

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 and Accounts
1st June 2022 – 31st May 2023

Trustees:

Mr 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
Mrs Joanne Kember	-	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 (resigned on the 4 th March 2023)
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 Bill Grindley *	-	Chairman
Ms Catherine Sheridan	-	Administrator
Ms Emma Clarke	-	Officer
Ms Emma Long	-	Officer
Ms Rebecca Lloyd	-	Officer

* Denotes an 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

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.

Trustees have the power to co-opt up to 8 further Trustees on an annual basis.

Appointment of Officers of the Management Committee:

Management Committee Officers are elected at the AGM.

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.

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 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 Village Halls website overtonvillagehall.co.uk

When making a booking application the hirer is deemed to agree to the terms of the hiring agreement which 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 (£3,228,050 cover). It is insured with the same company with respect to contents (up to £38,290), employers' liability (£5,000,000 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:

In October 2021 Bill Grindley (a qualified Incorporated Engineer, who had undertaken many building condition surveys during his many years in Professional Consultancy) undertook a comprehensive Buildings Condition Survey and this uncovered several building dilapidations which needed to be improved immediately, before deterioration reached the point where some elements would prove to be beyond repair and full replacement would be the only option. In particular, the flat roof over the Recreational Pub needed some maintenance repairs and the condition of the windows, fascia boards, the 'mock' Tudor gable, and all external painting needed to be tackled directly before the winter took further toll.

Everything was approved by the Trustees and work started immediately and comprised:

- Repairs, filling and painting of all external joinery and masonry where appropriate.
- Hot bitumen felt overlays to all roofing felt joints on the flat roof over the rear of the Recreational Club.
- Local lowering of the car park surface adjacent to the library to prevent damp penetration which had been present due to the car park surfacing bridging the Damp Proof Course of the Cocoa Rooms building.
- Replacement of damp damaged plaster and rotten timber skirtings to the library.
- Lime mortar pointing of the sandstone to the west facing façade of the Cocoa Rooms building.
- Replacement of rotten rear doors to the backstage storeroom.
- Reconstruction of the pedestrian paving to the front entrance of the Cocoa Rooms building.
- Replacement of all sanitary ware and refurbishment of the disabled toilet.
- Internal decoration of the cocoa Rooms building, the Main Hall, the Overton Community Council office, and the Wrexham County Council library.

The above works were completed early December 2022.

Strategy for future Condition Surveys:

- ♦ Building condition surveys will be carried out at 5 year intervals (next survey due 2026).
- ♦ Gas appliances and portable electrical appliances are tested by qualified Gas Safe Engineers annually.
- ♦ The mains electrical installation is checked by a qualified Electrical Engineer – now recommended to be carried out every 3 years (next survey due Nov 2025).
- ♦ A Fire Safety Risk Assessment (FSRA) was undertaken by Heritage & Ecclesiastical Fire Protection on the 24th August 2019 and the associated 'action plan' was completed on the 24th August 2019. The Plan is

reviewed or updated annually by Bill Grindley (who also holds the *IOSH Managing Safely* qualification). and he is satisfied that no changes need to be made.

- ♦ Firefighting appliances are inspected annually under contract with a specialist supplier.
- ♦ Bill Grindley carries 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.
- 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.

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.

Chairperson's Review:

Formation of a Management Committee.

At the Trustees Meeting, on the 3rd of August 2021, the Chairman apprised the Trustees of the formation of a new Overton Village Hall Management Committee (OVHMC) and 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.

General management of the village hall is undertaken by the OVHMC. The committee members are as follows:

❖ Chairperson	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 generally held bi-monthly opposite to the bi-monthly Trustees Meetings.

A year of consolidation

Hall hirings have been steady and the fabric of the buildings remain in good shape. Indeed, we are now attracting bigger events, such as Wedding Receptions and the return of the 'Goin up the Country Blues Club' band bookings has certainly shown-off the beauty of the Main Hall.

A Social Hub for the Community

In December 2022, the Overton Community Council approached the OVHMC with a proposal to provide a weekly Warm Spaces Initiative, in the form of a Tea and Cakes get together every Monday afternoon in the Parish Room. We offered the space to the Community Council at much reduced cost to provide a benefit to the inhabitants of the local area.

It was well-received from the start and has proved to be a great success with a lively atmosphere and many new friendships made. We hope that this will continue for some time to come.

A Christmas Fair to raise funds for the maintenance of the Village Hall

In October 2022 the OVHMC organised a Christmas Fair, which proved to be a huge success. The event was very well received by the local inhabitants, and it raised over £1,100.00. We all agreed that this will be something we will organise each year.

