

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 2023 – 31st May 2024

Trustees:

Mr Bill Grindley *	-	Co - opted Chairman.
Mr James Eastop	-	Co-opted Treasurer.
Ms Emma Long	-	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 Robin Wason	-	Co-opted Trustee
Mr Nigel Lloyd	-	Coopted Trustee
Mr Richard Hewitt	-	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 Emma Long,
The Quinta,
High Street,
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
- Complaints Policy Procedure
- Reporting Serious Incident Policy
- Reserves Policy
- Financial Control Policy
- Risk Management 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.

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.

Another 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 bi-annual 'Goin up the Country Blues Club' band bookings. It is clear from the bookings levels that we are now re-established as a very suitable local venue to serve the needs of the community and surrounding areas.

A Social Hub for the Community

The Overton Community Council *Weekly Warm Spaces Initiative* (in the form of a Tea and Cakes get together each Monday afternoon in the Parish Room) has proved a real success. We offer the space to the Community Council at much reduced cost to provide a benefit to the inhabitants of the local area.

It has proven to be a great success with a lively atmosphere and many new friendships made, and we hope that this will continue for some time to come.

The OVHMC have had great success organising an annual Early Christmas Fair and a Wreath Making Workshop to raise funds for the maintenance of the Village Hall.

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 £1,752.97 and the Wreath Making Workshop raised a further £690.00 making a total income of £2,442.97. These were great results.

Synopsis of general maintenance and other events over the year:

Defibrillator	- June 2023 - existing defibrillator found to be defective. Replacement costs found to be well above £1,000.00 so a decision was taken to ask whether the Overton Community Council would wish to take on the responsibility – OCC duly agreed.
Pest Control	- July 2023 – Cottage tenant informed the Trustees that she had a vermin problem within the Cottage. The tenant appointed specialist vermin control expert. At the same time, the OVHMC appointed contractors to carry out CCTV survey of manholes and sewers at the rear of the Cottage – sewers had no issues, but brickwork in manholes needed to be re-pointed and drain benching needed to be replaced. OVHMC instructed contractor to undertake the works.
Gardener	- August 2023 – The Caretaker, Tony Shaw, informs the Chairman that he is struggling with the gardening.
PAT Testing	- Electrician undertakes PAT testing throughout the building during September 2023
Gardening	- September 2023 a tree surgeon was appointed to reduce thickness of the hedge between the Hall and the Cottage, the hedge also needed to be reduced in height, together with a dead apple tree which was within the hedge.
Gardener	- Steve Bell was appointed as our gardener in October 2023
Appointment of Trustee	- Joanne Kember joins as Rector/Trustee in Dec 2023
Gas Boiler	- The Halls Gas Boiler was serviced in January 2024
Window Security Bars	- In March 2024, window security bars were fitted to the Ladies and Gentleman's toilets of the hall.
Joinery repairs	- Following a break-in attempt in April 2024, a joiner was appointed to repair and reinforce the timber side gate of the Hall.
Cottage Boiler	- The Gas boiler was serviced in May 2024.
Resignation of Trustee	- Joanne Kember (Rector/Trustee) resigns in May 2024

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 meetings and fundraising parties.
- Rainbow Centre walk-in facility to explain Benefits Entitlements to Overton residents.
- Weekly Zumba Exercise Classes.
- Weekly Mothers & Toddlers Group.
- Weekly Martial Arts 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.
- MP Surgeries.
- 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



Full name

William James Grindley

Position

Chairperson

Date

December 2023

TREASURERS REPORT

For period 01/06/2023 until 31/05/2024

YEAR END

1. Bank reconciliation for May 2024

Completed. Balanced.

2. Accounts

1. Balance Sheet

Total Current Assets at £30,446.50 are £7,185.07 higher than at end May 2023, (plus 30.89%).

The **Quilter Investment Account** fund at £18,581.67 is £1,129.73 higher than at end May 2023, (plus 6.47%). Valuation is per 21st March 2024.

The **Bank Current Account** balance at £11,860.39 is £6,055.22 higher than at end May 2023 (plus 104.31%).

2.2 Profit & Loss year on year

Total Income at **£33,119.08** is £7,294.96 higher than at end May 2023 (plus 28.25%).

Club Rent has increased by £25 (5%) per month from 01/05/24.

Cottage Rent at £7,560.96 is £757.96 higher than the combined rent for the full year 2022-23 (plus 11.11%).

Cottage Rent (HB) has ceased. The tenant now pays full rent.

Donation Income is at £210.

OVHMC Event Income at £2,442.97, is £1,272.97 higher than the full year 2022-23 (plus 108.80%).

Hall Hire at £12,823.50 is up by £3,552.24 (plus 38.32%). There has been invoicing of old unpaid bookings during recent months.

Interest is a relatively healthy £1,476.79 above last year's negative figure.

Total Expenses at **£25,934.01** are £847.19 lower than the full year 2022-23, (minus 3.16%).

Event expenses of £712.26, are £507.49 ahead of LY (plus 247.83%).

Gardening costs of £633.99, are £290.53 ahead of LY (plus 84.59%).

Hall Supplies costs of £320.12, are £53.08 higher than LY (plus 19.88%).

