

RAMSDEN VILLAGE HALL  
OLD BOLINGBROKE



THREE YEAR PLAN  
APRIL 2021 – MARCH 2024

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## **Ramsden Village Hall Three Year Plan**

### **Preface**

Nothing in this document is implied as criticism of previous trustees or management committees who have carried out excellent work for over 60 years.

In March 2021, after having taken advice, Old Bolingbroke and Hareby Parish Council (OBPC) reviewed its role as Sole Charity Trustee and formally separated this function from its statutory role as a local authority.

These changes affect how the Ramsden Village Hall functions as an Unincorporated Charitable Organisation in accordance with the terms of Trust Deed, signed in 1952, between Mrs Eleanor Ramsden and OBPC and the Charities Commission Regulatory Framework.

Village halls exist with the purpose of meeting the needs of users and beneficiaries within their community. Social and economic factors are altering the demographics of many villages. People's interests and tastes also change over time. The challenge for trustees is to adapt - to reflect any such changes in their community. Does the hall still meet the needs of the community? What direction will the village hall now take? How will the village hall finance itself in the future? Does the hall meet its responsibilities as set out by the Charity Commission?

With the separation of function, the Sole Charity Trustee decided that a three year plan would be written to encompass all the important relevant information required and set out its future direction of travel. The plan could also be used to support fund raising initiatives.

This is that plan.

## 1. Executive Summary

Ramsden Village Hall (RVH) is an unincorporated charitable community facility whose activities are prescribed by a Deed of Trust and the Charity Commission and must be for the benefit of the community. The hall is managed by the Ramsden Village Hall Management Committee (RVHMC), all volunteers.

The hall was erected in 1953 and was used as an extension to the village school during the 1960's and 70's. Due to the age of the building, ongoing maintenance is required along with a more extensive development and refurbishment scheme. There is no telephone line or broadband connection in the hall.

The hall is well used during the day, but many evenings and weekends are underutilised. It is considered a strength that many of the users are from the local community, however, responses to the Village Plan Questionnaire and subsequent consultations on developing the hall have shown that residents believe the hall needs to be improved to maintain its attraction as a venue of choice.

A further strength of the village hall is that historically it has made a small annual surplus. A clear weakness is the prospect of rising maintenance costs, due to the age of the building and potentially static income.

Building on feedback from residents, the Sole Charity Trustee (SCT) in partnership with the RVHMC have taken a fresh look at the halls décor, layout and facilities, to see how it could be made a more appealing venue with improved facilities. In going through this process, both the SCT and RVHMC were clear that the focus of what the village hall is there to do should not be lost.

Ramsden Village Hall is not run as a profitable business venture (although a surplus is desirable) but the SCT and RVHMC need to be aware of competitive alternatives. Whilst there are one or two small local communities that do not have a facility, there are a number of village halls within a ten mile radius of Old Bolingbroke. Their offering and uses are typical of a community venue and not significantly different to Ramsden Village Hall.

Parish demographics (taken from the 2018 Village Plan) show that just over 40% of residents are aged 65 and over; around 24% are between the ages of 55 and 64; about 29% are aged 16 to 54; with approximately 7% of residents being under the age of 16.

RVHMC's first year aims are primarily housekeeping matters such as ensuring that the hall operates safely, the deed of trust is up to date and workable, the booking system is fit for purpose and work towards creating a sustainable three year plan.

As has been the policy of all previous management committee members, over the next three years RVHMC will focus its attention on maintaining and enhancing the hall to improve facilities for existing users and attract new users. This will be done in a challenging financial as well as physical environment as the need to meet Covid 19 pandemic regulations may impact on the ability of the hall to function. Apart from routine maintenance which continues to be carried out as required, there is the need to improve the overall fabric of the hall through a major development and refurbishment programme. This work will be scheduled into the ongoing maintenance – over the next three years and includes extending the hall to provide a further function room, improved storage, replacement of windows, an additional toilet, a kitchenette, sustainable heating, WiFi and redecoration.

## **2. Village Hall Details**

Ramsden Village Hall is situated on West Keal Road, Old Bolingbroke. It has no formal postal address, telephone number or email; all communications are via the SCT or RVHMC. It is located within the village's conservation area but is not a listed building. Details about the village hall are included on the Parish Council website.

The Hall is an unincorporated charitable community facility which is available to the public of Old Bolingbroke and Hareby and surrounding area for community-related recreational activities.

Like other village halls, Ramsden Village Hall has charitable status because it is held in trust to be used for purposes set out by the Recreational Charities Act 1958. Monies were gifted to OBPC via a Deed of Trust to build a hall for use by parish residents and is managed on a day-to-day basis by the RVHMC (see later section on background and history).

For Ramsden Village Hall to maintain its charitable status, the RVHMC must ensure that:

- The village hall provides facilities for recreation or other leisure time occupations.
- It meets social welfare requirements of the Recreational Charities Act 1958 such as 'the facilities are provided with the object of improving the conditions of life'.
- The facilities of the village hall are available to the public.
- The organisation is altruistic in nature.
- The facilities are set up to meet certain social needs i.e. disabled access and accessible lavatory.
- The village hall meets the public benefit requirements

## **3. Village Hall's Purpose**

The village hall's purpose is clearly set out in the Deed of Trust. It is for the use of the residents of Old Bolingbroke and Hareby and the neighbourhood without distinction of race, religion, ethnicity, sex, sexual orientation, disability or age.

The Charity Commission's requirement is that activities in the hall will benefit the local community. More information is available from [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission).

RVHMC may allow the village hall to be occasionally used by private or commercial users providing a payment is made to cover all expense, including insurance premiums and its use does not interfere with the activities that are set out in the Deed of Trust.

The requirements of the Charity Commission and Deed of Trust therefore shape the organisation's mission statement.

