



MEDSTEAD

VILLAGE HALL

*Community Plan
2023-2024*



CALENDAR SPRING EVE

MEDSTEAD VILLAGE HA

CHARITY BIKE RIDE

EMAIL TO SIGN UP

DANJANMONTGOMERIE[AT]GM

MINDFULNESS COURSE

7PM (EVERY WEEK UNTIL 7TH)

LAST SEANCE CO

CALL BOX OFFICE FOR

07709 553804

CORONATION CELEBRA

FOR ALL!

FOR MORE INFO VISIT US AT

WWW.MEDSTEADVILLAGEHALL



TABLE OF CONTENTS

- Introduction3
- 1. Summary4
- 2. purpose.....6
- 3. serving medstead.....7
- 4. place10
- 5. the facility.....12
- 10. Business plan17
- Future of Medstead Village Hall22
- Annual report of the Chair of the Trustees 202328

INTRODUCTION

Welcome to Medstead Village Hall Committee Community Plan.

Why a Community Plan? Because Medstead Village Hall is here for the Community and this plan aims to set out how we intend to meet our aims and goals, in the coming and future years.

This plan aims to

- Set out the context, exploring the size and type of community we serve.
- Explain our role in the community and how we work
- Consider the village hall, how it serves the community and how as our community and the issues it faces, change, how we may need to change with them.
- What additional resources might be required to ensure we continue to meet those community needs,

We hope that you find this document both interesting and useful. If you have any queries, or would like to offer any support, please email Chair@medsteadvillagehall.co.uk

1. SUMMARY

Medstead Village Hall is a Registered Charity (Number 2723330) and is administered by a Management Committee of Trustees whose goals are, **to improve the social wellbeing and conditions of life for the residents of Medstead, using the hall, its assets and the income created.**

To do this, we recognize we need to know and understand the community we serve. The Census data shows Medstead, has materially grown, over the past 20 years from 1881 residents in 2001, 2036 in 2011 and now 3000 residents in 2021

Our hall is available for hire, by the public, from 8am to midnight, seven days a week, 365 days of the year and this year we have this year implemented an on-line booking system which has significantly improved the customer experience and ability to see real time availability at the hall.

The hall is well run, by high calibre trustee's who have ensured

- the operating costs are kept as low as possible through ensuring competitive contracts for all major cost centres (utilities, cleaning, maintenance, insurance etc.) into following either tendering or the provision of competitive quote process.
- Hire charges have been reduced and are attractive and competitive in the area.
- We continuously improve and modernise e.g. substantially improved broadband provision

However, it was recognized in the Medstead and Four Marks Neighbourhood Plan (as adopted) identified "a need to expand the existing facilities at Medstead Village Hall"

As part of this, the Village Hall Committee has considered the future and found these include the opportunities to

- Improve climate change mitigation, reduce costs and reliance on the grid by
 - Installing a solar panel source of electricity.
 - Installation of air conditioning with an air source heat pump system.
 - Upgrading all lighting LED, increasing flexibility of the hall by making it dimmable (e.g. for cinema, pilates etc. which require reduced lighting)
- Improve facilities to make them more accessible to our community.
 - The upgrade of the loop system in the main hall to a 'Bluetooth' loop, a system most used by modern hearing aids.

- Provision of sound attenuation (to prevent reverberation) in the Wiltshire Room and the installation of a 'Bluetooth' loop system.
- Installation of 'automated' doors to enable the access and egress of those who may find the doors challenging (not just those in wheelchairs) associated and aligned with the fire alarm system.

To continue to deliver the best service to our residents, we know that we need to continue to engage with our community.

We have an active FaceBook and new Instagram page, however our website is overdue a 'refresh' and we are planning to undertake a community consultation during the autumn/winter to understand better the needs of the community and their aspirations for their meeting space. Ideally to move this forward, there is a real need for additional volunteers who have communication and social media skills.

2. PURPOSE

Medstead Village Hall is the main venue for events in the village of Medstead, Hampshire. It is run by Medstead Village Hall Management Committee, a registered charity, run entirely by volunteers.

The objectives of the charity are to;

- Use the property (and any funds/income) to be applied for the purposes of the village hall for the use of residents of the Parish of Medstead, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.
- enable the property to be used, otherwise than as set out in the first objective, subject to payment, as long as it does not substantially interfere with the primary objective.

In Summary: Our goals are to improve the social wellbeing and conditions of life for the residents of Medstead, using the hall, its assets and the income created.

The Medstead Village Hall Management Committee (“the Committee”) is made up of trustees who are;

- representatives of Member Organisations, (e.g. sports clubs, Medstead Players, WI etc.) and
- individuals from across the village

The Committee meets on a regular basis and using the wealth of knowledge, skills and expertise brought to the table, move forward with a range of key actions throughout the year. However, there are some key skills that it is clear the Committee as a whole cannot provide e.g. website and social media skills.

Additionally, with many of the Committee fully employed, the level of resource is often limited to free hours available for our volunteers and this can slow progress. There has been limited volunteering opportunities beyond the Committee and this could be an area to explore in the coming year, particularly if this could increase the level of representation from the younger part of the community.

Financially, the Village Hall remains sound. However, there are big plans which the Committee, and the Community it serves need to be mindful of.

