

SHIPHAM VILLAGE HALL – HALLMARKS ONE, TWO & THREE

Date of Visit – 16th July 2018

Visitors: Val Boxall and Andrea Johnstone

HALLMARK ONE

This very busy hall, built in 2005, has an enviable position at the northern end of the village with stunning views across the Mendips to the river Severn and the Welsh hills. It is not surprising that it is the chosen venue for many weddings, not just for local folk but also for those living further afield and from Bristol. It is well signposted in the village.

The Hall has a spacious, welcoming foyer with tidy, informative noticeboards and a file giving full details of every aspect of the management and use of the Hall. There is access from the foyer to the main hall (Rowberrow Hall), the toilets, the kitchen, a service storeroom, a further meeting room (the George Thiery Room) and its kitchenette. There is an additional meeting room (the Star Room) off the main hall, together with its own toilets and a shower room, and its own external access. The Hall now benefits from an invaluable purpose-built storeroom with locked cupboards for each group and a large central area for tables, chairs, etc. Outside there is a paved seating area, a large car parking area for well over 60 vehicles with dedicated disabled spaces, three boules pitches and a children's play area. A delightful addition, since our last visit, is "Welcome to Shipham Village Hall" inscribed on each of the glass entrance doors – a lovely touch!

The Hall is managed by a Council of 27, which meets twice a year and a very professional and proactive Management Committee of 13 members, which meets at least eight times each year. All records, policies, written procedures, etc. are in place and of a high standard. The AGM is conducted in the prescribed manner and the Annual Report is comprehensive and full of interesting detail.

The accounts are well presented with clear, explanatory notes and confirm that the Committee is managing the considerable finances of this popular hall in a professional and efficient manner. The Treasurer is currently looking for a better Savings Account as their existing bank has been bought out and the rates have dropped. The Avalon Booking System is being used and this gives clear details of the bookings diary and available slots. Insurance cover is provided by Allied Westminster on a 3 year contract and the only condition requires the children's play area to be inspected annually by RoSPA.

This excellent Hall is in the capable hands of a very active Committee and we have no hesitation in recommending the renewal of Hallmark One.

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HALLMARK TWO

This visit was carried out immediately after that for Hallmark One and this report should be read in conjunction with the previous report.

There is a comprehensive written policy on the practices and procedures for hiring the Hall and the contracts of employment are in place for both the cleaner and the booking clerk. All the required documentation for GDPR has been prepared and subsequently agreed at a meeting on 12th April 2018 and is on their website – it will be reviewed annually.

All the required assessments, checks, policies and procedures are in place and up-to-date with regard to Health and Safety and good records are kept. The visitors were pleased to note this as several items had required action after the last visit before the award could be renewed. Well done!

Energy efficiency at this Hall is high on the Committee's agenda. All the lighting has been replaced with LED fittings and the maximum number of solar panels has been installed. Two members of the Committee perform the respective duties of the Hall Manager and the Maintenance Manager. The Hall closes during the first week of August for annual cleaning, sealing of the wooden floors, etc. and a list of specific maintenance jobs for this year was shown to the visitors.

The kitchen is to a professional standard and the toilets are in excellent condition. All furniture, equipment, cleaning supplies, etc. are neatly stored.

The Licenses are in place and up-to-date and the whole Committee is now the Designated Premises Supervisor. No TENS are used. Details of the License are included in the hiring documents.

The Committee has clearly more than met the required standards for all aspects of Health and Safety, Security and Licensing and we have no hesitation in recommending the renewal of Hallmark Two.

HALLMARK THREE

This report should also be read in conjunction with those for Hallmarks One and Two as the visits were conducted on the same day. (The visitors would like to thank the Committee for the delicious sandwiches, etc. which appeared whilst we were doing our tour of the premises – very welcome and much appreciated!)

The Hall is well signed from the main road and through the village, has a beautiful setting with amazing views and, with its colourful planters, has a welcoming appearance. The equipment and facilities are to a very high standard and more than meet the needs of its many and varied users

Hirers have access to a wide variety of information about the Hall. Two copies of a comprehensive Users' Guide is available in the hall and its contents are also posted on the Hall's website. The second item on the Committee's agenda is now to obtain hirers' reports, feedback, etc. and all regular hirers have a representative on the Council. There are few available slots, but a kick-boxing group has recently managed to fit itself in!

Trustees have good links with the community. Information about the Hall, its users and its events are included in a regular Village Newsletter, produced jointly by the Parish Council and the Village Hall and delivered free of charge to every household. Approved minutes are on display in the foyer and on the website. The local Drama Group shares its profits with the Village Hall and a New Year's Eve Party is currently being planned for this year, both of which bring the community together and raises funds for the Hall.

It was pleasing to see that the outdoor boules parks were being used during our visit and that a toddlers' group was just coming to the end of its session when we arrived – these two groups confirm the wide

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range of hall users.

The Committee has actively sought to widen its age range – three younger members are now involved and the Guides have chosen a young representative. All Committee members were given the opportunity and encouraged to attend training on GDPR and previous training has been available on the SAGE and AVALON computer systems. Most members have a specific role in the management and/or promotion of the Hall and its activities.

The fabric of the Hall is maintained to a high standard – the list of jobs for this year's annual shutdown for a week in August is comprehensive. Some £60,000 is in reserve for maintenance, improvements and/or equipment replacement/upgrade.

In response to our last visit, all the required policies are now in place and are being reviewed annually.

Shipham Village Hall is clearly meeting the needs of its community of some 1200 residents and is being extremely well-managed and cared for. We have no hesitation in recommending the renewal of Hallmark Three and wish to commend the Committee for its obvious enthusiasm dedication and professionalism. Well done!

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Please note that this report is based on information provided by members of the Hall committee present at the time of the visit. It is the responsibility of the Hall committee to report any inaccuracies or misrepresentations within the report to the Community Council for Somerset for correction or amendment.



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