



## Trustees' Annual Report for the period

From 09/10/2020 Period start date To 08/10/2021 Period end date

Charity name: RAYNHAM AND HELHOUGHTON VILLAGE HALL

Charity registration number: 304043

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Providing a centre for social interaction and community activities</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>Community centre with activities to benefit mental and physical well-being. Events include regular bar nights; coffee mornings; knit &amp; natter; line dancing; table tennis; live music and village fetes.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Guidance on public benefit has not been noted at this time by the trustees.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>None</b>
Policy on social investment including program related investment	Para 1.38	<b>None</b>
Contribution made by volunteers	Para 1.38	<b>None</b>
Other		

## 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	<p><b>Many activities were curtailed during 2020 and most of 2021 due to restrictions on social mixing during the Covid-19 pandemic.</b></p> <p><b>As Covid-19 restrictions eased from mid-2021, the village bar was opened on Friday evenings and Sunday afternoons from late-July to encourage social contacts. An outdoor live music event was held in August 2021 which further enhanced interactions between different elements of the community in The Raynhams. The village bar has continued to be open on Friday evenings.</b></p> <p><b>Other community activities during the reporting period include coffee mornings; knit &amp; natter; line dancing, and table tennis. We have not conducted any impact assessments so it is difficult to state how these activities may help individuals or society as a whole. Anecdotally, participants stated they enjoyed the activities, and many have taken part in more than one type of event.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		<p><b>In early 2021 a grant application to North Norfolk District Council was successful for part-funding improvements to the village hall which included enhanced roof insulation; upgrading of the audio-visual system and the addition of a broadband service, and the installation of energy-efficient infrared heating panels.</b></p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held in anticipation of major repairs or increases in running costs.</b>
Amount of reserves held	Para 1.22	<b>£7,000</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust deed dated 18 October 1951</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association</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>Election to post by Village Hall committee members. Elections held annually in October.</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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>This charity is a member of Community Action Norfolk, the lead organisation for engagement with the voluntary, community and social enterprise (VCSE) sector in Norfolk</b>
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Raynham and Helhoughton Village Hall
Other name the charity uses	West Raynham Village Hall
Registered charity number	304043
Charity's principal address	West Heath Farm Lynn Lane Great Massingham PE32 2HL

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Paresh Shah	Chair		Village Hall Committee
2	Melvin Forman	Treasurer		Village Hall Committee
3	Joy Forman	Secretary		Village Hall Committee
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

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

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### **Additional information (optional)**

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

Type of adviser	Name	Address
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#### **Name of chief executive or names of senior staff members (Optional information)**

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### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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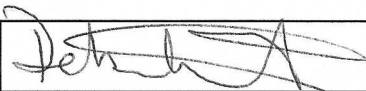
### **Other optional information**

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## 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)	PARESH ANIL SHAH	DEBBIE LAMONT
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	30 JULY 2022	

# West Raynham Village Hall Accounts 8th

1 October 2021 to 7th October 2022

## Main Accounts (Cash Book)

<u>Date</u>	<u>Ref</u>	<u>Item</u>	Income	Expenditure
10/08/2021		Current Account	£ 34,835.90	
	F01/21	Hirings	£ 45.00	
	F02/21	Bar	£ 73.97	
	F03/21		-£ 517.44	
	F04/21		-£ 100.00	
	Donations	Donations	£ 5,358.28	
		Total	£ 39,695.71	0

Balance

£ 39,695.71

<u>Ref</u>	<u>Item</u>	Income
	b/f	£ 39,695.71
	Electricity	
	Water	
	Cleaning	
04/11/2022	Event License	chq 34
	Premise License	
	PRS License 2020-2021	chq 42
03/09/2022	Lottery License	
	Council Tax -Reading Room	
	Council Tax - Hall	
	Repairs	
08/05/2021	Norris & Fisher Insurance for VH	
02/01/2022	Community Action Norfolk	chq 25
	Misc Accs	
	Total	£ 39,695.71
	Bank A/c	£ 23,312.60

