

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2025

INTRODUCTION

This report is for the year ending March 2025. 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.

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.

HALL MANAGEMENT 2024 - 25

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.

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Notes To Accounts – 2024-25

The accounts presented are the final accounts submitted to the charity commission independently reviewed.

The hall did incur a (£5,644.53) loss mainly due to continued hall refurbishments including installation of an outside electrical supply for outdoor events, lighting replacements, purchase of IT equipment, new main projector and main stage maintenance.

The hall income has exceeded the previous year (2023/24) by £1,049.40 which shows that year on year the hall continues to be used well by the community.

Expenditure has reduced by £3,826.35 compared to the previous year.

Utilities were up by 8.6% compared to the previous year with increases of roughly £200+ per year in all areas.

Cleaning costs have increased by £1,279.21, with wheelie bin collection up by £438.25 and the rest being attributed to the cleaning contractors and their material supplies.

Designated reserves have been reduced again by investments in the above-mentioned refurbishments and the purchase of a new hall Laser Projector and associated costs of installation (£5,611.08), plus the installation of new main stage curtains (£4,368.53). Combined bank balances are still healthy at £86,395.14.

Some of the headline figures are listed on the following page.

Financial Activities 2024-2025

Income Prior Year £35,860 - Current Year £36,909

Expenditure Prior Year £46,379 - Current Year £42,554

Breakdown Of Major Costs

Staff Costs	£4,445.16
Utilities	£8,325.63
Cleaning	£14,800.22
Servicing	£9,961.59
Admin	£3,730.88

(PRS-£783.86; Insurance-£1,563.59; WiFi-£433.20)

Nett Income over Expenditure (2024/2025)

(£5,644.53) loss compared with (£10,519.35) loss for 2023/2024

The final financial activities comparison and balance sheet are enclosed on the following pages.

M A Barton

Treasurer



Hethersett Village Hall

Financial Activities Comparison

April 2024 - March 2025

	TOTAL	
	APR 2024 - MAR 2025	APR 2023 - MAR 2024 (PY)
Income		
Income - HB Room	6,778.00	6,505.00
Income - Main Hall	29,299.40	28,704.85
Income - Other	112.20	100.00
Interest earned	654.80	550.15
Services	65.00	
Total Income	£36,909.40	£35,860.00
TOTAL	£36,909.40	£35,860.00
Expenditures		
Admin		
Admin Costs - Advertising	87.00	75.00
Admin Costs - Audit/Accounting Fees	600.17	950.00
Admin Costs - Insurance	1,563.59	1,199.32
Admin Costs - Phone Costs		20.00
Admin Costs - Postage & Stationery	108.04	166.27
Admin Costs - PRS	783.86	501.46
Admin Costs - Subs	143.00	135.80
Admin Costs - Website	12.00	
Admin Costs - Wi Fi	433.20	382.94
Total Admin	3,730.86	3,430.79
Cleaning		
Cleaning - Contractors	11,889.54	11,671.64
Cleaning - Supplies	646.67	23.61
Cleaning - Wheelie Bins	1,832.01	1,393.76
Cleaning - Window Cleaning	432.00	432.00
Total Cleaning	14,800.22	13,521.01
Other		
Other - Misc	112.99	
Total Other	112.99	
Salaries		
Salaries - Booking Officer	4,445.16	4,422.22
Total Salaries	4,445.16	4,422.22
Servicing		
Servicing - CCTV		872.62
Servicing - Emergency Lights/PAT Test	1,386.35	6,598.27
Servicing - Fire Alarm/Equip	444.24	561.30
Servicing - Gas		536.18
Servicing - Hall Equipment	146.40	
Servicing - Kitchen	125.12	193.50
Servicing - Kitchen Equipment	84.00	
Servicing - Other	6,123.48	7,365.83



Hethersett Village Hall

Financial Activities Comparison

April 2024 - March 2025

	TOTAL	
	APR 2024 - MAR 2025	APR 2023 - MAR 2024 (PY)
Servicing - Stress Testing	990.00	810.00
Servicing - Water Heater Serv	662.00	403.98
Total Servicing	9,961.59	17,341.68
Utilities		
Utilities - Electricity	4,398.34	4,186.42
Utilities - Gas	2,707.05	2,482.79
Utilities - Water/Rent	1,220.24	994.44
Total Utilities	8,325.63	7,663.65
Total Expenditures	£41,376.45	£46,379.35
NET OPERATING INCOME	£ -4,467.05	£ -10,519.35
Other Expenditures		
Depreciation	1,177.48	
Total Other Expenditures	£1,177.48	£0.00
NET OTHER INCOME	£ -1,177.48	£0.00
NET INCOME/(EXPENDITURE)	£ -5,644.53	£ -10,519.35

Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2025

	TOTAL	
	AS OF MAR 31, 2025	AS OF MAR 31, 2024 (PY)
Fixed Asset		
Tangible assets		
Fixtures and Fittings Cost	9,979.61	
Fixtures and Fittings Depreciation	-997.96	
Office Equipment Cost	897.60	
Office Equipment Depreciation	-179.52	
Total Tangible assets	£9,699.73	£0.00
Total Fixed Asset	£9,699.73	£0.00
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	44,784.42	44,129.62
Santander Bank Account	38,950.67	53,560.22
Total Cash at bank and in hand	£86,395.14	£100,349.89
Debtors		
Debtors	1,482.00	2,816.50
Total Debtors	£1,482.00	£2,816.50
Current Assets		
Accruals income	0.00	2,922.67
Total Current Assets	£0.00	£2,922.67
NET CURRENT ASSETS	£87,877.14	£106,089.06
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	55.01	149.67
Total Trade Creditors	£55.01	£149.67
Total Creditors: amounts falling due within one year	£55.01	£149.67
NET CURRENT ASSETS (LIABILITIES)	£87,822.13	£105,939.39
TOTAL ASSETS LESS CURRENT LIABILITIES	£97,521.86	£105,939.39
TOTAL NET ASSETS (LIABILITIES)	£97,521.86	£105,939.39
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	36,090.49	49,382.84
Surplus/(Deficit)	-5,644.53	-10,519.35
Total Charity funds	£97,521.86	£105,939.39

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 2025.

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').

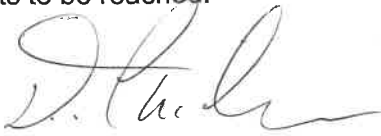
I report in respect of my examination of the Committee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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: 23.01.2026

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2024

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 2025

I have undertaken an analytical review of the accounts, which show that Income increased by 2.92% year on year. The income has stabilised after years of growth after Covid

Costs increases reduced to 10.78% year on year. Utilities were up by 8.63% on the previous year showing energy cost increases have slowed.

The main cost areas are:

- Staffing £4,445
- Utilities £8,325
- Repairs and servicing £9,961
- Cleaning costs £14,800
- Licences £784
- Insurance £1,563

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.