

UTTERBY VILLAGE HALL

Main Rd, Utterby, Louth, LN11 0TH

Charity No - 508185



ANNUAL REPORT

For reporting period 1 April 2025 – 31 March 2026

Author – Simon Lashbrooke-Small (Chair)

INTRODUCTION

Utterby Village Hall was built in 1908 and has been a registered charity since 1978. It is governed by a Trust Deed of 1948, with the purpose of carrying out the The Trust Deed Objects -

“for the purposes of physical and mental training, and recreation, and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the beneficial area, without distinction of sex or political, religious, or other opinions”

A Rules and Regulations document and Financial Governance policy was created in September 2024 to sit alongside the Trust Deed to help clarify how the Charity is managed and administered today. The Aim and Objectives from this guidance, in support of the 1948 Trust Deed, are set out below.

AIM

To provide an inclusive community space for residents from Utterby and the surrounding areas, to use for a variety educational, creative, physical and social activities.

OBJECTIVES

- To ensure proper governance for running Utterby Village Hall is in place.
- To develop and implement policies and procedures for the legal, safe and effective operation of Utterby Village Hall.
- To maintain, restore and improve Utterby Village Hall building and site.
- To provide a high quality environment at Utterby Village Hall which is fit for a variety of activities and users.
- To promote Utterby Village Hall in the local and wider community.
- To welcome and include everyone, without discrimination, who wishes to use Utterby Village Hall for their activities and events.

Income is generated mainly from hiring the Hall facilities to groups, organisations and individuals. Some income may also come from grants, donations and fundraising. A separate Annual Finance Report sits alongside this Annual Report.

The Hall is run by a committee of volunteer Management Trustees composed of Utterby residents and representatives from parish organisations, groups and regular Hirers.

This report is compiled on behalf of the Management Committee Trustees. It sets out progress and developments over the past year in pursuance of the charity's Objects.

For the year 25/26 the committee has consisted of -

Utterby Residents Members

Simon Lashbrooke-Small – Chair

Ann Van Spall – Treasurer

Andrew Lashbrooke-Small – Secretary

Clare Jones (until 31 March 2026)

Paul Crane (until January 2026)

Di Bateman

Sally Mould (from January 2026)

Community/Parish Organisations/Regular User Representatives

Jaquie Clifford - Utterby Parish Council (from July 2025)

Tina Bryan - St Andrew's Church

Mel Whitehall - Team Utterby

Val Sawford - Utterby Community Coffee Morning

Shane Richards - Louth & District Parkinson's UK

Holding Trustees

These Trustees are not involved in the management of the Hall. They are -

Terry Buckley, Brian Frobisher and Nick Wilkinson

This report sets out progress and information in the areas of Governance, Building and Site, Policies and Procedures and Bookings, Advertising and Publicity.

GOVERNANCE

We continue to ensure the Hall is correctly and effectively managed for the benefit of all users.

Meetings

Our cycle of quarterly management meetings continues. The AGM is held annually as required by our Trust Deed. Thank you to all committee members for their time, support and positivity.

Trustees Who Have Stepped Down

Paul Crane has stepped down from the committee due to moving out of the village and Clare Jones has also stepped down. We thank them for their positivity and support over the past three years.

New Committee Members

We have welcomed two new Trustees to the committee this year. Thanks to Jaquie Clifford who serves as a representative for Utterby Parish Council and Sally Mould who is a local resident member.

Team Utterby Representative

Team Utterby, a village events group, has been included on the management committee for the past few years. The group disbanded in January 2026. Mel Whitehall, who was their representative, has continued as a local resident member instead.

Additional Volunteer Support

We would also like to thank Jim Clifford, Mike Bryan, Dave Whitehall, Ray Van Spall, Steve Jones, Andy Brett, Janet Elliot and Dawn Frobisher for volunteering their time to help with various jobs and activities that support the running of the Hall.

Development Plan

Our Development Plan “Utterby Village Hall...today...tomorrow...the future” was written two years ago, to help plan the work and developments that need carrying out over the coming five years or so. We have been able to sign off many planned repairs, maintenance and improvements this year. An updated “working copy” of this plan, showing achievements and progress, is published on the website. Further information about these works is included under Building and Site below.

BUILDING & SITE

We continue to repair, maintain, restore and improve the Hall building and site for the benefit of all users.

Electrical Safety

The annual Portable Appliance Testing (PAT) and heating servicing was carried out as required. Any new additions to the building’s electrical system and equipment were installed by our chosen, qualified electrical contractor.

Fire Safety

UVH Fire Safety Risk Assessment was reviewed by the Responsible Person (the Chair), on behalf of the committee. We continue to carry out and record monthly fire alarm and emergency lighting checks. The annual fire fighting equipment checks and maintenance were carried out by our usual contractors. The required annual full testing of emergency lighting and alarms was carried by our chosen, qualified electrical contractor. New furnishings purchased this year meet the fire safety requirements for public buildings. All Hirers are made aware of fire safety and evacuation procedures.

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. We used the plan as a basis for a successful application to the **East Lindsey Investment Fund (ELIF)** receiving £18,000 grant funding. We topped this up with additional match funding from our Hall income, a grant from Utterby Parish Council (£500) and a donation from Lindsey Lodge Freemasons (£500). We also received a cash donation (£120) and donations of resources from Utterby Community Coffee Morning.

All of these elements combined, have enabled us to complete the following repairs, maintenance and improvements.

