



Registered Charity Number: **303987**

**HOVETON VILLAGE HALL**  
**AND**  
**RECREATION GROUND**  
**UNAUDITED TRUSTEE REPORT AND FINANCIAL STATEMENT**  
Receipts and Payments  
for the year ended 31st December 2024

Sue Watson, Treasurer  
Barry Edwards, Chairman of the Sub-committee

# Hoveton Village Hall & Recreation Ground

## Contents of The Trustee Report and Financial Statement for the year ended December 31<sup>st</sup> 2024

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# Hoveton Village Hall & Recreation Ground

## Trustee Report for the year ended December 31<sup>st</sup> 2024

The Trustee has the pleasure in presenting their report and financial statement of the Charity for the year ended 31<sup>st</sup> December 2024

### Reference and administrative details

**Charity Name** Hoveton Village Hall and Recreation Ground

**Charity Number** 303987

**Address** Hoveton Village Hall  
Stalham Road  
Hoveton  
NR12 8DU

**Trustee** Hoveton Community Council

**Members of Trustee** R. Reeve (Chairman)  
P. Howe (Deputy Chairman)  
A. Howe  
B. Edwards  
R. Henson  
K. Walker  
A. Parker  
R. Stowe  
A. Eastwood (appointed October 2024)  
R, Saunders (appointed December 2024)

# Hoveton Village Hall & Recreation Ground

## Trustee Report for the year ended December 31<sup>st</sup> 2024 (cont.)

### Objectives and Activities

The objects of the Trust, as set out in the governing document, are to manage a community facility by way of a village hall for educational and leisure purposes for the local community. The Trustee confirms that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

### Chairmans Report

The Trustee has again been fortunate in again having had Barry Edwards continue to take the lead in managing our Village Hall matters, for us also having had Kerry Walker assisting him greatly for much of the year, as well as us having had Sue Watson excellently performing her role of Treasurer. We also thank the 'Friends of Hoveton Village Hall' and others, such as Richard Stowe, and the 'Mighty Fine' team, who all helped in the successful running of our hall in 2024. Many thanks to you all!

This excellent work by key individuals and our regular groups has been reflected in an increased usage of the hall across the 2024 year, and also the improving financial position now shown, with a sizeable surplus of £ £14886 achieved in the year. More details follow below, but this is a commendable and the Trustee is highly appreciative.

Over the last year, we've seen a number of varied and successful events run, our regular groups continuing to flourish, as well as many further operational improvements being made. It is also great to see the field being better used, as well as the new playground installed. Challenges do also remain, notably the need for a new roof for our building, but progress towards that should hopefully be made during 2025. A concern is our reliance on a few key individuals – we do need others to come forward to increase our operational resilience. We also know of some further improvements that need to be made to way in which the hall operates, and in ensuring the fabric of the building is maintained/ updated.

However, the positive feedback now being received from Hall users, whether regular hirers or visitors to events, is an excellent indication that the Village Hall is on a path to a brighter future. Looking ahead, there are many great events and new projects planned. The Trustee is therefore now feeling reasonably confident that, with the work of the management team, that planned projects will be realised, including the roof repair, and that the Hall will be able to continue to be a key centre for activities and entertainment for the community of Hoveton.

# Hoveton Village Hall & Recreation Ground

## Trustee Report for the year ended December 31<sup>st</sup> 2024 (cont.)

### Financial Review

The receipts and payments accounts show a net profit of **£14886** in the year (2023 – loss of £992). At the year end the charity had cash balances totalling **£48511**.

With a total income of **£42551** the Trustee has decided to waive the requirement for an external Audit but will subject the financial statement to an external examination as required by the Charities commission

### Reserves Policy

Reserves are required to meet the normal running costs of the Village Hall as well as any unexpected maintenance costs. In addition reserves will be used to fund future improvements to facilities. The current reserves policy identifies a minimum unrestricted reserve of £12000. For the year 2024 the Halls unrestricted reserves are included in the main balance and a separate restricted reserve fund has been set up to support the 'roof fund' to finance roof replacement which currently stands at £31740. This fund will later be used for financing future building improvements and support applications for grants.

