

# 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 2018, presented at the AGM on 20th June 2019

### TRUSTEES' ACTIVITIES, ACTIONS and EVENTS in 2018

#### Committee Work

1. In 2018 the **Management Committee** comprised six people appointed as Charity Trustees, the estates management member who is not a Trustee, and a caretaker who is contracted on a self-employed basis. Five members of the committee are residents in the Patcham area covered by BN1 8 or BN1 5 postcodes (previously Patcham parish).

Membership of the Board includes 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 being long-term supporters and users of the Hall. A number of clauses in the Memorandum and Articles relate to rules around their appointment, duties and resignation, and they are eligible to vote. Currently one appointed member represents Patcham U3A, and one appointed member sits for the WI; as there are two places per charity, we await additional appointees from both partners, and we would like to encourage this, to allow the current incumbents to share the task, after many years of service. 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), which donated £500 to Patcham Memorial Hall from its members. The Board can, if wished, take on representatives from other local charities, using the same provision.

2. The full committee met three times during the year, as well as at the AGM in June 2018, all minutes being taken by the charity's Secretary, and approved by those meeting. Trustees and attendees complete a register each time, 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 this year. We continue using a standardised agenda, with Standing Items of Finance, Bookings, Estates, Discussion points and AOB. The Charity's Annual Return was completed, and accounts submitted, as required by the Charity Commission.

3. In addition, subgroup members meet to progress special projects, including our ongoing renovations. We made a submission to the Aviva Community Fund in December 2017, for financial support during 2018, but we were not successful, mainly owing to changes in their categories for awarding funds. Many of the new award categories are for activities and events that are not in the Trustees' remit, such as working directly with eligible groups, eg. providing children with facilities or support. That said, we would be open to discussing needs for support for that sort of enterprise, and could consider setting up a partnership function, to bona fide groups of people from Patcham who want to seek funding for projects, and who need the help of a charity for collaborative fundraising. This will be further explored as an offer by the executive in 2019.

4. We continue to maintain our links with our Councillors, and other community organisations, eg. committee and groups from Patcham Community Association. Some of the Board are regular attendees at the Patcham local history group, working to preserve the narrative of this area, in which the Memorial Hall is a historical feature.

### Looking after the Hall

5. With our long-term refurbishment plan nearly complete, the work of the **Estates Sub Committee** continues under the eye of John Hogg, providing guidance and expertise on capital expenditure for larger projects that will benefit the hall and its users. In the year under report, this included updating the electrical system to a modern standard, altering the ceiling lighting and providing additional storage in the rear room that had previously been a second kitchen. The cleaning and maintenance of the hall together with ensuring compliance of legal and statutory requirements are of primary concern of the Estates Team in order to provide a safe, welcoming and clean environment for hall users, on a day-to-day basis.

Our primary aim for the next funding application is the installation of a hearing loop to aid those with hearing difficulties, and an upgrade of the stage area, including appropriate curtaining and a drop-down projection screen so that more groups can use the facilities for concerts, presentations etc. We have recently engaged the services of a gardener who will carry out regular garden maintenance to the grounds and provide advice on planting and landscaping.

There are some exciting possibilities for the future such as the removal of the guide storage hut freeing up space to make an extension to the hall, providing additional toilets or a “green room”, and landscaping the front patio area to improve the external appearance of the hall.

The Trustees would like to thank 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 his continued support for the security and fabric of the Hall.

### Regular activities at the Hall

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

As well as hosting the longstanding WI and U3A groups for their regular and special events, we continue to be a prime venue for Patcham people to do vital, physically-active leisure classes. Thus, especially given the general demographic of our immediate local population as it gets older, we trust we are contributing to a healthier Patcham!

Zumba, FitSteps, two Swing groups, a European dance club, a Scottish dance group, a weekly Songbirds Choir, Zen meditation and yoga classes have been joined by two new groups, Biodanza and Karate. We publicise the Hall through word-of-mouth and through our website, to widen access and broaden diversity. Other educational meetings and talks, and children's craft and school holiday activities, local and national election duties, mean we are often booked up well in advance during the day. John Williams ensures that Saturdays, and Sunday afternoons, are reserved for community use, and this year only Wednesday evenings have been available for new hirers. He is monitoring the payment system following a decision to relinquish the need for a deposit by regular hirers etc. especially as fewer people are now using cheques as a means of payment.

### Trustees Special Project: Celebrating the Peace in 2018

7. A capacity crowd joined us for CELEBRATING THE PEACE for the centenary of the Armistice weekend in November 2018. One hundred people signed the visitors' book, and more came over the two days. It is quite hard to say which event was most memorable. People dropped in for the occasion and the cake, some for the whole weekend, mingling with old neighbours, and making new connections with people in the spirit that celebrated the Armistice on the streets of Patcham in 1918. We witnessed the revival of the fellow-feeling that built our War Memorial Hall, dedicated to all the enlisted soldiers of the Parish, those who died, and those who returned to rebuild the village, its families and its livelihoods.

On Saturday 10th November a peace poems afternoon covered poets of World War One to the modern day, and interwar songs from Naked Voices choir were followed by a screening of the Joan Littlewood/Richard Attenborough film 'Oh What a Lovely War'. Some local people remembered the filming in Brighton in 1967 as children, and we met some Patcham people connected with its catering and with the music production. Displays in the Hall included the WI's 100th celebration collection, Councillor Lee Wares' War Heroes Diorama, beautiful artwork for Peace, with white doves and red poppies from the children of Westdene School, and old photographs of WW1 Patcham men and their families, collected from the Patcham Local History Group.

On the 11<sup>th</sup> November, several descendants of Patcham men unveiled two new Rolls of Honour that named their family members. They and others from the village planted commemorative Pax roses in the garden outside, sponsored by a few of Patcham's businesses. The day ended with a Swing Dance, dancers in costume having a ball to Ralph Sayers' music and witty repartee.

The celebration fulfilled the Trustees' plan to complete important refurbishments in the Memorial Hall for the Centenary in 2018, and we are very pleased to have contributed to the village's Remembrance events. The Chair would like to thank Jan Mulreany and Maria Hogg for their determination in planning and creating the weekend's events, and to all the people who spoke, sang, made cakes and tea, painted and decorated, and all those who came to join in and remember.

### Planning for 2019 and beyond

8. Our next Big Event will be **2 February 2024**, the centenary of the opening of the Memorial Hall. We'll start planning it soon!

We would welcome Patcham residents to join the Managing Committee so that we can have more local people to help us do this, researching and presenting a suitable display for that celebration.

Gaining more general support in running the Hall is another objective - up to three positions are vacant at the moment. This would be especially useful to supplement some of the other work we do, such as representing the PMH charity at local events and when invited to contribute to consultations, eg. planning

committees etc. The role is voluntary, and you don't have to be one of the legal Trustees, although we would embrace eligible people for this too. Younger members of the community, and those with marketing, fundraising and social media skills, would be ideal!

Elizabeth Storey

Chair, PMH Trustee & Management Committee

# PATCHAM MEMORIAL HALL

*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 2018**

Trustees are appointed for three years, in order to maintain continuity in decision-making and locus of responsibility.

The following people continued in their service to our community in 2018, until AGM 2021:

Elizabeth Storey	(elected / resident /chair)
Hugh Woodhouse	(elected / resident /treasurer)
Jan Mulreany	(elected/contracted User Group/secretary)
John Williams	Bookings Secretary (co-opted trustee).
Pamela Hubbard	(appointed representative U3A)
Mary Taylor	(appointed representative WI)
John Hogg	Estates Manager and local resident

**Caretaker:** Richard Shipley