Expenditure	Balance	cheque no.
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£1,276.96

£114.34

£165.00

£21.00

£139.20

£20.00

£18.17

£76.80

£13,572.02

£50.00

£929.62

£16,383.11    £    23,312.60

30

## **Main Accounts Misc. Expenses**

Date	Cheque No.
10/20/2021	2 Silver Line Dance (move it or lose it)
10/25/2021	Capita Software Services (refund from A Forsyth)
10/25/2021	6 Silver Line Dance (line dance)
11/01/2021	7 Paresh (Paperklip 3 Oct Newsletter)
11/02/2021	9 Andy Mead (painting fireplace 7th Oct reading room)
11/02/2021	9 Andy Mead (fitting shelves in reading room)
11/02/2021	10 Monica Fitzjohn (Warehouse Clearance)
11/24/2021	15 Paresh (Paperklip Nov Newsletter)
11/24/2021	15 Paresh (Paperklip push pins)
12/07/2021	17 Andy Mead (NES Electrical- light bulbs)
Dec 12	19 Andy Mead (Wilko clock)
12/21/2021	19 Andy Mead (B&Q hooks)
12/21/2021	19 Andy Mead (B&Q wood & clips)
01/07/2022	16 M Forman (annual TV licence)
01/18/2022	23 Paresh (Paperklip Dec Newsletter )
01/26/2022	26 NNDC licensee sign
02/21/2022	28 Steward Safety Supplies (annual service charge)
04/11/2022	34 Paresh (Paperklip Jan Newsletter)
04/11/2022	34 Paresh (Paperklip Feb Newsletter)
04/11/2022	34 Paresh (Paperklip Mar Newsletter)
05/24/2022	36 Paresh (Paperklip Apr Newsletter)
05/24/2022	36 Paresh (Paperklip May Newsletter)
05/24/2022	36 Paresh (Paperklip Jubilee Leaflets)
06/30/2022	47 DBS check (Andy Mead)
06/30/2022	47 Andy Mead (Disco lights)

Total

Value

£40.00

£132.00

£40.00

£52.80

£10.00

£50.00

£31.98

£57.60

£3.20

£178.00

£12.50

£9.45

£8.47

£159.00

£44.40 Orig cost 57.60 plus £7 under paid less £20.20 over paid

invoice o/s

£10.50

£36.00

£37.80

£50.40

£60.00

£51.00

£67.50

£5.60

£18.00

£27.42

£929.62



# Donations

<u>Date</u>	<u>Donor</u>	Income	
02/22/2022	NNDC	£	2,667.00
Feb 22	NNDC	£	2,667.00
06/06/2022	BT Refund (?)	£	24.28
	Total	£	5,358.28

# **HIRINGS**

<b><u>Date</u></b>	<b><u>Name</u></b>	<b><u>Fee</u></b>
02/16/2022	Melissa	£ 45.00
	Total	£ 45.00