## **4. Mission**

The RVHMC aim to provide a first class, safe, accessible, well maintained, and well-presented village hall, to be used for social, recreational, educational and leisure activities with facilities which will be

to the benefit of and meet the needs and desires of Old Bolingbroke and Hareby residents and hall users. RVHMC will endeavour to meet the hall's annual running costs from the income derived from activities, including private or commercial events, providing this is in keeping with the interests of the local community. RVHMC will seek funds from donations, fund raising and grants to cover the cost of major capital projects to ensure the village asset is maintained and well presented.

## **5. Background and Achievements to Date**

The Ramsden (Village) Hall was erected in 1956 on land known as the King George V Playing Field which had been gifted in Trust to the Parish Council "for purposes of recreation" by Eleanor Ramsden and her husband on 21 June 1937.

The Ramsden (Memorial) Hall Trust Deed (Appendix 1) was made on 30 December 1952 between Eleanor Ramsden and the Parish Council of Old Bolingbroke. Funds were established for the erection of a recreational room, hall or institute for the use and enjoyment of the inhabitants of the Parish of Old Bolingbroke.

The village hall has been managed by a committee for over 60 years and its membership has changed many times over this time. Their efforts have ensured that the hall has been maintained to meet the needs of the community.

Over time there have been upgrades to heating and new windows have been installed. A business plan produced in 2011 identified an urgent need to provide a storage area for chairs, tables and other equipment and noted that the building was presenting problems in terms of fitness for purpose, running costs and energy conservation.

Chairs and tables were last purchased around 2010 with curtains being gifted over 30 years ago. Kitchen units were refitted in about 2000. There have also been generous donations of equipment from individuals, including the gift of various kitchen appliances, cutlery, crockery and glassware.

Planning permission for the extension and refurbishment the hall was granted by East Lindsey District Council in 2020 with building regulations approved early in 2021. Architects' plans can be found at Appendix 2 along with a priority refurbishment scheme.

Ramsden Village Hall has become a successful venue for wellbeing including keep fit activities, social events, clubs and gatherings, quiz nights, dances and concerts, plant sales and craft fairs, a monthly luncheon club and an annual harvest supper. The village hall is also used as a local polling station and houses one of the village defibrillators (which is on the Emergency Services 999 database).

During 2020, it became clear that the legal relationship and division of responsibilities between OBPC as the Sole Charity Trustee and its role as a Local Authority needed to be reviewed along with the Terms of Reference for the RVHMC. A clear division of responsibility between the RVHMC, responsible for maintaining and managing the village hall as a community facility and the Parish Council who hold the land, as Sole Charity Trustee, needed to exist. As a consequence, the RVHMC, (on behalf of the SCT) is now responsible for all insurance costs and repair and maintenance costs, which had previously been funded by the Parish Council. The PC is unable to provide any financial support from the income it receives from the parish precept, other than in the form of a charitable grant. This represents a 'step change' in the finances and management of the village hall.

## 6. Current Use of the Hall

Allowing for Christmas/New Year and other bank holidays there are approximately 358 mornings/afternoons, 232 evenings, 48 Saturdays and all Sundays which are free of regular bookings. There are ad-hoc parties that take up evening slots at weekends; keep fit meets 48 times per annum, the Quilters Patch sewing club meets 24 times a year, band practice is held 48 times per annum and the Luncheon Club is held twelve times a year; the RVHMC holds an annual plant sale in May and a Craft Fair in October. In addition, the village hall is used as a Polling Station at election times. RVHMC meet six times per annum, including the AGM whilst the OBPC meet six times a year including the Annual Parish Meeting. An environment organisation based in the village hold their annual conference over three days in April.

The hall is regularly used as follows:

<i>Weekly Day Time Use</i>	<i>Evening Use</i>
Keep fit, Tuesdays Quilters Patch, Fridays	Dance for Fun, Tuesdays Band practice, Wednesdays
<i>Monthly Day Time Use</i>	<i>Bi – Monthly Evening Use</i>
Luncheon Club, Wednesdays	RVHMC, Tuesdays OBPC, Thursdays

## 7. Asset Appraisal

Ramsden Village Hall consists of an entrance foyer off which there is access to toilets and a small storage area along with direct access into the hall. At the back of the building is a kitchen and open storage for tables and chairs.

The main hall is the only function room. It has windows of one half depth along two walls with strip lighting and spot lights.

The kitchen is small and domestic in nature with refrigerator, oven, microwave oven, a range of kitchen units, pantry cupboard, water heater and sink. It has one window and a fire escape door.

The main heating boiler is located in the ladies toilet.

The open storage area is used to store chairs and tables when they are not being used in the hall. Free standing fridge/freezers are also installed in this area along with a heated cabinet and buffet server. This area has one window and an emergency exit and is open to the hall.

The storage room accommodates band and keep fit equipment, cleaning equipment and Parish Council records.

The village hall has a variety of equipment. There are 60 chairs kept in the hall with old chairs kept in additional storage, 12 oblong folding tables, 6 round tables and general catering equipment (cutlery, pots, pans, cups, saucers, bowls, plates etc.).

The building is clearly a major asset of the village as cited in the Village Plan and Public Consultations on developing the hall. Observations made include capacity of the hall, the age, condition and size of the kitchen, the lack of sufficient, dedicated storage space, the need for WiFi, changing the central heating system to a more sustainable fuel source, and given the age of the building, general décor and upkeep.





## 8. SWOT Analysis

A SWOT analysis helps an organisation determine where it stands on four key strategic areas enabling it to better determine what changes should be made. Strengths and Weaknesses are generally internal looking, whereas Opportunities and Threats focus on external matters.

