

This is the 2022 annual report for Lingwood Village Hall, charity number 303999.

I want to start by mentioning that last year's AGM was on Feb 22nd.

On the 23rd, my mate, the silly old fool Brian Whiskin, passed away.

I'm proud that we've got a bar, which he did so much to nurture, named after him. I think we can all agree that the name suits and has stuck. At least he got that right...

I'm pretty sure he's sat up there watching and still calling me a muppet. I hope his perch is comfortable and he's enjoying the show. I think all who knew him miss his humour and all that he brought to this place. May he rest in peace.

I think we can finally say we're leaving Covid behind and moving forwards again! It's certainly a relief - and the building always feels better when it's busy. We've seen most of the activity return to the Hall and income suggests we're now ahead of our pre-pandemic levels.

This doesn't mean that the Hall is 'sitting pretty'. In fact, in some ways, as income (and cost) increases, we need a bigger buffer. Whilst the outlook is good, and the finances are strong, we mustn't become complacent and we have lots to do if we're to maintain our position.

It's wonderful to see that the Bar has really started to fly. A huge thanks goes to Bruce and his team for the vision and determination that they've brought. It's not been easy for them - there have been challenges. But they've taken time to listen, understand and adapt in order to continue to bring improvements. Those improvements bring more people to the building, more money, and more opportunity for others to come and enjoy our space.

Hug-A-Mug continues to thrive and my thanks goes to all of those involved. Again, it's not without challenge, and staffing, coffee machines, kitchen space, and the need for a shared space have all brought some issues. The team is constantly making adjustment to ensure that we keep on top of things and this certainly won't stop. We'll likely need to invest further to ensure we remain able to serve those hundreds of customers each week in the way we want to.

The Hall has seen additional bookings and the diary is looking healthy. Parties and weddings are returning. It's odd that our 'bread and butter' is the last of the three puzzle pieces I mention, but it's arguably the easiest to manage. We're grateful to the team who spent time of the new year painting and cleaning - it's appreciated.

So, we need to find ways to move the bank balance forwards and increase the buffer. I'm comfortable that an element of this will happen without much work as we move through 2023. But we need to find efficiencies in what we do. I've challenged Kerry and Cherry (our office team) to look at what we do and to make sure we make the most of everything. So, this year (2023) should be about evolution, not revolution - we all have a part to play.

Some things are boring when they're repeated, but I'm always proud to be able to shine a light (again) on our team. We are so fortunate to have what we do and we must thank our Trustees, Committee, Staff, and volunteers for this. We should also thank all those who support the hall, bring people to us, and ensure that there is always something happening.

A special mention is required about some words from our recent audit report. The words I wanted to highlight were - "As always you run a VERY tight ship and it was hard to find suggestions to make to you." That's certainly testament to the effort and diligence that Kerry puts in, but it's also a great reflection on all that we do and all those who do it.

This is my 15th AGM here and I do worry that we need a change. I've said before, but if anyone wants to lead the team, come and chat. This building is a part of me, but when the right person comes along, we need it to be entrusted to them.

The current trustees are Ben Bethell, Matthew Dingle, Richard Bethell, Carla Sutherland, Janet Marshall, Phil Henry, Steve D'Souza and Philip Barnes. All are standing for re-election.

