

UPTON VILLAGE HALL ANNUAL REPORT 2018 / 2019

Upton Village Hall is managed by local volunteer trustees. It operates at virtually full occupancy of its main hall from September to May except during holiday periods. Occupancy declines during the summer months allowing for more casual bookings. The meeting room is let regularly and independently of the main hall without any conflict over facilities. This successful arrangement allows us to keep our hiring fees at a low level benefiting our organisations and local users. Over 30 different groups use the facilities, covering ages from babies to the elderly, and offering a great range of sporting, leisure, cultural, personal care and specialised interest activities. We have celebrated its 90th year which is a great achievement. The Hall is excellently managed, maintained and promoted, building up high esteem within the local community. We have renewed our accreditation to the full set of Hallmark standards – levels 1, 2, & 3. This is a national quality standard; however, we are still the only Hall in Cheshire holding this full set. Two of our trustees, Phil Pearn and Phil O'Neill are now trained assessors.

User Base, Activities and special events



We begin this section by recalling the special event of the celebration of Normal Draper, our maintenance man, enjoying his 90th birthday party at the hall along with his wife Joan and family members. A good number of his friends attended the event and Norman continues in his valuable role in looking after many areas of the building. We look forward to his involvement in the years to come.

The organisations using the hall continue to thrive and it difficult to find a gap in bookings to clean the building, but Jane Jones does an excellent job despite the constant use of the hall. The Horticultural Society and Flower Club continue to be well supported in all their excellent shows. The Flower Club have been organising fund raising events, so they can hold a flower festival. Next year will be their 60th Anniversary. All the different organisations that use the hall can be found on our comprehensive website and there is something for everyone looking for a new interest. We thank Phil Pearn for his time in managing the site.

We celebrated the 90th anniversary of the hall and held a dinner and a show. On the 8th December, the actual anniversary date, a variety concert was held. We enjoyed entertainment from a very good magician, Stephen Cooil, a tremendous singer, Sarah Lowe who performed songs from the musicals and Ian Hughes stood in when a duo had to withdraw because of personal reasons.



The dinner was held in January and was a great success and many of the leaders of the user groups were invited to celebrate the historic event. We had two honoured guests, Joyce Cook (now sadly passed away) and Gladys Wooton, both of whom were around when the hall opened. Sophie Fearnall providing an excellent meal.



Phil O'Neill has been instrumental again in booking a variety of events during the past year. In October we were entertained with "Music of the Travellers" and in February we welcomed back the "Abba Sensation" tribute band. Tickets were in great demand as they were such a success

on their previous visit. Then in April we were treated to "Walking the Oars" a mixture of Viking and Scottish stories and songs, with the audience providing the crew of a Viking long ship. Again, the evening was a sell-out. The Luncheon Club is still a great draw, providing meals and entertainment for all the local people who attend this splendid service.

In December Geoff Newton again organised a successful Christmas concert with the Salvation Army and David Whitley taking centre stage. Finally, the Dramatic Society, who are celebrating their 85th year, produced two successful plays, "Murder in Play" and "Anyone for Murder". There seems to be a familiar theme that the group are pursuing. They managed to raise over £1000 for local Charities.

Board of Trustees & Employees

The board comprises, Chairman Ian Hughes, Secretary and Treasurer Phil O'Neill, Booking Secretary Phil



Pearn, Maintenance Manager Norman Draper, Health and Safety Officer Sandra Clark, Liz Case, Sophie Fearnall, Jill Smith, Geoff Newton, caretaker Jane Jones and Kathryn Navas who is standing down this year due to a high level of personal and business commitments. We thank her for her input over the years. Each of the trustees are committed to the well-being of this important community establishment, meeting regularly and assessing

potential improvements for the future development of the building.

Operations, Maintenance & Enhancements

Generally, the work at the hall has been quiet compared to other years. We had a problem with the Velux windows and needed help from a roofing engineer to resolve the issue. The wall between the storeroom



and the boiler room was removed and the floor extended. Then a new wall created to isolate the boiler area. This provided extra storage space, making the area more useable. Phil O'Neill designed the space to accommodate all the cleaning equipment and hall fans. There are many checks carried out by members of the trustees during the year making sure the hall continues to qualify for the "Hallmark 3" status. Sandra Clarke carries out a long list of health and safety checks and oversees the annual risk assessment and fire inspections. Sandra also reviewed the User Guide manual

which has now been reprinted and made available. Thank you Sandra for your hard work.

