

Pen-y-Llan Street
Overton on Dee
Wrexham LL13 0EE
Tel: **07563 826 271**



OVERTON
VILLAGE HALL

Registered Charity Number
214788



Overton Village Hall Trustees Annual Report & Accounts
1st June 2020 – 31st May 2021

Trustees:

Mr William (Bill) Grindley *	-	Co - opted Chairman
Mr James Eastop	-	Co-opted Treasurer
Ms Catherine Sheridan *	-	Co-opted Administrator
The Reverend Peter Macriell	-	Ex Officio Trustee – Rector of St Mary’s Church, Overton
Mr Euan Stevenson	-	Ex Officio Trustee and Church Warden
Mr Peter Rosselli	-	Ex Officio Trustee and owner of the Bryn-y-Pys Estate
Mr James Glover	-	Co-opted Trustee
Mr Robin Wason	-	Co-opted Trustee

* Denotes a Trustee or Officer involved in the day to day management of the village hall

Management Committee:

Mr William (Bill) Grindley *	-	Chairman
Ms Catherine Sheridan *	-	Administrator
Ms Emma Clarke *	-	Officer
Ms Emma Long *	-	Officer
Ms Rebecca Lloyd *	-	Officer

* Denotes a Trustee or Officer involved in the day to day management of the village hall

Administrator of the Trustees and Management Committee:

Ms Catherine Sheridan,
Gwernheyld Hall,
Argoed Lane,
Overton on Dee,
Wrexham.

Governance:

Overton Village Hall was opened on the 26th October 1926 by Mrs Gladstone, wife of the Lord Lieutenant of Flintshire.

The Cocoa Rooms and Hall operated under a Charitable Trust (Registered Charity Number 810182) from its registration on the 25th March 1963 until it was replaced, on the 3rd December 1999, by the Charitable Trust (Registered Charity Number 214788) under which it now operates.

The Trust document governs the appointment of the trustees and the management of the charity.

The Overton Village Hall Trustees and Management Committee are responsible for keeping the building in good repair.

Appointment of Trustees

The Trust document governs the appointment of trustees and the management of the charity. Trustees are elected at the Annual General Meeting (AGM).

Function of the Trustees:

- The trustees must ensure that the property belonging to the charity is used in accordance with the trusts of the charity.

Management Committee Officers are elected at the AGM and form the Overton Village Hall Management Committee (OVHMC). The Committee has the power to co-opt up to 8 further trustees on an annual basis.

Appointment of Officers of the Management Committee:

The Trust Document indicates, as well as Trustees, it would be desirable to have a Management Committee, composed of officers and volunteers. This year the Chairman sought volunteers and was gratified to be in a position to appoint four committee members with himself acting as Chairman.

Function of the Management Committee:

The Trust Document states:

- The general control and management of the property of the charity and the arrangements for the use of the land and buildings is entrusted to the committee.
- If there is no management committee, the Trustees shall exercise the powers of the Management Committee.

Going forward, it is hoped further suitable candidates, nominated by some of the regular user groups, as well as others, will put themselves forward for election to the Committee.

Policies and Procedures:

To guide the Trustees and Officers of the Management Committee in exercising their duty of care to themselves, employees, and users of the hall - the following policy statements have been produced:

- Health & Safety Policy
- Safeguarding Children & Vulnerable Adults Policy

Copies of these documents are included in the Trustees' Welcome pack and can be found on the Overton Village Hall Noticeboard.

Licences:

The village hall has a Premises Licence, and the hall is licenced for the sale of alcohol. It is also licensed by the Performing Right Society for live and recorded music.

Hiring Conditions:

Use of the village hall is subject to the Hiring Conditions (which can be found on the back of the Booking Form) which must be 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.

Risk Management:

The village hall – including the Cocoa Rooms, the Recreational Club building and the Cottage is insured with respect to property damage (buildings insurance) by NFU Insurance (£2,826,924 cover). It is insured with the same company with respect to contents (up to £31,002) , employers' liability (£10,000,000 any one incident) and legal assistance.