# BAR

<u>Date</u>	<u>Item</u>	<u>Cheque No</u>	<u>Income</u>	<u>Expenditure</u>
10/04/2021	Takings 1st Oct		£ 107.00	
10/25/2021	Takings 8th Oct		£ 87.00	
10/25/2021	Takings 15th Oct		£ 114.00	
10/27/2021	Takings 22nd Oct		£ 199.00	
11/01/2021	Tesco 1	7		£ 18.00
11/01/2021	Morrisons 2	7		£ 68.50
11/01/2021	Tesco 3	7		£ 31.85
11/01/2021	Tesco 4	7		£ 30.00
11/01/2021	Tesco 5	7		£ 33.00
11/02/2021	Andy Mead 1st Oct	9		£ 40.00
11/02/2021	Andy Mead 8th Oct	9		£ 40.00
11/02/2021	Andy Mead 15th Oct	9		£ 40.00
11/02/2021	Andy Mead 22nd Oct	9		£ 40.00
11/02/2021	Andy Mead 29th Oct	9		£ 40.00
11/15/2021	Takings 29th Oct		£ 98.00	
11/15/2021	Takings 5th Nov		£ 70.00	
11/23/2021	Ian Pearson (Majestic Wine)	12		£ 155.82
11/24/2021	Morrisons 6	15		£ 9.40
11/24/2021	Morrisons 7	15		£ 60.05
11/24/2021	Tesco 8	15		£ 47.25
11/26/2021	Takings 12th Nov		£ 98.00	
12/14/2021	Takings 19th Nov		£ 107.50	
12/14/2021	Morrisons 9			£ 17.50
12/07/2021	Takings 26th Nov		£ 35.00	
12/07/2021	Takings 3rd Dec		£ 60.00	
12/21/2021	Takings 10th Dec		£ 87.99	
12/21/2021	Morrisons 10			£ 7.99
12/21/2021	Andy Mead 5th Nov	19		£ 40.00
12/21/2021	Andy Mead 12th Nov	19		£ 40.00
12/21/2021	Andy Mead 19th Nov	19		£ 40.00
12/21/2021	Andy Mead 26th Nov	19		£ 40.00
12/21/2021	Andy Mead 3rd Dec	19		£ 40.00
12/21/2021	Andy Mead 10th Dec	19		£ 40.00
12/21/2021	Andy Mead 17th Dec	19		£ 40.00
12/21/2021	Andy Mead (Gin-no receipt)	19		£ 16.00
12/22/2021	Takings 17th Dec		£ 28.00	
12/22/2021	Takings 17th Dec (c/card)		£ 14.25	
12/30/2021	Ian Pearson (Majestic 11)	20		£ 155.82
12/30/2021	Ian Pearson (Waitrose 12)	20		£ 4.50
01/11/2022	C/C takings 7th Jan		£ 67.34	
	Cash takings 7th Jan		£ 13.95	
01/19/2022	C/C takings 14th Jan		£ 52.10	

Cash takings 14th Jan	£	-	
01/25/2022 C/C takings 21st Jan	£	61.46	
Cash takings 21st Jan	£	28.00	
02/01/2022 C/C takings 28th Jan	£	54.08	
02/03/2022 Cash takings 28th Jan	£	26.00	
02/04/2022 Ian Pearson (Majestic 13)			£ 125.82
02/09/2022 C/C takings 4th Feb	£	103.53	
03/31/1933 Cash takings 4th Feb	£	2.50	
02/16/2022 C/C takings 11th Feb	£	101.56	
03/31/2022 cash takings 11th Feb	£	14.00	
Morrisons (28)			£ 12.40
03/02/2022 C/C takings 25th Feb	£	50.13	
Mar 03 C/C takings 25th Feb	£	45.33	
Mar 31 cash takings 25th Feb	£	20.00	
Mar 07 Ian Pearson (Majestic 14)			£ 251.64
Mar 09 C/C takings 4th Mar	£	18.59	
Mar 31 cash takings 4th Mar	£	12.00	
Mar 15 C/C takings 11th Mar	£	65.28	
Mar 31 cash takings 11th Mar	£	45.60	
Tesco (26)			£ 16.60
Morrisons (27)			£ 8.00
Mar 22 C/C takings 18th Mar	£	52.89	
Mar 31 cash takings 18th Mar	£	10.00	
Mar 29 C/C takings 25th Mar	£	39.23	
Mar 31 cash takings 25th Mar	£	27.40	
Morrisons (29)			£ 24.70
Mar 30 Andy Mead 14th Jan	32		£ 40.00
Mar 30 Andy Mead 21st Jan	32		£ 35.00
Mar 30 Andy Mead 28th Jan	32		£ 35.00
Mar 30 Andy Mead 4th Feb	32		£ 35.00
Mar 30 Andy Mead 11th Feb	32		£ 35.00
Mar 30 Andy Mead 25th Feb	32		£ 35.00
Mar 30 Andy Mead 4th Mar	32		£ 35.00
Mar 30 Andy Mead 11th Mar	32		£ 35.00
Mar 30 Andy Mead 18th Mar	32		£ 35.00
Mar 30 Andy Mead 25th Mar	32		£ 35.00
Mar 31 Part repayment of float	£	50.00	
Apr 04 Ian Pearson (Majestic 15)			£ 83.88
Apr 05 C/C takings 1st Apr	£	51.63	
Apr 05 cash takings 1st Apr	£	9.60	
Apr 05 Morrisons (23)			£ 9.60
Apr 13 C/C takings 8th Apr	£	68.04	
Apr 13 cash takings 8th Apr	£	50.00	
Apr 20 C/C takings 15th Apr	£	127.32	
Apr 20 cash takings 15th Apr	£	30.00	
Apr 26 C/C takings 22nd Apr	£	69.11	
Apr 26 cash takings 22nd Apr	£	23.09	

