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Meeting of... **SOLE TRUSTEE (CORFE MULLEN TOWN COUNCIL) OF THE VILLAGE HALL**

Time... **15:00**

Date... **Thursday 9 June 2022**

Place... **via MS Teams on the link below:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTMzM2MzMtZDNi00OWFkLWlxNWQtMDg0ODAwZWY4YmYx%40thread.v2/0?context=%7b%22Tid%22%3a%2256db7104-97aa-4486-8a98-3e254029e7dd%22%2c%22Oid%22%3a%228f7537f1-b469-4122-ba00-fb26a3e434b5%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTMzM2MzMtZDNi00OWFkLWlxNWQtMDg0ODAwZWY4YmYx%40thread.v2/0?context=%7b%22Tid%22%3a%2256db7104-97aa-4486-8a98-3e254029e7dd%22%2c%22Oid%22%3a%228f7537f1-b469-4122-ba00-fb26a3e434b5%22%7d)

## **AGENDA**

1. To Note Apologies for Absence
2. To Record any Declarations of Interest
3. Paper A - To Approve Minutes of the meeting held on 25 October 2021
4. Paper B - To Note Draft Financial Year Accounts ending 31 March 2021
5. Paper C - To Note General Update
6. Matters for forthcoming agendas
7. To Agree a date and time for the next meeting – the date and time of the next meeting to be set as and when required.
8. Close of Meeting

**Minutes of the Meeting of Corfe Mullen Town Council in its Capacity as Sole Trustee of the Village Hall held on Monday 25 October 2021 at 18:30 via Zoom**

**Present:**           **Councillors**  
D Everett  
P Harrison  
A Holland  
P Holland  
T Howard  
S Jefferies  
J Lortie  
D Mattocks (Deputy Mayor/Chairman)  
J Stennett

In Attendance:   Nicola Gray (Town Clerk)  
Catherine Horsley (Deputy Town Clerk) (minute taker)

**1. To Record any apologies for absence**

Apologies for absence were received from Cllr B Honeyman, Cllr Sowry-House, Cllr A Craven, Cllr P Purvis and Cllr Barron.

**2. To Record any declarations of interest**

There were no declarations of interest.

**3. To Approve minutes of the meeting held on 6 October 2021**

**A**

The minutes of the meeting held on 6 October 2021 were **APPROVED**.

*Cllr P Harrison joined the meeting.*

**4. To Consider and Approve the Room Hire Charges for 2021 – 31 March 2023**

**B**

The Deputy Clerk presented the report, noting the Trustee should be mindful of local businesses, health and wellbeing of residents and providing affordable community space for local residents balanced with the costs of running the Village Hall.

Councillors, as the Trustee for the Village Hall Charity, discussed the rationale for the charging structure and considered any possible anomalies.

It was **RESOLVED** to APPROVE the Village Hall room hire charges for 2021 to 31 March 2023.

**5. Matters for forthcoming agendas**

Cllr Everett asked why the complex needed to close in its entirety during the improvements works. The Clerk confirmed this was part of the condition for planning permission, albeit improvement works had been deferred so that income may be generated for the Charity to carry out the works.

Cllr Harrison asked if a re-opening date was known. The Clerk confirmed the job vacancies were advertised with a closing date of 29 October 2021. However very few applications had been received, none of which were for the substantive role of Handyman/Caretaker. It was noted this role was key to the re-opening of the complex and the Councillors, as Trustee, were encouraged to promote the job vacancies.

**6. To Agree a date and time for the next meeting**

The next meeting will be scheduled when required.

**7. Meeting Closed at 18:50.**

**Signed**..... **Date**.....

DRAFT

## SOLE TRUSTEES – REPORT

Meeting Date: 9 June 2022

Agenda Item: 4.

