

**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**

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# 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>51,548</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

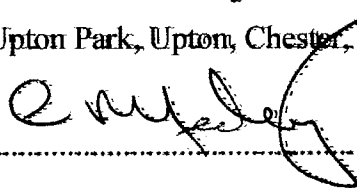
(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Colin Hedley

Relevant professional qualification or body:

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

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



Date: \_\_\_\_\_

20 June 2023