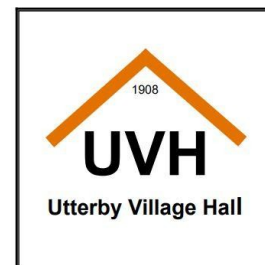


# UTTERBY VILLAGE HALL

## ANNUAL REPORT

### AGM APRIL 28 2025



## GOVERNANCE

### Remembering Chris

We start with acknowledging the sad loss of our committee member Chris Bateman who passed away in early January 2025. He is sadly missed by us all on the committee and all those who knew him from the village. A flowering cherry tree to celebrate his life has been donated and planted in the Hall garden. We hope this serves as a fitting tribute to a wonderful friend. He is greatly missed.

### Meetings

Our cycle of quarterly management meetings, with “email business” in between continues. Thank you to all committee members for taking on this role and for their time, support and positivity.

### Update of Rules and Regulations

This year we developed a set of Rules and Regulations which build on and sit alongside the original Trust Deed of 1948. A Financial Governance policy has also been created, detailing how UVH manages finances. These documents help us clearly set out, in modern language, how Utterby Village Hall (UVH) operates. Copies can be found on the Hall website.

### Development Plan

A Development Plan “Utterby Village Hall...today...tomorrow...the future” was written to help plan the work and developments that need carrying out over the coming five years or so, to keep UVH building and site in good repair and updated for everyone to use. This is published on the website.

## BUILDING & SITE

### Electrical Safety

The annual Portable Appliance Testing (PAT) and heating servicing was carried out as required.

### Fire Safety

UVH Fire Safety Risk Assessment was reviewed by the Responsible Person on behalf of the committee. All improvements / requirements from last year’s Risk Assessment by Safelincs were completed. We continue to carry out and record monthly fire alarm and emergency lighting checks. We meet the required criteria for fire safety. Fire fighting equipment was serviced by our usual contractors and a faulty extinguisher was replaced. The required annual full testing of emergency lighting and alarms is now carried by a qualified electrical contractor.

### Asbestos Safety Awareness

The Asbestos Management plan remains in place for any contractors working on the site to refer to if required.

## **Repair, Maintenance and Improvements**

Our Development Plan is being used to prioritise work for the Hall.

Key areas of external repointing, spot repairs to parts of the roof and work to the lower internal North wall to eliminate damp issues have all been carried out. The work to remedy the damp issues was much more extensive than expected. This has now been resolved with damp proof injections, moisture barrier membrane, waterproof brick sealant, air vents in the floorboards and new plastering.

Another new heater was installed in the coffee area.

The next stage of maintenance and improvements from our plan will focus on installing a Positive Input Ventilation system to help eradicate any condensation and moisture issues, further repointing to the South wall and restoration of the wooden main hall floor. The costs for these works will be budgeted from general income. However, we are hoping to apply to East Lindsey Investment Fund (ELIF) to try and secure funding for this and variety of other work and resources. Details have been shared on our website and with regular Hirers and discussed at the AGM. Please see our website for further information.

## **Cleaning & Gardening**

The Hall continues to be checked and cleaned after each hire and also has a weekly clean.

Thanks to Mel and Dave Whitehall and Clare and Steve Jones, who continue to work on and care for the garden. The native, mixed hedge planted last year is growing well and they carried out work to reclaim the area near the tree stump. Thanks also to Paul Crane who continues to keep the grass cut. The car park weeds were treated last year and will be tackled regularly. Clare and Steve also donated their time and materials to paint the car park fence, which is greatly appreciated. All the work has made a real difference to our garden.

## **Community Defibrillator**

We worked with Utterby Parish Council to support their installation of a defibrillator. This is kept lit and heated by the Hall electricity supply and owned and maintained by the Council. UVH will donate free use of the Hall to support community training sessions for using the equipment.

# **POLICIES & PROCEDURES**

## **Hall Hire Agreement**

The Hall Hire Agreement remains a key document for UVH and is used for all new bookings. It is reviewed annually with ongoing regular Hirers. This ensures all Hirers are aware of the terms and conditions of use. The Hire Agreement can be viewed on the Hall website.

## **Hall Insurance**

We continue to hold Village Guard Insurance with Allied Westminster which covers buildings, contents, public liability and trustee insurance.

## **Copyright Music Licence**

TheMusicLicence (PPL PRS) to legally allow live or recorded copyright music to be played in the Hall was renewed.