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>✓ Seen as an asset by residents</li> <li>✓ Functional building in an attractive setting</li> <li>✓ Located on the edge of the village</li> <li>✓ Adaptable for a variety of community purposes</li> <li>✓ Disabled access</li> <li>✓ Regular bookings for hall</li> <li>✓ Contribution from members of the Management Committee</li> <li>✓ Historically the hall makes a small surplus</li> <li>✓ There is a reserve fund as a contingency to cover significant unexpected expenditure</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>☒ Located on the edge of the village</li> <li>☒ Maintenance costs will increase over time due to the age of the building</li> <li>☒ Dependent upon part time volunteer management</li> <li>☒ No employed caretaker or cleaner</li> <li>☒ Expenditure is likely to get closer to income</li> <li>☒ Limited car parking space</li> <li>☒ No dedicated bar space</li> <li>☒ Acoustics in the main hall are an issue for some users (no induction loop)</li> <li>☒ Not suitable for some activities</li> <li>☒ Layout cannot be reconfigured</li> <li>☒ Single function room limits multiple users and overall capacity</li> <li>☒ Small dysfunctional kitchen</li> <li>☒ Insufficient storage</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>✓ Improve promotion to utilise underused capacity.</li> <li>✓ Review pricing/hiring policy</li> <li>✓ Take a fresh look at the building's décor, layout and facilities to make it a more attractive venue</li> <li>✓ Explore fund raising options</li> <li>✓ Explore grants</li> <li>✓ Consider development and refurbishment</li> <li>✓ The village hall offers similar options to other organisations but does it better</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>☒ Major repairs and maintenance will be required within the next five to ten years</li> <li>☒ Major repairs may require the hall to close resulting users finding alternative venues and not returning</li> <li>☒ Size of hall may limit bookings</li> <li>☒ Lose focus of the purpose of the village hall</li> <li>☒ Other organisations can offer what the village hall offers but can do it better</li> </ul>

## 9. Operational Arrangements

The Deed of Trust says that the general management control and upkeep of the village hall is in the hands of the Parish Council as Sole Charity Trustee. The SCT will conduct charity business in accordance with its standing orders and may appoint a committee to manage the day-to-day affairs of the hall, reporting to the SCT in accordance with the terms of reference set by the PC in its capacity as SCT.

Such a committee may comprise Parish Councillors and non-Councillors with no limit set on numbers. Subject to terms of reference set by the SCT, management committee meetings should be held in public. Committee members may vote on matters under discussion but, as the PC is the SCT of the village hall and is responsible for the Committee's actions, no vote would bind the SCT or PC.

Management Committee Terms of Reference (Appendix 3) set by the PC in its role as SCT will be reviewed annually and made available to the public at the Trusts AGM along with minutes of meetings and audited accounts.

*The current RVHMC consists of:*

- Carol Wilby, Chair
- Roy Hallam, Vice Chair
- Rowland Alexander, Treasurer
- Pam Powell, Secretary and Bookings Secretary
- Deborah Talmage, Health & Safety lead
- Julia Alexander, Social Media lead
- David Makins, SCT representative
- 1 Vacancy

*The following documents are in use:*

- Terms and Conditions of Hall Hire
- Health and Safety Policy
  - Emergency care
- Child and Vulnerable Adult Welfare and Safeguarding\*
- Communications\*
- Financial Regulations\*
- Standing Orders\*
- Risk Assessment
- COSHH Policy
- GDPR\*
- Using social media\*
- Complaints\*
- RVHMC Terms of Reference, March 2021

\*Policies taken from PC/SCT as per RVHMC ToR

## **10. The Market**

### *10.1 Demographics*

From the Office of National Statistics, data produced in 2019 showed that 60% of Old Bolingbroke and Hareby residents were aged 16-64 and 31% were 65 and over. The average for East Lindsey is 54.7% aged 16-64 and 30% 65 and over.

Data collected from the last census in 2011 indicates that 27.5% of the population in Old Bolingbroke and Hareby are retired with less than 2% being unemployed and 51.7% of home occupiers own their home outright, with no mortgage liability.

The Indices of Deprivation 2019 show a general pattern of deprivation across Lincolnshire in line with the national trend, which tend towards higher levels of deprivation in coastal and urban areas.

The report gives each of England's local authority areas a ranking based on their relative levels of deprivation. In each area there are some pockets of deprivation surrounded by less deprived places.

Out of 326 areas, Lincolnshire's local authorities were ranked (where 1 is most deprived and 326 is least deprived):

East Lindsey – 30

Lincoln – 68

Boston – 85

South Holland – 144

West Lindsey – 146

South Kesteven – 234

North Kesteven – 268

The indices of deprivation are based on a number of measures including income deprivation, employment deprivation, education, skills and training deprivation, health deprivation and disability, crime, barriers to housing and services and living environment deprivation. The report found that in East Lindsey as many as 34 per cent of people were living in deprived areas.

### *10.2 Residents Opinions*

In formulating a vision for the future with longer term goals, it is important that the views of Old Bolingbroke and Hareby parish residents and regular hall users are taken into consideration. Questions relating to village facilities were asked in the 2018 Village Plan Questionnaire with a more specific consultation on the use, development and refurbishment of the village hall undertaken over a twelve month period that commenced in 2019 and concluded in 2020.

182 responses to the Village Plan Questionnaire were received and over a 100 people responded during the consultation period.

Views from both processes can be summarised as follows:

- The majority of respondents identified the village hall as an important amenity.
- Around a quarter of respondents thought there were sufficient cultural and social events whilst over half felt that there should be more activities.
- A few respondents said no additional activities were needed in the village, but this was a minority view.
- The range of suggestions were wide and varied and included: pop up café, annual bonfire, Christmas parties, music/recitals, film nights, Halloween trail, pop up pub.
- Younger residents also suggested activities such as: games clubs for table tennis, basketball, lego, video games, board games and nature activities during school holidays.

It should be recognised that RVHMC are primarily managing the hall, organising events is a secondary consideration. RVHMC are happy to work with other volunteers, residents or event

providers as they acknowledge that the continued success of the village hall is dependent upon hall bookings.