### Structure, Governance and Management

The Trust is constituted under a Trust Deed dated 6th April 1951 and was registered as a charity on 20th May 1963. Hoveton Parish Council is the Sole trustee and as such has delegated the authority for the day to day running of the Hall to a Sub-committee. The Title deeds for the Land owned by the Trust are held by the Charity commission as Custodian Trustee.

The sub-committee consists of up to 15 members whereby at least one and at most 4 should be members of the Trustee. The other members of the sub-committee are made up of members of user groups of the hall who wish to give input into how the hall is run or may be members of the community who have been co-opted onto the sub-committee by the Trustee should vacancies be available. The Sub-committee must meet at least 4 times a year. All members are volunteers and retire annually at the AGM where new representatives of the Trustee or user groups have the opportunity to put themselves forward and join the Hoveton Village Hall Sub-committee.

Approved by the Trustee on ..... and signed on their behalf by:

.....

Russell Reeve, Chairman

# Hoveton Village Hall & Recreation Ground

## Financial Statement, Receipts and Payments, for the year ended December 31<sup>st</sup> 2024

<b>Receipts</b>	<b>Unrestricted funds to the nearest £</b>	<b>Restricted funds to the nearest £</b>	<b>Total funds to the nearest £</b>	<b>Last year to the nearest £</b>
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### Regular Receipts

<b>Hire Fees</b>	<b>26991</b>		<b>26991</b>	<b>19804</b>
Regular Hire	14783		14783	
Irregular Hire	5546		5546	16239
Adhoc Hire	2757		2757	
Field Hire	3300		3300	2100
Food Vendors	125		125	
Community Café / Car Boot	0		0	985
Storage	480		480	480
<b>Deposits held</b>	<b>200</b>		<b>200</b>	-
<b>Hall Operated Clubs</b>	<b>250</b>		<b>250</b>	-
<b>Donations</b>	<b>5122</b>	<b>1923</b>	<b>7045</b>	<b>2,310</b>
<b>Fundraising</b>	<b>2,727</b>	<b>4534</b>	<b>7261</b>	-
<b>Interest</b>	-	<b>342</b>	<b>342</b>	-
<b>Other Income</b>	<b>462</b>	-	<b>462</b>	<b>1,083</b>
<b>Total Regular Receipts</b>	<b>35752</b>	<b>6799</b>	<b>42551</b>	<b>23,197</b>

### Irregular Receipts

Tax Refund	-	-	-	1,689
Grants	-	-	-	-
<b>Total Irregular Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,689</b>

**Sub total**(Gross income for AR)

<b>35752</b>	<b>6799</b>	<b>42551</b>	<b>24,886</b>
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**Total receipts**

<b>35752</b>	<b>6799</b>	<b>42551</b>	<b>24,886</b>
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# Hoveton Village Hall & Recreation Ground

Financial Statement, Receipts and Payments, for the year ended December 31<sup>st</sup> 2024 (cont.)

<b>Payments</b>	<b>Unrestricted funds to the nearest £</b>	<b>Restricted funds to the nearest £</b>	<b>Total funds to the nearest £</b>	<b>Last year to the nearest £</b>
Advertising	1,535		1,535	805
Bank Charges	26		26	87
Café	77		77	972
Car Boot sales				-
Events Costs	1,109		1,109	-
Cleaning	4,544		4,544	1,018
Subscriptions	556		556	5
Equipment	2,229		2,229	237
Insurance	1,123		1,123	1,100
Licences & Permits	95		95	23
Maintenance	983		983	1,758
Other costs	605		605	487
Office Supplies	274		274	57
Payroll / Wages				5,413
Professional Fees				530
Safety & Security	1,035		1,035	1,268
Contractors	4,565		4,565	2,305
Donations	25		25	-
Utilities	8,884		8,884	9,317
<b>Total Regular Payments</b>	<b>27,665</b>		<b>27,665</b>	<b>25,381</b>

# Hoveton Village Hall & Recreation Ground

## Financial Statement, Receipts and Payments, for the year ended December 31<sup>st</sup> 2024 (cont.)

### Asset and investment purchases

Playground Equipment	-	-	-	-
Lincat Water Heater				497
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>497</b>

<b>Total payments</b>	<b>27,665</b>		<b>27,665</b>	<b>25,878</b>
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<b>Net of receipts/(payments)</b>	<b>8,087</b>	<b>6,799</b>	<b>14,886</b>	<b>-992</b>
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	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Net of Receipts and Payments (from above)</b>	<b>8,087</b>	<b>6,799</b>	<b>14,886</b>	<b>(992)</b>
Cash funds last year end	33,625	-	33,625	34,617
Transfers between funds	(25,000)	25,000		-
<b>Cash funds this year end</b>	<b>16,712</b>	<b>31,799</b>	<b>48,511</b>	<b>33,625</b>

\*numbers may not add up due to rounding.

