

Trustees Compton Abdale Village Hall

Supporting Information in respect of Grant application to CDC re Community Projects Fund

1. Introduction

Compton Abdale Village Hall is the principal community asset within the village of Compton Abdale. The village comprises approximately 50 households and a total population of approximately 100 people.

The Village Hall provides meeting facilities for residents and enables functions and other entertainment to be provided. The facilities are used by all age groups. There are no other similar facilities in the village.

The village hall is used by the WI, the Church, CDC for local elections, the Village Supper Club, residents for other village social events and also for outside hires. The village community operates a Licensed Bar within the hall (organised by resident volunteers) which is open two or three times a month on Friday evenings. The hall and bar provides an extremely valuable function in enabling residents to meet up and socialise. Events held within the Village hall also gives new residents an opportunity to meet their neighbours.

2. Background

Over a period of time the facilities within the hall started to steadily deteriorate. The tiles on the roof were in poor condition and the hall suffered many rainwater leaks. Within the hall condensation and damp were a constant problem. A large section of the original suspended timber floor (believed to have been installed in 1930's) was in poor condition and showing evidence of rot caused by damp. Despite the constant efforts of residents to keep the hall in good decorative order it was clear that major improvement works were required. Residents also felt that the kitchen needed to be refurbished as it had become dated and whilst it still complies with Food Regulation standards it is not entirely suitable for the functions that residents want to hold.

Because of the high capital cost of implementing improvements the Trustees recommended that the required works be split into phases. It was agreed that priority should be given to renewing the roof of the building (see photos of before and after). This work was undertaken in the autumn of 2019. The Trustees recommended that the second phase of works should be directed at renewing the floor in the main hall with an insulated solid floor incorporating a damp proof course. It was felt that this should be combined with works to overcome internal damp problems on two of the main structural walls. As the existing wall heaters were more than 25 years old it was agreed that new programmable wall heaters would be beneficial. It was agreed that once these works had been undertaken the Trustees would reassess finances and then hopefully move on to improving the kitchen and main hall lighting as the final phase of works.

The Trustees drew up a schedule of improvement works and these were discussed and voted on at Village Hall meetings (see AGM Minutes June 2019). In April 2020 after obtaining quotations an e mail poll of residents was undertaken to establish views on whether the proposed works should proceed. Views were also sought on what extent expenditure should actually be made bearing in mind the Covid virus situation. Residents gave overwhelming support to the improvement plan and the majority indicated that they wished it to proceed immediately – if at all possible being financed by existing cash reserves held by the Village Hall. Responses were received from 44 adults living in the village of whom 70% were in favour of proceeding with the works that the Trustees outlined.

The Village Hall had been successful in creating a large capital reserve over a period of many years by careful management of finances. Most of this reserve had been generated from funds raised at the annual fetes that had been held within the village each July. These had been very successful and popular (but involved a lot of hard work for residents!). Most people felt strongly that the capital reserves should now be used to improve the fabric of the hall.

3. Improvement works completed by December 31st 2020

In the period from September 2019 to December 2020 the Trustees have organised and completed the following improvement works:

	<u>Cost £</u>
Replacement of the roof with new slate roof (September 2019)	12,650.00
Replacement of timber suspended floor in main hall with insulated solid floor incorporating damp proof course together with installing plastic mesh damproofing in walls of hall (Sept to Dec 2020)	11,744.40
Electrical works within main hall and replacement of wall heaters	<u>2,842.76</u>
Total expenditure made by Trustees to 31 st Dec 2020	27,237.16

4. Proposed Improvement Works (Spring 2021)

Residents agreed that following the installation of a new solid floor within the hall that a new Karndean Luxury Vinyl Tile floor should be installed within the main hall, the main entrance hall and the two toilets. Quotations for this work were obtained from 3 independent flooring contractors who specialise in this type of work. The lowest cost tendered was £4,169.61 (including VAT) by The Flooring Company who are based at Evesham. Once the new floor surface is laid new skirting board is to be fitted in the main hall to complete the work. The skirting board is to be fitted by the Building Contractor who has undertaken the principal work within the hall (Roof Doctor)

<u>Cost of Proposed works required on Village Hall</u>	<u>Cost £</u>
New Karndean LVT floor in Main hall, Entrance Hall and two Toilets	4,169.61
New Skirting Board in main hall when LVT Flooring laid	<u>633.60</u>
Total	4,803.21

5. Further Improvement works to be undertaken in 2022 and 2023

If resources allow the Trustees intend to complete the refurbishment of the Village Hall at some point in time from 2022 onwards.

The remaining work to be undertaken is the complete refurbishment of the kitchen within the hall (estimated cost £6,000) together with improvements to the lighting system in the main hall (estimated cost £2,000). To date a detailed specification for this work has not been completed and quotations have not been obtained from independent contractors.

The Trustees are unable to request grant aid on this work at this time on this element of works as it is not sufficiently advanced as far as quotations are concerned.