The Management Committee recognises that it is under legal obligation to protect the building, its users, and employees through adequate and appropriate insurance.

Building Issues:

- A building condition survey is carried out at 5 year intervals by a qualified surveyor.
- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years (Due May 2022).
- A Fire Safety Risk Assessment is reviewed or updated annually by a competent person as required by law. Bill Grindley (holds the *IOSH Managing Safely* qualification) reviewed the document and was satisfied that no changes need to be made to the document.
- Firefighting appliances are inspected annually under contract with a specialist supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

Funding Strategy:

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by the tenants and users of the hall are set to achieve this.

Object of the Charitable Trust:

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious, or other opinions, including use for:

- a. Meetings, lectures, and classes, and;
- b. other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

The Trustees consider these objectives to be consistent with the Charity Commission guidance on providing for the public benefit as shown in the list of typical activities pursued each year.

Principal Activities in pursuit of the Object of the Charity:

Considering the reduced number of opening hours available to us, due to the COVID19 Lockdowns, the Village Hall has still been used for a variety of activities that meet the object of the Charity, including hosting meetings and AGM's for the following organisations:

- Overton Community Council.
- Overton Women's Institute.

- St Mary's Church PCC.
- MP Surgeries.
- An Outreach Post Office.
- Martial Arts Classes.
- Pilates Classes.
- St Mary's Church Toddlers.

COVID19 lockdowns:

The first two cases of COVID-19 in the UK were confirmed on January 31st, 2020, a growing number of coronavirus cases quickly followed and on March 23rd, 2020, Prime Minister Boris Johnson announced a lockdown of all non-essential businesses.

The Welsh Government imposed several strict lockdowns over the period covered by this report (1st June 2020 to 31st May 2021). In all the hall has been closed for over 65% of the year (a total of 34 weeks out of 52 weeks).

The periods when the village hall was open or closed to hirers this financial year were as follows:

CLOSED TO HIRERS	- 9 weeks (from 24th March to 2nd August 2020)
OPEN TO HIRERS	- 12 weeks (from 3rd August to 22nd October 2020)
CLOSED TO HIRERS	- 4 weeks (from 23rd October to 22nd November 2020)
OPEN TO HIRERS	- 2 weeks (from 23rd November to 6th December 2020)
CLOSED TO HIRERS	- 21 weeks (from 7th December to 2nd May 2021)
OPEN TO HIRERS	- 4 weeks (from the 3rd May 2021)

COVID19 Restrictions Grants and COVID19 Non Domestic Rate Grants

The Welsh Government offered grants to assist businesses during the lockdowns, through their Local Authorities. As a result, the Chairman applied for and successfully received a total of £13,000 in COVID19 assistance grants from Wrexham County Borough Council, as follows:

- £3,000 - 4th December 2020 - COVID19 DC Restrictions Grant.
- £3,000 - 22nd December 2020 - COVID19 DC Restrictions Grant.
- £3,000 - 15 February 2021 - COVID19 Non Domestic Rate Grant.
- £4,000 - 31st March 2021 - COVID19 DC Restrictions Grant.

COVID19 Risk Assessments:

In accordance with the requirements of the Welsh Government, a COVID19 Risk Assessment was undertaken to ensure the correct procedures were put in place to protect all users of the Village Hall. The assessments were carried out by *Bill Grindley IEng. MICE, MCIHT, IOSH Managing Safely*. The initial assessment on 29 Nov 2020 was updated on 15 April 2021, to comply with Welsh Government's revised requirements.

Copies of the current version of the COVID19 Risk Assessment document can be found on the Overton Village Hall Noticeboard.

Reserves Policy:

Historically the village hall has always been run by volunteers and supported by Trustees of the Charitable Trust responsible for it.

Hall hire has always been subsidised by the commercial income from our Tenants and, thanks to the dedication of the Trustees, in recent years has been financially sound.

