1 Summary

The new building project is a partnership of the community and sports clubs, set up to build a new multi-use village hall / community centre open to all – a community hub - offering a broader range of activities, services and community events, providing significant benefits: e.g. improving the long term wellbeing of the community and increasing community cohesion.

The traditional concept of a village hall is no longer seen as providing the right facilities for the changing needs of the village. A community hub providing a ‘cradle to grave’ policy of offering something for everyone is in our view the way forward, with the trading income enabling the project to achieve its outcomes.

The project team have shown its ability to make things happen by:
Achieving a significant milestone in being the first community group (that was not Parish or Town Council lead and there were only three of those) in the UK to obtain a Community Right to Build (CRtB) order. The CRtB order empowered the village by giving it the right to decide on whether the order was made, via the referendum. The referendum saw 70% of voters (772) supporting the proposal for a new multi-use village hall / community centre.

Significant community and volunteer engagement, with the project fostering a sense of pride and purpose, from villagers and user groups having a say on the design, facilities provided and being part of the project team. Many local businesses are supporting the project in a variety of ways.

The new building will have a significant positive impact on the village and as the project is now entering a critical phase we are asking the council to give its full support for the project.

2 Project aim

The project aims to provide a new multi-use energy efficient community hub that will offer a broader range of cultural, recreational, leisure and sports activities, services and community events to all age groups which will meet the current and future needs of the village.

3 Community hubs the future

A community hub is defined as a multi-purpose centre or building that is made accessible to the local residents of the area that it occupies. It provides a range of community services, delivered by community members, and is often managed by a dedicated community organisation.

The Charity Commissions 2004 report “Village Halls and Community Centres” summarised the need for village halls to adapt their services and their property. Their survey showed evidence of a move away from the traditional village hall concept to a community based ethos to provide a broader service; a kind of community hub.

Many successful hubs were identified as providing a ‘cradle to grave’ policy offering something for everyone.

The March 2018 Power to Change report ‘Factors that contribute to community business success’, which looked into what works in three community businesses including community hubs. The research and survey work indicated the common success factors included:

1. Financial self-sustainability
2. Community and volunteer engagement
3. Staff and volunteer skill sets and roles

The project has shown it has successfully engaged with the community as evidenced by the referendum result and the support for its fundraising activities. In addition it has a significant pool of active volunteers with a range of relevant professional skill sets, and numerous businesses supporting the project.

It is our belief that the proposed flexible business model with its diverse income streams will deliver our aim of financial self-sustainability.

Partnership working is a key enabler to the success of the project. We have had initial discussions with North Somerset Community Partnership – see appendix 2 – and are working with Tom Leimdorfer to identify other providers. We be talking to the medical practice and notice that NHS England have recently backed the plan for “social prescribing”, see appendix 3.
4 What facilities will be provided?

The building is being designed to be multi-use so that where possible areas will be used for multiple activities when not in use for their core activity. Flexibility of use of the areas within the building is key to its design so it can be changed as the needs of the village change.

The following facilities will be provided:

<table>
<thead>
<tr>
<th>Facility Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Multi-use main hall - 18m x 10m</td>
<td>Max capacity 261 seated, 186 with a demountable stage. Temporary staging available. Range of uses; cinema club, drama, concerts, exhibitions e.g. Horticultural Society shows, exercise classes, tea dances, weddings, parties, fundraising activities (barn dance, big quiz etc.), sports usage e.g. badminton, Uni-hoc, short tennis, short mat bowls and volleyball.</td>
</tr>
<tr>
<td>Multi-use area - 19m x 6m. Includes skittle alley. *</td>
<td>Core activities - Community café / community bar / 'juice' bar / skittles. Our expectation is that the Community café will be open from 9am to 6pm, six days a week.</td>
</tr>
<tr>
<td>Multi-use area - 14m x 6m *</td>
<td>Core activity ‘sports’ bar mainly at weekends. Other potential uses; dinners, meetings, exhibitions, health services, training seminars etc.</td>
</tr>
<tr>
<td>Catering kitchen</td>
<td>Full catering kitchen – catering for dinners, parties etc. also expected to be used for cookery classes / demonstrations.</td>
</tr>
<tr>
<td>Tennis club room</td>
<td>Will also be available for meetings</td>
</tr>
<tr>
<td>Two changing rooms and two separate changing cubicles and toilets.</td>
<td>The main changing rooms will be used predominantly for the cricket club matches and main hall users. The separate changing cubicles will be used by girls when they play cricket in mixed youth teams and other users when there is a cricket match underway.</td>
</tr>
<tr>
<td>Disabled facilities</td>
<td>Two parking spaces, ramp to building entrances. Accessible changing and toilets</td>
</tr>
<tr>
<td>Various storage areas including external refuse storage.</td>
<td></td>
</tr>
<tr>
<td>Other facilities</td>
<td>Baby changing, bike racks.</td>
</tr>
</tbody>
</table>

