

MINUTES OF THE ANNUAL GENERAL MEETING OF UPTON VILLAGE HALL – 21st July 2026

Present:

Ian Hughes	Chairman	Sophie Fearnall	Trustee
Colin Hedley	Treasurer	Sandra Clarke	H&S / Minutes Sec
Simon Turner	Maintenance Manager	Jane Jones	Caretaker
Jill Smith	retiring Trustee		
Carl Jones	Booking Secretary	Philippa Wade	Trustee elect
Gill Osborne	Trustee elect	Andrew Osborne	Trustee elect

Sarah Kift (WI), Helen Jackson (WI), Cath Noble (WI), Liz Case (Leisure Activities), Tina Calvert (Calder Computer Training), Carl Calvert, Bill Trinder (UDS), Paul Meakin (UDS), Joyce Dunne (Bowls), Margaret Norris (Bowls), Nikkie Priest (UHS), Peter Carman (UHS), Helen Gardiner (UHS)

Before the formal business of the AGM began, Ian Hughes commented upon the excellent attendance, 24 people in total, the best attendance since he became Chairman 9 years ago.

1. Apologies

Ian Mayne (Tuesday Badminton), Peter and Muriel Sanders (Dance Club), Ekaterina Mangan (Sound Bath).

2. Minutes of the AGM held on 22nd July 2025

The minutes were accepted as a true record, proposed by Margaret Norris, and seconded by Simon Turner. They were then duly signed by the Chairman.

3. Matters arising from the minutes

There were no matters arising.

4. Reports

The Annual Report once again covered our User Base, Activities & Special Events; Operations, Maintenance & Enhancements; Finances; Board of Trustees & Employees. Ian Hughes and Colin Hedley took the meeting through each section of the report, and these minutes should be read in conjunction with the full Annual Reports.

Ian Hughes reported on the first section of the report covering our User Base, Activities and Special Events. We thank Mark Prescott for his work as Booking Secretary and welcome Carl Jones who has stepped into the breach and has quickly come to terms with the complexity and the handling of this challenging post. The trustees continue to overcome the challenges of covering Phil O'Neill's work ethic, with number of licences for music, utilities, Wi-Fi, insurance, the buildings occupancy limits and alcohol storage. But with Colin's diligence on the paperwork and Sandra's oversight abilities, all issues have been resolved, and the Chairman would like to thank Colin and Sandra in tackling these issues.

We have enjoyed sell-out events for 'Bob Marley,' 'Simon and Garfunkel' and 'Eyes Down.' We thank Philippa Wade for taking on this responsibility and on making the booking of these evenings such a success and we look forward to more of the same in the future.

As usual, the Horticultural Society, the Flower Club and P & Q's have again held very successful events, always well attended. Also, the drama group held two productions, "Party Piece" and 'Maria Marten," these productions were very well supported.

Trustee Jane Jones, and Ian Hughes, as chairman, were invited to join the W.I. for their 100th anniversary celebration of the organisation being founded in 1926. The lord mayor was guest of honour, and the ladies looked splendid in their amazing outfits, and they were entertained by Rebecca, who revived the music from the roaring 20's.

In terms of Operations, Maintenance & Enhancements, the new hearing loop still isn't in full working order as we await a microphone to be placed over the stage.

The toilet refurbishment has been put on hold at the present until we receive an agreeable quote for the makeover. The drains though continue to be a challenge as we have a recurring problem of a blockage from the ladies' toilets. After various checks, the issue might be a design failure of the drain itself and will need more research to enable a satisfactory resolution.

As Phil O'Neill was our main operations manager for many years in the bar area and stocking all provisions, the committee decided to name the bar after him and a plaque has been put on display. We propose to officially open the installation of the plaque today in his memory.

A new solar light has been fitted in the container as it was recognised as a health and safety problem when stacking the bar tables in the dark.

Alterations to the rear gully drain and side drain appear to be successful, limiting the water flowing from the car park and seeping into the subfloor in the hall. These improvements have also reduced the amount of condensation we have in the hall.

Accessing smart meters has continued to be a challenge and the only possible solution might be to upgrade the meters, but this would be a cost to us without any benefits, so it has been shelved for now.

We had an unfortunate accident in the car park as a car ploughed through the rear fence. Helpfully the cars insurance company declared that they would cover the cost of any damage, and the damage was quickly repaired.