Restricted Funds	31/12/2025 £	31/12/2024 £
Roof Fund	31,740	-
Entertainment Fund	2,000	-
<b>Total Restricted Funds</b>	<b>33,740</b>	<b>-</b>

# Hoveton Village Hall & Recreation Ground

## Financial Statement, Statement of Assets and Liabilities for the year ended December 31<sup>st</sup> 2024

Cash Funds	31/12/2024 £	31/12/2023 £
HSBC Account	-	5,362
Coop Current Account	16,472	28,262
Coop Savings Account	31,740	-
Entertainment Float	300	-
<b>Total Cash Funds</b>	<b>48,512</b>	<b>33,625</b>

### Fixed Assets at cost

	Land and Buildings to the nearest £	Property Improvements to the nearest £	Fixture Fittings to the nearest £	Total to the nearest £
Cost as at 1st January 2023	9,803	42,938	60,742	113,483
Additions	-	-	14,979*	14,979
<b>Cost as at 31st December 2024</b>	<b>9,803</b>	<b>42,938</b>	<b>75,721</b>	<b>128,462</b>

- Donation of new play equipment from HCC / S106 funds.

### Liabilities

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total to the nearest £	Expected Date Due
	0	0	0	-
<b>Total Liabilities as at 31st December 2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Approved by the Trustee on ..... and signed on their behalf by:

Russell Reeve, Chairman



Registered Charity Number: **303987**

**HOVETON VILLAGE HALL**  
**AND**  
**RECREATION GROUND**  
**UNAUDITED TRUSTEE REPORT AND FINANCIAL STATEMENT**  
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Barry Edwards, Chairman of the Sub-committee

# Hoveton Village Hall & Recreation Ground

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# Hoveton Village Hall & Recreation Ground

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**Members of Trustee** R. Reeve (Chairman)  
P. Howe (Deputy Chairman)  
A. Howe  
B. Edwards  
R. Henson  
K. Walker  
A. Parker  
R. Stowe  
A. Eastwood (appointed October 2024)  
R, Saunders (appointed December 2024)

# Hoveton Village Hall & Recreation Ground

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# Hoveton Village Hall & Recreation Ground

## Trustee Report for the year ended December 31<sup>st</sup> 2024 (cont.)

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Approved by the Trustee on ..... and signed on their behalf by:

.....

Russell Reeve, Chairman

# Hoveton Village Hall & Recreation Ground

## Financial Statement, Receipts and Payments, for the year ended December 31<sup>st</sup> 2024

<b>Receipts</b>	<b>Unrestricted funds to the nearest £</b>	<b>Restricted funds to the nearest £</b>	<b>Total funds to the nearest £</b>	<b>Last year to the nearest £</b>
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### Regular Receipts

<b>Hire Fees</b>	<b>26991</b>		<b>26991</b>	<b>19804</b>
Regular Hire	14783		14783	
Irregular Hire	5546		5546	16239
Adhoc Hire	2757		2757	
Field Hire	3300		3300	2100
Food Vendors	125		125	
Community Café / Car Boot	0		0	985
Storage	480		480	480
<b>Deposits held</b>	<b>200</b>		<b>200</b>	-
<b>Hall Operated Clubs</b>	<b>250</b>		<b>250</b>	-
<b>Donations</b>	<b>5122</b>	<b>1923</b>	<b>7045</b>	<b>2,310</b>
<b>Fundraising</b>	<b>2,727</b>	<b>4534</b>	<b>7261</b>	-
<b>Interest</b>	-	<b>342</b>	<b>342</b>	-
<b>Other Income</b>	<b>462</b>	-	<b>462</b>	<b>1,083</b>
<b>Total Regular Receipts</b>	<b>35752</b>	<b>6799</b>	<b>42551</b>	<b>23,197</b>

### Irregular Receipts

Tax Refund	-	-	-	1,689
Grants	-	-	-	-
<b>Total Irregular Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,689</b>

**Sub total**(Gross income for AR)

<b>35752</b>	<b>6799</b>	<b>42551</b>	<b>24,886</b>
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**Total receipts**

<b>35752</b>	<b>6799</b>	<b>42551</b>	<b>24,886</b>
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# Hoveton Village Hall & Recreation Ground

Financial Statement, Receipts and Payments, for the year ended December 31<sup>st</sup> 2024 (cont.)