### *10.3 Regular Hall Users Opinions*

There are households in the Parish from which no one ever attends an event. Analysis of recent attendances indicate that only 45% of households had someone attend at least one event. The core attendance comes from approximately 100 households out of 270 in the parish.

In support of this, it is estimated that only 20% of attendees of the keep fit sessions, run from the village hall, are parish residents.

Décor could be enhanced and lighting improved, ideally replaced with a more modern lighting system that could be used to illuminate performers.

Hall users see the kitchen as an asset but feel that facilities should be improved by increasing the size of the kitchen, installing a dishwasher and improving cooking facilities.

A fixed stage, as they have at some village halls, is limiting and modular staging should be considered as this is more versatile.

### *10.4 Competition*

Ramsden Village Hall is not run as a profitable business venture (although reserve funding is desirable) but the management committee needs to be aware of competitive alternatives which might attract activities and therefore a source of income away from the village hall.

In the immediate locality, there are several villages with village halls, offering similar facilities and events to those on offer at Ramsden Village Hall. Some appear to have more permanent alcohol licensing, which enables them to generate additional income.

However, increasing promotion that showcases the potential for the hall (with links to local providers of furniture, fabrics, caterers and marquee hire) is an option available to the RVHMC.

Whilst Ramsden Village Hall is a community facility and not a major entertainment centre, it may be used occasionally by private or commercial users to generate income. It is therefore appropriate to consider who else provides facilities in the broader entertainment or leisure sectors, who RVHMC might consider their competitors.

#### **Wedding Venues:**

According to the 'Guides for Brides' web site, there are around 20 venues in the East Lindsey area. The more local ones to Old Bolinbroke are, among others: The Rodney Hotel, and Stanhope Hall Horncastle, Scrivelsby Walled Garden, Woodhall Spa Manor and The Elms, Hundleby.

#### **Entertainment Venues:**

Various village halls can be hired in the Spilsby and Horncastle areas including Raithby, Hundleby, Sausthorpe and Mareham Le Fen

#### **Meeting Rooms:**

Many of the establishments listed above as wedding or entertainment venues offer meeting room facilities some with audio visual presentation aids.

## **11. Immediate Goals (2021/2022)**

With the relationship between the Sole Charity Trustee and the RVHMC changing, the committee faces new challenges.

Priorities in year one need to be functional, as well as aspirational, with the first steps to create a vision for the future being taken.

Health & Safety documentation requires improvement. The Health and Safety Policy will be updated, revised to reflect the specific risks of Ramsden Village Hall in 2021.

A control of hazardous substance policy (COSHH) relating to cleaning products has also been updated.

A building condition survey has never been undertaken so this makes scheduling (and financing) ongoing maintenance an issue. Consideration has been given to the importance of this as it is hoped the development and refurbishment scheme will commence during the latter half of the year. However, if the development scheme is delayed then reconsideration of a building condition survey would be necessary.

The booking process has been updated to reflect current arrangements and requirements, such as changes to health and safety documentation (Covid 19 regulations) and integration with the Parish Council web site.

The annual review of hall rental rates will be carried out at the March (2022) meeting and published on the PC website, village notice boards and included in the RVHMC report at the Annual General Meeting.

Broadband along with Wi-Fi internet connection was installed in the hall in September 2021. This facility provides increased options for hall hire and use.

## **12. Finance**

This section covers pricing, income and expenditure, grants available to the village hall and fundraising.

### *12.1 Pricing*

Historically, Ramsden Village Hall have reviewed charges annually. They were last amended in 2017. The committee need to consider pricing for 2021 and beyond. This review should not just be limited to deciding an hourly rate but should consider the broader issues of day rates including setting up time, equipment hire charge, deposits and payments in advance.

On comparing details from other village halls, it shows a varying structure of pricing with rates for non-profit making organisations, commercial organisations, village residents, non-village residents and variations of these groups for regular bookings and 'one off' bookings, summer events and winter events. There are also supplementary charges for setting up time, clearing up and adding in heating during winter months.

Hourly rate hire charges range from £7.50 for residents through to £15 for non-residents. Some offer sessional rates. Outside of the local area pricing structures have been found showing hourly rates ranging from £12 per hour to £25 per hour.

### *12.2 Income & Expenditure Forecast*

It is difficult to project how many new users will be realistically generated by carrying out enhancements to the village hall or what additional income this would create, but clearly increasing revenue continues to be a primary focus.

If we accept that the annual average running cost of RVH is about £5000pa, then a reserve fund to meet at least nine months outgoings should be maintained. If there was a significant period when the hall could not be used and there was a subsequent loss of business, costs would still have to be met, so having a reserve fund for such a contingency is considered prudent. Should major repairs be required, it would not be reasonable to expect the RVHMC to fund the full cost of repairs and the SCT will be required to demonstrate to grant-giving bodies that the community is playing its part.

A three year financial plan can be found at Appendix 4

### *12.3 Grants*

Over the last twelve months the village hall has received grant funding from various bodies.

Organisations which have funds to allocate to good causes is not a static situation and can and does change. At present, there are other opportunities which can be investigated, including:

- Tesco “Bags of Help”
- Lloyds Bank Community Funding
- Waitrose Community Trust
- The Co-operative Community Fund
- The Big Lottery Fund
- FCC (formerly WREN)

Community Lincs and Lincolnshire County Council are helpful in advising what is available and when it might become available.

## **13. The Next Two Years**

With the change in relationship between RVHMC and the STC (PC), it was considered appropriate to develop a three year plan which would focus the RVHMC’s attention on agreed priorities. Forward planning will also enable clearer budget setting and help identify when appropriate funding needs to be secured. During the formulation of this plan, RVHMC considered whether they wanted the village hall to be something different to what it is, however, the committee’s primary consideration was to ensure the hall meets its responsibilities as set out by the Charity Commission and Deed of Trust in meeting the needs of the local community.