We are enquiring about replacing the cooker, especially as we will need a good functioning cooker for the dinner to celebrate the hall's 100th anniversary in 2028. **We would like to invite any of the user groups to take part in events during the summer months to show off their gifts, so all users can visit and enjoy their displays.**

Colin Hedley then presented his Treasurer's report.

During the year, Total Incoming Resources were £39,420. Within this, the Main Hall hiring income was £28,988, £1,364 down on the previous year. Meeting Room bookings brought in £1,172, down £586. The Main Hall decrease reflects a reduction in hours of some regular users and a fall in the number of private parties although in recent months we can see these beginning to return to previous levels. The reduction in income from the Meeting Room follows reduced usage by the one of the main users.

Income from UVH Events remains stable and we continue to benefit from interest earned on our reserves.

The notable item of Income of £5,000 was a generous legacy left to UVH by our multi-tasking former trustee Phil O'Neill.

Direct Charitable Expenditure was £24,502, £3,071 below the previous year.

Utilities costs of £6,349 were £900 lower than the previous year, which reflects a relatively mild winter.

Repairs & Maintenance at £4,865 were down £274 on the previous year.

Caretaking, Cleaning & Gardening costs at £10,348 were £611 up on the previous year.

Total Purchases were £254 compared with £591 the previous year and total project expenditure was £708, a significant reduction of £2,428 versus the previous year with improvements to the sound system, and stage lighting the only work done.

Other Expenditure at £1,476 was also lower than the previous year spending of £2,139.

As a result, Net Incoming Resources were £13,442 compared with £6,365 last year. Excluding the legacy, ongoing net income was £8,442 and was achieved through close attention to costs offsetting the drop in income from the hall and meeting room.

The Trustees have agreed that in the near future it would be appropriate to review our hiring charges as we know other venues have done while continuing to provide good value to the community that we serve.

Question from Margaret Norris (Bowls) – have the increases been agreed yet?

Colin – he and Carl Jones (Booking Secretary) would be meeting over the summer – user groups would be consulted before any increases were implemented – probably in the Autumn Term.

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 almost £12,000 per year.

Our reserves at the end of the year stood at £82,556 as we continue to build up funds for major project expenditure covering a new roof, and further down the line a new hall floor and heating system.

End of Treasurer's Report.

Ian Hughes continued his Annual report by thanking all the Trustees for their hard work, especially Jill Smith who has decided to retire after many years' service in several roles. He welcomed Philippa, Andy and Gill who have already attended Board meetings and taken on roles before officially being elected as Trustees. Philippa has successfully taken on the role of Event Planning, with "Eyes Down" in April being her first event; Gill and Andy will be looking at Social Media and other IT areas.

The reports were accepted, proposed by Sarah Kift (WI), and seconded by Liz Case (Leisure Activities).

5. Election of Trustees for the year 2026-27

The current trustees (with the exception of Jill Smith who is retiring as a Trustee) were re-elected unanimously:

Sandra Clarke

Sophie Fearnall

Colin Hedley

Ian Hughes

Jane Jones

Simon Turner

Three new Trustees were also elected unanimously.

Andrew Osborne

Gill Osborne

Philippa Wade.

6. Appointment of Independent Examiner

The appointment of Peter Lloyd as the independent examiner of our accounts for the coming year was proposed by Colin Hedley and seconded by Liz Case.

7. Any Other Business

Upton Dramatic Society had submitted a proposal for future booking procedures. The Board agreed with the proposal in principle, but explained that the largest bookings, such as Drama productions and rehearsals; Horticultural Shows; Wednesday night bookings for Hort Soc, WI, Ps and Qs, Flower Club; needed to be input 2 years in advance, rather than the one year suggested by UDS, so that any potential clashes could be identified as soon as possible. Carl Jones, Booking Secretary, explained that the 2026 bookings for Drama and Hort Soc were already complete, and Bank Holidays and School Holidays had been added too.

A separate meeting, outside the formal AGM, was then proposed with representatives from UDS and UHS, and Carl Jones and Sandra Clarke from UVH, to resolve a booking clash on Saturday 13th March 2027 arising from an early Easter. Thanks to compromises and co-operation from both user groups, a viable solution was found.

There being no other AGM business, the formal meeting closed at 8.03 pm.

After the formal meeting, Ian Hughes presented Jill Smith with a retirement gift with thanks for her many years of service as a Trustee, including her role as Chairman.

A plaque in the bar area, in memory of Phil O'Neill, was officially unveiled.