The Recreation Club, being classed as a hospitality venue, was particularly affected by the Welsh Government lockdowns, and sought a reduction in the rent from £500/month to £250/month. The Trustees (being mindful of the fact that the Club rent was a major contributor to the running costs of the village hall) recognised that the fates of both the Village Hall and the Recreational club are inextricably tied together. Consequently, the Trustees agreed to the request to reduce the rent to give some financial relief to the Club during such a difficult time.

In appreciation for this financial help - in June five members of the Recreational Club rode a 717 virtual bike ride to raise money for both organisations. They each clocked up daily miles until the total of 717 miles was completed. They did it in just 9 days despite the heat, a knee injury, and the fact that two of them returned to work full time having been taken off furlough. They raised a total of £1985.05 of which they deposited £1,000.00 into the Village Hall Bank Account. This gesture was greatly appreciated by the Trustees.

Chairperson's Review:

The Pandemic

The COVID19 Pandemic has been the most serious global event that has happened in most people's lifetime. Indeed, in the United Kingdom the number of reported cases currently amounts to 7,871,014 and the number of deaths attributable to COVID amounts to 136,910

We all recognise the huge debt of thanks we owe the world's specialists who contributed to the vaccine testing, approval, production, distribution, and vaccination process. To date, in the UK 44,935,470 people have received both doses of the vaccine (82.5% of adults). It is only by having these vaccines, that we have been able to come out of lockdowns, and people are now able to mix. Otherwise, we would most likely still be in some form of lockdown.

Operating of the Village Hall during the Pandemic

At the time of the first lockdown, the Trustees recognised that 'face to face' meetings were not going to be possible for the foreseeable future, and also the felt the necessity to hold meetings were reduced (as there were no classes, meetings, weddings, parties or planned events for the village hall during forced closures), and so agreed to receive monthly financial reports from the Treasurer and keep in touch by email until things become clearer. When circumstances allowed, meetings would be held in the main hall with full social distancing.

The Village Hall was obligated to remain open, in a limited capacity, since it houses the Public Library, Community Council Offices and Wrexham CBC had asked to use the hall for the distribution of free school meals for a period. As a result, the caretaker was an '*essential worker*' – in that he was required to maintain a safe and sanitised environment for the following reasons:

- The Community Council would continue to use their Office and would receive visitors as necessary.
- The Library Service intended to remain open to operate a 'call and collect' booking system.
- Wrexham CBC hired the hall to distribute school meals.
- Also, during the non-lockdown periods when the building was allowed to be open to the public, our Risk Assessment required the Caretaker to sanitise all touch points, toilets, and furniture, both before and after hirers had been in occupation.

Formation of a Management Committee

The Village Hall Constitution from the Charity Commissioners for England and Wales, indicates there should be several trustees, assisted by a committee of management.

For the past few years there hasn't been a management committee, so (in accordance with the Charity Scheme - Section 12 (2) - Function of the Trustees "*if and when there is no committee, the trustees shall exercise the powers of the committee*") the trustees have been managing the Charity. But their long term plan has always been to find suitable officers and the reinstatement of Overton Village Hall Management Committee.

Following the appointment (at last year's AGM) of Catherine Sheridan as Administrator to the Trustees. Catherine recommended three candidates to join her and the Chairman in founding a Village Hall Management Committee.

On the 16th June 2021, the candidates met Bill Grindley to gain an understanding of the role of the committee. At the end of the meeting they agreed to formally put themselves forward to form a management committee.

The first official meeting of the Overton Village Hall Management Committee (OVHMC) took place on the 28th July and the committee members are as follows:

- ❖ Chairman Bill Grindley.
- ❖ Administrator Catherine Sheridan
- ❖ Officer Emma Clarke
- ❖ Officer Emma Long
- ❖ Officer Rebecca Lloyd

The first meeting of the OVHMC was held in June 2021, and meetings are now held monthly.

At the Trustees Meeting, on the 3rd August 2021, the Chairman apprised them of the formation of the new OVHMC and also proposed, going forward, trustee's meetings would take place every two months, with financial reporting being emailed to the trustees by the Treasurer monthly. The trustees welcomed and approved the motion.