It was this overriding community focus that drove the consultation on what improvements could be made to the hall to ensure it remained fit for purpose for future generations. An architect has been engaged and plans drawn up that include structural changes to the building including:

- extending the overall floor space within the hall and thereby increasing capacity,
- creating an additional function room,
- reconfiguring current space to provide a kitchenette/bar,
- providing additional toilets,
- enlarging and modernising the kitchen

- creating a storage facility

It was agreed that the village hall, as it currently stands, is generally achieving the objectives set out by the Charities Commission and Deed of Trust. The village hall cannot be everything to everyone, and it is unlikely that this would be different, whatever changes were made to the village hall, but the RVHMC and SCT recognise that enhancements through development and refurbishment could be implemented to make the hall more attractive and further meet users needs. Ongoing renewals of equipment and furnishings will be required as will redecoration and ongoing repairs.

Grants and public loan schemes may be obtained for individual enhancement projects, but income will still be required to keep the hall viable.

#### **14. Marketing & Promotion**

Clearly, the hall must be marketed to generate new users. Historically, the village hall has relied on word of mouth and this will not be sufficient going forward, a more proactive approach will be required. Some village halls have their own web site whilst others, like Ramsden Village Hall, have a section on the Parish Council web site. Access to information about the village hall on this site is via a link from the 'Facilities & Amenities' tab. The information provided is currently limited and not yet dynamic. RVHMC will explore (with the Parish Council) how this might change and what work is required.

RVHMC have set up a Facebook page and this will be used for promotional purposes as well as supplementing information on the web site. This will give the village hall access to local forums such as the Spilsby and Horncastle community pages and *Nextdoor*.

It is proposed that a leaflet be produced which can be used by the Booking Clerk to supplement information given to anyone making enquiries. Ideally, it will become a downloadable document on the Parish Council web site and available from dispensers in the hall.

Promoting the hall in local publications, the Parish Newsletter and on Community Lincs and ACRE websites is also under consideration.

Whilst the village hall is providing a facility for others to use, a timetable of activities taking place in the hall which are open to public participation, could be promoted with posters on the village notice boards.

The responsibility for marketing will be shared across more than one committee member.

#### **15. Conclusion**

Ramsden Village Hall is a charitable community facility whose activities are prescribed by a Deed of Trust and the Charity Commission and must be for the benefit of the community. RVHMC challenged itself on whether the way the village hall was being operated met this important test and concluded that it did.

The overwhelming majority of respondents to the Village Plan Questionnaire and the Hall Development Consultation, identified the village hall as an important amenity. Given this, RVHMC

are satisfied that the operation of the hall and its plan for the next three years is respectful of residents' opinion. Regular hall users have indicated that they are happy with the facilities provided although many have where highlighted improvements could be made. These suggestions have been considered by RVHMC as part of the plan going forward, and balanced against the wider use of the hall and cost effectiveness.

It is recognised that Ramsden Village Hall has competition from other village halls in the wider surrounding community, sports clubs and commercial venues. It is accepted that some of the other facilities may 'do it better' and it is accepted that Ramsden Village Hall cannot be all things to all people.

RVHMC has established a mission statement which sets out the Trustees aims including the provision of facilities which will meet the needs of Old Bolingbroke and Hareby residents and hall users.

Ramsden Village Hall has operated with a small surplus for a number of years but with increasing costs due to an ageing building and desirable enhancements, the challenge of maintaining a surplus will increase across the next three years. Creating a reserve fund as a contingency is considered sensible financial management; RVHMC will endeavour to meet the hall's annual running costs from its income.

Apart from the regular ongoing annual maintenance of the village hall there are a number of significant developments required over the next three years which will require financial support from external bodies. RVHMC, in partnership with the SCT will seek funds from donations, fund raising and grants to cover the cost.

RVHMC have considered a range of options for the future of the hall including relocation, redevelopment and enhancement and have concluded that development and refurbishment is the preferred option.

Ramsden Village Hall is a valued village asset and will be maintained and well presented on behalf of village residents.



## APPENDICES

THIS TRUST DEED is made the Thirtieth day of  
December One thousand nine hundred and fifty two BETWEEN  
ELEANOR RAMSDEN of Hareby Lodge Woodhall Spa in the County of  
Lincoln Widow (hereinafter called "the Donor") of the one part and  
the PARISH COUNCIL of Old Bolingbroke in the said County (hereinafter  
called "the Council") of the other part

WHEREAS :

- (a) the Donor is desirous of establishing a fund for the erection of a recreational room, hall or institute for the use and enjoyment of the inhabitants of the parish of Old Bolingbroke
- (b) the Donor has transferred or is about to transfer into the name of the Council the investments or funds specified in the Schedule hereto
- (c) the Donor is desirous of declaring the trusts of such investments or funds as are hereinafter set forth

NOW THIS DEED WITNESSETH as follows :-

1. THE Council shall stand possessed of the said investments or funds (with power to vary the same) and of the income therefrom and shall accumulate such income and invest the accumulations in such manner as Trustees are authorised to do (including deposit with a Trustee Savings Bank or Post Office Savings Bank) so that the accumulations be held to and be held as capital until the

or funds (with power to vary the same) and of the income therefrom and shall accumulate such income and invest the accumulations in such manner as Trustees are authorised to do (including deposit with a Trustee Savings Bank or Post Office Savings Bank) so that the accumulations be added to and be held as capital until the investments or funds and accumulations can be applied for the purposes hereinafter specified

2. THE Council shall as soon as licence to build is obtainable apply the monies referred to in clause 1 hereof in the erection on a suitable site in the parish of Old Bolingbroke of a recreational room, hall or institute to be known as The Ramsden Hall, with or without cloak rooms, lavatories, kitchenette, stage, drainage system, electric lighting and heating and other permanent compartments, fixtures or fittings

3. THE said Hall shall be available for the recreational, social, education and similar purposes of the inhabitants of Old Bolingbroke without distinction of sex, religious denomination or political opinions either gratuitously or upon payment or such other terms as the Council shall think fit