* For comparison purposes the Jubilee hall is approximately 15m x 5m

5 Summary of income and expenditure projected estimates for the new building

We have tried to be conservative on the income and worst case on expenditure particularly with regard to salaries.

5.1 Projections

To ensure our financial budget projections are realistic we have:

- Reviewed the annual accounts for Claverham and Shipham village halls as both are relatively modern buildings. Straight comparisons cannot be made, they both have smaller populations and do not have sports clubs using the building as their home, and Shipham does not have a bar. However, the review does give us comfort that our cost estimates are realistic.
- Used the Recreation club net bar turnover for the 2017 accounting period - £ 74,000 - as the base income for the bar. Turnover has dropped off over the last couple of years as the condition of the building particularly the kitchen, has deteriorated resulting in parties and club dinners taking place elsewhere and a reduction in social membership. Net income in 2015 was £83,600.
- Used the level of income that various events held in the Recreation club and our fundraising events, to assess the increase in bar sales. Fundraising events will generate more as we have had to restrict numbers on some events due to the lack of space.
• Reviewed the accounts of a local community café to assess profit levels, and run some coffee mornings which have given good indications on pricing and sales.

Hire income

• Our hire rates will be competitive. Village users / organisations that book ongoing regular sessions will receive a discount. Non-residents, who will only be able to hire facilities for small events, will pay a premium to resident's rates.

• Some key village organisations using other community buildings have been involved in ensuring their requirements are included in the building design and have confirmed they will move into the new building due to its modern facilities and the hire fees being comparable to what they would pay elsewhere.

• Parties and some wedding receptions that take place either outside the village or in marquees may opt to use the new building.

Tax and Technology

• To minimise Corporation tax may require that we use a trading company in the same way as Claverham village hall for some aspects of the revenue streams.

• The improvements in green technology, i.e. solar panels, rain water harvesting and re-use, should lead to significant reductions in utility costs.
5.2 Projected income and expenditure summary for first 5 years

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gross bar sales</td>
<td>£83,700</td>
<td>£99,000</td>
<td>£104,500</td>
<td>£100,600</td>
<td>£108,800</td>
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<tr>
<td></td>
<td>Community café &amp; Juice bar gross sales</td>
<td>£32,300</td>
<td>£51,700</td>
<td>£67,100</td>
<td>£68,500</td>
<td>£69,800</td>
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<tr>
<td></td>
<td>Hire fee income</td>
<td>£8,000</td>
<td>£14,900</td>
<td>£20,900</td>
<td>£21,300</td>
<td>£21,800</td>
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<tr>
<td></td>
<td>Fundraising events</td>
<td>£15,000</td>
<td>£15,000</td>
<td>£10,000</td>
<td>£10,200</td>
<td>£10,400</td>
</tr>
<tr>
<td></td>
<td>Solar energy / Youth holiday activities / Cinema club / pool table</td>
<td>£3,800</td>
<td>£4,800</td>
<td>£5,200</td>
<td>£5,300</td>
<td>£5,400</td>
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<tr>
<td></td>
<td><strong>INCOME TOTAL</strong></td>
<td><strong>£142,800</strong></td>
<td><strong>£185,400</strong></td>
<td><strong>£207,700</strong></td>
<td><strong>£205,900</strong></td>
<td><strong>£216,200</strong></td>
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</table>