Paper: B

<b>Subject:</b>	Draft Financial Year Accounts ending 31 March 2022
<b>Prepared by:</b>	Catherine Horsley, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide the Trustee with an update on the Draft Financial Year End Accounts.
<b>Background:</b>	<p>The Village Hall closed in November 2020 and re-opened on 1 February 2022. During closure, improvement works to the complex were agreed. However, due to the delay in obtaining planning permission, the work did not taken place. The Trustee took the decision in October 2021 to re-open the complex in order for some income to be generated to reduce the impact on reserves which was maintain the day to day running costs.</p>
<b>Key Points:</b>	<p>The draft accounts have been prepared on a receipts and payments basis. The independent examiner will be carrying out an audit on 22 June 2022, which will see the production of the final financial year accounts. These will need to be viewed and approved by the Trustee and submitted to the Charity Commission as soon as possible.</p> <p>The receipts and payments accounts show a projected loss of £6,126 in 2021/22 in comparison to a profit of £2,671 in the previous year.</p> <p>The loss equates to the money spent to obtain planning approval for the improvement works and increased staffing and utility costs.</p> <p>The total projected cash funds available at 31 March 2022 equals £28,324. This sees a projected depletion of some £5,000+ on the previous year, despite the reopening.</p> <p>The depreciation calculation for fixtures and fittings has not been included in the figures and will be calculated by the independent examiner to show in the final year end accounts.</p>
<b>Implications:</b>	<p>The primary responsibility for the Trustee is to ensure that the charity is carrying out its charitable objectives and purposes as set out in its constitution. Trustees should manage their charity's finances in a way that enables the charity to carry out its charitable purposes most effectively.</p> <p>There are four key legal responsibilities which Trustees must be aware of from a charity finance perspective.</p> <ul style="list-style-type: none"><li>• The duty to ensure your charity carries out its charitable purposes.</li><li>• The duty to act in the best interests of the charity.</li><li>• The duty to manage your charity's resources responsibly.</li><li>• The duty to be comply with your governing document and the law.</li></ul>
<b>Recommendation:</b>	To NOTE draft financial year end accounts ending 31 March 2022.

**Corfe Mullen Village Hall - DRAFT Receipts & Payments Accounts for year ended 31 March 2022**

<b>Income &amp; Receipts</b>	<b>2022</b>		<b>2021</b>	
	£	£	£	£
Hire Income		6,440		1619
Grant Received		2,000		25000
Fundraising		0		0
Furlough Funds		0		8746
CCLA Dividends Received		2,945		892
Damage Deposits		1,850		-400
<b>Total Receipts</b>		<b>13,235</b>		<b>35,857</b>

**Expenditure & Payments**

Fundraising Expenses		0		0
Water usage		479		478
General Rates		0		1
Insurance		1,466		1,391
Electricity		797		923
Gas		1,002		1,128
Postage & Carriage		0		42
Telephone/Broadband		361		306
Software & Stationery		1,368		620
Repairs & Maintenance		185		4,743
Cleaning		712		1,504
Salaries		4,500		21,650
Independent Examination		400		400
Premises		2,156		0
Improvement Work		4,506		0
Staffing Costs		254		0
Refundable Damage Deposits		800		0
Hire Refunds		375		0
<b>Total Payments</b>		<b>19,361</b>		<b>33,186</b>
<b>Net of receipts/(payments)</b>		<b>-6,126</b>		<b>2,671</b>
<b>Funds as at 1 April 2021</b>		<b>34,450</b>		<b>37,121</b>
<b>Funds as at 31 March 2022</b>		<b>28,324</b>		<b>34,450</b>

**Represented by**

Lloyds Current Account		6,820		14,930
COIF		21,342		19,357
Scottish Widows Tracker		162		162
<b>Cash Funds</b>		<b>28,324</b>		<b>34,450</b>

**Note:** Depreciation - Fixtures & Fittings figures still to be calculated.

## SOLE TRUSTEES – REPORT

Meeting Date: 9 June 2022

Agenda Item:

Paper:

