

NEWENT MEMORIAL HALL

Bury Bar Lane, Newent GL18 1PT

Registered with the Charity Commission, number 301583

Annual Report 2023/24

This report is presented on behalf of the registered trustees who at the time of writing are:

- Mary Townsend (chair)
- Colin Thomson (vice chair)
- Chris Moore (treasurer)
- Vilnis Vesma (secretary)
- Sandra Marcovecchio
- Keith Markey
- Liz James
- Peter Townsend

Management of Newent Memorial Hall (NMH) is in the hands of a committee comprising the trustees and the following additional members:

- Sue Thomson
- Anne Houldey
- Keith Noon
- James Cunliffe

Governance

The committee has been paying particular attention to improving governance. NMH is now registered with the Information Commissioner's Office, and its registered name with the Charity Commissioners has been changed to include the word 'Newent' so that potential donors will find its entry more easily when undertaking due diligence.

The following policies and procedures have been reviewed, revised, or introduced as needed:

- Trustees' Code of Conduct
- Health and Safety
- Inflatables and Bouncy Castles
- Data Protection Policy
- Data Protection Procedures
- Complaints procedure
- Smoking, alcohol and illegal substances
- Equal opportunities and diversity
- Table exclusion zones for users operating table sales
- The committee has also agreed a process for authorising expenditure on urgent works.

Building

The building has had a full electrical safety inspection. Repairs have been carried out to the boundary wall at two points and internal redecoration is in hand at the time of writing.

The committee has been continuing to develop plans for a replacement building. The proposed outline design has been the subject of a pre-planning consultation meeting with Forest of Dean District Council, and will be presented to residents for public consultation in due course.

Tariffs

NMH's charges for lettings have been reviewed. We have simplified the charging structure and raised prices to cover increased costs; however, our charges still remain generally lower than other venues in the town. At the same time we have revised our hire contract to include cancellation charges.

Markets and Fayres

The Friday morning market has been reinstated and continues to generate a surplus. The 2023 Christmas Fayre also generated a surplus again, despite the lower turnover which resulted from the Town Council deciding not to turn on the Christmas lights on the same day. The committee has been liaising with the Town Council in order to co-ordinate future events.

Acknowledgments

I would like to thank the trustees and committee members for their support and assistance during the course of the year. We are all particularly grateful to those who have generously given their time as volunteers outside committee meetings.

Mary Townsend

Chair

10 June 2024

Approved

25 June 2024