



Trustees' Annual Report for the period							
	Period start date				Period end date		
<b>From</b>	1	April	2020	<b>To</b>	31	March	2021

**Section A Reference and administration details**

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

165 Holt Road	
Horsford	
Norfolk	
<b>Postcode</b>	NR10 3DN

**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 (if any)
1	Chris Brown	Chairman		HVHMC
2	Joanne Keeler	Treasurer	17/8/20	HVHMC
3	Sarah Chambers		14/12/20	
4	Jacqueline Stringer		18/11/20	
5	Clare Butcher		20/1/20	
6	Derek Jacks			
7	Angela Makinson			
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>
Horsford Parish Council - custodians	

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

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Trust Deed Nov 1965
How the charity is constituted <small>(eg. trust, association, company)</small>	Committee
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected by Committee

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

On joining, Trustees receive a welcome letter and extracts of Charity Commission publications, which outline the importance of being a Trustee.

Trustees also receive a copy of the Trust Deed (1965) and 2013 amendment.

## **Section C**

## **Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To manage the day to day running of the Village Hall complex, which consists of two main hall rooms, a MUGA court, swing park, under 5s play area and two grassed football pitches. To promote the hire of the building and football pitches.

The premises also include a "not for profit" Social Club, which is in the older part of the village hall.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Throughout 2020 to March 21 the Village Hall was hired out to;

Weekly Groups – Fitness Training, Youth Club, Zumba, Children’s play activities

Weekends – Private Parties (Weddings, Birthdays, Christenings etc)

Hall also used by Women’s Institute and a Drama Group.

Football Pitches are hired out to local village teams.

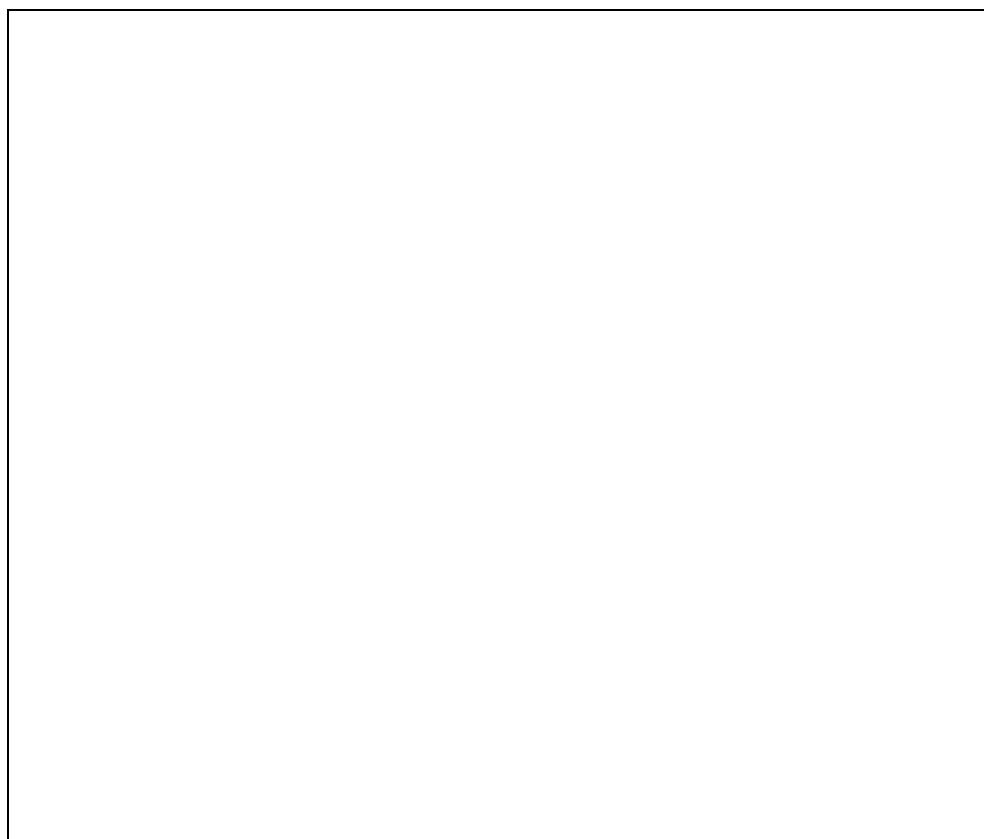
Old village hall building is leased to Horsford Social Club.

