
SHOTTESWELL VILLAGE HALL



Annual Report and Newsletter

November 2021

WarmHub[®]



www.shotteswellvillagehall.co.uk

Chair's Remarks

The purpose of this annual report and newsletter, which will once again be distributed to all households in the village, is to ensure that residents can be confident in how this important village asset is being managed and cared for. The committee also want to encourage engagement and involvement with current events, gather ideas for future events and market the hall space to hire for functions.

The level of activity has been up and down over the year based on the level of restrictions due to the pandemic. However, whilst ensuring we are fully compliant with the regulations and guidance, we have stayed open for those activities that have been allowed.

Since 19th July the hall has been fully open and we have seen bookings rise back to pre-pandemic levels. In September there were 49 activities with only two days without some activity. Some of these are regular events such as Tuesday Club, Tai Chi Chih, Yoga, Little Performers, Moo Music, Breakfast Club and Saturday Lunch. The others are one off events and private hirings. People are hiring the hall for everything from AGMs and corporate training events to birthday parties and christenings.

As will become apparent as you read this report activity at the hall has continued at a pace throughout the year. Bookings are only one part of a much bigger picture and with COVID now ever present in society the committee have worked tirelessly to ensure the hall remains a certified "COVID Secure" premises and is thoroughly cleaned between every period of use.

The increase in bookings has enabled us to progress various maintenance projects and general improvements to the hall. More plans and ideas are already in the pipeline. Announcements will be made as projects progress as the committee strive to ensure the community have a venue that evolves with the times and is fit for purpose for many years to come.

All that the hall has achieved this year would simply not have been possible were it not for the efforts and perseverance of all the committee members and the support of those living in the village so a huge thank you to everyone.

B. Zammatt

Finance

The Committee manage the assets of the charity in accordance with the prevailing governing document and financial policy which can be viewed on the website. www.shotteswellvillagehall.co.uk/about/policies

The treasurer is responsible for the day-to-day management of the charity's finances, implementing the decisions of and reporting to the committee.

The treasurer provides a **financial report at each committee meeting** and the committee discusses any substantial changes to income or expenditure.

There is a **good understanding of the costs of running the hall** on a day-to-day basis and the expected outgoings and income going forward.

The **best value is always sought** whether it is for building insurance or providing new equipment for the kitchen.

All **financial decisions are taken by the committee** and in full knowledge of the current and predicted financial situation.

One of the committee's concerns has been the need to ensure there are **adequate reserves to allow for unexpected problems** with the building. The ability to offer a COVID secure environment so that those activities that were allowed during the pandemic could continue along with the COVID grants have allowed the build-up of that reserve. It has also allowed the trustees to further improve the facilities in the hall and undertake a programme of maintenance to protect the building.

The total income for the year ending 31st October 2021 was £44,644.20 and the total outgoings were £37,961.63, with a total cash asset at the end of the year of £21,923.29.

The income includes the donations, grants and income from lettings. This also includes the £599.68 that we are holding on behalf of the Parish Plan.

Income from lettings was £4,912.18, a 97% increase from last year. Income from fundraising was £3,717.61 an increase of 65%. Donations and grants totalled £31,052.12.

The expenditure was mainly associated with maintenance and improvements.

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Governance

The committee continues to monitor and improve its governance arrangements.

There are representatives from each of the main user groups in the village. There is a gender and age mix on the committee along with a variety of work and life experiences and skills. This means that we have a healthy mix of views and everyone can use their strengths to support the work of the committee.

The committee has a series of policies and agreements to ensure that trustees:

- Understand their role
- Work effectively as individuals and as a team
- Exercise control
- Behave with integrity
- Are open and accountable.

All trustees sign an agreement, ensuring that each person understands the actions, behaviours and engagement expected of a committee member.

New trustees are presented with a trustee pack with information about the hall, including the constitution and policies, but also about being an effective and fully participating trustee. Agendas are circulated in good time before committee meetings and trustees are encouraged to bring matters to the committee and fully participate in discussions and decision making.

All meetings are minuted and decisions agreed within the committee. Approved minutes are published on the website and the village hall notice board.

We continue to hold a **Hallmark 3 award**, demonstrating community/social awareness, good governance, forward planning, and development. Also, Warwickshire Rural Communities Council (WRCC) continue to offer us support and guidance.

All governance documents can be viewed on the website.

<https://www.shotteswellvillagehall.co.uk/about/policies>

The trustees

Our trustee numbers have grown to 12 which is brilliant. It means we have a broader range of views and expertise. Also, given how busy we are, it spreads the load of managing the hall and achieving the aims and objectives of the charity.

Committee members for 2020 -2021 are:

Ben Zammett, Chair

Hilary Wareing, Vice Chair

Linda Clark, Secretary

Terry Clark, Treasurer

Claire Jeffrey

Anne Omer

Jeanette Coogan

Emma Bowers

George Nell

Harriet Jordan

Simon Duncan

Simon Brooks

Maintenance and Improvements

As with all old buildings there is a need for ongoing maintenance and there are always improvements that can be made.