May 26 Tesco (21)		£	23.09
May 04 C/C takings 29th Apr	£	33.62	
May 04 cash takings 29th Apr	£	41.99	
Morrisons (22)		£	21.99
May 11 C/C takings 6th May	£	74.71	
May 11 cash takings 6th May	£	50.00	
May 17 C/C takings 13th May	£	107.32	
May 17 cash takings 13th May	£	60.57	
May 17 Morrisons + optics (20)		£	60.57
May 24 M Forman (Majestic 16)	35	£	105.88
May 24 M Forman (Majestic 17)	35	£	462.46
May 24 M Forman (SmartShop 18)	35	£	4.00
May 24 Paresh (Tesco 19)	36	£	10.40
May 25 C/C takings 20th & 21st May	£	128.27	
May 25 cash takings 20th & 21st May	£	292.97	
May 25 Andy Mead		£	40.00
May 25 Optics		£	25.99
May 25 Tesco (24)		£	67.00
May 25 Morrisons (25)		£	40.98
Jun 01 C/C takings 27th May	£	116.34	
cash takings 27th May			
Receipt			
Jun 08 C/C takings 3rd June	£	49.16	
Jun 09 C/C takings 3rd June	£	11.95	
cash takings 3rd June	£	-	
Jun 14 C/C takings 10th June	£	35.44	
cash takings 10th June			
Receipt			
Jun 21 C/C takings 17th June	£	106.91	
cash takings 17th June			
Receipt			
Jun 23 M Forman (Majestic 30)	39	£	172.82
Jun 28 cash takings 24th June			
Receipt			
Jun 28 C/C takings 24th 25th & 26th	£	276.66	
cash takings 25th June			
cash takings 26th June			
Jun 30 Andy Mead (12 hrs @£35/hr)	47	£	420.00
Jun 30 Andy Mead (Majestic 31)	47	£	53.94
Jun 30 Andy Mead (Majestic 32)	47	£	143.82
Jun 30 Andy Mead (Morrisons 33)	47	£	102.68
Jun 30 Andy Mead (Morrisons 34)	47	£	28.50

Total                    £ 3,881.41    £    3,807.44

Balance

cost of  
sum up

£1.16

£10.40

£0.54

£12.42

£2.77

£20.76

Bar closed

18th Feb

£1.64

£0.31

£1.12

£0.87

£1.16

£2.18

£1.19

£0.58

£1.29

£1.83

£2.18

£73.97

# ELECTRICITY

Date	Premises			
11/08/2021	Village Hall	£	86.44	BGL85976
	Nov 08 Reading Room	£	49.04	BGL85977
12/06/2021	Village Hall	£	102.06	BGL85976
12/06/2021	Reading Room	£	61.52	BGL85977
01/04/2022	Village Hall	£	64.05	BGL85976
01/04/2022	Reading Room	£	58.36	BGL85977
02/03/2022	Village Hall	£	178.72	BGL85976
02/03/2022	Reading Room	£	68.80	BGL85977
03/07/2022	Village Hall	£	165.02	BGL85976
03/07/2022	Reading Room	£	49.44	BGL85977
04/04/2022	Reading Room	£	43.53	BGL85977
05/04/2022	Village Hall	£	217.12	BGL85976
05/04/2022	Reading Room	£	30.16	BGL85977
05/31/2022	Village Hall	£	89.51	BGL85976
06/13/2022	Reading Room	£	13.19	BGL85977