<b>Subject:</b>	General Update
<b>Prepared By:</b>	Catherine Horsley, Deputy Town Clerk
<b>Purpose of Report:</b>	To provide the Sole Trustee of the Village Hall Charity with a general update.
<b>Background:</b>	<p>The Trustee took the decision to re-open the Village Hall on 1 February 2022 following a 15-month closure during the Covid-19 pandemic.</p> <p>In preparation and to enable the Hall to re-open staff were recruited, various repairs, maintenance and purchasing took place.</p>
<b>Key Points:</b>	<p><b>Staffing:</b> Recruitment of a Handyman/Caretaker on a 30 hour per week contract and a keyholder on a 10 hour per week contract, albeit currently the keyholder is working up to and being paid for 5 hours per week. Due to no suitable candidates for the cleaner vacancy, the cleaning is contracted out to a local cleaning company at 5 hours per week.</p> <p><b>Hirers:</b> Four previous regular hirers have returned, one new regular hirer with the remaining of hirers being residents for parties, family gatherings and one-off events. Some of the previous regular hirers have not returned as they have either found and are committed to an alternative venue or the hire charges are not viable.</p> <p><b>Bookings:</b> On re-opening, several new and one-off bookings were received, however, this has now slowed, which may be due to the current economic climate and the increased hire charges. The office space at the front of the Village Hall is now bookable and being used by a local charity monthly and a therapist weekly.</p> <p><b>Publicity:</b> A new Village Hall Facebook page has been created to promote, post updates and forthcoming events on behalf of the hirers. Wording has also been included in the Mayors Update in the Link Magazine.</p> <p><b>Expenditure:</b> Utility bills have dramatically increased and therefore there is mindful use of the energy supply. Low Carbon Dorset carried out an energy site survey on 25 May 2022 to consider ways in which the Village Hall might reduce its carbon footprint, be more energy efficient and reduce energy costs. See Recommendations Report in Appendix 1. Grant funding from Low Carbon Dorset is available to carry out some of the works, however, to receive the grant funding work must be completed by September 2022, which is a very tight deadline. A new HM Government £3m Platinum Jubilee Fund to support village hall improvement projects will be opening soon, with more details to follow. Other grant funding options will be explored.</p> <p><b>Improvement Works:</b> Planning permission for the single storey rear extension and front porch was granted on 5 November 2021 and is valid for 3 years. Work has commenced to find a contractor to carryout building work for the porch as well as the grounds works at the front of the complex for the disabled parking space and loading bay.</p> <p><b>Financial position:</b> Due to increased costs and a reduction in bookings from prior to the Covid-19 pandemic, the Charity is currently</p>

	<p>running at a month-on-month loss, as shown in the draft Annual Accounts for year ending 31 March 2022. The Town Council grant of £30,000 to carry out the improvement works has had to be utilised to cover the ongoing running costs.</p> <p>The current account balance totals £3613.94 on 31 May 2022. To have sufficient funds to cover ongoing costs/salaries, units from the COIF Charities Property Fund will need to be sold and the current value on 29 April 2022 was £22,492.43. There is a 90-day notice period on Property Fund sales. Signatories for the Form to sell units in the COIF Charity Funds will be required following the meeting. The return on the COIF Charity Fund when tied in for 90-day notice will not be as competitive as a savings account on increasing interest rates, however, this will need to be monitored as to what is the most effective investment for the Charity.</p> <p>Now the Town Council office is fully staffed, we are now able to promote the Village Hall further and look at different ways to use the complex at a low or no cost and try to get more bookings. It would not be viable to reduce the hire charges given the increasing nature of utility bills.</p>
<b>Implications:</b>	If the Village Hall was to continue to run at a loss, the reserves would slowly reduce with the Charity no longer being solvent within the next 2 years.
<b>Recommendation:</b>	To NOTE update.



Helping reduce Dorset's footprint

# Low Carbon Dorset Energy Report

31/05/2022

**Organisation name:** Corfe Mullen Village Hall

**Organisation address:** Towers Way  
Corfe Mullen  
BH21 3UA

**Date of site visit:** 25/05/2022



# Contents

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- 2 About the visit
- 3 About the organisation / premises
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- 5 Next steps
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Low Carbon Dorset is a five-year programme of activities to help stimulate growth in Dorset's low-carbon economy.

Through the programme businesses, community groups and public-sector organisations can access FREE technical support and grant funding for low carbon projects.

Funded by the European Regional Development Fund (ERDF), Low Carbon DORSET helps business, community, and public sector organisations across Dorset (including Bournemouth, Christchurch and Poole).

The programme is run by Dorset Council and aims to help improve your energy efficiency, increase the use of renewable energy, and aid the development of new low carbon products.