Co-vid 19 lockdown commenced late March 20 which meant the hall had to close

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



## Section D Achievements and performance

Savings stand at £49700.00.

Major projects completed;

- i. Complete refurbishment of the small committee room

See Treasurer's main comments at Section D.

Summary of the main achievements of the charity during the year

# VHMC TREASURERS

## FINANCIAL STATEMENT

### 2020/21

It has been an incredibly quiet time since I have become treasurer due to covid lockdowns.

I think we have felt like yoyos, but I am optimistic on the year to come.

This year's profit does look quite good on the balance sheet but if you look at the covid grants we have received, without them we would have made a loss of £13,151.17 so I think we should be very thankful to Broadland District Council & to the government for their financial support.

Let's hope for a busy and safe financial year!

Joanne Keeler

Treasurer VHMC

19/4/2021

**Section E****Financial review****Brief statement of the charity's policy on reserves**

The Charity has a Reserves Policy which sets our reserves at £10,000.00.

**Details of any funds materially in deficit****Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Parish Council annual pre-cept grant and hall hire charges.

**Section F****Other optional information**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

**Signature(s)**

On original

On original

**Full name(s)**

Christopher Brown

Joanne Keeler

**Position (eg Secretary, Chair,  
etc)**

Chairman	Treasurer
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**Date**

20 April 2021
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**HORSFORD VILLAGE HALL MANAGEMENT COMMITTEE**  
**INCOME / EXPENDITURE 1 APRIL 2020 TO 31 MARCH 2021**

<b>INCOME</b>	<b>2020/21</b>	<b>2019/20</b>	<b>EXPENDITURE</b>	<b>2020/21</b>	<b>2019/20</b>
Main Hall Invoiced	4653.53	15467.97	Advertising	120.00	120.00
Main Hall Occasional	700.00	13652.30	Bank/ Audit/Legal Fees	75.00	75.00
Committee Rm	28.80	988.48	Booking Secretary	700.00	1380.65
Social Club rent	3270.42	19182.55	Bottle Bank - Indigo	131.40	115.20
Football Pitches	2204.86	2778.56	Caretaker	5864.65	14147.14
Floodlights	580.60	396.60	Electricity	5214.86	11923.01
Lease Land rent	1710.00	1710.00	Gas	1722.00	1048.00
<b>HIRE CHARGES</b>	<b>13148.21</b>	<b>54176.46</b>	Insurance/Licenses	2103.96	2216.26
			Grounds Clearing	3974.20	4800.00
			Maintenance Contract	1849.52	1551.01
Grounds Grant	1175.00	4800.00	Maintence General	489.00	1994.49
Parish Cncl	7005.12	7281.00	Maintenance Grounds	730.88	6135.59
Parish Cncl Refurb Grant	26292.00	0.00	Play Equip	270.00	3818.20
Recycling	338.02	601.65	Phone	1064.36	1065.65
Play Equipment Grant	0.00	3672.00	Projects	28060.29	5979.91
Interest	53.48	182.41	Rates	0.00	1260.00
Maintenance	0.00	362.26	Refuse Collection	1908.84	2563.69
Phone	0.00	182.52	Return Chqs/Refunds	450.00	150.00
Utility Refunds	0.00	482.74	Stationary/Postage	294.68	77.00
HSBC Refund	100.00	0.00	Secretary	1000.00	0.00
Covid Grants	19907.43	0.00	Water Rates	617.76	1306.89
	<b>54871.05</b>	<b>17564.58</b>	Covid	4508.42	0.00
			Sundries	113.12	120.09
<b>TOTAL INCOME</b>	<b>68019.26</b>	<b>71741.04</b>			
<b>EXPENDITURE</b>	<b>61262.94</b>	<b>61847.78</b>	<b>TOTAL EXPENDITURE</b>	<b>61262.94</b>	<b>61847.78</b>
<b>NET PROFIT</b>	<b>6756.32</b>	<b>9893.26</b>			



# Independent Examiner's report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Horsford Village Hall Management Committee

On accounts for the year  
ended

31 March 2021

Charity no  
(if any)

303985

Set out on pages

1&2

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees 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 accounts 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 (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn 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:

As On Original

Date:

15/7/2021

Name:

P H Carrick

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

I.M.T.A

**Address:**

1 Breck Farm Lane

Taverham

Norwich NR6 8LR

**Section B**

**Disclosure**

**Give here brief details of any items that the examiner wishes to disclose.**