

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2021

INTRODUCTION

This report is for the year ending March 2021. It has been prepared in accordance with Charity Commission Guidance by Hethersett Village Hall Management Committee who are the Trustees for the hall. Trustees are appointed by Hethersett Parish Council (three) and by the Hethersett Annual Parish Meeting (two). Trustees serve for a year but may be reappointed or re-elected to serve for further terms. Trustees who served during 2020/21 are listed in attached Appendix A.

CHARITABLE OBJECTIVES AND PUBLIC BENEFIT

Hethersett Village Hall is Registered Charity No 1041213. The charitable objectives as stated in the governing document are to maintain a village hall for the uses of the inhabitants of the parish of Hethersett without distinction of political, religious or other opinions, including the use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Village Hall Management Committee is responsible for all aspects of the management of the hall and have complied with the guidance on public benefit published by the Charity Commission. The public benefit derived from the activities of the Charity includes:

- Provision of the Hethersett Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few restrictions to usage of the hall, a charge is made to cover costs, maintenance and improvements. Analysis shows these fees are similar to comparable halls in the area, and that these do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community. A small increase in charges for commercial use is made. Priority is given to any local community use over a commercial hiring.

A summary of activities by hirers of the hall during the past year is included in attached App B.

HALL BOOKINGS, MAINTENANCE AND MANAGEMENT 2020 - 21

Caretaker and Booking Officer

Julia Stevenson was employed as the caretaker for the year. The employment of Claire Everson as booking officer has continued throughout the year. Employment is on a PAYE basis and payment above the National Living Wage.

Bookings, Running Costs, Hire Charges and Hiring

Hall bookings were obviously greatly impacted by the Coronavirus pandemic with income for the hall by regular users down by 75% on the previous year. A combination of Job Retention Scheme and local government grants helped make up this shortfall. Increased use by the Parish Council has also maintained income.

At present it is difficult to say if income during the coming year will return to normal, but the hall has sufficient funds to meet its running costs.

Maintenance, Repair and Refurbishment

A number of routine maintenance and repair jobs have been completed throughout the year despite the pandemic.

Work such as the annual servicing of gas appliances, fire alarm systems and fire extinguishers is always done by a competent person employed by an accredited company as is the statutory inspection of the stage equipment.

Hall Management

The committee has been increased by two members during the year.

Risk Management

The Management Committee has reviewed all its potential risks and continues to do so on a regular basis and has also carried out Covid secure assessments. It is satisfied that adequate insurances are in place and that all steps are taken to ensure that exposure to risk of any sort is kept to a minimum.

Reserves Policy

The Management Committee have established a Reserves Policy designed to ensure continued operation of the Hall by having:

- Designated Reserves created to ensure the long term viability of the Hall. A major element of these reserves is a fund to allow for a future extension to the Hall.
- Other Designated Reserves to ensure that sufficient funds are available to fund future major repairs and to replace Hall fixtures, fittings and equipment. The level of these reserves is reviewed annually based on expenditure and revised cost forecasts.
- A General (undesignated) Reserve equivalent to six months' lettings income as a contingency against any fall in future income.
- Appendix C provides a breakdown of the reserves.

SECURITY AND PROTECTION OF THE HALL

The Hall is a valuable village asset and the trustees continue to be concerned about the risk of incidents of anti-social behaviour resulting in damage to the hall. Any serious incidents recorded on CCTV are brought to the attention of the police.

MEMBERSHIPS AND PUBLICITY

A Website for the hall was in operation using a Community Action Norfolk facility at no cost apart from the purchase of a domain name. This has been superceded by a different provider.

The website provides information about the hall and is a source for a number of booking enquiries.

