

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 2024 – 31st May 2025

Trustees:

Mr Bill Grindley *	-	Co - opted Chairman.
Mr Barry Metcalfe	-	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 – Resigned June 2024
Mrs Sandra Manley	-	Ex Officio Trustee and Church Warden – Appointed August 2024
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 Rebecca Lloyd	-	Officer
Mrs Marion Sinclair – Edwards	-	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 | ▪ Reserves Policy |
| ▪ Safeguarding Children & Vulnerable Adults Policy | ▪ Trustee Conflicts of Interest Policy & Procedures |
| ▪ Bullying & Harassment Policy & Procedures | ▪ Financial Controls Policy |
| ▪ Complaints Policy & Procedures | ▪ Internal Risk Management Policy & Procedures |
| ▪ Reporting Serious Incident Policy | ▪ Social media & Procedures |
| ▪ Trustee Expenses Policy & Procedures | |

Copies of these documents can be found on the Overton Village Hall website www.overtonvillagehall.co.uk

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 www.overtonvillagehall.co.uk

When making a booking application the hirer is required 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 (£3,590,472 cover). It is insured with the same company with respect to contents (up to £39,236), 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 strengthening

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 'Goin up the Country Blues Club' band bookings. It is clear from the bookings levels that we are now 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 funded *Weekly Warm Spaces Initiative* (in the form of a Tea and Cakes get together each Monday afternoon in the Parish Room) continues to be a real success. We offer the space to the Community Council at much reduced cost, as we feel it provides a real benefit to the elderly inhabitants of the local area, and we hope that this will continue for some time to come.

The Overton Village Hall Management Committee (OVHMC) have had great success organising A Christmas Fair and a Quiz and Supper Evening to raise funds for the maintenance of the Village Hall.

The Christmas Fair was very well attended by the local inhabitants and raised £2,150.45 and the Quiz Night raised a further £3,555.64 (including a donation of £90.00) making a total income raised of £5,706.09. These were great results.

Synopsis of general maintenance and other Events over the year:

Resignations:

June 2024 - Mrs Joanne Kember wrote to explain she has resigned as Rector of St Mary's Church. Consequently, she wished to resign as a Trustee.

June 2024 - Mrs Catherine Sherridan regretfully indicated her wish to resign as a Trustee and Administrator. However, she agreed to continue as a member of the Village Hall Management Committee, which is much appreciated.

July 2024 - Mrs Emma Clarke resigned as an Officer of the Management Committee, because was finding it difficult with her other commitments.

June 2024 - Jim Eastop (our treasurer for many years who had signalled he would like to retire as treasurer as soon as a replacement could be found) In June 2024 BG informed the Trustees that he had found a replacement and was able to let Jim know. The Trustees immediately expressed their heartfelt thanks to Jim and acknowledged his commitment and enthusiasm has been greatly appreciated by all past and present trustees, and they wished him well for the future. They agreed the changeover would take place in August 2025.

August 2024 - Tony Shaw, our caretaker for many years, has indicated his wish to retire once we can find a replacement.

December 2024 – our caretaker Tony Shaw retired with the best wishes of the Trustees and a farewell Gift for his loyal service to the community.

Appointments:

July 2024 - Following Catherine Sheridans resignation as a Trustee, Mrs Emma Long agreed to take over as a Trustee and Administrator

January 2025 – Aaron Fielding took over as the Overton Village Hall Caretaker.

August 2025 - Barry Metcalf (a resident of Overton and Treasurer of the Overton Oracle) took over the position of Trustee and Treasurer to the Overton Village Hall.

Building Maintenance & repairs.

June 2024 - The joiner completed works to stop-up potential vermin access routes into the Hall and Buildings.

October 2024, BG appointed a local Builder and a Roofer to jointly tackle repairs and refurbishments to prevent water ingress leakage which was passing through the flat roof of the recreational club. Rotten timber joists were replaced and the area of the flat roof which was leaking was repaired with rubber roof system and all leadwork replaced as necessary.

October 2024 - The Garden Exit Corridor, refurbished, old carpet tiles replaced with non-slip vinyl flooring, exposed pipework has been boxed-in and the concrete blockwork walls have been plastered and painted.

December 2024 - the Women's Institute have contacted us to say many of their members find it very difficult to hear what is going on when they have meetings and when visiting speakers are addressing them in the village hall. Upon inspection, it appears that the existing loop system is no longer operating. The WI will be celebrating their centenary next year and have offered to contribute towards the replacement of the defunct hearing loop and provide a new sound system within the main hall. BG met with the WI and Steve Swinden (the sound man at Shrewsbury Cathedral). Steve has provided a quotation which is roughly £4,500, but Mike Baker (a sound specialist who lives in the village) may be able to do something at a lower cost.

February 2025 - Repairs to garden exit timber gate and post completed.

February 2025 – Following removal of some redundant close boarded fencing, a WC overflow pipe from one of the clubs upstairs female toilets, was observed to be leaking making the outside wall of the ladies’ toilets very damp, to the point where salts of efflorescence were present over the internal surface of the plastering in the downstairs female toilet. It was agreed that the Club will be asked to repair the leak. However, we arranged for the plaster to be broken off and the area will be re-plastered and painted once the wall had dried out.

February 2025 - Leaking roof repairs to the Recreational Club – works completed.

March 2025 – Damp plaster in the ladies’ toilet removed and area allowed to dry out before re-plastering.

April 2025 – Ladies toilets plastering complete and walls painted.