This year, even though income is down we have had Government grants from Stratford District Council which has enabled us to continue our programme of maintenance and improvement.

The programme of maintenance has included:

- Repair of the front wall of the car park.
- Stone replacement and pointing to the hall.
- Various electrical improvements.
- Window Replacement.
- Improvements to the heating system

Several improvements have also been possible

Given the success of the Warm Hub launch and the increase in numbers, the committee applied for and were successful in obtaining a grant from the Department of Culture Media and Sport (DCMS) for the purchase and installation of a commercial dishwasher. Cadent also contributed towards the cost of this project. This is something that had been discussed for some time and is proving to be a great asset to the hall.

The numbers joining us for breakfast have increased with 45-55 people enjoying the breakfast each month, so we have bought a freezer which allows us to better manage the purchasing of food and reduce waste.

We have applied for and been successful in obtaining three grants.

One grant from the National Lottery is for an electronic awning which incorporates heating and LED lighting. This will extend the usable space which is particularly helpful at a time when we continue to be cautious about the numbers of people in indoor spaces. This is scheduled to be installed later this month.

A second grant from Warwickshire County Council's Greenshoots Fund has allowed us to take another step to ensuring we consider the impact on the environment of those who use the hall by installing an EV charger. It will also be a useful facility for residents who have an electric car but cannot have a home charger.

The third grant was received from the County Councillor fund for a Bain Marie. This will allow us to be more efficient with the management of food and prompt service. It will also be available for groups holding events in the hall.

Some may remember the Village Hall became the first Warm Hub in Warwickshire and outside the Northumberland area.

The launch was held at the Sunday Breakfast Club on 13th December, with Cadent Gas providing free breakfasts for anyone in the village. They also provided Carbon Monoxide alarms for all those that needed one and heated seat pads to keep some of us warm on the cold winter days.

Whilst, because of the pandemic, we could not have the launch in the hall, 125 people had a home delivered or takeaway breakfast. Attendees included local councillors and our MP, The Rt Honourable Jeremy Wright QC MP, who even got involved in delivering breakfasts.



Overview of Warm Hub

Warm Hubs have an energy theme running throughout, though this is very a light touch. A few energy related topics need to be covered during the year, for example: switching supplier, keeping safe and well, carbon monoxide alarms, etc. Often the Information is provided in a passive fashion. The community group acting as the Warm Hub is not restricted to energy themed subjects and is able to address other topics of interest to the community.

As a Warm Hub we are eligible to receive support from the Warm Hubs Co-ordinator. This includes assistance with governance, training, fundraising and grant applications.

The events need to be inclusive, addressing social isolation and loneliness and including all age groups, from the elderly to young parents and children. The concept of community should go beyond the boundaries of the village.

Warm Hub Activity

We have been limited in the events we have been able to hold in the last year. Breakfast Club has been the main focus and we now have the local police and Fire and Rescue Service as regular attendees on a Sunday morning, who are always happy to discuss issues of concern with local residents.

We are looking for ideas and as part of the consultation Warwickshire Rural Communities Council (WRCC) recently brought their mobile Warm Hub to the village to facilitate conversations and gather ideas.

Following a suggestion, we recently hosted an event with Warwickshire Fire and Rescue for home schooled children in the county.



Go to the “What next” section to see what the next Warm Hub activity will be.

CHATTYBUS COMES TO SHOTTESWELL AND WARM HUB NEWS UPDATE



It's been a busy six months since WRCC launched its Mobile Warm Hub, or Chattybus, service! Our mobile café travels round Warwickshire communities, encouraging people to meet up for a friendly chat over free refreshments, and providing information on energy efficiency and home safety advice. We held three very enjoyable coffee afternoons in Shotteswell in October, supported by crews from Gaydon Fire Station, environmental charity Act on Energy and Cadent Gas.

The Mobile Warm Hub, run with VASA, complements WRCC's Warm Hub programme which works with village halls to develop inclusive community activities in warm, safe spaces. Aimed at tackling social isolation and helping communities affected by Covid to reconnect, it also has an underlying energy theme to support residents. Warm Hubs and the Mobile Warm Hub are both sponsored by Cadent.

After Shotteswell Village Hall became Warwickshire's first Warm Hub last December, the project was delayed due to restrictions on indoor gathering, hence converting our Mobile Warm Hub and sending it out on the road. However, a new Warm Hub was set up in Bidford in September and WRCC is currently working to set up additional ones in Arley, Ansley, Luddington and Kenilworth. More Warm Hubs are planned for next year.

WRCC looks forward to celebrating Shotteswell's Warm Hub anniversary with everyone at the Christmas Breakfast Club on Sunday 12th December. We're also keen to support new activities for local residents - please let the Village Hall Committee know what you'd like to see in Shotteswell by completing their short survey at the Christmas Breakfast!

Bleed Control Kit



The Village Hall Committee has invested in a Bleed Control Kit which is sited next to the defibrillator at the village hall.

