

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2024

INTRODUCTION

This report is for the year ending March 2024. 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 (one). Trustees serve for a year but may be reappointed or re-elected to serve for further terms. Trustees who served during 2023/24 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 AND MANAGEMENT 2023 - 24

Booking Officer

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 have increased compared to 2022/23 which was £32,661 to £35,860.00. The increase in income was mainly down to increased use by various types of hirers. The down side was the increased costs caused by replacements of various electrical items that needed to be replaced because they had reached the end of their useful life. This caused a deficit for the year instead of a surplus.

Maintenance, Repair and Refurbishment

Normal routine maintenance and repair jobs have been completed throughout the year. 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 remained the same 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 superseded 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. April 2024

**HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND
MANAGEMENT COMMITTEE REPORT 2024
APPENDIX A**

TRUSTEES

The following have served as trustees between April 2023 and April 2024

Appointed by Hethersett Parish Council

Name	Period of Service	Committee Responsibilities
Chris Morriss	April 2023 – April 2024	Chairman
Sarah Lawrence	April 2023 – April 2024	
Jenny Walpole	Sep 2023 – April 2024	

Appointed by Hethersett Parish Meeting

Name	Period of Service	Committee Responsibilities
Mike Barton	April 2023 – April 2024	Treasurer
Tony West	April 2023 – April 2024	Acting Secretary

APPENDIX B

SUMMARY OF ACTIVITIES BY HIRERS 2023 / 2024

Availability of the hall for a range of activities was fully available for the year. Here are some of the following that did take place:

- Parish Council use
- Sporting and keep fit activities including fitness and exercise classes and Zumba
- City Of Norwich Brass Band.
- Village Cinema
- Music Bugs toddler group
- Denis & Wendy Canning - Babyballet.
- Art Groups

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 2023 --- 2024

	Bal as at	Transferred		
	Mar 24	2023/24	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	£6,527	0	To replace / upgrade furniture, fixtures and fittings as required. Next major item is to replace hall tables.	1-2 yrs
Cyclical Fund	£1000	0	To fund electrical safety testing every 5yrs and stage curtain fire treatment every 3yrs	Curtains 2023/24, Electrical 2023/24
Total	<u>£62,573</u>	<u>£0</u>		

Financial Activities 2023-2024

Income Budget £30000 Actual £35860

Expenditure Budget £29000 Actual £46379

Staff Costs £4422

Utilities £7664

Cleaning £13521

Servicing £17342

Admin £3431 (PRS-£501; Insurance-£1199; WiFi-£382)

Nett Income over Expenditure (2023/2024) (£10,519) compared with £3,766 for 2022/2023

Notes To Accounts – Appendix C

The hall income exceeded the 2023/24 Budget by £5860 which as explained previously was mainly down to increased use by various types of hirers.

Expenditure was £ 17,379 over budget mainly due to cost increases in two main areas. Utilities were up by 31% on the previous year caused by the well documented increases in energy costs but have slowed compared to 2022/23. Servicing costs were up £14089 on the previous year and were caused by the following repairs.

1) Replace lights and hand dryers, Investigate hall lighting and also car park lighting, Supply of scaffold tower and tower to transport and 2 x electricians on site :- £4,913.99

2) Replace all panel lighting within the main hall area. Remove all old existing faulty outside lights and install new led floodlights complete with timer and photocell. 2 x electricians on site :- £6,205.16

These two items accounted for £11119 of the £14k increase.

Cleaning costs remained stable at only £300 increased on 2022/23

Because of the increased costs the hall did make a loss of £10,519 , but designated reserves have been maintained to £100,349.

