

# THE UPTON VILLAGE HALL

England & Wales · Charity number 520128

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1964-05-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 28 Heath Road  
Upton  
Chester  
CH2 1HX

**Phone** 000000000

**Email** [uvhmanager1928@gmail.com](mailto:uvhmanager1928@gmail.com)

**Website** [www.uptonbychestervh.org.uk](http://www.uptonbychestervh.org.uk)

## Activities

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**Objects:** A PLACE OF RECREATION OR TO SERVE ANY RELIGIOUS EDUCATIONAL OR OTHER CHARITABLE PURPOSE FOR THE ADVANTAGE OR BENEFIT OF THE INHABITANTS OF THE BENEFICIAL AREA THIS BEING THE TOWNSHIPS OF UPTON BY CHESTER BACHE CAUGHALL MOSTON WERVIN IN THE COUNTY OF CHESTER.

**Activities:** Operation and maintenance of Upton Village hall for the benefit of the local community

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

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- **Area of benefit:** SEE OBJECTS
- Cheshire West & Chester

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£36,077	£29,712	-	-
2024-04-30	£34,672	£26,267	-	-
2023-04-30	£28,724	£26,328	-	-
2022-04-30	£33,990	£23,876	-	-
2021-04-30	£32,154	£37,860	-	-

## Trustees

Name	Role	Appointed
Ian Hughes	Chair	2016-02-03
Colin Robert Hedley		2024-11-26
JANE JONES		2012-01-17
JILL FRANCES SMITH		
Sandra Clarke		2009-11-27
Simon William Turner		2023-02-22
Sophie Caroline Fearnall		2016-08-31

**THE UPTON VILLAGE HALL**

England & Wales - Charity number 520128

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# Accounts

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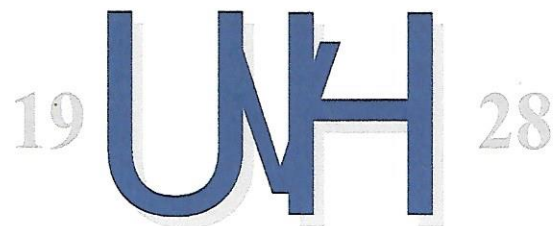
UPTON-BY-CHESTER VILLAGE HALL

28 Heath Road, Upton, Chester, CH2 1HX

[www.uptonbychestervh.org.uk](http://www.uptonbychestervh.org.uk)

Reg. Charity No. 520128

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2025**



# UPTON-BY-CHESTER VILLAGE HALL

## Annual Report for the Year to 30<sup>th</sup> April 2025

The Upton Village Hall charity has a correspondence address at 31 Church Lane, Upton, Chester, CH2 1DJ. The charity is registered with the Charity Commissioners (number 520128) and constituted by Deed of Trust dated 1929 and amended 1953.

For the year ended 30<sup>th</sup> April 2025, the Board of Management comprised the following:

Chairman	Mr. I. Hughes
Hon. Secretary & Treasurer	Mr. P. O'Neill (not seeking re-election)
Treasurer	Mr. C. R. Hedley (appointed *****)
Booking Secretary	Mr. P. Pearn (not seeking re-election)
Booking Secretary	Mr. M. D. Prescott (appointed *****)
Maintenance Manager	Mr. S. Turner
Caretaker	Mrs. J. Jones
Health & Safety Officer	Mrs. S. Clarke
Non executive Trustees	Mrs. J. Smith
	Mrs. S. Fearnall

Upton-by-Chester Village Hall is situated on Heath Road, Upton-by-Chester, and the object of the charity is to operate and maintain the Village Hall for the communal benefit of the inhabitants of Upton-by-Chester and the surrounding areas of Bache, Caughall, Moston, Wervin and Newton. The charity enjoys the continuing help of local volunteers and employs a part time caretaker who is also a trustee.

For the methods, policies and procedures for the recruitment, appointment, induction and training of new Trustees we closely follow the guidance offered in the Charity Commission booklet CC3, "The Essential Trustee: what you need to know", May 2018. New appointees are chosen for the particular skills, experience and time commitment that we need and that they have to offer. They are given a copy of the above booklet so that they can understand their responsibilities and possible liabilities before accepting. Our induction pack includes our Deed of Trust, past minutes of board meetings and management accounts. Training is through discussions with other members of the Board of Management. All this is set out in a policy document available on our website.

It is the aim of the Board of Management to provide first class hall facilities at an affordable cost to the community. Usage of the Village Hall continues to be buoyant. Hirers participate in a wide variety of activities, including dance, drama, music, keep fit, yoga, parent & baby classes, presentations, indoor bowls, badminton, children's dance and sport, art and computing classes. We are justly proud of the extent and diversity of these activities, which are genuinely providing something for everyone in the community, of all ages from pre-school to pensioners. The Trustees have at all times complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Two of our Trustees will not seek re-election this year. Phil Pearn steps down having played a pivotal role in developing Upton Village Hall to the successful organization we find today. Working alongside him Phil O'Neil who is also stepping down has been instrumental in establishing robust financial processes which see UVH in a strong financial position. We thank them both for their enormous contribution and wish them both well. We welcome to the Board of Management Mark Prescott who has taken over responsibility for hall bookings and Colin Hedley who has taken over as Treasurer.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities

preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

During the year, Total Incoming Resources were £36,077. Within this, the Main Hall hiring income was £30,352, £1,823 up on the previous year. Meeting Room bookings brought in £1,758, down £1,699. The Main Hall increases reflect a continued good level of regular bookings whereas the reduction in income from the Meeting Room follows reduced useage by the one of the main users.

Direct Charitable Expenditure was £27,573, £2,616 up on the previous year.

Utilities costs of £7,935 were £1,200 higher than the previous year. This is the first full year of increased electricity and gas prices following the renewal of our long term contracts in October 2023. Repairs & Maintenance at £5,139 were down £640 on the previous year. Caretaking, Cleaning & Gardening costs at £9,737 were £10 up on the previous year.

Total Purchases were £591 compared with £403 the previous year. Total project expenditure was £3,136, up £1,827 the previous year mainly due to work on the hall floor.

Other Expenditure at £2,139 was £829 up on the previous year principally arising from the work on a new village hall website.

As a result, Net Incoming Resources were £6,365 compared with £8,405 last year.

Our reserves policy, updated in December 2016, states that the current minimum level of reserves that we wish to maintain is £25,000 which is required for the following:

1. Unexpected major repairs to the building not included in our maintenance plans, the principal areas of risk being the roof, the sprung floor and drains.
2. The unexpected loss in the short to medium term of our 4 highest income generating user groups, which would amount to almost £11,000 per year.

Our reserves at the end of the year stood at £69,114 as we continue to build up funds for major project expenditure covering a new roof, and further down the line a new hall floor and heating system.

The Upton Village Hall charity is a member of Cheshire Community Action and benefits from their advice on best practices and current legislation.