There are many ways for a catastrophic bleed to occur, including from an accident at work or a DIY injury. We believe that having a publicly accessible bleeding control pack in the village is important to provide the necessary first aid to reduce blood loss until professional medical help arrives. For the cost of a kit, a life could be saved and a family spared lifelong grief knowing that they could perhaps have survived.

We are the first village hall to have a kit and got much publicity and support at the launch.

Working with The Daniel Baird Foundation we were kindly donated a second Bleed Control Kit, which we in turn donated to Warwickshire Rural Communities Council at an event which was attended by the emergency services and local Councillors. This kit is now touring the county onboard the Mobile Warm Hub.



If you need to access the kit, call 999 and you will be given the code.

First Aid Classes

We are planning to hold some first aid classes which will include guidance on how to access and use the defibrillator and the Bleed Control Kit.

It would be helpful to gauge interest, so please let us know if you are interested in attending a session by telling one of the trustees or sending an email to:

info@shotteswellvillagehall.co.uk

The manufacturers of the Bleed Control Kit have created a training video to ensure correct usage. This video is available in the Warm Hub section of our website.

100 Club

Members of the club buy numbered tickets which go into a monthly draw. When the draw is made a percentage of the profit is given in prizes, and the remainder goes to the village hall. It is not too late to join if you are interested.

The average prizes each month are, 1st prize: £40 2nd prize: £25 3rd prize: £15

For joining information email info@shotteswellvillagehall.co.uk

Birthday Club

Our Birthday Club was recreated approximately five years ago and has grown steadily in this time. For £5 on the date of your birthday, anniversary or just a special day, the flag will be flown at the hall and your name displayed on the black board outside the hall.

On the morning of your big day you will also receive a card and small gift from the hall.

Email info@shotteswellvillagehall.co.uk or contact a member of the committee if you have a date in mind.

Website

The website keeps the local community informed of the work being done and decisions being taken by trustees. The minutes of meetings and all policy documents are available on the website and individuals are actively encouraged to come forward with suggestions, questions and concerns.

The website also now incorporates the previously separate Village Community website (Shotteswell.com) from the Parish Plan Group.

www.shotteswellvillagehall.co.uk

Internet Access

Internet access is available free to those using the hall.

It also enables us to control the heating system remotely. We can boost the heating before users arrive and ensure it is returned to a background level at the end of the hiring. This ensures a welcoming environment and efficient use of the system.

Electronic Payment Methods

The ability to pay using a card payment machine has been extremely popular during the pandemic and we will continue to have this option available for those attending events or booking the hall.

Post Box

We now have a post box at the hall next to the main doors. It can be used for submitting breakfast club orders and communications from villagers.

EV charger



The new EV charger is sited on the side wall of the hall. It can be accessed by downloading the EV charge Online App – the detailed instructions are mounted on the wall above the unit.

Car parking

It is important that we ensure the car park is available to those hiring the hall. We would ask that anyone wanting to use the car park, who is not hiring the hall, check availability via the calendar on the website or by contacting one of the trustees. We do try to ensure a chain is across the entrance when the hall is in use, but this is not always possible.

If you do want to use the car park we would ask you to confirm the registration number with a committee member. In these situations the committee would welcome a small donation to village hall funds.

www.shotteswellvillagehall.co.uk/calendar

Dementia Friendly

We are planning to hold dementia awareness sessions, designed as an introduction to dementia so that carers and the local community can learn more about the subject and feel more confident about supporting those with the condition.

Too many people affected by dementia feel that society fails to understand the condition they live with. Dementia Friends help by raising awareness and understanding, so that people living with dementia can continue to live in the way they want.

It would be helpful to gauge interest, so please let us know if you are interested in attending a session by telling one of the trustees or sending an email to:

info@shotteswellvillagehall.co.uk

Plans for the future

Christmas is coming!

Many people provided positive feedback about the outside lights and Christmas tree at the hall last year so we will be having lights and a tree again this year.

The lights will be on at the hall from Monday 6th December.



Christmas Breakfast Club

Many of you will remember the Warm Hub breakfast last year. On 12th December we will be having our one-year anniversary breakfast and Cadent have very kindly offered to fund breakfast for all who want to join us.

We plan to have a choir to cheer us with some carols and hopefully Father Christmas will find time to call in to see us.

We will be sending further information out over the coming weeks.

Hire Costs

Hall

£9 per hour including heating, use of the kitchen, all equipment and Wi-Fi access.

Equipment for hire

Gopak folding tables

Trestle tables

Chairs

Cutlery and crockery

Gazebos (6 metres)

Skittles

Coconut shy

Contacts

Linda Clark, Secretary Tel: 01295 738143

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Email: info@shotteswellvillagehall.co.uk



WRCC Energy has ordered over

7.5 million litres

of heating oil on behalf of members, saving **5.3 pence per litre** against average prices.



If you stay with the same energy supplier for every order, there is a very good chance you are paying too much to heat your home. We set up an oil buying syndicate 9 years ago to save people money.

We have over 800 members and order every month.

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