of the premises. We feel this would enhance the versatility of events about which hirers enquire. We are aware that replacing the electrics and lighting will be a likely requirement for a future phase of maintenance.

Elizabeth Storey

Chair, PMH Trustee & Management Committee

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