

UPTON VILLAGE HALL ANNUAL REPORT 2017 / 2018

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 are celebrating our 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

The organisations using the hall continue to thrive and we, at present, don’t have any availability for new bookings of regular user groups. All the different organisations that use the building can be found on our website and there is something for everyone looking for a new interest.

The French for Fun classes have grown from strength to strength, and there are now four classes spanning Tuesday mornings and Wednesday afternoons.

The Stretchilates classes, which, as the name suggests, combine stretching with pilates exercises, have grown in popularity and there is still room for more participants.



Phil O’Neill has been instrumental in organising a number of events during the year. A full house greeted the return of the “Fugitives”, a Canadian indie folk group, who first played for us in 2015. Such was the popularity of this band, demand for tickets was huge and we could have filled the hall twice over. Another success, brought to us through Cheshire Rural Touring Arts, was “Standing in Line”, a story of the Great War, remembering the events in Northern France a hundred years ago. In December, Geoff Newton again organised a very successful Christmas concert with the Salvation Army, with David Whitley, a trained singer who has performed for us regularly, taking centre stage.

The Dramatic Society produced another two super plays and it is always amazing how the bare stage is transformed. The play the “Odd Couple” was set in an apartment in America

and "Death in High Heels" took the audience to the cutting room of a high-class fashion house just off Regent Street, London, in the 1930's, as this picture shows.



The Horticultural Society continues to have very successful shows that fill the hall on every occasion. The Friday Luncheon Club is also proving to be as popular as ever and continues to thrive because of the organisation and the support given freely by local volunteers, making the event such a treat. These are just a few of the groups that use the building, but there are too many organisations to mention them all here, so go on line and find an activity you might enjoy.

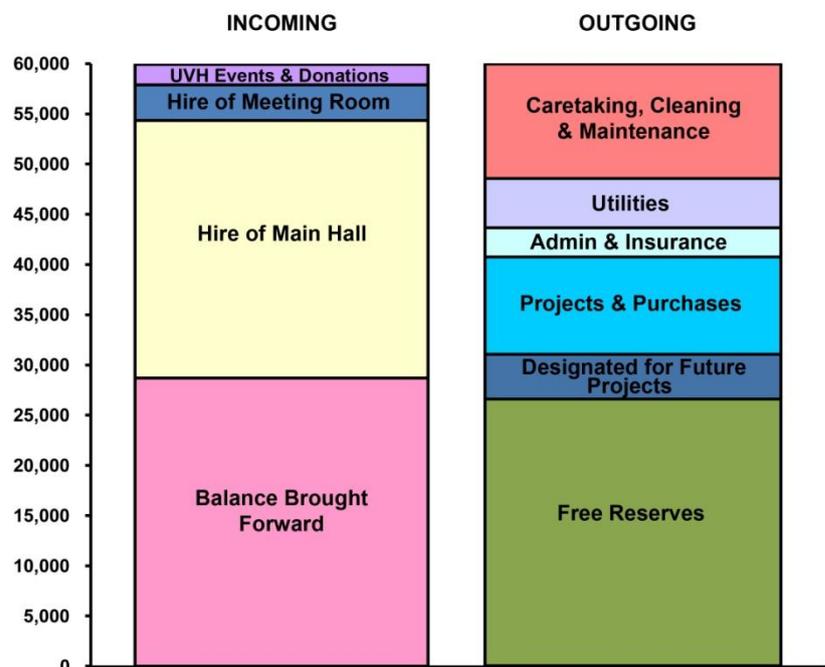
Financial

We started the year with a balance brought forward of £28,714 and over the twelve months made a surplus of £2,305. As a result, we finished the year with a balance carried forward of £31,019. 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 £25,633, £350 (1%) up on the last year. Within this, Ad Hoc Users of the Main Hall at £2,868 were £689 (32%) higher than the previous year, with a number of unexpected bookings in addition to 43 children's parties. Regular Users brought in £22,765 down by £339 (1%), largely due to the one week shutdown in April 2018. Income from the Meeting Room was a healthy £3,393 which was up by £261 (8%) on the previous year, mainly due to additional French for Fun classes.

UVH Events & Donations totalled £2,032. There were seven Village Hall staged events, receipts from which were 7% under target as the two Cheshire Rural Touring productions that we were given did not have the popular appeal of previous shows, even though they were outstanding.

UPTON VILLAGE HALL FUNDING 2017-2018



Caretaking, Cleaning & Maintenance expenditure at £11,382 was just £276 (2%) down on the previous year. Maintenance expenditure continues to be relatively high as we now have quite a lot of equipment that require regular servicing and repair.

Lighting, Heating and Water charges at £4,911 were £565 (13%) up on the previous year. Electricity at £1,248 was £183 up on last year. Gas at £2,934 was £337 (13%) up on the previous year, following the unusually cold spring. Water at £546 was £45 higher than the previous year.

Administration and Insurance at £2,933 was just £120 (4%) up on the previous year. Of this total, Licences & Fees amounted to £1,060 and our insurance premium was £1,309.