2022	-	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Income	Andy Allen - Scalextric	£40.50	£40.50	£40.50	£40.50	£40.50	£40.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£243.00
	Badminton - Sunday	£0.00	£0.00	£34.50	£0.00	£0.00	£0.00	£66.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.50
	Badminton/short tennis - Monday	£0.00	£0.00	£0.00	£0.00	£130.00	£0.00	£0.00	£0.00	£0.00	£0.00	£182.01	£0.00	£312.01
	Chair Based Exercise	£0.00	£0.00	£8.50	£0.00	£0.00	£0.00	£76.50	£0.00	£42.50	£0.00	£51.00	£34.00	£212.50
	Chair Yoga	£0.00	£25.50	£25.50	£34.00	£0.00	£0.00	£0.00	£0.00	£17.00	£0.00	£25.50	£0.00	£127.50
	Ciara Boswell - Dance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40.50	£0.00	£40.50
	Cookies Kitchen	£0.00	£0.00	£0.00	£0.00	£45.00	£17.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£62.00
	Craft & Chat	£0.00	£57.00	£38.00	£38.00	£76.00	£33.25	£19.00	£38.00	£38.00	£0.00	£76.00	£0.00	£413.25
	Creative Planet	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17.00	£85.00	£0.00	£0.00	£17.00	£0.00	£119.00
	Fitness at the street - classes	£87.50	£37.50	£50.00	£62.50	£50.00	£0.00	£0.00	£0.00	£137.50	£62.50	£50.00	£0.00	£537.50
	Football Fun Factory	£330.75	£0.00	£330.75	£189.00	£236.25	£189.00	£0.00	£0.00	£378.00	£189.00	£236.25	£0.00	£2,079.00
	Forever Young Fitness	£75.00	£100.00	£100.00	£112.50	£75.00	£0.00	£100.00	£162.50	£87.50	£50.00	£0.00	£0.00	£937.50
	Indoor Bowls	£0.00	£216.00	£108.00	£135.00	£108.00	£108.00	£135.00	£0.00	£0.00	£216.00	£108.00	£0.00	£1,134.00
	Indoor kids sports	£0.00	£0.00	£150.00	£0.00	£0.00	£0.00	£228.00	£0.00	£0.00	£0.00	£0.00	£0.00	£378.00
	Kids Yoga	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£51.00	£0.00	£0.00	£0.00	£51.00
	Lingwood Methodist Chapel	£0.00	£0.00	£0.00	£19.00	£38.00	£57.00	£0.00	£0.00	£114.00	£38.00	£0.00	£38.00	£304.00
	Lingwood Players	£141.75	£104.00	£586.00	£40.50	£40.50	£101.25	£0.00	£81.00	£209.25	£108.00	£118.00	£140.00	£1,670.25
	Pilates	£89.25	£0.00	£119.00	£51.00	£0.00	£102.00	£0.00	£0.00	£119.00	£0.00	£136.00	£51.00	£667.25
	Quilters	£14.50	£20.90	£0.00	£0.00	£24.00	£21.00	£21.00	£21.00	£21.00	£21.00	£12.00	£0.00	£176.40
	South Walsham Football Club	£242.00	£0.00	£278.00	£0.00	£422.00	£0.00	£226.87	£0.00	£206.00	£0.00	£278.00	£0.00	£1,652.87
	Table Tennis - Friday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00
	Table Tennis - Thursday	£117.00	£100.00	£100.00	£0.00	£98.00	£100.00	£118.00	£100.00	£94.00	£117.00	£100.00	£121.00	£1,165.00
	Tiny Tots	£0.00	£63.40	£189.66	£159.43	£31.25	£130.40	£95.73	£0.00	£94.35	£126.08	£96.39	£0.00	£986.69
	Tots 2 Teens	£75.00	£0.00	£0.00	£87.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.50
	Yoga	£38.00	£57.00	£38.00	£0.00	£63.50	£40.50	£54.00	£0.00	£57.00	£47.50	£28.50	£0.00	£424.00
	Zenobia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£156.00	£0.00	£37.50	£12.50	£0.00	£0.00	£206.00
	Zumba Gold	£0.00	£0.00	£225.00	£112.50	£106.25	£143.75	£112.50	£125.00	£56.25	£0.00	£256.25	£0.00	£1,137.50
	Zumbini	£0.00	£25.50	£25.50	£34.00	£38.25	£34.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£157.25
	Regular Hiring	£1,251.25	£847.30	£2,446.91	£1,115.43	£1,622.50	£1,209.65	£1,543.60	£365.00	£1,834.85	£1,025.08	£1,861.40	£384.00	£15,506.97
	Adhoc hire	£0.00	£0.00	£0.00	£10.00	£0.00	£20.00	£35.00	£35.00	£0.00	£5.00	£10.00	£0.00	£115.00
	Admin services	£146.88	£0.00	£0.00	£181.25	£0.00	£0.00	£258.38	£0.00	£0.00	£218.63	£0.00	£0.00	£805.14
	BBQ.s/Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Car Boot - advertising	£0.00	£0.00	£0.00	£0.00	£65.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£65.00
	Car Boot	£0.00	£0.00	£0.00	£0.00	£15.00	£32.25	£0.00	£10.00	£11.25	£0.00	£0.00	£0.00	£68.50
	Cluster Membership	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Corkage	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Darts food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Donations	£335.00	£249.15	£135.99	£113.10	£331.68	£130.75	£94.55	£180.50	£61.51	£119.50	£90.00	£75.00	£1,916.73
	Events - External	£0.00	£125.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£165.00
	Events - Hall/Social Club	£47.50	£15.00	£0.00	£673.03	£14.76	£160.00	£20.00	£597.05	£40.00	£373.00	£4,519.00	£395.55	£6,854.89
	Everbubbles - Deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Everbubbles - Rent	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£5,400.00
	Food service	£122.50	£35.00	£40.00	£305.00	£126.00	£480.00	£458.00	£380.00	£237.49	£130.00	£489.00	£455.00	£3,257.99
	Friday Fun Night	£0.00	£0.00	£0.00	£226.30	£85.50	£107.00	£81.70	£82.95	£42.50	£69.00	£259.01	£27.90	£981.86
	Friday Fun Night Tuck Shop (card payments to SC)	£0.00	£0.00	£0.00	£0.00	£9.05	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.05
	Hug A Mug - Stock/Sundries/Ingredients	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£84.51	£0.00	£0.00	£0.00	£84.51
	Hug A Mug takings	£2,600.23	£4,177.71	£6,442.33	£5,670.55	£5,986.78	£6,513.15	£5,262.30	£6,082.37	£5,256.05	£6,203.07	£8,327.57	£5,132.91	£67,655.02
	Irregular Hiring	£245.00	£300.50	£441.50	£444.50	£854.25	£574.00	£549.00	£45.00	£2,320.50	£753.75	£560.75	£560.75	£7,649.50
	Leg-its	£0.00	£115.00	£639.00	£0.00	£0.00	£0.00	£0.00	£0.00	£23.00	£0.00	£846.00	£0.00	£1,623.00
	Maintenance	£0.00	£14.66	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8.00	£22.66
	Miscellaneous	£0.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.05	£0.00	£0.00	£0.00	£0.25
	Pension	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Petanque food	£0.00	£0.00	£0.00	£0.00	£0.00	£555.00	£264.00	£0.00	£70.00	£105.00	£120.00	£0.00	£1,114.00
	Petanque key deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20.00	£0.00	£20.00
	Pool food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Recycling credits	£261.11	£0.00	£0.00	£0.00	£0.00	£130.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£391.11
	Social Club Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Social Club Rent	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£600.00
	Social Club Reopening loan payback	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£383.09	£0.00	£0.00	£4,383.09
	Social Club Stock	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£36.86	£0.00	£36.86
	Sundry Sales	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00
	Other Income	£4,268.42	£5,532.02	£8,198.82	£8,123.73	£7,988.02	£10,202.15	£8,522.93	£8,912.87	£9,646.86	£8,860.04	£15,818.19	£7,155.11	£103,229.16
	Awning	£0.00	£0.00	£3,703.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,703.50
	Arqiva Ltd/Antennae Rental	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00
	Back field project	£0.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£199.02	£0.00	£0.00	£0.00	£0.00	£1,199.02
	Unexplained Cash Deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£1,000.00
	Omicron Grant	£0.00	£4,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,000.00
	Warm Spaces Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£600.00	£0.00	£600.00
	Total Extraordinary income	£0.00	£5,000.00	£3,703.50	£0.00	£0.00	£0.00	£0.00	£199.02	£0.00	£0.00			

