

Chairman Report - 22nd June 2023



Firstly, it gives me great pleasure to give a brief summary on how the charity has done since last April 2022. We are all fully aware that there was an 'unsettled' transition in the Summer, but I really do hope that the previous committee members who felt it was time to 'call it a day' feel that we have continued with the same energy, enthusiasm, drive and ambition to see this super charity succeed. I really do hope that any bad feelings can be swept to one side, and we can move on as a super community and continue to support all that goes on in and around Alburgh.

Now back to the matter in hand, my report! We are all aware that policies and procedures change on a regular basis, and in order to function as a professional charity we sought support from Community Action Norfolk (CAN) who have been able to provide us with approximately 2 hours a month to produce:

- Booking Forms
- Hire Agreements
- Health & Safety Documentation
- Risk Assessments
- Action Logs

And many other elements

In addition to CAN, we have also had support from locals, Nicola Dernie & Chris Bailey who have been able to assist in a voluntary capacity plus give guidance on legalities, even when we had been given templates which had been approved by the registered outfits - so my thanks goes to them for their help and support.

At the end of 2022, we said farewell to long standing Trustees, Edward & Pauline Renault who had given many, many years of their time and energy to the Hall, but felt it was time to retire from their responsibilities and enjoy life over in Harleston.

Within the past few months, we have had both Teri Legon & Jen Daulby on the committee, who have given many hours of their time, both within the Village Hall and behind the scenes, but felt it was right to end their roles due to numerous other commitments.

The committee, albeit small, has worked incredibly hard; (In no particular order)

Jan Bird has put together super financial controls and has a permanent focus on the charity's finances. Yes treasurer, but also many administrative duties have been added to this role throughout the year - alongside enjoy her retirement from being a Headteacher.

Tina Hair, whilst working full time - offering many, many hours serving customers behind the bar, keeping note of everything that meetings and collating all our Data Protection elements for the charity.

Phyllis Wright, now the longest standing individual involved with the charity, Phyllis has worked tirelessly behind the scenes with inventory of supplies to get this all up to date. AND - the Raffles, which have raised over £300 in the past year.

Finally, but by no means least; Mark Thompson. Where to start - Mark has been on speed-dial on many occasions to help with this/ & that. 'No' is not part of his vocabulary - one project finishes and the next begins, often the same day. Mark has been more than just a 'handyman', he has saved the Charity £high thousand's, possibly more, with the physical labour he has worked.

But to conclude, these four individuals aren't just my fellow Trustees, they have become friends over the year, and I would like to publicly Thank them for their support. Thank you.

There are so many things that we have worked on since August, and again in no particular order;

- Create new branding for the Village Hall, Signage & Web presence, with thanks to Suzy Sherwood & BlackDog Signs
- Active WhatsApp Groups which have meant that information can be shared quickly and effectively. Not only for the Village Hall but also trying to get the villagers to come together and help in and around the Village. This has resulted in a very active and enthusiastic Bar Volunteer group who have supported one another, often at the drop of a hat - and huge thanks to go to the Bar Volunteers who have given HUNDREDS of hours over the past months, and hopefully this team will continue to grow and prosper.
- Repaint all internal doors and replace all handles & closures, carried out by a few working parties - but what an achievement.
- Fully Renovate, Replace and Refurbish the Bar. This was our first project and one which EVERYONE jumped on board with, a real sense of Community Spirit- and decisions made as a group.
- Install CCTV to protect the building when not in use. This was on the 'to do' list - and a Grant made this achievable.
- Start the implementation of a Teen Room which will be a fabulous asset at Bar & Social Nights
- Fully Renovate and Refurbish the Stage, plus replacing of Curtains. I think it can be said, apart from Painting, Mark Thompson has delivered a super job. Over 100+ hours, but what a result.
- Mood Lighting in the Bar for Evenings
- Complete the Kitchen
- Replace all batons & felt on main roof and make good the flat roof over the bar, with Thanks to the National Lottery & Pagan Trust.
- Fundraising Events & Community Events inc. Craft Fayres and Tabletop Sales which has generated excitement for future similar events taking place in the coming year, with thanks to; Pat Goose, Jen Daulby, Phyllis W, Jan B.

I shall leave the finances to Jan Bird, Treasurer, to deliver - but all that is left for me to say is Thank you for all the support you have given myself and the team.

Finally, it hasn't been easy, but if we didn't care - we wouldn't be sat here now. Alburgh Village Hall belongs to all of us in the village and I really hope that 2023/24 sees another super year ahead.

Jason Collins
Chairperson 2022/23



13.04.23 Financial Report
31.03.23

Income / Expenditure for year 01.04.22 to

INCOME	TOTALS
Hire of Hall	£ 3,294.00
Income from closure of bar account	£ 6,789.66
Donations	£ 9,674.43
Fundraising Events	£ 690.08
COIF	£ 246.22
Grants	£ 11,642.35
Bar food and drink card payments	£ 4,228.96
Special Deposit (Rest. Funds)	£ 220.00
HMRC	£ 36.03
Catering	£ 1,202.75
Misc	£ 786.69
Bar Food & Drink Cash Takings	£ 6,485.40
Total Income	£ 45,296.57
EXPENDITURE	TOTALS
Suppliers	£ 3,611.92
Security	£ 88.80
Water (Everflow)	£ 181.68
Oil	£ 1,125.90
Electric (BG Business)	£ 2,213.27
Bank Charges	£ 106.71
Cleaning Materials	£ 256.34
Caretaker Wages	£ 1,365.00
Grants	£ 890.11
Licenses/Insurances/Rates	£ 2,065.13
Telecommunications	£ 291.26
Fundraising Expenses	£ 493.53
Special Deposit (Rest. Funds)	£ 190.00
Equipment	£ 3,252.82
Grass Cutting	£ 220.00
Misc	£ 5,322.45
Catering	£ 802.97
Bar stock	£ 2,273.54
Total Expenditure	£ 24,751.43
Profit/ Loss Apr 22 - March 23	£20,545.14

Still to be paid - £13,000 for roof work completed during this financial period.

Therefore funds available as of 31.03.23 are £7,545.14



Section A Independent Examiner's Report

Report to the trustees

Charity Name ALBURGH VILLAGE HALL

On accounts for the year ended

31ST MARCH 2023 Charity no (if any) 303889

Set out on pages

PAGE 1 of 1 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

Responsibilities and basis of report

As the charity's trustees, 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 Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 15-01-2024

Name: JOHN DARRELL WILLIS

Relevant professional qualification(s) or body (if any):

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES