



## Trustees' Annual Report for the period

From 1 JUNE 2020 Period start date To 31 MAY 2021 Period end date

Charity name: CLAXTON & CARLETON ST PETER VILLAGE HALL

Charity registration number: 303927

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>APPLYING THE INCOME FOR THE GENERAL BENEFIT OF THE RESIDENTS OF CLAXTON AND CARLETON ST PETER (TWO VILLAGES).</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>HIRING OF HALL AND FACILITIES FOR A VARIETY OF ACTIVITIES, INCLUDING CLASSES (YOGA, CHOIR ETC) AND COMMUNITY EVENTS.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>WE CONFIRM THIS.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>THE CHARITY DOES NOT HAVE A SPECIFIC POLICY ON GRANT MAKING, WHICH DOES NOT FORM PART OF ITS NORMAL ACTIVITY.</b>
Policy on social investment including programme related investment	Para 1.38	<b>THE CHARITY HAS NO SOCIAL INVESTMENT PROGRAMME.</b>
Contribution made by volunteers	Para 1.38	<b>THE CHARITY HAS NO EMPLOYEES AND ALL THE ACTIVITIES AROUND FUND-RAISING AND MANAGING THE CHARITY ARE UNDERTAKEN BY VOLUNTEERS.</b>
Other		<b>N/A</b>

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>THE YEAR 2020-21 WAS DOMINATED BY THE GLOBAL CORONAVIRUS PANDEMIC AND THE VILLAGE HALL DID NOT OPERATE FOR THE MAJORITY OF THE YEAR. NEVERTHELESS WHEN IT WAS ABLE TO OPEN IT PROVIDED A SAFE AND WELCOMING ENVIRONMENT FOR RESIDENTS TO RE-CONNECT AFTER LONG PERIODS OF LOCKDOWN. THIS HAS CONTINUED INTO THE NEW FINANCIAL YEAR.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>NO FORMAL OBJECTIVES WERE SET FOR THE YEAR. THE CHARITY GENERALLY AIMS TO END EACH YEAR IN A STRONGER FINANCIAL POSITION THAN AT THE START, SAVE FOR ANY EXPENDITURE ON IMPROVEMENTS TO THE FACILITY.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>NO FORMAL OBJECTIVES WERE SET FOR THE YEAR. THE MAIN AIM WAS TO SURVIVE THE PANDEMIC AND BRING THE VILLAGE HALL BACK INTO OPERATION AS A VILLAGE FORUM, WHICH WE HAVE DONE.</b>
Investment performance against objectives	Para 1.41	<b>NOT APPLICABLE. THE CHARITY DOES NOT HAVE THE RESOURCES TO CONSIDER ANY FORM OF INVESTMENTS.</b>
Other		<b>N/A</b>

**Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	<b>THANKS ENTIRELY TO GOVERNMENT GRANTS RECEIVED DURING THE YEAR THE HALL IS IN A MUCH HEALTHIER FINANCIAL POSITION THAN COULD HAVE BEEN FORESEEN AT THE START OF THE YEAR.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>THE CHARITY MAINTAINS AN IMPROVEMENTS ACCOUNT TO FUND ANY CHANGES WHICH WILL MAKE THE HALL A BETTER AND MORE ATTRACTIVE FACILITY, THOUGH THESE ARE NOT TECHNICALLY RESERVES.</b>
Amount of reserves held	Para 1.22	<b>SEE ABOVE.</b>
Reasons for holding zero reserves	Para 1.22	<b>SEE ABOVE.</b>
Details of fund materially in deficit	Para 1.24	<b>NOT APPLICABLE.</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>NOT APPLICABLE.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>HIRING OF THE HALL AND ITS GROUNDS. RUNNING EVENTS WHICH RAISE FUNDS BUT ALSO PROVIDE AN OPPORTUNITY FOR RESIDENTS TO COME TOGETHER.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>THE CHARITY DOES NOT HAVE RESOURCES TO ENABLE IT TO CONSIDER GRANT-MAKING AS A PART OF NORMAL ACTIVITY.</b>
A description of the principal risks facing the charity	Para 1.46	<b>THE CHARITY HOLDS AMPLE INSURANCE TO COVER ANY PHYSICAL DAMAGE. THERE ARE NO OTHER SPECIFIC RISKS IDENTIFIED.</b>
Other		<b>NOT APPLICABLE.</b>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>DECLARATION OF TRUST DATED 10 DECEMBER 1968</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>UNINCORPORATED TRUST</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>THE WHOLE TRUSTEE BODY IS RESPONSIBLE FOR THE APPOINTMENT OF ALL TRUSTEES, AND THE ELECTION OF OFFICERS. THE CHAIRMAN ALSO HOLDS A CASTING VOTE SHOULD A MAJORITY VOTE NOT BE ACHIEVABLE.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>INDUCTION AND TRAINING OF TRUSTEES IS INFORMAL. WE HAVE DRAFTED A GOVERNING DOCUMENT WHICH SETS OUT HOW THE CHARITY OPERATES, AND ALL TRUSTEES RECEIVE DETAILED FINANCIAL REPORTS ON A REGULAR BASIS.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>THE TRUSTEE BODY (MAXIMUM 10 MEMBERS) MEETS REGULARLY TO DISCUSS ITS OPERATION, LED BY THE CHAIRMAN. DURING LOCKDOWNS IT ALSO COMMUNICATED BY VIDEO CONFERENCE AND REGULARLY EXCHANGES E-MAILS. IT IS NOT PART OF ANY OTHER NETWORK, SAVE FOR MEMBERSHIP OF ACRE (ACTION WITH COMMUNITIES IN RURAL ENGLAND).</b>
Relationship with any related parties	Para 1.51	<b>THE CHARITY ENJOYS A GOOD WORKING RELATIONSHIP WITH CLAXTON PARISH COUNCIL.</b>
Other		<b>NOT APPLICABLE.</b>