3. SERVING MEDSTEAD

The Village Hall (and the 'Committee' that runs it) does so for the benefit of the residents of Medstead.

Where is Medstead:

The village is adjacent to several different settlements in the district of East Hampshire. The most notable, with greatest number of services and facilities is Alton, with its major food shop offer, restaurants, leisure centre, museums, library, and a variety of venues. It should be noted that Alton has been subject to change and has seen the loss of its cinema, as well as several banks in recent years.

Other villages which offer facilities to residents in Medstead include Four Marks, with its convenience stores as well as a small range of independent stores and further afield, Alresford which has a range of restaurants and shops.

Smaller villages adjacent to Medstead also have their own village hall facilities as well as pubs including Chawton, Bentworth, Beech, Wield and Bighton.

Who are the residents we serve in Medstead:

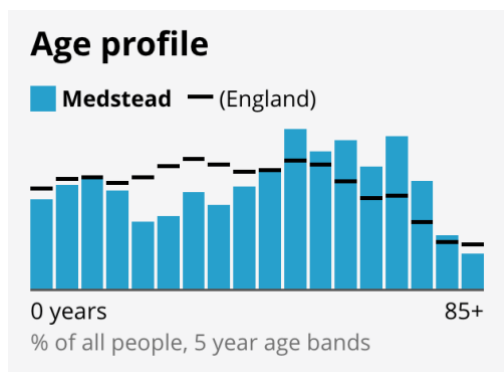
The Census data¹ would indicate that Medstead, as a Parish, has materially altered, over the past 20 years

- 1881 residents in 2001,
- 2036 residents in 2011 and
- 3000 residents in 2021 according to census data

This reflects just a 10% growth between 2001 and 2011 but then a massive growth of almost 50% in the following 10 years.

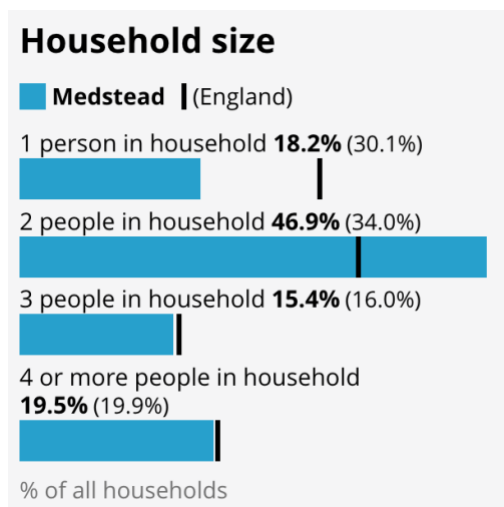
¹ <https://www.ons.gov.uk/visualisations/areas/area/?code=E04004515>

Age

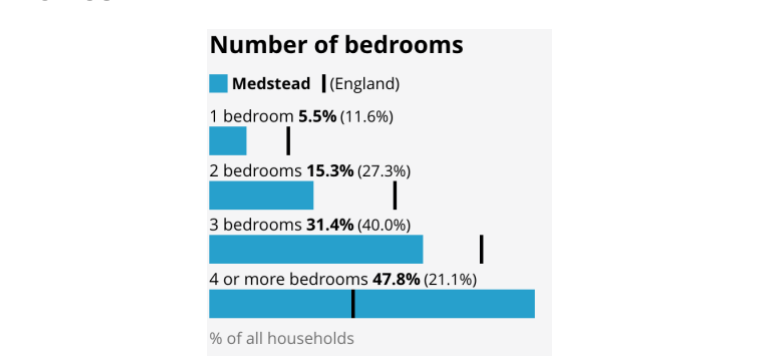


Medstead has a higher level of population, than the English average, for age ranges of 50 to 79. However, we fall well below the average for 20-44. This may reflect the lack of academic or job opportunities and the high house prices.

Household Size



Households in Medstead are dominated by two people households, with fewer single person households than the national average but average levels of three and four people households. The size of households may (in part) be a product of the size of houses available, with few smaller homes.



Household deprivation

Medstead (England)

Household is not deprived in any dimension **63.6%** (48.4%)



Household is deprived in one dimension **29.2%** (33.5%)



Household is deprived in two dimensions **6.2%** (14.2%)



Household is deprived in three dimensions **1.0%** (3.7%)



Household is deprived in four dimensions **0.0%** (0.2%)



% of all households

The level of deprivation in Medstead is lower than the national average, however it is interesting that almost 30% of households still identify as having one form of deprivation. The low level of deprivation is reflected in the high vehicle ownership. This is limited public transport.

Number of cars or vans

Medstead (England)

No cars or vans in household **4.0%** (23.5%)



1 car or van in household **27.6%** (41.3%)



2 cars or vans in household **43.9%** (26.1%)



3 or more cars or vans in household **24.6%** (9.1%)



Generally, Medstead residents report good health by comparison to the national average.