# 1 Introduction to the report

The purpose of this report from Low Carbon Dorset is to outline the opportunities available to reduce your organisation's carbon footprint - focusing on energy efficiency and renewable energy measures.

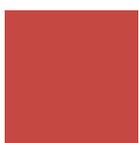
The recommendations and information in the report are based on either a site visit or desktop review of your organisation and premises by one of our technical officers.

Within this report you will find **recommendations** from our technical officer (these have been coloured coded to indicate which you should focus on first) and an overall assessment of your low-carbon options.

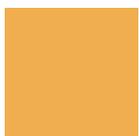
Information on what you could do next, along with advice on available funding, can be found in the **Next Steps** section.

We have also included a **guide to energy efficiency and renewables**, to provide you with a general overview of low-carbon measures and technologies to consider. And you can find some handy resources to help you on your journey to net-zero in the **Useful Resources** section.

The key below explains the colour coding used in the **Overall recommendations** section of this report:



These recommendations are the ones we believe will make the biggest impact on your organisation's carbon emissions - and we feel should be the ones you tackle first...



These recommendations should be focused on once you have addressed the above recommendations...



These are the measures you have already taken which are already helping reduce your emissions...

## 2 About the visit / review

Technical officer's name: Erik Blakeley

Organisation name: Corfe Mullen Village Hall

Client reference number: CL663

Date of site visit / desktop review: **25/05/2022**

Full address and postcode of premise(s) covered in report: Towers Way  
Corfe Mullen  
BH21 3UA



Modern gas boiler

Heat pump external units



Hot water tank

Ceiling of hall showing heating cassette

South facing roof

## 3 About the organisation / premises

The building consists of the Village Hall and the Town council offices. It was built c 1986 to the standards of that time. The double glazing is to a reasonable, if not very advanced standard compatible with the age of the structure. The Village Hall gets used for an average of 2-3 hours per day with a spread of daytime and evening bookings.

# 4 Recommendations

This section provides an outline of the low carbon measures and actions we recommend you should take to reduce the carbon emissions of your organisation's building / operations.

We have ranked these recommendations based on the impact we feel they will have on reducing your footprint. And we recommend you use this ranking to prioritise which actions you focus on first.

**Heating** The Village Hall and associated offices seem to have 2 if not three parallel heating systems i.e. a gas condensing boiler wet heating system of modern design, reversible air source heat pumps and wall mounted electric radiators. It is highly likely that this combination is not being used in the most cost-effective or low carbon way. It is suspected that the heat pumps especially are being underused as they are currently only used in cooling mode. A competent heating engineer needs to assess the situation and set up the buildings heating provision to give best results. This goes beyond normal servicing.

**Lighting** The Village Hall currently uses T8 Fluorescent tubes of various sizes and a switch to LED lighting is recommended. Some external lighting is already LED but the completion of a switch to LEDs for the external lights is also recommended even though the burn hours of the lights is only about 2 hours per day. Some areas may also benefit from occupancy sensors.

**Solar PV** There is considerable space of South facing pitched roof that could accommodate photovoltaic panels. There are some trees that will cause problems with shading, but these problems could be minimised by the careful placing of the panels and the use of advanced inverter technologies. There is a hot water tank that could benefit from excess PV generation via a diverter.

**Kitchen** There is an underused fridge in the Village Hall kitchen. This could be turned off and left to air except when really needed and would offer significant savings.

**Ventilation** If, as seems likely, public buildings such as village halls will need to maintain high levels of ventilation even in winter for the foreseeable future it is likely that many such buildings will need eventually to install mechanical ventilation with heat recovery to avoid excessive winter heating costs. This is worth investigating now.

The lagging of pipework in the boiler room was recently upgraded.



-  The insulation in the loft appears to be of a reasonable thickness
-  The council offices have LED lighting

### Technical officer's overall assessment:

Currently the heat pumps in the building are either not used because staff have complained about the effect of dry eyes when sitting close to an internal unit in a very small office or because the staff believe that the heat pumps are only for air conditioning in the very hottest weather. It does appear that the units concerned are capable of functioning for heating and cooling (this may need confirmation). These include the small wall mounted units in the offices and smaller rooms in the Hall and the roof mounted cassette units in the main hall. The heating function would save as much as 66% compared with the wall mounted electric heaters and would be lower carbon than the gas boiler.

