

**MAYFORD VILLAGE HALL – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

Mayford Village Hall has applied for capital funding of £29,000 to cover the costs of resurfacing part of the car park that adjoins the Hall. The Hall is a registered charity and provides a venue for hire by local clubs, societies, organisations and private individuals.

It is recommended that the application by the Hall is supported by the Council. However, the criteria for capital awards are clear that the Council will fund a maximum of 50% of any capital projects, unless exceptional circumstances exist. In the case of the application by Mayford Village Hall, it is not felt that exceptional circumstances have been demonstrated and accordingly it is recommended that the level of support is set at a maximum of 50% costs up to a maximum of £15,000. The funding will be met from the Council’s Community Fund.

In considering the application, it is noted that the Charity does not have policies in place for safeguarding, equalities or reserves. It is therefore proposed that, in addition to the standard conditions, additional conditions are set requiring the Hall to adopt suitable policies. In making this recommendation, it should be noted that the Council will be able to help the Hall in achieving this should the Trustees require any assistance.

Finally, it should be noted that, as a construction project, ten percent of the funding (£1,500) will be retained until a satisfactory inspection has been carried out by Council officers.

**Recommendations**

The Executive is requested to:	<b>RESOLVE That</b> a grant for 50% of the costs of resurfacing part of Mayford Village Hall’s car park, up to a maximum of £15,000, be awarded from the Council’s Community Fund.
Reason for Decision	The resurfacing of the car park will provide a safer, more usable parking area for those using Mayford Village Hall.
Legal Authority	S137 Local Government Act 1972
Conditions	<p><b>Accounts.</b> The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring</p>

## Mayford Village Hall – Application For Financial Assistance

	<p>information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Invoices / Receipts.</b> In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Inspection.</b> Ten percent of the funding will be retained until a satisfactory inspection has been carried out by Council officers.</p> <p><b>Policies.</b> The Hall to adopt suitable policies covering the areas of safeguarding, equalities and reserves (with the support of Woking Borough Council if required).</p> <p><b>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"><li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li><li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li><li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li><li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li><li>• How many people are likely to attend (check previous or similar events either locally or online).</li></ul>
Performance Indicators	<p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2019/20 Application Form.

## Mayford Village Hall – Application For Financial Assistance

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### **Date Published:**

4 December 2018

**Mayford Village Hall – Application For Financial Assistance**

## Mayford Village Hall – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Mayford Village Hall was formed in 1947 and is managed by a Trustee Group of unpaid volunteers. The aims and objectives of the Hall are to provide a hall that is available for hire by local clubs, societies, organisations and private individuals and to ensure it is maintained and improved, when appropriate, to sustain and attract future bookings. It is registered with the Charity Commission and constituted by a deed of trust.</p> <p>The Hall consists of three hireable spaces; the main hall, the middle hall and a meeting room.</p>
1.2 Employees	Two, comprising the Letting Officer (12 hours a week) and a cleaner (14 hours a week).
1.3 Volunteers	12. The Trustees are responsible for the running of the Hall and attend monthly meetings to make decisions that ensure the Hall is available for hire by local clubs, societies, organisations and private individuals and to ensure it is maintained and improved, when appropriate, to sustain and attract future bookings.
1.4 Clients/Users	<p>600. A breakdown is not available.</p> <p>The Hall is available for public hire at published rates. Preference /priority is given to local clubs/community groups who wish use the Hall on a regular/ongoing basis (as opposed to private hirers who wish to let the Hall on a one-off basis). Reduced hire rates are from time to time negotiated with such clubs/groups who are able to make a long term hiring commitment and who, by letting the Hall, are providing a service/benefit to the local community.</p> <p>To encourage use of this community venue by local people, Mayford residents wishing to hire the Hall may do so at a 20% discount to the normal hire fees. This is a published discount.</p> <p>On a day to day basis, lettings are administered by the Letting Officer although the policy is driven by the Management Committee. At its monthly meeting any problems with lettings are addressed, including decisions on the return of deposit monies held from lettings which have taken place in the previous month.</p>
1.5 Members	None.
1.6 Sum Requested	£29,000 (Capital)
1.7 Project	<p>Following a fire in 2012 the village hall underwent a £350k rebuild. As part of the rebuild, some of the village hall car park was resurfaced to a high standard, commensurate with the village hall. Unfortunately 275 sqm of car park remains pot-holed, which provides a health and safety risk as it dangerous to pedestrians and drivers. It is also very muddy in wet weather and does not make a good first impression.</p> <p>A re-surfaced car park would provide a safer and cleaner environment for all users and provide an improved customer experience, which will help maintain regular bookings. The proposals will benefit all the users as they will either drive or walk over the newly surfaced car</p>