Principal Activities in pursuit of the 'Object of the Charity'

Over the past twelve months the Village Hall has been used for a variety of activities that meet the 'Object of the Charity', including hosting meetings and AGMs for the following organisations:

- Overton Community Council weekly meetings.
- Overton Community Council – Warm Spaces Initiative - weekly coffee afternoons.
- Overton Women's Institute monthly meetings.
- Overton Women's Institute Annual Flower and Produce Show.
- Overton Women's Institute Annual Handicraft Show.
- Overton Amateur Dramatics Society Theatrical Productions and Pantos
- Overton Village Hall Christmas Fair.
- Royal British Legion monthly meetings.
- Overton Twinning Association monthly meetings and fundraising parties.
- Maelor Young Farmers meetings and new members nights.
- Rainbow Centre walk-in facility to explain Benefits Entitlements to Overton residents.
- Weekly Childrens Dance Classes.
- Weekly Mothers & Toddlers Group.
- Weekly Martial Arts Classes.
- Weekly Yoga Classes.
- Weekly Zumba Exercise Classes.
- Wedding Receptions.
- Childrens and Adult Birthday Parties.
- 'Goin up the Country' Blues Nights.
- Maelor Music Society fundraising events.
- St Hillary's Church Erbistock, fundraising events.
- Weekly Adults Ballroom and Latin American Dance Classes.
- MP Surgeries.
- 3 Public Presentations to provide Overton residents information on current housing development proposals in Overton.
- Annual 100 Veterans Cycling Club stopover and refreshments base.

Our Hall and village remain very attractive, and we consistently receive very positive feedback from hirers.

Hall bookings

As can be seen from the activities above, we are still very busy with various classes, club activities, public sector events, weddings and private parties, demand for which has held up well.

Declaration

I am very grateful for the Trustees' backing and interest in what we do. I am also appreciative of The Management Committees 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, Tony Shaw, for his dedication and loyalty.

Signature

A handwritten signature in blue ink, appearing to read 'W J Grindley', is shown within a light grey rectangular box.

Full name William James Grindley

Position Chairperson

Date December 2023

Treasurer's Report prepared by James Eastop

Overton Village Hall

Treasurer's monthly report

For period 01/06/2022 until 31/05/2023 YEAR END

1. Bank reconciliation for May 2023

Completed. Balanced.

2. Accounts

2.1 Balance Sheet

Total Current Assets at £23,261.43 are £957.08 lower than at end May 2022, (minus 3.95%).

The **Quilter Investment Account** fund at £17,451.94 is £347.06 lower than at end May 2022, (minus 1.95%). The valuation is per 21/03/2023.

The **Bank Current Account** balance at £5,805.17 is £610.14 lower than at end May 2022 (minus 9.51%).

2.2 Profit & Loss year on year

Total Income at **£25,824.12** is £5,060.25 higher than at end May 2022 (plus 24.37%).

Club Rent is £2,050 ahead of the same period 2021-22, (plus 51.90%).

Event Income for events organised by OVHMC, is £1,170.00. Excellent.

Hall Hire at £9,271.26 is up by £3,902.26 (plus 72.68%), (benefiting in part from BCUHB's early payment). This is an excellent result.

Interest (Gross) at minus £346.94 is £26.01 lower than same period last year.

Total Expenses at **£26,781.20** are £19,103.59 lower than same period 2021-22 (due to the impact of the refurbishment project in 2021/2), (minus 41.63%).

Caretaking costs at £5,619.77 have increased by £30.07, (plus 0.54%).

Event Expenses at £204.77 have occurred.

Gardening costs at £343.46 are £35.54 lower than same period last year (minus 9.38%).

Hall Supplies costs at £267.04 are £75.68 more than same period 2021-22 (plus 39.55%)

I.T. Software/equipment costs of £829.99 include the cost of a new laptop.

Insurance costs of £5,147.47 are £200.79 higher than last year, (plus 4.06%)

Licences/Subs at £714.98 are £179.53 higher than same period last year (plus 33.53%), with LEMON Booking costs now registered here.

Maintenance Refurbishment project lower than planned costs of £2,930.00 have occurred.

Maintenance Costs, Other at £4,268.42 have occurred. Last year's figures are deflated by the OCC £1,730 reimbursement for the hatch.

Trade Refuse costs at £339.50 are £11.00 higher than last year (plus 3.35%).

Utility Electricity costs of £1,849.90 have reduced by £374.72, (minus 16.84%). Bill has implemented a new energy saving regime.

Utilities Gas costs of £3,777.89 have increased by £2,578.59, (plus 215.01%).

Utilities Water costs of £428.26 are £48.51 lower than last year (minus 10.18%).

The LOSS for the Financial Year 2022-23 is £957.08

For the Financial Year 2021-22 we had a loss of £25,120.92.