Total                    £    1,276.96



# Cleaning

Date	Cheque Number	Supplier			
11/02/2021	9	Andy Mead	30th Sept	£ 15.00	Village Hall
11/02/2021	9	Andy Mead	6th Oct	£ 10.00	Reading Room
12/21/2021	19	Andy Mead	3th Nov	£ 15.00	Reading Room
12/21/2021	19	Andy Mead	5th Nov	£ 15.00	Reading Room
12/21/2021	19	Andy Mead	11th Nov	£ 5.00	Reading Room
12/21/2021	19	Andy Mead	10th Dec	£ 10.00	Reading Room
12/21/2021	19	Andy Mead	18th Dec	£ 20.00	Reading Room
03/30/2022	32	Andy Mead	7th Feb	£ 10.00	
03/30/2022	32	Andy Mead	8th Feb	£ 5.00	
06/30/2022	47	Andy Mead		£ 60.00	Hall (April May &
		Total		£ 165.00	

June

# Repairs & Maintenance

Date	Cheque Number	Company	Invoice Number
10/19/2021		1 Richard Siddell	
10/21/2021		3 Neil Brodie	102333
10/26/2021		5 GMK Services	22
Nov 02		4 Saturn Audio Visual Ltd	1786
11/02/2021		8 GMK Services	047/A
Nov 02		9 Andy Mead (paint)	
Nov 02		9 Andy Mead (wood from B & Q)	
Nov 02		9 Andy Mead (wood from B & Q)	
Nov 08		11 GMK Services	047/B
Nov 23		13 GMK Services	047/C
Nov 23		14 GMK Services	047/D
Jan 11		21 Neil Brodie	102390
Jun 07		37 Neil Brodie	102475
Jun 07		37 Neil Brodie	102454
			Total

£	180.00		
£	1,323.26		
£	1,819.12		
£	6,798.70		
£	792.00		
£	3.83		
£	47.50		
£	7.09		
£	1,054.00		
£	634.00		
£	604.00	invoice for 604.8	under paid
£	160.52		
£	90.00		
£	58.00		
£	13,572.02		

# Village Day Fete

<u>Date</u>	<u>Item</u>	<u>Cheque</u>	<u>Income</u>
05/24/2022	Paresh (Paperclip (leaflets and posters)	36	
05/24/2022	Paresh (Road Closure for Village Day)	36	
06/23/2022	M Forman (Waitrose-wine)	41	
06/28/2022	Puppets	43	
06/29/2022	Fakenham Ukes	44	
06/30/2022	Mark Warrell (Morris Dancers)	45	
	Total		£ -

Expenditure Balance

£ 39.90

£ 40.55

£ 11.99

£ 215.00

£ 100.00

£ 110.00

£ 517.44 -£ 517.44

# Tractor Breakfasts

Date	Cheque	Income	Expenditure	Balance
05/24/2022	38 M Forman (cash float)		£ 100.00	
		£	- £ 100.00	-£ 100.00

# Report of Charity Independent Examiner

## To The Trustees of Raynham and Helhoughton Village Hall

I report on the accounts of the above charity to the Trustees for the year ended 7<sup>th</sup> October 2021.

## Respective Responsibilities of Trustees and Examiner

As the Charity's Trustees you are responsible for the preparation of the accounts: you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, whether particular matters have come to my attention.

## Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by Charity Commissioners. 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 management committee concerning any such matters. The procedures undertaken do not provide all that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

## 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 requirement To keep accounting records in accordance with the section 41 of the Act; and To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- (2) To which in my opinion, attention should be drawn in order to enable a proper understanding the accounts to be reached

Charity Independent Examiner

Mrs Jane I Kilham

*Jane I Kilham*  
22 July 2022