## **YMCA Village Hall Service**

We subscribed to the YMCA Village Hall Service this year. This provides advice and support we may need to run the Hall as well as listing us on their website of Village Halls in the area.

## Policies

We now have the following policies in place all available on our website.

Fire Safety	Social Media	Data Protection
Confidentiality Policy	Alcohol	Bouncy Castles
Lone Working	Food Safety	Diversity and Inclusion
Safeguarding	Financial Governance	Health and Safety
Key Holder	Hall Hire Agreement	Rules & Regulations

## Accidents

There have been no accidents reported or recorded in the 24/25 period.

## Complaints

No complaints have been received in the 24/25 period.

# BOOKINGS, ADVERTISING & PUBLICITY

## Hire Fees

Hire fees have been reviewed and remain at £15 per hour for the whole facility or £10 for just the carpeted coffee area. Discounts for regular and community Hirers have been updated and are agreed with each Hirer. Fees are set out in the attached APPENDIX 1.

## Social Media

Our Facebook, Instagram and Threads accounts are regularly updated with information about classes and activities. We no longer use “X”.

## Website

We continually update and maintain our website. The website subscription which pays for the domain name and hosting of our files and information has been renewed.

[utterbyvillagehall.org](http://utterbyvillagehall.org) is where all information about UVH can be found.

## Flyers and Leaflets

We continue to use the Hall noticeboards to display information posters. We drop flyers to residents about about the Hall. Thanks to Ray Van Spall, Mel Whitehall and Clare Jones for volunteering their time to help with leaflet deliveries. We included a six monthly calendar of Hall activities and classes in the February edition of Utterby Voice.

## Hall Use

Hall bookings have increased. They rose from 162 hires during 23/24 to 202 during 24/25.

Total hours of use rose from 411.5 hours to 496 during 24/25.

Thank you to all our Hirers who continue to use the Hall for a wide variety of activities including drama sessions, music rehearsals, coffee mornings, meetings, Kurling sessions, art classes, meditation and wellness sessions, cake decorating classes, music events, fencing practice, dancing sessions, fund raising events and all sorts of parties.

Thank you to Team Utterby and Utterby Community Coffee Morning for generous donations to the Hall from events they held during the year. Also thanks to Utterby Parish Council and East Lindsey District Council for grants of £500 each towards repair works.

## **CONCLUSION**

UVH Hall continues to be well used and appreciated by everyone who uses it. We hope our efforts to keep it maintained and improved will have a positive impact on our users and local community.

We are always looking for new groups or individuals to use the Hall or to set up community groups. Please get in touch if you would like to organise anything.

I am once again proud to present this annual report as a record of progress, development and achievement over the past year.

Simon Lashbrooke- Small

### **CHAIR UTTERBY VILLAGE HALL**

Any questions about the Annual Report should be emailed to the Chair at [thevillagehallutterby@gmail.com](mailto:thevillagehallutterby@gmail.com)

# HIRE COSTS FROM APRIL 25

## APPENDIX1

HOURS	STANDARD RATE	REGULAR/COMMUNITY GROUP DISCOUNT RATE + UTTERBY RESIDENTS	SMALL MEETING AREA RATE
<b>1 hour</b> <small>only available by special arrangement</small>	£15	£15 no discount for 1 hour only	£10
<b>2 hours</b>	£30	£27	£20
<b>3 hours</b>	£45	£40	£30
<b>4 hours</b>	£60	£55	£40
<b>5 hours</b>	£75	£70	£50
<b>6 hours</b>	£90	£80	£60
<b>7 hours</b>	£105	£95	£70
<b>8 hours</b>	£120	£110	£80
<b>Over 8 hours</b>	Each additional hour charged at £15ph	Each additional hour charged at £13ph	Each additional hour charged at £10ph

### BOOKING

What time will the booking start and finish? Plan in enough time to set up and tidy away and include this in the booking time. The hall will be opened and closed at the agreed times.

### TERMS & CONDITIONS

Hirers must read the Hall Booking Agreement before making a booking.

Hirers will be asked to sign this agreement before their event to acknowledge they agree to the terms and conditions of hire.

### PAYMENT FOR HIRE

£30 deposit for bookings over 2 hours to be paid at time of booking by bank transfer.

Pay remainder by cash on the day of hire or by bank transfer.