



# St John in Cornwall

## **ST JOHN VILLAGE TRUST - ADMINISTRATION DOCUMENT<sup>1</sup>**

(Note: Henceforth referred to as 'St John Village Hall')

### **1. Introduction.**

The purpose of this St John Village Trust Administration Document is to clarify some of the administrative processes, including organisation, of the St John Village Trust, and is secondary to the St John Village Trust Constitution.

St John Village Hall was built in 1926 and is held 'in trust' (St John Village Trust) by a group of local residents (Trustees). The St John Village Hall itself does not supply services, but instead provides an amenity for our community to utilise/hire, namely the village and parish of St John. It therefore provides a central focal point for our community, as well as many others who come to our activities and functions from Freathy, our neighbouring parish village, and other local parishes.

### **2. Aim.**

Our aim is:

*'to provide and maintain the St John Village Hall and field for the use of the inhabitants of the village and parish of St. John, Torpoint, in the County of Cornwall, for the benefit without distinction of political religious or other opinions including the use for lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants'*

### **3. Organisational Structure.**

The St John Village Hall has a two tier organisational structure, namely the Board of Trustees (Executive Committee) and three subcommittees, the Secretariat, the Village Hall Hire and Fundraising Group and the Village Hall Infrastructure Group.

#### **a. Board of Trustees (Executive Committee).**

(1) The Trustees have responsibilities to administer the St John Village Hall (and grounds) in trust in accordance with the Deeds and the St John Village Trust Constitution. Trustees are responsible for the strategic management and executive control, including financial, of the St John Village Hall in accordance with best practices, rules, and regulations, and are to set the respective Village Hall hire rates. The Trustees shall hold quarterly meetings and a quorum is defined as the Chair (or Vice Chair) and two other trustees. In addition once a year an Annual General Meeting (AGM) will be held, which will be open to all parishioners.

(2) Trustees shall consist of not less than three and not more than nine members and shall be elected at an AGM in accordance with the Constitution, namely that a third will retire by rotation (longest in office first) at each AGM, however they may be reappointed.

#### **b. The Secretariat, the Village Hall Hire and Fundraising Group and the Village Hall Infrastructure Group.**

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<sup>1</sup>This Administration Document should be read in conjunction with the St John Village Trust Constitution

- (1) These three sub-committees are responsible for the day-to-day administrative management of the St John Village Hall, including the hiring of the premises by activity clubs, groups and individuals, organising fundraising functions and ensuring the smooth running to the St John Village Hall for the benefit of the inhabitants of the village and parish of St John.
- (2) To ensure coherency between the Board of Trustees and the sub-committees, one/two of the Trustees is/are to be selected by fellow Trustees to be the Chair/Vice-Chair of these committees, together with sufficient devolved powers of authority and responsibilities, including financial, to meet the day-to-day running of these committees.
- (3) Membership of these committees, excluding the Chair/Vice-Chair, will be confirmed/elected at the AGM. This is a confirmation/election to the committee only.
- (5) The organisation structure, including areas of responsibilities, is shown at Annex A

#### **4. Facilities.**

The St John Village Hall has excellent facilities including a stage, a well equipped kitchen, a snooker room and a large outside garden, and can accommodate functions of up to ninety guests. Recently new LED lighting has been installed to provide a variety of lighting moods.