6. Summary

With the active support of the residents of the village over the last 2 years the Trustees have implemented a major improvement programme on the Village Hall. The improved facilities will make a very substantial difference to how the village hall is used and the frequency of use. The Trustees envisage that the improved facilities will assist in attracting organisations from outside the village who wish to hire the hall.

To date the cost of the improvements has been financed by cash reserves carefully accumulated over many years. The cash resources have now been reduced to a level that the Trustees feel works must unfortunately be halted. Further capital expenditure to complete the refurbishment programme will have to be delayed. The financial situation is greatly aggravated by the Covid 19 virus which is preventing the hall from opening and producing revenue.

The Trustees estimate that the overall total cost of completing all agreed improvement works within the Village Hall will be approximately **£40,000**. For a small community Village Hall this is an extremely large commitment. To date the Trustees have expended **£27,237** of saved funds. The Trustees need to expend a further **£4,169.61** in Spring 2021 to complete the floor improvement which will allow the hall to function normally. The Trustees have the necessary quotations as evidence of this work. This cost does not include the new skirting board in the main hall (£633.60 inc VAT - see Para 4 above) that is required as the Trustees do not have 3 independent competitive quotations for this work to submit.

The remaining expenditure of approximately £8,000 for the kitchen and lighting improvements can only be considered in future years when finances allow.

The Trustees would be grateful if the Cotswold District Council would consider their application for Grant aid under the Community Projects Fund for **25% assistance on the capital expenditure of £4169.61** for the new floor as quoted by The Flooring Company. This will enable the flooring work to proceed in the Spring 2021 (See Para 4 above). As the Trustees wish to proceed with this work to allow the hall to reopen it would be greatly appreciated if the CDC were able to give a prompt decision on the application.

Brian Smith
Trustee of Compton Abdale Village Hall
28th January 2021



Ref No.

Community Projects Fund

Application Form for Capital grants

The Council will use the information provided in this form for the purpose of processing the grant application. The information on this form contains your personal data. We will record, process and hold your personal data in accordance with the General Data Protection Regulation and the Data Protection Act 2018. We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us.

1. Project title and Ward supporting this application

Ward details can be found in your attached letter

2. Organisation's name and contact details of lead applicant:

Organisation: COMPTON ABDALE VILLAGE HALL

Name: BRIAN SMITH

Position: TRUSTEE

Address:

Post code: GL 5 4DR Tel no:

Fax no: —

Email:

What is the status of your organisation? Please tick

Registered charity (please include number) 301510

Not for profit Other please state _____

3. Brief description of the project (Please explain what your project is about and what you hope to achieve)

REPLACEMENT OF FINAL FLOOR SURFACE IN VILLAGE HALL WITH KARNDEN LUXURY VINYL TILE (LVT)

4. State how this project will benefit the local Community (Please explain why this project is important for your ward and provide evidence of how it meets an identified local need)

THE VILLAGE HALL IS THE PRINCIPAL COMMUNITY ASSET WITHIN COMPTON ABDALE AND PROVIDES VITAL FACILITIES FOR ALL RESIDENTS IN BEING ABLE TO MEET AND SOCIALISE.



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5. Please state local support for the Project (Please provide evidence of local support, such as letters from users, residents, parish or town council, details of local fund-raising, petitions or surveys etc and give details of similar facilities in the locality):

PRIOR TO IMPLEMENTING IMPROVEMENT WORKS A SURVEY WAS UNDERTAKEN OF RESIDENTS. THERE WAS OVERWHELMING SUPPORT FOR THE PROPOSALS.

6. Project costs (Please give a breakdown of costs, with supporting information including copies of quotations. Professional fees should be listed separately. Please note the grant will not cover VAT where this is recoverable):

Breakdown of costs	Amount	Quotes obtained Yes/No	Further explanations
NEW KARNDAN FLOOR (LVT)	£ 4169-61	YES	FLOORING STUDIO, EVESTON SEE QUOTATION
	£		
	£		
	£		
	£		
	£		
Total	£		

Professional Fees	Amount	Notes
NIL	£ NIL	
	£	
	£	
Total	£	

Is VAT included in the above cost? Yes No (please tick as appropriate)

If yes, will VAT be reclaimed from H.M. Customs and Excise? Yes No (please tick as appropriate)

VAT registration number: NOT REGISTERED

7. Funding (Please complete the table and state what other funding you have attracted or you may not. This might include parish or town council support, charitable trust applications, local fundraising etc.)

Source	Amount	Confirmed Yes/No	Notes
Grant requested from CDC	£ 1042-40		25% OF COST = THIS APPLICATION
Other sources (please specify)			
NONE	£ NIL		
	£		
	£		
	£		
Total	£ 1042-40		



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Are any of the other funding sources dependant on this application?