General health

Medstead (England)

Very good health **55.0%** (48.5%)



Good health **33.7%** (33.7%)



Fair health **9.3%** (12.7%)



Bad health **1.7%** (4.0%)



Very bad health **0.3%** (1.2%)



% of all people

4. PLACE

As outlined above, the size and number of residents in Medstead, has increased substantially (almost 50%) in the past 10 years. During this period, the size and number of community facilities has not increased, indeed it has reduced²

Using the District Council's definition of Community facilities³ other than the village hall, within Medstead, these facilities include;

The Church Hall
The Tennis Club
The Bowls Club
Medstead Sports Pavilion (Cricket Pavilion)
Village Green
St. Andrews Church
Medstead School
Mid Hants Railway (Medstead and Four Marks)
Doctors' surgery
Castle of Comfort Pub

Medstead Village Hall is defined as a 'meeting place' and provides these facilities, alongside the Church Hall, for the village.

The Medstead and Four Marks Neighbourhood Plan (as adopted) identified "a need to expand the existing facilities at Medstead Village Hall"

² The United Reformed Church Hall in South Town Road was closed and sold during this period

- ³ Health infrastructure
- Education infrastructure (including libraries)
- Cultural infrastructure/buildings
- Local shops
- Meeting places
- Sports venues/clubs
- Public houses (pubs)
- Places of worship
- Music venues

Unaligned to this objective, but adjacent to the Village Hall, planning permission and CIL funding has been allocated to the Medstead Sports Pavilion, to provide a new community meeting room and parish office.

Village Halls are available in the adjacent villages of Bentworth, Beech, Chawton, Bighton and most notably Four Marks, where there are plans for the provision of a facility of significantly increased size.

5. THE FACILITY

The East Hampshire District Council's Community Facility Study 2022 states that

Facilities tend to be run successfully if they have good operational and financial management. In order for a community facility to be financially stable and well used by the community, the following elements need to be considered:

- Providing a multi-functional space that is flexible and therefore can accommodate a number of different uses and can adapt to changing trends and needs of the surrounding community.
- Understanding the demographic profile of the local area in terms of age, economic wealth, accessibility, and health to determine what facilities and services the local community will want to access.
- Taking a flexible approach to changing community needs, for example an increase in young families moving into the area as a result of new housing.
- Encouraging active community engagement.
- Having in place a robust business plan that can maximise opportunities and commercial ventures.
- Operating with a combination of paid staff and high level volunteers to manage staffing costs.
- Ensuring the charging schedule for facilities and services is appropriate for the local area and can generate a level of income that can be used for a sinking fund. [explained in section 10]
- Recruiting staff that are experienced in marketing and/or fund raising to increase opportunities for income.
- Recruiting Trustees that have experience in business and/or finance.
- Deliver income generating activities.
- Review and where possible reduce maintenance and utility costs on a regular basis.
- Consider a mixed use model approach where a number of different functions are co-located in the same building which could include café provision serving food and drink, shared workspace as part of a business hub or partnership agreement, non-clinical outreach community health services, along with commissioned/funded services which contribute to premise running costs and overheads.

Looking at each of these elements in order;

- **Multi-functional space:** The main hall is a multi-functional space (17m x 9M), with a stage, screen, and loop system plus access to the kitchen and bar facilities, as well as to the limited storage available. The Wiltshire Room (7.4m x 6.4m) is a smaller space with no loop system or screen facilities. The Village Hall enjoys a small patio

outside the hall over which it has ownership. Beyond its demise, the village hall is situated adjacent to the village green (used for Cricket) and a large well set out car park which is available for use by the village hall and sports pavilion,

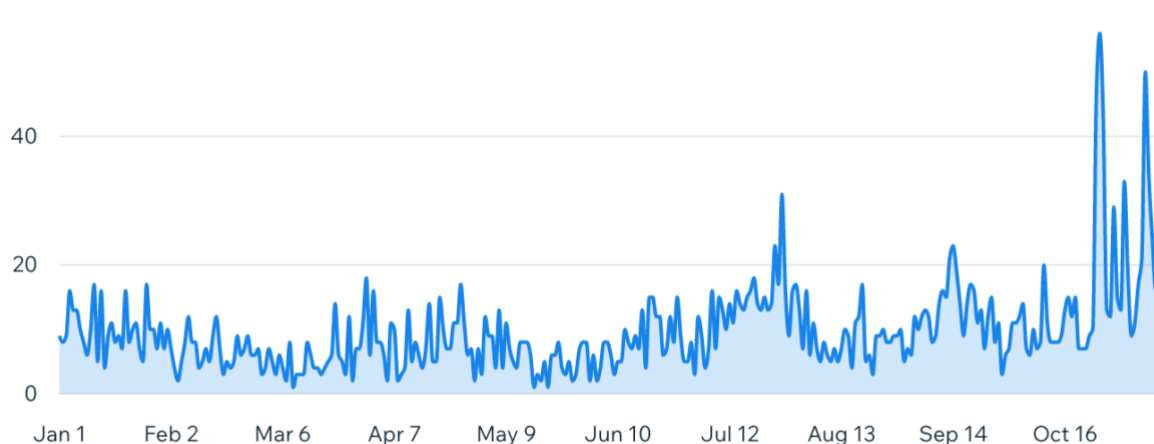
- **Demographics:** As outlined, we know that the community has increased in size by 50% in the last 10 years. The age of the population is notably different from the England average, with significantly less people in the age range 20-44 and significantly more in the age range 50-74. This could be symptomatic of a community with
 - no higher education or universities nearby
 - limited job opportunities in the local area (more in Reading or Basingstoke where housing is cheaper)
 - high house prices, only affordable to those later in life, with low levels of deprivation
 - low levels of public transport (the bus runs through the village only twice a week) so is only attractive to those with private transport

One of the key reasons to understand the demographics, is also to understand how to best engage with the community you serve.