<b>Payments</b>	<b>Unrestricted funds to the nearest £</b>	<b>Restricted funds to the nearest £</b>	<b>Total funds to the nearest £</b>	<b>Last year to the nearest £</b>
Advertising	1,535		1,535	805
Bank Charges	26		26	87
Café	77		77	972
Car Boot sales				-
Events Costs	1,109		1,109	-
Cleaning	4,544		4,544	1,018
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Donations	25		25	-
Utilities	8,884		8,884	9,317
<b>Total Regular Payments</b>	<b>27,665</b>		<b>27,665</b>	<b>25,381</b>

# Hoveton Village Hall & Recreation Ground

## Financial Statement, Receipts and Payments, for the year ended December 31<sup>st</sup> 2024 (cont.)

### Asset and investment purchases

Playground Equipment	-	-	-	-
Lincat Water Heater				497
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>497</b>

<b>Total payments</b>	<b>27,665</b>		<b>27,665</b>	<b>25,878</b>
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<b>Net of receipts/(payments)</b>	<b>8,087</b>	<b>6,799</b>	<b>14,886</b>	<b>-992</b>
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	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Net of Receipts and Payments (from above)</b>	<b>8,087</b>	<b>6,799</b>	<b>14,886</b>	<b>(992)</b>
Cash funds last year end	33,625	-	33,625	34,617
Transfers between funds	(25,000)	25,000		-
<b>Cash funds this year end</b>	<b>16,712</b>	<b>31,799</b>	<b>48,511</b>	<b>33,625</b>

\*numbers may not add up due to rounding.

Restricted Funds	31/12/2025 £	31/12/2024 £
Roof Fund	31,740	-
Entertainment Fund	2,000	-
<b>Total Restricted Funds</b>	<b>33,740</b>	<b>-</b>

# Hoveton Village Hall & Recreation Ground

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Cost as at 1st January 2023	9,803	42,938	60,742	113,483
Additions	-	-	14,979*	14,979
<b>Cost as at 31st December 2024</b>	<b>9,803</b>	<b>42,938</b>	<b>75,721</b>	<b>128,462</b>

- Donation of new play equipment from HCC / S106 funds.

### Liabilities

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total to the nearest £	Expected Date Due
	0	0	0	-
<b>Total Liabilities as at 31st December 2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Approved by the Trustee on ..... and signed on their behalf by:

Russell Reeve, Chairman

I, Kerry Sturman, completed an independent review of finances for Hoveton Village Hall (Charity Number 303987) 1st January 2024 - 31st December 2025, following a meeting with Barry Edwards and Sue Watson on Wednesday 14th May 2025. At which point they were able to provide me with the 2024 financial statement.

They were able to provide background information from GnuCash and Hallmaster to show how the data had been collated. I was satisfied that the records matched. We talked at length about how the software is used to produce invoices and credit control systems.

Sue and Barry, as representatives of the sub-committee work closely together to ensure items are checked before authorising. Financial reports are provided back to the Charity at each meeting, where the Trustee has an opportunity to interrogate information if required.

There are no staff employed by the charity so no requirement for payroll/pension administration.

The Charity is not VAT registered.

Hirers are invoiced for a damages deposit and final hire payment. They are provided with hire terms and conditions at this point. These are also available from the website.

I was satisfied that all measures are being taken to monitor and control financial processes. My only suggestion would be regarding holding cash personally on behalf of the charity, this should be paid into the charity account as soon as possible rather than held in homes or personal accounts.

Well done to Barry, Sue and the sub-committee for running an effective and well used community facility.

Thank you again for your time and allowing me to help with the review.

With kind regards  
Kerry Sturman