

POTTER HEIGHAM VILLAGE HALL

Annual Report for Year ending 31st March 2025 - Page 1 of 2

The Potter Heigham Village Hall is a registered Charity, No 304041.

The Charity Trustees during the year to 31st March 2025 were:

Mr Robin Graves-Morris (Chairman), Ms Sheridan Turner (Sec)
Donald Pickering, Stan Chapman, Sophie Miller, Sue Harris, Hazel Eady,
Trevor Chaplin, Steph Self, Harry May, Steve Strange, George Chasemore,
Maggie Tween. All of the above Trustees were elected Members.

On the 24th of June 2024 the following Trustees stepped down:-

Mr Robin Graves-Morris (Chairman), Steve Strange, George Chasemore,
Sue Harris and Steph Self.

Elected as Nominee's of the Parish Council :- Donald Pickering (Chairman),
Harry May (Vice Chairman), Sheridan Turner (Sec),
Stan Chapman (Treasurer), Louise Parker (Booking Clerk)

Program Nominees were :- Hazel Eady, Maggie Tween, Trevor Chaplin and
Andy Tantrum.

Elected Members were :- Louisa Sharpless, Sophie Miller and Glen Ball.

The Charity is registered Via Stan Chapman at CARSTAN HOUSE, Station
Road, Potter Heigham, Norfolk, NR29 5AD.

The principal objective of the Charity is to supply a Village Hall and maintain
facilities such as a Playing Field, Children's Play area and Bowling Green for
the use of the Village Members.

In planning our activities for the year, we kept in mind the Charity
Commission's guidance on public benefit at our Trustee meetings.

The focus of our activities remains providing a Village Hall and playing field
And Children's Play area for the use of the general public.

We believe the facilities we provide both supply a need to help and maintain the
psychological and mental health, especially of the older generation. We supply
a place where older and possibly lonely members of the community can benefit
by meeting and interacting with others of a similar ilk.

This is done via the Soup and Chatter Group.

Cont...

Annual Report for Year ending 31st March 2025 - Page 2 of 2

The decisions on behalf of the Charity are made by the Trustees at meetings of their body and never separately by any one individual Trustee.

However, in an urgent need decisions are made via e mail where necessary.

The main sources of finance to the Charity are from rental Income and from interest from monies held in a savings account at The Unity Bank.

Other sources of incomes are derived from gifts, grants, and donations. A Produce, craft Fair and Dog show, Christmas Fair, Bingo, an Art Fair and Soup & Chatter Group.

The Charities Policy on reserves are:

- a) To maintain a reserved level of finance pertaining to our reserves Policy which will give an adequate fallback in time of need.
- b) The current cash monetary reserves are excellent, we feel this is adequate at this time to meet any needs that may arise. However, as we all know, we are in a very difficult economic climate this may need to be reviewed.

We confirm that to the best of our knowledge no major risks have been identified.

Signed on behalf of the Board of Trustees by.

Ms S. Turner
(Secretary)

Mr S.B. Chapman JP
(Treasurer)

Potter Heigham Village Hall Cash Flow Summary as of December 31, 2024			
	Brought forward	Year to Date	Year to Date
	FY23/24	31-Dec-24	Balance
Grants/Donations restricted			
Produce show	2,201.00	1,047.95	3,248.95
Art Exhibition	250.00	-	250.00
Mardlers	500.00	500.00	1,000.00
Family Donation	7,696.84	-	7,696.84
Lottery Fund		8,610.00	8,610.00
Net restricted	10,647.84	10,157.95	20,805.79
UNRESTRICTED REVENUE			
Program Rentals	-	10,737.50	10,737.50
Events	-	4,247.15	4,247.15
Grants/Donations (unrestricted)	16,873.72	5,000.00	21,873.72
Total Unrestricted Revenue	16,873.72	19,984.65	36,858.37
EXPENSES			
Wages	-	(2,596.30)	(2,596.30)
Insurance	-	(1,545.06)	(1,545.06)
Operating & Maintenance	-	(5,710.57)	(5,710.57)
Other	-	(8,610.00)	(8,610.00)
Total Expense	-	(18,461.93)	(18,461.93)
Net	27,521.56		39,202.23
Bank Reconciliation			
Unity Bank Financial Reserves	6,971.78		
Financial Reserves (operating)	20,567.78	219.68	219.68
	27,539.56	11,900.35	39,439.91
		Balance as per bank statement	
	Unity Bank Financial Reserves 20485401		4,328.06
	Financial Reserves (operating) 20485414		35,111.85
		Check:	39,439.91

Potter Heigham Village Hall January 2025

CAPITAL PROJECTS IDENTIFIED	(estimated costs)	Actual Costs
Annex Roof	7,400.00	-
Shed repair	2,300.00	-
Annex Carpet	3,300.00	-
New Floor main hall	8,000.00 est	-
Water Heaters	1,200.00	-
Gents toilet plumbing	10,000.00	-
New Bench	550.00	-
Tree topping	5,000.00	-
Childrens Play Equipment	25,000.00	-
	<u>62,750.00</u>	<u>-</u>

Note: Childrens Play Equipment is budgeted at 50% of cost

Variance

=====

-



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Village Hall Management Committee

On accounts for the year
ended

31st March 2025

Charity no
(if any)

304041

Set out on pages

(remember to include the page numbers of additional sheets)

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:

Date:

18/10/25

Name:

Mr S. Shepherd

Thurne House, Bridge Road, Potter Heigham, Norfolk, NR29JB

August 2025