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>Description</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bar / community café / juice bar costs excluding salaries / wages</td>
<td>£42,500</td>
<td>£49,500</td>
<td>£52,100</td>
<td>£53,000</td>
<td>£54,000</td>
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<tr>
<td></td>
<td>Salaries / wages- including pension</td>
<td>£50,000</td>
<td>£50,000</td>
<td>£56,000</td>
<td>£57,100</td>
<td>£58,300</td>
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<td></td>
<td>Utilities - including alarm</td>
<td>£14,600</td>
<td>£14,900</td>
<td>£15,200</td>
<td>£15,500</td>
<td>£15,800</td>
</tr>
<tr>
<td></td>
<td>Other - Bar lease / Accountants / legal / Insurance / maintenance contracts / repairs &amp; maintenance / cleaning materials, postage sundry expenses / TV Sky / Performing rights, licences</td>
<td>£16,000</td>
<td>£16,300</td>
<td>£18,600</td>
<td>£19,000</td>
<td>£19,400</td>
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<tr>
<td></td>
<td>Interest on community shares from year 4 - 2% of £400,000</td>
<td></td>
<td></td>
<td></td>
<td>£8,000</td>
<td>£8,000</td>
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<td></td>
<td><strong>EXPENDITURE TOTAL</strong></td>
<td><strong>£123,100</strong></td>
<td><strong>£130,700</strong></td>
<td><strong>£141,900</strong></td>
<td><strong>£152,600</strong></td>
<td><strong>£155,500</strong></td>
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<td></td>
<td><strong>Surplus / deficit</strong></td>
<td><strong>£19,700</strong></td>
<td><strong>£54,700</strong></td>
<td><strong>£65,800</strong></td>
<td><strong>£53,300</strong></td>
<td><strong>£60,700</strong></td>
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</tbody>
</table>

6 Legal structure

As charities are unable to raise funds through the issue of community shares, the legal structure will be a Charitable Community Benefit Society (CCBS) – Congresbury Village Hall Limited. This is registered with the Financial Conduct Authority number 7759. Our MP John Penrose has agreed to be its patron.

Once confirmed as a charitable organisation by HMRC the existing charity Congresbury New Village Hall Development Trust will be dissolved subject to Charity Commission approval and its assets – cash in the bank – will be transferred to the CCBS.

The CCBS will be run by a board of directors (similar role to charity trustees). The board will be made up of:

- Up to five directors elected from the society’s members.
- Five directors - representatives of Congresbury Parish Council, Congresbury Cricket club, Congresbury Football club, St Andrews school and Congresbury Tennis club.

6.1 Management structure

During the build project the Development Committee is responsible for project progression. Once the building is handed over by the contractors a new management committee will take over the running of the new building.

It will be set up so that key user groups and stakeholders will have a guaranteed place alongside other members of the CCBS who will be elected by the CCBS membership as follows:

- Centre manager
- Cricket club representative
- Football club representative
- Tennis club representative
- Parish Council representative
- St Andrew's school representative
- Skittles team’s representative
- Elected members from CCBS membership – number to be agreed

7 Benefits the new village hall / community centre will bring to the village

- Facilities / activities for the whole village from toddlers through to our senior citizens.
- Increase in the range of cultural, leisure, recreational, social and sport activities available in the village.
- Local partners providing a range of targeted services e.g. North Somerset Community Partnership.
- The provision of a community café, where people can meet in pleasant surroundings.
- As a charitable organisation the Society's surplus funds will be used to support community activities.
- Increase in community and volunteer engagement - the project is fostering a sense of the community working together; over 80 volunteers have joined the project team since the project started. Various local businesses are sponsoring the project by providing resources, sponsoring activities and fundraising events.
- New facilities that will assist Congresbury Youth Partnership - www.congsyp.org.uk - and the Parish Council achieve their objectives to promote healthy positive activities for young people and other residents.
- The proposed 34 parking spaces will significantly reduce the existing inconvenience to local residents from inconsiderate on street parking.
- There will be a reduction in some traffic journeys saving costs and benefiting the environment as villagers will no longer need to travel to other nearby villages to use their facilities e.g. badminton, wedding receptions, anniversaries.
- Reduction in boredom related anti-social behaviour as young people will be able to access the facilities.
- There will an increase in employment opportunities, almost all part time with some ad hoc employment for larger events. Where possible we will look at providing work and volunteering experience.

8 How will the funds be raised?

8.1 Community shares – optimum £400,000 minimum £ 250,000

We have set an optimum target of £ 400k (minimum £ 250k) from a Community Share offer. Apart from the community wishing to invest in facilities they want, there are financial incentives to invest. Subject to HRMC agreement the share offer will enable tax payers to be eligible for tax relief on their investment under the Enterprise Investment scheme.

