

**Woodhurst Village Hall
Annual Report
2005/2006**

Background

Woodhurst Village Hall is constituted by a Trust Deed made by Woodhurst Parish Council dated 6th March 1987. The management committee has the responsibility for the management and letting of the Hall (being “the property”) for the use of inhabitants of the Parish of Woodhurst (without distinction of political, religious or other opinions) including for the use of meetings, lectures, classes, recreation and leisure, with the object of improving the conditions of life for the inhabitants of the Parish.

Management Committee

Members of the committee are elected at the Annual General Meeting of the Village Hall, casual vacancies may be filled during the term. During the year the following served as members of the committee:

Chair:	Miss Annabel Armstrong
Vice Chair:	Mr Simon West
Secretary:	Mrs Julie Brooke
Treasurer:	Mr David Alsop
Letting Officer:	Mr Bob Newell
St John’s PCC Rep:	Mrs Jean Byron-Williams
Woodhurst Parish Council Rep:	Mr Alistair Marr
Other elected members:	Mr Nick Dowding Mr Stewart McGeogh

Chairman’s Review of the Year

Events

With the hard work of committee members and volunteer villagers not sitting on the committee we have had another very successful year of fundraising and arranging events to bring together the village community. I would like to pass on thanks to the committee and also to Andrea Marr, Therese West, Tom Dowding and Neil Farbon for their assistance in organising and running events.

During the year events have ranged from feast week events including the very successful “Picnic in the Park and All That Jazz” with fete stalls, barbecue and a children’s pet show, also a race night, two quiz nights, the third annual Halloween children’s evening and an Advent fair. More recently we have held a St. Patrick’s night celebration which was well attended.

A number of these events included the provision of the bar. Under the new licensing regulations the village hall holds a premises licence and Simon West and Neil Farbon are licence holders, Simon being the nominated premises supervisor. Licensed events are restricted to 15 per year and are held at the absolute discretion of the committee.

Forthcoming events include the, Easter Egg Hunt (16.04.06), the AGM (16.05.06) and feast week and World Cup events to be held in June.

Regular bookings for the hall during the year have included the line dancers and Parish Council. One off bookings have included childrens birthday parties, the

District Council for use as a polling station, Motorcycle Club meetings, Caravan Club meetings, Woodhurst in Bloom and Pony Club meetings. A formal letting agreement is being used for any bookings with a copy of the Hiring Rules attached to the same.

The premises

Following suggestions made at the time of the HDC Environmental Health Inspector's visit the kitchen floor carpet tiles have been lifted. A new kitchen has been kindly donated by MFI, Bury St Edmonds and is in the process of being fitted by committee members. Simon West has hand built the new bar in the hall which is a considerable improvement to the ambience of social evenings.

An ongoing maintenance and improvement programme has been under discussion including applying for grant funding from the Lottery or WREN to improve various aspects of the hall including heating, the floor and disabled facilities. The committee have decided that the portable gas heaters are to be replaced as they are a cause of concern to the Fire Brigade, the insurers and the committee themselves. Whilst these heaters are only supposed to be used for pre-heating the hall they have been used by groups during their meetings and functions, this both breaches the rules and is proving costly in terms of gas consumed.

Health & Safety Issues

The management committee will commission an asbestos survey and management report for the Hall.

Improvements are required as detailed above to the heating systems, also to the brick path, possibly with the addition of hand rails and certainly to secure the loose bricks. To reduce the risks and to increase security a chain and padlock is being used to secure the bottom gate. A date diary system has been established and is circulated with the minutes to remind committee members of all date critical issues including safety checks.

Finances

The costs of running the hall continue to increase, current estimates are that the hall costs in the region of £165 per month in overheads. The best quote obtained for the insurance renewal this year stands at £955.89, the costs of electricity, gas and water continue to rise.

The Chairman, on behalf of the committee raised a request at the annual parish meeting held on 3rd April 2006 that the Parish Council consider making a contribution, via the precept at the 2007/08 submission to HDC, towards the costs of insuring the hall, something that occurs in many other parishes.

A full financial report will be available for the Village Hall AGM in May.

Annabel Armstrong

04.04.06

Chairman, Woodhurst Village Hall Management Committee