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:

	Cost £
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
	2 042 76
Electrical works within main hall and replacement of wall heaters	<u>2,842.76</u>
Total expenditure made by Trustees to 31st 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)

Cost of Proposed works required on Village Hall	Cost £
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	633.60
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.

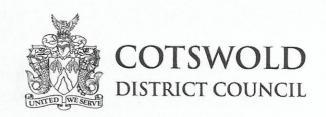
To date the cost of the improvements has been financed by cash reserves carefully accumulated over many years. The cash resources have now been reduced to a level that the Trustees feel works must unfortunately be halted. Further capital expenditure to complete the refurbishment programme will have to 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 <u>25% assistance on the capital expenditure of £4169.61</u> 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



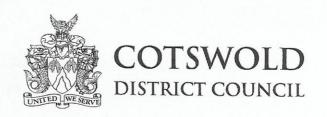
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Community Projects Fund

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.

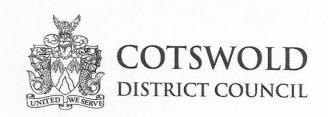
1.	Project title and Ward supporting this application Ward details can be found in your attached letter
2.	Organisation's name and contact details of lead applicant:
	Organisation: COMPTON ABDALL VILLAGE HALL
	Name: BRIAN SMITH Position: TRUSTEE
	Address:
	Post code: GL +DR Tel no: Fax no:
	Email:
	What 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 KARNDEAN LUXURY VINYL TILE (LVT)
4. :	State how this project will benefit the local Community (Please explain why this project is mportant for your ward and provide evidence of how it meets an identified local need)
7	HE VILLAGE HALL IS THE PRINCIPAL COMMUNITY ASSET
h	1THIN COMPTON ABDAGE AND PROVIDES VITAL FACILITIES
Fo	IR ALL RESIDENTS IN BEING ABLE TO MEET AND
	SOCIALISE.



as letters from users, residents, pa	arish or town cou	ncil, details of	dence of local support, such flocal fund-raising, petitions
or surveys etc and give details of	similar facilities in	the locality):	
PRIOR TO IMPLEMENT	ING IMPRO	NEMENT L	works A SURVBY
WAS UNDERTAKEN OF			WAS OVERWHELMING
SUPPORT FOR THE	PROPOSALS.		
S. Project costs (Please give a brea	akdown of costs.	with supportin	ng information including
copies of quotations. Professional	fees should be li	isted separate	ely. Please note the grant will
not cover VAT where this is recover	erable):		
		Quotes	
Breakdown of costs	Amount	obtained Yes/No	Further explanations
NEW KARNDSAN FLOOR (LVT)	£4169-61	YES	FLOORING STUDIO GUESHA SEE QUOTATION
()	£	. ~	400171100
	£		
	£		
	£		
	£		
Total	£		
Professional Fees	Amount	Notes	
NIL	ENIL	HOLOG	
	£		
	£		
Total	£		
s VAT included in the above cost f yes, will VAT be reclaimed from ick as appropriate) /AT registration number:	? Yes ✓ No H.M. Customs a T REGISTERE ble and state wha	and Excise? other fundir support, cha	Yes No (please
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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:
January and application.
What difference will CDC's grant make to the completion of this project:
THE CDC GRANT WILL MAKE A SUBSTANTIAL DIFFERENCE IN
보고 있는 것은 사람들이 하는데 하는데 보고 있는데 그 없는데 그 없는데 그렇게 되었다면 하는데 그를 가는데 그를 다
ENABLING THE TRUSTEES TO PROGLESS 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
AT THEY HAVE BEEN COMPLETED WINC HALL RESERVES IN 2020

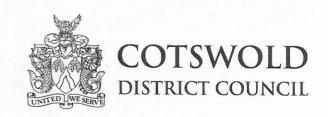


9. Timescale of project:	
	ed completion date: MARCH 31st 2021
Are there any other Key deadline dates?	Yes ✓ No ☐ (please tick as appropriate)
If yes, please complete the table below.	
Key deadline dates	Factors that affect these deadlines
TO REOPEN THE VILLAGE HALL	GOUBRAMENT COUID RESTRICTIONS
AS SOON AS POSSIBLE ONCE	
COUID RESTRICTIONS PERMIT	

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

	Managing the project
Who will do it?	THE TRUTERS 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. CONTRACTOR HAVE AGAGES 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

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) app	proval of the project:
Name of Ward Member(s): JENNY FORDE
Ward Member(s) comm	ents:
Ward Member(s) signat	
12. Declaration (please	sign the following statement):
If funding is secured, I will	of my knowledge the information in this form is accurate and that any sed only for the purpose stated. I complete and adhere to a Project Profile, which will describe the agreed escale and the processes for monitoring, reporting and payment.
Name: (please print)	BRIAN SMITH
Signed ⁻	Date: January 78t. 7021



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:

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	>	X.X
Copies of drawings and plans	>	X X
Reference number or copy of planning permission	>	¥ 7
Reference number or copy of listed building consent (if appropriate)	¿.	4/2
Reference number or copy of building regulations approval	>	×/ ≥/
Business plan/cashflow forecast	>	TO MARCH
Funding offers and letters pledging financial support	>	3000
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
Documentation showing the ownership or lease of the premises for a minimum of 21 years	>	CAN 8% PROUMED
Copies of annual accounts (minimum 3 years)	>	\