M A Barton

Treasurer



Hethersett Village Hall

Financial Activities Comparison

April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)
Income		
Income - HB Room	6,505.00	6,168.00
Income - Main Hall	28,704.85	26,423.80
Income - Other	100.00	0.00
Interest earned	550.15	69.84
Total Income	£35,860.00	£32,661.64
TOTAL	£35,860.00	£32,661.64
Expenditures		
Admin	0.00	0.00
Admin Costs - Advertising	75.00	60.00
Admin Costs - Audit/Accounting Fees	950.00	950.00
Admin Costs - Insurance	1,199.32	701.92
Admin Costs - Phone	0.00	49.99
Admin Costs - Phone Costs	20.00	30.00
Admin Costs - Postage & Stationery	166.27	73.55
Admin Costs - PRS	501.46	722.38
Admin Costs - Subs	135.80	35.00
Admin Costs - Website	0.00	40.79
Admin Costs - Wi Fi	382.94	345.11
Total Admin	3,430.79	3,008.74
Cleaning	0.00	0.00
Cleaning - Contractors	11,671.64	11,458.99
Cleaning - Supplies	23.61	1.47
Cleaning - Wheelie Bins	1,393.76	1,388.09
Cleaning - Window Cleaning	432.00	384.00
Total Cleaning	13,521.01	13,232.55
Minor Equip - Keys/Locks	0.00	49.98
Other	0.00	0.00
Other - Misc	0.00	82.00
Total Other	0.00	82.00
Printing, Postage and Stationery	0.00	13.15
Salaries	0.00	0.00
Salaries - Booking Officer	4,422.22	3,423.12
Total Salaries	4,422.22	3,423.12
Servicing	0.00	0.00
Servicing - CCTV	872.62	0.00
Servicing - Emergency Lights/PAT Test	6,598.27	614.59
Servicing - Fire Alarm/Equip	561.30	241.20
Servicing - Gas	536.18	0.00
Servicing - Kitchen	193.50	179.99
Servicing - Other	7,365.83	1,403.92



Hethersett Village Hall

Financial Activities Comparison

April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)
Servicing - Stress Testing	810.00	0.00
Servicing - Water Heater Serv	403.98	813.00
Total Servicing	17,341.68	3,252.70
Utilities	0.00	0.00
Utilities - Electricity	4,186.42	2,569.62
Utilities - Gas	2,482.79	2,571.65
Utilities - Water/Rent	994.44	691.59
Total Utilities	7,663.65	5,832.86
Total Expenditures	£46,379.35	£28,895.10
NET OPERATING INCOME	£ -10,519.35	£3,766.54
NET INCOME/(EXPENDITURE)	£ -10,519.35	£3,766.54



Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	44,129.62	43,579.47
Petty Cash	0.00	0.00
Santander Bank Account	53,560.22	65,399.72
Total Cash at bank and in hand	£100,349.89	£111,639.24
Debtors		
Debtors	2,816.50	2,046.50
Total Debtors	£2,816.50	£2,046.50
Current Assets		
Accruals income	2,922.67	2,922.67
Undeposited Funds	0.00	0.00
Total Current Assets	£2,922.67	£2,922.67
NET CURRENT ASSETS	£106,089.06	£116,608.41
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	149.67	149.67
Total Trade Creditors	£149.67	£149.67
Current Liabilities		
Accruals and Deferred Income	0.00	0.00
Total Current Liabilities	£0.00	£0.00
Total Creditors: amounts falling due within one year	£149.67	£149.67
NET CURRENT ASSETS (LIABILITIES)	£105,939.39	£116,458.74
TOTAL ASSETS LESS CURRENT LIABILITIES	£105,939.39	£116,458.74
TOTAL NET ASSETS (LIABILITIES)	£105,939.39	£116,458.74
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	49,382.84	45,616.30
Surplus/(Deficit)	-10,519.35	3,766.54
Total Charity funds	£105,939.39	£116,458.74

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 2024.

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):

Address:

Date:

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2023

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 2024

I have undertaken an analytical review of the accounts, which show that Income increased by 9.7% year on year. The main reason for this was mainly down to increased use by various types of hirers

Costs increased by 60.5% year on year mainly due to cost increases in two main areas. Utilities were up by 31% on the previous year caused by the well documented increases in energy costs but have slowed compared to 2022/23.

Servicing costs were up £14089 on the previous year and were caused by the following repairs.

1) Replace lights and hand dryers, Investigate hall lighting and also car park lighting, Supply of scaffold tower and tower to transport and 2 x electricians on site :- £4,913.99

2) Replace all panel lighting within the main hall area. Remove all old existing faulty outside lights and install new led floodlights complete with timer and photocell. 2 x electricians on site :- £6,205.16

These two items accounted for £11119 of the £14k increase.

The main cost areas are:

- Staffing £4,422
- Utilities £7,664
- Repairs and servicing £17,342
- Cleaning costs £13,521
- Licences £501
- Insurance £1,199

In relation to going concern, despite the loss, 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.