Signed:

I.A. Hughes, Chairman

Date:

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

## Accounts for the year ended 30th April 2025

<b>Income &amp; Expenditure Account</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>2025</b>	<b>Totals '25</b>	<b>2024</b>	<b>Totals '24</b>
<b>Incoming Resources</b>				
<b>Trading Activities</b>				
Main Hall Bookings	30,352		28,529	
Meeting Room Bookings	1,758		3,457	
UVH Events	1,703	33,813	1,100	33,086
<b>Other Income</b>				
Miscellaneous	2	2	-	-
<b>Investment Income</b>				
Bank Interest	2,262	2,262	1,586	1,586
<b>TOTAL INCOMING RESOURCES</b>		<b><u>36,077</u></b>		<b><u>34,672</u></b>
<b>Resources Expended</b>				
<b>Direct Charitable Expenditure</b>				
Insurance	1,035		1,004	
Lighting & Heating	7,249		6,099	
Water Charges	686		636	
Repairs & Maintenance	302		2,274	
			-	
			710	335
			0	200
			2,788	1,240
			331	324
			864	843
			144	563
Caretaker, Cleaning & Gardening	8,220		8,520	
			319	105
			0	52
			404	532
			222	185
			572	333
Purchases	295		297	
			253	35
			43	71
Projects	2,440		-	
			696	-
			0	27,573
			1,309	24,957
<b>Other Expenditure</b>				
Licences & Fees	624		644	
Hallmasterbooking system fee	185			
Stationery & Postage	32		97	
Accounting System Service Plan	209		202	
Website and internet charges	704		178	
Professional Fees	50		50	
UVH Hospitality	11		15	
Other Sundry Expenses	324	2,139	124	1,310
<b>TOTAL RESOURCES USED</b>		<b><u>29,712</u></b>		<b><u>26,267</u></b>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<b><u>6,365</u></b>		<b><u>8,405</u></b>
<b>Balances brought forward at 1st May 2024</b>		<b><u>62,749</u></b>		<b><u>54,344</u></b>
<b>Balances carried forward at 30th April 2025</b>		<b><u>69,114</u></b>		<b><u>62,749</u></b>

# UPTON-BY-CHESTER VILLAGE HALL

## Statement of Assets & Liabilities as at 30th April 2025

	Notes	£ 2025	£ 2024
<b>Monetary Assets</b>			
<b>Current Assets</b>			
Debtors and Accrued Income		4,585	3,983
Other Debtors		221	1,220
Cash at Bank and in Hand	1.	67,100	60,109
Stock	2.	<u>272</u>	<u>759</u>
		72,178	66,071
<b>Current Liabilities</b>			
Accrued Expenses		2,585	1,759
Receipts in Advance		<u>479</u>	<u>1,563</u>
		3,064	3,322
<b>Net Monetary Assets</b>		<u>69,114</u>	<u>62,749</u>
<b>Reserves</b>			
Unrestricted Fund	3.	<u>69,114</u>	<u>62,749</u>

### Non - Monetary Assets

#### Permanent Endowment:

Buildings & land used by the Upton Village Hall  
(Freehold title vested with the Official Custodian for Charities)

#### Other Assets

Held for functional use by the Upton Village Hall and expensed at time of purchase:  
Furniture and equipment in the hall and meeting rooms  
Equipment for badminton and table tennis  
Piano, chairs, tables, kitchen and cleaning equipment  
All in good condition

Signed:

I. A. Hughes, Chairman

Date:

For and on behalf of the Board of Management

## Notes to the Accounts for the year to 30th April 2025

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

### 1. Cash at Bank and in Hand

	£ 2025	£ 2024
Savings Accounts	47,449.41	45,377.50
Deposit	14,832.00	11,641.88
Current	4,765.53	2,172.50
Cash in Hand	42.95	20.18
Bar Float	0.00	255.00
Events Account	10.00	642.00
Total	<u>67,099.89</u>	<u>60,109.06</u>

### Current Account Reconciliation

	£ 2025	£ 2024
Current Account Closing Balance	4,861.53	2,172.50
Uncleared Deposits & Other Credits	-	-
Unpresented Cheques	-	-
Bank Account Closing Balance	<u>4,861.53</u>	<u>2,172.50</u>

### 2. Stock

Stock consists solely of bar stocks

### 3. Reconciliation of Movement in Funds

	Balance at 01.05.24	Net Income for the Year	Balance at 30.04.25
Unrestricted Fund	62,749	6,365	69,114

## **Independent Examiners Report to the Trustees of the Upton-by-Chester Village Hall Charity**

I report on the accounts of the Upton Village Hall for the year ended 30<sup>th</sup> April 2025, which are set out on pages 3 to 5.

### **Respective Responsibilities of Trustees and Examiners**

As the charity's trustees, you are responsible for the preparation of the accounts and you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or ,

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Name:** Peter Lloyd

**Relevant professional qualification or body:**

**Address:** 69 Mill Lane, Chester, CH2 1BS

**Signature:**   
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**Date:** 1<sup>st</sup> JUNE 2025

**THE UPTON VILLAGE HALL**

England & Wales - Charity number 520128

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# Accounts

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**UPTON-BY-CHESTER VILLAGE HALL**

28 Heath Road, Upton, Chester, CH2 1HX

[www.uptonbychestervh.org.uk](http://www.uptonbychestervh.org.uk)

Reg. Charity No. 520128

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2024**



# UPTON-BY-CHESTER VILLAGE HALL

## Annual Report for the Year to 30<sup>th</sup> April 2024

The Upton Village Hall charity has a correspondence address at 31 Church Lane, Upton, Chester, CH2 1DJ. The charity is registered with the Charity Commissioners (number 520128) and constituted by Deed of Trust dated 1929 and amended 1953.

For the year ended 30<sup>th</sup> April 2024, the Board of Management comprised the following:

Chairman	Mr. I. Hughes
Hon. Secretary & Treasurer	Mr. P. O'Neill
Booking Secretary	Mr. P. Pearn
Maintenance Manager	Mr. S. Turner
Caretaker	Mrs. J. Jones
Health & Safety Officer	Mrs. S. Clarke
Non executive Trustees	Mrs. J. Smith
	Mrs. S. Fearnall
	Mrs. E. Case (resigned 21.2.24)
	Mr. K. Calvert (resigned 10.2.24)

Upton-by-Chester Village Hall is situated on Heath Road, Upton-by-Chester, and the object of the charity is to operate and maintain the Village Hall for the communal benefit of the inhabitants of Upton-by-Chester and the surrounding areas of Bache, Caughall, Moston, Wervin and Newton. The charity enjoys the continuing help of local volunteers and employs a part time caretaker who is also a trustee.

For the methods, policies and procedures for the recruitment, appointment, induction and training of new Trustees we closely follow the guidance offered in the Charity Commission booklet CC3, "The Essential Trustee: what you need to know", May 2018. New appointees are chosen for the particular skills, experience and time commitment that we need and that they have to offer. They are given a copy of the above booklet so that they can understand their responsibilities and possible liabilities before accepting. Our induction pack includes our Deed of Trust, past minutes of board meetings and management accounts. Training is through discussions with other members of the Board of Management. All this is set out in a policy document available on our website.