The web address is <https://www.hethersettvillagehall.org.uk/>

M Barton, Treasurer, Hethersett Village Hall Management Committee. May 2021

**HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND
MANAGEMENT COMMITTEE REPORT 2021
APPENDIX A**

TRUSTEES

The following have served as trustees between May 2020 and May 2021

Appointed by Hethersett Parish Council

Name	Period of Service	Committee Responsibilities
Chris Morriss	May 2020 – May 2021	Chairman
Sarah Lawrence	May 2020 – May 2021	
Tony West	May 2020 – May 2021	

Appointed by Hethersett Parish Meeting

Name	Period of Service	Committee Responsibilities
Mike Barton	May 2020 – May 2021	Treasurer
Mike Shanks	May 2020 – May 2021	Vice-Chairman/Act Sec

APPENDIX B

SUMMARY OF ACTIVITIES BY HIRERS 2020 / 2021

Availability of the hall for a range of activities was greatly reduce by Covid-19 but some of the following did take place:

- Parish Council use
- Sporting and keep fit activities including fitness and exercise classes and Zumba (Sep-Oct).
- The Hethersett and District blood donor sessions.
- Village Cinema (Sep-Oct).
- Music Bugs toddler group (Sep-Oct).
- Norfolk County Council – Covid Testing.

The Committee provides through the Parish Council and the Council's Archive Working Group facilities for the storage for Hethersett Heritage records.

APPENDIX C

BREAKDOWN OF DESIGNATED RESERVES 2020 --- 2021

	Bal as at	Transferred		
	Mar 21	2020/21	Purpose	Timescale
Hall Extension Fund	£40,000	0	The village has expanded since the hall was built and further development started. Current hall usage is high with little spare capacity. The trustees plan is to extend the hall using this fund as matching funding to obtain grants.	within next 5 years
Redecoration/Renovation Fund	£8,316	0	For redecoration and improvements to the internal building. Next major item is to replace hall flooring	1-2 yrs
Heater/Boiler Fund	£2,830	0	The heating system was last replaced in 2014. Funds are being set aside towards the next replacement	approx. 15 yrs
Roof & Other External Repairs	£5,000	0	To fund major repairs to the external building	approx 5-10 yrs
Replacements/Upgrades Fund	£5,527	£1,000	To replace / upgrade furniture, fixtures and fittings as required. Next major item is to replace hall tables.	1-2 yrs
Cyclical Fund	£900	£100	To fund electrical safety testing every 5yrs and stage curtain fire treatment every 3yrs	Curtains 2021/22, Electrical 2021/22
Total	<u>£62,573</u>	<u>£1,100</u>		

Financial Activities 2020-2021

Income Budget £28000 Actual £32098

Expenditure Budget £21000 Actual £19212

Staff Costs £8838

Utilities £2683

Cleaning £1355

Servicing £2492

Admin £2169 (PRS-£722; Insurance-£1002; WiFi-£323)

Nett Income over Expenditure (2020/2021) £12,885 compared with £6,887 for 2019/2020

Notes To Accounts – Appendix C

The hall income exceeded the 2020/21 Budget by £4,098, but it should be noted actual hall income was only £6,858 and the rest was grants from South Norfolk District Council and Job Retention Scheme which helped pay the employees' salaries.

Expenditure was £1,788 under budget mainly due to savings across most costs.

The designated reserves have been maintained and increased and the bank balances have increased by just over £14,337 pounds to £106,461. In view of the Covid-19 situation it is difficult to say exactly how income and expenditure will be in 2021/22 but it is hoped income will recover and to have added nearly £14k to the cash reserves is quite an achievement.