The heat pump interior unit in the very small clerk's office may need adjusting to reduce the speed of the fan but this should not mean that the highly inefficient resistive electric wall heaters are used instead of the very efficient heat pumps.

Using the heat pumps will further reduce costs and carbon emissions if this can be combined with at least some roof-top PV. The shading issues from nearby trees may limit the sensible amount of roof space that can be used for PV but between 5 and 20 kWp may be practical and would reduce the carbon footprint significantly. If increased ventilation due to Covid and other possible infections is something that is going to be a permanent feature of future life, then mechanical ventilation with heat recovery may become a necessity for buildings such as the Village Hall.

## 4 Next steps

To reduce the energy use and carbon emissions of your organisation we advise you action the recommendations listed in **section 3** of this report, starting with those in red.

Low Carbon Dorset is currently set to close in December 2022 - at the time of writing the programme is still accepting applications for grant support. Your organisation can apply to Low Carbon Dorset for up to 40% of the total cost to implement measures recommended in this report.

**Please note:** the Low Carbon Dorset grant pot is now close to being fully allocated and funds are not guaranteed. Any projects awarded funding will need to be completed by September 2022.

If you intend to apply for a Low Carbon Dorset grant it is critical that you fully understand the requirements for a grant application before you take any action (e.g., seeking acceptable quotes). Work cannot have begun, and no contracts can be signed, until an offer of a grant has been made and accepted. Please discuss what is required to submit a grant application with your technical officer.

Low Carbon Dorset provides grants on a 'cash-back' basis, so all works need to be completed before claiming your grant.

You may be able to access other funding advice and options to help carry out the recommendations in this report from the following organisations / initiatives / schemes:

- **Dorset Gateway Service:** <https://www.dorsetlep.co.uk/dorset-gateway>
- **Dorset Growth Hub:** <https://www.dorsetgrowthhub.co.uk/>
- **Dorset LEP:** <https://www.dorsetlep.co.uk/>
- **Dorset Council:** <https://www.dorsetcouncil.gov.uk/>
- **Dorset Fund Finder:** <https://www.idoxopen4community.co.uk/dorset>
- **Gov.UK - Boiler Upgrade Scheme:** <https://www.gov.uk/guidance/check-if-you-may-be-eligible-for-the-boiler-upgrade-scheme-from-april-2022>

Please contact your technical officer to discuss the contents of this report, and for more information on the support available to take the recommendations outlined in this report forward.

# 5 A guide to energy efficiency and renewables

## Energy Efficiency

The first thing all organisations should address when looking to reduce energy use and emissions is **energy efficiency**. Huge financial and environmental savings can be made by reducing the amount of energy you use in your organisation.

Below we have listed the most common measures organisations can take to improve energy efficiency:

- Insulate your building**
- Plug gaps in doors and windows**
- Switch old lights to LEDs**
- Install PIR sensors**
- Install smart heating controls**
- Turn your thermostat down**
- Conduct regular instrumental checks**
- Lag pipes**
- Prioritise efficiency when replacing appliances**

### Financial costs & returns:

Energy efficiency measures are often the cheapest measures offering the quickest paybacks (usually these measures can pay for themselves in only a few years).

Read about the energy efficiency measures other organisations in Dorset have taken...  
> [View Energy Efficiency Case Studies](#)

## Renewable Energy Generation

When it comes to renewable energy generation in Dorset, **solar photovoltaics (PV)** are often your best option.

Solar PV generates electricity from the light of the sun and can be fitted on most roofs or on a ground mounted structure.

Panels must be unshaded most of the time and cannot be facing north. They can be fitted with diverters which enable them to heat water as well as helping electrically power your building.

### Financial costs & returns:

The financial returns from solar PV depend on when you use electricity. If you use lots of electricity when the panels are generating (during the day in the summer) they can pay for themselves in **less than 5 years**. If you don't use much electricity in the day, then paybacks **can be 10 - 15 years**, or longer.