It is the aim of the Board of Management to provide first class hall facilities at an affordable cost to the community. Usage of the Village Hall continues to be buoyant. Hirers participate in a wide variety of activities, including dance, drama, music, keep fit, yoga, parent & baby classes, presentations, indoor bowls, badminton, children's dance and sport, art and computing classes. We are justly proud of the extent and diversity of these activities, which are genuinely providing something for everyone in the community, of all ages from pre-school to pensioners. The Trustees have at all times complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Two of our Trustees resigned in February of this year. We were particularly sorry to say goodbye to Mrs. Liz Case who had served on the board for many years and had been an invaluable member of our team, helping and participating in many village hall activities. We wish Liz a very well-deserved retirement. At the time of writing this report we have identified a new Trustee who will be joining the board, bringing our complement back up to nine members.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

During the year, Total Incoming Resources were £34,672. Within this, the Main Hall hiring income was £28,529, £4,542 up on the previous year. Meeting Room bookings brought in £3,457, up £779. These increases were partly due to enforced increases in hourly hire charges in response to the unprecedented rise in energy costs. It was the first time we have had to raise the charges for our regular users since March 2009.

Direct Charitable Expenditure was £24,957, £2,149 up on the previous year.

Utilities costs of £6,735 were £1,876 higher than the previous year. Our long-term contracts for the supply of electricity and gas, which had insulated us from the very high prices over the past year, terminated at the end of September 2023. Repairs & Maintenance at £5,779 were up £1,226 on the previous year. Caretaking, Cleaning & Gardening costs at £9,727 were £464 up on the previous year.

Total Purchases were £403 compared with £231 the previous year. Total project expenditure was £1,309, down from £3,172 the previous year.

Other Expenditure at £1,310 was £2,210 down on the previous year. This was entirely the result of the transfer of £2,230 to a new stand-alone account for our Friday Luncheon Club in the previous financial year.

As a result, Net Incoming Resources were £8,405 compared with £2,396 last year.

Our reserves policy, updated in December 2016, states that the current minimum level of reserves that we wish to maintain is £25,000 which is required for the following:

1. Unexpected major repairs to the building not included in our maintenance plans, the principal areas of risk being the roof, the sprung floor and drains.
2. The unexpected loss in the short to medium term of our 4 highest income generating user groups, which would amount to about £10,000 per year.

Our reserves at the end of the year stood at £62,749 as we continue to build up funds for major project expenditure covering a new roof, and further down the line a new hall floor and heating system.

The Upton Village Hall charity is a member of Cheshire Community Action and benefits from their advice on best practices and current legislation.

Signed:

I.A. Hughes, Chairman

Date:

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

## Accounts for the year ended 30th April 2024

Income & Expenditure Account	£	£	£	£
	2024	Totals '24	2023	Totals '23
<b>Incoming Resources</b>				
<b>Trading Activities</b>				
Main Hall Bookings	28,529		23,987	
Meeting Room Bookings	3,457		2,678	
UVH Events	1,100	33,086	1,797	28,462
<b>Other Income</b>				
Ex Gratia Bank Payments	-	-	150	150
<b>Investment Income</b>				
Bank Interest	1,586	1,586	112	112
<b>TOTAL INCOMING RESOURCES</b>		<u><b>34,672</b></u>		<u><b>28,724</b></u>
<b>Resources Expended</b>				
<b>Direct Charitable Expenditure</b>				
Insurance	1,004		961	
Lighting & Heating	6,099		4,291	
Water Charges	636		568	
Repairs & Maintenance	2,274		1,076	
- Electrical				
- Boiler, Central Heating & Plumbing	335		830	
- Chair Cleaning	200		746	
- Building Works	1,240		-	
- Fire & Security	324		260	
- Equipment Maintenance	843		756	
- General	563		885	
Caretaker, Cleaning & Gardening	8,520		8,350	
- Caretaker Wages				
- Cleaning Materials & Equipment	105		120	
- Floor Polishing Materials	52		96	
- Paper Towels & Toilet Rolls	532		509	
- Window Cleaning	185		148	
- Gardening	333		40	
Purchases	297		-	
- Equipment				
- Fixtures & Fittings	35		-	
- Miscellaneous	71		231	
Projects	-		601	
- New 3 Phase Socket				
- Inspections & Surveys	1,309	24,957	2,340	22,808
<b>Other Expenditure</b>				
Transfer of FLC Funds to Own Account	-		2,230	
Licences & Fees	644		561	
Stationery & Postage	97		46	
Accounting System Service Plan	202		239	
Website Charges	178		207	
Professional Fees	50		50	
UVH Hospitality	15		26	
Other Sundry Expenses	124	1,310	161	3,520
<b>TOTAL RESOURCES USED</b>		<u><b>26,267</b></u>		<u><b>26,328</b></u>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<u><b>8,405</b></u>		<u><b>2,396</b></u>
<b>Balances brought forward at 1st May 2022</b>		<u><b>54,344</b></u>		<u><b>51,948</b></u>
<b>Balances carried forward at 30th April 2023</b>		<u><u><b>62,749</b></u></u>		<u><u><b>54,344</b></u></u>

# UPTON-BY-CHESTER VILLAGE HALL

## Statement of Assets & Liabilities as at 30th April 2024

	Notes	£ 2024	£ 2023
<b>Monetary Assets</b>			
<b>Current Assets</b>			
Accrued Income		3,983	2,151
Other Debtors		1,220	-
Cash at Bank and in Hand	1.	60,109	53,817
Stock	2.	759	379
		<u>66,071</u>	<u>56,347</u>
<b>Current Liabilities</b>			
Accrued Expenses		1,759	1,261
Receipts in Advance		1,563	742
		<u>3,322</u>	<u>2,003</u>
<b>Net Monetary Assets</b>		<u>62,749</u>	<u>54,344</u>
<b>Reserves</b>			
Unrestricted Fund	3.	<u>62,749</u>	<u>54,344</u>
<b>Non - Monetary Assets</b>			
<b>Permanent Endowment:</b>			
Buildings & land used by the Upton Village Hall (Freehold title vested with the Official Custodian for Charities)			
<b>Other Assets</b>			
Held for functional use by the Upton Village Hall and expensed at time of purchase:			
Furniture and equipment in the hall and meeting rooms			
Equipment for badminton and table tennis			
Piano, chairs, tables, kitchen and cleaning equipment			
All in good condition			

Signed:

I. A. Hughes, Chairman

Date:

For and on behalf of the Board of Management

## UPTON-BY-CHESTER VILLAGE HALL

### Notes to the Accounts for the year to 30th April 2024

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

#### 1. Cash at Bank and in Hand

	£ 2024	£ 2023
Savings Accounts	45,377.50	40,000.00
Deposit	11,641.88	11,480.57
Current	2,172.50	2,269.47
Cash in Hand	20.18	67.14
Bar Float	255.00	-
Events Account	642.00	-
Total	<u>60,109.06</u>	<u>53,817.18</u>

#### Current Account Reconciliation

	£ 2024	£ 2023
Current Account Closing Balance	2,172.50	2,269.47
Uncleared Deposits & Other Credits	-	-364.50
Unpresented Cheques	-	-
Bank Account Closing Balance	<u>2,172.50</u>	<u>1,904.97</u>

#### 2. Stock

Stock consists solely of bar stocks

#### 3. Reconciliation of Movement in Funds

	Balance at 01.05.23	Net Income for the Year	Balance at 30.04.24
Unrestricted Fund	54,344	8,405	62,749

## **Independent Examiners Report to the Trustees of the Upton-by-Chester Village Hall Charity**

I report on the accounts of the Upton Village Hall for the year ended 30<sup>th</sup> April 2024, which are set out on pages 3 to 5.

### **Respective Responsibilities of Trustees and Examiners**

As the charity's trustees, you are responsible for the preparation of the accounts and you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

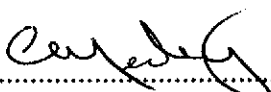
have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Name:** Colin Hedley

**Relevant professional qualification or body:**

**Address:** 33 Upton Park, Upton, Chester, CH2 1DF

**Signature:**  .....

**Date:** 18 June 2024 .....

**THE UPTON VILLAGE HALL**

England & Wales - Charity number 520128

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# Accounts

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**UPTON-BY-CHESTER VILLAGE HALL**

28 Heath Road, Upton, Chester, CH2 1HX

[www.uptonbychestervillagehall.org.uk](http://www.uptonbychestervillagehall.org.uk)

Registered Charity No. 520128

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2023**

**UWH**

# UPTON-BY-CHESTER VILLAGE HALL

## Annual Report for the Year to 30<sup>th</sup> April 2023

The Upton Village Hall charity has a correspondence address at 31 Church Lane, Upton, Chester, CH2 1DJ. The charity is registered with the Charity Commissioners (number 520128) and constituted by Deed of Trust dated 1929 and amended 1953.

For the year ended 30<sup>th</sup> April 2023, the Board of Management comprised the following:

Chairman	Mr. I. Hughes
Hon. Secretary & Treasurer	Mr. P. O'Neill
Booking Secretary	Mr. P. Peam
Maintenance Manager	Mr. S. Turner (joined 26.10.22)
Caretaker	Mrs. J. Jones
Health & Safety Officer	Mrs. S. Clanke
Non executive Trustees:	Mrs. J. Smith
	Mrs. E. Case
	Mrs. S. Fearnall
	Mr. K. Calvert
	Mr. N. Draper (resigned 27.6.22)

Upton-by-Chester Village Hall is situated on Heath Road, Upton-by-Chester, and the object of the charity is to operate and maintain the Village Hall for the communal benefit of the inhabitants of Upton-by-Chester and the surrounding areas of Bache, Caughall, Moston, Wervin and Newton. The charity enjoys the continuing help of local volunteers and employs a part time caretaker who is also a trustee.

For the methods, policies and procedures for the recruitment, appointment, induction and training of new Trustees we closely follow the guidance offered in the Charity Commission booklet CC3, "The Essential Trustee: what you need to know", May 2018. New appointees are chosen for the particular skills, experience and time commitment that we need and that they have to offer. They are given a copy of the above booklet so that they can understand their responsibilities and possible liabilities before accepting. Our induction pack includes our Deed of Trust, past minutes of board meetings and management accounts. Training is through discussions with other members of the Board of Management. All this is set out in a policy document available on our website.

It is the aim of the Board of Management to provide first class hall facilities at an affordable cost to the community. Usage of the Village Hall continues to be buoyant. Hirers participate in a wide variety of activities, including dance, drama, music, keep fit, yoga, parent & baby classes, presentations, indoor bowls, badminton, art, language and computing classes. We are justly proud of the extent and diversity of these activities, which are genuinely providing something for everyone in the community, of all ages from pre-school to pensioners. The Trustees have at all times complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

At the start of the year all our regular user groups were back in operation following the Covid-19 pandemic, with the exception of just 3 groups that had sadly decided to stop meeting. Later in the year, our weekend sequence dancing group had to suspend their activities, but it is hoped that they will be able to start up again this summer. Sadly, our long-term maintenance manager, Norman Draper resigned from the Board in June after many years of service. However, we have been fortunate to find an extremely able replacement, Simon Turner, who has thrown his energies into the longer term planned maintenance and refurbishment of the Hall. He has started by commissioning an asbestos survey and a new buildings survey to provide a sound basis for prioritising future projects.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

During the year, Total Incoming Resources were £28,724. Within this, the Main Hall hiring income was £23,987, about £2,750 short of pre-pandemic levels due to the 4 user groups that have ceased their activities and a number of cancellations. Meeting Room bookings brought in £2,678, another £1,000 or so below previous levels.

Direct Charitable Expenditure was £22,808, £457 up on the previous year.

Utilities costs of £4,859 were just £184 higher than the previous year. We have had the benefit of long-term contracts for the supply of electricity and gas which has so far insulated us from the very high prices over the past year. Repairs & Maintenance at £4,553 were up £1,508 on the previous year. Caretaking and cleaning costs at £9,263 were £349 up on the previous year.

Total Purchases were just £231 compared with £1,789 the previous year. Total project expenditure was £2,941 (£2,340 of which was the cost of the aforementioned surveys) compared to £2,526 the previous year.

Other Expenditure at £3,520 was £1,995 up on the previous year. This was largely the result of transferring £2,230 to a new stand-alone account for our Friday Luncheon Club, which is now separately accounted for.

As a result, Net Incoming Resources were £2,396 compared with £10,114 last year.

Our reserves policy, updated in December 2016, states that the current minimum level of reserves that we wish to maintain is £25,000 which is required for the following:

1. Unexpected major repairs to the building not included in our maintenance plans, the principal areas of risk being the roof, the sprung floor and drains.
2. The unexpected loss in the short to medium term of our 4 highest income generating user groups, which would amount to about £10,000 per year.

Our reserves at the end of the year stood at £54,344 as we continue to build up funds for major project expenditure potentially covering a new heating system, a new hall floor, a new roof and the refurbishment of the toilet block.

The Upton Village Hall charity is a member of Cheshire Community Action and benefits from their advice on best practices and current legislation.