The village hall uses a range of tools for engagement and this includes;

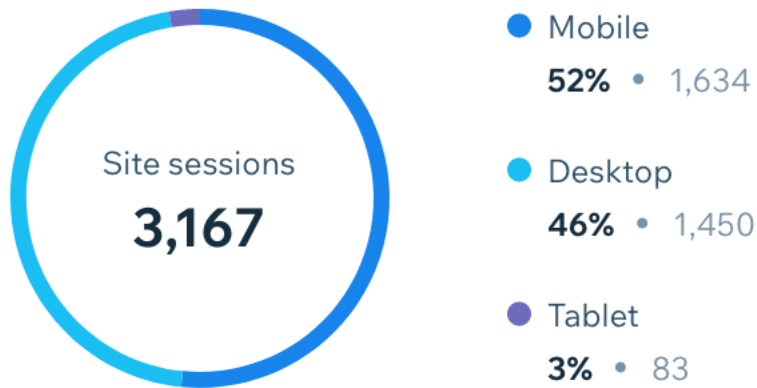
The Website – recently ‘refreshed’, we have seen a recent ‘uptick’ in the number of visits to our site

Sessions over time



During the same period, we can see that there is a heavy reliance on mobile phones to use our website

Sessions by device

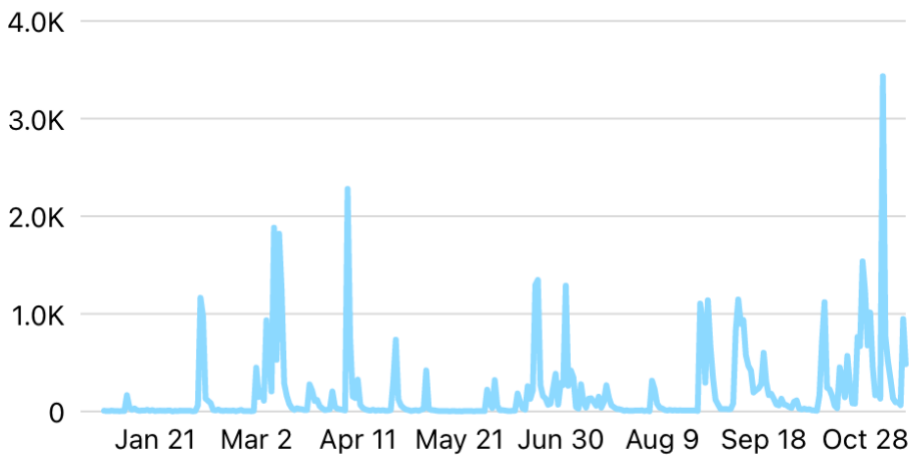


This year has also seen our FaceBook reach improve compared with the same period in the previous year

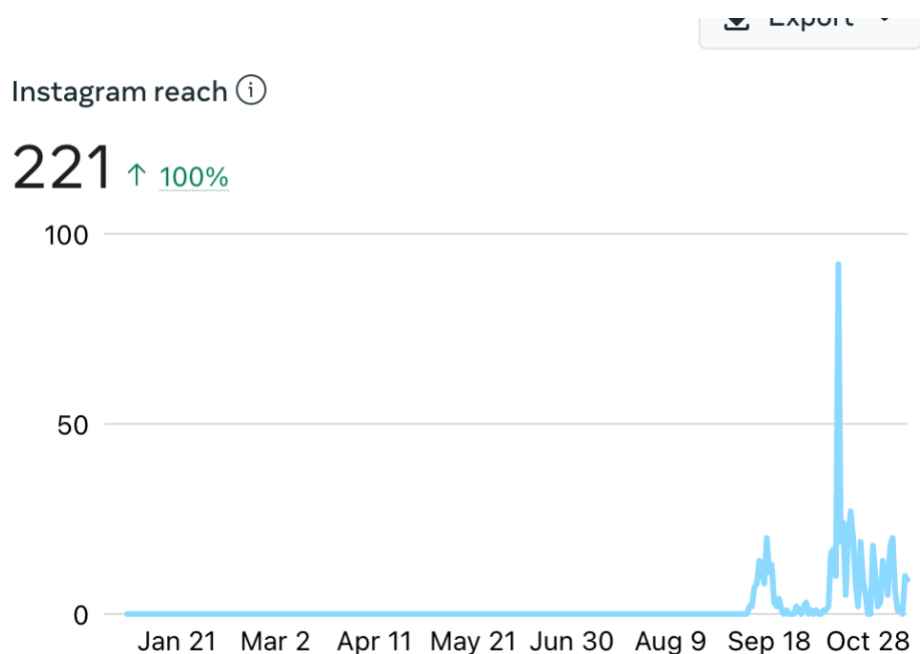
Reach

Facebook reach ⓘ

14,434 ↑ [27.7%](#)



And from small beginnings, our Instagram reach will hopefully continue to build, following it's inception in September.