Shares will need to be held for 3 years for the tax relief and before any share withdrawal payments will be considered. The management committee will have the right to limit or suspend the quantity of shares withdrawn within any 12 month period having regard to the long term interests of the society and the need to maintain prudent reserves. This limit will be administered in as fair a manner as possible.

Repayments will come from:

- trading surpluses
- reserves built up in first 3 years
- the issue of new shares
- specific fundraising events / activities

Investors will be members of the CCBS where the rule is one member one vote regardless of how many shares are held.

8.2 Grant funding

The wide variety of users and activities will mean we will be able to approach a range of funders for specific activities as well as the major funders.
We are working with the West of England Rural Network to identify and apply to grant funders. The following major grant bodies will be approached for funding:

- Big Lottery Reaching Communities
- Power to Change
- Sport England
- Lawn Tennis Association
- English Cricket board
- Football Association
- Landfill Communities Trust
- Energy saving grant schemes
- Charitable Foundations
- Hinckley Connection project
- Bristol airport

8.3 **S106 agreements / Community Infrastructure Ley**

The new community building should be part of any s106 / CIL agreements.

8.4 **Community fundraising including buy a brick and gift aid**

The project team and volunteers with the support of the local community and local businesses has been successful in running a variety of events and activities and this is ongoing. It will continue once the building is open to increase the reserves to cover share withdrawals.

Some 17 local businesses have been involved in supporting our fundraising e.g. Debbie Fortune estate agents donated £4,240 made up of 10% of their sale and rental fees in 2017 for properties in Congresbury. They are doing the same in 2018 from their new office in the village. Hearing Solutions UK in Westbury-On-Trym - [https://www.hearingsolutionsuk.com](https://www.hearingsolutionsuk.com) - paid for the new website and are sponsoring the Do after the Show event on Saturday 30 June.

8.5 **Matched funding in kind**

The following costs savings can be used as in kind matched funding in our grant applications:

- There will be no cost for the land.
- Stride Treglown our architects have provided and are continuing to provide some of their services free. Some £6,000 has been waived so far (CRtB order process).
- The project management team has some professionally qualified project managers managing the project who have saved the project some £184,000 in project management fees.
- We have a volunteer Chartered Accountant helping us with our tax matters; VAT, Corporation tax and Enterprise Investment scheme, which will save approximately £5,000 in Accountants fees.
- A local firm are providing our leaflets and posters at no charge.
- Hearing Solutions UK in Westbury-On-Trym - [https://www.hearingsolutionsuk.com](https://www.hearingsolutionsuk.com) - have sponsored the work on and hosting the new website and are sponsoring the Do after the Show event on Saturday 30 June.
- In liaison with the architects we are building a list of potential local building suppliers who we will approach to reduce some of the supply costs. Some potential suppliers have indicated they would help with resources and fitting out

8.6 **Loan funding options**

8.6.1 **Social Investment Tax relief scheme**

Individual investors can provide loans to the CCBS under the Social investment tax relief scheme and receive tax reliefs.
8.6.2 Charity bank
Charity Bank provides flexible loans to support charities and social enterprises from £50k to £2m - http://www.charitybank.org/charity-loans.

8.6.3 Public Works Loan Board (PWLB)
The PWLB lends monies to parish and town councils; this would require a borrowing approval from the Department for Communities and Local Government (DCLG), via the County Association of Local Councils. https://www.dmo.gov.uk/responsibilities/local-authority-lending-pwlb/about-pwlb/

Loans are secured by an automatic charge on the council’s revenue and not on the council’s property.

As an example - a £200k loan over 20 years @ 3.85% interest would require repayments of £17,700 per annum equivalent to approximately £14 per household per annum.