Yes No (please tick as appropriate) NO OTHER SOURCES OR FINANCE

If yes, please give details of how this may affect your application:

What difference will CDC's grant make to the completion of this project:

THE CDC GRANT WILL MAKE A SUBSTANTIAL DIFFERENCE IN ENABLING THE TRUSTEES TO PROGRESS THE VILLAGE HALL IMPROVEMENT PROGRAMME THAT THE VILLAGE NEEDS

8. What reserves/assets are you required by your constitution/legal obligations to retain? Please give details of the reserves you are required to retain eg. equal to one year's annual revenue expenditure.

WE HAVE NO LEGAL OBLIGATION TO RETAIN A STATED PERCENTAGE OF REVENUE AS A RESERVE

If your project involves major building work how will you maintain the ongoing revenue costs incurred? e.g. maintaining the completed building and any repairs arising from this.

THE PROPOSAL DOES NOT REQUIRE MAJOR BUILDING WORKS AS THEY HAVE BEEN COMPLETED USING HALL RESERVES IN 2020



9. Timescale of project:

Expected Start date: ASAP Expected completion date: MARCH 31st 2021

Are there any other Key deadline dates? Yes No (please tick as appropriate)

If yes, please complete the table below.

Key deadline dates	Factors that affect these deadlines
TO REOPEN THE VILLAGE HALL AS SOON AS POSSIBLE ONCE COVID RESTRICTIONS PERMIT	GOVERNMENT COVID RESTRICTIONS

10. Describe how you will manage, monitor and evaluate the project:

Managing the project	
Who will do it?	THE TRUSTEES WILL OVERSEE FLOORING STUDIO IN LAYING THE NEW FLOOR SURFACE
How will they do it?	REGULAR MEETINGS WILL BE HELD BETWEEN THE TRUSTEES AND CONTRACTORS ON SITE
What controls are in place?	NO SPECIFIC CONTROLS. CONTRACTORS HAVE AGREED 5 YEAR GUARANTEE ON WORKMANSHIP

Monitoring the project	
Who will do it?	THE TRUSTEES
How will they do it?	REGULAR INSPECTIONS OF THE HALL
What controls are in place?	NO SPECIFIC CONTROLS



Evaluating the project	
Who will do it?	THE TRUSTEES
How will they do it?	RESIDENTS OF THE VILLAGE HAVE ALREADY SUPPORTED THE WORK BEING DONE
What controls are in place?	NONE

11. Ward Member(s) approval of the project:

Name of Ward Member(s): JENNY FORDE

Ward Member(s) comments:

Ward Member(s) signature(s) :

12. Declaration (please sign the following statement):

I declare that to the best of my knowledge the information in this form is accurate and that any funding secured will be used only for the purpose stated.
If funding is secured, I will complete and adhere to a Project Profile, which will describe the agreed project outcomes and timescale and the processes for monitoring, reporting and payment.

Name: (please print) BRIAN SMITH

Signed:

Date: January 28th 2021



COTSWOLD DISTRICT COUNCIL

Please return this form to:

Joseph Walker, Community Planning Officer, Cotswold District Council, Trinity Road,
Cirencester, Glos. GL7 1PX

Email: Joseph.walker@cotswold.gov.uk

Telephone: 01285 623146

Supplementary notes:

- 1) **You need to complete all of this form or we will be unable to process your application. You may be asked to provide further information at a later date.**
- 2) **A checklist of the supplementary information and documentation is detailed on a separate sheet for easy reference.**

Please note if you do not answer all of the questions or supply the information required we will return your application. This may result in a delay in the application being processed.



Community Projects Fund

Supplementary Information

The checklist below outlines the supplementary information you need to send with your application.

- You do not need to send all of these items, only those which are ticked, in the **Information required** column.
- Please confirm that you have included the items by ticking the **Included with application** column.
- Further information may be requested at a later date.

Please include the following items with your application, as appropriate	Information Required	Included with application
In support of your application	✓	
Detailed specifications for the work described in the application	✓	✓
2 quotes for projects up to and including £1000	✓	N/A
3 quotes for projects up to and including £50,000	✓	✓
4 quotes for projects in excess of £50,000	✓	N/A
Copies of drawings and plans	✓	N/A
Reference number or copy of planning permission	✓	N/A
Reference number or copy of listed building consent (if appropriate)	?	N/A
Reference number or copy of building regulations approval	✓	N/A
Business plan/cashflow forecast	✓	✓ To MARCH 2021
Funding offers and letters pledging financial support	✓	NONE
Evidence of how the project was identified – parish minutes/ village appraisal/ letter of complaint	✓	✓
Letters of support – local community, parish/town/ward Member	✓	WARD MEMBER SUPPORT
General information about your organisation	✓	
Copy of the constitution/details of the aims of the organisation	✓	CAN BE PROVIDED IF NEEDED
Documentation showing the ownership or lease of the premises for a minimum of 21 years	✓	CAN BE PROVIDED
Copies of annual accounts (minimum 3 years)	✓	✓