IT Software/Equipment costs at £330.00 are £499.99 lower than LY (minus 60.24%).

Insurance costs of £5,779.78, are £632.31 ahead of LY (plus 12.28%).

Licences/Subs costs at £257.05 are £457.93 lower than LY (minus 64.05%).

Total Maintenance Costs at £6,136.06 are £1,062.36 lower than LY (minus 14.76%).

Trade Refuse costs of £115.50 are £224.00 lower than LY (minus 65.98%)

Utility Electricity costs of £1,795.03 are £54.87 lower than (minus 2.97%). The new contract from 1st May 2024 will increase annual costs by over 50%. We are currently in dispute with the provider.

Utilities Gas costs of £3,594.97 have reduced by £182.92, (minus 4.84%).

Utility Water cost of £443.76 are £15.50 higher than same period last year, (plus 3.62%).

The PROFIT for the FULL YEAR 2023-24 is an excellent £7,185.07.

In the full year 2022-23 we had a LOSS of £957.08.

Year End Profit & Loss

	YEAR END			
	Jun '23 - May 24	Jun '22 - May 23	£ Change	% Change
Ordinary Income/Expense				
Income				
CC Office Rent	406.00	406.00	0.00	0.0%
Club Rent	6,025.00	6,000.00	25.00	0.42%
Cottage Rent	7,560.96	1,863.00	5,697.96	305.85%
Cottage Rent (HB)	0.00	4,940.00	-4,940.00	-100.0%
Donation Income	210.00	0.00	210.00	100.0%
Events Income				
Christmas Fair	1,752.97	1,044.50	708.47	67.83%
Dinner Dance	0.00	0.00	0.00	0.0%
Jubilee receipts	0.00	125.50	-125.50	-100.0%
Wreath Making	690.00	0.00	690.00	100.0%
Total Events Income	2,442.97	1,170.00	1,272.97	108.8%
Hall Hire	12,823.50	9,271.26	3,552.24	38.32%
Interest (Gross)	1,129.85	-346.94	1,476.79	425.66%
Library Rent	2,500.00	2,500.00	0.00	0.0%
Wayleave	20.80	20.80	0.00	0.0%
Total Income	33,119.08	25,824.12	7,294.96	28.25%
Expense				
Caretaking	5,776.00	5,619.77	156.23	2.78%
Events Expenses	712.26	204.77	507.49	247.83%
Garden Waste	35.00	25.00	10.00	40.0%
Gardening	633.99	343.46	290.53	84.59%
Hall supplies	320.12	267.04	53.08	19.88%
I.T. Software & Equipment	330.00	829.99	-499.99	-60.24%
Insurance	5,779.78	5,147.47	632.31	12.28%
Licences and Subscriptions	257.05	714.98	-457.93	-64.05%
Maintenance				
Refurbishment project	0.00	2,930.00	-2,930.00	-100.0%
Maintenance - Other	6,136.06	4,268.42	1,867.64	43.76%
Total Maintenance	6,136.06	7,198.42	-1,062.36	-14.76%
Office Supplies	4.49	14.75	-10.26	-69.56%
Telephone	0.00	20.00	-20.00	-100.0%
Trade Refuse	115.50	339.50	-224.00	-65.98%
Utilities Electricity	1,795.03	1,849.90	-54.87	-2.97%
Utilities Gas	3,594.97	3,777.89	-182.92	-4.84%
Utilities Water	443.76	428.26	15.50	3.62%
Total Expense	25,934.01	26,781.20	-847.19	-3.16%
Net Ordinary Income	7,185.07	-957.08	8,142.15	850.73%
Profit for the Year	7,185.07	-957.08	8,142.15	850.73%

Auditor Signed Copy of the Balance Sheet - Previous Year Comparison

3:38 PM
23/06/24
Cash Basis

OVERTON VILLAGE HALL UK Balance Sheet - Prev Year Comparison As of 31 May 2024

	YEAR END		
	31 May 24	31 May 23	% Change
ASSETS			
Current Assets			
Cash at bank and in hand			
Old Mutual Wealth (Quilter)			
Reserve	11,000.00	11,000.00	0.0%
Old Mutual Wealth (Quilter) - Other	7,581.67	6,451.94	17.51%
Total Old Mutual Wealth (Quilter)	18,581.67	17,451.94	6.47%
TSB Current Account	11,860.39	5,805.17	104.31%
TSB Savings Account	4.44	4.32	2.78%
Total Cash at bank and in hand	30,446.50	23,261.43	30.89%
Total Current Assets	30,446.50	23,261.43	30.89%
NET CURRENT ASSETS	30,446.50	23,261.43	30.89%
TOTAL ASSETS LESS CURRENT LIABILITIES	30,446.50	23,261.43	30.89%
NET ASSETS	30,446.50	23,261.43	30.89%
Capital and Reserves			
Opening Bal Equity	39,687.28	39,687.28	0.0%
Retained Earnings	-16,425.85	-15,468.77	-6.19%
Profit for the Year	7,185.07	-957.08	850.73%
Shareholder funds	30,446.50	23,261.43	30.89%

Registered Charity Number
214788

Audited and found correct
DR Bellis 1st August 2024