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.
- Overton Village Hall Quiz and Supper evening.
- Overton Twinning Association meetings and fundraising parties.
- Royal British Legion monthly meetings.
- Rainbow Centre walk-in facility to explain Benefits Entitlements to Overton residents.
- Weekly Zumba Exercise Classes.
- Weekly Martial Arts Classes.
- Wedding Receptions.
- Funeral Wakes.
- Childrens and Adult Birthday Parties.
- ‘Goin up the Country’ Blues Nights.
- St Hillary’s Church Erbistock, fundraising events.
- MP Surgeries.
- Annual 100 Veterans Cycling Club stopover and refreshments base.
- Overton Bowling Club Meetings.
- Meditation Classes.
- St Mary’s PTA events.
- AVOW Community Health Events.
- Welsh Quiz.

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, Aaron Fielding, for his dedication, enthusiasm and loyalty.

Signature**Full name**

William James Grindley

Position

Chairperson

Date

August 2025

Treasurer's Report to the 2024 -25 AGM

Period 01/06/24- to 31/05/25 : Year End (Figures in () refer to Y/E 2024)

1. Bank Reconciliation complete		
2. Total Current assets	£37,424.39	(£30,446.50)
i. Cash	£18,239.28	(£11,864.73)
ii. Quilter	£19,185.11	(£18,581.67)
3. Profit & Loss		
Income		
a. Club Rent	£ 6,300	(£6,025)
b. Cottage Rent	£ 7,080	(£7,560.96)
c. Library & Office Rent	£ 2,906	(£2,500)
d. OVHMC Event Income	£ 5,706.09	(£2442.97)
e. Hall Hire	£11,993.55	(£12,823.50)
f. Interest (gross)	£ 603.44	(£1,129.85)
g. Misc.	£ 129.49	(£ 230.00)
Total INCOME	£34,718.57	(33,119.08)
4. Expenses		
a. Caretaking	£5,850.00	(5,776.00)
b. Gardening	£ 628.05	(633.99)
c. Event expenses	£2,618.00	(712.26)
d. Garden Waste	£ 35.00	(35.00)
e. Trade Refuse	£ 335.00	(115.00)
f. Maintenance	£ 4,602.12	(6,136.06)
g. Hall Supplies	£ 808.00	(320.12)9
h. Office Supplies	£ 126.06	(4.90)
i. IT Software & Subscriptions	£ 522.13	(587.05)
j. Utilities Electricity	£ 3,313.00	(1,795.03)
k. Utilities Gas	£ 1,394.00	(3,594.97)
l. Utilities Water	£ 977.22	(443.75)
m. Insurance	£ 6,422.00	(5,779.78)
n. Misc.	£ 129.00	(0.00)
Total EXPENSES	£27,740.70	(£25,934.01)

Summary

The **PROFIT** for the year 2024 – 25 is **£6,977.89 (£7,185.07)** .

Generally, it has been a successful year, with special Thanks due to the OVHMC for organising the events which provided +£3000 profit.

The only disappointing area is HALL HIRE where we were c£900 less than last year.

Barry Metcalfe OVH Treasurer

06th August 2025

OVERTON VILLAGE HALL
UK Balance Sheet - Prev Year Comparison
As of 31 May 2025

Registered Charity 214788

	31 May 25	31 May 24	£ Change	% Change
ASSETS				
Current Assets				
Cash at bank and in hand				
Old Mutual Wealth (Quilter)				
Reserve	11,000.00	11,000.00	0.00	0.0%
Old Mutual Wealth (Quilter) - Other	8,185.11	7,581.67	603.44	7.96%
Total Old Mutual Wealth (Quilter)	19,185.11	18,581.67	603.44	3.25%
TSB Current Account	18,234.84	11,860.39	6,374.45	53.75%
TSB Savings Account	4.44	4.44	0.00	0.0%
Total Cash at bank and in hand	37,424.39	30,446.50	6,977.89	22.92%
Total Current Assets	37,424.39	30,446.50	6,977.89	22.92%
NET CURRENT ASSETS	37,424.39	30,446.50	6,977.89	22.92%
TOTAL ASSETS LESS CURRENT LIABILITIES	37,424.39	30,446.50	6,977.89	22.92%
NET ASSETS	37,424.39	30,446.50	6,977.89	22.92%
Capital and Reserves				
Opening Bal Equity	39,687.28	39,687.28	0.00	0.0%
Retained Earnings	-9,240.78	-16,425.85	7,185.07	43.74%
Profit for the Year	6,977.89	7,185.07	-207.18	-2.88%
Shareholder funds	37,424.39	30,446.50	6,977.89	22.92%

Auditor Signed Copy of the Balance Sheet - Previous Year Comparison

3:30 PM
30/06/25
Cash Basis
Registered Charity 214788

OVERTON VILLAGE HALL
UK Balance Sheet - Standard
As of 30 June 2025

ASSETS	31 May 25
Current Assets	
Cash at bank and in hand	
Old Mutual Wealth (Quilter)	
Reserve	11,000.00
Old Mutual Wealth (Quilter) - Other	8,185.11
Total Old Mutual Wealth (Quilter)	19,185.11
TSB Current Account	18,234.84
TSB Savings Account	4.44
Total Cash at bank and in hand	37,424.39
Total Current Assets	37,424.39
NET CURRENT ASSETS	37,424.39
TOTAL ASSETS LESS CURRENT LIABILITIES	37,424.39
NET ASSETS	#REF!
Capital and Reserves	
Opening Bal Equity	39,687.28
Retained Earnings	-2,262.89
Shareholder funds	37,424.39

Audited and found correct

DR Bellis

17th July 2025