### Reference and Administrative details

Charity name	<b>CLAXTON &amp; CARLETON ST PETER VILLAGE HALL</b>
Other name the charity uses	<b>CLAXTON VILLAGE HALL</b>
Registered charity number	<b>303927</b>
Charity's principal address	<b>THE STREET, CLAXTON, NORWICH NR14 7AS</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee
1	ADRIAN GIDLOW	CHAIRMAN		WHOLE TRUSTEE BODY
2	JANICE DIX	SECRETARY	FROM 25 SEP 2020	WHOLE TRUSTEE BODY
3	MICHAEL BALMER	TREASURER		WHOLE TRUSTEE BODY
4	SARAH CARTER	-		WHOLE TRUSTEE BODY
5	JULIA KAYE	-		WHOLE TRUSTEE BODY
6	ANDREW MUSSELL	-		WHOLE TRUSTEE BODY
7	JUDITH JACKSON	-		WHOLE TRUSTEE BODY
8	PETER SKIPPER	-		WHOLE TRUSTEE BODY
9	SUSAN VINEY	-	FROM 25 SEP 2020	WHOLE TRUSTEE BODY

Corporate trustees – names of the directors at the date the report was approved

Director name		
NONE		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NONE		

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NOT APPLICABLE.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NOT APPLICABLE.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NOT APPLICABLE.

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

NOT APPLICABLE.

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

NOT APPLICABLE.


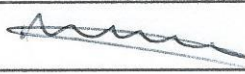
### Other optional information

NOT APPLICABLE.

### Declarations


The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ADRIAN ROGER GIDLOW	MICHAEL ANTHONY BALMER
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER

Date 28 OCTOBER 2021

## VILLAGE HALL FINANCIAL YEAR 2020-21

FULL YEAR 2019-20			FULL YEAR 2020-21		
£	INCOME	DETAILS	£	NOTES	
2,224.00	Hall Hire	Regular & occasional hirers	449.00	To 21 December 2020	
1,350.00	Rent from Social Club	Billed quarterly	391.00	Q4 2019-20, Q1-2 2020-21	
1,032.50	Quiz Nights	Net proceeds	0.00	No 2021 event	
202.30	50/50 Auction	Net proceeds	0.00	No 2021 event	
1,418.50	EDF Solar Panel income	Quarterly earnings	1,400.14	To 1 May 2021	
326.84	200 Club Annual Surplus		0.00	No 200 Club in 2020-21	
0.00	Social Club	PRS/PPL, Events, PAT test	149.99	50% cost share (2019-20+2020-21)	
82.53*	Grants and Donations	*Includes FoY final donation	27,929.86	Smile, RHL+LRS+CBL Grants (SNC)	
260.00	Broadband	Parish Council & Pits Trust	390.00	Annual contributions for 2020-21	
269.50	Calendar	Sales	0.00	No 2021 Calendar	
<b>7,083.64</b>	<b>TOTAL INCOME</b>		<b>30,709.99</b>		
£	EXPENDITURE	DETAILS	£	NOTES	
804.58	Electricity	Opus Energy/British Gas	421.14	To 19 April 2021	
695.68	Heating Oil	AF Affinity	218.40	884 litres on 19 May 2020	
73.32	Water bills	Anglian Water	42.04	To 15 April 2021	
724.42	Hall insurance	Allied Westminster	726.69	To 9 September 2021	
851.10	Claxton Parish Pit Charity	60% of FIT income	840.09	To 1 May 2021	
50.00	Community Action Norfolk	Annual membership	50.00	2020-21	
725.70	Cleaning	Hall, windows, supplies	613.81	To 3 March (incl Covid, carpet, panels)	
126.00	Audit and Accounts Prep	Adepta Limited	132.00	For 2019-20 Financial Year	
209.97	Licences	Premises, PRS/PPL	70.00	Premises Licence for 2021-22	
23.76	200 Club expenditure	200 Club	20.00	2021-22 Licence and admin	
324.93	Broadband	Plusnet broadband service	390.00	To 3 May (£32.50 per month)	
100.00	Repairs, maintenance		80.21		
211.30	Calendar	Production costs	0.00	No Calendar for 2021	
64.90	Advertising and Printing		55.50	ElevenSays 2021	
96.00	Boiler servicing	Jakal Ltd	110.00	30 March 2021	
133.20	Fire Safety	Inspection, signs, servicing	43.20		
417.40	Improvements		3,971.59		
218.16	Miscellaneous		2,113.48	Includes donation to Social Club	
<b>5,850.42</b>	<b>TOTAL EXPENDITURE</b>		<b>9,898.15</b>		
7,083.64	<b>TOTAL INCOME</b>		30,709.99		
-5,850.42	<b>TOTAL EXPENDITURE</b>	<b>IN-YEAR</b> 	-9,898.15		
<b>1,233.22</b>		<b>SURPLUS/DEFICIT</b> →	<b>20,811.84</b>		
<u>31/05/2020</u>	<b>BALANCES AT</b>		<u>31/05/2021</u>		
£952.84	Current Account		£9,748.76		
-£128.00	Unpresented cheques		£0.00		
£0.00	Unbanked cheques/cash		£0.00		
£6,000.00	Improvements Account		£18,000.00		
£0.00	200 Club Surplus 2020-21		£0.00	No raffle in 2020-21	
£198.96	Cashbox		£89.78		
<b>£7,023.80</b>	<b>TOTAL</b>		<b>£27,838.54</b>		