Signed:



I.A. Hughes, Chairman

Date:

18<sup>th</sup> July 2023

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

Accounts for the year ended 30th April 2023

Income & Expenditure Account	£ 2023	£ Totals '23	£ 2022	£ Totals '22
<b>Incoming Resources</b>				
<b>Business Grant</b>	-	-	10,667	10,667
<b>Trading Activities</b>				
Main Hall Bookings	23,987		21,222	
Meeting Room Bookings	2,678		1,715	
UVH Events	1,797	28,462	478	23,415
<b>Other Income</b>				
Ex Gratia Bank Payments	150	150	-96	-96
<b>Investment Income</b>				
Bank Interest	112	112	4	4
<b>TOTAL INCOMING RESOURCES</b>		<b>28,724</b>		<b>33,980</b>
<b>Resources Expended</b>				
<b>Direct Charitable Expenditure</b>				
Insurance	961		1,402	
Lighting & Heating	4,291		4,291	
Water Charges	568		384	
Repairs & Maintenance				
- Electrical	1,076		571	
- Boiler & Central Heating	830		132	
- Chair Cleaning	746		-	
- Fence Repairs	-		11,176	
- Fire & Security	260		323	
- Equipment Maintenance	756		468	
- General	885		375	
Caretaker, Cleaning & Gardening				
- Caretaker Wages	8,350		8,420	
- Cleaning Materials & Equipment	120		142	
- Floor Polishing Materials	96		-	
- Paper Towels & Toilet Rolls	509		166	
- Window Cleaning	148		146	
- Gardening Purchases	40		40	
Purchases				
- Floor Buffer	-		1,043	
- Loud Speakers	-		587	
- Miscellaneous	231		159	
Projects				
- New Velux Blinds & Controllers	-		2,276	
- Commemorative Plaque	-		250	
- Building & Asbestos Surveys	2,340		-	
- New Phase 3 Socket	601	22,808	-	22,351
<b>Other Expenditure</b>				
Transfer of FLC Funds to Own Account	2,230		-	
Licences & Fees	561		892	
Stationery & Postage	46		45	
Accounting System Service Plan	239		275	
Website Charges	207		66	
Professional Fees	50		50	
UVH Hospitality	26		6	
Other Sundry Expenses	161	3,520	191	1,525
<b>TOTAL RESOURCES USED</b>		<b>26,328</b>		<b>23,876</b>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<b>2,396</b>		<b>10,114</b>
<b>Balances brought forward as 1st May 2022</b>		<b>51,948</b>		<b>41,834</b>
<b>Balances carried forward at 30th April 2023</b>		<b>54,344</b>		<b>51,948</b>

# UPTON-BY-CHESTER VILLAGE HALL

## Statement of Assets & Liabilities as at 30th April 2023

	Notes	£ 2023	£ 2022
<b>Monetary Assets</b>			
<b>Current Assets</b>			
Accrued Income		2,151	3,136
Other Debtors		-	204
Cash at Bank and in Hand	1.	53,817	51,319
Stock	2.	379	925
		<u>56,347</u>	<u>55,584</u>
<b>Current Liabilities</b>			
Accrued Expenses		1,261	1,708
Receipts in Advance		742	1,980
		<u>2,003</u>	<u>3,688</u>
<b>Net Monetary Assets</b>		<u>54,344</u>	<u>51,948</u>
<b>Reserves</b>			
Friday Luncheon Club Fund		-	2,219
Unrestricted Fund		54,344	49,729
	3.	<u>54,344</u>	<u>51,948</u>

### Non-Monetary Assets

#### Permanent Endowment:

Buildings & land used by the Upton Village Hall  
(Freehold title vested with the Official Custodian for Charities);

#### Other Assets:

Held for functional use by the Upton Village Hall and expensed at time of purchase:  
Furniture and equipment in the Hall and meeting rooms.  
Equipment for badminton and table tennis.  
Piano, chairs, tables, kitchen and cleaning equipment  
All in good condition

Signed: 

I. A. Hughes, Chairman

Date: 18<sup>th</sup> July 2023

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

## Notes to the Accounts for the year to 30th April 2023

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

### 1. Cash at Bank and in Hand

	£ 2023	£ 2022
Savings Accounts	40,000.00	-
Deposits	11,480.57	48,873.59
Current:	2,269.47	1,979.37
Cash in Hand	67.14	229.96
Bar Float	-	225.00
Petty Cash	-	10.62
Total	<u>53,817.18</u>	<u>51,318.54</u>

### Current Account Reconciliation

	£ 2023	£ 2022
Current Account Closing Balance	2,269.47	1,979.37
Uncleared Deposits & Other Credits	-364.50	-
Unpresented Cheques	-	-
Bank Account Closing Balance	<u>1,904.97</u>	<u>1,979.37</u>

### 2. Stock

Stock consists solely of bar stocks.

### 3. Reconciliation of Movement in Funds

	Balance at 01.05.22	Net Income for the Year	Balance at 30.04.23
Unrestricted Fund	49,729	4,615	54,344
Friday Luncheon Club Fund	2,219	(2,219)	-
	<u>51,948</u>	<u>2,396</u>	<u>54,344</u>

## **Independent Examiners Report to the Trustees of the Upton-by-Chester Village Hall Charity**

I report on the accounts of the Upton Village Hall for the year ended 30<sup>th</sup> April 2023, which are set out on pages 3 to 5.

### **Respective Responsibilities of Trustees and Examiners**

As the charity's trustees, you are responsible for the preparation of the accounts and you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

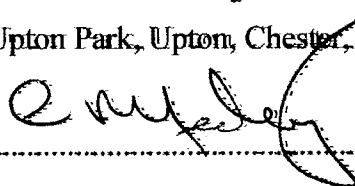
(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Colin Hedley

Relevant professional qualification or body:

Address: 33 Upton Park, Upton, Chester, CH2 1DF

Signature: \_\_\_\_\_



Date: 20 June 2023

**THE UPTON VILLAGE HALL**

England & Wales - Charity number 520128

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# Accounts

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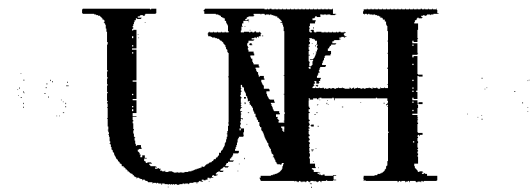
**UPTON-BY-CHESTER VILLAGE HALL**

28 Heath Road, Upton, Chester, CH2 1HX

[www.uptonbychestervillagehall.org.uk](http://www.uptonbychestervillagehall.org.uk)

Registered Charity No. 520128

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2022**



# UPTON-BY-CHESTER VILLAGE HALL

## Annual Report for the Year to 30<sup>th</sup> April 2022

The Upton Village Hall charity has a correspondence address at 31 Church Lane, Upton, Chester, CH2 1DJ. The charity is registered with the Charity Commissioners (number 520128) and constituted by Deed of Trust dated 1929 and amended 1953.

For the year ended 30<sup>th</sup> April 2022, the Board of Management comprised the following:

Chairman	Mr. I. Hughes
Hon. Secretary & Treasurer	Mr. P. O'Neill
Booking Secretary	Mr. P. Pearn
Maintenance Manager	Mr. N. Draper
Caretaker	Mrs. J. Jones
Health & Safety Officer	Mrs. S. Clarke
Non executive Trustees	Mrs. J. Smith
	Mrs. E. Case
	Mrs. S. Fearnall
	Mr. K. Calvert
	Mrs. A. Lloyd (resigned 10.6.21)

Upton-by-Chester Village Hall is situated on Heath Road, Upton-by-Chester, and the object of the charity is to maintain the Village Hall for the communal benefit of the inhabitants of Upton-by-Chester and the surrounding areas of Bache, Caughall, Moston, Wervin and Newton. The charity enjoys the continuing help of local volunteers and employs a part time caretaker who is also a trustee.