It's important to note that the payback period will also depend upon the size of the array you install. As a rule, providing you have a large enough daytime electricity demand to warrant it, the bigger the solar array you install the quicker the payback period. This is down to economy of scale.

To get a rough idea of how much solar PV might cost you, measure the size of your roof in square metres (from drawings, by eye, or using something like Google Maps). Divide this by 8 to get an idea of array size in kW. If this figure is below 10, multiply it by £800 to get an estimate of install cost. If it is larger, times it by £700.

Current planning regulations make it unlikely that any wind turbine capable of generating significant energy would be granted permission.

Read about the renewable energy measures other organisations in Dorset have taken...  
[> View Renewable Energy Case Studies](#)

## Renewable Heat Options

There are two broad types of renewable heating systems:

### Biomass

Biomass systems burn wood or other plant-based material, rather than gas or oil, for heating. Providing the wood is locally and sustainably sourced, it can be argued that biomass is a carbon neutral form of heating as the trees suck down as much carbon when they grow as they emit when they are burnt.

#### Financial costs & returns:

If biomass is replacing oil or electric heating, payback can be expected in **8 to 10 years**. If replacing mains gas heating, payback can be expected in **15 years or more**.

### Heat Pumps

Heat pumps use electricity to move heat from outside a building into it and can be very efficient (approx. 300-500% efficiency, compared to the 90% efficiency of newer gas boilers). As the UK's electricity grid continues to decarbonise, heat pumps will provide heating with a very low carbon footprint.

Heat pumps work best with oversized radiators or underfloor heating in well-insulated buildings and come in two types...

- ✓ **Ground-source heat pumps** (more expensive but more efficient)
- ✓ **Air-source heat pumps** (cheaper but less efficient)

Air-source models themselves come in two types; air-to-water systems (which replace gas boilers in a wet central heating system), and reversible split air-to-air systems (commonly referred to as 'air conditioning').

#### Financial costs & returns:

Paybacks depend on circumstances and the heating system they are replacing - and can range from anything between **4 and 20 years**. Properties off the gas-grid can expect to be at the lower end of this range and those on mains-gas the higher.

Read about the renewable energy measures other organisations in Dorset have taken...  
> [View Renewable Energy Case Studies](#)

## 6 Useful Resources

In this section we have listed some useful resources that we think will help you on your journey to net-zero...

### **Organisation Guide to Reducing Emissions** (Low Carbon Dorset)

This short guide aims to help you start the process of measuring your own footprint, understanding what to focus on, and deciding what measures you need to take to reduce your organisation's emissions.

> [Download Guide](#)

### **Renewable Energy Case Studies**

Here you can find examples of renewable energy projects across Dorset that have been supported by Low Carbon Dorset.

> [View Case Studies](#)

### **Energy Efficiency Case Studies**

Here you can find examples of energy efficiency projects across Dorset that have been supported by Low Carbon Dorset.

> [View Case Studies](#)

### **SME Guide to Reducing Emissions** (Department of Energy & Climate Change)

This guide from the Department of Energy & Climate Change looks at energy efficiency in the workplace and provides guidance on the steps SMEs can take to reduce the use of energy.

> [Download Guide](#)

### **Gov.uk website - Waste and Environmental Impact**

Resources and guidance from UK Government on waste and environmental impact for businesses.

> [Visit website](#)

### **Carbon Trust - Footprint Calculators & Guides**

The carbon trust has produced an extensive range of guides and footprint calculators to help small and large businesses measure their emissions as part of their Green Business Fund. This fund is now closed but you can still access all the resources.

> [Visit Carbon Trust Website](#)



**DISCLAIMER** This purpose of this report is to assess various options for installing renewable energy and energy efficiency technologies/measures and make recommendations regarding the same. Dorset Council shall have no liability whatsoever to you or to any third party for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty or otherwise, whether direct, indirect, or consequential arising under or in connection with your use of, or reliance on, this report and its recommendations. Any person relying on this report should seek guidance from suitably qualified consultants before undertaking any works. Nothing in this report is intended to be or shall be interpreted as an endorsement or recommendation of any supplier, service, or product.