4. THE general management control and upkeep of the said Hall shall be in the hands of the Council but with power to depute any such duties from time to time to a committee appointed by the Council but not necessarily consisting of members of the Council

Minutes, audited accounts, and other appropriate records shall be kept of such control and management and shall be made available for inspection annually by the inhabitants of the parish who may desire to inspect the same

5. THE Council shall have power to accept gifts or grants of money to be added to the monies referred to in clause 1 hereof and to be held used and applied for the same purposes and on the same trusts

6. IF at anytime the Council shall by a majority confirmed by a majority of two thirds of qualified local electors present and voting at a meeting properly convened for the purpose decide that the said Hall cannot on the grounds of expense or otherwise be continued to be used for the purposes herein set forth they may deal with the Hall for such other purposes (or sell it and apply the proceeds for such other purposes) as may be approved by the Charity Commissioners

I N W I T N E S S whereof the said Eleanor Ramsden has hereunto set her hand and seal and two members of the said Council have on behalf of the said Council set their hands and seals the day and year first above written

THE SCHEDULE referred to

THE SCHEDULE referred to

£2,040 3/3 Defence Bonds

SIGNED AND SEALED by the said )  
ELEANOR RAMSDEN in the presence)  
of :-

*Eleanor Ramsden*



*Holliday & Sonby*  
at The City Hotel,  
Woodhall Spa.

SIGNED AND SEALED by *Harry*  
*Norman Skinner* and  
*Harry Hillier Simons* on behalf of  
the said Council in the

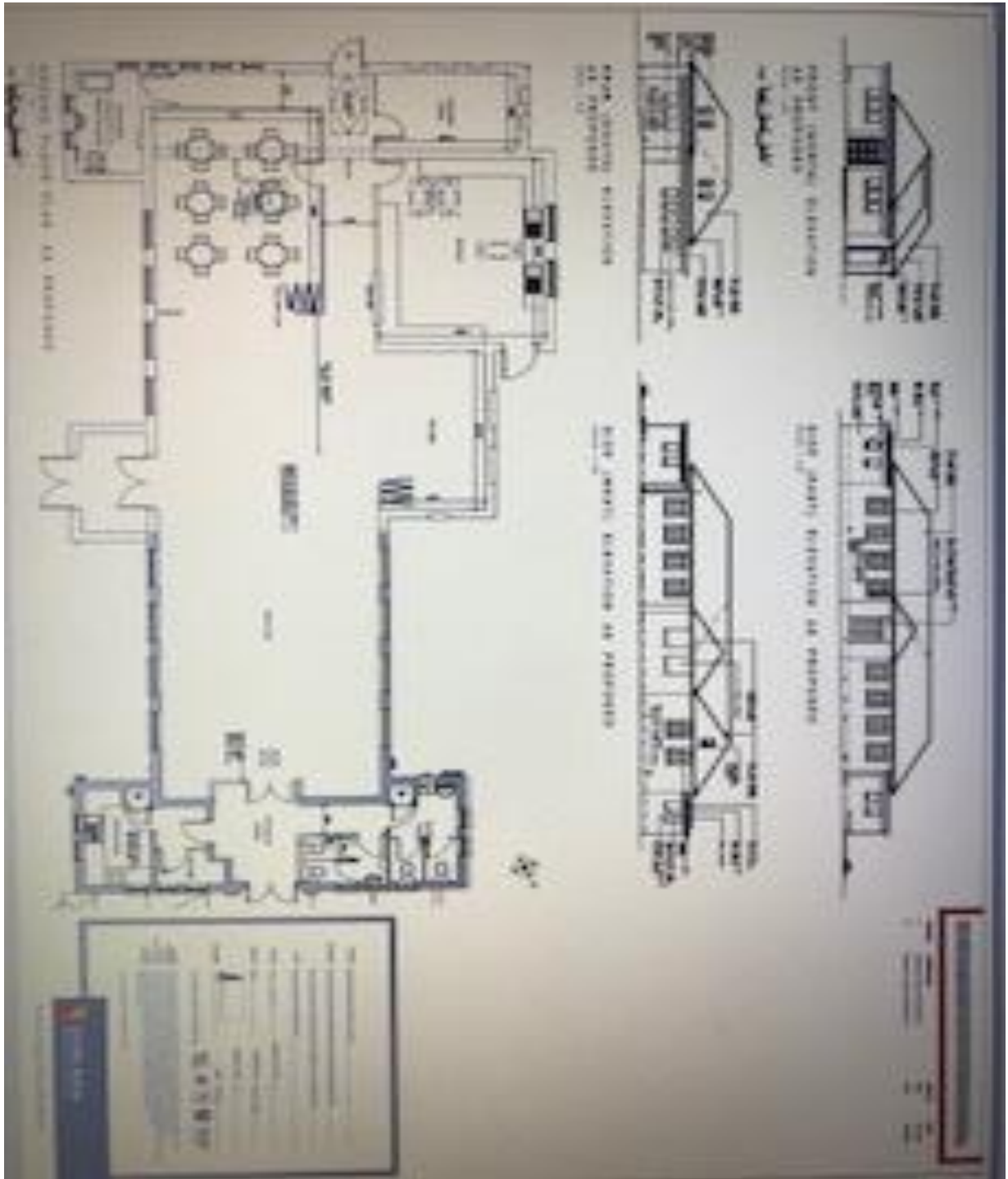
*Harry Norman Skinner*



*Harry Hillier Simons*



Appendix 2



Work that needs doing	Priority rating (1-5 with 1 being highest rating)	Completion date	Approximate cost	Funded by
Remove inner door to storage area (formerly toilet area)	1	18 October 2021	0	N/A
Refurbish toilets	2	31 December 2021	£5000	Government Covid Recovery Grant
Remove wall in storage area (formerly toilet area)	3	31 December 2021	£500	Government Covid Recovery Grant
Refurbish kitchen and former storage area: <ul style="list-style-type: none"> <li>• Remove built in cupboards from east and west walls.</li> <li>• Remove small window in storage area.</li> <li>• Remove hatch.</li> <li>• Install new cupboards and work surfaces.</li> <li>• Install double oven and larder unit.</li> <li>• Install hob.</li> <li>• Remove a sink and install a dishwasher</li> </ul>	1		£7000	Government Covid Recovery Grant and donations  NB – double oven and larder unit already donated  NB – money to purchase dishwasher already donated