Mrs Sarah Hunt
58 Hercules Road
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Norwich
Norfolk

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01603 498028

26th February 2023

Lingwood Village Hall
By email

Dear Sirs,

I would like to thank Lingwood Village Hall for their instruction to complete an Internal Audit for the Financial Year 2023, and also thank Kerry Sturman, once again, for her time and co-operation, it is a pleasure to carry out an audit for such a superbly administered charity.

The Internal Audit is not designed to detect fraud, but is a check of the financial work, policy and procedures of the Council, however financial checks are undertaken as part of that process.

Lingwood Village Hall continues to exercise good and robust Financial checks and excellent records are kept by Kerry on their behalf.

I have once again reconciled the bank statements to the cashbook throughout the year and been provided with original documents to spot check transactions which are all in order.

The payroll continues to be processed using Basic Tools and payslips have been checked against payments.

As always I have raised a couple of very minor points with Kerry for her information.

I enclose my invoice for your attention and would be happy to clarify any points.

Yours faithfully,

Sarah Hunt

Sarah Hunt

Sarah Hunt
58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Telephone: 01603 498028 sbmr@hotmail.com

INVOICE

26th February 2023

Lingwood Village Hall
c/o Email.

To – undertaking annual Internal Audit,

£125.00

BACS Payment can be made directly to:

Sort Code: 40 47 61
Account Number: 45775981
Mrs S J Hunt