For the methods, policies and procedures for the recruitment, appointment, induction and training of new Trustees we closely follow the guidance offered in the Charity Commission booklet CC3, "The Essential Trustee: what you need to know", May 2018. New appointees are chosen for the particular skills, experience and time commitment that we need and that they have to offer. They are given a copy of the above booklet so that they can understand their responsibilities and possible liabilities before accepting. Our induction pack includes our Deed of Trust, past minutes of board meetings and management accounts. Training is through discussions with other members of the Board of Management. All this is set out in a policy document available on our website.

It is the aim of the Board of Management to provide first class hall facilities at an affordable cost to the community. Usage of the Village Hall continues to be buoyant. Hirers participate in a wide variety of activities, including dance, drama, music, keep fit, yoga, parent & baby classes, presentations, indoor bowls, badminton, art, language and computing classes. We are justly proud of the extent and diversity of these activities, which are genuinely providing something for everyone in the community, of all ages from pre-school to pensioners. The Trustees have at all times complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

As a result of the continuing Covid-19 pandemic, for the first 4 months of the year the Hall was only used by the parent and babies classes, after school classes and some activity groups. We did however receive a welcome "start up" business grant of £8,000 which plugged the gap in our hiring income. From September 2021, childrens' parties started again and regular bookings were almost back to full capacity, although most groups were operating with reduced numbers in order to observe social distancing. By year end all our regular user groups were back in operation with the exception of just 3 groups that had sadly decided to stop meeting.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities.

preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

During the year the Main Hall hiring income was £21,222, about £5,500 short of pre-pandemic levels. Meeting Room bookings brought in £1,715, another £2,000 or so below previous levels. However, we were more than compensated by generous business rate grants totaling £10,667.

Direct Charitable Expenditure was £22,351. This was £14,583 lower than the previous year.

Utilities costs of £4,675 were more than double the previous year as we got back to full operation. Repairs & Maintenance at £3,045 was six times that of the previous year. Caretaking and cleaning costs at £8,914 were £1,380 (18%) up on the previous year.

Total Purchases were £1,789 compared with £290 the previous year. Total project expenditure was just £2,526 compared to £25,122 the previous year, which had involved the stage refurbishment and drive re-tarmacking.

Other Expenditure at £1,525 was £599 up on the previous year.

As a result, Net Incoming Resources were £10,114 compared with -£5,706 last year.

Our reserves policy, updated in December 2016, states that the current minimum level of reserves that we wish to maintain is £25,000 which is required for the following:

1. Unexpected major repairs to the building not included in our maintenance plans, the principal areas of risk being the roof, the sprung floor and drains.
2. The unexpected loss in the short to medium term of our 4 highest income generating user groups, which would amount to about £10,000 per year.

Our unrestricted fund at the end of the year stood at £49,729 as we continue to build up funds for the proposed refurbishment of the toilet block and the potential renewal of our main hall floor.

The Upton Village Hall charity is a member of Cheshire Community Action and benefits from free advice on best practices and current legislation.

Signed:



I.A. Hughes, Chairman

Date:

19<sup>th</sup> July 2022

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

## Accounts for the year ended 30th April 2022

Income & Expenditure Account	£ 2022	£ Totals '22	£ 2021	£ Totals '21
<b>Incoming Resources:</b>				
<b>Grants, Donations &amp; Fund Raising</b>				
Donation	-		5,215	
Gift Aid	-	0	1,377	6,592
<b>Business Grant</b>	10,667	10,667	21,275	21,275
<b>Trading Activities</b>				
Main Hall Bookings	21,222		1,964	
Meeting Room Bookings	1,715		-	
UVH Events	478	23,415	-	1,964
<b>Other Income</b>				
Friday Luncheon Club	-96	-96	2,301	2,301
<b>Investment Income</b>				
Bank Interest	4	4	22	22
<b>TOTAL INCOMING RESOURCES</b>		<u>33,990</u>		<u>32,184</u>
<b>Resources Expended</b>				
<b>Direct Charitable Expenditure:</b>				
Insurance	1,402		1,346	
Lighting & Heating	4,294		1,978	
Water Charges	384		155	
Repairs & Maintenance				
- Electrical	571		88	
- Boiler & Central Heating	132		120	
- Fence Repairs	1,176		-	
- Fire & Security	323		245	
- Equipment Maintenance	468		32	
- General	375		24	
Caretaker, Cleaning & Gardening				
- Caretaker Wages	8,420		7,156	
- Cleaning Materials & Equipment	142		193	
- Floor Polishing Materials	-		-	
- Paper Towels & Toilet Rolls	166		-	
- Window Cleaning	146		180	
- Gardening Purchases	40		11	
Purchases				
- Floor Buffer	1,043		-	
- Loud Speakers	587		-	
- Miscellaneous	159		-	
- Defibrillator items	-		290	
Projects				
- Stage Lighting & Refurbishment	-		14,955	
- Retarmacking Drive	-		8,746	
- New Velux Blinds & Controllers	2,276		-	
- Commemorative Plaque	250		-	
- Other	-	22,351	1,421	36,934
<b>Other Expenditure:</b>				
Licences & Fees	892		230	
Stationery & Postage	48		97	
Accounting System Service Plan	275		337	
Website Charges	66		69	
Professional Fees	56		50	
UVH Hospitality	6		-	
Other Sundry Expenses	191	1,525	143	926
<b>TOTAL RESOURCES USED:</b>		<u>23,876</u>		<u>37,666</u>
<b>NET INCOMING RESOURCES FOR THE YEAR:</b>		<u>10,114</u>		<u>-5,706</u>
<b>Balances brought forward at 1st May 2021</b>		<u>41,834</u>		<u>47,840</u>
<b>Balances carried forward at 30th April 2022</b>		<u>51,948</u>		<u>41,834</u>

# UPTON-BY-CHESTER VILLAGE HALL

## Statement of Assets & Liabilities as at 30th April 2022

	Notes	£ 2022	£ 2021
<b>Monetary Assets</b>			
<b>Current Assets:</b>			
Accrued Income		3,136	623
Other Debtors		204	422
Cash at Bank and in Hand	1.	51,319	50,252
Stock	2.	925	120
		<u>55,584</u>	<u>51,417</u>
<b>Current Liabilities:</b>			
Accrued Expenses		1,706	425
Receipts in Advance		1,930	9,158
		<u>3,636</u>	<u>9,583</u>
<b>Net Monetary Assets</b>		<u>51,948</u>	<u>41,834</u>
<b>Reserves</b>			
Friday Luncheon Club Fund		2,219	2,315
Unrestricted Fund		49,729	39,519
	3.	<u>51,948</u>	<u>41,834</u>

### Non - Monetary Assets

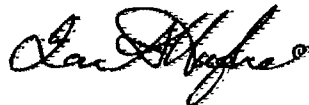
#### Permanent Endowment:

Buildings & land used by the Upton Village Hall  
(Freehold title vested with the Official Custodian for Charities)

#### Other Assets:

Held for functional use by the Upton Village Hall and expensed at time of purchase:  
Furniture and equipment in the hall and meeting rooms  
Equipment for badminton and table tennis  
Piano, chairs, tables, kitchen and cleaning equipment  
All in good condition.