#### **5. Activity Clubs and Groups.**

- a. The St John Village Hall is available for hire to all activity clubs and groups based in the village and parish of St John<sup>2</sup>. All activities are to have a nominated individual, reporting to the Village Hall Hire and Fundraising Group, who is responsibility for that activity and is to ensure that all rules and regulations regarding the hiring of the St John Village Hall are adhered to.
- b. A variety of clubs and groups currently hire the St John Village Hall for their various activities, including:
  - (1) **Bowls Club.** There is an active indoor Bowls Club, which meets every Tuesday throughout the year. The St John Village Hall is equipped with two bowls mats, and the club would welcome new members.
  - (2) **Singing Group.** On Monday mornings there is a regular Singing Group, where everyone is welcome, especially those who *cannot* sing.
  - (3) **Bridge Club.** On Thursday afternoon there is a Bridge Club where everyone is welcome irrespective of standard, be it grand master or beginner.
  - (4) **Boules Club.** The large rear garden of the St John Village Hall has a recently built Boules court with seating and lighting. Boules is played not as a formal club but is organised as regular open-to-all events throughout the year, weather permitting.
  - (5) **Coffee Morning.** Everyone is welcome at the Wednesday morning coffee mornings from 10.30 am where fresh eggs can be bought, second-hand books can be borrowed and plenty of friendly chat is on hand.
  - (6) **Snooker Club.** The St John Village Hall has a Snooker room with a first class snooker table and associated features, and an active snooker club is popular with residents.
  - (7) **Additional activities.** These are regular occurrences and include meetings, lectures and presentations, social events, wine and dine evenings, music and arts events etc.

#### **6. Funding.**

- a. Funding is required to cover the running costs of the St John Village Hall, especially the obligatory annual insurance premium, but also the various utility bills and maintenance of the

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<sup>2</sup> Activity Club and Groups NOT based in the parish of St John can hire the St John Village Hall subject to availability.

building fabric. This is done in a variety of ways, including subscription, village hall hire and fundraising events.

b. The hiring of rural village halls in Cornwall by activity clubs and groups follow many protocols and differing regimes (e.g. hourly, 3 hourly, daily, discounted etc). However, this mechanism does not work for a village of our size and for this reason our funding scheme is an attendance based mechanism, which does not penalise the smaller clubs and groups, and therefore provides flexibility to cater for varying and fluctuating attendance rates. In addition, hiring rates in isolation will not be sufficient to fund the smaller rural village halls and for this reason various subscription schemes are in operation. This is a policy that works for our community, and similar local Charity Commission recognised smaller village halls, and allows us to maintain and maximise the usage of the St John Village Hall.

**(1) Upkeep & Maintenance Subscription.**

- I. Residents of St John village are encouraged to support the St John Village Hall by paying an annual upkeep and maintenance subscription.
- II. The subscription is £5 per annum and approximately 50% of St John residents do so contribute.
- III. However, use of the St John Village Hall is freely open to everyone in the parish of St John irrespective of whether they have paid a subscription or not.
- IV. The Upkeep & Maintenance Subscription is a personal voluntary donation towards the funding of the St John Village Hall. Individuals who have paid this subscription/donation are to be regarded as 'the membership' and are entitled to be involved in, and influence, the running of the St John Village Hall, including voting at the AGM.

**(2) Hire of the St John Village Hall - Activity Clubs & Groups.**

- I. Activity Clubs and Groups based in the village and parish of St John wishing to hire the St John Village Hall for their activities may do so through the St John Village Hall Secretary.
- II. Attendees at the various activities will pay an attendance charge which will be the effective hire of the St John Village Hall for that activity<sup>3 4 5</sup>.
- III. Activity Clubs and Groups **not** based in the parish of St John may hire the St John Village Hall (subject to availability) for their activity at x2 the normal attendance charge.

**(3) Hire of the St John Village Hall - St John Parish Residents.**

- I. The St John Village Hall can be hired for private functions by St John Parish residents at a cost of £50 per day (0830-2330hrs) (plus a returnable deposit of £50 against damage).
- II. The hire of the St John Village Hall is made by contacting the St John Village Hall Secretary.

**(4) Hire of the St John Village Hall - St John Parish Non-Residents.**

- I. The St John Village Hall can be hired for private functions by those who do not live in the parish of St John at a cost of £150 per day (0830-2330hrs) (plus a returnable deposit of £50 against damage).

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<sup>3</sup> Individual attendance rates (2017/2018) as follows: Snooker @ £10 per annum. Bridge, Bowls, Boules, Singing @£1 per event. Coffee Mornings @ 50p for tea/coffee/biscuits.

<sup>4</sup> Activity clubs and groups/individuals are responsible for ensuring that the lighting electricity meters are charged.

<sup>5</sup> Only the Snooker Club can hire the snooker room.

- II. The hire of the St John Village Hall is made by contacting the St John Village Hall Secretary.

