

# PATCHAM MEMORIAL HALL

Registered Charity 213464

## ANNUAL REPORT OF THE TRUSTEES OF PATCHAM MEMORIAL HALL

For the year January 1<sup>st</sup> to 31<sup>st</sup> December 2017

### 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 Committee maintains links with external support organisations such as NCVO for governor training and advice, Brighton's Community Base, and its close neighbour 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 2017

Trustees are appointed for three years, in order to maintain continuity in decision-making and locus of responsibility; we will be re-electing at the AGM this year (14 June 2018). The following people continued in their service to our community in 2017:

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)
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**

Valerie Lowe Shipley (elected / resident)

**Caretaker:** Richard Shipley

## TRUSTEES' ACTIVITIES, ACTIONS and EVENTS in 2017

### Committee Work

1. In 2017 the **Trustee committee** comprised seven people, and two estates management group members who are not appointed as Charity Trustees. Patcham and the area covered by BN1 8 or BN1 5 postcodes (previously Patcham parish) furnish four residents for the committee, and there is currently one user group representative. Valerie Lowe-Shiple, a very longstanding Patcham resident and member of the committee, retired this year.

Since the change in the charity's position into a charity vested in the Charity Commission in 1967, membership of the Board has included appointed representatives from two Brighton-based branches of national charities: University of the Third Age (U3A) and the Confederation of Women's Institutes (WI), both long-term supporters and users of the Hall. There is provision made for a maximum of two representatives from each of these charities, who are appointed by the said charities to the PMH Board, and a number of clauses in the Memorandum and Articles relate to their appointment, duties and resignation. Currently one appointed member represents Patcham U3A, and one appointed member sits for the WI; we await additional appointees from both partner charities. For the year under report, a Trustee of the charity, Pamela Hubbard is also the Secretary of Patcham University of the Third Age Patcham (charity number 1121397), the latter of whom supplied £1,305 of services to Patcham Memorial Hall.

The Board can, if wished, take on representatives from other charities, using the same provision. Regarding any conflict of interest, a declaration in agenda items is required at the start of each Board meeting, and is recorded on the register of attendance. If a conflict should arise, such as discussion about fees for hiring the Hall, the representatives can be part of the discussion, and agree, and will stand down for a vote, if one is needed.

In addition to the AGM in September, the full committee met three times during the year, March 10<sup>th</sup>, 1<sup>st</sup> July prior to the AGM and September 28<sup>th</sup>. The Chair managed two meetings, the Deputy Chair (John Williams) one; 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 has been apparent or declared. We continue using the helpful standardised agenda, with Standing Items of Finance, Bookings, Estates, Discussion points and AOB.

In addition the Executive members meet to progress fundraising, bringing in other support from the committee and outside when appropriate. Thanks are due to Hugh Woodhouse for coordinating these efforts, and submitting a successful application to the Cooperative Ltd Local Causes fund. The Aviva Community Fund spend from 2017 was reported upon, in November as required, and a second submission was made in December for the fund's support during 2018. (ref Treasurer's Report for details). The Charity's **Annual Return** was completed, and accounts submitted, as required by the Charity Commission.

2. With a long-term refurbishment plan nearly complete, the work of the **Estates Sub Committee** continued to be the main item for the whole committee during the year, with a major toilet refit being planned, as per the application to Aviva for funds. The two cubicles were altered and upgraded, the doors of the more easily-accessed cubicle being widened to take a wheelchair. Appropriate equipment and facilities for people with reduced mobility was installed, including a panic alarm. Heating, a hot water boiler and a baby-changing facility was included in this refit. In 2017 Building Regulations had specified that the Hall's roof insulation was to be completed, and funds were set aside for this. On inspection prior to work being carried out, BR reversed their decision, as it was thought the existing roof ventilation would deteriorate if insulation were to be installed. We were therefore able to afford to complete our toilet facilities with new flooring and decoration instead. These facilities were 'launched' with a light-hearted ribbon-cutting ceremony at the AGM, carried out by Lesley Bull, the representative from RT Williams Insurance Broker of Patcham who had supported our application to Aviva for these funds. Our thanks again go to John Hogg, for leading on the management of the programme, commissioning tenders for work, and monitoring the progress of the work, and to Richard Shipley for taking over and developing the caretaking role.

3. The Hall committee would like to thank local residents and supporters for voting for the Hall to receive the Aviva funds, and for enabling the Coop Community Local Causes scheme, for which the Hall received a sum equivalent to 1% of local Co-op members' purchases.

4. The Trustees noted that a planning application for a retirement home for frail elderly people to be built on Old London Road opposite the Hall, upon which the Board was consulted, was turned down by the Brighton & Hove planning department on appeal by the developers.

We also note that council parking restrictions have now been imposed outside the Hall, as in the rest of the village.

### **Regular activities at the Hall**

**Regular hiring** of the Hall has happily continued, ensuring that the Hall's operational expenses are covered. 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. 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.

### **Priorities**

As our four-year Memorial refurbishment plan draws to its close, we look forward to a period of relative stability in managing and maintaining the Hall. We would very much welcome a cohort of younger 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, and to get involved with managing the facilities. We are mindful of the success of the local Westdene Barn in having an active programme-planning committee, and we feel it is a laudable aim to seek a similar pro-active group from within the village, to take advantage of our central position and our new and accessible facilities.

**Planning for 2018 and beyond**

We plan to replace the lighting in the Hall, update the electricity supply equipment, and install an Audio Induction loop system, to complete our responsibilities under the DDA. We want to refurbish the stage equipment including specialist curtaining, and provide additional storage and toilet facilities in the space at the side of the premises. We feel this would enhance the versatility of events that could be mounted at the Hall, especially if a new group of facilitators could be encouraged to join the Trustees.

Elizabeth Storey  
Chair, PMH Trustee & Management Committee