Work that needs doing	Priority rating (1-5 with 1 being highest rating)	Completion date	Approximate cost	Funded by
Extend hall	3		£300,000	Grants/fund raising/local government loan
Improve and replace hall lighting	1	November 2021		Government Covid recovery grant and donations
Improve entrance hallway including installing folding doors	2	January 2022		Government Covid recovery grant and donations
<sup>1</sup> Overflow car park	5	Spring 2022		Grants
<sup>2</sup> Lay patio on old play area surface	5	Spring 2022	£6000	Grants
<sup>3</sup> Provide picnic tables and benches	5	Spring 2022	£4000	Grants

<sup>1</sup> Outwith the remit of the RVHMC ToR therefore a low priority

<sup>2</sup> Outwith the remit of the RVHMC ToR therefore a low priority

<sup>3</sup> Outwith the remit of the RVHMC ToR therefore a low priority

## RAMSDEN HALL TRUST MANAGEMENT COMMITTEE

### TERMS OF REFERENCE

The Ramsden (Memorial) Hall Trust Deed was made on 30 December 1952 between Eleanor Ramsden and the Parish Council of Old Bolingbroke. Funds were established for the erection of a recreational room, hall or institute for the use and enjoyment of the inhabitants of the Parish of Old Bolingbroke.

Clause 4 of the deed allows the Parish Council to depute the general management control and upkeep of the hall to a committee appointed by the council but not necessarily consisting of members of the council.

As Sole Trustee of the Ramsden Hall Trust, the Parish Council has determined that a Management Committee (the Committee) will manage the day-to-day affairs of the hall. This document sets out the constitution and terms of reference for the Committee including its purpose and the rules for how it should operate.

#### Constitution and code of conduct

- a) Up to 7 members of the Committee shall be drawn from the local community, either as individuals or from groups using the hall. In addition, the Parish Council in its capacity as Sole Trustee, shall nominate 2 Councillors as representatives of the Ramsden Hall Trust.
- b) The Committee shall appoint a Chairperson who cannot be the Parish Council Chair (as they are also the Trustee chair) or the holder of office on the Parish Council. For clarity, Parish Council officers are its chair, vice chair and responsible finance officer.
- c) In addition, the Committee may appoint other officers as deemed necessary, including a treasurer and secretary.
- d) Members of the Committee who are not Parish Councillors would not become trustees of the Ramsden Hall (charity) Trust. However, the Committee chair, treasurer and secretary should be invited to attend meetings of the Sole Trustee.
- e) Staff may be appointed by the Sole Trustee, as deemed necessary for the running of the hall, providing they are suitably qualified. The services of the Parish Clerk and other Council employees may be used.
- f) Committee membership shall be approved by the Parish Council in its capacity as Sole Trustee. In the event of any vacancy, applicants wishing to join the Committee should be approved by both the Sole Trustee and the Committee.
- g) Parish Councils as Sole Charity Trustees must follow the code of conduct set out in the Localism Act 2011 based on the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These principles also apply to the Management Committee members. Should any reservations concerning the conduct of any member of the Committee arise these are to be notified, in writing, to the Committee Secretary and

discussed at the next Committee meeting. In the absence of a successful resolution, the matter should be escalated to the Sole Trustee and discussed in a closed session at their next meeting. Clear evidence of a breach of the Terms of Reference must be presented.

h) Remuneration out of charity funds must not cover more than the reasonable cost of providing the service and may only be at the rate agreed by the Trustees or follow nationally agreed rates.

i) Mileage claims must be submitted to the Committee for approval and will be paid at standard government rate.

j) Committee members who are also Councillors may not be paid for their services without clear authority in the Trusts governing document or from the Charity Commission or Courts.

k) In the event of more than fifty percent of the Committee resigning with no suitable replacements coming forward, responsibility for the day-to-day management of the hall shall revert to the Parish Council in its role as Sole Charity Trustee, until such times as a new Committee can be formed.

#### Conducting business

1) The Committee must conduct its business in accordance with Parish Council standing orders, local authority rules and terms of reference set by the Parish Council.

2) The Parish Council in its role as Sole Trustee will review the Committees terms of reference annually and publish them at the Trusts Annual General Meeting (AGM).

3) Separate accounts must be kept in the charity's name, for the charity's income and expenditure, as required by the Charities Act 2011 and should be subject to independent examination.

4) Income, expenditure and bank balances should be reported at each meeting of the Committee and all payments authorised by two signatories, one of whom should be a representative of the Sole Trustees.

5) All expenditure should conform to the standing orders and financial instructions as set down by the Parish Council. Accounts records are to be made available for inspection by the Sole Trustee upon request and to members of the public at the Trusts AGM.

6) If the Parish Council uses money from the precept (or other income or reserves held as a local authority) in order to meet expenditure by the charity, this should be shown in both the Parish Council and charity's accounts as a grant to the charity.

7) Capital and strategic expenditure affecting the fabric of the hall or improvements to facilities must be approved by the Parish Council, in its role as Sole Trustee, and in consultation with the local community. Any, and all expenditure must conform to standing orders and financial instructions and be compliant with local authority regulation.

8) The Committee will support the Sole Trustee in its funding and grant applications to repair, refurbish and improve the hall.