(5) **Hire of the St John Village Hall - Commercial.**

- I. The St John Village Hall can be hired for commercial functions by those who do/do not live in the parish of St John at a cost of £150 per day (0830-2330hrs) (plus a returnable deposit of £50 against damage).
- II. The hire of the St John Village Hall is made by contacting the St John Village Hall Secretary.

**7. Risk Management.**

- a. The Board of Trustees has nominated two committee members to draw up a risk assessment register and to have in place a policy to minimise any identified risks, or potential risks.
- b. Appropriate DBS checks will be made for members who work with children and will be in place before any such activity is undertaken.
- c. A food hygiene policy is in place for anybody who wishes to hire the St John Village Hall and utilise the kitchen facilities.
- d. All activity leaders, or personal hirers, are required to familiarise themselves, under the supervision of a committee member, with the St John Village Hall facilities and the risk management register and policy.

**8. Volunteers.**

All our Trustees and Committee Members are volunteers. Any volunteers working with children will be DBS checked and those working with food are asked for proof of adequate food hygiene training.

**9. Strategy.**

- a. Our strategy is to provide an energy efficient safe building that will benefit the whole community. We aim to give all our parishioners, from the very young to those at the other end of the spectrum, a community centre where they can meet, socialise, network and engage in activities pertinent to our community.
- b. Looking further ahead, there can be no doubt, that at some time in the future the current 92 year old timber framed building will need to be replaced by a modern purpose built property.

*{Original Signed}*

R Dolton  
Chairman of Trustees

Annexes:

- A. St John Village Trust - Organisational Chart.
- B. St John Village Trust - Terms and Conditions of Hire
- C. St John Village Trust - Fire Safety Policy

## Annex A: Organisational Chart.

St John Village Trust			
Board of Trustees			
Executive Committee	Secretariat	Village Hall Hire & Fundraising Group	Village Hall Infrastructure Group
All Trustees (including Chair & Vice-Chair)	x2 Trustees (including Chair & Vice-Chair)	x2 Trustees (including Chair & Vice-Chair)	x2 Trustees (including Chair & Vice-Chair)
Meetings: x4 pa	Meetings: x4 pa	Meetings: x4 pa/Ad hoc	Meetings: x4 pa
<p><b>Policies:</b></p> <p>Finances (including subscriptions) Insurance Village Hall Hire H&amp;S Fire &amp; Security Hall Cleaning Risk Assessment DBS Checks Food Hygiene</p> <p><b>Strategies:</b></p> <p>Future Developments Grant Applications Demographic Succession</p> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>External Liaison</li> <li>Annual Report</li> <li>Arrange External Audit</li> <li>Annual Return</li> <li>Budget</li> </ul>	<p><b>Hall Bookings:</b></p> <p>Clubs, Groups and individuals NOT based in the parish of St John</p> <p><b>Briefings (H&amp;S):</b></p> <p>To new Village Hall hirees</p> <p><b>Communications:</b></p> <p><b>External:</b> Public Relations Marketing Newsletter/Website (DG)</p> <p><b>Internal:</b> Emails etc</p> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>AGM</li> <li>Meetings &amp; Events Calendar (for all committees)</li> <li>Records &amp; Documentation (e.g. mins etc)</li> <li>Keyholders</li> </ul>	<p><b>Hall Bookings:</b></p> <p>Clubs, Groups and individuals based in the parish of St John</p> <p><b>Clubs &amp; Groups:</b></p> <p>Boule Bowls Snooker Singing Bridge Book Swap Coffee Mornings</p> <p><b>Events:</b></p> <p>Planning, Catering, Booking Acts Licensing Event Advertising</p> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>Kitchen Hygiene</li> <li>Identify improvements</li> <li>Defibrillator Checks</li> <li>Raffles</li> </ul>	<p><b>Maintenance:</b></p> <p>Fire equipment Alarms Fuel oil PAT Tests Lighting Plumbing Grass Cutting Boule Court maintenance Boundaries First Aid Box</p> <p><b>Improvements/&amp; Repairs:</b></p> <p>Priority List Work Parties</p> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>Minor Works Register</li> </ul>