- **Flexible approach:** The Village Hall has recently implemented an on-line booking system which has been welcomed by the community and has led to an uplift in private bookings for life events (from weddings, funerals, baby showers to key birthdays). The Committee is continuing to ‘future scan’ and consider what changes are needed to keep the village hall vibrant, welcoming, and sustainable for the future.
- **Encouraging Active Community Engagement:** As part of the village hall’s approach for engagement, they have;
 - An active FaceBook page, providing regular updates
 - A new Instagram page, seeking to engage all sectors of the community
 - Provided regular updates via local magazines (Four Marks and Medstead News, The Villager (Bentworth and Medstead))

However we recognize there is more to be done. Most notably our website is overdue a ‘refresh’ and we are planning to a community consultation during the autumn/winter to understand better the needs of the community and their aspirations for their meeting space.

- **Recruiting Staffing experienced in marketing or fund raising;** The Committee has advertised on two occasions for volunteers with marketing or fund raising expertise (May and September – using Community First as well as our own social media) with limited success. This remains an area of active need.

- **Recruiting Trustees experienced in business/finance;** The Committee is blessed with Trustees with a range of different skills, these include;
 - Chairman – Extensive experience of Local Government including policy creation, governance, strategy setting, risk, health and safety and noise control.
 - Vice-Chairman – Retired professional engineer and program manager, having managed multi-million-pound development programs, great eye for detail.
 - Treasurer – Businessman, entrepreneur at the local pub, community leader (scouts and parish council, school governor), and skilled in IT management and fraud detection
 - Secretary – Trained and very experienced accountant, considerable organizational skills including business process re-engineering.
 - Committee Member (Data Controller) - Programme Manager of large scale IT projects in both public & private sectors, working experience of managing multi million pound budgets and of IT security and data protection
 - Committee Member (WI) - community Leader (for the village and a broader group of WI, plus guide leader). Teaching qualification plus lots of experience of different cultures
 - Committee Member – Extensive catering experience, and knowledge of food hygiene

- **Deliver income generating activities;** Please refer to the Business Plan in the next section

- **Review and where possible reduce utility and maintenance costs;** Please refer to the Business Plan in the next section

- **Consider mix-use model;** The Committee have considered the opportunity to provide a greater mix use through recent visioning events, with a view to greater use and benefit from the Committee Room. Details of this workstream, can be found in appendix 1.

Further details of how the Village Hall is run on behalf of the community, by the Committee can be found in the Annual Report in Appendix 2

10. BUSINESS PLAN

As a charity, our objectives are to improve the social wellbeing and conditions of the residents of Medstead. This means (unlike private industry) our aims are not profit driven, rather, any money we raise or hold, is held for a positive purpose which can be categorized as covering operating costs, to create a sinking fund (to manage any long-term costs for the hall) or to deliver benefit to the community through events, classes, or opportunities to learn.

- **Availability:** The village hall is available for hire, by the public, from 8am to midnight, seven days a week, 365 days of the year. We have this year implemented an on-line booking system which has significantly improved the customer experience and ability to see real time availability at the hall.
- **Condition:** The hall was initially built as far back as the 1970's. Following a major fire, the hall was refurbished in 2011.
 - Gas and electrical installations are checked in accordance with best practice, however the heating system, whilst still working, is old and at risk of failure. There is an opportunity to
 - use the extensive roof to create a solar panel source of electricity which would reduce costs, reliance on grid power systems and improve climate change mitigation.
 - Mitigate climate change and increase the use of the hall in hot weather conditions, by the installation of air conditioning associated with an air source heat pump system.
 - There is a mixture of LED and legacy lighting systems in the hall. The lighting needs upgrading to LED to reduce costs and improve environmental outcomes and dimmable lighting should be installed as this will increase the flexibility of use of the hall (e.g. for cinema, pilates etc. which require reduced lighting)
 - Explore the opportunity to link the new online booking system to the heating system, to reduce overheads and reduce impact on climate
 - In 2011 the village hall was installed with an automated front door, to enable disabled access. However, with an ageing demographic, to make the hall more inclusive and welcoming to all, further adaptations are required including
 - The upgrade of the loop system in the main hall to a 'Bluetooth' system, commonly used by modern hearing aids.

- Provision of sound attenuation (to prevent reverberation) in the Wiltshire Room and the installation of a 'blue tooth' loop system
 - Installation of 'automated' internal doors to enable the access and egress of those who may find the doors challenging (not just those in wheelchairs) associated and aligned with the fire alarm system.
 - Improvements have been undertaken this year including
 - the upgrading of the broadband, so providing much enhanced WIFI facilities for users
 - replacement of the window protective screening which is needed to prevent damage/injury by cricket balls from the adjacent green.
- **Operating costs:** The cost to run the village hall is made up of a range of charges including most notably, electricity, gas, insurance, cleaning, maintenance, provision of business rates. phone and internet services. . New competitive contracts for each of the following have been entered into following either tendering or the provision of competitive quote process.
 - Cleaning
 - Maintenance
 - Insurance
 - Broadband

Utility bills have been reviewed and contracts renewed (as alternatives were no more competitive)
- **Sinking fund:** The village hall, through several years of careful stewardship, has built up a small sinking fund, which should, with cautious management, unlock grant funding which often require part funding. The sinking fund stands at £30K
- **Operating Income:** Income is entirely derived from hire charges, which come from regular clubs, classes as well as private hire sessions. As such, it is important to ensure that hire charges are sufficient to cover both operating costs and contribute to the sinking fund, whilst balancing the needs of the community and remaining 'competitive' in the marketplace.
- **Utilisation;** Whilst it is true to say that if the village hall is closed, it cannot be meeting the objectives set out for Medstead Village Hall Committee, it should also be

recognized that some ‘vacancy rate’ is beneficial to provide time and space for residents to book the hall⁴.