Norman and Ian continue covering any maintenance issues that are recorded in the "Log it 2 Fix it" book. Norman has also attended the hall while the hot water boiler and dishwasher have their annual services and if and when any service engineers are required to repair electrical equipment. Jane continues to clean the chairs and treat them with "Scotchgard" which appears to be successful. A new electrical certificate has been issued by our electrical contractor, Dave Bundy, and we have installed new sockets in the bar area for a microwave. A new sensor light has been fitted in the porch so now users can see the door locks more clearly.

The container in the car park will need re-painting this summer and Phil O'Neill and Ian Hughes will endeavour to carry this out if it ever stops raining.

The hall floor is showing signs of wear and we hope to engage Sports Surfaces once again to carry out the work. This will require the hall to be closed for a few days during the summer holidays.

In the course of the year, we were extremely grateful to receive a substantial legacy from the estate of the late Mrs Gillian Price. The Board has been determined to ensure that this money is spent on work that clearly benefits user groups and has a visual impact. After much deliberation it has been decided that the legacy will go towards a complete refurbishment of the stage area to be jointly funded by the Village Hall and Upton Dramatic Society. An important element will be new lighting for the use of both the dramatic society and other hall users. A first step towards the refurbishment has been the recently fitted carpet. The main work is scheduled for the summer of 2020 as there is much planning to be done.

Along with the excellent commitment and assistance of the other trustees, the village hall is in safe hands. All trustees play their part in making sure the building continues to be an asset to the community, bringing their talents to enhance the services we can offer to people who enjoy the different activities held in Upton Village Hall.

Financial

We started the year with a balance brought forward of £31,019 and over the course of the year made a surplus of £13,035. As a result, we finished the year with a balance carried forward of £44,054. The chart below illustrates the incoming and outgoing flows of funds as itemised in this report. It should be read by starting with the Balance Brought Forward and going up the INCOMING column and then going across to and down the OUTGOING column, culminating in the Free Reserves carried forward.

Income from hiring out the Main Hall was £26,596, £963 (4%) up on the last year. Within this, Ad Hoc Users of the Main Hall at £3,613 were £745 (26%) higher than the previous year, with a significant number of unexpected bookings in addition to 37 children's parties. Regular Users brought in £22,983 up by £218 (1%) on the previous year. Income from the Meeting Room was a healthy £3,712 which was up by £319 (9%) on the previous year, largely due to additional Computer classes.

UVH Events, Legacy & Miscellaneous totalled £4,970. We were extremely grateful to receive a generous legacy of £5,000 from Mrs. Gillian Price, which is earmarked for the refurbishment of the stage and stage lighting. Seven Village Hall staged events generated £1,744 just 3% under target. Offsetting this was the cost of the 90th Anniversary Dinner which was subsidised to the tune of £1,890.

Caretaking, Cleaning & Maintenance expenditure at £12,195 was £813 (7%) up on the previous year, largely due to an increase in Caretaker wages and some sickness cover. Maintenance expenditure continues to be relatively high due to the quantity of equipment that requires regular servicing and repair.

Lighting, Heating and Water charges at £4,475 were £436 (9%) down on the previous year. Electricity at £1,505 was £74 up on last year. Gas at £2,567 was £367 (13%) down on the previous year, due to the warmer winter and hot water in the kitchen now being heated electrically. Water at £403 was £143 lower than the previous year, largely due to a final invoice from Dee Valley Water that could not be paid after Severn Trent took over our supply.

Administration and Insurance at £2,830 was £103 (4%) down on the previous year. Of this total, Licences & Fees amounted to £1,073 and our insurance premium was £1,348.

Expenditure on Projects totalled £2,294. This comprised £1,244 on the boiler storeroom enlargement, £300 on the storeroom shelving, and £750 on electrical works. Purchases totalled £449, comprising £257 on equipment and £191 on crockery and glasses.

The £5,000 legacy received from Mrs. Gillian Price is carried forward as planning for the stage and lighting improvements is still underway. In addition, Free Reserves carried forward at year end totalled £39,054 as we build up funds towards the refurbishment of the toilet block now planned for the summer of 2021.