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Year End Profit & Loss

	YEAR END			
	<u>Jun '22 - May 23</u>	<u>Jun '21 - May 22</u>	<u>£ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
CC Office Rent	406.00	406.00	0.00	0.0%
Club Rent	6,000.00	3,950.00	2,050.00	51.9%
Cottage Rent	1,863.00	1,863.00	0.00	0.0%
Cottage Rent (HB)	4,940.00	4,940.00	0.00	0.0%
Donation Income	0.00	36.00	-36.00	-100.0%
Events Income				
Christmas Fair	1,044.50	0.00	1,044.50	100.0%
Dinner Dance	0.00	0.00	0.00	0.0%
Jubilee receipts	125.50	0.00	125.50	100.0%
Total Events Income	<u>1,170.00</u>	<u>0.00</u>	<u>1,170.00</u>	<u>100.0%</u>
Grant	0.00	2,000.00	-2,000.00	-100.0%
Hall Hire	9,271.26	5,369.00	3,902.26	72.68%
Interest (Gross)	-346.94	-320.93	-26.01	-8.11%
Library Rent	2,500.00	2,500.00	0.00	0.0%
Wayleave	20.80	20.80	0.00	0.0%
Total Income	<u>25,824.12</u>	<u>20,763.87</u>	<u>5,060.25</u>	<u>24.37%</u>
Expense				
Caretaking	5,619.77	5,589.70	30.07	0.54%
Events Expenses	204.77	0.00	204.77	100.0%
Garden Waste	25.00	25.00	0.00	0.0%
Gardening	343.46	379.00	-35.54	-9.38%
Hall supplies	267.04	191.36	75.68	39.55%
I.T. Software & Equipment	829.99	179.98	650.01	361.16%
Insurance	5,147.47	4,946.68	200.79	4.06%
Licences and Subscriptions	714.98	535.45	179.53	33.53%
Maintenance				
Refurbishment project	2,930.00	23,945.95	-21,015.95	-87.76%
Maintenance - Other	4,268.42	5,475.92	-1,207.50	-22.05%
Total Maintenance	<u>7,198.42</u>	<u>29,421.87</u>	<u>-22,223.45</u>	<u>-75.53%</u>
Office Supplies	14.75	7.85	6.90	87.9%
Overton Jubilee Celebration	0.00	350.79	-350.79	-100.0%
Postage and Delivery	0.00	7.92	-7.92	-100.0%
Telephone	20.00	20.00	0.00	0.0%
Trade Refuse	339.50	328.50	11.00	3.35%
Transfer	0.00	0.00	0.00	0.0%
Utilities Electricity	1,849.90	2,224.62	-374.72	-16.84%
Utilities Gas	3,777.89	1,199.30	2,578.59	215.01%
Utilities Water	428.26	476.77	-48.51	-10.18%
Total Expense	<u>26,781.20</u>	<u>45,884.79</u>	<u>-19,103.59</u>	<u>-41.63%</u>
Net Ordinary Income	<u>-957.08</u>	<u>-25,120.92</u>	<u>24,163.84</u>	<u>96.19%</u>
	<u>-957.08</u>	<u>-25,120.92</u>	<u>24,163.84</u>	<u>96.19%</u>

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Auditor Signed Copy of the Balance Sheet - Previous Year Comparison

1:49 PM
11/06/23
Cash Basis

OVERTON VILLAGE HALL UK Balance Sheet - Prev Year Comparison As of 31 May 2023

	31 May 23	31 May 22	£ Change	% Change
ASSETS				
Current Assets				
Cash at bank and in hand	11,000.00	11,000.00	0.00	0.0%
Old Mutual Wealth (Quilter)				
Reserve	6,451.94	6,799.00	-347.06	-5.11%
Old Mutual Wealth (Quilter) - Other	17,451.94	17,799.00	-347.06	-1.95%
Total Old Mutual Wealth (Quilter)	5,805.17	6,415.31	-610.14	-9.51%
TSB Current Account	4.32	4.20	0.12	2.86%
TSB Savings Account	23,261.43	24,218.51	-957.08	-3.95%
Total Cash at bank and in hand	23,261.43	24,218.51	-957.08	-3.95%
Total Current Assets	23,261.43	24,218.51	-957.08	-3.95%
NET CURRENT ASSETS	23,261.43	24,218.51	-957.08	-3.95%
TOTAL ASSETS LESS CURRENT LIABILITIES	23,261.43	24,218.51	-957.08	-3.95%
NET ASSETS	23,261.43	24,218.51	-957.08	-3.95%
Capital and Reserves				
Opening Bal Equity	39,687.28	39,687.28	0.00	0.0%
Retained Earnings	-15,468.77	9,652.15	-25,120.92	-260.26%
Profit for the Year	-957.08	-25,120.92	24,163.84	96.19%
Shareholder funds	23,261.43	24,218.51	-957.08	-3.95%

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Audited and Found Correct
DR Bellin
24/11/23