M A Barton

Treasurer

Hethersett Village Hall

Financial Activities Comparison

April 2020 - March 2021

	TOTAL	
	APR 2020 - MAR 2021	APR 2019 - MAR 2020 (PY)
Income		
Income - HB Room	2,134.00	3,114.50
Income - Main Hall	4,724.50	25,204.58
Income - Other	25,205.18	76.10
Interest earned	35.10	64.95
Total Income	£32,098.78	£28,460.13
TOTAL	£32,098.78	£28,460.13
Expenditures		
Admin Costs - Advertising	60.00	60.00
Admin Costs - Audit/Accounting Fees	1,000.00	0.00
Admin Costs - Insurance	1,002.41	995.67
Admin Costs - Phone Costs	0.00	40.69
Admin Costs - Postage & Stationery	97.44	84.70
Admin Costs - PRS	722.00	722.38
Admin Costs - Subs	228.92	35.00
Admin Costs - Website	31.19	0.00
Admin Costs - Wi Fi	323.88	323.88
Cleaning - Laundry	0.00	78.00
Cleaning - Supplies	409.58	361.35
Cleaning - Wheelie Bins	475.93	1,019.58
Cleaning - Window Cleaning	469.32	480.00
Other - Grounds Maint	128.36	244.52
Other - Misc	250.00	10.00
Salaries - Booking Officer	3,123.58	3,206.66
Salaries - Caretaker	5,714.95	6,659.11
Servicing - CCTV	102.00	523.20
Servicing - Emergency Lights/PAT Test	55.00	771.00
Servicing - Fire Alarm/Equip	0.00	166.80
Servicing - Kitchen	0.00	133.21
Servicing - Other	1,855.20	1,045.28
Servicing - Water Heater Serv	480.00	827.76
Servicing - Window/Minor Roof Rep	0.00	45.00
Utilities - Electricity	1,088.03	1,717.51
Utilities - Gas	1,161.37	1,091.77
Utilities - Water/Rent	433.77	929.27
Total Expenditures	£19,212.93	£21,572.34
NET OPERATING INCOME	£12,885.85	£6,887.79
NET INCOME/(EXPENDITURE)	£12,885.85	£6,887.79



Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2021

	TOTAL	
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	43,505.31	43,470.21
Petty Cash	29.88	279.88
Santander Bank Account	60,266.52	45,714.48
Total Cash at bank and in hand	£106,461.76	£92,124.62
Debtors		
Debtors	2,331.00	1,198.50
Total Debtors	£2,331.00	£1,198.50
Current Assets		
Accruals income	1,265.67	1,565.67
Undeposited Funds	0.00	0.00
Total Current Assets	£1,265.67	£1,565.67
NET CURRENT ASSETS	£110,058.43	£94,888.79
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	149.67	449.67
Total Trade Creditors	£149.67	£449.67
Current Liabilities		
Accruals and Deferred Income	2,583.79	0.00
Total Current Liabilities	£2,583.79	£0.00
Total Creditors: amounts falling due within one year	£2,733.46	£449.67
NET CURRENT ASSETS (LIABILITIES)	£107,324.97	£94,439.12
TOTAL ASSETS LESS CURRENT LIABILITIES	£107,324.97	£94,439.12
TOTAL NET ASSETS (LIABILITIES)	£107,324.97	£94,439.12
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	27,363.22	20,475.43
Surplus/(Deficit)	12,885.85	6,887.79
Total Charity funds	£107,324.97	£94,439.12

Independent examiner's report to the trustees of Hethersett Village Hall Management Committee, Charity Registration no: 1041213

I report to the trustees on my examination of the accounts of the Hethersett Village Hall Management Committee for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Hethersett Village Hall Management Committee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Committee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

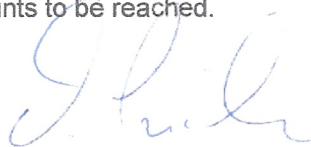
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Committee as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Dan Chilvers

Relevant professional qualifications(s) or body (if any): ACA FCCA

Address: c/o Johnson Holmes & Co, Towlers Court, 30A Elm Hill, Norwich, NR3 1HG

Date: 19 January 2022

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2020

There has been no change to the existing facilities management agreement, this is still ongoing with the parish council

Quickbooks has continued to be used in the management and preparation of the charity accounts.

Matters relating to the financial year ending 31 March 2021

I have undertaken an analytical review of the accounts, which show that Income increased by 10.79% year on year despite the pandemic. The main reason for this was Job Retention and Local Authority Grants (£25,205.18) offsetting the loss in ordinary income.

Costs decreased by 10.93% year on year mainly due to reductions in all categories due to the pandemic.

The main cost areas are:

- Staffing £8,838
- Utilities £2,683
- Repairs and maintenance £2,492
- Cleaning costs £1,355
- Licences £951

In relation to going concern, the accounts show adequate reserves to meet all current and foreseeable commitments.

The bank reconciliation was reviewed and material income and cost areas matched to source documents.

The use of Quickbooks with references applied to transactions and cross referenced to source documents, have enabled for an easier review of the accounts.