- 9) All correspondence, including emails, should be clearly identified as business of the management Committee and should not be confused with Parish Council business in its capacity as a local authority.
- 10) Committee meetings should be public and held at least four times a year. Rules relating to the notice to be given for Parish Council and Sole Trustee meetings and the signing of minutes also apply to the Committee.
- 11) Minutes of meetings should be kept as a record of discussion and lodged with the Trusts secretary/Parish Clerk. Minutes should also be made available to the public at the Trusts AGM.
- 12) Committee members may vote on matters under discussion but, as the Parish Council is the Sole Trustee of the village hall and is responsible for the committee's actions, no vote would bind the Parish Council.
- 13) The Committee chair will produce an annual written report to be made available at the Trusts AGM.
- 14) A hall booking system must be used that includes terms of use and actions to be taken in breaches of use. Records shall be kept by a bookings secretary that includes a list of key holders and any declined bookings. The booking system should be widely available to members of the public.
- 15) The Committee are collectively responsible for ensuring day-to-day compliance with health and safety standards and shall appoint a health and safety lead from one of its members. Risk assessments and emergency procedure reviews shall be undertaken on at least an annual basis, or as necessary. All reviews must be documented, and guidance must be clearly displayed and readily available to hall users, visitors, volunteers and staff.
- 16) An emergency contacts list (including key holders) to be maintained by the Committee secretary, published on the hall notice board(s) and lodged with the Trusts secretary/Parish Clerk.
- 17) A formal complaints procedure shall be in place and written complaints received regarding the hall must be responded to, in writing, by the Committee within 20 working days of the receipt of the complaint. Copies of complaints and responses shall be lodged with the Trusts secretary/Parish Clerk.

Signed on behalf of Ramsden Hall Trust

(Chair of Trustees)

Signed on behalf of Ramsden Hall Trust Management Committee

(Chair, Management Committee)

Date

## Appendix 4 Three Year Financial Plan

	Y/e 31/12/2018	Y/e 31/12/2019	3 m.e. 31/03/2020	Y/e 31/03/2021	6m 30/09/2021	12m 31/03/2022	12m 31/03/2023	12m 31/03/2024	12m 31/03/2025
<b>OLD BOLINGBROKE</b>									
<b>Ramsden Village Hall</b>									
		<b>Income and Expenditure Account</b>							
<b>INCOME</b>									
Rents	2989.00	3898.00	598.00	620.00	598.00	1796.00	2750.00	3750.00	4950.00
Events	345.00	1040.06	0.00	141.00	684.12	1300.00	2000.00	2000.00	2000.00
Catering	1236.50	4757.60	850.00	240.00	180.00	720.00	1500.00	1800.00	1800.00
Plant Sale	1047.50	1641.00	0.00	807.00	967.50	967.50	1000.00	1000.00	1000.00
Grant				584.67					
EIDC Covid Grants	1560.00	331.00	10.00	21003.21	8000.00	8000.00	300.00	300.00	300.00
Interest Received				170.00	256.00	256.00			
Parish Council				3.59	0.02	0.02			
Tfr in Chair A/c				1629.74	1629.74	1629.74			
Total	7178.00	11667.66	1458.00	23569.67	14869.26	14869.26	7550.00	8850.00	9350.00
<b>EXPENDITURE</b>									
Electricity	353.60	446.97	131.41	234.94	106.03	380.00	600.00	650.00	700.00
Oil	467.21	0.00	262.76	210.15	162.77	300.00	350.00	375.00	375.00
Water	182.43	319.04	215.47	-10.00	-6.40	22.00	335.00	370.00	370.00
Internet					1468.25	2750.00	2750.00	2750.00	2750.00
Maintenance	550.01	889.08	152.20		491.09	491.09	540.00	600.00	650.00
Insurance									
Caretaker									
Sundry	320.00	360.19	25.00	226.80	148.64	300.00	300.00	300.00	300.00
Catering	315.99	1482.28			183.75	250.00	250.00	250.00	250.00
Interest					11.21	47.83	52.18	38.51	24.68
Capital Expenditure (see worksheet)	1214.24				17500.00				
VH Project									
Play Area									
Total	3403.46	3498.56	786.84	11983.43	2856.38	22890.92	5177.08	5953.51	5413.66
<b>SURPLUS / (DEFICIT)</b>	<b>3774.52</b>	<b>8171.10</b>	<b>671.16</b>	<b>12186.24</b>	<b>9860.00</b>	<b>7821.66</b>	<b>2372.92</b>	<b>2916.49</b>	<b>3893.32</b>
<b>BALANCE SHEET</b>									
<b>Assets</b>									
VH Bank Account	11762.43	11762.43	12433.59	31251.32	42954.08	25101.61	26924.47	23941.00	32721.36
Joint Account with PC	6000.00	6000.00	6000.00	2149.59					
Cash in Hand	61.34	61.34	61.34	30.26	45.43	45.43	45.43	45.43	45.43
<b>Liabilities</b>									
Loan Account	0.00	0.00	0.00	2750.00	2658.34	2337.53	1787.57	1237.61	687.65
Total	9652.67	17823.77	18494.93	33431.17	42999.51	25147.04	26969.90	29386.43	32766.79
<b>Capital</b>									
Retained surpluses	9652.67	17823.77	18494.93	30681.17	40341.17	22809.51	25162.33	28148.92	32079.14
Total	0.00	0.00	0.00	0.00	0.00	-50.00	0.00	-50.00	0.00

<b>OLD BOLINGBROKE</b>								
<b>Ramsden Village Hall</b>				Capital Expenditure				
				6m end	12m end	12m end	12m end	
				31/03/2022	31/03/2023	31/03/2024	31/03/2025	
Toilet refurb floor and plumbing				5000				
Remove wall in Storage Area				500				
Kitchen/Storage Area refurb incl lighting and floor				7000				
Hall refurb incl lighting				3000				
Entrance refurb incl floor and doors				2000				
				<u>17500</u>	<u>0</u>	<u>0</u>	<u>0</u>	