Congresbury Village Hall Limited
## Project timeline

<table>
<thead>
<tr>
<th></th>
<th>Current date</th>
<th>2Q 2018</th>
<th>3Q 2018</th>
<th>4Q 2018</th>
<th>1Q 2019</th>
<th>2Q 2019</th>
<th>3Q 2019</th>
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<td><strong>Pledge request period</strong></td>
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<td>- Design pack</td>
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<td>- Discharge of CRtB order conditions</td>
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<td>- Build costing</td>
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<td></td>
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<tr>
<td>Liaising with potential grant funders</td>
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<td>Grant applications</td>
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<tr>
<td><strong>Community Share offer</strong></td>
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<td>Tender process</td>
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<tr>
<td>Discharge of remaining CRtB order conditions</td>
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<tr>
<td><strong>Building open</strong></td>
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</tr>
</tbody>
</table>

**Congresbury Village Hall - project timeline**

Current date
Appendix 1

Architects plans

Site plan
Perspectives

View North East from Car Park - Stonewell Drive

View South East from the Causeway
Dear Ian

New Village Hall for Congresbury

Many thanks for your email of 15th April regarding the plans for the new village hall in Congresbury.

As a Community Interest Company, one of NSCP’s corporate values is to work in partnership with our local communities to enable the delivery of accessible services. We would be keen to support you in this venture, which would enable us to engage in early intervention, prevention and self-management models of care through the provision of health education, emotional well-being and social activities to the local people of Congresbury.

As a community health service provider across North Somerset we are writing formally to confirm NSCP’s support for the proposed development of Congresbury Village Hall. We can see future potential for possible utilisation of space at Congresbury Village Hall by a number of our services; namely for the delivery of educational and support sessions to our service users in the community. We host a variety of living well sessions e.g. Heart Function Service, Diabetes educational sessions, as well as a range of children, young people and adult services. We look forward to scoping these opportunities in the future.

The new village hall would offer a venue that would enable a range of services to be delivered in a community and close to where people live.

Thank you for offering the opportunity to suggest what our requirements would be in terms of the actual facility. Please come back to me with any further information you may require.

cont’d

If you require this letter in a different format, please telephone the number provided below the address

North Somerset Community Partnership C.I.C., Castlewood, Tickenham Road, Clevedon, BS21 6FW
Company Registration Number: 07569496
Chief Executive: Judith Brown

www.nscp-communityhealth.co.uk

Tel: 07827 284395
Date: 24th April 2018

Chair: Linda Nash
I look forward to hearing back from you as your development plans progress.

Kind regards

Yours sincerely

Teresa Candfield
Divisional Lead – South
Community Nursing, Frailty Service, RHST
Times article 8 May 2018 – Social prescribing

All GP surgeries should be able to prescribe exercise classes, cooking groups and quiz teams to a rising number of lonely and miserable patients who want an appointment but do not need a doctor, medical leaders have said.

Receptionists and administrative staff should be trained to refer people to yoga, walking groups and debt advisers to ease the pressure on family doctors, according to the Royal College of GPs. The college concluded that simply getting patients out of the house could be a "force for good" and could cut demand for appointments by 28 per cent. NHS England has backed the plans.

Almost a third of surgeries have tried "social prescribing" and in a poll by the college 59 per cent reported that it freed time for other patients by helping people who would otherwise frequently return. In a report, the college recommends that all GPs should be able to make use of it.

Helen Stokes-Lampard, chairwoman of the college, said: “We hear fantastic stories of social prescribing transforming patients’ lives, but many practices are not equipped to do it effectively, particularly with the intense resource and workforce pressures they are facing. Having someone who had a dedicated role to take on this responsibility could help everyone.”

Family doctors often say that much of their time is spent dealing with “heart-sink patients”, whose fundamental problems involve loneliness, isolation or poverty rather than a medical condition. Some estimates suggest that a fifth of GP appointments are for problems that are social in essence and doctors say that they have become the “new clergy”, expected to deal with people’s deepest emotional needs.

Pilot schemes have shown that referring people to services ranging from woodwork to lunch clubs can cut attendances at A&E by 24 per cent, according to an analysis by the University of Westminster.

“Social prescribing is not a new idea — good GPs have always done it, it just didn’t have a name — but we need to start realising the wider, long-term benefits this way of working can have for general practice, the wider NHS, and most importantly our patients,” Professor Stokes-Lampard said.

She said greater use of social prescribing needed to be backed by sufficient resources, such as an up-to-date database of community groups, schemes and classes.

Michael Dixon, who has responsibility for social prescribing at NHS England, said: “Social prescribing schemes can help people stay fit and healthy in creative ways that go beyond pills and medical procedures and have a real potential to cut GP and hospital workload. Whether it is mental health issues, long-term conditions or social isolation, increasing numbers of patients and their doctors are realising the benefits of trying different approaches to helping them get better.”