Signed:



I. A. Hughes, Chairman

Date: 19<sup>th</sup> July 2022

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

## Notes to the Accounts for the year to 30th April 2022

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS: 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2016.

### 1. Cash at Bank and in Hand

	£ 2022	£ 2021
Deposit	48,873.59	47,869.15
Current	1,979.37	2,336.90
Cash in Hand	229.96	37.66
Cheques in Hand	0.00	0.00
Bar Fiat	225.00	-
Petty Cash	10.62	9.40
Total	<u>51,318.54</u>	<u>50,252.10</u>

### Current Account Reconciliation

	£ 2022	£ 2021
Current Account Closing Balance	1,979.37	2,336.90
Uncleared Deposits & Other Credits	-	-
Unpresented Cheques	-	-
Bank Account Closing Balance	<u>1,979.37</u>	<u>2,336.90</u>

### 2. Stock

Stock consists solely of bar stocks

### 3. Reconciliation of Movement in Funds

	Balance at 01.05.21	Net Income for the Year	Balance at 30.04.22
Unrestricted Fund	39,549	10,210	49,729
Friday Luncheon Club Fund	2,345	(96)	2,219
	<u>41,834</u>	<u>10,114</u>	<u>51,948</u>

## **Independent Examiners Report to the Trustees of the Upton-by-Chester Village Hall Charity**

I report on the accounts of the Upton Village Hall for the year ended 30<sup>th</sup> April 2022, which are set out on pages 3 to 5.

### **Respective Responsibilities of Trustees and Examiners**

As the charity's trustees, you are responsible for the preparation of the accounts and you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

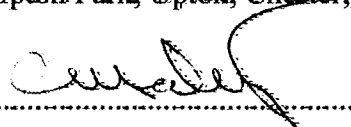
(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Colin Hedley

Relevant professional qualification or body:

Address: 33 Upton Park, Upton, Chester, CH2 1DF

Signature: .....



Date: .....

14 June 2022

**THE UPTON VILLAGE HALL**

England & Wales - Charity number 520128

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# Accounts

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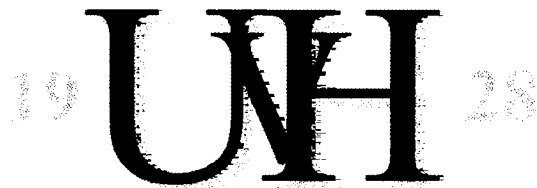
**UPTON-BY-CHESTER VILLAGE HALL**

28 Heath Road, Upton, Chester, CH2 1HX

[www.uptonbychestervillagehall.org.uk](http://www.uptonbychestervillagehall.org.uk)

Registered Charity No: 520128

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2021**



# UPTON-BY-CHESTER VILLAGE HALL

## Annual Report for the Year to 30<sup>th</sup> April 2021

The Upton Village Hall charity has a correspondence address at 31 Church Lane, Upton, Chester, CH2 1DJ. The charity is registered with the Charity Commissioners (number 520128) and constituted by Deed of Trust dated 1929 and amended 1953.

For the year ended 30<sup>th</sup> April 2021, the Board of Management comprised the following:

Chairman	Mr. I. Hughes
Hon. Secretary & Treasurer	Mr. P. O'Neill
Booking Secretary	Mr. P. Pearn
Maintenance Manager	Mr. N. Draper
Caretaker	Mrs. J. Jones
Health & Safety Officer	Mrs. S. Clanke
Non executive Trustees	Mrs. J. Smith
	Mrs. E. Case
	Mrs. S. Fearnall
	Mrs. A. Lloyd
	Mr. K. Calvert
	Mr. G. Newton (resigned 17.2.21)

Upton-by-Chester Village Hall is situated on Heath Road, Upton-by-Chester, and the object of the charity is to maintain the Village Hall for the communal benefit of the inhabitants of Upton-by-Chester and the surrounding areas of Bache, Caughall, Moston, Wervin and Newton. The charity enjoys the continuing help of local volunteers and employs a part time caretaker who is also a trustee.

For the methods, policies and procedures for the recruitment, appointment, induction and training of new Trustees we closely follow the guidance offered in the Charity Commission booklet CC3, "The Essential Trustee: what you need to know", May 2018. New appointees are chosen for the particular skills, experience and time commitment that we need and that they have to offer. They are given a copy of the above booklet so that they can understand their responsibilities and possible liabilities before accepting. Our induction pack includes our Deed of Trust, past minutes of board meetings and management accounts. Training is through discussions with other members of the Board of Management. All this is set out in a policy document available on our website.

It is the aim of the Board of Management to provide first class hall facilities at an affordable cost to the community. Usage of the Village Hall continues to be buoyant. Hirers participate in a wide variety of activities, including dance, drama, music, keep fit, yoga, parent & baby classes, presentations, indoor bowls, badminton, art, language and computing classes. We are justly proud of the extent and diversity of these activities, which are genuinely providing something for everyone in the community, of all ages from pre-school to pensioners. The Trustees have at all times complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

As a result of the Covid-19 pandemic the Hall was open for just a few weeks in October and December 2020 and April 2021, and it was only used by a limited number of children's and exercise groups during these periods. However, the loss of income was largely compensated for by a series of business rates grants received from HM Government.

Having received two generous legacies, each of £5,000, which were earmarked for new stage lighting and drapes, it was decided to proceed with this project over the summer of 2020 while the Hall was closed. At the same time, we took the opportunity to have one of the drives re-tarmacked.

Our part-time caretaker of 17 years was on full pay throughout the periods of closure as disappointingly she was ineligible for furlough payments. Back in 2004, at their suggestion, HMRC made our scheme dormant as she was paid under the income tax and national insurance thresholds. Inexplicably, this entailed removing her from their system entirely, such that there was no record of her employment when we came to apply for furlough payments in April 2020.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

During the year the Main Hall was used by a handful of children's and exercise groups for just 8 weeks resulting in just £1,964 of hiring income compared with £25,904 the previous year. There were no ad hoc bookings, no use of the Meeting Room and no productions organised by the Village Hall. However, donations totaled £5,215 accompanied by gift aid of £1,377, and the business rates grants totaled £21,275 resulting in total incoming resources of £32,154, £4,973 more than the previous year.

Direct Charitable Expenditure was £36,934. This was £14,577 higher than the previous year.

Utilities costs of £2,221 were 49% of the previous year. Repairs & Maintenance at £509 were just 19% of the previous year. Caretaking and cleaning costs were 83% of the previous year.

Total Purchases were £290 compared with £925 the previous year. Total project expenditure was £25,122 compared to £3,761 the previous year, the increase being largely explained by the new stage lighting and drapes (£14,955) and the re-tarmacked drive (£8,746).