Building maintenance issues

To save expensive surveyors fees (as a qualified Civil Engineering, who has undertaken similar condition surveys during his years in Consultancy) Bill Grindley, in collaboration with local trusted tradesmen, has undertaken a comprehensive Buildings Condition Survey and produced a set of repair/refreshment specifications, which have been cost appraised for consideration by the trustees.

It has been evident for some time that there are some building dilapidations which need to be improved before things deteriorate to the point where elements deteriorate beyond repair and full replacement is the only option. In particular, the flat roof needs some maintenance repairs and the condition of the windows, fascia boards and a mock Tudor Gable, and external painting need to be tackled before the winter.

It is hoped that the expenditure for the most urgent repairs will be approved by the trustees at their regular meeting after the AGM – so that external works can start as soon as possible before winter sets in.

Declaration

I am very grateful for the trustees' backing and interest in what we do. I am also very encouraged to see the formation of our new management committee and I am very appreciative of their keenness to see the hall prosper with an increase in the diversity of events and the desire to serve the local needs of the village and surrounding areas.

Finally, I would like to thank our Caretaker, for his dedication and loyalty over such a difficult time.

Signature



Full name

William James Grindley

Position

Chairperson

Date

October 2021

Treasurer's Report prepared by James Eastop

Overton Village Hall

Treasurer's monthly report

For the period 01/06/2020 until 31/05/2021 YEAR END

1 Bank reconciliation for May

Completed. Balanced.

2 Accounts

2.1 Balance Sheet

Total Current Assets at £49,210.77 are £13,820.63 higher than at end May 2020, (plus 39.05%).

The **Quilter Investment Account** fund at £23,123.22 is £1,726.97 higher than at end May 2020, (plus 8.07%). Latest valuation is per 21/03/2021.

The high **Current Bank Account** balance at £26,086.64, reflects the following: -

- Four Grant payments totalling £13,000 from WCBC in this Financial Year.
- £10,000 Grant received from WCBC at the end of May 2020
- £1,000 donation from the charity bike ride
- Some back rent from 2019-20 FY from the Recreation Club
- The second successful NFU claim income for the water leak.

A cheque raised on 17/12/2019 for £128.66, payable to PRS, has not yet been presented to our bank account. Possibly this should be written off.

2.2 Profit & Loss year on year

Total Income at £29,995.27 is £2,176.83 (minus 6.77%) lower than at end May 2020.

Club Rent of £250 per month is £1500 down on the same period 2019-20, with a payment of 2019-20 FY arrears having occurred in this financial year.

Cottage Rent is £56.00 higher than the same period 2019-20.

Donation income is £750.00 higher than the same period 2019-20.

Grant income is £3,000 higher than the same period 2019-20.

Hall Hire income is down by £5,166.51 (minus 82.15%), due to continued closure.

Interest (Gross) at £1,726.97 is up by £683.68 (plus 65.53%).

Total Expenses at £16,174.64 are £26,588.29 (minus 62.18%) lower than at end May 2020.

Caretaking costs have reduced by £1,836.90, (minus 27.27%), due to lockdown/hall closure.

Hall supplies are down by £24.60.

Insurance costs are £83.56 higher than same period 2019-20.

Licences etc are £433.34 higher, due to the Deposit Protection Scheme and upgrade work on our website.

Maintenance costs are down by £21,750.40 (minus 82.03%). By end May 2020, we had processed £24,136.35 in Fire Risk Assessment (FRA) costs.

Utilities Gas and Electricity lower costs reflect the premise's closure and a move to monthly payments for Electricity. Regular/Smart meter readings ensure we are now paying for usage.

Utilities Water costs reflect the recent NFU claim income.

The PROFIT for the Financial Year 2020-21 is £13,820.63 (for the same period in 2019-20 we had incurred a LOSS of £10,590.83 due to FRA).

