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APPLEY PAVILION COMMITTEE

Stawley Recreation Field & Memorial Pavilion Charity No. 1077272*

Appley, Stawley, Wellington, TA21 0HJ

ANNUAL REPORT 01/04/25 to 31/03/26

Pavilion Governance *managed by The Charity Commissioners for England and Wales, under the power given by the Charities Act 1993. The object of the charity is, in the interests of social welfare, to improve the conditions of life of the inhabitants of the area of benefit without distinction of: political, religious or other opinions by the provision and maintenance of;*

a) *A recreation ground*
b) *A village hall including use for i) meetings, lectures and classes and ii) other forms of recreation and leisure-time occupation*

Managing Committee – *4 elected members and 4 user group members plus up to 3 co-opted members appointed by the committee.*

2025/26 Community representatives – elected at the AGM on a 4-year rolling programme

Suzette Williams – Chair**,** Charlotte Westcott – Secretary (also School Rep.), Jane Embleton – Health & Safety, Lucy Williams (nee Ayres), Bookings Manager– Website co-ordinator. Co-opted member Kath Rose – Treasurer

2025/26 User group representatives – confirmed by user groups

Stawley Parish Council - Paul Musgrove, Stawley Pre School – Ben Burden-Cooper, Ashbrittle, Stawley & Clayhanger Cricket Club – Kristy Popplestone, Stawley School - Charlotte Westcott

The Pavilion Committee met 6 times during 2025/26.

Community Council for Somerset (CCS) https://ccslovesomerset.org

The Pavilion is a member of CCS and successfully renewed the Hallmark 1 in July 2024.

Polices, licences & procedures

Finance, Hiring and Safeguarding Polices & procedures annual review and approval by trustees.

A Hiring Agreement is signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music

Health & Safety & Risk Management

The Pavilion, recreation field & cob hut are insured by Allied Westminster, there is an annual review of cover and approval by trustees. Items considered - risk assessment, PAT, EICR, fire prevention equipment & alarm servicing. Regular user group insurance certificates held on file. Accident book, fire safety record, first aid box, kitchen hygiene/cleaning checklist, play area inspections in place.

Bookings 2025/26

Many thanks to Lucy Williams for expertly managing the booking diary and all of the associated paperwork, including the Website. The Pavilion continues to be well used; Pre School 3 days, term time, Cricket Club, summer season, weekly Tia Chi & Pilates and many other casual bookings; bingo, seasonal School/Pre School/FOSS events, band practice, local & charity fund raisers, touring cricket matches. 25/26 Pavilion fund raising events included, St George's Day Big Breakfast, Pavilion 20th Birthday Hog Roast and Band Celebration held in May, teas for the Flower Show (joint fund raiser with the Flower Club) and a very well supported community event Apple Day. The committee would like to thank all users of the Pavilion and all the volunteers who give a huge amount of time and effort to help run events.

Accounts 2025/26

Many thanks to Kath Rose for managing the Pavilion's financial records and producing the annual accounts, Maurice Stanbury has kindly completed an audit of all 2025/26 transactions and signed off the accounts as a true and accurate record. The new Pavilion building opened in May 2005, to help cover, the increasingly likelihood of unplanned works, a Reserve/Sinking fund account has been set up.

Hire Fees

It is the responsibility of the Trustees to manage the Pavilion's budget on a self-financing basis. Hire fees are set to cover running costs. The committee review hiring fees every year and 2025/26 has been another challenging time with the need to balance rising running costs and the need to keep charges to a reasonable level. We appreciate the understanding of regular users and how, together, we have agreed new rates of hire.

2025/26 Maintenance and Improvements

To Do & Snagging List – A running record of day-to-day repairs is reviewed at every committee meeting and an annual inspection picks up any other works. Works are completed, where possible, during school holidays.

ROSPA inspection of the play area & report June 2025 – Thanks to Pre School for play area inspections. Use of the play area is under review and it is currently closed for public use. Some of the old wooden equipment will be removed, the astro turf is showing signs of wear and better storage for portable kit is needed.

Cleaning – The new cleaning routine continues to improve the appearance of the building.

Playing field - The Committee much appreciate the Cricket Club's high standard of maintenance to the playing field, pitch and perimeter hedges, as ever, it looked superb throughout the year and forms a wonderful back drop for Pavilion events. Special thanks to 'Chalky' for the work he puts in all through the year.

2025/26 Regular Users of the Pavilion and Playing Field

Ashbrittle, Stawley & Clayhanger CC Annual Report
Stawley Pre School
Stawley School

Looking forward & plans for 2026/27

Wear & tear - repairs to be prioritised.

Finance – Annual fee review & costed planned improvements to be prioritised.

Business Plan 2026/27 for medium term planning to be agreed

New committee members There is a continuing need to attract & retain younger people on to our local committees and find ways to work collaboratively with other groups and organisations.

Events for 2025/26

19th April 2026 – Big Breakfast 50/50 Pavilion/Cricket
6th September 2026 – Flower Show
11th October 2026 – Apple Day

If you use the Pavilion, please let us know of any improvements we could make.

	WISH LIST – in no specific order
Improve cloakrooms & changing rooms	Tiling - consider installing electric showers in the changing rooms
Play area – temporarily closed for public use	2025 Rospa report highlighted problems – Needs general improvements, Astro Turf in poor condition
Commercial Floor Cleaner	Cost approx. £1,000 to improve & maintain the condition of the hall, kitchen, lobby & changing/toilet floors
Wall Lights & general lighting	More ambient/efficient lighting – survey completed and quote on file (£1,700) await completion of other works before committing budget – this is still ongoing due to complications of wiring in the pavilion
Performance spot lights & sound system	For performances, parties & celebrations, will need a control board/mixing desk etc.
Outside Bar/BBQ area	Better outside facilities o Grant funding o Consider change of use of existing changing rooms & replacement changing rooms with storage
Woolly Clouds	Four more clouds installed to further improve acoustics in the main hall. For improved efficacy need to be lowered.
Internal Display boards	Replace old style boards
Hanging Baskets	Brackets/watering system on veranda
Utility area/sink	Separate sink for cleaning
Additional storage	New storage off the back of the stage area to take all U5's kit & tables & chairs to free up the stage area for performance.

Appley Pavilion Committee, May 2026