- In February 2023, when reported to the Committee, use of the Main Hall during weekends was 14.2% (during the previous 3 months) and the use of the Wiltshire Room was only around 14.2%. The Committee Room (adjacent to the side of the stage) was only used in conjunction with the stage.
 - The Committee agreed to a new and simplified set of hire charges (shown below) noting that the Committee Room was removed from availability for hire subject to a further review and improvements.
 - In October 2023, when reporting to the Committee, bookings of the Main Hall for the same period (November 2023 to January 2024) had increased to almost 25%. However, bookings of the Wiltshire Room removed staunchly unchanged,
- **Hire Charges:** Comparison of hire charges are shown below;

Hall	Hire Charges (public) per hour
Medstead Village Hall	£25 (whole hall) £20 (main hall) £8 (Wiltshire room)
Four Marks	Fees not available on line
Beech (higher charges are at weekends)	£22- £25 (whole hall) £18- £20 (main hall)
Bentworth (additional charges for crockery and table hire)	£20 (main hall) £7 (community room)
Medstead Church hall	£12 (whole hall – NB smaller than most other halls)

⁴ If the hall was at 100% utilisation, this would mean no resident could book the hall and would be exclusive, rather than inclusive, to the community.

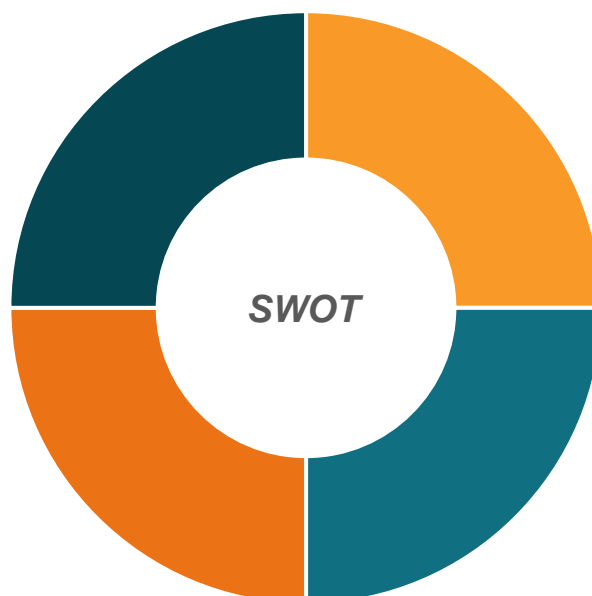
- **Staffing Structure:** The village hall has no direct employee's. Cleaning, Booking and maintenance is carried out by contracted staff, other support is provided via volunteers including informal maintenance work, promotion and marketing, secretarial and treasury functions
- **SWOT:** Whilst it may change over time, it is useful to understand the strengths, weaknesses, opportunities, and threats that the village hall may face, at any given time.

STRENGTHS

- Community support
- Versatility: the hall can be used for a variety of events
- Location: Central and on the village green
- Online booking

OPPORTUNITIES

- Grants and funding to improve facilities
- Community consultation to increase visibility and usage
- Partnerships with other community organisations
- Improved website and marketing
- To make better use of the Committee Room



WEAKNESSES

- Limited resources: some skills gaps
- Additional volunteers required to run events
- Dated building with limited storage
- Old and inefficient heating system
- Limited outside space

THREATS

- Cost of living crisis – people less able to hire the hall
- Changing demographics – ageing could affect demand for the hall
- Regulatory changes could impact the halls operations or costs
- Sports Pavilion Community Room as competition for Wiltshire Room

Appendix I Future of Medstead Village Hall

Analysis of the workshop findings of Medstead Village Hall Committee on the 5th September 2023

We began with a reminder of the journey that we've been on;

- A request from the Parish Council to consider the future strategy for the village hall
- The Medstead Village Hall committee came together on the 10th May 2023 to consider the future developmental opportunities for the hall.
- Based on this, the options were popped into four categories and shared with the Committee. The four categories were:
 - ⇒ **Quick win/cheap to implement** – i.e. relatively easy to do within a couple of months and costs less than £250
 - ⇒ **Incremental** – relatively easy to arrange within a couple of months but more expensive to implement
 - ⇒ **Developmental** – not particularly expensive but would take more time to arrange
 - ⇒ **Strategic** – longer term improvements or requirements

At the workshop on the 5th September, the Committee considered

- a. if the options were in the correct category; some options were moved into strategic, others moved into quick wins. And
- b. Further, for items other than quick wins (which we should be able to facilitate ourselves) the Committee then considered the relative value to the community, of each of the options, with a view to identifying options to be presented to the community for their views.

Those with the highest scores are shown in green, amber for lower scores and blue for the lowest – as noted below, those items that are longer term or outside our lease area are identified for the Parish Council

Some items were raised at the first but were felt to be matters related to the Parish Council (reflected below for information).

- Increase use of the car park for pick up and drop off by parents but also by the bus (might need a change to the visibility splays)
- Health clinics (if in mobile unit parked in the car park)
- Library – again if in a mobile unit in the car park
- Improved recycling – likely to be in the car park
- Bus services – would be great to improve this but outside our bailiwick
- Boules/petanque – isn't that usually done on grass or outside

Further to this, at the workshop of the 5th September, the Committee considered that a number of additional items were a matter for the parish council, rather than the village hall. These have now been greyed out in the chart below.

Quick wins/cheap to implement (under £250)	Incremental – more expensive but relatively easy to achieve (Over £250)	Developmental – not expensive but will take more time	Strategic – longer term improvements or requirements
<p>Provision of moveable whiteboards</p> <p>One screwed to the wall in the Wiltshire and one mobile in the main hall</p>	<p>Refresh the décor (could be cheaper with volunteers)</p> <p>High - 0</p> <p>Low – 8 (noting that we are talking about decorating today not in three years time)</p>	<p>Improved broadband and WIFI (awaiting FTDD)</p> <p>High – 6</p> <p>Low – 2</p> <p>Upgraded to the cabinet on the corner of the green – 70MB now available.</p> <p>Can add in repeaters if needed.</p>	<p>Re-orientate the village hall towards the green</p> <p>Notional end date of the village hall at 2050 – so plan this for that.</p>
t.v. licensing	<p>New blinds/curtains</p> <p>High - 0</p> <p>Low - 8</p>	<p>Library (would need volunteers)</p> <p>High - 1</p> <p>Low - 7</p>	<p>Improve the look of the hall with large bi-fold doors</p> <p>High – 6</p> <p>Low - 1</p>
Put up hooks in the halls and hallways to help hirers erect decoration	<p>Improve the patio with non slip decking with potentially with a balustrade</p> <p>High - 4</p> <p>Low - 4</p>	<p>Bar/pub/shop/banking facilities (all with conflict of interest only suitable if current provider ceases to trade)</p> <p>Potential future considerations.</p>	<p>Covered walkway between village hall and sports pavilion</p> <p>One for the Parish Council</p>
Purchase smoke alarm cover	<p>Provide automatic doors inside the hall for wheelchair users (including amendments to fire</p>	<p>Youth club – again would need volunteers – and that may be a step too far for the village hall at this point. The village</p>	<p>Improve storage – maybe a container (would need MPC permission)</p>

	alarm system to allow auto-shut) High - 6 Low - 2 *need to resolve evacuation procedure	hall is a suitable facility	Suggested starting with improving management of existing space
Cinema (subject to licensing conditions)	Improved lighting (LED/dimmable) High - 8 Low - (albeit but don't mix dimmable with it – for one person)	Food bank – again would need volunteers May not have an appropriate space.	Increase the size of the patio High – 4 Low - 3
Health scanning clinics	Improved lighting – coloured for effect High - 4 Low - 4		Cover the patio with a canopy High – 6 Low – 1
Seasonal and social events For the events committee	Create home office hub in Committee Room High - 4 Low - 4		
Quiz nights/games sessions/ bingo/open social sessions For the events committee	Provision of moveable gym equipment – maybe community recreation rather than weights (e.g. curling) High - 0 Low - 8		Increase the size of the hall e.g. for 5 a side football Notional end date of the village hall at 2050 – so plan this for that.
Clothes collection point – in the case of	Provision of sofa/tub chairs		Public toilets (accessible when hall closed)

emergencies – get a protocol	High - 6 Low - 2		Parish Council to consider
Mum2Mum market For the events committee	Large screen display in the hallway High - 3 Low - 5		Install a grey water system – have a chat with the cricket club High - 6 Low - 2
Seedling exchange (could be as part of gardeners club?)	Men’s shed – might need a container for them One for Parish Council		Install solar panels High - 8 Low - 0
Book exchange	Install a projector in the Wiltshire room High - 8 Low - 0		
	Install a Bluetooth hearing loop in both halls (main hall only has the old system) High – 5 Low - 3		
	Vehicle charging One for the Parish Council		
	Public bike repair stand (@£1K) One for the Parish Council		
	A new interactive website and social media		

	High - 8 Low - 0		
	Acoustic treatment to the Wiltshire Room High - 5 Low - 3		

Appendix 2 – Annual report of the Chair of the Trustees 2023



Medstead Village Hall

Roe Downs Road, Medstead, Alton, GU34 5
Website: www.medsteadvillagehall.co.uk
Email:
Registered Charity number

Annual report of the Chair of the Trustees 2023

Presented to the Annual General Meeting, 21st November 2023 at Medstead Village Hall

Objectives

Medstead Village Hall as a charity, has two defined objectives, which cover a range of aims which remain unchanged, which are;

The first objective is for the property (and any funds/income) to be applied for the purposes of the village hall for the use of residents of the Parish of Medstead, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

The second objective is for to enable the property to be used, otherwise than as set out in the first objective, subject to payment, as long as it does not substantially interfere with the primary objective.

Progress this year

This year has been a real year of change and progress in meeting our objectives.

Personnel

Firstly, we saw several key changes in those we work with.

We said goodbye to our wonderful caretaker Tom, as well as our cleaner Angela who worked with us for so many years. However, we have been delighted to be able to welcome Jamie and Hannah as new contract caretaker and cleaner respectively who have been doing sterling work to keep the hall in tip top condition.