Registered Charity Number 214788

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Cash Basis

OVERTON VILLAGE HALL
UK Balance Sheet - Prev Year Comparison
As of 31 May 2021

	31 May 21	31 May 20	£ Change	% Change
ASSETS				
Current Assets				
Cash at bank and in hand	7,123.22	5,396.25	1,726.97	32.0%
Old Mutual Wealth (Quilter)	16,000.00	16,000.00	0.00	0.0%
Other	23,123.22	21,396.25	1,726.97	8.07%
Roof Fund	26,086.64	13,992.98	12,093.66	86.43%
Total Old Mutual Wealth (Quilter)	0.91	0.91	0.00	0.0%
TSB Current Account	49,210.77	35,390.14	13,820.63	39.05%
TSB Savings Account	49,210.77	35,390.14	13,820.63	39.05%
Total Cash at bank and in hand	49,210.77	35,390.14	13,820.63	39.05%
Total Current Assets	49,210.77	35,390.14	13,820.63	39.05%
NET CURRENT ASSETS	49,210.77	35,390.14	13,820.63	39.05%
TOTAL ASSETS LESS CURRENT LIABILITIES				
NET ASSETS				
Capital and Reserves	39,687.28	39,687.28	0.00	0.0%
Opening Bal Equity	-4,297.14	6,293.69	-10,590.83	-168.28%
Retained Earnings	13,820.63	-10,590.83	24,411.46	230.5%
Profit for the Year	49,210.77	35,390.14	13,820.63	39.05%
Shareholder funds				

Registered Charity Number
214788

Audited and found correct

D.R. Bellis
10th September 2021

Copy of the Profit & Loss Previous Year Comparison

June 2020 through to May 2021

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Cash Basis

OVERTON VILLAGE HALL Profit & Loss Prev Year Comparison June 2020 through May 2021

	Jun '20 - May 21	Jun '19 - May 20	£ Change	% Change
Ordinary Income/Expense				
Income				
CC Office Rent	350.00	350.00	0.00	0.0%
Club Rent	3,500.00	5,000.00	-1,500.00	-30.0%
Cottage Rent	1,835.00	1,779.00	56.00	3.15%
Cottage Rent (HB)	4,940.00	4,940.00	0.00	0.0%
Donation Income	1,000.00	250.00	750.00	300.0%
Grant	13,000.00	10,000.00	3,000.00	30.0%
Hall Hire	1,122.50	6,289.01	-5,166.51	-82.15%
Interest (Gross)	1,726.97	1,043.29	683.68	65.53%
Library Rent	2,500.00	2,500.00	0.00	0.0%
Wayleave	20.80	20.80	0.00	0.0%
Total Income	29,995.27	32,172.10	-2,176.83	-6.77%
Expense				
Caretaking	4,900.00	6,736.90	-1,836.90	-27.27%
Gardening	34.00	286.00	-252.00	-88.11%
Gifts and Donations	0.00	15.98	-15.98	-100.0%
Hall supplies	438.37	462.97	-24.60	-5.31%
Insurance	4,820.68	4,737.12	83.56	1.76%
Licences and Subscriptions	788.00	354.66	433.34	122.19%
Maintenance				
Fire Risk Assessment	0.00	24,136.35	-24,136.35	-100.0%
Maintenance - Other	4,764.39	2,378.44	2,385.95	100.32%
Total Maintenance	4,764.39	26,514.79	-21,750.40	-82.03%
Office Supplies	17.34	10.46	6.88	65.77%
Postage and Delivery	7.80	0.00	7.80	100.0%
Telephone	0.00	184.00	-184.00	-100.0%
Trade Refuse	105.00	235.00	-130.00	-55.32%
Utilities Electricity	1,479.38	2,988.75	-1,509.37	-50.5%
Utilities Gas	164.83	1,419.97	-1,255.14	-88.39%
Utilities Water	-1,345.15	-1,183.67	-161.48	-13.64%
Total Expense	16,174.64	42,762.93	-26,588.29	-62.18%
Net Ordinary Income	13,820.63	-10,590.83	24,411.46	230.5%
Profit for the Year	13,820.63	-10,590.83	24,411.46	230.5%

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