Other Expenditure at £926 was £412 down on the previous year.

As a result, Net Incoming Resources were -£5,706 compared with £3,486 last year.

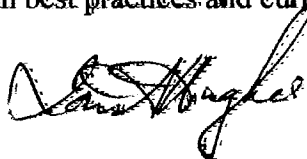
Our reserves policy, updated in December 2016, states that the current minimum level of reserves that we wish to maintain is £25,000 which is required for the following:

1. Unexpected major repairs to the building not included in our maintenance plans, the principal areas of risk being the roof, the sprung floor and drains.
2. The unexpected loss in the short to medium term of our 4 highest income generating user groups, which would amount to about £10,000 per year.

Our unrestricted fund at the end of the year stood at £39,519 as we continue to build up funds for the proposed refurbishment of the toilet block.

The Upton Village Hall charity is a member of Cheshire Community Action and benefits from free advice on best practices and current legislation.

Signed:



I.A. Hughes, Chairman

Date: 20<sup>th</sup> July 2021

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

Accounts for the year ended 30th April 2021

Income & Expenditure Account	£ 2021	£ Totals '21	£ 2020	£ Totals '20
<b>Incoming Resources</b>				
<b>Grants, Donations &amp; Fund Raising</b>				
Donation	5,218		500	500
Gift Aid	1,377	6,592		
<b>Business Grant</b>	21,275	21,275	-	-
<b>Trading Activities</b>				
Main Hall Bookings	1,964		22,651	
Meeting Room Bookings	-		3,253	
UVH Events	-	1,964	1,508	27,410
<b>Other Income</b>				
Friday Luncheon Club	2,301	2,301	-810	-810
<b>Investment Income</b>				
Bank Interest	22	22	81	81
<b>TOTAL INCOMING RESOURCES</b>		<b>32,154</b>		<b>27,184</b>
<b>Resources Expended</b>				
<b>Direct Charitable Expenditure</b>				
Insurance	1,346		1,292	
Lighting & Heating	1,978		4,089	
Water Charges	155		452	
Repairs & Maintenance				
- Electrical	88		882	
- Boiler & Central Heating	120		254	
- Plumbing	-		151	
- Fire & Security	245		264	
- Equipment Maintenance	32		564	
- General	24		716	
Caretaker, Cleaning & Gardening				
- Caretaker Wages	7,150		8,220	
- Cleaning Materials & Equipment	193		128	
- Floor Polishing Materials	-		230	
- Paper Towels & Toilet Rolls	-		348	
- Window Cleaning	186		148	
- Gardening Purchases	11		37	
Purchases				
- Stage Carpet	-		588	
- Other	-		345	
- Defibrillator items	290		-	
Projects				
- Stage Lighting & Refurbishment	14,955		-	
- Refurbishing Drive	8,746		-	
- Boiler Storerroom Enhancement	-		1,157	
- Badminton Lines & Floor Sealing	-		1,877	
- Sound System Upgrade	-		185	
- Other	1,421	36,934	582	22,357
<b>Other Expenditure</b>				
Licences & Fees	230		598	
Stationery & Postage	97		88	
Accounting System Service Plan	397		326	
Website Charges	69		69	
Professional Fees	58		50	
UVH Hospitality	-		88	
Other Sundry Expenses	148	926	119	1,338
<b>TOTAL RESOURCES USED</b>		<b>37,860</b>		<b>23,699</b>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<b>-5,706</b>		<b>3,486</b>
<b>Balances brought forward at 1st May 2020</b>		<b>47,540</b>		<b>44,054</b>
<b>Balances carried forward at 30th April 2021</b>		<b>41,834</b>		<b>47,540</b>

# UPTON-BY-CHESTER VILLAGE HALL

## Statement of Assets & Liabilities as at 30th April 2021

	Notes	£ 2021	£ 2020
<b>Monetary Assets</b>			
<b>Current Assets</b>			
Accrued Income		623	454
Other Debtors		422	88
Cash at Bank and in Hand	1.	50,252	48,320
Stock	2.	120	731
		<u>51,417</u>	<u>49,593</u>
<b>Current Liabilities</b>			
Accrued Expenses		425	895
Receipts in Advance		9,158	1,158
		<u>9,583</u>	<u>2,053</u>
<b>Net Monetary Assets</b>		<u>41,834</u>	<u>47,540</u>
<b>Reserves</b>			
Friday Luncheon Club Fund		2,315	14
Mrs Price & Mrs Turner Legacies	3.	-	5,000
Upton Dramatic Society Donation	3.	-	500
Unrestricted Fund		38,519	42,026
	4.	<u>41,834</u>	<u>47,540</u>

### Non - Monetary Assets


#### Permanent Endowment:

Buildings & land used by the Upton Village Hall  
(Freehold title vested with the Official Custodian for Charities)

#### Other Assets

Held for functional use by the Upton Village Hall and expensed at time of purchase:  
Furniture and equipment in the hall and meeting rooms  
Equipment for badminton and table tennis  
Piano, chairs, tables, kitchen and cleaning equipment  
All in good condition

Signed:



I. A. Hughes, Chairman

Date:

20<sup>th</sup> July 2021

For and on behalf of the Board of Management

# UPTON-BY-CHESTER VILLAGE HALL

## Notes to the Accounts for the year to 30th April 2021

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

### 1. Cash at Bank and in Hand

	£ 2021	£ 2020
Deposit	47,869.15	46,847.00
Current	2,335.90	1,395.28
Cash in Hand	37.65	60.61
Cheques in Hand	0.00	8.00
Petty Cash	9.40	9.40
Total	50,252.10	48,320.29

### Current Account Reconciliation

	£ 2021	£ 2020
Current Account Closing Balance	2,335.90	1,395.28
Uncleared Deposits & Other Credits	-	-
Unpresented Cheques	-	171
Bank Account Closing Balance	2,335.90	1,566.68

### 2. Stock

Stock consists solely of bar stocks.

### 3. Restricted Funds

These two items were applied to the new stage lighting and stage refurbishment:

### 4. Reconciliation of Movement in Funds

	Balance at 01.05.20	Net Income for the Year	Balance at 30.04.21
Unrestricted Fund	42,026	(13,172)	38,519
Mrs Price & Mrs Turner Legacies	5,000	5,000	-
Upton Dramatic Society Donations	500	165	-
Friday Luncheon Club Fund	14	2,301	2,315
	47,540	(5,706)	41,834

## **Independent Examiners Report to the Trustees of the Upton-by-Chester Village Hall Charity**

I report on the accounts of the Upton Village Hall for the year ended 30<sup>th</sup> April 2021, which are set out on pages 3 to 5.

### **Respective Responsibilities of Trustees and Examiners**

As the charity's trustees, you are responsible for the preparation of the accounts and you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

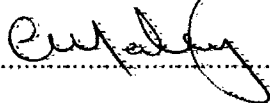
(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Colin Hedley

Relevant professional qualification or body:

Address: 33 Upton Park, Upton, Chester, CH2 1DF

Signature: .....



Date: 12 June 2021