Expenditure on Projects totalled £9,081. This comprised £6,233 on the installation of the 3 phase electricity supply and new hot water heater, £1,100 on redoing the new badminton court lines and floor sealing, £606 on the timber treatment and survey, £893 on a variety of electrical jobs, £159 under Sound System Upgrades for a new headset and £90 on miscellaneous items. Purchases totalled £609, the main items of which were a hedge trimmer (£186) and two oscillating tower fans (£139).

Free Reserves carried forward at year end totalled £26,520 having designated £4,500 towards the possible refurbishment of the toilet block in two years time.

Board of Trustees & Employees

The board comprises Chairman Ian Hughes, Secretary and Treasurer Phil O'Neill, Booking Secretary Phil Pearn, Maintenance Manager Norman Draper, Liz Case, Jill Smith, Sandra Clarke, Sophie Fearnall, Geoff Newton, Kathryn Travis and our caretaker Jane Jones. Each of us is 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

Our standard domestic electrical supply has been insufficient for the demands of the hall with its commercial standard kitchen, and over the years we have experienced many power trips.



The only solution was to install a 3 Phase supply. (See the picture of workmen installing the cabling on the cherry picker). Phil Pearn took on the responsibility of designing and project managing this work, taking the opportunity to also install a powerful new instant water heater for the kitchen. This improvement meant we could then remove the hot water cylinder and re-organise much of the boiler room plumbing, thereby creating more space and easing any future plans

for potential roof solar panel generation, or possibly charging points for electric cars at the rear of the building. The work was all successfully carried out during a one-week shutdown during the 2018 Easter school holidays. Of course, the new system is one enhancement that is largely invisible to users of the hall, but there are tell tale signs such as this rather impressive industrial looking box and thick cables, rather different to what we are used to seeing in domestic installations!

The Trustees always look ahead, reviewing any possible improvements to the Hall and feel that the next project for the future will be to refurbish the toilet facilities and to



this end we are monitoring the state of our finances as to when this work can take place.

During the August shut-down the hall floor was resealed and the badminton lines repainted, and an excellent job was carried out. The woodworm problem that was mentioned last year has been treated correctly, and then in April this year, the same company carried out a survey under the hall floor to check that everything was in order. We are glad to say all is fine. An overall check is carried out regularly on the building and any issues found are corrected by local tradesmen.

Sandra Clarke has done a sterling job over the year, investigating all issues with Health and Safety and carrying out a long list of checks on areas within the building. During a regular fire inspection, a possible problem was noted! If there was a fire in the kitchen/bar area how would the users of the committee room escape from the building? Sandra Clarke and Ian Hughes carried out a risk assessment on a winter's night, resulting in the installation of emergency lighting on the stage, in the utility area and the main entrance, as this was deemed to be the best route to escape from the building if such an incident should occur.

Jane Jones, our very enthusiastic caretaker, along with Carl, her husband, have provided a very presentable property inside and out, but the problem of the stained chairs has been a real headache. After many discussions we think this issue has been resolved with the use of "Scotch Guard" being sprayed on the chairs. We wait and see. Jane has been granted an increase in her wage for her increased scope of work and her continued loyal commitment.

Sophie Fearnall, who has provided meals at the hall on many occasions, has agreed to be our hygiene officer, responsible for catering standards within the kitchen. She will oversee any changes or improvements that are suggested within the catering area.

Norman Draper, our maintenance manager, continues to oversee the regular servicing of the boiler, dishwasher, etc. and is on call for any emergencies that crop up during the year. His experience in this field has been invaluable and for being on call he is paid a small retainer. The "Log It 2 Fix It" book appears to be working well. This book is available for users to record any incidents or problems in the building and Norman or Ian Hughes, his understudy, address any faults and Sandra Clarke follows up any reported accidents.

Phil O'Neill, our treasurer, continues to produce, every quarter, a clear and comprehensive explanation of the hall's financial situation. He provides us with colourful graphs of projections into the future and charts of the hall's usage of utilities, all of which ensures that every trustee is fully conversant with the hall's finances.

Along with the excellent commitment and assistance of the other trustees, the Village Hall is in safe hands, as everyone plays their part in making sure the building is an asset to the community. The improvements to the building over recent years have been mainly down to the stewardship of Phil Pearn, our last Chairman, who led the drive to make our Hall the envy of all hall owners in Cheshire and to exceed the expectation of users. We owe him a great debt of gratitude.

We have a very comprehensive set of policies, that are regularly under review and added to if and when necessary. We also have an extensive Scheduled Activities list that covers all planned H&S, maintenance and administrative tasks from a weekly to a five yearly frequency, providing a checklist that ensures that nothing gets overlooked.

Finally, this year is the Hall's 90th anniversary. The Travis Academy of Performing Arts has already staged an enjoyable show in support of the event. The audience were treated to a part of the Ballet "Sleeping Beauty" and extracts from popular musicals. We are also hoping to have a variety evening on Saturday 8th December (our actual birthday), followed by a dinner in the New Year.