**CLAXTON & CARLETON VILLAGE HALL**  
**ANNUAL ACCOUNTS & INDEPENDENT EXAMINERS REPORT**  
**FOR THE YEAR ENDED 31<sup>st</sup> MAY 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE CLAXTON VILLAGE  
HALL**

This report on the financial statements of the Claxton Village Hall Account for the year ended 31<sup>st</sup> May 2021, which are set out on the attached three pages, is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 ('the Act').

**Respective Responsibilities of Trustees and the Examiner**

As trustees you are responsible for the preparation of the financial statements. You consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to

- examine the financial statements under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Committee and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as members of the Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair" view and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Jacquie Clarke FCCA  
Adepta Limited  
Unit 3, Hill Farm  
Kirby Road, Kirby Bedon

Norfolk, NR14 7DU

4<sup>th</sup> August 2021

**Claxton & Carleton Village Hall**  
**Accounts for the year ended 31st May 2021**  
**Statement of assets and liabilities as at 31st May 2021**

	31st May 2021	31st May 2020
<b>Assets</b>		
Bank current account	9,748.76	824.84
Bank deposit accounts	18,000.00	6,000.00
Cash in hand	89.78	198.96
	27,838.54	7,023.80
<b>Total assets</b>	<b>27,838.54</b>	<b>7,023.80</b>
 <b>Allocation of funds</b>		
General fund b/f	7,023.80	4,928.96
Deficit for the year	20,814.74	1,314.84
Fundraising for Hall improvement	27,838.54	6,243.80
		780.00
<b>Total funds</b>	<b>27,838.54</b>	<b>7,023.80</b>

**Claxton & Carleton Village Hall**  
**Accounts for the year ended 31st May 2020**  
**Receipts and payments account for the year to 31st May 2021**

	31st May 2021	31st May 2020
<b>Receipts</b>		
Hire of hall	840.00	3,574.00
EDF Solar panels	1,400.14	1,418.50
Grant	27,929.86	-
Donations	-	13.46
Social club	149.99	-
Calendars	-	269.50
Income from fundraising:		
Fair on the Yare	-	69.07
50/50 auction	-	202.30
Quiz night	-	1,032.50
	<u>-</u>	<u>1,303.87</u>
200 club surplus to 31st March 2019	-	326.84
Difference	2.90	(0.91)
<b>Total receipts</b>	<u><b>30,322.89</b></u>	<u><b>6,905.26</b></u>
<b>Payments</b>		
Repairs & maintenance	4,205.00	329.20
Electricity	421.14	804.58
Insurance	726.69	724.42
Heating Oil	218.40	695.68
Cleaning	613.81	725.70
Water rates and septic tank	42.04	73.32
Licences and memberships	140.00	283.73
Accountancy	132.00	126.00
Advertising	55.50	45.00
Asset purchases and improvements	-	417.40
Solar panel recharge	840.09	851.10
Valuation and asbestos reports	-	-
Donations	2,000.00	-
Miscellaneous	113.48	218.16
Broadband	-	64.93
Calendar production costs	-	211.30
Print, postage, stationery	-	19.90
	<u>-</u>	<u>19.90</u>
<b>Total payments</b>	<u><b>9,508.15</b></u>	<u><b>5,590.42</b></u>
<b>(Deficit) for the year</b>	<u><b>20,814.74</b></u>	<u><b>1,314.84</b></u>