More recently, we have sadly lost Claire Burrows, our inimitable secretary who after all her hard work, is moving to Yorkshire this month to start the next stage in her life. We wish her all the very best for the future and extend our thanks to her for all her help.

We were delighted to be able to welcome Sam, as our new Secretary as she volunteered to be part of our team, and we are excited for the next year.

A couple of organisations felt that they didn't wish to retain membership status and no longer attend Committee meetings. We thank them for their contributions to date, and we leave the door open for they (or others) to join in the future.

Beyond this, I am pleased to say our Committee has worked together exceptionally well, with monthly meetings, as well as strategic workshops on the future development of the village hall. We also retain the services of Felicity who remains our booking clerk.

Improvements

The Committee took some major steps and improvements this year.

One aspect the Committee considered quite early in the year, was just how much the village hall was being used. Recognizing a closed hall, is not meeting our objectives to the social wellbeing of the residents of Medstead or improving their conditions of life.

In February when reported, use of the Wiltshire Room was about 14.5% and use of the hall at weekends, was at a similar rate. We recognized that to improve utilization of the hall, we needed to make some changes.

Probably the most significant was the introduction of on-line booking, in April, modernizing and making it so much easier for our community to book the hall. In implementing the booking system, we also streamlined our hall hire rates – reducing the costs to hire at the weekend and once again making our hall more accessible and hiring more easily understood for our community.

From these actions, I am pleased to be able to report that use of the hall has increased.

From the 1st April until Mid-September, the use of the Main Room had increased from 14.5% to 33%, based on the reports from our new room bookings system. Last year, weekend private bookings during November, December and January equated to just 41 hours. We may see a number of additional bookings in January, however, we can already report bookings of 68 hours – a marked increase in usage.

Plus from a low of 14.5%, last month the Wiltshire Room was booked for almost 21% of the time – an improvement but also an area for further exploration

To improve our engagement with the community that we serve, increase visibility of the clubs, classes and resources we provide, we adopted a new Communications and Social Media Policy. Since its implementation, we have refreshed our website and our work online has increased our reach using FaceBook by 13% and saw us move onto Instagram for the first time.

We also created an Events Committee, which has already run successful events and plan a range of many more during Autumn, Winter and into Spring.

Other enhancements this year has included

- a significantly upgraded Wi-Fi, which should increase the usability of our excellent audio/visual facilities
- modernizing our approach to entertainment licensing with the Committee now holding the role of designated premises supervisor based on a new policy on the sale of alcohol.
- Reviewing and updating our health and safety risk assessment approach with an adopted new policy

The Future

The Committee spent quite a bit of time this year considering the future. This took two forms

- a. Considering the structure of the charity – with appraisal of the benefits of moving to a Charitable Incorporated Organisation which is akin to a limited company and
- b. Strategically considering the needs of our community into the future, and how we can best ensure the Village Hall is there and ready to help our community

We will be presenting the option of Medstead Village Hall Management Committee as a charity moving to a Charitable Incorporated Organisation at the AGM. In the slightly newer format, it provides an additional level of assurance and risk mitigation for Trustees, which provides a greater opportunity to encourage more knowledge, skills, energy, and expertise to join the Committee in the form of a trustee.

The Committee undertook a range of different thought processes and workshops associated with the long terms needs of the community of Medstead, and how the Village Hall can best meet those needs. This had led to the creation of a list of options which has been considered in terms of social impact and improvement for our community against which the Committee has agreed to seek grant or other forms of funding to deliver. This includes opportunities to

- use the extensive roof to create a solar panel source of electricity which would reduce costs, reliance on grid power systems and improve climate change mitigation.
- Mitigate climate change and increase the use of the hall in hot weather conditions, by the installation of an air source heat pump system, providing air conditioning and potentially space heating in the Main Hall
- There is a mixture of LED and historic lighting systems in the hall. The lighting needs upgrading to LED to reduce costs and improve environmental outcomes and dimmable lighting should be installed as this will increase the flexibility of use of the hall (e.g. for cinema, pilates etc. which require reduced lighting)
- In 2011 the main hall was installed with a loop system as well as an automated front door, to enable disabled access. However, with an ageing demographic, to make the hall more inclusive and welcoming to all, further adaptations are required including

- The upgrade of the loop system in the main hall to a 'Bluetooth' loop, a system most commonly used by hearing aids now
- Provision of sound attenuation (to prevent reverberation) in the Wiltshire Room and the installation of a 'Bluetooth' loop system
- Installation of 'automated' internal doors to enable the access and egress of those who may find the doors challenging (not just those in wheelchairs) associated and aligned with the fire alarm system.

Additionally, the Committee agreed to explore the opportunity to link the new online booking system to the heating system, to reduce overheads and reduce impact on climate

Next Steps

There is much to be enthusiastic about over the coming months.

We are applying for funding for solar panels, air source heat pump and a new heating system which will also provide air conditioning. This exciting project would see a vastly improved environmental performance of the village hall, modernized heating system with improved controllability making the hall easier for our residents to use and more usable during periods of hot weather – all part of our approach towards climate change resilience.

We also anticipate going out to public consultation with our residents on what other improvements they would like to see at the hall and what other events, clubs or learning opportunities they'd like to take part in.