- Repointing to the South external wall.
- Renovation of the main hall wooden floor.
- Installation of a paved accessible parking space with path to the entrance.
- Redecoration of the toilets, kitchen and coffee area to all walls, ceilings and woodwork.
- Replacement of carpet in the coffee area.
- Motion sensor heaters in the toilets.

- Installation of appropriate, user friendly locks to the accessible cubicles doors.
- Replacement of safety rails in the accessible cubicles.
- Replacement of sinks and taps in the accessible cubicles.
- Installation of urinal privacy screens in the male toilet.
- Addition of new mirrors, toilet roll holders and hand towel baskets to the toilets.
- Replacement of 60 metal framed, upholstered stacking chairs.
- Installation of window blinds throughout the main hall and coffee area.
- Purchase of three modern tables to replace old tables.
- Replacement of interior noticeboard.
- Provision of shelving for community library books.
- Addition of exterior Hall name sign, multilanguage welcome sign and accessible parking sign and Pride rainbow and disability awareness stickers on the main entrance door.
- Installation of 4 large canvas art prints of the Wolds area, in the main hall and three Dibond photo images fitted in the toilets.

Additional Improvements to Provision

- A baby changing unit has been added to the male toilets meaning that facilities are now available in both male and female toilets.
- New cushions have been made for the coffee area that meet fire safety standards for public buildings.

Assets Register

We are in the process of completing a list of the material assets of Utterby Village Hall. This will record the variety of equipment and resources we own and what it would cost to replace them.

Cleaning & Gardening

The Hall continues to be checked and cleaned after each hire and also has a weekly clean. The exterior windows are cleaned every two months by a window cleaner. Thanks to Mel Whitehall who continues to take a lead with caring for the garden.

Moving Forward...2026 / 27 Possible Improvements

We will be trying to gain grant funding from somewhere to re gravel the car park and add a block paved pedestrian pathway from the road to the main side entrance.

Outdoor sockets at the front and rear of the building are also on the plan for the coming year.

The ongoing issue of internet provision will continue to be looked into.

All developments are of course subject to funds being available.

POLICIES & PROCEDURES

We continue to maintain, develop and use a selection of policies and procedures for the safe and effective running of the Hall in order to benefit all users.

Hall Hire Agreement

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

We have renewed TheMusicLicence (PPL PRS) which legally allows live and recorded copyright music to be played in the Hall.

Temporary Event Notices (TEN)

We have had three Pop Up Bar events this year, run by Fizz on the Fens mobile bar. Any community event where alcohol is sold, or is included in a ticket price, or a donation is given to receive the alcohol, requires a licence. The Pop Up Bars have therefore been licenced by a Temporary Event Notice (TEN) each time, which Fizz on the Fens organise and pay for.

YMCA Village Hall Service

We subscribed again 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 a variety of policies in place to support the running of the Hall. They are all available on our website.

Accidents

There have been no accidents reported or recorded in the 25/26 period.

Safeguarding

There have been no safeguarding issues during the 25/26 period.

Complaints

No complaints have been received in the 25/26 period.

BOOKINGS, ADVERTISING & PUBLICITY

We continue to promote the Hall within the local and wider community.

Hire Fees

Hire fees have been reviewed and kept at £15 per hour for use of 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. Prices remain great value.

Social Media

Our Facebook, Instagram and Threads accounts are regularly updated with information about classes, activities and achievements. Views and interest has improved across the year.

Website

We regularly 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 is where all information about UVH can be found.

Flyers and Leaflets

We continue to use the Hall noticeboards to display information posters. We regularly drop flyers to residents about the Hall. Thanks to Ray Van Spall, Mel Whitehall, Clare Jones, Jaquie and Jim Clifford and Andy Lashbrooke-Small for volunteering their time to help with leaflet deliveries. Twice a year we deliver a six monthly calendar to all Utterby residents to inform them of Hall activities and classes available.

Hall Use

Hall use has increased, despite closure during December and January for improvement works. Hires rose from 202 during 24/25 to 235 in 25/26. Total hours of use rose from 496 during 24/25 to 527 in 25/26.

Thank you to everyone who continues 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.

We are continually grateful to our regular Hirers for their ongoing support - Lionsgate Heart (Zumba and Wellbeing sessions), Last Tango in Utterby, Utterby Fencing Club, Louth & District Parkinson's UK, Utterby Parish Council, Emily's Blooming Cakes Co, Lynn Norris Art, Phil Brougham and Utterby Community Coffee Morning. One off bookings for parties and family celebrations also continue to be part of our ongoing hires.

New Hirers and partnerships this year have included Carly Phillips scent dog training, a new Seated Exercise to Music Class from Louth and District Parkinson's UK, Fizz on the Fens mobile bar, Bread & Cheese mobile sales van, Grimsby and Louth Ramblers training sessions and Louth Textile Group workshop.

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 continue to have a positive impact on our users and local community, enabling the Trust Deed Objects and our Aims and Objectives to be fulfilled.

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

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

YOUR BOOKING

You need to 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 will be given our Hall Hire Agreement which must be read 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

Payment for hire can be made by bank transfer, cash or cheque. £30 deposit for bookings over 2 hours to be paid by bank transfer once your booking is accepted. Any balance must be paid on the day of hire.

TO BOOK OR MAKE AN ENQUIRY

EMAIL thevillagehallutterby@gmail.com