## Mayford Village Hall – Application For Financial Assistance

	park.
1.8 Cost breakdown:	Two quotes for the re-surfacing have been provided as follows: Quote 1 – £28,920 Quote 2 – £29,700  The quotes are inline with the costs the Council would expect to see in a project of this type.
1.9 Community Benefit	It is estimated 600 people use the hall every week. Those that attend the hall will benefit from the improved car park surface, which will pose a reduced health and safety risk and a more attractive experience (i.e. no pot holes/muddy puddles)

<b>2.0 Financial Background</b>	
2.1 Budget	At the time of the application, the Group held £51,600 in the bank. The Hall has a call account to cover a year's running costs (£35k), plus provision to replace the existing 35 year old timber single roof finish on the main hall that may be necessary in the near future.
2.2 Accounts	The Group has submitted accounts for 2017 which show an income of £34,903 (£34,450 in 2016) against expenditure of £32,333 (£29,211 in 2016), resulting in a surplus of £2,570 (a surplus of £5,238 in 2016). The sum of £51,632 was carried forward at the end of the 2017 year.
2.3 Support over the past five years	2017/18 – £650 towards installation of CCTV.

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>Yes*</li> <li>No</li> <li>Yes</li> <li>N/A</li> </ul>
	*Discretionary rate relief	

## Mayford Village Hall – Application For Financial Assistance

<p>3.2 Consultee Comments</p>	<p><u>Sylvie Marshall, Community Development Manager</u></p> <p>The Mayford Village Hall is a community space that home to a number of local groups in the area as well as being available for hire.</p> <p>During the rebuild of the hall an area of the car park was not resurfaced and the trustees are requested Capital funding of £29,000 to resurface the remaining area as it currently poses a treat to the health and safety of users.</p> <p>As the setting is used by many local residents for a variety of activities that benefit their health and wellbeing, I would support the request for funding at 50% of the amount.</p>
<p>3.3 Assessment</p>	<p>Mayford Village Hall provides an affordable venue for 13 local clubs and societies – targeted at a range of different ages and interests - who utilise the Hall for approximately 70% of the time that the Hall is in use. Regular weekly/monthly groups use the Hall on 5 evenings per week; every weekday morning (in school term time) and on 4 afternoons.</p> <p>The Hall is used and hired on a regular basis by a range of groups, including Mayford Pre-School, Mayford Woman's Institute, Holly's School of Dance, Woking U3A Badminton, 1st Mayford Rainbows (Girl Guides), May Thomas Pilates and the Woking New Cinema Club.</p> <p>The Hall is also a private hire venue for group activities and parties, including children's parties which account for approximately two thirds of private hires. In addition, the Hall also acts as the hub of local village get-togethers; in the last 12 months, for example, the Hall has hosted regular community events including the Neighbourhood Watch Christmas party and the over-60s tea party.</p> <p>The Management Committee monitors lettings activity on a regular basis to inform its marketing approach. It is estimated that nearly 600 people use the building every week.</p> <p>It is recommended that the application by the Hall is supported by the Council. However, the criteria for capital awards are clear that the Council will fund a maximum of 50% of any capital projects, unless exceptional circumstances exist. In the case of the application by Mayford Village Hall, it is not felt that exceptional circumstances have been demonstrated and accordingly it is recommended that the level of support is set at a maximum of 50% costs up to a maximum of £15,000.</p> <p>In considering the application, it is noted that the Charity does not have policies in place for safeguarding, equalities or reserves. It is therefore proposed that, in addition to the standard conditions, additional conditions are set requiring the Hall to adopt suitable policies. In making this recommendation, it should be noted that the Council will be able to help the Hall in achieving this should the Trustees require any assistance.</p> <p>Finally, it should be noted that, as a construction project, ten percent of the funding (£1,500) will be retained until a satisfactory inspection has been carried out by Council officers.</p>

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